NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council will be held on 20 October 2020 in the Council Chambers, 43 – 51 Tanunda Road, Nuriootpa, commencing at 9.00am.

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

AGENDA

1. THE BAROSSA COUNCIL

1.1 Welcome by Mayor Lange - meeting declared open
1.2 Present
1.3 Leave of Absence
1.4 Apologies for Absence
1.5 Minutes of previous meetings including confidential items – for confirmation:
   • Council meeting held on 15 September 2020 at 9.00am and;
   • Special Council meeting 30 September 2020 at 6.02pm.
1.6 Matters arising from previous minutes
   Nil
1.7 Petitions
   Nil
1.8 Deputations
   Nil
1.9 Notice of Motion
   Nil
1.10 Questions with or without Notice

   1.10.1 Cr Wiese-Smith – Sports Marketing Australia 5
   1.10.2 Cr Schilling – Nuriootpa Pool 7
2. MAYOR
   2.1 Mayor’s report – attached

3. COUNCILLORS’ REPORTS
   3.1 Nil

4. CONSENSUS AGENDA
   4.1 MAYOR
      Nil

4.2 EXECUTIVE SERVICES
   4.2.1 CHIEF EXECUTIVE OFFICER
   4.2.1.1 Legatus Minutes and Annual General Meeting
   4.2.1.2 Australia Day Council of South Australia Incorporated (ADC) – Board Elections and Notice of Annual General Meeting
   4.2.1.3 Local Government Finance Authority Annual Report – 2019 - 2020
   4.2.1.4 Local Government Association of South Australia - Notice of Annual General Meeting - 2020
   4.2.1.5 COVID-19 Recovery Grants Update
   4.2.1.6 COVID-19 Recovery Plan Activity Report

4.2.2 COMMUNICATION AND ENGAGEMENT OFFICERS
   Nil

4.3 CORPORATE & COMMUNITY SERVICES
   4.3.1 DIRECTOR CORPORATE AND COMMUNITY SERVICES
   4.3.1.1 Update Information – Talunga Village

   4.3.2 MANAGER COMMUNITY AND CULTURE
   4.3.2.1 Advice From Minister of Human Services – Successful Our Town Support Grant
   4.3.2.2 Disability Access and Inclusion Plan Published

4.4 WORKS AND ENGINEERING
   4.4.1 DIRECTOR’S REPORT
   4.4.1.1 Special Local Roads Program 2020/2021

4.5 DEVELOPMENT & ENVIRONMENTAL SERVICES
   4.5.1 DEVELOPMENT SERVICES
      Nil

   4.5.2 ENVIRONMENTAL SERVICES
   4.5.2.1 Progress Report
   4.5.2.2 Williamstown, Lyndoch Landcare Group Inc
   4.5.2.3 Barossa Bushgardens – Update of Activities
4.5.3 HEALTH SERVICES

4.5.3.1 Food Recalls
4.5.3.2 Food Premises Inspections
4.5.3.3 2019/2020 Annual Environmental Health Report Under the Public Health Act 2011

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

7. DEBATE AGENDA

7.1 MAYOR
Nil

7.2 EXECUTIVE SERVICES
7.2.1 CHIEF EXECUTIVE OFFICER
7.2.1.1 Australia Day Event – COVID-19 Considerations
7.2.1.2 Ombudsman Report – Land Exchange with Chateau Tanunda

7.2.2 FINANCE
7.2.2.1 Monthly Finance Report (as at 30 September 2020)
7.2.2.2 Rates Hardship Policy COVID19- General Rate Remission – Applicable Tenants

7.3 CORPORATE AND COMMUNITY SERVICES
7.3.1 DIRECTOR CORPORATE AND COMMUNITY SERVICES
Nil

7.3.2 MANAGER KNOWLEDGE AND TECHNOLOGY SERVICES
7.3.2.1 ICT Finance Agreements – 2020-21 Annual Budget and Business Plan
7.3.3 MANAGER TOURISM SERVICES

7.3.3.1 Tourism Recovery – Barossa Sub-Regions and Townships Project – Partnership with Tourism Barossa

7.3.4 MANAGER COMMUNITY AND CULTURE

7.3.4.1 Barossa Youth Leadership Program

7.4 WORKS AND ENGINEERING

7.4.1 DIRECTOR’S REPORTS

7.4.1.1 Proposed Road Closure – 2020 Barossa Triathlon Events
7.4.1.2 Bridges Renewal Program – Round 5

7.5 DEVELOPMENT AND ENVIRONMENTAL SERVICES

7.5.1 DEVELOPMENT SERVICES

7.5.1.1 Appointment – Building Fire Safety Committee

7.5.2 ENVIRONMENTAL SERVICES

7.5.2.1 Nominations Sought For the Native Vegetation Council
7.5.2.2 Barossa Bushgardens Urban Design Frameworks – 2020 Update

7.5.3 HEALTH SERVICES

Nil

7.5.4 REGULATORY SERVICES

7.5.4.1 Nominations Sought for the Dog and Cat Management Board
7.5.4.2 Outdoor Dining and Commercial Use of Footpath Fees

7.5.5 WASTE SERVICES

Nil

8. CONFIDENTIAL AGENDA

8.1 MANAGER COMMUNITY PROJECTS

8.1.1 Santos Tour Down Under
8.1.2 Tender – Caravan Park Management Services

9. URGENT OTHER BUSINESS

Nil

10. NEXT MEETING

Tuesday 17 November 2020 at 9.00am

11. CLOSURE
1.10 QUESTION ON NOTICE

1.10.1 COUNCILLOR WIESE-SMITH – SPORTS MARKETING AUSTRALIA
B10845-2

PURPOSE
To consider a question on notice provided in accordance with the Local Government Act by Cr Wiese-Smith.

RECOMMENDATION
That Council receive and note the response and that the question and response be placed in the minutes.

QUESTION AND RESPONSE

Question
Could staff please provide an update on Council’s agreement with Sports Marketing Australia, per the resolution of February 18, 2020?

Response
The approved program is progressing well and budget has been set as per the Council resolution. The following table provides update on activity to date in accordance with the project initiative.

- $20,000 in Budget for event placement expenses
- Capability and Capacity audit completed.
- Definition of Events Project Team to assess event offers in place.
- Development of Pathway Register to record Event Offers.
- Events are usually placed 12 months or so in advance it is therefore going to have some lag before events are on the ground.
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Event Owner - YMCA, Event Name - Australian Skateboarding League Qualifier, Hosting Fee - 6,500.00, SMA Fee - 2,200.00</td>
</tr>
<tr>
<td>13</td>
<td>Event Owner - Adelaide Trail Runners, Event Name - Boroosa Trail Run, Hosting Fee - 3,000.00, SMA Fee - 2,200.00</td>
</tr>
<tr>
<td>12</td>
<td>Event Owner - Champions League Basketball, Event Name - CLE3X3 National Series, Hosting Fee - 5,000.00</td>
</tr>
<tr>
<td>11</td>
<td>Event Owner - LUX Media, Event Name - Roads Less Traveled, Hosting Fee - 17,500.00, SMA Fee - 3,300.00</td>
</tr>
<tr>
<td>10</td>
<td>Event Owner - YMCA, Event Name - Skate Park League and Clinic, Hosting Fee - 3,800.00, SMA Fee - 2,200.00</td>
</tr>
<tr>
<td>9</td>
<td>Event Owner - H Squared, Event Name - Good Chef, Bad Chef, Hosting Fee - 25,000.00, SMA Fee - 2,750.00</td>
</tr>
<tr>
<td>8</td>
<td>Event Owner - ROCIT Co and Global Sports Media, Event Name - Your Golf Show, Hosting Fee - 17,500.00, SMA Fee - 2,750.00</td>
</tr>
<tr>
<td>7</td>
<td>Event Owner - H Squared Productions, Event Name - Everyday Gourmet, Hosting Fee - 25,000.00, SMA Fee - 2,750.00</td>
</tr>
</tbody>
</table>

**ATTACHMENT**

Nil
QUESTION ON NOTICE

20 OCTOBER 2020

1.10 QUESTION ON NOTICE

1.10.2
COUNCILLOR SCHILLING – NURIOOTPA POOL
B11374

PURPOSE
To consider a question on notice provided in accordance with the Local Government Act by Cr Schilling

RECOMMENDATION
That Council receive and note the response and that the question and response be placed in the minutes.

QUESTION AND RESPONSE

Question - 1
In the condition facility report dated 25th May 2015, the Executive Summary on page 1 states "if the client undertakes priority one and two, the water losses at the facility will be significantly reduced. The repairs will also improve the structural integrity of the facility and increase the expected lifespan of the pool vessels to be in excess of a further 25 years".

a) Have these priority works been undertaken and if not, why?
b) If the identified priorities have been actioned, how has it been determined that the pool is 'past its useful life'?

Response
To allow circulation of the agenda within prescribed periods; the response to this matter will require further time and will therefore be circulated and provided prior to the Council meeting, posted online and tabled for inclusion in the minutes at the Council meeting as required by the Local Government regulations.

Question - 2
What was the cost of the 2015 condition facility report?

Response
$5,675
**Question - 3**

Despite 5 years of minimal repairs, we still do not know the current condition of the pool. Why has a current/more recent condition report not been commissioned as part of the information supplied to Elected members?

**Response**

Throughout many years and conversations at Council workshops and meetings, Council has never requested or budgeted for further updates. The 2015 report is appropriate for asset condition and appraisal of such assets and is consistent with condition and valuation processes for the vast majority of Council assets.

**ATTACHMENT**

Nil
Mayor’s Report to Council – October Meeting 2020

August

10/09/2020 Keoride Barossa Dial’a’Ride Teams meeting – Cr David de Vries and SA Link representatives re Barossa Valley Trial.

14/09/2020 Barossa Brand Protection Meeting with CEO Martin McCarthy

Château Yaldara Lunch meeting with Member from Barker, Tony Pasin, Cr David de Vries and representatives from Southern Barossa Alliance

16/09/2020 Interview with the Barossa leader newspaper – Building Barossa Promotion

Teams meeting - TDU’s planning for COVID management and possible impact on the Barossa event.

21/09/2020 Presentation Probus Club of Barossa

Triple B FM Radio Interview

22/09/2020 Meeting with Sam Hosking’s (Council Heritage Advisor, Shelly Cox and Andrew Beckman re proposed painting of Heritage buildings, Tanunda Main Street

23/09/2020 Keyneton Primary School Visit and Presentation - Role of Mayor and Councillors


28/09/2020 Meeting CEO Martin McCarthy and residents, Light Regional Council - The Oscar impact on Brand Barossa

Attended Gawler Boundary Forum in Gawler

OCTOBER

1/10/2020 Meeting CEO Martin McCarthy and representatives from Department Foreign Affairs and Trade (DFAT)

2/10/2020 Organic Green Bin Photo Promotion

Richard Miller meeting with Ian Mader re proposed development application

5/10/2020 ABC Radio Interview - Nuriootpa Pool Closure

6/10/2020 Bio Security Photo Promotion - Vine Health Australia
6/10/2020  On-site meeting with Steven Kaesler & development engineer - Nuriootpa

Proposed Barossa Adventure Triathlon Steering Group Meeting – Lyndoch office

Boundary Reform Working Group Teams Meeting

7/10/2020  Meeting with Tony Piccolo - Candidate for Schubert

8/10/2020  Citizenship Ceremony - Council Chamber

10/10/2020  Opening Ceremony (11am) of the newly furbished Town of Gawler Aquatic facility
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.1 LEGATUS MINUTES AND ANNUAL GENERAL MEETING

B10496

The Minutes of the Legatus meeting and annual general meeting held on 4 September 2020 are attached for Council’s information.

RECOMMENDATION
That Minutes of the Legatus meeting and annual general meeting of 4 September 2020 be received and noted.
Unconfirmed Minutes of the Legatus Group Annual General Meeting

4 September 2020
Quorn Town Hall Quorn

1.0 Meeting Preliminaries

Present
Board members: Mayor Peter Mattey OAM – Chairman (Goyder), Mayor Leonie Kerley (Barunga West), Mayor Roslyn Talbot (Copper Coast), Mayor Bill O’Brien (Light), Mayor Mark Wasley (Adelaide Plains), Mayor Phillip Heaslip (Mount Remarkable), Mayor Denis Clark (Northern Areas), Mayor Kathie Bowman (Orroroo Carrieton), Mayor Rodney Reid (Wakefield), Mayor Peter Slattery (Flinders Ranges), Mayor Ruth Whittle OAM (Peterborough), Mayor Leon Stephens (Port Pirie) and Mayor Darren Braund (Yorke Peninsula).

In Attendance
Cr Brian Lockyer (Barunga West), Mr David Stevenson (CEO Goyder), Mr Colin Byles (CEO Northern Areas), Mr Dylan Strong (CEO Orroroo Carrieton), Mr Andrew MacDonald (CEO Wakefield), Mr James Miller (CEO Adelaide Plains), Mr Russell Peate (CEO Copper Coast), Mr Eric Brown (CEO Flinders Ranges), Mr Sam Johnson (CEO Mt Remarkable), Mr Andrew Cameron (CEO Yorke Peninsula), Dr Andrew Johnson (LGA), Kelly-Anne Saffin (CEO RDAYMN) and Mr Simon Millcock (CEO Legatus Group).

State MP’s: Hon Geoff Brock MP Frome

Apologies
Mayor Wayne Thomas (Clare and Gilbert Valleys) and Mayor Bim Lange OAM (The Barossa). Council CEO’s Ms Maree Wauchope (Barunga West), Mr Martin McCarthy (Barossa), Mr Brian Carr (Light), Mr Peter McGuinness (Peterborough), Mr Peter Ackland (Port Pirie) and Dr Helen Macdonald (Clare and Gilbert Valleys), MP’s Hon Stephan Knoll Member for Schubert and Hon Dan van Holst Pellekaan Member for Stuart, Mr Fraser Ellis Member for Narrunga, Hon Tony Piccolo Member for Light, and Mr John Gee Member for Taylor. RDA CEOs Ms Claire Wiseman and Ms Anne Moroney and Landscape Board Tony Fox.

1.1 Opening
The Chairman declared the meeting open at 10am

1.2 Welcome
The Chairman welcomed everyone to the meeting.

1.3 Authorisation of Voting Delegates
The meeting was advised that only the current Principal Member of each council is able to vote.
1.4 Confirmation of Previous Minutes
Minutes of the Legatus Group Annual General Meeting held on 30 August 2019 at the Port Pirie Sports Precinct, Memorial Drive, Port Pirie were provided with the agenda.

Motion: That the minutes of the Legatus Group Annual General Meeting held on the 30 August 2019 at the Port Pirie Sports Precinct, Memorial Drive, Port Pirie be taken as read and confirmed.
Moved: Mayor Denis Clark Seconded: Mayor Leon Stephens CARRIED

1.5 Business arising not otherwise on the agenda
Nil

2 Annual General Meeting Requirements
2.1 Annual Reports
The annual report was provided with the agenda.

Motion: That the annual reports presented by Chairman Mayor Peter Mattey, CEO Simon Millcock and Mayor Kathie Bowman as Chair of the Audit and Risk Management Committee which had been distributed with the agenda be received and adopted as the Legatus Group Annual Reports for 2019/2020.
Moved: Mayor Darren Braund Seconded: Mayor Mark Wasley CARRIED

2.2 Annual Financial Report
The annual audited financial report was provided with the agenda.

Motions:

1. That the Legatus Group annual financial statement for the year ending 30 June 2020 presents a fair view of the state of the financial affairs of the Legatus Group and that the board adopt the annual financial report.
2. That the Legatus Group writes to the Auditors Dean Newbery and Partners advising that the board discussed the requirements of the Related Party Disclosures and confirms that there are no transactions that are required to be disclosed.
3. That the Legatus Group write to thank the Flinders Ranges Council for the services provided to Legatus Group for their financial management.
4. The Legatus Group retain Dean Newbery and Partners as Auditor for the year ending 30 June 2021.
5. That the Chair, Legatus Group CEO certify via their signature acceptance of the 2019/2020 Legatus Group audited annual financial statement.

Moved: Mayor Philip Heaslip Seconded: Mayor Ruth Whittle CARRIED
2.3 Election of Office Bearers

The Chairman declared all offices vacant and passed the Chairing of the meeting to the Legatus Group CEO. The CEO confirmed as per the agenda that at the close of business on Friday 28 August 2020 the following nominations had been received for the officer bearer positions:

Chair: Mayor S.P. (Peter) Mattey by the Regional Council of Goyder

Motion: That Mayor Peter Mattey is elected as Chair of the Legatus Group.

Moved: Mayor Denis Clark and Seconded: Mayor Rodney Reid  CARRIED

The Legatus Group CEO continued to Chair the meeting and advised that 4 nominations had been received for the 2 Deputy Chair positions. They were Mayor Heaslip (Mt Remarkable), Mayor Reid (Wakefield), Mayor O’Brien (Light) and Mayor Bowman (Orroroo Carrieton). The meeting then held a secret ballot and voting slips were provided to all 13 eligible Principal Members who were asked to nominate their preferred two candidates. CEO Colin Byles and Simon Millcock then received the voting slips, confirmed that each of the 13 slips had the names of two of the candidates and counted the votes. Simon Millcock advised that Mayor O’Brien received the highest number of votes and Mayor Reid the second highest (there were no nominees with the same number of votes)

Motion: That Mayor Bill O’Brien and Mayor Rodney Reid are elected to the positions of Deputy Chairs for the Legatus Group.

Moved: Mayor Leonie Kerley   Seconded: Mayor Phil Heaslip  CARRIED

Mayor Peter Mattey resumed Chairing the meeting.

2.4 Appointment of representatives to other organisations

A report on the two organisations seeking confirmation of appointments (1) Yorke Mid North Alliance and (2) South Australian Regional Organisation of Councils (SAROC) had been provided with the agenda. The meeting noted that Mayor Leon Stevens was not eligible to vote on the SAROC appointments.

Motion: That the Legatus Group appoints Mayor Peter Mattey and CEO Simon Millcock are the Legatus Group members of the Yorke Mid North Alliance.

Moved: Mayor Denis Clarke   Seconded: Mayor Rodney Reid  CARRIED

The Legatus Group CEO provided an update that the LGA CEO had confirmed the approach of the Legatus Group re the SAROC nominees following the Special Meeting held on 14 August 2020. The meeting was also advised that the Copper Coast Council had confirmed their support that the Chair and a Deputy Chair be the Legatus Group nominees for SAROC. The meeting noted the interest received from Mayors Heaslip and Bowman.

Motion: That the Legatus Group appoints Chair Mayor Peter Mattey and Deputy Chair Bill O’Brien as their nominees for the South Australian Regional Organisation of Councils.

Moved: Mayor Ruth Whittle   Seconded: Mayor Denis Clark  CARRIED
### 2.5 Delegations

Motion: That the following delegations be approved for 2020/2021

<table>
<thead>
<tr>
<th>Delegation</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank account signatories</td>
<td>Legatus Group Chief Executive Officer, The Flinders Ranges Council CEO, Director of Finance and Administration and Financial Consultant and Rates and Payroll Officers.</td>
</tr>
<tr>
<td>Approving expenditure of budgeted items</td>
<td>Legatus Group CEO</td>
</tr>
<tr>
<td>Approving project briefs</td>
<td>Legatus Group CEO</td>
</tr>
<tr>
<td>Approving contracts within budget up to $5,000</td>
<td>Legatus Group CEO</td>
</tr>
<tr>
<td>Calling for tenders, contracts and consultancies</td>
<td>Legatus Group CEO after consultation with Chair and Deputy Chairs</td>
</tr>
<tr>
<td>Appointing tenders, contracts and consultancies</td>
<td>Legatus Group CEO after assessment panel and with approval from Chair and Deputy Chairs</td>
</tr>
<tr>
<td>Recruitment of staff other than Chief Executive Officer</td>
<td>Legatus Group CEO</td>
</tr>
<tr>
<td>Performance management of Chief Executive Officer</td>
<td>Chair and Deputy Chairs</td>
</tr>
<tr>
<td>Performance management of staff and contractors</td>
<td>Legatus Group CEO</td>
</tr>
</tbody>
</table>

Moved: Mayor Rodney Reid  Seconded: Mayor Darren Braund  CARRIED

### 2.6 Determination of Council subscriptions 2019/2020

Motion: That the 2020/2021 Legatus Group Constituent Council subscriptions are set as $11,135.

Moved Mayor Denis Clark  Seconded: Mayor Darren Braund  CARRIED

### 2.7 Delegates Allowances

Chairman Mayors Peter Mattey and Bill O'Brien left the room and Deputy Chair Mayor Rodney Reid chaired the meeting.

Motion: That the 2020/2021 delegates allowance is set at $4,300 for the Chair and $1,700 to be spread across the Legatus Group zone delegates for SAROC and the Local Government Association Board.

Moved: Mayor Mark Wasley  Seconded: Mayor Leon Stevens  CARRIED

Chairman Mayor Peter Mattey returned and resumed chairing the meeting.

### 3 OTHER BUSINESS

#### 3.1 Legatus Group Committees

The meeting noted the Legatus Group CEO’s report and the currency of the Audit and Risk Management, Community Wastewater Management, Visitor Information Services and Road and Transport Infrastructure Advisory Committees appointments.

Motion: That the meeting notes the continuation of the current Legatus Group Committees

Moved: Mayor Bill O’Brien  Seconded: Mayor Leonie Kerley  CARRIED
3.2 The 2020/2021 Legatus Group meetings

Motion: That the Legatus Group meetings for 2020/2021 are:

- Friday 27 November 2020 – Yorke Peninsula Council plus a workshop
- Friday 5 March 2021 – Adelaide Plains Council
- Friday 11 June 2021 – District Council Orroroo Carrieton
- Friday 3 September 2021 and AGM – Copper Coast Council

Moved: Mayor Darren Braund  Seconded: Mayor Leonie Kerley  CARRIED

4 Close of Meeting

The meeting was closed by the Chair at 10.28am. Signed as a true and correct record:

Chairman ___________________________ Dated ______________
Unconfirmed Minutes of the Legatus Group Meeting

4 September 2020

Quorn Town Hall Quorn

1.0 Meeting Preliminaries

Present

Board members: Mayor Peter Mattey OAM – Chairman (Goyder), Mayor Leonie Kerley (Barunga West), Mayor Roslyn Talbot (Copper Coast), Mayor Bill O’Brien (Light), Mayor Mark Wasley (Adelaide Plains), Mayor Phillip Heaslip (Mount Remarkable), Mayor Denis Clark (Northern Areas), Mayor Kathie Bowman (Ororoo Carrieton), Mayor Rodney Reid (Wakefield), Mayor Peter Slattery (Flinders Ranges), Mayor Ruth Whittle OAM (Peterborough), Mayor Leon Stephens (Port Pirie) and Mayor Darren Braund (York Peninsula).

In Attendance

Cr Brian Lockyer (Barunga West), Mr David Stevenson (CEO Goyder), Mr Colin Byles (CEO Northern Areas), Mr Dylan Strong (CEO Ororoo Carrieton), Mr Andrew MacDonald (CEO Wakefield), Mr James Miller (CEO Adelaide Plains), Mr Russell Peate (CEO Copper Coast), Mr Eric Brown (CEO Flinders Ranges), Mr Sam Johnson (CEO Mt Remarkable), Mr Andrew Cameron (CEO Yorke Peninsula), Dr Andrew Johnson (LGA), Kelly-Anne Saffin (CEO RDAYMN) and Mr Simon Millcock (CEO Legatus Group).

State MP’s: Hon Geoff Brock MP Frome

Apologies

Mayor Wayne Thomas (Clare and Gilbert Valleys) and Mayor Bim Lange OAM (The Barossa). Council CEO’s Ms Maree Wauchope (Barunga West), Mr Martin McCarthy (Barossa), Mr Brian Carr (Light), Mr Peter McGuiness (Peterborough), Mr Peter Ackland (Port Pirie) and Dr Helen Macdonald (Clare and Gilbert Valleys). MP’s Hon Stephan Knoll Member for Schubert and Hon Dan van Holst Pellekaan Member for Stuart, Mr Fraser Ellis Member for Narrunga, Hon Tony Piccolo Member for Light and Mr John Gee Member for Taylor. RDA CEO Ms Anne Moroney and Landscape Board Tony Fox.

1.1 Opening

The Chairman declared the meeting open at 10.29am

1.2 Welcome

The Chairman welcomed everyone to the meeting.
2 Welcome Host Council

Mayor Peter Slattery welcomed everyone and provided an update on current progress by The Flinders Ranges Council. This included recent successful grant funding which has assisted with the two Town Hall upgrades. Support is being provided for the tourism industry via Warren Gorge upgrades for bush walking, Native Food Trail project for Quorn and the Quorn Silo Light Show. Noted the past year has been a difficult year due to impacts of drought and COVID-19 plus the transition across the Councils Senior Management. Mayor Slattery noted the appreciation of the work undertaken by the new CEO Eric Brown.

3 Confirmation of Previous Minutes

Minutes of the Ordinary Meeting held 5 June 2020 and Special Meetings 3 July 2020 and 14 August 2020.

Motion:
1. That the minutes of the Legatus Group Meeting held on 5 June 2020 be taken as read and confirmed.
2. That the minutes of the Legatus Group Meeting held on 3 July 2020 be taken as read and confirmed.
3. That the minutes of the Legatus Group Meeting held on 14 August 2020 be taken as read and confirmed.

Moved: Mayor Denis Clark Seconded: Mayor Rodney Reid CARRIED

4 Presentations

4.1 Hon Geoff Brock MP Frome

- COVID-19 recovery will be a long journey and the need for support to the local economies. Recognition of the support from Federal and State Governments and the acknowledgement of the great work of the Legatus Group Councils.
- The need for wellbeing is paramount for the community as the drought and COVID-19 impacts are being felt across the region
- Re tourism there is a need for the region to showcase itself to Adelaide.
- Not supportive of Rating Capping.
- Concerns re the changes in Ministers for SA Parliament and the delays this will cause current projects. Strong supporter of Infrastructure re roads in the region.
- Will be meeting with Infrastructure SA and will provide information back to Councils through the Legatus Group CEO.

4.2 Claire Wiseman CEO Regional Development Australia (RDA) Far North

Claire provided an overview of RDA Far North and then spoke on two subjects:

- COVID-19
  - Support re one on one with businesses.
  - Advocacy for State and Federal Programs.
  - Some businesses have used this as an opportunity to review their business model and improve their systems.
Tourism and retail have had significant negative impacts with the tourism industry just reopening and strong growth during the past month when compared to other years for the same time. Challenges with gaining employees – jobseeker has impacted especially due to the casual nature of the employment.

- Drought continues to be a major issue as the rain which occurred was spasmodic and insufficient.
- The investment pipeline is significant which has the potential to see an 18% increase in employment / population growth during construction.

- Flinders Ranges Region Update
  - Proactive Mayor and CEO who are positive and supportive.
  - Drought Funding and Radioactive Funding have helped support a number of community projects.

4.3 Kay Strong Regional Manager Northern SA AusIndustry

Kay introduced herself and the role she has with AusIndustry which includes:

- Business programs.
- Grant hub plus delivery of programs such as Building Better Regions Fund.
- Regional Managers role includes being able to funnel information back into Commonwealth Dept.

RDA Yorke Mid North (YMN) CEO Kelly-Anne Saffin attended the meeting and a report from RDA YMN will be distributed with the minutes.

5 Business arising not otherwise on the agenda

5.1 Drought

The Legatus Group CEO provided a report with the agenda and provided an update that the SA Community Wellbeing and Resilience Grant application was not successful, and progress is occurring with a report from Edge Consulting on possible Drought Future Fund Projects (noting that 2 of the programs which Councils could be involved with close on 25 Sept). General discussion centred on the continual support for the Wellbeing project instigated by the Northern Councils and being led by Dylan Strong. Consensus that Dylan Strong and Legatus Group CEO evaluate and provide report for November Legatus Group meeting unless special meeting required earlier.

Motion: That the Legatus Group

2. Notes the report on Wellbeing and continues to support the commitment made at the November 2019 meeting.
3. Notes the report on the Drought Futures Fund and supports the partnership approach through the Yorke Mid North Alliance.

Moved: Mayor Ruth Whittle Seconded: Mayor Denis Clark CARRIED

6 Chairman’s Report

Chair Mayor Peter Mattey advised that he had attended all the required SAROC and LGA meetings on behalf of Legatus Group. Whilst also being active in the discussions by LGA Secretariat with
current and new Ministers on the issues of Rating Equity. Delays in the progress due to new Ministers is causing concern.

7 Items referred by Councils

7.1 Yorke Peninsula Council – Glare Visor (Street Light Shields) increased costs

The Yorke Peninsula Council spoke to a report they provided with the agenda. General discussion and Legatus Group CEO to contact other Regional Local Government Associations to see if any of their councils have similar issues.

7.2 Barossa Council – Strategic Plan and Reviews

The Barossa Council and Legatus Group CEO provided a report on recent correspondence relating to the Legatus Group Business and Strategic Plans. These matters had been included and discussed in the June, July and August 2020 Legatus Group meetings and agendas along with the Legatus Group Audit and Risk Management August 2020 agenda and meeting. General discussion with a consensus that there was no need for an external facilitator and the Legatus Group CEO indicated he would develop a survey to also include regional partners.

Motion:

1. That a Strategic Planning Workshop be held in conjunction with the Legatus Group November 2020 meeting.
2. That the Legatus Group CEO provides a report to the first Legatus Group meeting in 2021 outlining any recommended changes to the 2020/2021 Business Plan and Budget and to the Legatus Group Strategic Plan and Long Term Financial Plan including the outcomes of the review and any suggested refinements using feedback from a survey, dialogue with councils, committees and the workshop.

Moved: Mayor Denis Clark  Seconded: Mayor Bill O’Brien  
CARRIED

7.3 Northern Areas Council – RDA Yorke Mid North Subscriptions

The Northern Areas Council provided a letter with the agenda and the RDA Yorke Mid North Chair provided a letter to the Legatus Group Chair Mayor Peter Mattey which was read out to the meeting. General discussion was undertaken.

Motion: That the Legatus Group CEO writes on behalf of the Legatus Group member councils of RDA Yorke and Mid North to RDA Yorke and Mid North asking them to review the historical basis for its fee structure for its council members. It is also recommended that the review include how other regions fees are developed and that if there were to any agreed variations, they come into effect from the financial year 2021/2022.

Moved: Mayor Denis Clark  Seconded: Mayor Phil Heaslip  
CARRIED

8 20/21 Business Plan Project Updates

The Legatus Group CEO’s report was provided with the agenda and the Legatus Group CEO provided the following updates:
• Coastal Management Action Plan - Funding is being finalised for 3 Yorke Peninsula and 1 Copper Coast Project with a possible allocation still of $15,000 for another project or extension of current projects.
• Regional Coordinator roles being finalised following discussions with RDA’s and likely to go to seek applications during September.
• Youth in Music workshops completed and available on Legatus Group website and scoping commenced for possible Youth led recovery Grant application which close in September.

The Chair invited questions.

Motion: That the Legatus Group notes the report.

Moved: Mayor Denis Clark   Seconded: Mayor Leon Stevens   CARRIED

9 Audit and Risk Management Committee

Mayor Kathie Bowman as Chair of the Committee provided a report which included the minutes of their meeting held 21 August 2020. The Legatus Group CEO advised that since the meeting the LGA have received the 2019-20 annual reports for the Regional Capacity Building Allocations, and the request for carry-overs to 2020-21. The LGR&DS Advisory Committee met on Friday 21 August 2020 and considered requests to carry over the funds which total for the Legatus Group around $493,000 and this was approved at the meeting.

The LGR&DS Advisory Committee expressed concern about the large amount of funding, which is being carried over by some regional LGA’s, and the repeated nature of these carry overs. The Committee recommended that the LGA Board of Directors:

a. notes the large carryovers requested by multiple regional LGAs, including repeated carryovers by some regional LGAs; and
b. amend the reporting requirements for the Regional Capacity Building Allocations to include an interim report to be forwarded to the LGA by November 2020, which will be considered by the LGR&DS Advisory Committee at its 4 December 2020 meeting.

The Regional Capacity Building Allocations for 2020-21 is $42,151 (GST exclusive) and the conditions are as approved by the LGA Board of Directors 16 May 2019 (item 7.4). At this meeting, the LGA Board of Directors agreed to a recommendation from the LGR&DS Advisory Committee for the:

“…continuation for two more years (2019-20 and 2020-21) of base-level Regional Capacity-Building allocations, indexed to the Adelaide CPI, subject to the Committee’s recommendations on usage of the allocations…”

Dr Andrew Johnson from the LGA provided further clarity.

Motion:

1. That Mayor Kathie Bowman is appointed Chair of the Audit and Risk Management Committee
2. That the Legatus Group undertake a review of its 2020/2021 Business Plan and Budget in November 2020 and that this includes a review of the Long Term Financial Plan.
3. That the Legatus Group encourages its members to invite the Legatus Group CEO to a council meeting or workshop during October – December 2020 to discuss the current business plan.
4. That the Legatus Group adopt the variation to item 5.1 of the Legatus Group Charter as set out in item 3.2 of the Legatus Group Audit and Risk Management Committee meeting held on 22 May 2020 and authorise the Legatus Group CEO to comply with the Local Government Act requirements to secure the variation to the charter.

Moved: Mayor Kathie Bowman Seconded: Mayor Leonie Kerley CARRIED

10 Financial Report

The Legatus Group CEO provided a report with the agenda containing the July 2020 Balance Sheet and Profit and Loss Summary reports and Legatus Group CEO’s credit card payments for May 2020 – July 2020.

Motion:

2. That the Legatus Group notes the CEOs credit card expenditure report for the period 1 May – 31 July 2020.

Moved: Mayor Roslyn Talbot Seconded: Mayor Rodney Reid CARRIED

11 Legatus Group Regional Management Group

Mr Colin Byles Chair of the committee provided a report with the agenda that included the notes of their meeting on 14 August 2020.

Motion: That the Legatus Group notes the report.

Moved: Mayor Mark Wasley Seconded: Mayor Denis Clark CARRIED

12 Legatus Road and Transport Infrastructure Advisory Committee

Dr Helen Macdonald the Chair of the committee provided a report with the agenda which contained the notes of the Legatus Group Legatus Road and Transport Infrastructure Advisory Committee meeting held 7 August 2020. General discussion included the need for data to be gathered on the bridges across the region.

Motion:

1. That the Legatus Group notes the report and supports the collaborative approach with the RDAs for a Regional Roads Coordination role.
2. That the Legatus Group Road and Transport Infrastructure Advisory Committee provide a report to the Legatus Group on Bridges within the Legatus Group Region.

Moved: Mayor Denis Clark Seconded: Mayor Phillip Heaslip CARRIED
13 Legatus Group CWMS Advisory Committee

Andrew MacDonald Chair of the Committee provided a report which included the minutes of their meetings held on 12 August 2020.

Motion: That the Legatus Group notes the report and supports an approach to LGA Mutual to be involved with a CWMS Risk Workshop for Legatus Group Councils.

Moved: Mayor Rodney Reid Seconded: Mayor Roslyn Talbot CARRIED

14 Legatus Group Visitor Information Services Advisory Committee

The Legatus Group CEO provided a report with the agenda which included the minutes of their meeting on 14 August 2020.

Motion: The Legatus Group notes the report.

Moved: Mayor Denis Clark Seconded: Mayor Darren Braund CARRIED

15 Local Government Association and SAROC

15.1 LGA Update

Dr Andrew Johnson spoke on:

- Election process has commenced for the LGA Board and President.
- AGM now a 1 day event and only one delegate able to attend but other can attend on-line.
- Local Govt reform and planning changes in discussion with new Minister.
- Youth led-recovery grants.
- Council Ready program.
- Heavy Vehicle Access new position at LGA has commenced.
- Library Funding Agreements.

15.2 Rating Equity

A copy of the letter from the LGA President Mayor Sam Telfer to Minister Dan van Holst Pellekann MP was provided with the agenda.

Motion: That the Legatus Group writes to both Ministers Dan van Holst Pellekaan and Vicki Chapman to confirm its support for the approach by the LGA on this matter.

Moved: Mayor Peter Slattery Seconded: Mayor Phillip Heaslip CARRIED

15.3 SAROC Key Outcomes

The meeting noted the report from the SAROC Committee – Key Outcomes Summary meeting 22 July 2020.

16 Other Business

16.1 Climate Change Sector Agreement
The Legatus Group CEO provided a report with the agenda on the final report for the current Sector Agreement and the progress on a new Sector Agreement. Mayor Heaslip advised he was a member of the Northern and Yorke Landscape Board.

Motion:

1. That the Legatus Group Chair is authorised to sign the new Climate Change Sector Agreement on behalf of the Legatus Group when it is finalised.
2. That the Legatus Group CEO is approved to continue to provide administrative support for the reporting requirements of a new Climate Change Sector Agreement.

Moved: Mayor Rodney Reid  Seconded: Mayor Leon Stevens  CARRIED

16.2 Murray Darling Association Region 8

Cr Brian Lockyer provided an update on the forthcoming MDA AGM and Conference and the Legatus Group CEO distributed a Healthy Rivers pocket guide to water for the environment. The next region 8 meeting is to be held on Friday 25 September 2020.

17 CEO’s leave and conflict of interest

The Legatus Group Chair provided a report with the agenda on approval of CEO’s leave 17-21 September.

Motion: That the Legatus Group notes the report.

Moved: Mayor Denis Clark  Seconded: Mayor Kathie Bowman  CARRIED

18 NEXT MEETING

To be hosted by the Yorke Peninsula Council and start at 10am to allow for the Strategic Plan workshop.

19 CLOSE

Meeting closed by the Chair at 12.47 pm

Chairman _________________________ Dated _____________
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.2 AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA INCORPORATED (ADC) – BOARD ELECTIONS AND NOTICE OF ANNUAL GENERAL MEETING
B11075

Correspondence as attached has been provided outlining an election for board positions on the ADC will be held. As a financial member, Council has a voting right. Historically Council has elected not to exercise a vote.

Should Council will to vote on the matter the nominees eligible are:

- Michelle Cox
- Bruce Djite
- Natasha Rees
- Arman Abrahimzaheh OAM
- Hon John Trainer OAM JP
- Sarah Anniccharico
- Mustafa Kadir
- Arthur Mangos
- Alice Lockwood
- Ifran Hashmi
- Aashish Wagley

Council will need to determine its order of preference.

The Annual General Meeting notice is also attached for members noting. Should the matter be pulled from consensus for voting the following recommendation is provided. Votes are to be submitted by 1pm on 20 October 2020. If Council exercises its votes it will be emailed through.

That the Mayor be authorised to exercise Council's vote for appointment to the Board of the Australia Day Council of South Australia Incorporated in the following preference order:

1............
Etc

**RECOMMENDATION**
That Council receive and note the correspondence from the Australia Day Council regarding Board elections and notice of the Annual General Meeting.
CANDIDATE INFORMATION 2020

MICHELLE COX
Proudly, born and bred South Australian.
SA, State Manager and Executive for a global technology company working with the Private and Public sector.
Active supporter of social impact and diversity practices including:
Indigenous Affairs: Aboriginal learning through STEM camp introducing young Aboriginal students to understand STEM.
Outreach addressing vulnerable First Nations people with accommodation, clothing, health and supplies.
Homeless: Participate in CEO Sleepout and Hutt St.
Migration Integration: Australian migration, integration and settlement of our migrant population, commenced with MNS.
Personally: Jointly established and operate a commercial vineyard in the Adelaide Hills, belonging to the wine community and an active contributor on the land and networking in the Industry.
As a primary producer have experienced the associated challenges and significance of the Industry for SA and Australia in our economy.
Previous Boards: MNS (Ministerial Appointment), BEC, ABPOA, CCOF

BRUCE DJITE
Working in and with the community to materially improve people’s lives is my greatest passion. In my current role as Director of Football at Adelaide United, it is the work I do in the community, which I find most enjoyable.
I have multiple years of experience as a volunteer and ambassador for a range of communities and organisations. These roles have afforded me the opportunities to help address a range of community issues and improve the standard of living of many individuals and communities.
The experience I have gained from various ambassadorial, volunteer and advisory roles has allowed me to develop a comprehensive understanding of the challenges faced by a number of communities. Whether it be through my work with the Roger Rasheed Sports Foundation, which provides opportunities for children who are unable to access and/or play sport or through my work with the Little Heroes Foundation, where we raise money for and meet with seriously ill children and their parents. I have also had the privilege to support All Together Now, by raising awareness and funds to help build strategies and policies that can be implemented in our endeavour to eliminate racism. My work with Human and Hope Australia is built around addressing poverty abroad, by empowering grassroots community centres in Cambodia to run educational and community development programs to alleviate poverty and improve gender equality.
For over 4 years I was a board and governance committee member of Professional Footballers Australia (PFA) and I am currently on the board of Women Onside.
I am devoted to delivering positive outcomes for the community and becoming a board member of the ADCSA will enable me to do much more. I have the experience, will, time, energy and skillset to engage with the community and to help provide strategic direction to the organisation. I have lived in 6 countries across 4 continents and speak different languages and I truly believe I have a strong and unique skill set and network to build
genuine connections with South Australia’s multicultural community. I am a highly motivated, team oriented and leadership embracing person that places ethical standards and integrity above all else.

**NATASHA REES**

Natasha Rees is an experienced not-for-profit board member with expertise in government relations and grant funding at State and Federal levels. She has held senior leadership roles in both Australian and South Australian Government, spearheading policy reforms in disability, ageing, carers, employment and housing to improve the lives of the most vulnerable Australians.

Ms Rees currently works as Director in the South Australian Office of the Community Grants Hub in the Department of Social Services, overseeing grants to a variety of community organisations helping people with disability, families, military veterans, older people and communities. A key strength is her stakeholder engagement to achieve joined-up outcomes for local communities. Ms Rees has also been instrumental in implementing the National Disability Insurance Scheme (NDIS) in South Australia over the last eight years.

Ms Rees has extensive volunteering and board experience assisting Indigenous youth services, community housing, emergency services and community sporting organisations. Ms Rees is passionate about social inclusion to ensure all Australians can enjoy Australia Day events. She would like to bring her expertise in disability and Indigenous inclusion to the work and events of ADCSA.

As a Fellow of the Governance Institute of Australia and a member of the Australian Institute of Company Directors, Ms Rees keeps abreast of best practice in governance and risk management. She also has tertiary qualifications in management, risk management, project management, public law and psychology.

**ARMAN ABRAHIMZADEH OAM**

In September 1997 at the age of 10, I migrated to Adelaide with my family from Iran. During my secondary school and university studies, I worked at a café on O’Connell Street in North Adelaide (formerly known as Najjar’s Cafe) for almost six years.

In 2009 I graduated from Uni SA’s School of Art, Architecture and Design (located on Hindley Street) and have since been working for a number of construction firms, including my own design and construction practice. I live and work in the Adelaide CBD and I’m currently employed by the State Government as a program manager.

Besides design and construction, I am also passionate about gender equality and social inclusion. In 2015 alongside my sisters, I established Zahra Foundation Australia in my mother’s honour, after her public death at the Adelaide Convention Centre in March 2010. I am an ambassador for Our Watch, a leading national charity working in the violence prevention and gender equality sectors. I’m also a Board member for the Australia Day Council of South Australia, a not-for-profit that celebrates achievements of extraordinary South Australians.

I’m fortunate that my work in domestic violence prevention and gender equality advocacy has been acknowledged; in 2016 as SA’s Young Australian of the Year and in 2018 as a recipient of the Order of Australia Medal (OAM).

I enjoy keeping active, be it a jog through our beautiful Park Lands or a swim at the Adelaide Aquatic Centre. My family and friends are important to me and I try to spend as much time with them as possible.

**HON. JOHN TRAINER OAM JP**

John was elected to the Board in 2016 and re-elected in May 2018.

John’s term on the Board expires at the AGM and he has re-nominated.

As well as some familiarity with the operations of the Australia Day Council of SA Inc that comes from four years experience on the Board, I offer my previous career experience of 14 years as a State MP (including 4 as Speaker of the Parliament), 18½ years as Mayor of the City of West Torrens and 14 years as a secondary history teacher.
SARAH ANNICCHARICO
I am passionate about giving back to my community and wish to be part of an organisation that promotes a welcoming and inclusive society. I have a range of skills to contribute to governance, legal compliance and director responsibilities.
I have a business degree and a law degree and have been practising as a lawyer in dispute resolution for 10 years. I have proven problem solving skills and an ability to identify and manage risks and find practical solutions. I work with accountability, integrity and honesty and to support the interests of those I represent, thus upholding their standing within the community.
I have acted for numerous not-for-profits which has given me insight into the legal and management issues they face. This led me to develop a seminar series which is presented to not-for-profits annually. I have presented to at least 30 different organisations on governance, directors’ duties and disputes that are encountered both internally and externally.
With a business education background, I am able to effectively balance competing issues and participate in strategic decisions. My education and work, together with my experience in acting for not-for-profits, has made me cognizant of the challenges currently facing organisations due to coronavirus and its subsequent financial impact and I am confident that I will be able to contribute effectively to strategic, financial and governance matters.
Through my past role on a Board, I am aware of the time and work that is involved in accepting a position on a Board.
I am confident that I can make a long-lasting contribution and I would very much appreciate the opportunity to dedicate my time and energy to the Australia Day Council of South Australia whilst also enjoying the privilege of learning more about the many great and inspiring people in South Australia.

MUSTAFA KADIR
As a proud current member, I’m familiar with ADCSA and understand well the importance of promoting a welcoming and inclusive society.
As a refugee, me and my family were one of the first Iraqi Turkmen families to arrive in Adelaide in 1994, and we were lucky to call Australia our new home. I received most of my education in Australia and worked very hard to navigate the industry landscape in finding a job and starting my own business. It was never easy. Now, in my current role as an Industry Consultant at Torrens University Australia, I see hundreds of international students similarly striving hard to complete their studies, get a job in their chosen field and call Australia their new home.
Through my involvement in the University and the wider Muslim community, I’m keen to help raise awareness about ADCSA so that we see a greater level of engagement from communities, whether that be through memberships or involvement in ADCSA initiatives. With my previous management experience and being a current Board Member with the Association for Strategic Planning Australia (ASP Australia), I have unique skills in identifying strategic initiatives and opportunities, helping organisations see things from a unique perspective.
I also have a large network of professional industry connections, which I can leverage to promote and drive strategic stakeholder engagement.
My experience to date, my passion for what you do and my eagerness to contribute to a high calibre board are the reasons I have chosen to apply for this role. I believe I can make a positive contribution to ADCSA and would welcome the opportunity to be a board member. I look forward to serving you.

ARTHUR MANGOS
The Australia Day Council of SA Board is of great importance to our community, past and present and recognise the traditions of Australia’s first people as well as our immigrants and early settlers.
The importance of multiculturalism is a key to ensuring continued success of Australia Day in our great country. I believe that working for the multicultural community in the City of West Torrens, which resulted in myself being a member of West Torrens Council for 27 years, on various Council committees, serving as a Deputy Mayor and Acting Mayor whilst on Council. During this period I was a member of the S.A. Australia Day Council, and served as Treasurer whilst being a committee member of the Board. I have liaised and have had good repour with all levels of Government. I was a member of the Local Government Board of SA and an active member of the Public Health Board. One of my goals would be to gain new sponsorships and increase membership of the Council, as well as supporting the current effective projects. I know that I have the knowledge and skills to contribute and promote the SA Australia Day Council. I welcome your support and look forward to serving the Board with enthusiasm and pride.

ALICE LOCKWOOD
Ali Lockwood has a strong background in the Australian wine sector. A self-described ‘connecter’ currently Ali holds the role of Manager - Stakeholder Engagement with Wine Australia, building relationships with government agencies and State and regional wine associations to support and align strategy in international markets. Prior to this, Ali represented the Australian wine sector across Asia, the Middle East, Africa, Latin America, Russia and Eastern Europe, establishing Wine Australia’s Shanghai office in 2008. Ali’s 25-year career in wine began studying Wine Marketing at Roseworthy College, and working in wineries across Australia, followed by a five-year stint in a number of global and domestic roles with (now) Accolade Wines. Ali is currently a Director of Wine Communicators of Australia where she has also held the position of the Chair of Partnership, Sponsorship and Memberships Committee. She has completed a Graduate Certificate of Business Administration and has participated in the Executive Partners Program with the University of South Australia. Ali will bring to the Board a high level of strategic thinking, commercial acumen, stakeholder engagement, marketing and communications and government relations expertise. During the COVID-19 pandemic, connecting with our community and stakeholders has become more important than ever and Ali looks forward to serving the Australia Day Council of South Australia and the South Australian community.

IRFAN HASHMI
My name is Irfan Hashmi and I am a pharmacist based in Adelaide. I came to Australia in 2003 along with wife who is also a pharmacist and young children. Like most immigrants I also faced many struggles but, my determination and resilience brought me to where I am today. I have six pharmacies in regional South Australia and Victoria serving the communities for more than a decade. Being a passionate community pharmacist, it gives me immense pleasure that the regions where I built my pharmacies from scratch had no pharmacies at all and people had to travel long distances to get even basic medications. My pharmacies have played a pivotal role in these remote areas like Orroroo, Coober Pedy and Quorn by not only helping people with their medication needs but also created jobs, engaged other services and boosted tourism. I have numerous anecdotes of where my team has stepped up to deliver exceptional health services but, during Covid-19 we went over and beyond. I started a health initiative where we provided free flu vaccines to those who could not afford a vaccine for any reason. I wanted to contribute in building a healthier community and to take the burden off our hospitals and GP. It was a personal contribution that turned out to be a massive campaign whose scope we had not even imagined. From new immigrants, students, volunteers, refugees etc to those families who were stuck in Adelaide due to travel restrictions benefitted
from this campaign. We have easily done more than a 1,000 free vaccines not just at the pharmacy but also through many off site flu clinics that we set up at different offices, temples, mosques, festivals etc.
I am called Cricket Tragic by those who know me for my passion and love for cricket.”

AASHISH WAGLEY
I am Aashish Wagley and I came to Australia in 1998 as an international student. I completed my Bachelor of Commerce at Flinders University and qualified as a CPA. After accumulating almost four years of solid work experience in the Auditor-General’s Department of South Australia, I started my business in accounting and subsequently set up Boomerang International Educational Services in 2009 to attract students to study in Australia.
Presently, Boomerang International Educational Services have offices in Adelaide, Nepal, India, Sri Lanka, Kenya and Hong Kong. With my passion for charitable projects and community engagement, I have given advisory and funding support to various multicultural organizations and community events in South Australia for many years, such as Adelaide Khukuri Football Club, various sporting clubs, ethnic schools, multicultural radio, festivals and various local community activities.
Apart from a deep respect for our First Nations People, I feel strongly the need to bring together the diverse groups of people with their unique cultures and create a platform for new migrants’ participation in the celebration of our identities as Australians. Australia Day is not only an important celebration of multiculturalism in Australia but also a representation of our welcoming and inclusive society. Australia Day Council of South Australia should be more recognized and applauded by different stakeholders for its contribution to uniting all Australians together and be supported to grow and develop sustainably.
Coupled with my experiences and networks in both commercial and non-profit making sectors, I believe I can make people understand the importance of the Council and take action to contribute to its financial sustainability in the long run.
AUSTRALIA DAY COUNCIL OF SA INC.

THIRTY-NINTH ANNUAL GENERAL MEETING

To be held in the Bar Area, Unley Council Chambers
181 Unley Road Unley.

WEDNESDAY 21 OCTOBER 2020 – 5.00PM

AGENDA

1. Welcome

2. Apologies:

   Carolyn Grantskalns, Association of Independent Schools

   Proxy forms received:

3. Confirmation of Minutes – from AGM 31 July 2019

   Motion:
   That the minutes of the Thirty-Eighth Annual General Meeting of the Australia Day Council of SA Inc. held on 31 July 2019, be received and confirmed.

4. Election of Board of Management

   The following nominations have been received from members for the 4 vacant Board positions.

   Ms Michelle Cox – Individual Member
   Mr Bruce Djite – Individual Member
   Ms Natasha Rees – Individual Member
   Mr Arman Abrahimzadeh OAM – Individual Member
   Mr John Trainer OAM JP – Individual Member
   Ms Sarah Annicchiarico – Individual Member
   Mr Mustafa Kadir – Individual Member
   Mr Arthur Mangos – Individual Member
   Ms Alice Lockwood – Individual Member
   Mr Irfan Hashmi – Individual Member
   Mr Aashish Wagley – Individual Member

   As the number of nominations exceeds the number of vacant positions, ballot papers will be posted to all members and the results presented at the Annual General Meeting.

   Motion:
   That the Returning Officer’s declaration be accepted.
5. **Chairperson’s Report - Verbal**

   **Motion:**
   That the Chairperson’s report be accepted.

6. **2019/20 Financial Statements**

   **Motion:**
   That the Financial Statements be accepted.

7. **Appointment of Auditors**

   Dean Newbery and Partners be appointed as Auditors of the Australia Day Council of South Australia Inc. until the next Annual General Meeting.

   **Motion:**
   That Dean Newbery and Partners be appointed as auditors for the financial activities of the Australia Day Council of SA Inc. for 2020/2021.

8. **Re-Appointment of Public Officer**

   **Motion:**
   That the Chief Executive Officer of the Australia Day Council of SA Inc. Ms Jan Chorley, be re-appointed as Public Officer of the Australia Day Council of SA Inc. until the next Annual General Meeting.

9. **Other Business**
Correspondence has been received from the LGFA providing advice of their annual report and providing a link to review the report. It can be downloaded from the following link.


**RECOMMENDATION**
That Council receive and note the annual report of the Local Government Finance Authority for the 2019-2020 financial year.
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.4 LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA – NOTICE OF ANNUAL GENERAL MEETING 2020

Correspondence has been received from the LGA providing advice of their annual general meeting on 29 October 2020. To ensure management of COVID-safe event only the voting delegate, Mayor Lange is invited and shall attend. The following link provides the note of meeting and agenda for member’s information.


RECOMMENDATION
That Council receive and note the 2020 Annual General Meeting notice for, and agenda of, the Local Government Association of South Australia.
4.2.1 CONSENSUS Agenda – Chief Executive Officer

4.2.1.5 COVID-19 Recovery Grants Update

The COVID-19 recovery grants program has closed and is now being assessed against the policies. It was hoped the report for decision would come to the 20 October 2020 Council meeting, however administratively we continue to follow up various matters with applicants so as to provide a complete recommendation and ensure grant applications have the best chance of success.

In summary:

1. 44 applications for business grants were received requesting a total amount of $129,983 which is above the budgeted amount of $100,000.
2. 24 applications for community grants were received requesting a total amount of $51,742 which is slightly above the budgeted amount of $50,000 (noting the $50,000 was spread over two years in the budget).

The working group is scheduled to meet after Council on 20 October 2020 to consider the applications. A full report and all applications (except confidential financial information) is now targeted for a Special Meeting in late October 2020 so that approved grants can still be distributed in November 2020.

**Recommendation**
That Council receive and note COVID-19 recovery grants update.
4.2.1 CONSENSUS AGENDA – CHIEF EXECUTIVE OFFICER

4.2.1.6 COVID-19 RECOVERY PLAN ACTIVITY REPORT
B10833-06

The COVID-19 recovery plan has been in operation for 3 months, the attached COVID-19 recovery plan activity report provides an update on activity to date.

RECOMMENDATION
That Council receive and note COVID-19 recovery plan activity report.
### Recovery Plan Strategies

#### 6.1 People

Councils’ policy response below are consistent with the adopted Community Plan as follows:

Health and Wellbeing

4.8 Promote a healthy community through a planned approach to public health.

<table>
<thead>
<tr>
<th>Policy Response</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Funding</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1 “It’s Safe to Reconnect”— campaign to assure community and need to continue to follow public health directions and advice.</td>
<td>Barossa Leadership Group</td>
<td>Council internal resources Barossa Cares website</td>
<td>$10,000</td>
<td>No action required at this time. Commonwealth and State information campaigns in place.</td>
</tr>
<tr>
<td>6.1.2 Managing expectations and what the new norm looks like in terms of Council services and service provision.</td>
<td>Council</td>
<td>Council internal resources</td>
<td>From existing resources</td>
<td>Ongoing BCMT continues to review services and ensure readiness.</td>
</tr>
<tr>
<td>6.1.3 Staff programs to re-engage services and manage wellbeing of staff.</td>
<td>Council</td>
<td>Council internal resources</td>
<td>From existing resources</td>
<td>Ongoing BCMT completed staff survey and reviewing results.</td>
</tr>
<tr>
<td><strong>Policy Response</strong></td>
<td><strong>Responsibility</strong></td>
<td><strong>Resources</strong></td>
<td><strong>Funding</strong></td>
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<tr>
<td>6.1.4 Continue with compliance activities to ensure public health directions and advice ongoing.</td>
<td>Council</td>
<td>Council internal resources</td>
<td>From existing resources</td>
<td>Providing support as necessary to authorities no active campaign presented talking an educative approach.</td>
</tr>
<tr>
<td>6.1.5 Review of the Regional Public Health Plan to incorporate consideration of future pandemic events.</td>
<td>Partner Councils</td>
<td>Health Services (lead) All Business Units</td>
<td>From existing resources</td>
<td>Underway – consultant appointed</td>
</tr>
</tbody>
</table>

### 6.2 Economy

Council’s policy responses below are consistent with the adopted Community Plan as follows:

#### Infrastructure

#### Business and Employment

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.
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.
5.7 Collaborate with industry leaders to ensure informed decision making and Council representation in relation to economic growth, planning and development.
5.8 Ensure advice and support for small business is available.
5.13 Support economic development through events.

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<tr>
<th>Policy Response</th>
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<tbody>
<tr>
<td>6.2.1</td>
</tr>
<tr>
<td>&quot;Attraction Strategy – Regional Marketing Campaign&quot; – Rebuilding Our Tourism Economy – supporting industry to diversify, develop and implement campaigns at three levels:</td>
</tr>
<tr>
<td>1. Intrastate travel – phase 1;</td>
</tr>
<tr>
<td>2. Interstate travel – phase 2;</td>
</tr>
<tr>
<td>The campaigns will be tailored based on different timing and relaxation of travel restrictions including cultural, recreational and nature tourism.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Responsibility</th>
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<th>Funding</th>
<th>Update</th>
</tr>
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<tbody>
<tr>
<td>Tourism Barossa Barossa Grape and Wine Association</td>
<td>Council internal resources will support from Communications and Engagement Officer and Visitor Information Officers.</td>
<td>Phase 1: $35,000 Phase 2: $25,000 Phase 3: $15,000</td>
<td>Phase 1 actioned see attached report from Tourism Barossa.</td>
</tr>
<tr>
<td>Policy Response</td>
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<td>Funding</td>
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<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>6.2.2 Support businesses to develop protocols and assist in delivery training</td>
<td>Regional Development</td>
<td>Council internal resources will support training and health support and</td>
<td>$5,000 to support printing and development</td>
</tr>
<tr>
<td>and support to open facilities and ensure compliance with public health</td>
<td>Australia Barossa</td>
<td>and compliance from our Environmental Health Officers.</td>
<td>costs</td>
</tr>
<tr>
<td>directions and advice.</td>
<td>Grape and Wine</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tourism Barossa</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.3 The development and implementation of a micro, small and medium size</td>
<td>Council</td>
<td>Council internal resources will support policy development, program</td>
<td>$100,000</td>
</tr>
<tr>
<td>business restart fund.</td>
<td></td>
<td>rollout and acquittal of funding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.4 Rate relief through deferral, no fees or fines and consider need for 3</td>
<td>Council</td>
<td>Unknown estimated at $100,000 - $200,000</td>
<td>183 Deferrals in place for total value of</td>
</tr>
<tr>
<td>months extension to current policy until the end of December 2020 for impacted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>businesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Response</td>
<td>Responsibility</td>
<td>Resources</td>
<td>Funding</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
<td>-----------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>6.2.5 Where it can be delivered and funded and tied to grant opportunities of the Commonwealth and State accelerate infrastructure program, current activities are outlined in part 7.0 of this plan.</td>
<td>Council</td>
<td>Council internal resources will support programs within existing budgetary and long term financial settings.</td>
<td>Unknown, see current activity as outlined in part 7.0 of this plan.</td>
</tr>
<tr>
<td>Policy Response</td>
<td>Responsibility</td>
<td>Resources</td>
<td>Funding</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>6.2.6 The Big Project – acceleration of projects through being investment ready for Commonwealth and State grant programs, current activities are outlined in part 7.0 of this plan.</td>
<td>Council</td>
<td>Council internal resources will support programs within existing budgetary and long term financial settings.</td>
<td>Within current budget settings $40M</td>
</tr>
<tr>
<td>6.2.7 Subsidise the services of Regional Development Australian to The Barossa Council business for free access to Business to Business Program.</td>
<td>RDA</td>
<td>Subsidy payable on eligible businesses being those in The Barossa Council district</td>
<td>200 @ $100 subsidy $20,000</td>
</tr>
<tr>
<td>6.2.8 Development of an economic resilience program and delivery as a core long term strategy.</td>
<td>RDA</td>
<td>Provide seed funding to develop program, IP and training and delivery mechanisms</td>
<td>$10,000</td>
</tr>
<tr>
<td>Policy Response</td>
<td>Responsibility</td>
<td>Resources</td>
<td>Funding</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>6.2.9 Support for Barossa Vintage Festival – once off</td>
<td>Tourism Barossa</td>
<td>Provide funding to support abnormal year where it is likely that ability to raise funds from corporate sponsorship will be limited</td>
<td>$20,000 in addition to the $5,000 and significant in-kind provided in the budget of 20/21</td>
</tr>
</tbody>
</table>

6.3 Public Administration

Council’s policy responses below are consistent with the adopted Community Plan as follows:

**How We Work – Good Governance**

<table>
<thead>
<tr>
<th>Policy Response</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Funding</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.1 To address zero rate increase target and deferral of rates costs whilst maintaining services increase reform and change program to increase efficiencies and find savings.</td>
<td>Council</td>
<td>Council internal resources.</td>
<td>From existing resources in 20/21. Increased funding requests will come on a case by case basis where necessary and efficiencies and savings</td>
<td>Ongoing on a case by case basis and assessed by Council during budget development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>6.3.2</td>
<td>To address zero rate increase target and deferral of rates costs Council will review current services levels to ascertain areas for saving.</td>
<td>Council</td>
<td>Council internal resources.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>From existing resources.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Completed or 2020/21 work done as part of budget adoption. Ongoing in the normal course of annual operations.</td>
<td></td>
</tr>
</tbody>
</table>

### 6.4 Social

Council’s policy response below are consistent with the adopted Community Plan as follows:

#### Community and Culture

- Initiate and support activities which encourage participation and pride in the Barossa Council area.
- Contribute to creating strong and sustainable community networks.
- Encourage and support volunteering in the community.
- Engage with, and support, young people to actively participate in the community and develop the leaders of the future.
- Support a vibrant and growing arts, cultural, heritage and events sector.

#### Health and Wellbeing

- Provide quality home assistance services for eligible community members.
- Support sporting, recreational and community clubs and organisations to grow and be sustainable.
- Ensure that community members can participate in cultural, recreational, sporting and learning opportunities.
- Ongoing support and facilitation of the Suicide Prevention Network.
<table>
<thead>
<tr>
<th>Policy Response</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Funding</th>
<th>Update</th>
</tr>
</thead>
</table>
| 6.4.1 Community and Recreation and Sport Development Programs:  
- In it together – customer focus;  
- Civic pride – community wellbeing;  
- Continuation of Barossa cares;  
- Support for clubs and groups to re-establish;  
- Community events to support reconnection;  
- Youth programs;  
- Vulnerable people and aged community programs;  
- Building resilience and technology capacity in the community;  
- Mental health program support; through the engagement of an appropriate officer full time for 18 -24 months and supporting program expenditure. | Council | Council Community and Culture, Library and Heritage Services and Communications and Engagement teams. Barossa Cares Website | $120,000 Employee expenditure  
$50,000 community and club restart grant (in addition to normal Community Assistance Grant Program)  
$50,000 to support program events and other costs. | Faye Fuller Foundation program being implemented.  
Planning work on other support underway. Not budgeted to commence until second half of the year. Grant program closed update provided at 4.2.1.5. |
<table>
<thead>
<tr>
<th>Policy Response</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Funding</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4.2 Develop a program and deliver it to support volunteers re-entering service.</td>
<td>Council</td>
<td>Volunteer Resource Centre</td>
<td>$10,000 to support program and other costs.</td>
<td>No activity at this time</td>
</tr>
<tr>
<td>6.4.3 Rate relief through deferral, no fees or fines and consider need for 3 months extension to current policy until the end of December 2020 for impacted businesses.</td>
<td>Council</td>
<td>Unknown estimate at $100,000 - $200,000</td>
<td>183 Deferrals in place for total value of $291,655. No hardship applications received. 1 rebate / remission applied for and approved</td>
<td></td>
</tr>
</tbody>
</table>

6.5 Environmental
Council’s policy responses below are consistent with the adopted Community Plan as follows:

Natural Environment and Built Heritage

1.8 Implement and promote policy that reduces the consumption of our natural resources and reuses or recycles waste.
<table>
<thead>
<tr>
<th>Policy Response</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Funding</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5.1 Increased support for waste and recycling programs</td>
<td>Council</td>
<td>Environmental Services</td>
<td>From existing resources and utilisation of reserves</td>
<td>Green waste recycling survey has been released.</td>
</tr>
<tr>
<td>6.5.2 Increased support for community/social programs at the Barossa Bushgardens</td>
<td>Council</td>
<td>Environmental Services</td>
<td>From existing resources</td>
<td>No further action at this time.</td>
</tr>
<tr>
<td>6.5.3 Support for volunteer re-entering at the Barossa Bushgardens</td>
<td>Council</td>
<td>Environmental Services</td>
<td>From existing resources</td>
<td>Commenced volunteers returning to Bushgardens.</td>
</tr>
</tbody>
</table>

Attachment 1 – Tourism Barossa Marketing Report

Attachment 2 – RDA Barossa Business to Business Report

Report attached – current support provided by RDA form the $20,000 business to business recovery funding is $8,100.
Report #1 Tourism Barossa Recovery Marketing campaign update
from The Barossa Council COVID-19 Recovery Plan funding

2019-2020 Quarter 4

Funding allocation: $10,000
Target Market: Intrastate
Activation timeframe: Q4 2019 - 2020

Campaign Overview:

This tactical intrastate campaign was designed to highlight the Barossa as a destination of choice for Adelaide and beyond, to drive immediate visitation to the Barossa once the COVID-19 lockdown restrictions within SA were eased.

The intrastate campaign leveraged numerous PR & Marketing channels, including:

- **Adelady**: strategic positioning of the nature and wellness aspects of the Barossa, to capitalize on the consumer trends towards wide open space and the great outdoors, immediately post the COVID-19 state lockdown. The content for these TV segments was designed in collaboration with Heidi Helbig and Yonna Taylor, and featured Mayor Bim Lange and Jo Seabrook.

- **Online influencers**: Glamadelaide and South Aussie with Cosi are two significant online channels that speak to two very different key SA demographics. A competition was placed on each of these social media feeds, with excellent result for Glamadelaide and outstanding results for Cosi with South Aussie. (The Barossa competition achieved the highest engagement of any previous competition on South Aussie with Cosi.) The Barossa Council was showcased as a partner in these competitions.

- **My Barossa Day itineraries**: My Barossa Day saw the aggregation of itineraries on barossa.com, written by Barossa businesses, Tourism Barossa team members and Barossa Visitor Centre team members, to coincide with the ‘Dreaming’ phase while South Australians were in lockdown. Once the easing of lockdown occurred, and ongoingly, this evergreen content provides ‘local tips’ for visitors to barossa.com and encourages length of stay. A selection of these itineraries was re-purposed in a blog written by GlamAdelaide, promoted via their highly influential GlamAdelaide facebook channel, and promoted via MyBarossa (Tourism Barossa’s facebook channel), using boosted paid advertising / boosted posts.

- **The Leader**: a full-page advertisement was placed in The Leader, encouraging the Barossa community to ‘discover your own backyard’ to stimulate spend with Barossa businesses. The aim of the advertisement was to highlight aspects of the Barossa that locals may have been unaware of (Warren Reservoir, etc), so that they could explore these aspects themselves, and take visiting friends and relatives to these places as well.

- **Ben & Liam Nova road trip**: Tourism Barossa team collaborated with SATC to showcase Barossa operators on live broadcast at Barossa VIC / Tanunda Town Square.
Results:

The various aspects of the campaigns achieved strong results, with outstanding metrics for the South Aussie with Cosi competition, and also extremely high referral rates through to the Barossa Adventure Station ATDW listing on barossa.com.

Campaign results highlights include:

- South Aussie with Cosi: 34,926 comments on competition facebook posts
- Adelady segment: 497 trackable responses (pages views) to Barossa Adventure Station listing on barossa.com, immediately after episode aired on 28 June 2020 (Since new barossa.com website and intrastate campaign launched, now 6005 views of Barossa Adventure Station listing.)

Please refer attached results for further detail.

Budget:

<table>
<thead>
<tr>
<th>Paid Media</th>
<th>Intrastate</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Television</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adelady two segments</td>
<td>$6,600</td>
<td>Featuring Barossa Adventure Station and Warren Reservoir (kayaking, hiking, fishing, etc)</td>
</tr>
<tr>
<td><strong>Subtotal Television</strong></td>
<td><strong>$6,600</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Digital Advertising</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MyBarossa Facebook</td>
<td>$700</td>
<td>Paid advertising to drive traffic to My Barossa Day itineraries on barossa.com</td>
</tr>
<tr>
<td><strong>Subtotal Digital Advertising</strong></td>
<td><strong>$700</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Online Content Influencers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cosi with South Aussie competition fee</td>
<td>$1,870</td>
<td></td>
</tr>
<tr>
<td>Cosi competition prizes</td>
<td>$770</td>
<td></td>
</tr>
<tr>
<td>Glamadelaide competition fee</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Glamadelaide competition prizes</td>
<td>$2,668</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Content Influencers</strong></td>
<td><strong>$5,808</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Broadsheet publications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Leader</td>
<td>$980</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Broadsheet</strong></td>
<td><strong>$980</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$14,088</strong></td>
<td></td>
</tr>
</tbody>
</table>

**INCOME - Campaign Partners**

| The Barossa Council        | 10,000     |                                                                         |
| Tourism Barossa            | 4,088      |                                                                         |
| **Total**                  | **$14,088**|                                                                         |
# Tourism Barossa Intrastate Campaign data

## Find Your Place in Our Story

<table>
<thead>
<tr>
<th>Facebook</th>
<th>Instagram</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Facebook" /> <img src="image2.png" alt="Facebook" /></td>
<td><img src="image3.png" alt="Instagram" /> <img src="image4.png" alt="Instagram" /></td>
</tr>
<tr>
<td>Video views</td>
<td>Reach in SA</td>
</tr>
<tr>
<td>6,515</td>
<td>8,728</td>
</tr>
<tr>
<td>Web clicks to Barossa.com</td>
<td>Thru play</td>
</tr>
<tr>
<td>31</td>
<td>3813</td>
</tr>
<tr>
<td>Shares</td>
<td>Likes</td>
</tr>
<tr>
<td>92</td>
<td>104</td>
</tr>
</tbody>
</table>

## Glam Adelaide Luxury Weekend for Two

(engagement across two posts June 25 & 28)

<table>
<thead>
<tr>
<th>Comments</th>
<th>Shares</th>
<th>Referrals to Barossa.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,748</td>
<td>38</td>
<td></td>
</tr>
</tbody>
</table>

## South Aussie with Cosi Family Getaway

[five prize posts + one Barossa Adventure Station post]

Reportedly Cosi’s most engaging competition

<table>
<thead>
<tr>
<th>Comments</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>34,926</td>
<td>784</td>
</tr>
</tbody>
</table>

## NOVA 919 Ben & Liam Roadtrip

<table>
<thead>
<tr>
<th>Reach with shared Nova video</th>
<th>Post engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,956</td>
<td>109</td>
</tr>
</tbody>
</table>

## Adelady Segment

Trackable, direct calls to action to Barossa Adventure Station listing on barossa.com since the segment aired on Sunday 28 June

<table>
<thead>
<tr>
<th>Comments</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>497</td>
<td>784</td>
</tr>
</tbody>
</table>

## Barossa Adventure Station

Page views on ATDW listing on barossa.com since new website was launched and intrastate campaign activated

<table>
<thead>
<tr>
<th>Page views</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,005</td>
</tr>
</tbody>
</table>

- We saw a spike in B2B Services in July due to Barossa Council absorbing the B2B Co-payment fee for the initial 3 hours b2b appointment.

Out of the 4 Councils, Barossa had 81 companies directly supported with B2B Services

<table>
<thead>
<tr>
<th>Councils</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barossa</td>
<td>81</td>
</tr>
<tr>
<td>Gawler</td>
<td>52</td>
</tr>
<tr>
<td>Light</td>
<td>10</td>
</tr>
<tr>
<td>Adelaide Plains</td>
<td>12</td>
</tr>
</tbody>
</table>
B2B Professional Services Utilized:

B2B Professional Services-Mar to Aug 2020- Covid19

[Bar chart showing the utilization of different professional services from Marketing, Financial, Accountants, Cost, Business, Planning & Chinese Social, Trademark, Lawyers, Copywriting, Bookkeeping, HR, IT, Energy Solutions, Graphic, and others, with varying percentages indicated.]
4.3.1 CONSENSUS AGENDA - ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES

4.3.1.1 UPDATE INFORMATION - TALLUNGA VILLAGE

B8936
Officers provided a status update on the units at Talunga Village to the August 2020 Council Workshop.

Since then discussions have continued with SA Health representatives at Mount Pleasant Hospital and Junction Australia with a meeting during September 2020. Follow up to those discussions is progressing, but Officers are not yet in a position to bring a full report with any recommendations for next steps to Council and continue briefing with residents regarding future opportunities.

As stated, the current arrangements will continue with ongoing support from Junction Australia, but concern remains with the sustainability of the units and the limited scope to provide long term remediation.

RECOMMENDATION:
That Report 4.3.1.1 be received and noted.
4.3.2 CONSENSUS AGENDA – MANAGER COMMUNITY AND CULTURE

4.3.2.1 ADVICE FROM MINISTER FOR HUMAN SERVICES – SUCCESSFUL OUR TOWN SUPPORT GRANT

B11328

Letter received from the Department of Human Services advising that Council’s application for grant funding of $50,000 (ex GST) through the Grants SA Our Town Support Grant, has been successful (copy attached).

The targeted Our Town Support Grant program seeks to fund and empower rural and regional communities to build new capabilities to meet the mental health challenges they face into the future. It differs from other mental health initiatives as it is not about putting additional services in place or recruiting new mental health professionals. The goal of Our Town is to build on the strengths, skills and talents of people in the participating towns to collectively move towards mentally healthy futures. It is about partnering with communities in a very sustainable way to find solutions that will have a legacy far beyond the program.

Our project is specifically to employ a ‘Community Connector’ to build on the strengths of local residents, communities and service systems. The ‘Community Connector’ will encourage individuals to connect with their community, build resilience and reduce isolation and dependence on services through seeking early informal solutions and social support to reduce the need for crisis management. The project aims to build community capacity and resilience to meet some of the mental health and wellbeing challenges identified within the Barossa community. This will be undertaken through the use of the Local Area Connector Model to improve the health and wellbeing outcomes of the townships of Lyndoch, Angaston and Tanunda.

RECOMMENDATION:
That report 4.3.2.1 be received.
Dear Mrs Thomas

Re: Grant Offer for Our Town Support Grant

I am pleased to offer you a grant of $50,000 (GST exclusive) (’Grant’) on behalf of The Minister for Human Services (“Government Party”).

The details of the Grant are set out in Attachment 1.

This offer is subject to your acceptance of the contents of this Letter of Offer, the Grant Details set out in Attachment 1, the Grant Terms and Conditions set out in Attachment 2 and any Special Conditions set out in Attachment 3.

To accept this offer, you must sign the Acknowledgement and Acceptance of Offer on the next page, Attachment 4 EFT Authorisation Form, scan and return the entire agreement to: dhspurchasecontracts@sa.gov.au.

If your acceptance is not received by Friday 25 September 2020 this offer will lapse on Monday 28 September 2020.

If you accept this offer you are agreeing to be legally bound by the terms of this Grant Agreement. The following documents will make up the Grant Agreement:

- This Letter of Offer;
- Your signed acceptance of this offer;
- The Grant Details (Attachment 1);
- The Standard Terms and Conditions (Attachment 2);
- The Special Conditions (Attachment 3) (if any)
- The EFT Form (Attachment 4).
- The Acquittal Form (Attachment 5).
- Recipient Created Tax Invoice Form (Attachment 6).
- Budget (Attachment 7).

If you have any queries regarding this offer, please do not hesitate to contact Belinda Powles T: 1300 650 985.
Yours faithfully

[Signature]

Fiona Curnow
Director, Community Services

17 / 09 / 2020

Enclosure.  Attachment 1: Grant Details
Attachment 2: Grant Terms and Conditions
Attachment 3: Special Conditions
Attachment 4: EFT From
Attachment 5: Acquittal
Attachment 6: Recipient Created Tax Invoice Form
Attachment 7: Budget
4.3.2 CONSENSUS AGENDA – MANAGER COMMUNITY AND CULTURE

4.3.2.2 DISABILITY ACCESS AND INCLUSION PLAN PUBLISHED

COUNCIL
CORPORATE AND COMMUNITY SERVICES
CONSSENSUS
20 OCTOBER 2020

Council, at its meeting held 18 August 2020, resolved the following:

MOVED Cr Johnstone that Council:
(1) approves the Revised Barossa Council Disability Access and Inclusion Action Plan, 2020-2023 (the Plan);
(2) approves public notification and promotion of the Plan noting that a consultation process is not required;
(3) notes the changed status of the Barossa, Light and Lower North Regional Disability Access and Inclusion Plan.

Seconded Cr de Vries

CARRIED 2018-22/220

Following a review of the Plan to ensure it aligned with the State Disability Inclusion Plan (DAIP), Council’s Collaborative Project Officer published the Plan, posted it to Council’s website and advised the Department of Human Services of those actions.

A response was received from the Department (copy attached), advising that this will assist in reporting to the Minister. The first report against the State Disability Inclusion Plan will be tabled in Parliament six sitting days after 31 December 2020. The report will include the number of State authorities that have published their DAIP and The Barossa Council will now be included in this report.

The Department congratulated and thanked Council for its contribution to improving access and inclusion for people living with a disability.

RECOMMENDATION:
That report 4.3.2.2 be received.
Dear Debra

Thank you for advising the Department of Human Services that your Disability Access and Inclusion Plan (DAIP) is now published.

The Disability Access and Inclusion Directorate monitors and prepares reports on access and inclusion activities under the Disability Inclusion Act 2018 (SA), and advising when a DAIP is published will assist in reporting to the Minister.

The first report against the State Disability Inclusion Plan will be tabled in Parliament six sitting days after 31 December 2020. The report will include the number of State authorities that have published their DAIP and the Barossa Council will now be included in this report.

Congratulations on publishing your DAIP and thank you for your contribution to improving access and inclusion for people living with a disability.

Kind regards

The Disability Access and Inclusion Team

Disability Access and Inclusion Directorate
Department of Human Services | Government of South Australia
Level 7, 108 North Terrace, Adelaide SA 5000 | GPO Box 292, Adelaide SA 5001
Ph: 08 8415 4317 | email DHSDisabilityInclusion@sa.gov.au

I would like to acknowledge the Kaurna people who are the traditional custodians of the Adelaide and Adelaide Plains region in which we work, learn and live.

This e-mail may contain confidential information, which may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this e-mail. If this e-mail is received in error, please inform the sender by return e-mail and delete the original. If there are doubts about the validity of this message please contact the sender by telephone. It is the recipient’s responsibility to check the e-mail and any attached files for viruses.
4.4.1 CONSENSUS AGENDA – DIRECTOR’S REPORT

4.4.1.1 SPECIAL LOCAL ROADS PROGRAM 2020|2021
B11017 – 20/44506

Advice has been received from The Hon Vickie Chapman MP - Deputy Premier - Minister for Planning and Local Government of Council’s successful application for the Basedow Road upgrade project under the 2020|2021 Special Local Roads component of the Roads to Recovery Program for funding up to $600,000 – see attached.

The planned upgrade work is for reconstruction of failed pavement and kerb and gutter infrastructure on Basedow Road from Walden Street to Menge Road, including widening of wings at the Basedow Road | Menge Road intersection.

RECOMMENDATION:
That the report be received and noted.
The Hon Vickie Chapman MP

August 2020

Mayor Michael Lange
The Barossa Council
PO Box 867
NURIOOTPA SA 5355

Dear Mayor Lange

I am pleased to advise that the South Australian Local Government Grants Commission’s (the Commission’s) recommendations for the distribution of the Special Local Roads component of the Roads to Recovery Program to Councils for 2020-2021 have been approved by the Hon Mark Coulton MP, Federal Minister for Regional Health, Regional Communications and Local Government on 11 August 2020.

The recommendations were made to the Commission on the advice of the Local Government Transport Advisory Panel.

Unlike the Financial Assistance Grants, these grants are tied. They are made available under the National Land Transport Act 2014 (the Act) and the terms and conditions that apply to other monies provided directly to you under the Act also apply to these grants.

The allocation to your Council for the 2020-2021 year is $600,000 for work on the following project; Basedow Road

The grants are tied for the specific project mentioned above. The Federal Government’s intention is for the funding to be available as soon as required. Funding will be provided following successful completion of the works program in accordance with the Act. Monies will be deposited into your account with the Local Government Finance Authority.
The Federal Government has requested that the Commission process all reports on behalf of Councils. The Commission has agreed to be responsible for this task in order to ensure that there are no delays in providing funding to Councils.

In order to comply with the Act, the grant is conditional on the Council providing the Commission with quarterly reports and an annual report in a format that is consistent with those provided to the Federal Government for other monies received directly by Councils under the Commonwealth Roads to Recovery Program and providing evidence of having met the signage requirements, as set out in the funding conditions.

Quarterly and annual reports can be sent to:

Mr Peter Ilee  
Executive Officer  
Local Government Grants Commission  
GPO Box 2329  
ADELAIDE SA 5001

or by email to:

grants.commission@sa.gov.au

It would be appreciated if you could forward a copy of this letter to the relevant Council officers. Should you have any queries, please contact Mr Ilee on telephone 7109 7148 or via email at grants.commission@sa.gov.au

Yours sincerely

VICKIE CHAPMAN MP  
DEPUTY PREMIER  
MINISTER FOR PLANNING AND LOCAL GOVERNMENT

cc Mr Martin McCarthy, Chief Executive Officer
4.5.2 CONSENSUS AGENDA – ENVIRONMENTAL SERVICES REPORT

4.5.2.1 PROGRESS REPORT
B8570
Council’s Senior Environmental Officer has provided the following update of works for the period of 1 July – 30 September 2020.

- Co-ordinated the review and update of Draft Roadside Vegetation Management Plan (RVMP) with relevant staff

- Submitted Heritage Agreement Grant application for: Altona CSR Landcare site, Rowland Flat - potential funding of $7500

- Submitted Heritage Agreement Grant application for Tanunda Native Pine Woodland – potential funding of $10000

- Development of a Community Education Communication Strategy Native Vegetation on Roadsides. Started at Knott Road, Williamstown, communicating with landholders about the Roadside Marker Sites (RMS), what they mean, their significance and legal requirements for protection and enhancement. This is in response to a number of complaints about clearance on roads.

- Followed up a complaint regarding animals in North Para River at Archery Site and use of (grazing) on The Barossa Council’s Road Reserve

- Preparation of Website information relative to Biodiversity, Roadside Vegetation, Volunteer Groups and Animals on the road.

RECOMMENDATION:
That report items 4.5.2.1 be received.
4.5.2 CONSENSUS AGENDA – ENVIRONMENTAL SERVICES REPORT

4.5.2.2 WILLIAMSTOWN, LYNDOWCH LANDCARE GROUP INC.
B2791, 20/56298
Minutes of the Williamstown, Lyndoch Landcare Group Inc. meeting held 23 September 2020, are attached for information.

RECOMMENDATION:
That report items 4.5.2.2 be received.
## Meeting Minutes

### Purpose
General Meeting

### Prepared by
Tina Woods

### Phone No.
0421 616 444

### Location
Council Rooms,
29 Barossa Valley Way,
Lyndoch, SA 5351

### Date/Time
23 September 2020, 7.30pm – 8.35 pm

### Attendees
- Angus Atkinson (Chair)
- Don Wegener
- Shirley Wegener
- Diana Dancer
- Mick Kobryn
- Elke Wiese
- Joerg Wiese
- Tina Woods
- Terry Peacock
- Brian Green

### Distribution
All current & life members and Chris Kruger (Executive Assistant, Development and Environmental Services, The Barossa Council)

### File
20200923_GeneralMeetingMinutes.docx

<table>
<thead>
<tr>
<th>Item</th>
<th>Action by</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meeting Opened 7.30pm.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Apologies – Tracy Sinclair, Eric Walton and Noreen Walton.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Minutes of previous Meeting held 26 August 2020 – Accepted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moved by Elke Wiese, seconded by Diana Dancer – Carried.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Business Arising last meeting:</td>
<td></td>
</tr>
</tbody>
</table>
**Meeting Minutes**

**ACTION:** Removal of Dead Bushes – Don suggest the removal and relocation of three dead bushes (to be undertaken without ground disturbance) on the Right-hand track.  
**Update:** The removal of bushes has occurred, no further works i.e. removal of stumps etc shall be undertaken.

**Actions still open:**

**ACTION:** Follow up with Friends of Para Wirra Conservation Park for possible joint Working Bee. Tracy Sinclair and Angus Atkinson to visit Friends of Para Wirra Conservation Park.  
**Update:** Awaiting the COVID 19 restrictions to be lifted to enable joint working bee – now likely be early 2021.

**ACTION:** Seed Collection List – Brian Green to prepare a list of target plants for seed collection and the appropriate time of year for collection so this can be incorporated into the relevant working bees.  
**Update:** Brian will be on holiday from work between 19 – 26 October, so weather permitting will be able to attend working bee on Thursday 22 October to commence Seed Collecting.

**ACTION:** Mistletoe Survey – Seeking quotes from Contractors to undertake the mistletoe pruning required for the mistletoe survey.  
**Update:** Angus Atkinson is continuing to obtain costs to undertake the removal works due to the safety issue of volunteers undertaking works. Noted during the meeting that several members raised objections to the mistletoe removal. Issue will be closed out next meeting.

**ACTION:** Advertising – Investigate costs of advertising in the local Barossa and Gawler papers.  
**ACTION:** Camping – investigate group camping excursion as social activity.  
**Update:** Everyone to contribute to suggestions in next meeting to organise a social next year

**ACTION:** Signage for walking tracks – New signs have now been delivered. Angus Atkinson will bring to the Container on Thursday 27 August to commence their erection. Will need to determine the best way to install and if the existing posts can be repurposed or new posts will be required.  
**Update:** Installation has commenced, however five (5) more left to be installed.

**ACTION:** Birds SA Recent Bird Survey – Obtain a copy of the bird list arising from the recent BirdsSA field visit.  
**ACTION:** Photos from Photo Points – Recommend the taking of regular photos from the photo points. Suggest alternative points if needed.  
**Update:** Diana to discuss time with Tracy Sinclair to recommence the taking of points, some photo points may need to be re-established, or new ones determined.

**New Actions from Business Arising this meeting:**

**ACTION:** Diarise dates for Saturday Working Bees – Aim for one a month from Feb 2021 – can then be added to information in The Grapevine.

**ACTION:** Heritage Agreement Grants / COVID-19 Recovery Grants – Angus to pursue noting that timing tight with funding closing 5 October 20.
Correspondence:

In:

- **Barossa Council**:
  - Update of COVID-19 restrictions and safe plan
  - Heritage Agreement Grants / COVID-19 Recovery Grants – Kim Thompson advised of what is available with an offer to help support application.
- **Friends of Parks SA** – Weekly Mail-out, various emails re log-in and access to group’s member page
- **Landcare Association of SA (LASA)** – Advice of upcoming AGM on 8 Sept
- **John Seymour** – Offering to provide a summary of bird sightings he has recorded over the last two years

Out:

- **Barossa Council** – Poster of Saturday Busy Bee to be placed on their Website to promote the event.

Chair Report:

- **Heritage Agreements Grants** – General consensus was that applying for a grant was worthwhile and that Amanda Pearce may be able to identify additional weed control, revegetation works.
- **Saturday Busy Bee** – was a successful morning for all members to get together even only one new potential member attended, after wide publicity around the Barossa Valley.

Treasurers Report – as presented by Joerg Wiese:

Moved by Tina Woods, seconded by Diana Dancer – Carried.

- **Monthly Income & Expenditure** – since last General Meeting

<table>
<thead>
<tr>
<th>AUG 20</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Brought Forward</td>
<td>$3,665.79</td>
</tr>
<tr>
<td>Income</td>
<td>$10,000.12</td>
</tr>
<tr>
<td>Expenses</td>
<td>nil</td>
</tr>
<tr>
<td><strong>End Month Balance</strong></td>
<td><strong>$13,665.91</strong></td>
</tr>
</tbody>
</table>

- **Account Balances** – since last General Meeting

<table>
<thead>
<tr>
<th>AUG 20</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,479.61</td>
</tr>
<tr>
<td>Credit Union Share</td>
<td>$2.00</td>
</tr>
<tr>
<td>Project No.2 (Altona)</td>
<td>$12,184.30</td>
</tr>
<tr>
<td><strong>Total End Month Balance</strong></td>
<td><strong>$13,665.91</strong></td>
</tr>
</tbody>
</table>
Joerg Wiese advised meeting:

- The Barossa Council had confirmed the funding to Williamstown & Lyndoch Landcare Group for FY21 would continue at $10,000.
- The Landcare accounts had successfully been audited by The Barossa Council.
- Since receiving funding, a $7,500 commitment has been made to Amanda Pearce for weed control in 2021.

8 Publicity:

- **Friends of Parks** – If there are any photos of the Reserve that would be good publicity, members to email them to Angus and he can upload to our space on the Friends of Park site.
- **Facebook Page** – Regular updates are made during the month and shared to the Lyndoch Community Board Facebook page.

9 General Business:

- **Yearly Council Tour** – Joerg mentioned that the Barossa Council undertake a local tour and suggest that Angus invites them to view the Reserve.
- **FY21 Membership Fees Due** – Final members due and were collected during the meeting.

10 **Next Meeting** – Wednesday 28 October 2020, 7.30pm Council Rooms, Lyndoch.

11 **Meeting Closed** 8.35pm.
Here at the Barossa Bushgardens (BBG) many thing have happened, despite COVID-19 trying to slow us down. While we had lost many of our volunteers, a few where allowed to keep things going during this period. It is only in the last two months that volunteers have been allowed to return and while numbers are still down from the beginning of the year, we have achieved quite a bit. The following is a highlight of what has happened over the last six month.

The volunteers that were able to help, have achieved a huge amount of work, some of it listed below:

We finished planting 300 native plants along the bike path leading to the Labyrinth and thanks to the generosity of Coates Hire Nuriootpa, dug a nearly 200 m trench, using one of their trench diggers, to install irrigation.
A ‘Feel Path’ (some materials donated by Kuchel Contractors) and a maze were developed in the Nature Play area, to promote balance and brain development for children.

Part of the Nature Trail were upgraded to be wheelchair accessible. The Barossa Co-op has sponsored the Bushgardens with financial support for the 20/21 financial year, which will help us buy some much needed tools, cater for our volunteers and show some appreciation for them in form of vouchers.

Reconciliation Week was not forgotten and we recorded the planting of a garden bed, resembling a snake, next to the Reconciliation Circle, to raise awareness. Barossa Quarries is an ongoing sponsor and donated not only material for the snake, but supports us ongoing with fines to upgrade the paths in the gardens.

Bi-monthly themes were introduced in the Community Nursery and Natural Resource Centre, containing fact sheets with information and Barossa provenance plants to grow. The themes we have done so far were Butterflies (how to attract butterflies to your garden) and Shelterbelts and Windbreaks. Our current theme is attracting Native Bees, which is combined with workshops we offer to the community and school children. It is worth noting that our plant sales have increased over this time.
In August, two disability car parks were installed next to the Community Nursery and a sales shed was built to allow for better customer service.

During August, we hosted the SALA Festival, which has attracted more visitors than ever before, as restrictions limited the visitor numbers to many galleries.

After a lot of planning, involving five disability and mental health support groups, the establishment of a ‘Food for the Soul’ community garden has begun. The garden will be wheelchair accessible, disability friendly and focus on the many social, physical and mental health benefits of gardening in general. It will also promote the use of native food plants and native flowers for integrated pest management and offer many opportunities for workshops, to engage the whole community. Penrice Quarries have donated 100 tons of cement treated rubble that was put in place by The Barossa Council Depot staff, to create a solid, safe base and Barossa Enterprises wood working group is in the process of building more raised garden beds.

The works here at the Bushgardens are ongoing. We strive to keep improving and promoting this wonderful space as one of the top visitor destinations in the Barossa.
We hope you enjoyed reading some of the positive things that are happening in the Barossa Bushgardens and we will keep you up to date with new developments.

As always, you are more than welcome to visit anytime and also to say ‘hello’ to our dedicated volunteers on Tuesdays and Thursdays.

**RECOMMENDATION:**
That report items 4.5.2.3 be received and noted.
4.5.3  CONSENSUS AGENDA – HEALTH SERVICES REPORT

4.5.3.1  FOOD RECALLS
B10499

Consumer Level recalls were monitored for:

- Haigh’s Maltichocs – 250g
- Keep it Cleaner Plant Based Protein Powder – 375g
- Milk Lab Almond Milk – 1L
- Blue Diamond Almond Breeze Milk – 1L

RECOMMENDATION:
That the report item 4.5.3.1 be received.
4.5.3 CONSENSUS AGENDA – HEALTH SERVICES REPORT

4.5.3.2 FOOD PREMISES INSPECTIONS
B4573

During the month of September 2020 the following food businesses were inspected for their compliance with the Food Act 2001.

- The Happy Black Sheep, Roaming Cafe – Routine inspection
- Fred’s Bakery – Routine inspection
- Subway – Re-inspection
- Varci Botique Beverages – Routine inspection

RECOMMENDATION:
That the report items 4.5.3.2 be received.
As per the provisions of the SA Public Health Act 2011 Council is required to submit a report outlining its Environmental Health activities for the previous financial year.

Following consultation with the Local Government Association (LGA) and the Environmental Health Managers Forum (EHMF), SA Health developed a new environmental health annual reporting proforma. Its intention is to collect important information on workforce, activities, compliance, administration and enforcement of the South Australian Public Health Act 2011 (the Act) and its regulations and will:

- Monitor administration of the Act
- Identify trends in compliance and enforcement
- Provide the basis for future indicator development
- Assist in the identification of gaps in legislation
- Identify support required by agencies administering the Act

Whilst SA Health have informed that every effort has been made to minimise the work required to prepare the reports, it did require a review of Council’s pre-existing Customer Request Management (CRM) Environmental Health categories to better align with the State’s annual reporting proforma.

The information collected in this way by SA Health will be used to assess trends and direct policy and service provision. Data obtained from reports will be used to inform the State Public Health Plan and the Chief Public Health Officer’s Report, particularly in the priority area of sustaining and improving public and environmental health protection.

Please note that the proforma does not allow for removal of sections or tables that are not applicable to The Barossa Council, or where there is no information to provide and so they have been left blank (which can be confusing to the reader).
In addition to the reported data Council’s Environment Health Officers also received in excess of 900 telephone and counter enquiries during this reporting period.

A copy of the 2019/2020 Annual Report was submitted to SA Health by the 30 September deadline and a copy is now put before Council for general information (refer attached).

**RECOMMENDATION:**
That report item 4.5.3.3 be received and noted.
The aim of this report is to assist the Minister for Health and the Chief Public Health Officer and their delegates to perform their functions under the following sections of the South Australian Public Health Act 2011:

s17(1) The Minister's functions in connection with the administration of this Act include the following (to be performed to such extent as the Minister considers appropriate):
(a) to further the objects of this Act by taking action to preserve, protect or promote public health within the State;
(b) to promote proper standards of public and environmental health within the State by ensuring that adequate measures are taken to give effect to the provisions of this Act and to ensure compliance with the Act.

s21(1) The Chief Public Health Officer's functions are as follows:
(b) to ensure that the Act, and any designated health legislation, are complied with;

s23(1) The Chief Public Health Officer is required to prepare a written report every 2 years about—
(a) public health trends, activities and indicators in South Australia

It is requested that all councils complete and submit this report by 30 September 2020.

When completing this report, please add rows to tables as necessary.

Please submit your completed report by 30th September 2020 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au
1 ENVIRONMENTAL HEALTH WORKFORCE

1.1 Authorised officers (s44)
Please provide a list of all persons currently authorised by the authority pursuant to s44 of the Act on 30 June 2020 in the following format. This is requested to confirm that the Chief Public Health Officer’s notification register is up to date.

<table>
<thead>
<tr>
<th>Authorised officer's full name</th>
<th>Employment type (PFT, PPT, CE or CNE)</th>
<th>Date authorised</th>
<th>Approved qualification number</th>
<th>Environmental health experience (years/months)</th>
<th>Average EH hours worked per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Carroll</td>
<td>PFT</td>
<td>19 March 2014</td>
<td>1 &amp; 6</td>
<td>35 years 3 months</td>
<td>38</td>
</tr>
<tr>
<td>Joel Bray</td>
<td>PFT</td>
<td>19 March 2018</td>
<td>8</td>
<td>4 years 9 months</td>
<td>38</td>
</tr>
<tr>
<td>Karen Watson</td>
<td>PPT</td>
<td>19 March 2014</td>
<td>8</td>
<td>10 years 7 months</td>
<td>22.8</td>
</tr>
<tr>
<td>June Saruwaka</td>
<td>CE</td>
<td>5 August 2019</td>
<td>15</td>
<td>2 years 1 month</td>
<td>14</td>
</tr>
</tbody>
</table>

Notes:

Employment type:  

Approved qualification number: Please refer to the list of approved qualifications for the appointment of local authorised officers.

Average EH hours: Please indicate the average number of hours the individual spends working on environmental health related tasks and activities (including food safety, administrative, strategic, management and policy related tasks) for council per week.

1.2 Were any environmental health positions vacant on 30 June 2020?

✔ No – proceed to section 1.3

☐ Yes – complete the table below

Please provide information on all authorised officer positions vacant on 30 June 2020 in the following format.

<table>
<thead>
<tr>
<th>Position title</th>
<th>Employment type (PFT, PPT, CE or CNE)</th>
<th>Average EH hours per week</th>
<th>Term of contract (if applicable)</th>
<th>Duration position has been vacant</th>
</tr>
</thead>
</table>

1.3 Any additional comments relating to environmental health workforce
2 SA PUBLIC HEALTH ACT & REGULATIONS - ENFORCEMENT

2.1 Were any section 92 notices issued under the Act during the reporting period?

☑ Yes – proceed to section 2.1.1

□ No – proceed to section 2.2

2.1.1 In total, how many section 92 notices were issued during the reporting period (not including preliminary notices).

2

2.1.3 Was action taken on non-compliance with any section 92 notices issued (s.93)?

☑ No – proceed to section 2.1.4

□ Yes – complete the table below

<table>
<thead>
<tr>
<th>Details of action taken</th>
<th>Costs recoverable $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.1.4 Were any expiation notices issued or prosecutions commenced for failure to comply with a section 92 notice (s.92.10)?

☑ No – proceed to section 2.1.5

□ Yes – complete the tables below

Expiation notices issued

<table>
<thead>
<tr>
<th>Date expiation notice issued (when)</th>
<th>Details of the failure to comply</th>
<th>Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prosecutions commenced

<table>
<thead>
<tr>
<th>Date prosecution commenced (when)</th>
<th>Details of the failure to comply</th>
<th>Details and outcome of prosecution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.1.5 Were any section 92 notices reviewed or appealed (s.95-96)?

☑ No – proceed to section 2.1.6

□ Yes – complete the table below

<table>
<thead>
<tr>
<th>Review or appeal?</th>
<th>Summary of findings/outcome of review or appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.1.6 Any additional comments relating to section 92 notices issued

Both Notices were deemed to be relatively complied with.
2.2 Were any expiation notices issued or prosecutions commenced for material or serious risks to public health during the reporting period?

✔ No – proceed to section 2.2.4

☐ Yes – complete tables 2.2.1 - 2.2.3 below

Please provide details on all expiation notices issued and prosecutions commenced by the authority on persons causing material or serious risks to public health between 1 July 2019 and 30 June 2020 in the following format.

2.2.1 s57 – Material risk to public health – expiation notices issued ($750)

<table>
<thead>
<tr>
<th>Date notice issued (when)</th>
<th>Details of the material risk to public health (what)</th>
<th>Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?</th>
</tr>
</thead>
</table>

2.2.2 s57 – Material risk to public health – prosecutions

<table>
<thead>
<tr>
<th>Date of offence</th>
<th>Person prosecuted (who)</th>
<th>Details of the material risk to public health (what)</th>
<th>Details and outcome of prosecution</th>
</tr>
</thead>
</table>

2.2.3 s58 – Serious risk to public health – prosecutions

<table>
<thead>
<tr>
<th>Date of offence</th>
<th>Person prosecuted (who)</th>
<th>Details of the serious risk to public health (what)</th>
<th>Details and outcome of prosecution</th>
</tr>
</thead>
</table>

2.2.4 Any additional comments relating to material or serious risks to public health
2.3 Were any other expiation notices issued or prosecutions not previously covered commenced for breaches of the Act during the reporting period?

☑ No – proceed to section 2.4

☐ Yes – complete the table below

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

<table>
<thead>
<tr>
<th>Section.</th>
<th>Type</th>
<th>No. of expiations issued</th>
<th>No. of prosecutions commenced</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>46(4)</td>
<td>Authorised officer identity card – failure to surrender</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>47(6)</td>
<td>Hindering or obstructing an authorised officer</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>49(2)</td>
<td>Failure to provide information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92(11)</td>
<td>Hindering or obstructing a person complying with a notice</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Provision of false or misleading information</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td>81</td>
</tr>
</tbody>
</table>
2.4 South Australian Public Health (General) Regulations 2013

2.4.1 How many known premises with public pools and/or spas are there in your council area?
- 29

2.4.2 Please complete the table below to indicate routine inspections of public pools and spas conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of water borne illness.

<table>
<thead>
<tr>
<th>Type of public pool</th>
<th>No. of known public pools and spas in council area. Please count each pool separately at premises with more than one pool.</th>
<th>No. of pools inspected at least once for compliance</th>
<th>Please provide details of any regularly encountered non-compliance issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming pool</td>
<td>28</td>
<td>23</td>
<td>Records not being taken or not taken properly (including both manual test and auto doser records), testing kits not really adequate. Generally B&amp;B’s are less compliant.</td>
</tr>
<tr>
<td>Spa pool</td>
<td>8</td>
<td>5</td>
<td>Records not being taken or not taken properly (including both manual test and auto doser records), testing kits not really adequate, no auto dosing machine. Generally B&amp;B’s are less compliant. B&amp;B’s sometimes ignore requests to undertake spa/pool tests (Not feasible to undertake on the spot inspections as the pool/spa is not easily accessible and/or no staff onsite).</td>
</tr>
<tr>
<td>Hydrotherapy pool</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Waterslide</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>1 (splash park)</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.4.3 Were any expiation notices issued or prosecutions commenced under the General Regulations during the reporting period?

✔ No – proceed to section 2.4.4

☐ Yes – complete the table below

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Type</th>
<th>No. of expiations issued</th>
<th>No. of prosecutions commenced</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Control of waste on premises</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8(6)</td>
<td>Public swimming pool requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9(7)</td>
<td>Public spa pool requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Obligations of public</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

2.4.4 Please provide feedback for consideration in relation to the review of the South Australian Public Health (General) Regulations 2013

2.4.5 Any additional comments relating to the South Australian Public Health (General) Regulations 2013

2.4.6 Are there any unregulated interactive fountains or water play areas using recirculated water within your council area?
Yes? Have one zero depth splash park / water play area, however the system is treated and regulated as a normal swimming pool.

✔ No – proceed to section 2.5

☐ Yes – provide details of the facilities/features in your area

2.5  South Australian Public Health (Wastewater) Regulations 2013

2.5.1 Were any applications for wastewater works approvals received during the current or previous reporting periods?

☐ No – proceed to section 2.6

✔ Yes – complete the table below

<table>
<thead>
<tr>
<th>No. of pending applications carried over from the previous reporting period</th>
<th>Number of new applications received during the reporting period</th>
<th>No. of applications approved</th>
<th>No. of applications refused</th>
<th>No. of applications pending a decision</th>
<th>No. of inspections undertaken by an authorised officer in relation to wastewater works approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>202</td>
<td>209</td>
<td>Nil</td>
<td>9</td>
<td>277</td>
</tr>
</tbody>
</table>

2.5.2 Do you keep a wastewater works approval register compliant with the requirements of regulation 27 of the Wastewater Regulations?

☐ No

✔ Yes
2.6 South Australian Public Health (Legionella) Regulations 2013

2.6.1 How many cooling towers are registered in your council area? Please provide the number of individual towers even when they are part of a single cooling water system.

2.6.2 Please complete the table below to indicate inspections of high risk manufactured water systems conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of Legionellosis.

<table>
<thead>
<tr>
<th>Type of registered system</th>
<th>No. of systems on council's register</th>
<th>No. of systems inspected at least once for compliance by an authorised council officer. Reg. 15(1)</th>
<th>No. of systems inspected at least once for compliance by an independent competent person. Reg. 15(2)</th>
<th>No. of follow-up inspections by an authorised officer due to non compliance issues</th>
<th>No. of additional inspections due to complaints and disease investigations</th>
<th>Total no. of inspections conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooling water systems*</td>
<td>42</td>
<td>0</td>
<td>41</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Warm water systems</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>45</td>
<td>0</td>
<td>44</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* A cooling water system may include an individual cooling tower, or a number of interconnected cooling towers that utilise the same recirculating water.

2.6.3 Please provide details of any regularly encountered HRMWS compliance issues.
2.6.4 Were any expiation notices issued or prosecutions commenced under the Legionella Regulations during the reporting period?

✔ No – proceed to section 2.6.5

☐ Yes – complete the table below

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Type</th>
<th>No. of expiations issued</th>
<th>No. of prosecutions commenced</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5(2)</td>
<td>Unregistered system</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6(4)</td>
<td>Notification of change to registration particulars.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6(5)</td>
<td>Notification of permanent decommissioning or removal</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Automatic biocide dosing device</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8(1)</td>
<td>Drift eliminators</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Commissioning</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10(1)</td>
<td>System plans</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10(3)</td>
<td>Operation and maintenance manuals</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Operation and maintenance by a competent person</td>
<td>N/A</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Maintenance of cooling water system</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Maintenance of warm water systems</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>14(1)</td>
<td>Log books</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>14(2)</td>
<td>Retain log books</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>17(1)</td>
<td>Failure to shut down or decontaminate system</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>17(2)</td>
<td>Reporting of notifiable results within 24 hours</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>18(4)</td>
<td>Contravention of a condition of a determination or approval</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>False or misleading statement</td>
<td>N/A</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
2.6.5 Were any notices issued under the Legionella Regulations during the reporting period?

☐ No – proceed to section 2.6.6

✓ Yes – complete the table below

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Notice type</th>
<th>No. of notices issued</th>
<th>No. of notices complied with by specified date/time</th>
<th>No. of notices not complied with by specified date/time</th>
<th>No. of expiations/prosecutions for failing to comply with notice (provide details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15(2)</td>
<td>Independent inspection</td>
<td>20</td>
<td>17</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Requirement for microbiological testing</td>
<td>20</td>
<td>17</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

2.6.6 Please provide feedback for consideration in relation to the review of the South Australian Public Health (Legionella) Regulations 2013

2.6.7 Any additional comments relating to the Legionella Regulations
3 South Australian Public Health (Severe Domestic Squalor) Policy 2013

3.1 Were any cases of hoarding and/or domestic squalor investigated in your area during the reporting period?

☑ No – proceed to section 4.1
☐ Yes – complete the table below

Please provide the following details on the cases of hoarding and/or domestic squalor investigated during the reporting period.

<table>
<thead>
<tr>
<th>Total number of cases investigated</th>
<th>Total number of Preliminary Notices issued under Section 92(2)(b)</th>
<th>Total number of General Duty Notices issued under Section 92(1)(a)</th>
<th>Total number of Risk to Health Notices issued under Section 92(1)(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2 Is the South Australian Severe Domestic Squalor Scale (Appendix 2 – A Foot in the Door) used for the assessment of cases of domestic squalor?

☐ Yes – proceed to section 3.3
☐ No – describe what other processes or tools are used.

3.3 Are you involved in an interagency squalor group?

No – proceed to section 3.4
☐ Yes – provide details on the group and the agencies involved.

3.4 In instances of severe domestic squalor where a breach of the general duty or a risk to public health has been identified, what public health risks have been associated with these cases?

3.5 Have situations of hoarding and/or domestic squalor been encountered where the application of the Act has been deemed inappropriate?

No – proceed to section 3.6
☐ Yes – What alternative approaches or legislation were used in these cases?

3.6 Has the South Australian Public Health (Severe Domestic Squalor) Policy 2013 and associated guideline ‘A Foot in the Door’ assisted you in the administration of the Act and in the resolution of cases of severe domestic squalor?

Yes
☐ No – provide an overview of your experiences

3.7 Any additional comments on the South Australian Public Health (Severe Domestic Squalor) Policy 2013?
4 The South Australian Public Health (Clandestine Drug Lab) Policy 2016

4.1 Were any clandestine drug laboratories reported and/or investigated in your area during the reporting period?
- ☐ No – proceed to section 5.0
- ✔ Yes – complete the table below

Please provide details on all clandestine drug laboratories reported and/or investigated during the reporting period.

<table>
<thead>
<tr>
<th>Total number of clan labs notified</th>
<th>Total number of clan labs assessed</th>
<th>Total number of clan labs completely remediated</th>
<th>Total number of clan labs currently being remediated</th>
<th>Total number of clan labs declared unfit for human habitation</th>
<th>Total number of clan labs demolished</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (carried over from 2018-2019)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 (notice served 2018-2019)</td>
<td>1</td>
<td>Through Notice (s.92)</td>
<td>Through Notice (s.92)</td>
<td>Through agreement</td>
</tr>
</tbody>
</table>

4.2 Was a site inspection undertaken of any of the clandestine drug labs listed above?
- ✔ Yes - total number of inspections undertaken _1__
- ☐ No – proceed to section 4.3

4.3 Has the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016 and the associated ‘Practice Guideline for the Management of Clandestine Drug Laboratories’ assisted you in the administration of the Act and in the remediation of clandestine drug laboratories?
- ✔ Yes
- ☐ No – provide an overview of your experiences

4.4 Any additional comments on the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016?
5 Environmental Health Complaints/Customer Requests

Please complete the table below to indicate the number of environmental health complaints and customer requests received and actioned during the reporting period. Please change category names or add new categories according to council’s complaint/customer request recording system.

<table>
<thead>
<tr>
<th>Type of complaint / customer request (category)</th>
<th>Number received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Standards</td>
<td>-</td>
</tr>
<tr>
<td>Air Pollution / Odours / Air quality / Dust</td>
<td>9</td>
</tr>
<tr>
<td>Asbestos</td>
<td>2</td>
</tr>
<tr>
<td>Body Piercing / Tattooing / Other Skin Penetration</td>
<td>-</td>
</tr>
<tr>
<td>Combustion Heaters / Wood Heater Smoke</td>
<td>-</td>
</tr>
<tr>
<td>Community Amenity</td>
<td>-</td>
</tr>
<tr>
<td>Contaminated Land</td>
<td>-</td>
</tr>
<tr>
<td>Development Pollution</td>
<td>-</td>
</tr>
<tr>
<td>Discharge of Wastes / Waste Control / Refuse Storage and/or Disposal</td>
<td>17</td>
</tr>
<tr>
<td>Excessive Vegetation / Long Grass / Undergrowth / Fire Hazard</td>
<td>-</td>
</tr>
<tr>
<td>General Health Complaint or Enquiry / Other</td>
<td>25</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>-</td>
</tr>
<tr>
<td>Infectious Disease / Notifiable Condition</td>
<td>2</td>
</tr>
<tr>
<td>Hairdressing / Beauty Salons</td>
<td>-</td>
</tr>
<tr>
<td>Keeping of Animals</td>
<td>-</td>
</tr>
<tr>
<td>Legionella Investigation</td>
<td>1</td>
</tr>
<tr>
<td>Mosquitoes</td>
<td>2</td>
</tr>
<tr>
<td>Noise</td>
<td>-</td>
</tr>
<tr>
<td>Public Swimming Pools and Spa Pools</td>
<td>1</td>
</tr>
<tr>
<td>Rats or Mice</td>
<td>5</td>
</tr>
<tr>
<td>Sanitary Facilities</td>
<td>-</td>
</tr>
<tr>
<td>Septic Tanks / Aerobic Servicing / Failing Onsite System</td>
<td>48</td>
</tr>
<tr>
<td>Sharps Disposal</td>
<td>167</td>
</tr>
<tr>
<td>Supported Residential Facilities</td>
<td>-</td>
</tr>
<tr>
<td>Vermin (including pigeons and insects) other than rats, mice, wasps and mosquitoes</td>
<td>1</td>
</tr>
<tr>
<td>Wasps</td>
<td>45</td>
</tr>
<tr>
<td>Water Quality (other than public swimming pools and spa pools)</td>
<td>-</td>
</tr>
</tbody>
</table>
Person to contact regarding the contents of this report:

Steve Carroll

Name     Date    Signature

____________________________280920________________________________________

Endorsed by Chief Executive Officer/delegated person:

Gary Mavrinac 7/10/2020

Name     Date    Signature

__________________________________________________________________________

Please submit your completed report by 30th September 2020 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au

This template will be reviewed annually.
7.2.1 CHIEF EXECUTIVE OFFICER

7.2.1.1 AUSTRALIA DAY EVENT – COVID-19 CONSIDERATIONS

B11075

Author: Executive and Project Officer

PURPOSE

To review the existing format of the 2021 Australia Day event hosted by The Barossa Council in light of significant restrictions around event numbers, food management and other requirements under current COVID-19 directions.

RECOMMENDATION

That Council undertakes a 2021 Australia Day event based on option 2, described in the body of this report.

REPORT

Introduction

As Council are aware the Australia Day event celebrations are looming and as such Officers have commenced advertising for nominations for the various Citizen of the Year awards. The Local Government Association in consultation with SA Health have provided extensive event guidelines, which are provided at the Attachment.

In any case, the completion of the renovations at the Tanunda Show Hall will see the event recommence there as the traditional event venue. Historically, this event normally consists of a complimentary breakfast and awards ceremony for up to 800-1000 people, hosted by The Barossa Council.

Discussion

It is essential that there be a decision made on the format of the 2021 Australia Day event at the October Council meeting so that there is time to research and implement the event and communications plan.

It is unknown what COVID-19 pandemic restrictions and directions will be applicable as at 26 January 2021, and therefore there is the requirement to work within the current directions and guidelines. The areas of management and concern are:

1. Food service will require extensive management over and above normal Australia Day event breakfast including:
   a. service by one person per item only;
   b. food items must be served individually, not all on one plate
   c. no shared cutlery and utensils for services;
d. cleaning of BBQ utensils hourly

e. no communal serving of drinks including coffee and juice;

f. line management to ensure 2 sq metres and 1.5 metre separation to abide by physical distancing directives.

2. Every attendant at the event will require contract tracing via an electronic registration prior to the event and then cross checking of this registration will be required before guests can enter the venue, all while maintaining physical distancing in the line up to enter.

3. Area generally set aside for seating needs to maintain the 2 square metres and 1.5 metre separation therefore the achievement of 800+ people on space allowance cannot occur.

Based on the usable area for the show hall being 1067.50 sq metres a maximum of 533 is allowed in facility all standing or theatre style seating. Utilisation of existing tables and chairs would further limit the capacity as each table being 2.7 metres by 0.9 meters would mean only 3 people can sit on each table based on the 1.5 metre separation requirements with a gap between each table. This would mean a total of 297 people could be seated at tables.

4. Requirement for at least a COVID safe plan and COVID marshal implementation which will require additional staff, security and training to be undertaken.

Due to the inability to comply with physical distancing at the venue for 800+ people, the large undertaking of administration required to manage the contact tracing registrations and verifications, and resourcing of additional staff and security, the following options were explored with the Mayor.

The options are:

1. Proceed with a traditional breakfast model and limit to no more than 300 people – this is not recommended due to the current risks of complying with the guidelines and directions.

2. Proceed with a Citizen of the Year award event and Citizenship ceremony only and limit to award recipients, citizenship conferees and their guests. This approach is estimated to attract approximately 200 people. At a later date, use the event savings to host a COVID-19 recovery event/s when it is safe to do so and use these events to support the volunteer and sporting groups – recommended as it addresses the majority of the risks whilst acknowledging our award recipients and new citizens.

3. Proceed with a Citizen of the Year award event and Citizenship ceremony with servicing of individual coffee and the like, such as a muffin or other morning tea item, limited to 300 people. Any savings to be quarantined for the Mayor and Council to host a COVID-19 recovery event/s when it is safe to do so and use these events to support the volunteer and sporting groups – also a preferred option if option 2 not supported.

It should also be noted that options for breakfast are provided by volunteers which under normal scenarios is relatively manageable through a constant service process, however the management workload will increase significantly, as will the queue if the traditional or option 1 is preferred by Council.
The benefit of option 3 will be that the awards will be undertaken, community representation still present and a small and safe serving of morning tea able to be more easily managed. However, no matter what event option is chosen, Council will be required to ensure electronic registration, contact tracing before entry and no late walk-ins to the event.

Other Council’s are understood to be following similar scaled down events.

The direction of Council will be woven into the current event and communications plan.

**Summary and Conclusion**

With the need to put in place the event and communications plan for the 2021 Australia Day celebrations now, Council needs to determine the event it wishes to support in light of the COVID-19 direction that stand and the guidelines of the Australia Day Council.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

LGA of SA Guidelines and Advice from SA Health

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

**Community Plan**

- Community and Culture
- Health and Wellbeing
- How We Work – Good Governance

2.2 Support the development of activities that celebrate the history and culture of the Barossa and its people.
4.2 Create opportunities for people of all ages and abilities to participate in the community.
4.6 Ensure that community members can participate in cultural, recreational, sporting and learning opportunities.
4.7 Ensure food safety, hygiene and appropriate waste management standards are maintained.

**Corporate Plan**

6.5 Implement compliant and contemporary risk management initiatives.

**Legislative Requirements**

Emergency Management Act 2004
Directions issued pursuant to the Emergency Declaration under the above Act

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Unknown at this time until Council can determine its event wishes. It is anticipated that if Council wishes to continue with the full traditional model it will require significant additional funding to manage the crowd, contract tracing requirements and potentially obtain the necessary State approvals.
It is expected that option 1 will require further funding but less than the traditional model.

Options 2 and 3 are expected to produce savings which outlined in the report are suggested to be transferred to support some community event/s when it is safe to do so.

**COMMUNITY CONSULTATION**

At this time no consultation has been undertaken, it is a matter of Council need to weigh up the risks and benefits of the options and they will then be communicated to the community.
Australia Day Events information session

LGEN information session
8 September 2020

Presenters:
Emma Barker from the Australia Day Council
Kristy Grant from SA Health (Covid Management Plans)
Angela Lee from SA Health (Infection Control Nurse)

New Grant Information

$500,000 Australia Day 2021 event branding grants

The Story of Australia
In 2020, The National Australia Day Council (NADC) launched a new campaign, The Story of Australia that calls on Australians to reflect, respect and celebrate on Australia Day.

To help with the planning of Australia Day 2021, each council will be able to access Australia Day-branded Reflect. Respect. Celebrate. artwork, including banners, bunting, posters, tablecloths and napkins available here.

To assist with the production of these branded materials, councils can apply for a $1,000 grant to have the items produced locally to support local businesses and jobs. If councils do not have a local provider, they can use the grant to purchase the materials from the Australia Day Council of South Australia here.

$7.5 million Australia Day 2021 COVIDsafe Events Grants

Open to the Australia Day network, local councils and not-for-profit organisations, these grants will provide $20,000 to help make Australia Day 2021 events COVIDsafe.

The grants will help fund resources and services to ensure events meet the relevant state and territory requirements for COVIDsafe events.

The grant will be open to all existing and new Australia Day events. A requirement of the grant includes the conditions that councils who ran an Australia Day event in 2020 financially invest at least the same amount in 2021 (this does not include contra and sponsorship arrangements) and be able to demonstrate how the grant will be used to ensure the event will be COVIDsafe. Councils will be encouraged to display Australia Day-branded Reflect. Respect. Celebrate. promotional material and collateral.

Applications for the both grants are open to local councils from Tuesday 15 September. To submit your application visit australiaday smartygrants.com.au.

Please direct enquiries to the National Australia Day Council at grants@australiaday.org.au.
Australia Day Event Advise

Active Citizenship Award

- This is a new category for awards
- This is a test year in response to Covid 19 and bushfires
- The Australia Day Council have approval from the Board to run it for 2021 only, but imagine it will be extended to a permanent category

Community event of the Year Award

- Australia Day Council would like to continue this award
- They are aware that there will be less nominations but have decided to keep the category
- The events deserve to be nominated, acknowledged, and celebrated

Acknowledgement of Country

Regardless of the size of the event, The Australia Day Council strongly advise you to start the event with a Welcome to Country or an Acknowledgement to County.
You can find resources at the following link: https://reconciliationsa.org.au/welcome-and-acknowledgement-of-country/

Ambassador Program

- The Ambassador Program will continue as usual for SA Councils

Political Climate

- Work with SAPOL to manage potential incidents such as protesters
- Honour First Nation voices on Australia Day
- Allow First Nation voices to speak and make sure they are heard
- Ensure to open the event with an Acknowledgment to Country

COVID 19 Advice from SA Health

Australia Day Event – Covid Management Plans

Link: Covid Management Plans information, amendment form and submissions

- SA Health have not refused any SA Council event submissions so far for Australia Day
- Event submissions which include dancing are currently on hold
- You are advised to submit your Covid Management Plans ASAP and there is no current timeframe for a response.
- SA Health are discussing the possibility of having approved Covid Management Plan submissions available as case studies
- If you submit a Covid Management Plan and restrictions change, it is your responsibility to submit an amendment form
- If you have under 1000 people with alcohol consumption and dancing, you are required to submit a Covid Management Plan

**Covid Marshalls**

Link: Covid Marshall training and fact sheet

- It is compulsory to have Covid Marshalls present at your event
- There is no specific number requirement, eg there is no specification of how many Covid Marshalls are required to how many attendees
- Use your own judgement eg If you are hosting a large event with over 1000 people, have extra Covid Marshalls onsite. If you are hosting a small sit down dinner, have less Covid Marshalls on site
- The garment or item your COVID Marshall wears/holds must stand out immediately and must be recognisable as indicating a COVID Marshall

**Advise for barbecues**

- No self-service is allowed
- Staff must serve each food item individually, not all on one plate
- Sauces must be served by staff
- Ensure physical distancing in line up

**Barbecue service suggestions from the LGEN network and SA Health**

- Have a Covid Marshall at BBQ site
- Clean BBQ and utensils hourly
- 1 person serving per item eg: 1 person allocated to serve sausages, 1 for bread, 1 for sauce etc
- Wear gloves
- To avoid congregation around the BBQ, customer is to take a number when ordering and number to be called out when order is ready
- If attendees are seated, BBQ order can be served to the table
Advise for bouncy castles
- Bouncy castles could be too problematic
- Cleaning is required between groups
- Less people allowed on bouncy castle per group
- Regular cleaning and less people per group could create longer line ups and congregation
- Physical distancing in line up must be managed

Ideas to manage your Australia Day event

Contact tracing
- Use online registrations
- When people arrive to the event and provide details, they get a wristband. If you notice that someone is not wearing a wristband, it means they have not provided their contact tracing details
- Use bunting instead of fencing to lower cost

Ideas on how to present certificates
- Disinfect certificates prior to event
- Use gloves if passing certificates and trophies
- Use a Covid Marshall to pass certificates and trophies
- Place certificates on their chair prior to event so there is no handing over
- Place the certificate in a large plastic sleeve which will be left on certificate during presentation or when placed on the chair
- Recipients to walk across stage, have photo taken and then collect the certificate off their chair when seated
- Have a Covid Marshall hand out certificates after event
- Certificates displayed on a table, recipient to collect on the way to stage and hold for photo: no handing over of certificate

General Covid related queries

Why are Bunnings not required to follow the BBQ restrictions?
- Bunnings is classed as ‘takeaway’ therefore have different restrictions. In this case, attendees are attending an event and the BBQ is part of that event

Is sitting on the ground (eg at an oval) classified at ‘seated’?
- Yes, sitting on the ground is classified at seated (for food and beverage consumption)

If coffee and a prepackaged muffin is purchased onsite, do attendees need to be seated to consume?
- Yes
Are the restrictions the same for onsite purchase of food and beverages and consumption of food and beverages?
- Yes

Is sitting on the ground considered ‘seated’ for consuming alcohol?
- This is unclear and SA Health is following up on this query

Which Business Activity are SA Councils choosing on the CovidSafePlan submission?
- You can select several activities to be safe. Most Councils are choosing ‘Ceremonies’

How are SA Councils changing their Australia Day Event in 2021?
- No bouncy castles
- Changing a family fun day event to a civic event
- Remove parts of the event you cannot manage
- 4 x breakfasts across the district instead of 1 big event
- Keeping attendee numbers under 1000 so a Covid Management Plan is not required
- Using new concepts such as the ‘wrist band’ idea to manage attendees
- Extra cleaners onsite
- Changing outdoor events to indoor events
- Seated events easier to manage
- Breakfast event instead of a family fun day

Useful links
LGEN facebook group
7.2.1 DEBATE AGENDA

7.2.1.2 OMBUDSMAN REPORT – LAND EXCHANGE WITH CHATEAU TANUNDA B10682

Author: Governance Advisor

PURPOSE
Council is asked to receive and note correspondence from the Ombudsman regarding a complaint made by Mr Robbert Sennef and Ms Shelley James.

RECOMMENDATION

REPORT

Background
Following the Council decision in 2018 to revoke the community land status over allotment 11 and 12 Basedow Road, Tanunda, and subsequent decisions regarding the Barossa Culture Hub, there have been a number of internal review applications under section 270 of the Local Government Act made to Council and complaints to the Ombudsman on various decisions relating to this matter, by Ms Shelley James, Mr Robbert Sennef and Ms Helen Szuty. A summary of these applications and complaints was presented to the Elected Body at the July Council meeting, in the Annual Report on the Internal Review of Council Decisions 2019-2020.

Introduction
The Ombudsman received complaints from Ms Shelley James and Mr Robbert Sennef with respect to the land exchange with Chateau Tanunda, via multiple letters between May and July 2020.

Discussion
The Ombudsman’s initial correspondence was received on 24 August 2020 and is attached at Attachment 1. In his initial correspondence, the Ombudsman summarised the events that had led to this complaint, including Council decisions and internal review applications made by the complainants. In his assessment, the Ombudsman concluded that he ‘[did] not consider that an investigation of [the complainants’] complaint by my Office is necessary or justifiable’. The complainants were provided an opportunity to identify any errors of the Ombudsman’s assessment of the matter.
The Chief Executive Officer then received a further letter on 10 September 2020 from the Ombudsman to the complainants (at Attachment 2). In his further correspondence, the Ombudsman noted that, having considered additional correspondence from the complainants following his initial correspondence, he ‘[did] not consider that [the complainants had] identified an error in my assessment of [the] complaint’, and noted his intention to close the file.

A third letter was received by the Chief Executive Officer from the Ombudsman to the complainants’ lawyer, on 15 September 2020 (at Attachment 3). In his letter, the Ombudsman concludes that:

- He ‘[did] not consider that [the complainants’ lawyer had] presented any information that would suggest that the council’s actions or decision concerning compliance with its Disposal of Land and Other Assets Policy that would appear to be unlawful, unreasonable or wrong within the meaning of the Ombudsman Act 1972’;
- He ‘[did] not consider it necessary to further consider whether any particular composition of the council considered materials that were tabled as part of the agenda to an ordinary meeting of the council’; and
- He ‘[did] not consider that [the complainants’ lawyer had] provided additional information that may persuade [him] to alter [his] views as set out in [his] letter of 24 August 2020’.

Accordingly, the Ombudsman closed his file and authorised disclosure of the three letters by the parties as they see fit.

Summary and Conclusion
Council is now asked to receive, consider and note the Ombudsman’s correspondence and decisions.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 – Ombudsman correspondence – received 24 August 2020 – Ref: 20/55749
Attachment 2 – Ombudsman correspondence – received 10 September 2020 – Ref: 20/555751
Attachment 3 – Ombudsman correspondence – received 15 September 2020 – Ref: 20/55753

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Corporate Plan
2.3 Support and promote community involvement and networks and provide opportunities for participation in local decision making.

Legislative Requirements
Ombudsman Act 1972
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
As at 30 June 2020, as reported to Council in the Annual Report on the Internal Review of Council Decisions 2019-2020 at Council’s meeting on 21 July 2020, the
total cost to Council in dealing with section 270 internal review applications made by the complainants with respect to decisions relating to the Chateau Tanunda Land swap and Barossa Culture Hub was $30,695.21. Responses to queries by the Ombudsman were carried out as part of normal officer duties resulting in further internal resourcing and legal costs which are not included in the above estimates to date.

COMMUNITY CONSULTATION

Not required under Legislation and Council’s Public Consultation Policy. However, community consultation on the community land revocation of the Council-owned land subject to the land swap with Chateau Tanunda, and Barossa Culture Hub master plan was carried out respectively in 2017 and 2018. The community consultation process for the community land revocation process in 2017 was
CONFIDENTIAL
Mr Robbert Sennef and Ms Shelley James
TANUNDA SA 5352
By email:

Dear Mr Sennef and Ms James

Your complaint about the Barossa Council

I refer to your complaint to my Office about the Barossa Council (the council). That complaint is comprised within four letters dated 4 May 2020, 15 June 2020, 24 June 2020 and 9 July 2020.

I understand that your complaint broadly relates to the council’s decision to undertake a land exchange with the owners of Chateau Tanunda.

This letter provides a summary of my assessment of your complaint.

The role of my Office

I wish to make it clear at the outset that my Office does not advocate for individuals, nor can I direct a council to take a particular course of action.

I do not have a judicial function and I cannot make a finding as to whether an agency, such as the council, has broken a law. I also do not settle legal arguments between two parties.

The role of an Ombudsman is to act as an oversight body for decisions and actions made by government agencies, including a local council.

I conduct investigations of administrative actions or decisions of South Australian agencies and councils. My investigations are focused on ascertaining whether a government agency has made an administrative error.

If, at the completion of an investigation, I conclude that an agency has committed an administrative error, I can make recommendations that aim to improve public administration and to prevent the error from occurring again in the future.

You have noted that if I conduct an investigation, I can determine whether a decision or action of a council has be done in a manner that is unlawful, unreasonable or wrong. Please note this is different to the role of a court and as described above, I cannot make a legal finding that would be binding on the parties, rather I can only express a view. I appreciate that this distinction can be confusing, and you may wish to speak with your lawyer about this.
Criteria that I consider when assessing a complaint

You have noted that I am guided by certain criteria when I am assessing a complaint, and determining whether it would be in the public interest to investigate a complaint.

I am unable to investigate every complaint that my Office receives.

In deciding whether an investigation may be in the public interest, the following criteria may be considered:

- does the alleged administrative error amount to a serious failure to meet expected standards of public administration?
- is the complaint about matters of serious concern and benefit to the public rather than simply an individual’s interest?
- is there evidence of ongoing systemic failure in public administration?
- are the circumstances of the complaint likely to arise again?
- is the complaint about an error of process?
- is the complaint about failures of ethical and transparent management?
- does the complaint relate to matters of public safety and security, the economic well-being of South Australia, the protection of public well-being, the protection of human rights or the rights and freedoms of citizens?
- has the complainant suffered significant personal loss or is the complainant in vulnerable circumstances?
- would investigation of the complaint be likely to lead to meaningful outcomes for the complainant and/or to the improvement of public administration?
- has another review body considered the matter or is another body more appropriate for reviewing the matter?
- what is the likelihood of collecting sufficient evidence to support a finding of administrative error?
- would investigation of the complaint involve effort and resources that are proportionate to the seriousness of the matter.

The land exchange process and relevant decisions

My assessment of your complaint refers to particular information and decisions that are connected to the land exchange process. To that end, I have summarised some of that information below.

The first part of the land exchange process was to revoke the community land status of relevant parcels of council owned land. To revoke community land, the council was required to consult with the local community about the revocation.

Council meeting, 19 September 2017

At an ordinary meeting of the council on 19 September 2017, a report was presented to the elected members of the council to consider undertaking a community consultation process, with a view to:

- removing community land classification for land adjacent to Chateau Tanunda; and
- exchanging that council land with land adjacent to both council property and private property, to support the construction of a 5-star hotel facility.

The council passed a resolution to agree to undertake a six week community consultation process on the proposal to revoke community land classification, and necessary actions to complete the consultation process.

Community consultation occurred between 1 November 2017 and 12 December 2017.
Council meeting, 19 December 2017

At an ordinary meeting of the council on 19 December 2017, the land exchange was considered at item 7.2.1.1 on the agenda.

Kelledy Jones Lawyers prepared an independent assessment of the proposed land exchange (the Kelledy Jones Assessment) about the steps necessary to undertake the land exchange, including:
- revocation of community land
- release of dedication under the Elma Keil Trust
- disposal of council land.

The council considered, among other things, the Kelledy Jones Assessment and a report about the community consultation to revoke community land status.

The council subsequently passed resolutions to:
- revoke the community land status over relevant council land
- approve the Chief Executive Officer to commence the disposal of land as part of the land exchange process
- proceed with the disposal of land process by not seeking two valuations. In order to do this, the council had to also formally decide to dispense with the requirement to seek two valuations.

Internal review application about the decision to revoke community land

On 27 April 2018, you submitted an application for an internal review of the decision of the council on 19 December 2017.

Norman Waterhouse Lawyers were engaged by the council to complete a report about the council decision to revoke community land status (the first review report). The report was to be presented to the council to assist the elected members with their internal review decision.

The internal review was conducted at the council meeting on 17 July 2018. The council passed a resolution to uphold its original decision on 19 December 2017.

Approval to revoke community land, 19 April 2018

Mr Andrew McKeegan, Chief Development Officer of the Department of Planning, Transport and Infrastructure approved the council’s proposal to revoke the classification of community land for the relevant council owned land. This decision was made in Mr McKeegan’s capacity as delegate of the Minister for Planning.

Special Council meeting, 26 April 2018

At a Special Meeting of the council, the elected members passed a resolution to revoke community land classification over the council owned land.

The council also resolved that the Chief Executive Officer proceed with negotiating commercial arrangement for the land exchange and facilitate the cancellation of the existing Indenture Deed with the trustees of the Elma Keil Trust.

Council meeting, 20 August 2019

At an ordinary meeting of the council on 20 August 2019, the land exchange was considered at item 7.2.1.7 on the agenda.
The council considered a report about the progress of the land exchange process and a valuation report about the values of the parcels of land that were to be subject to the land exchange.

While the council had previously resolved to dispense with the requirement for land valuations as part of the disposal of land process, the report to the council stated that it had been decided by the Chief Executive Officer that a land valuation would assist negotiations relevant to the land exchange process.

The council passed a resolution to approve the draft contract for exchange of land, authorise the Chief Executive Officer to proceed with final negotiations with the Executors of the Elma Keil Estate, and to proceed with settlement of the land exchange.

**Internal review application about the decision to proceed with the land exchange**

On 3 September 2019, you submitted an application for an internal review of the decision on 20 August 2019.

Norman Waterhouse Lawyers were engaged by the council to complete a report about the council decision on 20 August 2019 (the second review report). The report was to be presented to the council to assist the elected members with their internal review decision.

The internal review was considered at the council meeting on 17 December 2019. The council passed a resolution to uphold its decision on 20 August 2019.

**Council meeting, 28 January 2020**

At an ordinary meeting of the council on 28 January 2020, the council tabled another report about the land exchange process under item 7.2.1.6 of the agenda.

The report explained that in order to finalise the land exchange process, the council needed to formally pass a resolution to authorise the Mayor and Chief Executive Officer of the council to sign, seal and date the indenture deed that would re-establish a deed over the new land to be transferred to the council.

The resolution was passed at that meeting.

**Internal review application about the decision to authorise execution of the indenture deed**

On 4 February 2020, you submitted an application for an internal review of that decision.

The Chief Executive Officer wrote to you and advised that he considered the internal review application was frivolous. I understand this was on the basis that the issues that you raised in the application for internal review had been addressed by the Mayor in separate correspondence to you. You were provided with an opportunity to present additional information or submissions prior to the Chief Executive Officer’s opinion being presented to the elected members for their consideration.

You engaged a lawyer to provide further submissions. Your lawyer wrote to the council, stating that the land exchange process needed to be restarted for the following reasons:

- there was an error in several council documents in the description of the Certificate of Title
- the decision of the council to choose not to seek two valuations under the disposal of land policy was based on an erroneous position that the parcels of land that were the subject of the land exchange were of same or similar size and value.
Your internal review application and your lawyer’s submissions were considered by the council at the ordinary meeting of the council on 21 April 2020.

Some of this matter was considered by the council in confidence. I will not discuss why this was the case, however I can confirm that I have reviewed the documents that were considered by the council in confidence.

The council passed a resolution to the following effect:

- that, being satisfied that your internal review application appears to be frivolous, the application be refused and for the Chief Executive Officer to notify you of the decision
- to note that there had been a typographical error in several council documents in the description of the Certificate of Title, and that the Chief Executive Officer was authorised to amend the relevant documents to address this typographical error.

**Information that I have considered in my current assessment**

You have raised multiple complaints to my Office about the land exchange since 2018. In your letter of 9 July 2020, you requested that I have regard to all of the correspondence that you have provided to my Office since 2018. You have not, however, explained why you consider that I must review all of your previous correspondence in order to assess the current complaint.

In assessing your current complaint, I have considered the information that you have provided within your four letters dated 4 May 2020, 15 June 2020, 24 June 2020 and 9 July 2020. I have also considered information that you have provided to me which was written by your lawyer.

I have had regard to your previous complaints to my Office and my assessments of those complaints insofar as they appear relevant to your current complaint.

I have also considered information available on the council’s website that relates to the council’s decisions about the land exchange process.

To assess your current complaint, I also made enquiries with the council about its deliberations of agenda items 7.2.1.3 and 8.1 on 21 April 2020. This included reviewing information received and considered in confidence by the council at that meeting.

**Issues raised in your complaint and my assessment of your complaint**

I have reviewed the contents of your letters dated 4 May 2020, 15 June 2020, 24 June 2020 and 9 July 2020 to ascertain the issues that you would like me to assess as part of your complaint.

As previously advised, I have had difficulty understanding what particular administrative actions or decisions by the council that you wanted me to assess as part of your complaint, and also why you considered that the council had made an administrative error.

You have told me that your complaint is about the council’s decision on 17 December 2019 in relation to the land exchange, which can be broadly summarised as follows:

- a decision by the council about the outcome of your application for an internal review. At the conclusion of the internal review process, the council decided to reaffirm its decision on 20 August 2019
- a decision by the council to proceed with the disposal of council land, being satisfied that it was appropriate to dispense with the requirement to obtain two land valuations.
You have raised a number of issues and sub issues within your four letters. The issues do not all appear to relate the council's decision on 17 December 2019, and appear to also relate to other decisions by the council over the last few years in relation to the land exchange process.

I have assessed the issues that I could identify from your four letters below.

**Presentation by John Geber, 18 July 2017**

You have made reference to a presentation that occurred at an elected member workshop on 18 July 2017 by Mr John Geber. You have told me that the presentation was considered by the council in confidence. You have stated:

> We are uncertain whether John Geber's presentation and subsequent discussions constitute sufficient grounds for this agenda item to have been considered ‘in confidence’. John Geber’s plans and proposals were publicly announced in September 2017.

I do not consider that you have clearly identified an administrative error that would meet my criteria for investigation. Without more, merely questioning whether or not a matter should have been considered by the council in confidence does not in itself suggest that an investigation by me would be necessary or justifiable.

**Council working group for community consultation process, 2017**

You appear to have raised a concern that two elected members of the council were part of a small working group to support the Chief Executive Officer and Governance Advisor to formulate a consultation report. The report was to be prepared as part of the process to revoke the community land status of council owned land.

You have stated:

> It seems inappropriate to us that former Mayor Bob Sloane and Councillor Bim Lange (now the Mayor of The Barossa Council), agreed to be part of a small working group to support the CEO and Governance Advisor in formulating the Consultation Report. As a result, they become accountable for the omissions, deficiencies and inaccuracies in the consultation Report and remove from independent decision making on what is in the best interests of the people they represent in the Barossa Community.

I do not consider that you have identified an administrative error in relation to this issue that would meet my criteria for investigation.

**Community Consultation process in 2017**

The community consultation process occurred as part of the legislative requirements under section 194 of the *Local Government Act 1999*, to revoke the community land status of council owned land.

I note that I previously assessed concerns that you raised about the community consultation process in letters to you dated 20 August 2018 and 4 September 2018.

You have told me in your most recent complaint that you consider the community consultation process in 2017 was inaccurate and misleading. I understand that this issue may be connected to your concerns that the valuation report dated November 2018, suggests that land subject to the land exchange was not, in your view, of ‘same or similar size and value’.

Please note that while the revocation of community land and the disposal of land are both processes that form part of the overall land exchange, they are two very separate and distinct
administrative decisions by the council. The community consultation was for the purpose of complying with the legislative requirements for the process to revoke community land.

I have more broadly addressed your concerns about land size and value later in this letter.

Turning to the consultation process, the requirements under section 194 of the Local Government Act and the consultation process were explained and considered within the Kelley Jones Advice. A review of the consultation process was also completed within the first review report at paragraphs 7.1 and 7.3.

The information before me does not suggest that the information presented as part of the community consultation was inaccurate or misleading, or did not otherwise reflect the information available at the time of that consultation process.

Therefore, I do not consider that an investigation of this issue would lead to a conclusion that there has been administrative error by the council. I consider that investigation of this issue is neither necessary nor justifiable.

That the resolution of the council on 19 December 2017 was not based on proper or accurate information

You have referred me to submissions made by your lawyer in a letter to the council on 4 March 2020 about the decision of the council on 19 December 2017.

I understand that the council had resolved not to seek two valuations of the land to be exchanged, which was a decision made with regard to paragraph 4.4.1 of the council’s Disposal of Assets Policy. The council’s decision on 19 December 2017 appears to have included reasons for making this decision, which included that the land to be exchanged was land of same or similar size and value.

There is nothing before me to suggest that the view held by the council at that time was based on improper or inaccurate information. Accordingly, I do not consider that an investigation of this decision would lead to a conclusion that the council made an administrative error that would justify or necessitate an investigation by me.

I address your concerns about the subsequent land valuation below.

The issue more generally of whether the land to be exchanged is of same or similar size and value

I understand that you consider that the exchange of land should not occur as the land, in your view, is not of same or similar size and value.

I understand your concern is that the following documents made reference to the land exchange being for land of same or similar size and value:

- the Kelley Jones Assessment, in reference to considerations about paragraph 4.4.1 of the council’s Disposal of Assets Policy
- the minutes for the council resolution on 19 December 2017, which included reasons for the council’s decision to dispense with the requirement under paragraph 4.4.1 of the council’s Disposal of Assets Policy
- documents presented to the Minister for Planning as part of the application to approve the revocation of community land status over council land.

I understand that you consider the report tabled at the council meeting on 20 August 2019, and the land valuation report, suggests that the land parcels that are subject to the land exchange are not of ‘same or similar size and value’.
The report provided within the council agenda item 7.2.1.7 on 20 August 2019 included the following consideration:

The valuation report highlights that the estimated market value of Council’s land (unfettered, which it will be with the removal of the legislative community land matters and the Keil Deed) is $685,000. Conversely the portion of land to be provide to Council has an estimated market value of $660,000. Among other things therefore I have negotiated a position that ensure Council and thereby the community received a value of the land plus $25,000....

I also understand that you raised this issue as part of your internal review about the council’s decision on 20 August 2019. It was considered within the second review report at paragraph 7.2.2.

I note that the letter addressed to the council by your lawyer, dated 4 March 2020 considered that the second review report provided no discussion or acknowledgement that the size difference between the two parcels of land is substantial. I am of the view that the consideration of this issue contained within both the report by the council on 20 August 2019 and the second external review report have reasonably addressed this matter.

The additional submissions that you have forwarded to me from your lawyer does not persuade me that an investigation of this issue would be necessary or justifiable. I do not consider that there is evidence before me that an investigation would be proportionate to the seriousness of the matter or be an appropriate use of my Office’s resource.

The information before me does not suggest that an investigation of this issue would be likely to lead to a conclusion of an administrative error. I therefore consider investigation of this issue is neither necessary nor justifiable.

The decision of the Minister’s delegate to revoke community land

Your letters refer to concerns about the information that was considered by the Chief Development Officer, Department of Planning, Transport and Infrastructure when deciding to revoke the community land status of council land in April 2018. You have raised a concern that the decision by the Chief Development Officer ‘was clearly wrong and not based on evidence’.

My current assessment focuses on the actions and decision of the council. I have therefore not consider this aspect of your complaint further, as it is a decision by a different agency under a separate process.

If you wish to make a complaint about a decision of the Department of Planning, Transport and Infrastructure, this will need to be raised as a separate complaint.

That your submission to the council on 19 December 2017 was not formally tabled by the council

You have raised a concern that you were not asked to formally table handouts that you provided to each elected member during your deputation to the council on 19 December 2017.

You state that as a result of this, your submission within that handout was not formally provided to the Minister’s delegate when he decided to approve the revocation of community land title.

I already considered this issue within a previous assessment of a complaint that you made to my Office in 2018. My assessment was explained to you in two letters dated 20 August 2018 and 4 September 2018. I do not consider that you have provided me additional information that would suggest I should reconsider this matter.
Error in the description of the land subject to the land exchange

You have directed me to submissions that were made by your lawyer in a letter to the council dated 4 March 2020. I understand that council documents contained an error in the description of the Certificate of Title for one of the portions of land.

I have reviewed the information provided by you in relation to this issue. You told me that the council considered legal advice about this issue in confidence during the ordinary meeting of the council on 21 April 2020. I made enquiries with the council about this and I was provided with a copy of the information that was considered and discussed by the council in confidence.

I am satisfied that the council appropriately considered the issue about the description of the Certificate of Title. I note that the council subsequently passed a resolution that the council receive and note that there is a typographical error present within the report and attachments that were considered in relation to the land exchange at the meeting on 28 January 2020. The council also passed a resolution to direct the Chief Executive Officer to correct the error in any documents associated with the land exchange that had not been executed.

On the information before me, it appears that the council took reasonable action to consider the issue raised by you and remedied this error in the description of the Certificate of Title. I consider that an investigation of this issue would be unlikely to lead to a meaningful outcome, nor would such an investigation be an appropriate use of my Office’s resources.

I consider investigation of this issue to be neither necessary nor justifiable.

Your concern about Ms D’Agostino as the author of the review reports

You have raised a concern about the council engaging Ms Felice D’Agostino of Norman Waterhouse Lawyers to prepare the two review reports as part of internal reviews of council decisions connected to the land exchange. You have stated that you have always been unhappy and dissatisfied with the outcome of the internal reviews where a report has been prepared by Mr D’Agostino as part of the internal review process.

I understand that you believe that Ms D’Agostino cannot be considered or seen to be an independent external reviewer for the purpose of preparing a report to assist the council with an internal review under section 270 of the Local Government Act. In support of this, you state that Ms D’Agostino and other staff at Norman Waterhouse Lawyers have previously provided legal advice to the council, and have also provided training to council staff and elected members on a regular and ongoing basis.

I have previously addressed this issue in my letters to you dated 31 October 2019 and 15 November 2019. I do not consider that you have provided any additional information that changes my view about this issue.

Information considered by the author of the second review report

You have noted that the second review report listed documents that were considered as part of the external review. You have raised a concern that the following documents were not listed as being considered as part of the review:

- the minutes from the council decision on 19 December 2017
- the first review report.

Given that the external review was not about the decision on 19 December 2017, but rather a different decision that was part of the land exchange process, it appears appropriate that the reviewer did not list those documents as relevant to the second eternal review. I note that a
summary of the decision on 19 December 2017 was included in the second external review report as general background information.

You have also stated that the second internal review report did not consider the following information:
• paragraphs 45-50 from the Kelledy Jones Assessment
• information that you obtained about the decision of the Minister’s delegate to approve the revocation of community land status in April 2018
• information from the first internal review process, including information contained in the first review report and your submissions to the provisional version of the first review report.

As noted above, the first and second internal reviews were about different decisions by the council. Accordingly, the information considered as part of each review is likely to differ. The information before me does not suggest that the second review report failed to take into account relevant information or considerations as part of the second internal review process.

I do not consider that an investigation of this issue is likely to lead to a conclusion that there has been an administrative error by the council. I consider investigation of this issue is neither necessary nor justifiable.

Your concern about a similarity between the first review report and the second review report

You have told me that you consider that the two review reports are almost identical.

I have reviewed both report side by side. While the reports may share the same format, the information and considerations within the external review report appear appropriately relevant to the decision that is being reviewed.

I do not consider that you have identified an administrative error in raising this concern. Therefore an investigation about this issue is neither necessary nor justifiable.

Your general dissatisfaction with the previous internal review processes by the council

You have referred to a number of internal reviews that you have requested about decisions by the council in relation to the land exchange. You stated that you have been unhappy and dissatisfied with the outcome of those reviews. Your letter of 4 May 2020 also made reference to several other applications for internal review that appear to be about other council decisions. You have also stated that in relation to the internal reviews, that the council has not dealt with your applications for internal review within a timely, effective or fair way, nor used information from you to improve its services and operations.

I do not consider that mere dissatisfaction with the outcome of an internal review process would in itself warrant an investigation by me. You have also not explained why you consider that the council’s previous internal review processes did not deal with your complaints in a timely, effective or efficient manner.

I expect complainants to clearly explain to me why they consider a particular decision or process by the council may constitute an administrative error.

The information that I have considered as part of my current assessment does not suggest to me that an investigation of this issue would lead to a conclusion of an administrative error. I consider investigation of this issue is neither necessary nor justifiable.

Allotment 13

You have stated that you are unsure about what the council has planned for council land referred to as ‘Allotment 13’.
You do not appear to have clearly identified an administrative error in relation to the council in raising this comment. If you have a question about land that is owned by the council, that question should be directed to the council, rather than my Office.

**Decision on 21 April 2020 that your internal review application be refused**

You have told me that you are angered by the view that your application for internal review appears to be frivolous. It does not appear, however, that you have identified an error in the council’s consideration of this matter.

You have referred me to the submission that your lawyer provided to the council in the letter dated 4 March 2020 and noted the issue raised about the error in relation to the Certificate of Title. Noting that this issue was addressed by the council at its meeting on 21 April 2020, it does not appear that identification or this error would in itself suggest to me that the council’s decision constitutes an administrative error.

I consider investigation of this issue would be unlikely to lead to a conclusion that the council had made an administrative error. I am therefore of the view that investigation of this issue is neither necessary nor justifiable.

**Other issues**

For completeness, your letter of 24 June raises a number of matters that do not appear directly related to the land exchange, including:

- information about a Prudential Manager Report - Financial Target Phase Priorities, considered at the council meeting on 17 March 2020
- an application under the *Freedom of Information Act 1991* that was submitted to the council by Ms Helen Szuty
- a proposal that was about the Barossa Regional Culture Hub
- information about the Tanunda Clubhouse
- an internal review of a council decision about the Matter of Big Project Prioritising and Financial Modelling.

You have not explained why those matters may be of relevance to your current complaint. I reiterate that I expect complainants to clearly identify the relevant administrative action or decision that you wish to be considered by my Office. If you present additional information to be considered, I expect you to explain why that information may be relevant to your complaint. If you wish to make a complaint to my Office about a different subject matter, please do so as a separate complaint.

**Outcome of my assessment**

In light of my assessment above and on the basis of the evidence available, I do not consider that an investigation of your complaint by my Office is necessary or justifiable.

I intend to end my consideration of your complaint, unless you are able to identify an error in my assessment of the matter. If you think you are able to identify such an error, I ask you to contact my Office by 7 September 2020 with your reasoning. If you do not contact my Office within that time, I will close the file.

The Ombudsman Act imposes certain obligations on my Office and others, including complainants and officers in a council, to keep information about my assessment confidential.

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However, if I consider that disclosure of that information is in the public interest, then I may authorise or require its disclosure.

In my opinion, there is a public interest in disclosure of my decisions under the Ombudsman Act. Therefore, once I have closed the file, I authorise disclosure of this letter by you and the council as you see fit.

I have sent a copy of this letter to the council.

Yours sincerely

Wayne Lines
SA OMBUDSMAN

24 August 2020

Cc Mr Martin McCarthy
Chief Executive Officer
Barossa Council
By email
CONFIDENTIAL
Mr Robbert Sennef and Ms Shelley James
TANUNDA SA 5352

By email:

Dear Mr Sennef and Ms James

Your complaint about the Barossa Council (the council)

I refer to my letter to you dated 24 August 2020 (my letter).

In my letter, I advised that I intended to end my consideration of your complaint, unless you were able to identify an error in my assessment of that matter. I requested that you provided any further correspondence in this regard by 7 September 2020.

I confirm receipt of the email on 7 September 2020 from Ms Helen Szuty, who I understand wrote the email on your behalf.

From the contents of your email, I understand that you may have forwarded my letter to your lawyer, requesting that he contact my Office by 7 September 2020.

To date, my Office has not been contacted by your lawyer.

From the information that you have provided to my Office, I do not consider that you have identified an error in my assessment of your complaint. In light of this, I will now proceed to close my file.

I have sent a copy of this letter to the council.

Yours sincerely

Wayne Lines
SA OMBUDSMAN

10 September 2020

Cc Mr Martin McCarthy
Chief Executive Officer
Barossa Council
By email
Dear Mr Manos

Your clients’ complaint about the Barossa Council (the council)

I refer to your letter of 14 September 2020, which provided a response to my letter to your clients on 24 August 2020.

I have considered the contents of your letter.

You have requested that I make a recommendation that the council ‘recommences the process [to undertake the land swap] so as to cure the error’. I wish to make it clear that if I were to investigate this matter and considered that the council’s actions had constituted an administrative error, I would not be inclined to make such a recommendation.

Regardless, I respectfully disagree with your view that the second decision within the council’s resolution for item 7.2.1.1 on 19 December 2017 (the second decision) constitutes an administrative error that would meet my criteria for investigation.

The information before me shows that:

- the second decision reads as follows: ‘That, further to the Independent Assessment at page 1, as the proposed disposal of land is via an exchange of land of the same or similar size and value, and the land currently has little or no market value due to the restriction of the Dedication of the Keil Trust and the community land classification, the Council dispenses with the requirement of its Disposal of Land and Other Assets Policy at paragraph 4.4.1(i) to obtain any independent valuations in this matter [my emphasis]’

- the second decision is not part of the decision making process concerning the revocation of community land

- the second decision was made for the purpose of complying with the council’s Disposal of Land and Other Assets Policy. Any concerns about whether the land is of ‘same or similar size or value’ is thus limited to considerations concerning the council’s decision to dispense with clause 4.4.1(i) of that policy

- the council revisited its consideration of the Disposal of Land and Other Assets Policy on 17 December 2019, at which time the council had received and considered both the second internal review report (which addressed a concern raised by your clients about the land size) as well as the land valuation report.
In light of the above, I do not consider it necessary to address whether I consider the portions of land to be of the same or similar size or value.

I do not consider that you have presented any information that would suggest that the council’s actions or decision concerning compliance with its Disposal of Land and Other Assets Policy that would appear to be unlawful, unreasonable or wrong within the meaning of the Ombudsman Act 1972.

I also do not consider it necessary to further consider whether any particular composition of the council considered materials that were tabled as part of the agenda to an ordinary meeting of the council.

I do not consider that you have provided additional information that may persuade me to alter my views as set out in my letter of 24 August 2020.

I will now close my file.

As foreshadowed in my letter of 24 August, I authorise disclosure of my letter of 24 August 2020, my letter of 10 September 2020 and this letter, by the parties as they see fit.

I have sent a copy of this letter to the council.

Yours sincerely

Wayne Lines
SA OMBUDSMAN
15 September 2020

Cc  Mr Robbert Sennef and Ms Shelley James
By email: tvm@chariot.net.au

Cc  Mr Martin McCarthy
Chief Executive Officer
Barossa Council
By email
7.2.2 DEBATE AGENDA – FINANCE

7.2.2.1 MONTHLY FINANCE REPORT (AS AT 30 SEPTEMBER 2020)
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 30 September 2020 be received and noted.

**REPORT**
*Discussion*
The Monthly Finance Report (as at 30 September 2020) is attached. The report has been prepared comparing actuals to the Original adopted budget 2020/21.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1: Monthly Finance Report 30 September 2020

Policy
Budget & Business Plan and Review Policy

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

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.

6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided.

COMMUNITY CONSULTATION
Community Consultation was part of the original budget adoption process in June/July 2020, as per legislation. This report is advising Council of the monthly finance position compared to that budget.
MONTHLY FINANCE REPORT
AS AT 30 SEPTEMBER 2020
FOR YEAR ENDING 30 JUNE 2021

<table>
<thead>
<tr>
<th>Notes</th>
<th>Original Budget (Full-Year)</th>
<th>Actual Result (Year-to-Date)</th>
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</thead>
<tbody>
<tr>
<td>% Actual Expenditure to Original Budget</td>
<td>$'000</td>
<td>$'000</td>
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</tbody>
</table>

Uniform Presentation of Finances

**OPERATING ACTIVITIES:**

<table>
<thead>
<tr>
<th>Operating</th>
<th>% Actual Expenditure to Original Budget</th>
<th>$'000</th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>39,728</td>
<td>33,539</td>
<td></td>
</tr>
<tr>
<td>Less Operating Expenses</td>
<td>19.54%</td>
<td>(39,494)</td>
<td>(7,717)</td>
</tr>
<tr>
<td>Operating Surplus / (Deficit)</td>
<td>234</td>
<td>25,822</td>
<td></td>
</tr>
</tbody>
</table>

**CAPITAL ACTIVITIES:**

- **Net Outlays on Existing Assets**
  - Capital Expenditure on Renewal and Replacement of Existing Assets | 3.54% | (7,690) | (272) |
  - Add back Depreciation, Amortisation & Impairment | 8,032 | 2,008 |
  - Add back Proceeds from Sale of Replaced Assets | 412 | 59 |
  - **Subtotal** | 754 | 1,795 |

- **Net Outlays on New and Upgraded Assets**
  - Capital Expenditure on New and Upgraded Assets | 7.62% | (18,862) | (1,438) |
  - Add back Amounts Received Specifically for New and Upgraded Assets | 8,480 | 1,658 |
  - Add back Proceeds from Sale of Surplus Assets | 0 | 685 |
  - **Subtotal** | (10,382) | 905 |

**Net Lending/(Borrowing) for the Financial Year**

<table>
<thead>
<tr>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9,394)</td>
</tr>
<tr>
<td>28,522</td>
</tr>
</tbody>
</table>

**Total % Capital Budget Spent**: 6.44%

**NOTES**

1) 2020/21 Capital Expenditure spent to end of September includes:
   - Bushgardens Sales Area Shed $8k
   - CWMS $47k
   - Drainage $27k
   - Keil Gardens Tanunda Retaining Wall $45k
   - Land Swap $666k (refer offset in Proceeds Surplus Assets)
   - Nuriootpa Centennial Park Authority Change Rooms $384k
   - Nuriootpa Office Solar Panels $12k
   - Playground Equipment $5k
   - Road Resheeting $36k
   - Sealed Roads $104k
   - The Big Project - Angas Recreation Park Junior Oval $7k, Clubrooms $13k, Cricket Nets $1k
   - The Big Project - Angaston Railway Precinct $134k
   - The Big Project - Lyndoch Recreation Park Upgrade Lighting and Oval Works $40k
   - The Big Project - Tanunda Recreation Park - Show Hall Upgrade $2k
   - The Rex Solar Panels $20k
   - Website Development Project $37k
7.2.2 DEBATE AGENDA – MANAGER FINANCIAL SERVICES

7.2.2.2 RATES HARDSHIP POLICY COVID19 – GENERAL RATE REMISSION – APPLICABLE TENANTS

Author: Manager Financial Services

PURPOSE
To consider and approve an amendment to the Rates Hardship Policy (the policy) for general rate remission (by application) assisting applicable tenants who have experienced financial hardship as a result of COVID-19 and meet the criteria.

RECOMMENDATION
That the Council endorse the revised Rates Hardship Policy at Attachment 1 which extends rate relief in the form of General Rate Remissions to applicable tenants, who have experienced financial hardship as a result of COVID-19, upon application that meet the criteria for the relevant assessment(s) including evidence verified by a financial counsellor, financial advisor and/or accountant.

REPORT

Background
At the Special Council meeting on 21 July 2020 Council updated the Policy to provide a General rate remission budget to allow ratepayers impacted by COVID-19 and becoming unemployed, enduring business failure and/or hardship.

Ratepayers and businesses continue to be affected directly by COVID-19 in 2020/21. Some businesses where a tenant pays the Council rates under agreement with the Landlord fall outside the scope of the Policy and are not able to make an application for general rate remission.

Discussion
For quite a number of our Commercial properties it is acknowledged that tenants ultimately pay the rates without being the ratepayer. Due to the COVID-19 situation, tenants may be experiencing financial difficulties but in terms of the policy wording cannot apply for general rate remission.

Council has received an enquiry from a Landlord that has an agreement with their tenant(s) for them to pay the council rates for assessments they occupy. And they wish to ensure the tenants as/where required can have the opportunity to access Councils COVID-19 General Rate Remission.

The Policy has now been amended to permit rate remission applications (Attachment 1) from tenants when agreements are in place for them to pay the Council rates. Council staff can then assess the applications for financial hardship criteria for COVID-19 for a general rate remission under sub-delegation on a case by case basis.
Given the above the proposed additions/amendments in italics inserting the term “applicable tenant” as required:

Definitions:

Applicable Tenant  Occupiers of a business premises paying the council rates under an agreement with their landlord for the relevant assessment(s) and evidence of this arrangement

Landlord  Owner of a business premises and has an agreement with their tenant(s) to pay the council rates for the relevant assessment(s)

Update to the relevant clauses’ to include – “applicable tenant”

4.17 Upon the application of any ratepayer or applicable tenant that has become unemployed, underemployed and is receiving a payment from the Government as a result of COVID-19 they will be provided the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.18 Upon the application of any ratepayer or applicable tenant where their business has failed or is in hardship as defined in this policy and is receiving a payment from the Government as a result of COVID-19 they will be provided the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.19 Upon the application of any ratepayer or applicable tenant who may not qualify for Government assistance and upon provision of reasonable evidence the Chief Executive Officer can provide the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.22 Upon the application of any ratepayer or applicable tenant (refer definitions) providing the required financial information for the relevant assessment for the COVID-19 period and meets the criteria, Council will provide general rate remission to the ratepayer(s) as listed on the assessment record, at a fixed amount relevant for each Local Government Category (as defined in the Rating Policy). Only one general rate remission applies to an assessment as per the Rating 2020/21 COVID-19 General Rate Remission table.

4.26 Business ratepayer(s) or applicable tenant (must have been operating prior to 1 January 2020) experiencing financial hardship as a result of COVID-19 during the relevant period and experienced a loss of profitability of at least 30% as verified by a financial counsellor, financial advisor and/or accountant.

The rate relief and rate remission application processes and forms will also be updated to include “applicable tenant” as appropriate.

Summary

Councils COVID-19 relief, remission and grants program(s) have been established to assist the community through these difficult times as a targeted set of initiatives. To ensure we provide support to those who meet the criteria and need it, the Policy and associated processes are reviewed to achieve the Council support and assistance as intended.
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.
6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial
The Annual Budget and Business Plan 2020/21 included an amount of $150,000 to provide rate remission on the general rate charges for 2020/21. At this stage Council has approved one application for rate remission for the local government category – Commercial.

COMMUNITY CONSULTATION
Included as part of the draft Annual Budget and Business Plan 2020/21 consultation and adoption process.
THE BAROSSA COUNCIL

RATES HARDSHIP POLICY

<table>
<thead>
<tr>
<th>Corporate Plan Link:</th>
<th>6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.</th>
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<tbody>
<tr>
<td></td>
<td>6.10 Embed a culture of continuous improvement across Council, with tools, processes and systems being used to achieve business efficiencies and customer service improvements.</td>
</tr>
<tr>
<td></td>
<td>6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.</td>
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<tr>
<th>Policy Owner:</th>
<th>Chief Executive Officer</th>
<th>Previous Approval Date(s):</th>
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<tr>
<td>Document Control Officer:</td>
<td>Senior Rates Officer/ Manager Financial Services</td>
<td>21/06/2011</td>
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<tr>
<td></td>
<td></td>
<td>20/06/2017</td>
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<tr>
<td></td>
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<td>26/03/2020</td>
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<td></td>
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<th>17/31104*</th>
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<tbody>
<tr>
<td>Next Review Date:</td>
<td>1/04/2024</td>
<td>21/07/2020</td>
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</table>

1. Purpose

1.1 The Barossa Council ("Council") is committed to assisting all ratepayers to sustainably manage their rate payments in a manner that best suits the customer whilst in financial hardship.

1.2 This Rates Hardship Policy (policy) provides a framework to identify customers who are experiencing payment difficulties due to hardship, and assist those customers to better manage their bills on an ongoing basis.

1.3 This policy sets out:
   — processes to identify customers experiencing payment difficulties due to hardship, including identification by us, self-identification by a customer, identification by an accredited financial counsellor, or welfare agency, and
   — an outline of a range of processes or programs that Council will use, or apply, to assist our customers who have been identified as experiencing payment difficulties.

2. Scope

2.1 This Policy will be applied in concurrence with the Supplementary Hardship Policy for Residential Water Service Customers.

2.2 This Policy will apply to all rateable assessments within the Council district.

2.3 Council rates are made up of Retail Services as defined in Supplementary Hardship for Residential Water Service Customers Policy and Non-Retail Services which will be dealt with under this Policy.

2.4 This Policy does not limit or prevent Council officers from using their delegated powers to waive any fee, charge or amount of arrears relating to the provision of services for those customers who are experiencing financial hardship.
### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accredited Financial Counsellor or Financial Counsellor</strong></td>
<td>A financial counsellor who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association.</td>
</tr>
</tbody>
</table>
| **Business and Non-Business Ratepayers** | **Business** – the assessment/property primary purpose is to generate income (includes rental properties) for the ratepayer(s) as listed on the assessment record.  
**Non-business** – assessments/property is ratepayer(s) principal place of residence, as listed on the assessment record. |
| **Applicable Tenant** | Occupiers of a business premises paying the council rates under an agreement with their landlord for the relevant assessment(s) and evidence of this arrangement. |
| **Landlord** | Owner of a business premises and has an agreement with their tenant(s) to pay the council rates for the relevant assessment(s). |
| **COVID 19 relevant period** | The period the financial comparison information to be provided with the application from 22 March 2020 to 30 June 2020 as compared to the period prior to COVID-19. |
| **Customer** | Either a residential customer or a ratepayer. |
| **Financial Hardship and or Hardship** | A temporary or ongoing circumstance of experiencing a lack of financial means, but not where a person chooses not to meet a liability for an unpaid debt. |
| **Hardship** | Financial hardship as determined in accordance with Policy and the process as an ongoing difficulty in making payments including payments for rates. It does not mean temporary difficulty in making payments due to a short term change in financial circumstances. |
| **Hardship Customer** | A customer who has been identified under, accepted into, or is eligible for assistance under Council’s Hardship Program. |
| **Hardship Program or Arrangement** | An agreement between Council and a Hardship Customer for payment of outstanding sums due for services. |
| **Financial difficulty** | A customer who may be identified as experiencing temporary difficulty making payments as a result of a short term change in circumstances but are not considered to be experiencing financial hardship. |
| **Ongoing** | Continuing hardship and/or assistance through an agreed arrangement. |
| **Council** | The Barossa Council. |
| **Policy** | Rates Hardship Policy. |
| **Process** | Customer hardship relief process. |
| **Retail Services** | Supply of products or services as defined in the Water Industry Act 2012. |
| **Non-Retail Service(s)** | A non-retail service:  
- as funded by general rates, separate rate as/if applicable and waste and recycling collection service charges revenue. |
| **Temporary** | A short term period of less than 3 months. |
| **Waiver** | Removal of the liability to pay and may be offered to include the whole or part of any interest or, where applicable, part of rates and charges as set down in Clause 2.4 of this Policy. |
4. Policy Statement

Identifying non-residential customers experiencing financial hardship

4.1 A customer experiencing financial hardship is someone who is identified by themselves, by us, by an accredited financial counsellor, or by a welfare agency as having the intention, but not the ongoing financial capacity, to make required payments in accordance with our payment terms.

4.2 Customers who are identified as experiencing ongoing hardship are generally those on low or fixed incomes. These customers may require ongoing assistance.

4.3 Customers who may be identified as experiencing financial difficulty rather than financial hardship generally require flexibility and temporary assistance, such as an extension of time to pay or an alternative payment arrangement. These customers are not covered by this policy. Customer’s identified as experiencing financial difficulty will be subject to the provisions of the Local Government Act 1999 for debt recovery.

4.4 All claims for and the extent of hardship will be determined by either our assessment process or by an external body, such as an accredited financial counsellor.

4.5 Where Council assesses a customer’s eligibility for hardship assistance, Council will consider indicators including (but not limited to) whether:

- the customer is on a Centrelink income and holds a Pensioner Concession Card or holds a Centrelink Low Income Health Care Card
- the customer is eligible for a South Australian Government concession
- the customer has been referred by an accredited financial counsellor, or Council welfare agency,
- the customer advises they have previously applied for emergency relief (irrespective of whether or not their application was successful)
- the customer’s payment history indicates that they have had difficulty meeting their rate bills in the past
- the customer through self-assessment, has identified their position regarding their ability to pay.
- Council will inform a customer of this customer hardship policy where it appears to us that non-payment of a rates bill is due to the customer experiencing payment difficulties due to hardship.

Assisting customers who are experiencing financial hardship

4.6 Where a customer has been identified as experiencing financial hardship, Council will offer the customer, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship customer’s usage, capacity to pay and current financial situation. These options will include the following:

- an interest and fee free payment plan that complies with the appropriate clauses in the process document, or
- Use of Centrelink’s Centrepay service (only where available), or
- other arrangement, under which the customer is given more time to pay.

4.7 Council will engage in discussion with the hardship customer to determine a realistic payment option in line with the customer’s capacity to pay.
4.8 Council will work with a hardship customer’s financial counsellor to determine the payment arrangement and instalment amount that best suits the customer and their individual circumstances.

4.9 Where a hardship customer’s circumstances change, Council will work with the customer, and their financial counsellor, to re-negotiate their payment arrangement.

4.10 Council will also offer the hardship customer:

- where appropriate, information about the right to have their rate notices redirected to a third person, as long as that third person consents in writing to that redirection,
- information about, and referral to, Commonwealth and South Australian Government concessions, rebates, grants and assistance programs,
- Information about, and referral to, accredited financial and other relevant counselling and support services, particularly where a customer is experiencing ongoing financial hardship.

4.11 Council will not take any action to remove a customer from our hardship program until Council have sent the customer a written notice, allowing them 10 working days from the date of the notice to contact us to re-negotiate their re-entry into the program.

**Rights of customers experiencing financial hardship**

4.12 Every customer experiencing financial hardship has the right to:

- Be treated respectfully on a case-by-case basis, and have their circumstances kept confidential.
- Receive information about alternative payment arrangements, this customer hardship process, and government concessions, rebates, grants and assistance programs.
- Negotiate an amount they can afford to pay on a payment plan or other payment arrangement.
- Consider various payment methods, and receive written confirmation of the agreed payment arrangement within 10 business days.
- Renegotiate their payment arrangement if there is a change in their circumstances.
- Receive information about free and independent, accredited financial counselling services.
- Receive a language interpreter service at no cost to the customer.
- Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement.

**General provisions**

4.13 Council will ensure customers have equitable access to this customer hardship process, and that this process is applied consistently.

This policy is available on our Council website: www.barossa.sa.gov.au.

**Confidentiality**

4.14 Any information disclosed by a customer is confidential and will not be used for any purpose other than the assessment of an application for assistance.
Complaints handling

4.15 Details of our customer complaints and dispute resolution process are available at our Council website www.barossa.sa.gov.au. Council will also make a copy of this policy available to a residential customer, upon request, and at no charge to the customer.

4.16 A customer experiencing hardship has a right to have any complaint heard and addressed by us, and in the event that their complaint cannot be resolved, the right to escalate their complaint to the external dispute resolution body approved by the Essential Services Commission of South Australia.

Extra-Ordinary Provision – COVID-19

Rate Deferral

4.17 Upon the application of any ratepayer or applicable tenant that has become unemployed, underemployed and is receiving a payment from the Government as a result of COVID-19 they will be provided the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.18 Upon the application of any ratepayer or applicable tenant where their business has failed or is in hardship as defined in this policy and is receiving a payment from the Government as a result of COVID-19 they will be provided the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.19 Upon the application of any ratepayer or applicable tenant who may not qualify for Government assistance and upon provision of reasonable evidence the Chief Executive Officer can provide the option to defer all rates and charges payments for a period concluding on 31 January 2021.

4.20 In accordance with item 4.6 all of the above options will be fine and interest free during the term of the deferred payments.

4.21 Subject to your application approval, if and where debt collection or legal action is in place, these processes will be placed on hold.

General Rates Remission

4.22 Upon the application of any ratepayer or applicable tenant providing the required financial information for the relevant assessment for the COVID-19 period and meets the criteria, Council will provide general rate remission to the ratepayer(s) as listed on the assessment record, at a fixed amount relevant for each Local Government Category (as defined in the Rating Policy). Only one general rate remission applies to an assessment as per the Rating 2020/21 COVID-19 General Rate Remission table.

4.23 If the application is approved the rate remission will be applied to the rates balance per assessment.

4.24 All applications will be treated in confidence and verification of financial information to a restricted email address, and must be received by 31 March 2021.
Non-business ratepayer

4.25 Non-business ratepayer(s) (must be the ratepayer for the assessment prior to 31 March 2020) experiencing financial hardship as a result of COVID-19 during the relevant period and experienced a loss of (combined) income of at least 30% as verified by a financial counsellor, financial advisor and/or accountant.

Business ratepayer

4.26 Business ratepayer(s) or applicable tenant (must have been operating prior to 1 January 2020) experiencing financial hardship as a result of COVID-19 during the relevant period and experienced a loss of profitability of at least 30% as verified by a financial counsellor, financial advisor and/or accountant.

5. **Supporting Process and Documents**

5.1 Customer hardship relief process

5.2 Rating 2020/21 - COVID-19 General Rate Remission table

6. **Related Policies and Codes**

- Supplementary Hardship Policy for Residential Water Service Customers
- Rating Policy
- Debt Recovery Policy
- Rebate of Remission of Rates Policy
- Records Management Policy
- Complaint Handling Policy

7. **Legislation and References**

Local Government Act 1999 – Sections 181 and 182

Council’s Annual Budget and Business Plan (Remission of Rates, Postponement of Rates, Postponement of Rates for Seniors and Residential Rate Capping)

8. **Review**

8.1 This Policy will be reviewed by [the Council / Document Control Officer] in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council’s need changes.

9. **Further Information**

9.1 This Policy is available on Council’s website at [www.barossa.sa.gov.au](http://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.

9.2 Any complaint in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355 or barossa@barossa.sa.gov.au.
### Policy Version History

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<th>Description of Change:</th>
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<td>2</td>
<td>20/06/2017</td>
<td>Periodic review of policy</td>
</tr>
<tr>
<td>3</td>
<td>27/03/2020</td>
<td>Policy updated to add new provisions regarding Covid-19 response</td>
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<tr>
<td>4</td>
<td>16/6/2020</td>
<td>Policy updated to extend provisions regarding Covid-19 response</td>
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<tr>
<td>5</td>
<td>21/7/2020</td>
<td>Policy updated to extend provisions regarding Covid-19 response</td>
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</tbody>
</table>
7.3.2 DEBATE AGENDA - MANAGER KNOWLEDGE AND TECHNOLOGY SERVICES

7.3.2.1 ICT FINANCE AGREEMENTS - 2020/21 ANNUAL BUDGET AND BUSINESS PLAN
B2463 20/53691

PURPOSE
A change to Accounting Standard AASB16 as it applies to entering into financial agreements now requires endorsement by Council.

RECOMMENDATION
That Council authorise the Chief Executive Officer (or his delegate) to enter into relevant finance arrangements through appropriate leases for the replacement of computer and other technology hardware and equipment that fall due for replacement as outlined in the 2020/21 Annual Budget and Business Plan.

REPORT

Introduction
Due to recent changes in AASB16 Accounting Standards it is now necessary to seek Council approval to enter into any financial arrangements that result in commitments in future years.

Discussion
As a result of changes in the accounting standard all rent, finance and operating leases, hire purchase, etc. are all captured by AASB16 for assessment as a Right-of-Use (R-o-U) by a lessee.

As part of the management of Council’s Technology assets, the majority of our equipment is purchased either via an operating lease or a finance lease.

An Operating lease is a lease on an asset for a set term in years. There is no formal requirement to buy or residual value to be paid out with an operating lease and at the end of the lease period, the goods are returned and a new agreement and new equipment is provided.

A Finance lease is a lease for a set term in years. During the lease, payment is made for all the operating expenses and at the end there is an offer to buy the assets at the residual value, or extend for another period. Equipment can be returned at no further cost or purchased to own.

The types of equipment that will be replaced this year include:
• Multi-Function Printers – As a result of a Barossa Regional Procurement Group (BRPG) Tender process to obtain improved rates, Council will replace these devices on a 60 month Operating lease
• Large Format Printer – 60 month Finance lease
• Assorted PC/Mobile hardware agreements – for replacement of equipment on current agreement or increasing/changing fleet requirements to meet mobility demands. These would be 3 year agreements via a Finance lease.

The ICT Operating budget each year will budget for these costs and the future year costs are incorporated in the Long Term Financial Plan (LTFP). All expenditure and purchasing arrangements are already within delegations provided to the Chief Executive Officer and sub-delegations to staff and the confirmation of Council is a requirement of the interpretation of finance arrangements in the Local Government Act and how that interacts with account standard AASB 16.

Council officers are raising concerns through the Local Government Association’s Financial Managers’ Group (FMG) as the legislative definitions need revision to match modern financial arrangements.

**Summary and Conclusion**

In order to comply with the changes to Accounting Standards, it is appropriate that Council is informed of these agreements and endorse the approach and future commitment.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Nil

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

Community Plan

How We Work – Good Governance

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Section 134 of the Local Government Act

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Amounts budgeted in operating budget and LTFP.

No impact on resource considerations.

Risk considerations have been addressed via the various procurement processes in accordance with Council Policy and Process requirements.

**COMMUNITY CONSULTATION**

Not required. Council’s Annual Budget and Business Plan is adopted following legislated Community Consultation processes.
7.3.3 DEBATE AGENDA - MANAGER TOURISM SERVICES

7.3.3.1 TOURISM RECOVERY - BAROSSA SUB-REGIONS AND TOWNSHIPS PROJECT - PARTNERSHIP WITH TOURISM BAROSSA

B10434

PURPOSE
The report seeks Council consideration of the following:

- To support Barossa Sub-regions and Townships Project (the Project) for the purposes of producing printed collateral and digital asset development.
- Approve total funds of $20,000 (excluding GST), subject to applications being received.

RECOMMENDATION
That Council:

(1) Approves the Barossa Sub-Regions and Townships Project;

(2) Approves funding for the project of up to $20,000 (excluding GST) dependent on take up of the initiative from the identified sub regions, a budget transfer of $20,000 from the 2019/20 Operating savings to the 2020/21 Operating expenditure budget for this project and subject to the committed funding contribution of $13,000 ex GST from Tourism Barossa.

REPORT
Background
Council’s Tourism Services team have observed an inconsistent approach in the bundling and promotion of sub-regions, trails and townships across the Barossa region. Some areas have maps/trails but are outdated and provide incorrect information, with variable design and printing quality; some are not inclusive to all tourism related businesses in the area; and some areas have no collateral at all.

With many individual brochures of products and experiences phasing out (both with changing demand and end of production) and a visually busy and full Barossa Regional Map (refer Attachment 1), there is great opportunity for sub-regions, trails and townships to develop simple collateral to help drive visitation and dispersal throughout the Barossa region. For many years, Seppeltsfield Road Business Alliance have been very successful in driving visitation to their “sub regional” area of the Barossa and there is opportunity for other groups to learn from this model and take a similar approach. Preliminary conversations with some groups indicates a strong will and desire across the groups to emulate a similar model across the region.

Introduction
Eight sub-regions/townships in The Barossa Council have been identified as potentially being interested in the Project funding to produce a printed trail/map for distribution.
These include:
- Southern Barossa
- Eden Valley
- Angaston
- Nuriootpa and Light Pass
- Tanunda
- Krondorf Road
- Bethany to Vine Vale Trail
- Mount Pleasant

(NB: refer to Attachment 2 for relevant groups and indicative experiences/product. This is not a complete list and will be reviewed as part of the Project development process with the sub groups)

Council would provide up to $1,300 ex GST per group that could be used towards artwork and print costs.

The primary purposes of each map/trail development is to:
- Drive visitation and dispersal once tourists are in the Barossa region.
- Encourage repeat visitation and overnight/extended stays on return to Barossa.
- Provoke extended length of stay (e.g. maps uploaded to Barossa.com, individual accommodation websites enticing visitors to book for longer and spend multiple days across sub regions).

In addition to this, they will:
- Assist the Visitor Centre (VC) and Visitor Information Outlets (VIO) in providing suggested itineraries and touring routes (particularly as we see a reduction in the production of individual business flyers/brochures)
- Provide content for PR and Marketing campaigns across South Australia and interstate, as well as local digital platforms (Barossa.com, My Barossa, etc.)
- Assist operators and businesses and accommodation places within a sub-region to cross promote to nearby attractions and experiences.

Discussion
The Manager Tourism Services has consulted with Tourism Barossa staff on the concept and it is agreed there is much value in this project. As a result, Tourism Barossa has committed to co-fund the project up to the amount $13,000 ex GST.

This co-funding allocation is made up of:
- Up to $500 ex GST per sub group in the Tourism Barossa Administration region (including outside GI Mount Pleasant, Kapunda)
- $10,500 ex GST investment to Alpaca software to be integrated on Barossa.com
- Facilitation of a joint meeting with all town and trail groups to discuss the joint project and to provide capacity building support to all participants.

The Alpaca component perfectly complements the Project taking the printed collateral to an online format. Alpaca is used by destinations such as New South Wales and is an excellent platform for creating bespoke trails which integrate Australian Tourism Data Warehouse (ATDW) listings and promote self-drive and road trips. This program would be implemented on Barossa.com delivering the trails in an online format.

If the Project is approved, Council’s Tourism Services staff, together with Tourism Barossa, would meet with each of the groups to:
- Introduce the Project
- Discuss the benefits and opportunities of working together
Outline how groups can access the funding and key criteria that needs to be met.

The benefits to operators:
- Map/trail distribution and promotion from the VC, VIO’s and accommodation operators.
- Promotion on Barossa Visitor Centre digital displays.
- Capacity building within sub-regions.
- Building networking and connections within local sub-region/township
- Online profile/promotion on Barossa.com on the visitor resources section; itineraries section; and through the Alpaca integration.
- Promotion through My Barossa social media and PR channels, additional budget allocated to drive this.

Key Criteria for the town committee/business alliance groups to access the funding:
- There has to be a cohesive group already existing for each sub-region or at a minimum, a demonstrated strong will to form one.
- A key contact representing the group.
- Must meet Barossa Brand guidelines and utilise supplied template/layout.
- A minimum of one sub regional itinerary to be created to feature on Barossa.com (recommend 4 or 5). The criteria for this is a minimum 4 photos, 4 suggested products and text linking them together to be submitted to Tourism Barossa who will upload to Barossa.com.
- Provide Visitor Centre and Visitor Information Outlets with adequate copies of the map.
- Provide accommodation providers within the sub-region with copies of the maps.
- Must consult with The Barossa Council Tourism Services staff and Tourism Barossa, including draft artwork, for feedback/suggestions before printing of the map.
- Must feature Tourism business related product and experiences only (for example no accountants, offices etc) and each of these listings must have an active ATDW listing.
- Must have an active Participation Agreement (this is a free partnership agreement with the Barossa Visitor Centre).

Mandatory inclusions for the Map/Trail:
- The word ‘Barossa’ must be featured (except Mount Pleasant which is not in the Barossa GI but could make reference to the Barossa if they wish to).
- Maps must show linkages to other neighbouring Barossa townships so there is a sense of direction/location within the Barossa region particularly to inform those from outside of our area.
- Acknowledgement of support of The Barossa Council by way of Council logo or wording “Supported by The Barossa Council”.
- Map to include key tourism infrastructure, e.g. walking trails/bike trails, heritage landmarks, lookouts etc. relevant to the area.
- Any Visitor Information Centre or Outlet specific to the Sub-Region must be highlighted on the map.
- Call to action to Barossa.com or their own sub regional website.

The funding would be accessed by each of the groups by a simple application form similar to the Council Covid Recovery Grants and will include:
- Amount being applied for
- Quote breakdown of how the money would be spent
- Identification of who will administer the funds
In addition to $1,300 ex GST available to each group, the Project will have a $6,000 ex GST total marketing and promotion component. Council staff will work with Tourism Barossa to develop a digital marketing campaign through social media channels and PR to selected media.

Budget Break Down (all ex GST):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 groups @ $1,300</td>
<td>$10,400</td>
</tr>
<tr>
<td>Sub regional/townships workshop in partnership with Tourism Barossa</td>
<td>$500</td>
</tr>
<tr>
<td>Contingency</td>
<td>$1,500</td>
</tr>
<tr>
<td>Marketing/PR/map template design</td>
<td>$7,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,000</strong></td>
</tr>
</tbody>
</table>

**Summary and Conclusion**

With many businesses suffering significant financial and economic losses as a result of Covid-19 and the subsequent tourism downturn, this Project will assist in driving greater visitation; dispersal throughout the region; and greater length of stay. It will unite sub-regions and townships and provide a platform for them to network, build capacity and cross promote to each other. In addition, the Marketing and PR component will assist in driving much needed visitation.

This Project is in line with Council’s Covid-19 Recovery Grant program and will assist tourism businesses in their recovery.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

- Attachment 1 – Barossa Regional Map
- Attachment 2 - Sub regional/Trail Maps – key businesses, experiences and contacts
- Attachment 3 – Due Diligence Report

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

**Community Plan**

- Business and Employment

  - 5.3 Help build the capacity of the tourism sector and encourage the development of tourist services, including eco and recreational tourism infrastructure.
  - 5.6 Participate in main-street programs that strengthen the retail and hospitality.

**Corporate Plan**

- 2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
- 5.1 Provide visitor information services through the visitor information centre and associated activities of Council.
- 5.3 Support Barossa regional branding in our tourism activities and product.
- 5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism

**Legislative Requirements**

- Nil

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

**Financial**

The 2019/20 Financial Statements will be reported to Council at the November meeting following balance day audit, Audit Committee meeting and further financial
reviews. The Report on Financial Results for 2019/20 with the Financial Statements will contain information for the net operating and capital expenditure cash saving.

The Budget Update as at 30 September 2020 will include the actual closing financial and cash position for 2019/20 and proposed Carried Forwards to 2020/21. This budget update will improve the opening cash position for 2020/21 used to fund this additional expenditure.

For 2019/20, the net operational savings at approximately $300k and the capital works program savings estimated a little over $760k.

Since Budget adoption 2020/21, the net transfers approved by Council: Dog Parks for $21k, Barossa Adventure Station $139k and if this report item is approved for $20k, a total of $180k, will be taken from the 2019/20 net savings.

Financial assessment
A Due Diligence Report (DDR) in accordance with Council’s Budget and Business Plan Policy and Process has been completed (Attachment 3), which results in a Bid Analysis Score (BAT) of 52.

The 2020/21 adopted budget amounts and indicators are used for this report item financial assessment until the Budget Update is approved. This report item is an operating amount of $20,000; the financial assessment includes approved additions year to date.

The DDR notes for this project there is expenditure of $2,000 pa in the years 4 to 6. A contingency amount of $1,500 ex GST has been built into the project.

<table>
<thead>
<tr>
<th>Item for Budget inclusion:</th>
<th>Barossa Sub-Regions and Townships Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net operating costs (incl depreciation)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Total project cost (ex GST)</td>
<td>$0</td>
</tr>
<tr>
<td>Grant Income (ex GST)</td>
<td>$0</td>
</tr>
<tr>
<td>Funding required by Council</td>
<td>$20,000</td>
</tr>
<tr>
<td>DDR provided</td>
<td>Yes</td>
</tr>
<tr>
<td>This projects BATscore - approved by CMT (Cut-off)</td>
<td>52</td>
</tr>
<tr>
<td>CMT reviewed and recommended</td>
<td>Approved and put to Council</td>
</tr>
<tr>
<td>If approved - a BAR or NI will be included in the:</td>
<td>2020/21 Budget Update as at 30 September 2020</td>
</tr>
</tbody>
</table>

Assessment of Key Performance Indicators (KPI) for all changes since the Budget 2020/21*.

<table>
<thead>
<tr>
<th>KPI</th>
<th>Revised forecast</th>
<th>Overall Change since*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Surplus/(Deficit) (Target: break even position over a five year period)</td>
<td>$213.84k</td>
<td>Reduced by $20k</td>
</tr>
<tr>
<td>Operating Surplus Ratio (Target: -2% to 10%)</td>
<td>0.54%</td>
<td>Minor reduction</td>
</tr>
<tr>
<td>Net Financial Liabilities (NFL) $</td>
<td>$21193k</td>
<td>Increase in NFL; reduction of cash $180k</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio (Target: &gt;0 to &lt;100%)</td>
<td>53.3%</td>
<td>Increase to liabilities ratio 0.4%</td>
</tr>
<tr>
<td>Asset Funding Renewal Ratio (Target: &gt;80% to &lt;110%)</td>
<td>116%</td>
<td>No change for this project</td>
</tr>
</tbody>
</table>
Noting that after the addition of this and previously approved projects - all KPI’s are within the target range set by Council.

**Funding for this project will:**
- [ ] Be transferred from existing budget line.
- [ ] Be allocated from next years discretionary spend.
- [x] Be allocated from previous years surplus.
- [x] Effect the Council’s end of year results and cash position.

This item is an additional operating expenditure to 2020/21 of $20k.

**Resource**
The project will be administered by internal resources with additional support from Tourism Barossa. Council has various structures and processes in place to manage projects. Should the project be supported, an internal project manager will be appointed. The target for completion of the Project is end of October 2021.

**Risk Management**
Project risks have been assessed and will be managed as part of the detailed project planning and implementation processes.

**Community Consultation**
Should the project be supported, a range of consultation activities will be undertaken with the key sub regional groups and townships, as well as key stakeholders including Tourism Barossa Inc, Barossa Grape and Wine Association.
WELCOME TO THE BAROSSA

The Barossa Valley is a region of South Australia renowned for its wine and food. The Valley is home to a number of award-winning wineries, restaurants, and free-to-visit attractions. It is a great place to visit year-round, with something for everyone. The Valley is known for its beautiful landscape, diverse wines, and friendly community. The Valley is a great place to visit year-round, with something for everyone. The Valley is known for its beautiful landscape, diverse wines, and friendly community.

LOOK FOR THE BAROSSA TRUST MARK

The Barossa Trust Mark signifies that the food, wine or tourism offering meets recognised and celebrated with the Barossa Trust Mark.

OUR FAVOURITE PICNIC SPOTS

Looking for somewhere to BBQ or picnic? The Barossa has an abundance of options to suit all tastes and interests. Here are some of our favourite picks.

GET BACK TO NATURE

Help keep Australia’s most famous wine region phylloxera free.

TOURING MAP

DISTANCE CHART

Distance are approximate

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<table>
<thead>
<tr>
<th>Number</th>
<th>Sub Region</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Southern Barossa</td>
<td>Steve Balchin (Southern Barossa Business Alliance) - new business alliance created. They have a draft map that they have been working on.</td>
</tr>
<tr>
<td>2</td>
<td>Angaston</td>
<td>Steve Folland (Bill Grombury Angaston Management Group) - 2 maps in draft design already, mezzanine floor and a general Angaston. Royalty funding could go towards both or the general map. Some funds held by RDA from Bethany to Angaston that could be utilised.</td>
</tr>
<tr>
<td>3</td>
<td>Eden Valley</td>
<td>Cassley Riggers (EV Hotel Eden Valley Promotional Group) - two maps have been produced in past. One is outdated and the other is not exclusive to all tourism products/services.</td>
</tr>
<tr>
<td>4</td>
<td>Bethany &amp; Vine Vale</td>
<td>Lanele Aitken - Calabba (brevly formed Bethany + Vine Vale group) - a new group forming, no map as yet (previously Bethany to Angaston trail - groups have agreed to split). Could possibly work from old network of Bethany Angaston trail. Some funding still in 2DA that could be utilised.</td>
</tr>
<tr>
<td>5</td>
<td>Lyndoch &amp; Light Pass</td>
<td>Australiana Futures Association - Light Pass Heritage Group - Group has a map that was recently purchased but requires improvement. Would have approached this group yet.</td>
</tr>
<tr>
<td>6</td>
<td>Tanunda</td>
<td>Parley Cox, Tanunda Business Group - a new Tanunda business alliance group (not incorporated yet). No map or collateral available. Have not approached this group with idea yet.</td>
</tr>
<tr>
<td>7</td>
<td>Lyndoch Road</td>
<td>Jess Greatwich, Lyndoch Creek (RDA) - do have an existing group but not as map for video distribution. Need to learn more about opportunity.</td>
</tr>
<tr>
<td>8</td>
<td>Mount Pleasant</td>
<td>Mount Pleasant Inc. - at this stage with no collateral available. Limited potential option to promote existing Mount Pleasant Federation Network which is approx. 25km long and the group are yet to be approached.</td>
</tr>
</tbody>
</table>
Project : Operating/Supply?  Operating

Project Name : TOURISM RECOVERY – BAROSSA SUB-REGION AND TOWNSHIPS PROJECT – PARTNERSHIP WITH TOURISM BAROSSA

Please provide a clear description of the proposal refer to council report 20/56437

To support Barossa Sub-regions and Townships Project (the Project) for the purposes of producing printed collateral and digital asset development. Eight sub-regions/townships in The Barossa Council have been identified as potentially being interested in the Project funding to produce a printed trail/map for distribution.

These include:
- Southern Barossa, Eden Valley, Angaston Nuriootpa and Light Pass, Tanunda, Krondorf Road, Bethany to Vine Vale Trail, Mount Pleasant,

Council would provide up to $1,300 ex GST per group that could be used towards artwork and print costs.

The primary purposes of each map/trail development is to:

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- Provide extended length of stay (e.g. maps uploaded to Barossa.com, individual accommodation websites enticing visitors to book for longer and spend multiple days across sub-regions).

In addition to this, they will:
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- Provide content for PR and Marketing campaigns across South Australia and interstate, as well as local digital platforms (Barossa.com, My Barossa, etc.)
- Assist operators and businesses and accommodation places within a sub-region to cross promote to nearby attractions and experiences

The Manager Tourism Services has consulted with Tourism Barossa staff on the concept and it is agreed there is much

Please provide the justifications for the proposal with reference to the Strategic Management Plans

2.6 Support a vibrant and growing arts, cultural, heritage and events sector.
2.7 Embrace place-making principles when developing community infrastructure and regulate planning and development in public spaces.
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.
5.6 Participate in main street programs that strengthen the retail and hospitality sector.

Council’s Tourism Services team have observed an inconsistent approach in the bundling and promotion of sub-regions, trails and townships across the Barossa region. Some areas have maps/trails but are outdated and provide incorrect information, with variable design and printing quality; some are not inclusive to all tourism related businesses in the area; and some areas have no collateral at all.

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Please describe any savings that will be made or additional income
None, but the project aims to stimulate economic activity for the region - increased visitation, better visitor dispersal and increased length of stay.

Identification and quantification of the whole of life financial and other costs, including staffing/project management costs

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Forward Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Starting Year</td>
</tr>
<tr>
<td>Salaries and on costs</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>20,000</td>
</tr>
<tr>
<td>Total</td>
<td>20,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Forward Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Starting Year</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Forward costs for some reprinting and collateral review costs have been incorporated into base budget.
TOURISM RECOVERY – BAROSSA SUB-REGIONS AND TOWNSHIPS PROJECT – PARTNERSHIP WITH TOURISM BAROSSA

Inconsistent approach to promoting and marketing sub regions and townships, out of date collateral or non-existent collateral. Low visitor dispersal to areas that do not have quality and up-to-date collateral.

Describe Risk(s) of not doing this project:

RISK Priority Number calculated as L + I + P

<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>5  Almost Certain</td>
<td>5  Catastrophic</td>
<td>5  TBC</td>
<td>5  Externally Sensitive - Not Manageable</td>
</tr>
<tr>
<td>4  Likely</td>
<td>4  Major</td>
<td>4  TBC</td>
<td>4  TBC Issues - Manageable</td>
</tr>
<tr>
<td>3  Possible</td>
<td>3  Moderate</td>
<td>3  Both</td>
<td>3  Externally Sensitive - Manageable</td>
</tr>
<tr>
<td>2  Unlikely</td>
<td>2  Minor</td>
<td>2  External Bodies</td>
<td>2  TBC Issues - Manageable</td>
</tr>
<tr>
<td>1  Rare</td>
<td>1  Insignificant</td>
<td>1  Externally Sensitive - Not Manageable</td>
<td>1  Minor Political Consideration</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>5  No additional FTE</td>
<td>5  $0</td>
<td>5  No</td>
<td>5  &lt;3 out of 10 years</td>
</tr>
<tr>
<td>4  Under 1 FTE or additional salary funding</td>
<td>4  &lt; $20,000</td>
<td>4  Yes &lt; $20,000</td>
<td>4  3-5 out of 10 years</td>
</tr>
<tr>
<td>3  1-2 FTE</td>
<td>3  &gt; $20,001</td>
<td>3  Yes &gt; $20,001</td>
<td>3  5-10 out of 10 years</td>
</tr>
<tr>
<td>1  &gt;2 FTE</td>
<td>1  &gt; $20,001</td>
<td>1  Yes &gt; $20,001</td>
<td>1  On-going &gt;10 years</td>
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</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>5  Public at large at threat</td>
<td>5  Within TBC control</td>
<td>5  Within TBC control</td>
<td>5  Within TBC control</td>
</tr>
<tr>
<td>3  Section of the community/council employee at threat</td>
<td>3  External Bodies Issue</td>
<td>3  External Bodies Issue</td>
<td>3  External Bodies Issue</td>
</tr>
<tr>
<td>1  No Concern</td>
<td>1  No Impact</td>
<td>1  No Impact</td>
<td>1  No Impact</td>
</tr>
</tbody>
</table>

BENEFITS Priority Number calculated as E + P + B + S

<table>
<thead>
<tr>
<th>Funding (External) Sources</th>
<th>Payback period</th>
<th>Beneficiaries</th>
<th>Service Levels Outcome (to Community)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5  Fully Funded via External Sources</td>
<td>5  Generates Savings immediately</td>
<td>5  TBC - Region Wide &amp; Beyond</td>
<td>5  Industry Best Practice</td>
</tr>
<tr>
<td>4 4 - &lt; 12 months</td>
<td>4  TBC - Region Wide</td>
<td>4  Achieving contemporary standards</td>
<td></td>
</tr>
<tr>
<td>3 3 - 5 years</td>
<td>3  TBC - Section of Community/Key Stakeholders</td>
<td>3  Improvement/increase in Services Level</td>
<td></td>
</tr>
<tr>
<td>2 2 - &gt; 5 years</td>
<td>2  TBC - Limited number of Beneficiaries</td>
<td>3  Service Levels</td>
<td></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>5  Favourable</td>
<td>5  Asst Renewal - Like for Like Replacement</td>
<td>5  Legislative Requirements</td>
</tr>
<tr>
<td>3  No Effect/Not Applicable</td>
<td>3  Should Do</td>
<td>3  Must Do</td>
</tr>
<tr>
<td>2  Upgrade</td>
<td>2  Like To Do (Nice to Have)</td>
<td>2  Should Do</td>
</tr>
<tr>
<td>1  Unfavourable</td>
<td>1  New Asset</td>
<td>1  Don't Know</td>
</tr>
</tbody>
</table>

Score

Sum

11

15

8

12

6
COUNCIL
CORPORATE AND COMMUNITY SERVICES
MANAGER'S REPORT
20 OCTOBER 2020

7.3.4 DEBATE AGENDA - MANAGER COMMUNITY AND CULTURE

7.3.4.1 BAROSSA YOUTH LEADERSHIP PROGRAM
B10621
Author: Coordinator Youth Services

PURPOSE
To review the sustainability of Council’s Youth Advisory Committee (YAC) and look into other methods of Youth engagement, in particular Youth Leadership Programs (YLPs).

RECOMMENDATION
That Council:
(1) Supports the transition of services from the Youth Advisory Committee (YAC) approach to the Barossa Youth Leadership Program (BYLP) methodology.

(2) Notes the requirement for an increase in the Youth Services operational draft base budget of $9,783 ex GST will be required (in the 2021/2022 financial year and rolled through the Long Term Financial Plan), to fully fund the services and increase the role of the Coordinator Youth Projects to 1 FTE to support program implementation and ongoing coordination.

(3) Acknowledges the contribution of successive members of the Barossa Youth Advisory Committee and thanks them for their participation on behalf of the community.

(4) Notes that the implementation of the BYLP will be the subject of a future report to Council to review the ongoing outcomes achieved from the Program, with a full review after 2 years of roll out (2021/2022).

REPORT
Background
Youth Advisory Committees (YACs) are groups of young people aged 12-25 years who work in partnership with local councils to provide advice on decisions that affect them and their communities. YACs also plan activities and projects that encourage young people’s active engagement in their local community.

Some councils are starting to move away from the traditional YAC model in youth engagement to Youth Leadership Programs (YLPs), which provide young people with leadership/professional opportunities. These YLPs help young people develop lifelong skills, habits and confidence to thrive.

Introduction
Despite their differences, all YACs are established by a Local Council or Governing Boards, and approved by the elected membership. They are made up of young people aged 12-25 years that are hosted, guided and supported through their
partnership with Local Council (or Governing Boards). YACs plan and deliver programs such as Youth Week, community events and competitions.

Youth Leadership Programs have a similar governance framework but are more structured, focused on leadership development outcomes and concentrated into discreet periods of engagement via learning and development participation. They have a focus on group learning, student-led/informed content and tailored outcome based sessions.

Discussion

Current YAC Model
The Barossa Youth Advisory Committee (YAC) has been in operation for 10 years, and was originally partly funded through the Office for Youth. This funding ceased many years ago, with a smaller amount of funding provided to councils to help fund Youth Week activities after this. The State’s Youth Week funding ended approximately 4 years ago. Since then, The Barossa Council has funded all YAC ventures and initiatives. Even though some initiatives continue to deliver positive outcomes (Youth Week and the Safe Schoolies Bus, along with a Council approved funding initiative with Youth Barossa for the Drive My Future Project), the model has limitations; these include:

- Not representative of the greater youth population (rather has a tendency to attract friendship group/s)
- Narrow focus (predominately event focussed)
- Inconsistent YAC member help, commitment and support at events
- Limited leadership and learning opportunities
- Dwindling membership numbers
- Currently more of a social gathering which provides food and drink rather than a leadership program focussing on skills and projects

Currently there are 6 members on the Barossa YAC. Ordinarily, members meet monthly at the Nuriootpa Council Office to discuss and plan events, projects and initiatives. However, during the Coronavirus pandemic (when employees of Council were working remotely), the monthly YAC meetings were organised via Zoom. Within this period, only 2 short Zoom catch-ups were attended by some of the members. As there weren’t enough members present to make up a quorum, no official meetings were conducted. Engagement from committee members declined substantially during this period.

The Coordinator Youth Projects has had conversations with current YAC members regarding the potential disbandment of the committee and the potential for a new model of Youth Leadership to be considered. It has been discussed with the current YAC members that if this new form of Youth Leadership was to be implemented, that each member would be encouraged to apply for the Barossa YLP to further their leadership opportunities.

Other Councils, such as Tea Tree Gully and Adelaide Hills Council, have moved away from the YAC model and are now embracing the more progressive Youth Leadership model (the Youth Leadership Program).

The limitations experienced with the current YAC model indicate that Council’s Youth Services would benefit from a change in service delivery approach.
Barossa Youth Leadership Program Proposal

The proposed Barossa Youth Leadership Program (BYLP) would comprise of structured leadership sessions, training and interactive activities and be loosely based on the successful Tea Tree Gully Council initiative. In addition to developing leadership skills, participants would have the opportunity to be involved in designing, planning and delivering Council youth events. The delivery of events would maintain service delivery to the wider youth population in the Barossa and help promote ongoing interest and engagement amongst future cohorts of potential BYLP applicants/participants.

In the first year of its delivery, the BYLP will comprise of up to eleven members aged between 15 – 22 years. The results from the Tea Tree Gully program reveal that participants within this age bracket are more motivated to develop their leadership skills. This age bracket also captures SACE at secondary school, with components of the program having the potential to contribute towards students’ SACE credits, another drawcard to the program.

The proposed program will:

- Run from January to December each year.
- Culminate in a graduation ceremony at the end of the year.
- Provide the opportunity of graduated participants to become peer mentors in the following year’s program.
- Be free for participants (apart from ticket costs for the graduation celebration).

The benefits of a Youth Leadership Program include:

- Increased confidence, self-esteem, and internal motivation of young people.
- Supports young people to apply their leadership skills in their everyday life, school and or work environment.
- Connects young people with a network of likeminded people (across the State).
- Builds self-awareness, self-acceptance, and self-advocacy skills.
- Teaches how to positively influence and lead others.
- Assists development and delivery of Council events.
- Raises awareness of the role of local government as a vital community connector and potential career pathway.
- Contributes to attainment of SACE.

Council’s Coordinator Youth Projects will manage the program (but will encourage the young leaders to lead and guide the content, within the structure of the allocated themes, over each term). The formal management of the program will involve:

- Organisation of weekly sessions including: printing content/documents, setting up Council Chamber, engaging and oversight of industry expert presentations.
- Overseeing the involvement from the young leaders including accountability, attendance, involvement, etc.
- Budget oversight, event protocols and administration, including purchasing goods, organising transport, networking, liaising with guest speakers, stakeholders, contractors and industry experts, etc.

The weekly sessions will be delivered during school terms. In the school holidays the young leaders will be involved in an excursion or function (i.e. – hosting a market/fundraiser or attending an empowerment conference) of their choosing. As a result, the Coordinator Youth Projects will spend time (in the school holidays) organising elements of the excursion, fundraiser or function, and supervising these. A few of the Conferences suggested for this program include:
• Halogen Conference – occurs in March of every year and is held in Adelaide. It exists to inspire and influence a generation of young people to lead themselves and others.
• Grip Conference – occurs in October of every year and is held in Adelaide. It is ideal for secondary student leaders of all year levels. Students who attend learn new skills, new perspectives and new ideas for making a positive contribution as a leader in their Community.
• Tea Tree Gully Leadership Conference – occurs in October of every year and comprises of local guest speakers who empower and influence the young leaders. The young leaders of BYLP will have the opportunity to network with the TTG young leaders and meet new people with the same passion and goals.

The program promotes a co-led and co-designed model with the opportunity to increase community awareness, expand networks and gain practical skills to support future opportunities. Weekly sessions will be held either at The Barossa Council, Nuriootpa Office, or other locations within the Barossa linked to the theme of the term (for example at the Barossa Bushgardens).

The program requires a commitment of 2 hours per week every Tuesday for the year (excluding school holidays) and participants who complete the majority of the course will be recognised for their commitments at the Youth Leadership graduation ceremony (held in December).

Each school term will comprise of a specific theme – for example:
1) Term 1 = Environment
2) Term 2 = Giving back
3) Term 3 = Mental health
4) Term 4 = Skill development

Use of videos (Ted talks), guided activities and kit resources will be utilised during the sessions. The sessions will also be comprised of talks and or presentations from guest speakers/industry experts (including interested Elected Members and Senior Executives within Council).

It is proposed that Council employees/Elected Members be asked to present information about their role or area of expertise during some of the weekly sessions throughout the term. This will build a relationship between Council and the emerging leaders to encourage two way communication, further understanding of what Council does and potential interest in career pathways within Council.

Every week the young leaders will be required to record notes in their program notebook. An evaluation will be completed by them at the end of each term, as well as a formal assessment/evaluation occurring at the completion of the program.

A report on the outcomes of each program will be provided to Council either via a direct report or Council’s quarterly performance reporting processes.

The equivalent cost to engage in the year long Barossa Youth Leadership Program (including all conferences and travel to and from these events) has been calculated at approximately $1,120 per participant.

Negotiations are well under way with both Nuriootpa High School and Faith College around SACE accreditation for the Youth Leadership Program, as both schools are within our Council region and have registered pupils from across the entire Council area. It is proposed that negotiations with schools outside the Council boundaries in
relation to participation and SACE qualification, will be considered, on a case by case basis for interested applicants that may be attending other schools, but live within our Council region.

Participation will be encouraged from all areas of the Barossa (with promotion sent to neighbouring High Schools) and through a number of social media avenues.

Application Process
The prospective young leaders will be required to complete a formal application and will be required to address the following selection criteria:

- **SELECTION CRITERIA 1:** Demonstrated interest in helping to improve the lives of young people in their local community. List any activities/events where they have volunteered their support, long with listing their responsibilities.
- **SELECTION CRITERIA 2:** Demonstrated awareness of local and regional youth or community issues. Outline some issues that they feel they would like to respond to that would improve the lives of young people and explain how that could be achieved.
- **SELECTION CRITERIA 3:** Willingness to learn how to work with other young people in a team environment. Give details of some aspects of their life where they have successfully contributed to a team. List their personal attributes which contribute to teamwork.
- **SELECTION CRITERIA 4:** Ability and commitment to get out and about in their community to carry out consultations and attend the weekly Youth Leader sessions. Explain how they would balance their present and future school, sporting, work, training and social commitments and demonstrate their ability to fulfill the Youth Leaders responsibilities. Explain if there would be any transport barriers for attending.
- **SELECTION CRITERIA 5:** Passion to make a difference. Outline why they would like to be selected as a Youth Leader, what do they hope to learn if appointed?

If they proceed further through the application process, they will then need to complete an interview with the Coordinator Youth Projects, Manager Community and Culture, an appointed Elected Member, and potentially a young employee of Council. They will then be advised on whether or not they have been accepted into the program.

Budget Considerations
The Coordinator Youth Projects is currently contracted for 24 hours per week (0.63 FTE) to delivery Youth Events and help guide the YAC (which meets once a month in the evening currently).

Current Youth Services Budget for reallocation

<table>
<thead>
<tr>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y100</td>
<td></td>
</tr>
<tr>
<td>621. Salaries (Increase in Leave Liabilities)</td>
<td>$1,444.00</td>
</tr>
<tr>
<td>627. Salaries – Community Services</td>
<td>$69,474.00</td>
</tr>
<tr>
<td>654. Contractors - Other Services</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>722. Direct Purchases - Stationery</td>
<td>$260.00</td>
</tr>
<tr>
<td>735. Direct Purchases - Other</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>820. Advertising</td>
<td>$700.00</td>
</tr>
<tr>
<td>867. Donations - Local Schools initiatives</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>868. Donations - Sundry</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>885. Entertainment Expenses</td>
<td>$270.00</td>
</tr>
<tr>
<td>Y105</td>
<td></td>
</tr>
<tr>
<td>654. Contractors - Other Services</td>
<td>$2,070.00</td>
</tr>
<tr>
<td>735. Direct Purchases - Other</td>
<td>$5,250.00</td>
</tr>
</tbody>
</table>
Current Youth Services Budget to remain for external service delivery/events

<table>
<thead>
<tr>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y106  Steer My Career</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Y108  Schoolies Bus</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Y110  Youth Week</td>
<td>$5,500.00</td>
</tr>
<tr>
<td></td>
<td>$1,570.00</td>
</tr>
<tr>
<td></td>
<td>$1,057.00</td>
</tr>
<tr>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>$20,927.00</td>
</tr>
</tbody>
</table>

2020 – 2021 Financial Year
There will be no financial impact to the 2020-2021 Youth Services budget to implement this program and increase the FTE level of the Coordinator Youth Projects.

Due to the reduction of service delivery in the first half of the 2020-2021 financial year (as a result of COVID-19), along with only a 6 month service delivery impact for the new BYLP, there will be no impact to the budget bottom line. Re-classification and re-adjustment of budget lines will be required to represent the change in service delivery.

<table>
<thead>
<tr>
<th>Proposed Leadership Budget</th>
<th>January - June 2021</th>
<th>project start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Projected budget</td>
<td>Details/Notes</td>
</tr>
<tr>
<td>Salaries and Liabilities</td>
<td>$76,549.44</td>
<td>Proposed FTE 1 Currently budgeted at $48226.15 FTE 0.63</td>
</tr>
<tr>
<td>Advertising</td>
<td>$2,120.00</td>
<td>Initial push for membership</td>
</tr>
<tr>
<td>Meeting Costs</td>
<td>$1,100.00</td>
<td>$5 per person per meeting costs @ 10 meetings per term (2 terms)</td>
</tr>
<tr>
<td>Guest Speaker Costs</td>
<td>$2,000.00</td>
<td>cost @ $500 a speaker x 2 speakers per term x 2 terms (costs will not apply for all speakers)</td>
</tr>
<tr>
<td>Workshop Costs</td>
<td>$1,980.00</td>
<td>$30 per participant for materials at 6 workshop per term (2 terms)</td>
</tr>
<tr>
<td>Stationary (Leadership Kits)</td>
<td>$ -</td>
<td>$15 per participant (once of cost per year) already purchased</td>
</tr>
<tr>
<td>Transport Costs</td>
<td>$330.00</td>
<td>$15 per participant x 2 trips in the Semester</td>
</tr>
<tr>
<td>Hologen Conf</td>
<td>$770.00</td>
<td>Occurs in March each year @ approx $70 a head incl</td>
</tr>
<tr>
<td>Grip Conf</td>
<td>$-</td>
<td>Occurs in October each year @ approx $60 a head incl</td>
</tr>
</tbody>
</table>

150
<table>
<thead>
<tr>
<th>Details</th>
<th>2021-2022 Projected budget</th>
<th>2021-2022 Details/Notes</th>
<th>Ongoing Details/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Liabilities</td>
<td>$ 95,500.66</td>
<td>Proposed FTE 1 projected budget was $60,164.33 FTE 0.63</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>$ 2,120.00</td>
<td>$5 per person per meeting costs @ 10 meetings per term (4 terms)</td>
<td></td>
</tr>
<tr>
<td>Meeting Costs</td>
<td>$ 2,200.00</td>
<td>$5 per person per meeting costs @ 10 meetings per term (4 terms)</td>
<td></td>
</tr>
<tr>
<td>Guest Speaker Costs</td>
<td>$ 4,000.00</td>
<td>$500 a speaker x 2 speakers per term x 4 terms</td>
<td></td>
</tr>
<tr>
<td>Workshop Costs</td>
<td>$ 3,960.00</td>
<td>$30 per participant for materials at 6 workshop per term (4 terms)</td>
<td></td>
</tr>
<tr>
<td>Stationary (Leadership Kits)</td>
<td>$ 165.00</td>
<td>$15 per participant (once of cost per year)</td>
<td></td>
</tr>
<tr>
<td>Transport Costs</td>
<td>$ 660.00</td>
<td>$15 per participant x 2 trips in the Semester</td>
<td></td>
</tr>
<tr>
<td>Hologen Conf</td>
<td>$ 770.00</td>
<td>Occurs in March each year @ approx $70 a head incl</td>
<td></td>
</tr>
<tr>
<td>Grip Conf</td>
<td>$ 660.00</td>
<td>Occurs in October each year @ approx $60 a head incl</td>
<td></td>
</tr>
<tr>
<td>TTG Youth Leadership Conference</td>
<td>$ 275.00</td>
<td>occurs in October each year @ approx $25 a head incl</td>
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</tr>
<tr>
<td>Excursions in School Holidays</td>
<td>$ 2,970.00</td>
<td>excursion @ end of Term school hol break @ $90 a head</td>
<td></td>
</tr>
<tr>
<td>End of term celebration</td>
<td>$ 660.00</td>
<td>$15 per participant x 2 term celebrations (max 11 participants)</td>
<td></td>
</tr>
</tbody>
</table>

2021 – 2022 Financial Year

With the change in service delivery model from the YAC to the BYLP, and the increase in hours of the Coordinator Youth Projects (FTE 1), the new Youth Leadership Program budget will be $115,940.66 (please refer to table above). An increase of $9,783 will be required. The Schoolies Bus, Drive My Future and Youth Week budget will remain and not be impacted by this service delivery change.
Event and donation budget $ 2,000.00 event or donation costs if applicable to term work
End of Year Graduation $ 220.00 Occurs in December at the end of the program each year
End of Year Ticket Sales -$ 220.00 Ticket sales oncost of $20 per participant

$ 115,940.66
Current Youth Budget $ 106,158.00 not including ext activities that are continuing
Required -$ 9,782.66

Summary and Conclusion
The current YAC model is now out of date and less effective in its original quest to build young leaders in our community. The young people of the Barossa region would benefit from a change to a more progressive and effective Youth Leadership model. By implementing this change, young people in the Barossa region will be given opportunities to develop their skills in leadership and professional development. The program takes on a holistic approach and encourages young people to become community champions. With only a small increase in service delivery funds, The Barossa Council can ensure young people are involved in a transformational and progressive youth services model.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Due Diligence Report (Level 1) Youth Leadership Program

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Corporate Plan
Community and Culture
2.3 - Support and promote community involvement and networks and provide opportunities for participation in local decision making.
2.4 - Foster volunteering opportunities that are responsive to the needs of the Community.
2.6 - Provide, promote and support community arts and cultural events, programs, attractions and services.
2.8 - Offer opportunities for young people to develop leadership skills and have input into decision making that affects them
2.9 - Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial Management
There would be no financial cost for the 2020-2021 financial year, with the costs to implement the program being absorbed by the Youth Services current budget.

An increase of $9,783 in the 2021-2022 financial year (and a commitment to this ongoing) will provide a full-time Coordinator Youth Projects and a positive change in
service delivery. With this in mind, an indicative Level 1 Due Diligence report has been provided (refer Attachment 1) but the financial impact on next year’s budget will be incorporated into the draft budget assessment processes.

The program will be reviewed at the end of December 2022, after two years of the leadership program being provided.

Risk Management
A generic risk assessment to guide implementation and associated risks will be maintained on a rolling basis. A review period to take account of learnings from each successive program will be undertaken.

As the weekly sessions will be held on Council premises, any risk to participants will be low. The young leaders will need to complete the Council’s Volunteer corporate induction upon entering the program as they will be considered volunteers of Council. They will be registered on the Council system and on the Better Impact (volunteer management) database. The young leaders will be required to log all of their volunteering/leadership hours.

Prior to engaging in school holiday excursions/conferences/off-site meetings or workshops, a signed permission form will be required from young leaders under the age of 18. Youth Services has also undertaken a Covid-19 risk assessment and a corresponding Covid-19 safe plan will be utilised within the operation of the program.

Resource Management
- Coordinator Youth Projects as outlined in the report.
- Use of Council buses (for attending excursions, conferences etc) – budgeted for in 2020/2021 budget.
- Use of Council property and facilities (Council chambers, activity room/s, Barossa Bushgardens).

COMMUNITY CONSULTATION
No formal consultation has been conducted; however, the inefficiency of the current youth services model does suggest that a change would be beneficial. The success of the Tea Tree Gully and Adelaide Hills Councils’ programs provides an evidence base for the leadership model and provides Council with a baseline of operation. Discussions with Tea Tree Gully and their participants provides firsthand experience on the benefits of moving to a more progressive model of Youth leadership.
The proposed Barossa Youth Leadership Program (BYLP) would comprise of structured leadership workshops, training and interactive whilst developing leadership skills. Participants would have the opportunity to be involved in designing, planning and delivering Council youth events. (Corporate Plan - 2.5 Engage with, and support, young people to actively participate in the community and develop the leaders of the future). The BYLP encourages a learning community. It ensures that community members can contribute to cultural, recreational, sporting and learning opportunities. (Corporate Plan - 2.4 Other opportunities for young people to develop leadership skills and provide input into decision making that affects them.

The delivery of events would maintain service delivery to the wider youth population in the Barossa and help promote ongoing interest and engagement amongst future cohorts of potential BYLP applicants/participants. (Corporate Plan - 2.1 Initiate and support activities which encourage participation and access to the Barossa Council area.

A key change in service delivery is the change in service delivery. To provide a full year of programming and events for Youth Services (2021-2022) there will be a change in service delivery. Discussions with Tea Tree Gully and their participants provide firsthand knowledge that the Tea Tree Gully youth services model would benefit from changes. The success of the Tea Tree Gully and Adelaide Hills Councils provides an evidence base for the BYLP.

Net Cost/(Saving) of NI

Income ($) grants, user charges, other income

Other

Capital Expenditure

Total

<table>
<thead>
<tr>
<th>Operating Expenditure NI (the only includes shortfall not funded from operating 2021/2022) Project Name: Barossa Youth Leadership Program (BYLP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditure 0 10,003 0 0 0 0 10,003</td>
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<tr>
<td>Year</td>
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<tr>
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</tr>
<tr>
<td>Starting Year</td>
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<tr>
<td>0</td>
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<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Capital Expenditure

Total

<table>
<thead>
<tr>
<th>Operating Expenditure NI (the only includes shortfall not funded from operating 2021/2022) Project Name: Barossa Youth Leadership Program (BYLP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenditure 0 10,003 0 0 0 0 10,003</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Starting Year</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
**Bid Analysis Tool**

**Project Name:**

**Barossa Youth Leadership Program (BYLP)**

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

Further disengagement from the current Youth Advisory Committee model by young people in the Valley. Increased concerns that Young People are not being listened to or engaged by Council or empowered to become future leaders in their Community. Not meeting our Community and Corporate plan objectives around Young people which has a community perception risk.

---

### 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>5 Almost Certain</td>
<td>5 Catastrophic</td>
<td>5 TBC</td>
<td>5 Extreme Impact</td>
</tr>
<tr>
<td>4 Likely</td>
<td>4 Major</td>
<td>4 Major Impact</td>
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</tr>
<tr>
<td>3 Possible</td>
<td>3 Moderate</td>
<td>3 Moderate Impact</td>
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<tr>
<td>2 Unlikely</td>
<td>2 Minor</td>
<td>2 Minor Impact</td>
<td></td>
</tr>
<tr>
<td>1 Rare</td>
<td>1 Insignificant</td>
<td>1 Insignificant Impact</td>
<td></td>
</tr>
</tbody>
</table>

**Score:** 13

### 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>5 No additional FTE</td>
<td>5 $0</td>
<td>5 No</td>
<td>5 0-3 years</td>
</tr>
<tr>
<td>4 Under 1 FTE or additional salary funding</td>
<td>4 &lt;$20,000</td>
<td>4 Yes &lt;$20,000</td>
<td>4 3-5 years</td>
</tr>
<tr>
<td>3 1-2 FTE</td>
<td>3 $20,001</td>
<td>3 No</td>
<td>3 5-10 years</td>
</tr>
<tr>
<td>1 &gt;2 FTE</td>
<td>1 &gt; $20,001</td>
<td>1 No</td>
<td>1 On-going</td>
</tr>
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</table>

**Score:** 9

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

**Score:** 8

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

**Score:** 9

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

**Score:** 7

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

**Score:** 11

---

**ATTACHMENT 1**
### 7.4.1 PROPOSED ROAD CLOSURE – 2020 BAROSSA TRIATHLON EVENTS

#### PURPOSE

The Barossa Triathlon Club has made application to Council requesting operational support to implement and manage road closures and speed restrictions for eight Barossa Triathlon events, planned for three Friday evenings and five Sunday mornings between November 2020 and April 2021.

#### RECOMMENDATION

That, the Commissioner of Police be advised that The Barossa Council endorses the closure of the following roads to stage the 2020|2021 Barossa Triathlon Nuriootpa events:

- Memorial Avenue, Nuriootpa, between Park Avenue and Lae Road, and Kokoda Road between Memorial Avenue and Penrice Road on Friday 12 February 2021 and Friday 26 March 2021 between 5.30pm and 8.30 pm, and

- Memorial Avenue, Nuriootpa, between Park Avenue and Lae Road, and Kokoda Road between Memorial Avenue and Penrice Road on Sunday 6 December 2020 and Sunday 3 January 2021 and Sunday 28 February 2021 and Sunday 14 March 2021 between 10.30am and 1.30 pm, and

the following speed restrictions be implemented on Friday 12 February 2021 and Friday 26 March 2021:

- 25 km/h zone on Penrice Road between Buna Terrace and Park Avenue,
- 25 km/h zone on Research Road between Ray Beckwith Boulevard and 300 metres south of Penrice Road, between 5.30pm and 8.30pm, and

the following speed restrictions be implemented on Sunday 6 December 2020 and Sunday 3 January 2021 and Sunday 28 February 2021 and Sunday 14 March 2021:

- 25 km/h zone on Penrice Road between Buna Terrace and Park Avenue,
- 25 km/h zone on Research Road between Ray Beckwith Boulevard and 300 metres south of Penrice Road, between 10.30am and 1.30pm.
And the closure of the following roads to stage the 2020|2021 Barossa Triathlon Tanunda events;

Magnolia Road, Tanunda between Menge Road and Neldner Road, and Research Road, Tanunda between Magnolia Road and Vine Vale Road on Friday 20 November 2020 between 5.30pm and 8.30pm, and

Magnolia Road, Tanunda between Menge Road and Neldner Road, and Research Road, Tanunda between Magnolia Road and Vine Vale Road on Sunday 11 April 2021 between 10.30am and 1.30pm.

REPORT

Organisers made contact in early September for approval to run a single triathlon event based out of The REX in early November, following internal discussion and review of the course map and liaison with SAPOL it was determined that this event would be best run under road closure for the safety of participants and the general public as previous events have been.

Organisers were contacted and requested to resubmit their application to include the entire season to enable approvals to be assessed together. Events that require a road closure are requested to provide 3 months’ notice to allow thorough assessment, presentation to Council for approval and then provision to SAPOL for endorsement before final approval is provided to the applicant.

In 2020|2021 organisers plan to hold eight events in similar format to the previous years to encourage the community to participate in the sport of Triathlon and offer a family friendly sport option to Barossa residents. This season organisers have added two additional events to the Nuriootpa season and two new events to be held in Tanunda based at The REX.

The organisers have requested assistance (refer attached) from The Barossa Council to fund and manage the required road closures and speed restrictions for these events in Nuriootpa and Tanunda. The organisers will provide a number of marshals along the routes to support the closures.

Summary and Conclusion

Council has supported the Barossa Triathlon Club in previous years and the total cost to Council to facilitate the proposed eight events is estimated to be $6,000. This cost is inclusive of Council staff costs for the road closures and speed restriction implementation based on 2 crew and one vehicle attending each event, all 8 of which are out of regular work hours.

If Council elects not to support the application for road closure, event organisers would be required to engage a traffic management company at their own expense, as happens with other events of similar nature in the Barossa.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 – Letter from the Barossa Triathlon Club
COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

2. Community and Culture

4. Health and Wellbeing

Business and Employment

2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area.

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

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

5.13 Support economic development through events

Legislative Requirements
Local Government Act 1999
Road Traffic Act 1961

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial and Resources
The estimated actual cost of $6,000 for Council staff to facilitate the road closures and speed restrictions would be allocated from Council’s “Road Closure – Support” budget.

The cost to advertise the events is estimated at $500.

Risk management
Council officers deem the closure necessary as a risk mitigation strategy to maintain the safety of participants and the general public.

COMMUNITY CONSULTATION
The community will be advised of the road closures by public advertisements to be placed on Council’s social media outlets, a Public Notice in The Leader and also via placement of the SAPOL Section 33 Notice on Council’s website.
The Barossa Council
43-51 Tanunda Road
Nuriootpa SA 5355

7th October 2020

Council Members,

Thank you for the opportunity to discuss and consider our 2020/2021 Barossa Triathlon events, and our request for traffic management assistance from Barossa Council.

Throughout the 2020-2021 triathlon season we are planning to increase the number of events due to community support and interest, and to also offer more options for those who are keen to try a triathlon. Some people can find Adelaide and beyond races a little daunting, so our events are designed to encourage first timers, families, and children, as well as those who have raced before. We intend to hold eight races this season between the Nuriootpa War Memorial Swimming Pool and surrounds, and The Rex Barossa and Aquatic Fitness centre in Tanunda and roads close by for our Corporate Cup triathlon relay events.

Six of our events are scheduled for Nuriootpa and will be the same race distances and routes as previous years. Consequently, we are seeking Council support to close a small section of road along Memorial Avenue from Kokoda Road to Park Avenue (through the dip). We would also like to close Kokoda Road, between Penrice Road and Memorial Avenue, and make it a community event zone. Closing these roads will allow our volunteers and traffic marshals to be present along the remainder of the race route. We would letter-box drop our flyer and event dates and times to homes along Kokoda Road.

For our two Tanunda events based out of the Rex we are working with Manager Greig Brown and Regional Manager Barossa and Riverland Craig Wilson. For these races we are seeking Council support to close Magnolia Road from Menge Road to Neldner Road. From Menge Road to the Rex carpark would be a community event zone, so competitors and Rex users can still access the carpark. We would also like to close Research Road from Magnolia Road to Vine Vale Road. The bike leg of our event is an out and back course along Research Road, please see map provided. This allows for our competitors and volunteers to be close by, and keeps our athletes motivated seeing each other on course as they will be riding multiple laps. We will be in touch with the resident on Research Road.
with a flyer and our race dates and times. The run course will wind its way around and behind the Rex, utilising the footpath and trails.

Regarding participation numbers we would like to see at least 50-75 athletes at each of our Nuriootpa events. For our races at the Rex we would anticipate 10 teams for the short course and 10 teams for the long course. Teams will consist of 2 or 3 athletes. Ideally this would result in 40 to 60 participants.

The cost for our events based at the Nuriootpa War Memorial Pool will range from $3.50 to $10 per person depending on the race distance chosen. For our team triathlon events held at the Rex we are discussing race cost as being $30 per team for the short course and $45 per team for the long course.

On February 16th of 2020 we organised the Colour Trail as part of the Barossa Wellness Wonderland celebrating Adelaide Fringe. This was a 5km fun run where people were bombarded with colour and fun as they ran their way along our usual triathlon run course in Nuriootpa’s Linear Park. We have already been in touch with one of the organisers from Barossa Wellness to hold the same event in 2021, where we would be looking at having at least 200 participants, hopefully more! This event has not been included in our event application yet as it is still in the early stages of planning.

I welcome the opportunity to discuss with you in more detail, and please do not hesitate to get in touch with any queries you might have.

Kind regards,

Amanda Jasper
President Barossa Triathlon Club
0400 040 681
7.4.1 DEBATE AGENDA – DIRECTOR’S REPORT

7.4.1.2 BRIDGES RENEWAL PROGRAM – ROUND 5
B10829

PURPOSE
To inform Council that $418,696 has been granted from the Bridges Renewal Program - Round 5 funding for the $837,395 Stockwell Road Bridge upgrade project. Council now needs to consider proceeding on the basis of a 50% grant and not the targeted 100% grant and therefore a reduction of expected grant revenue.

RECOMMENDATION
That Council
1) Note the successful grant funding of $418,696 under Round 5 of the Australian Government’s Bridges Renewal Program;
2) Proceed with the project noting the reduction of grant revenue of 50% of the value of the project and approve a budget variation to reduce the grant funds to $418,696 (a reduction of $394,304) and an addition of $24,395 for a total capital expenditure of $837,395, to the 2020/21 Budget for the Stockwell Road Bridge upgrade project, all amounts Ex GST.

REPORT
Background
On 29 September 2020, the Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP, announced funding for 205 projects, submitted for funding under Round Five of the Bridges Renewal Program in accordance with the National Land Transport Act 2014.

The Barossa Council have been granted $418,696, 50% of estimated project costs, in Round 5 funding for the Stockwell Road Bridge upgrade project. The total project cost budget is $837,395 including contingency and escalation.

Introduction
The Stockwell Road bridge upgrade project was also submitted for consideration under the Australian Government’s Local Roads and Community Infrastructure Program (LRCI) and as such the adopted FY2020/21 base budget includes a capital expenditure amount of $837,395 for this project but assumed the project would be fully funded by grant income. Council was initially granted $565,108 under the LRCI program with Council resolving at the July 2020 meeting to undertake a region wide
footpath programme in lieu of part funding the bridge upgrade as the outcome of Bridges renewal was not known at that time.

Discussion
The Stockwell Road bridge upgrade will increase compliant access for larger, heavier vehicles, from PBS Level 2A (26m B-double) to Level 3A (36m Double road train). The bridge is a key component of the gazetted Barossa Freight Route, linking to the Sturt Highway and interstate plus greatly improves last mile logistics for larger freight vehicles to access nearby key industries, even more critical now that the Stockwell Road and Penrice Road intersection is also being upgraded.

Level 3A vehicles are currently restricted from using Stockwell Road Bridge due to the current bridge safety constraints – lane width below required standards and substandard road safety barriers.

The project has been fully designed and is ready to commence construction. The 50% co-contribution can be funded from savings from the FY2019/20 capital budget program.

Summary and Conclusion
The upgrade of the bridge carriageway and safety barriers will improve road safety for all community users and allow industry to have compliant access for larger and heavier PBS Level 3A vehicles.
A Due Diligence Report in accordance with Council’s Budget and Business Plan Policy and Process is not required for this project as it is already included in the 2020/21 adopted budget.

The 2020/21 Adopted Budget for the Stockwell Road Bridge upgrade project capital expenditure and income are both at $813,000.

The expenditure for the bridge works is now increased to $837,395 an additional $24,395. The grant income for this project was budgeted at 100% of $813,000 with a successful application at $418,696 that is a shortfall in funding at $394,304.

For the purposes of this financial assessment an additional capital renewal amount is required $24,395, a shortfall in grant income of $394,304 and a reduction to the 2020/21 cash position by $418,699.

The 2020/21 adopted budget amounts and indicators are used for this report item financial assessment until the Budget Update is approved. This report item is a net capital amount required at $419k, the financial assessment includes approved additions year to date.

### Stockwell Road Bridge upgrade project

<table>
<thead>
<tr>
<th>Item for Budget inclusion:</th>
<th>Stockwell Road Bridge upgrade project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net operating costs (incl depreciation)</td>
<td>$0</td>
</tr>
<tr>
<td>Additional project cost (ex GST)</td>
<td>$24,395</td>
</tr>
<tr>
<td>Grant Income reduced (ex GST)</td>
<td>-$394,304</td>
</tr>
<tr>
<td>Funding required by Council</td>
<td>$418,699</td>
</tr>
<tr>
<td>DDR provided</td>
<td>N/A</td>
</tr>
<tr>
<td>This projects BAT score – approved by CMT (Cut-off)</td>
<td>N/A</td>
</tr>
<tr>
<td>CMT reviewed and recommended</td>
<td>Approved and put to Council</td>
</tr>
</tbody>
</table>

If approved – a BAR or NI will be included in the: 2020/21 Budget Update as at 30 September 2020

**Assessment of Key Performance Indicators (KPI) for all changes since the Budget 2020/21*. This item was listed in the budget as Capital expenditure & income at $813k, so the net change only to KPIs**

<table>
<thead>
<tr>
<th>KPI</th>
<th>Revised forecast</th>
<th>Overall Change since*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Surplus/(Deficit) (Target: break even position over a five year period)</td>
<td>$213.84k</td>
<td>Reduced by $20k</td>
</tr>
<tr>
<td>Operating Surplus Ratio (Target: -2% to 10%)</td>
<td>0.54%</td>
<td>Minor reduction</td>
</tr>
<tr>
<td>Net Financial Liabilities (NFL) $</td>
<td>$21612k</td>
<td>Increase in NFL; reduction of cash $599k</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio (Target: &gt;0 to &lt;100%)</td>
<td>54.4%</td>
<td>Increase to liabilities ratio 1.5%</td>
</tr>
<tr>
<td>Asset Funding Renewal Ratio (Target: &gt;80% to &lt;110%)</td>
<td>117%</td>
<td>An additional $24k minor improvement to the ratio</td>
</tr>
</tbody>
</table>
Noting that after the addition of this and previously approved projects for 2020/21 - all KPI’s are within the target range set by Council.

Funding for this project will:

☑ Be transferred from existing budget line.
☑ Be allocated from next years discretionary spend.
☑ Be allocated from previous years surplus.
☑ Effect the Council’s end of year results and cash position.

This item is an additional net capital expenditure to 2020/21 of $419k.

COMMUNITY CONSULTATION

No formal community consultation is required, the project has been already been announced. Traffic movements will be maintained during the construction period.
COUNCIL
DEVELOPMENT & ENVIRONMENTAL SERVICES
DEVELOPMENT SERVICES REPORT
20 OCTOBER 2020

7.5.1  DEBATE AGENDA – DEVELOPMENT SERVICES REPORT

7.5.1.1  APPOINTMENT -BUILDING FIRE SAFETY COMMITTEE
B11173

PURPOSE

To endorse the South Australian Country Fire Service (CFS) Delegate and Proxies to The Barossa Council Building Fire Safety Committee, as required under the Development Act, 1993.

RECOMMENDATION
That Council:
(1) Appoint the following person to The Barossa Council Building Fire Safety Committee pursuant to Section 71(19)(a) of the Development Act, 1993:

- Mr Julian Aggiss (Delegate)
- Mr Colin Paton (Proxy)
- Mr Darren Chapman (Proxy)
- Mr Peter Xerri, Senior Assessment Officer – Building

The appointments operate from 1 July 2020 until 30 June 2021.

REPORT

Background

The Development Act 1993 designates the Council as the Appropriate Authority for investigating whether commercial building owners are maintaining a proper level of building fire safety for the protection of all occupants of their buildings.
Introduction

Section 71(19) of the Development Act sets out the membership requirements for an Appropriate Authority. The Appropriate Authority for this area is The Barossa Council Building Fire Safety Committee. This Committee contains the required membership of persons with prescribed qualifications, a member of the Metropolitan and Country Fire Service, and other persons with expertise in the area of fire safety.

Discussion

Correspondence has been received from the South Australian Country Fire Service, advising of subsequent appointments of CFS Delegate and Proxies to The Barossa Council Building Fire Safety Committee (refer attached).

The appointment of Peter Xerri (Council’s Senior Assessment Officer) remains unchanged.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment One: Advice from South Australian Country Fire Service

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Community Plan

- Infrastructure
- Health and Wellbeing
- How We Work – Good Governance

Corporate Plan

3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.
4.12 Enforce safe and healthy housing/commercial premises conditions that are within Council control or elevate to the State when required.
4.13 Ensure that Council services and facilities are fit for purpose including safety and access and these considerations are integrated into urban, asset and community planning.
6.5 Implement compliant and contemporary risk management initiatives.

Legislative Requirements

Section 71 of the Development Act, 1993
FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

The Building Fire Safety Committee operates within an ongoing allocated budget.

COMMUNITY CONSULTATION

The appointment of Delegates and Proxies does not require consultation under the Development Act or by Council’s Public Consultation Policy.
Dear Sir / Madam,

RE: BUILDING FIRE SAFETY COMMITTEE – CFS AUTHORISED OFFICER/DELEGATES

I wish to inform you that the following CFS Staff will be the CFS Authorised Officer/ Delegate for the Barossa Building Fire Safety Committee as from 1st July 2020.

**DELEGATE**

<table>
<thead>
<tr>
<th>Name / Address:</th>
<th>Phone:</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julian Aggiss</td>
<td>0408 586 567</td>
<td><a href="mailto:Julian.aggiss@sa.gov.au">Julian.aggiss@sa.gov.au</a></td>
</tr>
<tr>
<td>CFS Development Assessment Service Level 3, 60 Waymouth Street ADELAIDE SA 5000</td>
<td></td>
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</table>

**PROXIES**

<table>
<thead>
<tr>
<th>Name / Address:</th>
<th>Phone:</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colin Paton</td>
<td>08 8115 3372</td>
<td><a href="mailto:Colin.paton@sa.gov.au">Colin.paton@sa.gov.au</a></td>
</tr>
<tr>
<td>Darren Chapman</td>
<td>08 8115 3372</td>
<td><a href="mailto:Darren.chapman@sa.gov.au">Darren.chapman@sa.gov.au</a></td>
</tr>
</tbody>
</table>

Please do not hesitate to contact Joel Taggart, Manager Development Assessment Service on 8115 3361 or via email joel.taggart@sa.gov.au to discuss this matter further.

Yours sincerely,

MARK JONES QFSM  
CHIEF OFFICER  
SA COUNTRY FIRE SERVICE

cc:  Joel Taggart  
Colin Paton  
Julian Aggiss  
Darren Chapman
7.5.2 DEBATE AGENDA – ENVIRONMENTAL SERVICES REPORT

7.5.2.1 NOMINATIONS SOUGHT FOR THE NATIVE VEGETATION COUNCIL
B303

PURPOSE
To determine interest from Elected or Staff Member, for nomination for consideration as a representative on the Native Vegetation Council (NVC).

RECOMMENDATION A
That …………………………………………… (Elected or Staff Member) be nominated for consideration as a representative on the Native Vegetation Council.

OR

RECOMMENDATION B
That Council receives this report, notes its contents and does not provide a nomination on this occasion.

REPORT

Background and consideration

The LGA is seeking nominations for one (1) Local Government representative and one (1) deputy on the Native Vegetation Council for terms commencing on 1 March 2021.

Discussion
Members are referred to LGA Circular dated 1 October 2020 (Attachment 1) providing details of the role of the Native Vegetation Council, and seeking one Local Government representative and one deputy on the Native Vegetation Council. Appointments to the Native Vegetation Council are for a period of two years commencing February/March 2021.

The LGA is currently represented by Cr John Neal, of the Regional Council of Goyder. Cr Neal’s term expires on 28 February 2021, and he is eligible for reappointment. There is currently no deputy Local Government representative.
LGA nominations on outside bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or employees of a council or other Local Government entity.

Nominations addressing the Selection Criteria for the Native Vegetation Council (refer Attachment 2) must be forwarded by Council using the application form along with an up-to-date CV/Resume, by COB 23 November 2020 (refer attachment 3).

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: LGA Circular  
Attachment 2: Selection Criteria  
Attachment 3: Nomination Form  

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

**Community 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 through a planned management approach.  
  1.3 Ensure environmental and agricultural sustainability and historic significance of the region is retained.

**Corporate Plan**

- 1.5 Maintain and seek to expand Council initiated native conservation and land management initiatives.  
- 1.6 Apply development policies to protect places of environmental value and significance.  

**Legislative Requirements**  
Local Government Act  
Landscapes South Australia Act 2019

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Nil.

**COMMUNITY CONSULTATION**

Not required.
Nominations sought for the Native Vegetation Council

1st October 2020

The LGA is seeking nominations for one (1) local government representative and one (1) deputy on the Native Vegetation Council for terms commencing on 1 March 2021.

Native Vegetation Council

The Native Vegetation Council is a statutory corporation to which the provisions of the Native Vegetation Act apply.

The Native Vegetation Council’s primary functions are to protect and enhance the natural environment of South Australia, to contribute to a healthy economy by being a place where people want to visit, live and enjoy; and to honour the legacy of the traditional custodians of the land.

Appointments to the Council are for a period of two years commencing February 2021. Sitting fees are $206 per 4 hour session, plus an out of session allowance of $51.50 per hour. Mileage plus travel time are claimable (over 47 kms and after 2 hours of travel), and all meals and incidentals.

Six meeting are held per year in Adelaide.

The current local government representative is Cr John Neal of Regional Council of Goyder. Cr Neal’s term expires on 28 February 2021, and he is eligible for re-appointment. There is currently no deputy local government representative.
The Native Vegetation Act requires the LGA to provide a panel of three nominees from which the Minister will select the appointee. In accordance with section 36A of the Acts Interpretation Act 1915 the panel of nominees must include at least one male and one female.

The LGA Appointments and Nominations to Outside Bodies Policy (Policy), establishes Nominations Committee of the LGA Board of Directors, which may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors.

The Policy also enables the LGA Secretariat to maintain a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee’s preferences. The Nomination Form (Part B below) asks nominees whether they want to be listed on the database and their areas of interest.

LGA nominations on Outside Bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or employees of a council or other local government entity. Only nominations submitted following a resolution of council, will be considered.

How to nominate

The Call for Nominations Information Sheet (Part A) provides further information regarding the role, as well as any selection criteria to be addressed by the nominee.

The nominee and council are required to complete the Nomination Form (Part B) and forward to nominationscoordinator@lga.sa.gov.au by COB Monday 23 November 2020.

An up-to-date Curriculum Vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the Nomination Form or forwarded separately by COB 23 November 2020.

For further information, please contact the Nominations Coordinator, Alicia Stewart, at nominationscoordinator@lga.sa.gov.au or 8224 2037.
## Native Vegetation Council

<table>
<thead>
<tr>
<th><strong>Governing Statute (if applicable)</strong></th>
<th>Section 8(1)(e) Native Vegetation Act 1991</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose/Objective</strong></td>
<td>To protect and enhance the natural environment of South Australia, to contribute to a healthy economy by being a place where people want to visit, live and enjoy; and to honour the legacy of the traditional custodians of the land.</td>
</tr>
<tr>
<td><strong>Administrative Details</strong></td>
<td>Six meetings held per year</td>
</tr>
<tr>
<td></td>
<td>Session fee is $206. Out of session allowance of $51.50 per hour.</td>
</tr>
<tr>
<td></td>
<td>Term is up to 2 years.</td>
</tr>
<tr>
<td></td>
<td>Certain travel expenses, as well as meals and incidentals, are reimbursed.</td>
</tr>
</tbody>
</table>

### Selection Criteria (to be addressed by applicant)

- Local government knowledge and experience
- Some knowledge of, and experience in the preservation and management of native vegetation (8(2)).
- **Must** be persons who (a) carry on a business of primary production (whether as owner or manager of the business), and (b) live on, or in close proximity, to the land on which the business is carried on, and (c) managed the business on a daily basis. (8(3))

### Liability and indemnity cover

*The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.*

### For more information contact:

LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000
LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

- Must be submitted by a council
- Must be emailed in PDF format to nominationscoordinator@lga.sa.gov.au
- Receipt of nomination will be acknowledged by return email
- CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially

This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, available here.

SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.

Please refer to the Call for Nominations information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

### Native Vegetation Council

<table>
<thead>
<tr>
<th>Council Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Council submitting the nomination</td>
</tr>
<tr>
<td>Contact details of council officer submitting this form</td>
</tr>
<tr>
<td>Council meeting minute reference and date</td>
</tr>
<tr>
<td>Nominee Full Name</td>
</tr>
</tbody>
</table>

| elected member | OR employee of council | OR employee of local government entity |

**Note:** by submitting this nomination council is recommending the nominee is suitable for the role.
# SECTION 2: NOMINEE to complete

## Native Vegetation Council

### Nominee Details

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home / Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Why are you interested in this role?

**CV**
- attached [ ] OR forwarding separately [ ]

### Response to selection criteria (if applicable)

Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.

- attached [ ] OR forwarding separately [ ]

### Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?

- Yes [ ] OR No [ ]

If Yes, please list any fields of interest or Outside Bodies of interest:

- ________________________________________________________________

### Undertaking:

*The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?*

- Yes [ ] OR No [ ]

Signature of Nominee: ____________________________________________
7.5.2. DEBATE AGENDA – ENVIRONMENTAL SERVICES REPORT

7.5.2.2
BAROSSA BUSHGARDENS URBAN DESIGN FRAMEWORK – DRAFT 2020 UPDATE

Author: Director Development and Environmental Services

PURPOSE

To present the Barossa Bushgardens Urban Design Framework draft 2020 update, and seek Council endorsements of the framework for undertaking community consultation.

RECOMMENDATION

That Council
(1) Endorse the Barossa Bushgardens Urban Design Framework - Draft 2020 Update for a period of public consultation in accordance with Council's Public Consultation Policy.
(2) Adopt the Barossa Bushgardens Urban Design Framework - Draft 2020 Update at the immediate conclusion of the public consultation period, in the absence of any written submission being received, otherwise a report to be brought back to Council on the submissions received.

REPORT

Introduction

In the time since the initial Urban Design Framework for the Barossa Bushgardens was completed in 2011, much of the on ground development that has occurred is inconsistent with key element of the framework due to a number of factors.
Discussion

The Barossa Bushgardens S41 Committee identified the importance of revising the framework to align with what is on the ground, and identify what new opportunities could be planned for.

Accordingly, the Committee made several attempts in submitting New Initiatives to Council for budget allocation to undertake a review of the framework.

Without success for funding, the Committee decided that it would undertake a review of the framework within its own resources. Hence over the past year the Committee has undertaken a comprehensive review of the Urban Design Framework.

At its meeting in February 2020, a near complete version of the update was presented to the Committee for adoption, in order for it to be presented to Council.

13.2 Barossa Bushgardens Urban Design Framework 2020 Update

Recommendation

That the Committee:
1. Adopt the Barossa Bushgardens Urban Design Framework 2020 Update, subject to minor amendments and costings being finalised.
2. Seek Council endorsement of the Urban design Framework.

Decision

Moved: B Lillecrapp       Seconded: L Mason
That the recommendation be adopted.

CARRIED

A final draft of the Urban Design Framework Update is now presented to Council for endorsement for community consultation (Attachment 1).
Following consideration by the Committee, some final edits have been made to the document to address relationship with Council’s various strategic plans, community land management plan and branding.

**Summary and Conclusion**

The Barossa Bushgardens S41 Committee has prepared a draft updated of the Urban Design Framework to reflect the recent developments that have occurred, and identify new opportunities for further improvements to the site.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1 – Barossa Bushgardens Urban Design Framework Draft 2020 Update

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

Community Plan

- Infrastructure

Corporate Plan

3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.

Legislative Requirements

Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Financial Management

The Urban Design Framework provides indicative costs for the improvements that have been identified. These provide an opportunity to seek funding either through the new initiative process or external grant funding.

Risk Management

The S41 Committee has highlighted the necessity to have an updated Urban Design Framework to reduce the tendency to allow for opportunistic/ad hoc development to occur.

A more rigorous planning approach to future development of the site will ensure that the Barossa Bushgardens is maintained as a notable focal point for the community and tourists.

**COMMUNITY CONSULTATION**

Section 197 of the Local Government Act requires that Council undertake public consultation when adopting, amending or revoking a Management Plan.
While the Urban Design Framework is not intended as a Management Plan, but as an aid to the Community Land Management Plan for the site it is still proposed that consultation be undertaken pursuant to Council’s Consultation Policy. All possible stakeholders will be provided the opportunity to engage in the consultation and to provide comment to Council.

A public notice in the newspaper will be issued and use of the website and social media inviting interested persons to make submissions within the designated period (at least 21 days). In addition, Council will write to key stakeholders, including Crown Lands.
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Introduction ................................................. 2
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Disability Access and Inclusion Action Plan ... 6
A Model of Sustainability and Wellbeing ....... 6
Assessment of Urban Design Framework ....... 7
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Implementation Strategy ....................... 12
Purpose

The urban design framework has been prepared to identify how the Barossa Bushgardens currently and potentially can connect with the urban context of Nuriootpa and the Barossa Valley.

Introduction

Barossa Bushgardens is a regional native flora centre, conserving, promoting and supplying the Barossa region’s unique local native plants. It is a model social enterprise that was founded nearly 20 years ago in context of 97% of native vegetation loss in the Barossa region. Now in 2019, the site features a multi facet seed orchard, display gardens, a greenhouse, Volunteers Centre, Nursery and Sales Area.

Idylically situated on a seven hectare site (being a Crown Reserve for which the Barossa Council has care and control, at Lot 100 Penrice Road, Part Section of Coulthard Reserve, Nuriootpa - Figure 1), this community project provides a reference point for anyone wishing to learn more about the region’s local native plants.

The Barossa Bushgardens Section 41 Committee (of Council) manages and maintains the land.

The Barossa Bushgardens partly generate funds through seed, and seedling sales hence the establishment of the nursery and sales area on the site is vital component of the site.

The Barossa Bushgardens are open to the public 365 days a year and entry is free.

The Barossa Bushgardens needs to be tied into the community to achieve full potential. The infrastructure to link this valuable community resource needs to be established but costs to do so are prohibitively high. The identity “Barossa Bushgardens” needs to developed and become a focus for local residents but also visitors and tourists to the area. Barossa Bushgardens has the opportunity to become an important destination and attraction in the Barossa mix.

Barossa Community Plan 2016-2036

The Barossa Community Plan is an aspirational plan that provides a 20 year vision for the community and guides strategic decision making by Council. Council’s Community Plan and
supporting corporate plans seek to provide direction on multiple objectives, so of which support the desire to protect and manage community land.

Community and Culture

2.7 Embrace place-making principles when developing community infrastructure and regulate planning and development in public spaces.

Infrastructure

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.

Health and Wellbeing

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

4.9 Design our future developments and facilities to support active lifestyles and community health and wellbeing.

Community Land Management Plans

The Barossa Bushgardens site (being a Crown Reserve for which The Barossa Council has care and control) is governed by the Community Land Management Plans, namely:

- Management Plan 1 - Developed Reserves and Gardens (Version 1.0 / 8 June 2016)

This Community Land Management Plan identifies objectives, and performance targets and measures for the management of The Barossa Council’s developed reserves and gardens.

The Objectives and Performance Targets have been considered in the updating of the Urban Design Framework:

<table>
<thead>
<tr>
<th>Management Issues</th>
<th>Objective</th>
<th>Performance Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Toilets</td>
<td>To maintain existing public toilet facilities to be used by patrons of the property.</td>
<td>To ensure that the existing public toilets are serviced and maintained to a satisfactory condition and are kept in a tidy condition.</td>
</tr>
<tr>
<td>Parking Areas</td>
<td>Provision of appropriate parking areas for use by patrons of the facilities.</td>
<td>To ensure that established designated parking areas can be accessed and utilised by all patrons and are in a reasonable condition.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Purpose</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Driveways</td>
<td>Provision of appropriate driveways throughout the property for use by vehicles.</td>
<td>To ensure all existing driveways are easily accessible by vehicles and are in reasonable condition.</td>
</tr>
<tr>
<td>Reserve Infrastructure</td>
<td>To provide reserve infrastructure which may include but is not limited to bins, benches, signage, lighting, monuments etc for the benefit of members of the public.</td>
<td>To ensure existing infrastructure is in reasonable condition, can be utilised adequately by patrons and does not pose a safety hazard.</td>
</tr>
<tr>
<td>Fencing</td>
<td>Maintain fencing throughout and around the perimeter of the property to bound the site from adjoining land and road frontages, where appropriate.</td>
<td>To ensure all existing fencing is maintained to a reasonable standard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To maintain the fencing surrounds and prohibit unsightly overgrowth and weeds against the fencing.</td>
</tr>
<tr>
<td>Landscape Character</td>
<td>To maintain existing lawned areas to be used by patrons of the property and provide lawned and landscaped areas to add to the appeal of the property.</td>
<td>To ensure established lawned and landscaped areas are maintained to a reasonable standard / appearance. This maintenance will involve the removal and control of weeds, watering, mowing and other ongoing general maintenance along with the planting of new trees / shrubs where required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To maintain the undeveloped areas of the property and prohibit overgrowth and weeds.</td>
</tr>
<tr>
<td>Buildings</td>
<td>To maintain existing buildings to be available for use by patrons.</td>
<td>Ensure that the buildings are maintained to a high standard by Council</td>
</tr>
<tr>
<td>Waterway</td>
<td>Provision of a waterway running through the property.</td>
<td>To ensure the waterway remains unobstructed and free from pollution and does not pose a safety hazard.</td>
</tr>
</tbody>
</table>
Barossa Bushgardens Strategic Plan

The Urban Design Framework aligns with the directions contained within the Strategic Plan that has been prepared by the S41 Committee, and endorsed by The Barossa Council.

Key Result Area 1 - TO DEVELOP AND MAINTAIN A SUSTAINABLE RESOURCE THAT MEETS THE GROWING NEEDS OF THE REGION

Strategy 2 - Adopt and implement sound assets management principles

Action

1.2.1 Prepare a master plan taking into consideration requirements for community land under the Local Government Act

1.2.2 Manage and maintain facilities in line with sound assets management principles

1.2.3 Improve accessibility of the site, including requirements under Council’s Disability Access and Inclusion Plan

1.2.4 Develop sales, reception/cashier area in the community nursery

1.2.5 Improve plant signage/information within the Nursery

Regional Public Health Plan

Both the Strategic Plan and Urban Design Framework are also consistent with the Priority Areas contained within the Barossa, Light and Lower Northern Region Public Health and Wellbeing Plan

The priority areas are:

1. A Regional Framework for Public Health

   Our mission is to promote community and stakeholder ownership of public health priorities for the region through regional engagement and collaboration.

2. Community and Cultural Wellbeing

   Our mission is to support our community’s capacity to live a healthy lifestyle through community participation, knowledge and support.

3. Natural and Built Environment

   Our mission is to provide a regional environment that protects and improves the community’s health through planning, education and regulatory enforcement.

4. Economic Wellbeing

   Our mission is to support the health of our community through a thriving economy.
Disability Access and Inclusion Action Plan

The purpose of the Action Plan is to develop an integrated whole-of-Council approach to achieving equitable access and inclusion for everyone. This plan guides Council in making mainstream facilities and services universally accessible to all residents and visitors with disability. Council also recognises that better access and inclusion will benefit all Barossa residents and visitors.

The Urban Design Framework seek to facilitate actions contained within this plan, namely:

Accessible Communities

- Address disability access issues in relation to Council owned buildings, including community managed facilities.
- Provide DDA compliant access to all Council visitor services properties and facilities and apply the principles of the Barossa DAIP Action Plan.
- Improve access to public open spaces.

A Model of Sustainability and Wellbeing

The Barossa Bushgardens work in partnership with the community in all aspects of development and model sustainability through proactive seed collection, native plant propagation and garden development, and a focus for health and wellbeing initiatives.

The Barossa Bushgardens are focused on developing:

- a model natural heritage resource for the Barossa region and South Australia
- a vital human resource where people are valued for their contribution, knowledge and skills
- a place of learning, where knowledge is shared and practical skills are enhanced
- a model of sustainability through proactive seed collection, native plant propagation and garden development
- a Natural Resource Centre in conjunction with the Northern and Yorke Landscape Board.

To develop community access and use of the site the Barossa Bushgardens Committee has sought to identify common uses and benefits of the precinct both current and potential. These in summary relate to five key areas:

ENVIRONMENT

The Barossa Bushgardens is actively working to build community awareness and commitment to the regeneration and conservation of native vegetation in the region.

EDUCATION

Local school and community groups use the Barossa Bushgardens, typically schools utilise the facility to deal with aspects of their existing school curriculum.

HEALTH and WELLBEING

The creation of the Barossa Bushgardens has established an environment which supports health and wellbeing. The proposed scale of the development along with its accessibility to
existing bike and pedestrian pathways positions the precinct as a destination for recreation, exercise and general community activity.

CULTURE

The Barossa Valley Community has a strong history of celebrating their culture and heritage through festivals and community events. Community consultation has indicated their willingness to include the Barossa Bushgardens in this programme and develop unique events to be held within the Barossa Bushgardens.

TOURISM

The Barossa Bushgardens holds the potential to become an integral part of Barossa Tourism, due to the unique nature of the gardens. However on a fundamental level the site does not benefit from adequate signage directing to and within the site. More broadly there is a need to develop a comprehensive communications and marketing strategy or plan to enable the group to promote their facility within regular tourism channels and media.

Assessment of Urban Design Framework

Accessibility

A key aim of the urban design framework is to enhance accessibility to and through the Bushgardens site, as identified in the Strategic Plan taking into consideration Council’s Disability Access and Inclusion Plan.

Pedestrian networks should be planned to provide access to facilities and services, and designed with passive surveillance and good lighting to provide an attractive and safe environment.

Paths should be designed to accommodate users (i.e. walking, running, cycling), and avoid potential conflict with vehicular movements where possible.

Where possible, the concept of Universal Design should be considered. Universal design is the design of buildings, products or environments to make them accessible to all people, regardless of age, disability or other factors (Wikipedia, 2019).

Parking

In addition to pedestrian/cycling access, parking is also seen as a key element in the overall development of the site. Given the level of visitation, especially during events (i.e. nature play), it is considered that a formally car park, designed within the context of the gardens is required.

Facilities

The initial urban design framework (2011) identified the construction of two buildings – a volunteer centre and a future build for community gatherings. Elements of the future build have been included within the Volunteer Centre. The construction of the Volunteer Centre has enabled the Bushgardens to flourish in the years since the gardens was first established. As a focal point, the centre is a hive of activity providing information and activities to the community and volunteers. With the level of activity, and potential for growth, there is a need to expand the centre at some stage to accommodate volunteers and visitors to the centre.
In addition to the centre, the site contains the wholesale nursery and retail nursery components. Completion of the retail nursery is seen as a priority to enable service to the community. Improvements include the installation of a reception/cashier area.

Signage

Signage is required to enable visitors to navigate the site and access the required facilities and activities within the site. It is important to ensure the type and size of signs is appropriate for their location.

Map Post signs and directional signs have been installed at the key entry points (Figure 2), along with a main entry gate. An event promotional sign is to be installed at the corner of Research and Penrice Roads, along with directional signage through the site.
Visitors Welcome

Opening Hours

Monday
7am to 5pm

Tuesday
7am to 5pm

Wednesday
7am to 5pm

Thursday
7am to 5pm

Friday
7am to 5pm

Saturday, Sunday & Public Holiday
10 am to 5pm

Figure 2 Entrance Signage
Urban Design Framework

Enhancement of major pedestrian access

- The existing major pedestrian access point to the gardens sits directly on the linear park bike/walking path. It is proposed this entry be formally accepted as the main pedestrian/ bike only entry point and hence be enhanced to better cater for traffic and be more appropriately constructed and sign posted.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar lighting to entry pavilion</td>
<td>1 Item</td>
<td>Item</td>
<td>$991</td>
<td>$1,291</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+ freight $300</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,291</td>
</tr>
</tbody>
</table>

New vehicular, pedestrian and bike access off Research Road

- Establish separation of exiting service vehicle and public vehicle access.
- Establish dedicated public/disability and staff/volunteer parking.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpark construction</td>
<td>1 Item</td>
<td>1 Item</td>
<td>$11,382</td>
<td>$11,382</td>
</tr>
<tr>
<td>Class 1 22mm Rubble OMC Blue</td>
<td>430 Tonne</td>
<td>Tonne</td>
<td>$24.50</td>
<td>$10,535</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$21,917</td>
</tr>
</tbody>
</table>

Community Volunteer Centre precinct area

- Provide safe and direct access from car park to and within the facility.
- As a destination there is a requirement to provide adequate public facility, pathways, rest areas and gathering space for the community.
- Redesign of the Community Volunteer Centre and office space.
- Expansion of the Nursery Space.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directional signage</td>
<td>1 Item</td>
<td>Item</td>
<td>$1,290</td>
<td>$1,290</td>
</tr>
<tr>
<td>Office refurbishment/Extension</td>
<td>1 Item</td>
<td>Item</td>
<td>$22,750</td>
<td>$22,750</td>
</tr>
<tr>
<td>Nursery workspace Extension</td>
<td>1 Item</td>
<td>Item</td>
<td>$80,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>Relocate Cool Room</td>
<td>1 Item</td>
<td>Item</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Realign fencing</td>
<td>1 Item</td>
<td>Item</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$107,540</td>
</tr>
</tbody>
</table>
Shared path

- Safe controlled gate access to the perimeter of the Barossa Bushgardens.
- Safe bike riding opportunity especially for children.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kissing gates (at path entrances)</td>
<td>4</td>
<td>Item</td>
<td>$818</td>
<td>$3,272</td>
</tr>
<tr>
<td>Solar lighting at gates</td>
<td>4</td>
<td>Item</td>
<td>$991</td>
<td>+ freight $300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,264</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>$7,536</td>
</tr>
</tbody>
</table>

*Figure 3 Kissing gates*

Signage and way finding

- A physical sign system needs to be developed based on international standards.
- Specific physical signs directing visitors to the Barossa Bushgardens but also to the new Entrance gate.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>interpretive and directional signage</td>
<td></td>
<td></td>
<td>$2,770</td>
<td></td>
</tr>
<tr>
<td>EXTERNAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>large directional signage</td>
<td></td>
<td></td>
<td>$3,970</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$6,740</td>
<td></td>
</tr>
</tbody>
</table>
Implementation Strategy

Given the uncertainty of available funds, the implementation of the urban design framework is to be staged commensurate with funding opportunities (i.e. Grants) and budget processes.

Estimates costs provided in Table 1 are indicative only based on 2020 costs of construction. These costs will be subject to annual changes in the cost of materials and labour.

Table 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar lighting to entry gates</td>
<td>1</td>
<td>Item</td>
<td>$991 + freight</td>
<td>$1,291</td>
</tr>
<tr>
<td>Carpark construction</td>
<td>1</td>
<td>Item</td>
<td>$11,382</td>
<td>$11,382</td>
</tr>
<tr>
<td>Class 1 22mm Rubble OMC Blue</td>
<td>430</td>
<td>Tonne</td>
<td>$24.50</td>
<td>$10,535</td>
</tr>
<tr>
<td>Directional signage</td>
<td>1</td>
<td>Item</td>
<td>$1290</td>
<td>$1,290</td>
</tr>
<tr>
<td>Office refurbishment/Extension</td>
<td>1</td>
<td>Item</td>
<td>$22,750</td>
<td></td>
</tr>
<tr>
<td>Nursery workspace Extension</td>
<td>1</td>
<td>Item</td>
<td></td>
<td>$80,000</td>
</tr>
<tr>
<td>Relocate Cool Room</td>
<td>1</td>
<td>Item</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Realign fencing</td>
<td>1</td>
<td>Item</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Kissing gates (at path entrances)</td>
<td>4</td>
<td>Item</td>
<td>$818</td>
<td>$3,272</td>
</tr>
<tr>
<td>Solar lighting at gates</td>
<td>4</td>
<td>Item</td>
<td>$991 + freight</td>
<td>$4,264</td>
</tr>
<tr>
<td>Interpretive and directional signage</td>
<td></td>
<td></td>
<td></td>
<td>$2,770</td>
</tr>
<tr>
<td>Pole signage</td>
<td>1</td>
<td>Item</td>
<td>$1,290</td>
<td>$1,290</td>
</tr>
<tr>
<td>Large directional signage</td>
<td>1</td>
<td>Item</td>
<td>$1,640</td>
<td>$1,640</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$144,435</strong></td>
</tr>
</tbody>
</table>
Figure 5 Proposed Car Park Design (not to scale)
Figure 6 Community Volunteer Centre Upgrade
7.5.4 DEBATE AGENDA – REGULATORY SERVICES REPORT

7.5.4.1 NOMINATIONS SOUGHT FOR THE DOG AND CAT MANAGEMENT BOARD
B10425

PURPOSE
The LGA is seeking nominations for a local government representative on the Dog and Cat Management Board for a term commencing immediately upon appointment by the minister to three years.

RECOMMENDATION A
That …………………………………………… (Elected or Staff Member) be nominated for consideration as a representative on the Dog and Cat Management Board.

OR

RECOMMENDATION B
That Council receives this report, notes its contents and does not provide a nomination on this occasion.

REPORT
Members are referred to LGA Circular dated 3 September 2020 (refer Attachment 1), providing details of the role of the Dog and Cat Management Board (DCMB) and seeking nominations to fill a vacancy left after the resignation of one of the four nominated member positions on the Dog and Cat Management Board.

In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors; this may include the Nominations Committee undertaking interviews and/or requesting details of referees. Only nominations following a resolution of Council will be considered.

LGA nominations should be from suitably qualified council members, or employees of a council, or other local government entity.
Nominations addressing the Selection Criteria Dog and Cat Management Board (refer Attachment 2) must be forwarded by Council using the Nominations Form (refer attachment 3), by 5 April 2018. A Current CV must also be attached to the application.

The nominee and Council are required to complete the Nominations Form and forward to the LGA by 5pm Friday 30 October 2020.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: LGA Circular
Attachment 2: Selection Criteria
Attachment 3: Nomination Form

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

How We Work – Good Governance

6.17 Advocate for The Barossa Council and its community, our region or local government in South Australia through direct action, representation on or collaboration with local, regional or State bodies.

Legislative Requirements:
Dog and Cat Management Act

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Nil.

**COMMUNITY CONSULTATION**

Consultation is not required under policy or legislative requirements.
Nominations sought for the Dog and Cat Management Board

3rd September 2020

The LGA is seeking nominations for a local government representative on the Dog and Cat Management Board for a term commencing immediately upon appointment by the Minister.

Dog and Cat Management Board

The Dog and Cat Management Board (DCMB) is established by the Dog and Cat Management Act 1995. The Dog and Cat Management Board's primary functions are as the public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.

The LGA is seeking nominations from suitably qualified council members, or employees of a council, or other local government entity, to fill a position with a term of three years, commencing immediately upon appointment by the Minister. There are four LGA nominated positions on the Dog and Cat Management Board currently held by Mr Rocky Warren (Mid Murray Council), Mayor Dr Moira Jenkins (City of Victor Harbor), Cr Shiralee Reardon (City of Salisbury) and one vacancy left by Mrs Gemma Russell (DC of Yankalilla) who has recently resigned.

Sitting fees for Board members are $206 per four hour session attended plus certain travel expenses.
The DCMB meets twelve times a year, generally on Tuesday of the fourth week of each month, between 1 and 5pm. Meetings are held in their offices in Waymouth Street, Adelaide as well as at metropolitan and regional councils.

In accordance with the *LGA Appointments and Nominations to Outside Bodies Policy*, the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors; this may include the Nominations Committee undertaking interviews and/or requesting details of referees. Only nominations submitted following a resolution of council will be considered.

The Policy also enables the LGA Secretariat to maintain a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee’s preferences. The Nomination Form (Part B below) asks nominees whether they want to be listed on the database.

**How to nominate**

The *Call for Nominations Information Sheet (Part A)* provides further information regarding the role, as well as any selection criteria to be addressed by the nominee.

The nominee and council are required to complete the *Nominations Form (Part B)* and forward to nominationscoordinator@lga.sa.gov.au by 5pm Friday 30 October 2020.

An up-to-date Curriculum Vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee – these may be submitted with the Nominations Form or forwarded separately by COB 30 October 2020.

For further information, please contact the Nominations Coordinator, Alicia Stewart, at nominationscoordinator@lga.sa.gov.au or 8224 2037.
PART A

LGA Appointments and Nominations to Outside Bodies —
Call for Nominations

<table>
<thead>
<tr>
<th>Dog and Cat Management Board</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Governing Statute (if applicable)</strong></td>
</tr>
<tr>
<td><strong>Purpose/Objective</strong></td>
</tr>
<tr>
<td><strong>Administrative Details</strong></td>
</tr>
</tbody>
</table>
| **Selection Criteria (to be addressed by applicant)** | - Local government knowledge and experience
  - practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government
  - experience in the administration of legislation
  - experience in financial management
  - experience in education and training. |

*In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.*

**Liability and indemnity cover**

*The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.*

**For more information contact:** LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000
LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

- Must be submitted by a council
- Must be emailed in PDF format to nominationscoordinator@lga.sa.gov.au
- Receipt of nomination will be acknowledged by return email
- CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially

This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, available here.

SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.

Please refer to the Call for Nominations information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.

SECTION 1: COUNCIL to complete

<table>
<thead>
<tr>
<th>Dog and Cat Management Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Details</td>
</tr>
<tr>
<td>Name of Council submitting the nomination</td>
</tr>
<tr>
<td>Contact details of council officer submitting this form</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Council meeting minute reference and date</td>
</tr>
<tr>
<td>Nominee Full Name</td>
</tr>
<tr>
<td>elected member  ☐ OR employee of council  ☐ OR employee of local government entity  ☐</td>
</tr>
</tbody>
</table>

Note: by submitting this nomination council is recommending the nominee is suitable for the role.
## SECTION 2: NOMINEE to complete

### Dog and Cat Management Board

<table>
<thead>
<tr>
<th>Nominee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td><strong>Home / Postal Address</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>

**Why are you interested in this role?**

**CV**
- attached ☐ OR forwarding separately ☐

**Response to selection criteria (if applicable)**

*Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.*

- attached ☐ OR forwarding separately ☐

---

**Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?**

Yes ☐ OR No ☐

If Yes, please list any fields of interest or Outside Bodies of interest:

- __________________________________________________________

---

**Undertaking:**

*The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?*

Yes ☐ No ☐

**Signature of Nominee:** __________________________________________
OUTDOOR DINING AND COMMERCIAL USE OF FOOTPATH FEES

B6097

Author: Manager, Regulatory Services

PURPOSE

To review and consider Council fees and charges for outdoor dining and commercial uses of Council footpath permits.

RECOMMENDATION

That Council:

(1) Having considered the contents of the report, endorse the fees detailed in option two for the commercial use of footpaths to commence from the 2020/2021 financial year, which will be incorporated into Council’s Fees and Charges register.

(2) Endorses the approach to issuing permits for the commercial use of footpaths, as detailed in the report, for the 2020/2021 financial year.

(3) Instructs the Chief Executive Officer, or his delegate, to develop a Policy in relation to the use of its footpaths for commercial purposes, to be presented to Council at a subsequent meeting.

REPORT

Introduction

At the Council workshop held 4 September 2019, a presentation was made to Members on the Outdoor Dining and Commercial Use of Footpath permits. It was agreed that a report be presented for Council’s consideration.

Discussion

Since late 2007, Council has held and endorsed the fee structure detailed below in relation to commercial use of footpaths. These fees and charges are included and approved annually, as part of the annual budget review process.
The framework provides a user-pays system with fees dependant on the number of chairs and tables that can be placed on the footpath. It is considered the most reasonable method of calculating annual permit fees.

Prior to 1 July 2017, the Fees and Charges Register also included a fee of $65.00 per chair for an outdoor dining area licenced to serve alcohol. This separate fee was removed.

Given the recent impacts of Covid-19 and the recently introduced Mobile Food Vendor’s Policy, it is appropriate that these fees be reviewed.

Whilst it is the discretion of Council to determine any fees it considers appropriate, Officers believe that the current permit processes and user-pays system provides some level of ownership and responsibility over the space, as well as a regulatory tool for officers if needed.

The current fees, as well as two alternate options are provide for Council’s consideration.

<table>
<thead>
<tr>
<th>Current endorsed fee structure – Annual permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Table</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>$10.00</td>
</tr>
</tbody>
</table>

Example: Annual Renewal Fee based on 2 Tables and 6 Chairs is $350.00
Estimated Annual Revenue: $10,000.00

<table>
<thead>
<tr>
<th>Option 1 – Annual permit – With reduced annual fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Table</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>$10.00</td>
</tr>
</tbody>
</table>

Example: Annual Renewal Fee based on 2 Tables and 6 Chairs is $200.00
Estimated Annual Revenue: $6,500.00

<table>
<thead>
<tr>
<th>Option 2 – Biennial permit system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Table</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>$10.00</td>
</tr>
</tbody>
</table>

Example: Equivalent Annual Renewal Fee based on 2 Tables and 6 Chairs is $175.00
Estimated Annual Revenue: $5,000.00

The assessment process determines the size of the area available for commercial use, as well as the number of tables and chairs (and also their arrangement) that can be safely positioned on the footpath without unreasonably restricting access for pedestrians.
The size of the frontage and width of the footpath has a direct relationship with the size of the area available for use.

A fee structure that provides for one set fee for outdoor dining permits has not been recommended as an option. This approach may provide an imbalance between businesses with larger frontages and wider footpaths (and therefore capacity for more tables and chairs) and those with smaller frontages and narrower footpaths.

Some caution should be applied when considering to remove fees. Removing fees completely may have an adverse impact, resulting in excessive use of footpaths thereby providing greater onus for regulatory staff to monitor and managing these spaces.

Summary and Conclusion

This report recommends that Council adopt a biennial approach to outdoor dining and street trader permits, effectively reducing annual permit fees by 50%, as a means of supporting local businesses.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Community and Culture
2.12 Contribute to a Safer Community

Infrastructure
3.7 Ensure infrastructure meets the needs of people with and provides for all abilities access.
5.6 Participate in main-street programs that strengthen the retail and hospitality sector.

Business and Employment
5.8 Ensure advice and support for small business is available.

Corporate Plan

Infrastructure
3.8 Ensure Council owned roads, bridges, footpaths, tracks and car parking are accessible, safe and maintained to an agreed level of service.

How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
**Legislative Requirements**  
Section 222, Local Government Act 1999

### FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

**Risk Management**  
Risk management considerations are incorporated into the permit application, assessment and approval processes.

The permit system requires applicants to provide confirmation of adequate public liability insurance, risk assessments and comply with various conditions of approval. This provides indemnification and some risk mitigation for the use of footpaths by businesses. Ensuring public liability insurance is maintained will be important if Council decides to adopt a biennial approach.

Council needs to ensure that its footpaths provide clear access for all pedestrians. The pedestrian access zone adjacent the building alignment assists pedestrians with vision impairments.

Supporting reference for the framework for outdoor dining permits are based on Figure 1.
**Pedestrian Access Zone**
Minimum of 1.8 metres from the building or property alignment must be kept clear to allow access for all pedestrians of all abilities.

**Permit area**
Maximum of 1800mm to provide balance between pedestrian use and commercial use. The width of the permit area is ultimately determined by the width of the footpath area.

**Safety Zone**
Minimum of 400mm set back from the kerb face to allow for doors opening of parked vehicles, and to provide a separation from the step for customers using the outdoor dining area.

Currently 22 permits are active and officers will soon commence an audit across all townships.

**Financial Considerations**
Total income received for the 2019/2020 financial year was $9,940.00. An estimate of annual income is contained in the body of the report, based on the two scenarios provided.

Whilst Council may resolve to reduce, increase or remove fees as it deems appropriate, removing permit fees has not been recommended.

A uniform expiry date of 30 September for all permits is used, so as to not coincide with other high workload periods. New applications received part-way through the permit period (regardless of whether Council decides to provide annual or biennial permits) will be charged on a pro-rata basis based on the number of whole months remaining in the permit period.

**Resource Considerations**
Resourcing the existing arrangement with the current conciliated approach is already time consuming and requires regular input from regulatory officers. Encouraging a greater use of footpath areas for outdoor dining and street trading is likely to result in more time and resourcing from officers.

Should Council resolve to reduce fees to encourage greater use of public footpaths by businesses, a sterner approach to non-compliances should also be implemented.

**COMMUNITY CONSULTATION**
Community consultation is not required.
8.1 CONFIDENTIAL AGENDA - MANAGER COMMUNITY PROJECTS

8.1.1 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, Acting Director Corporate and Community Services, Director Development and Environmental Services, Director Works and Engineering, Communications and Marketing Officer, ICT System Administrator 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 8.1.1 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.
8.1 CONFIDENTIAL AGENDA – MANAGER COMMUNITY PROJECTS

8.1.2 TENDER - CARAVAN PARK MANAGEMENT SERVICES - T126-2020

The matter of the agenda item being a tender for the provision of Caravan Park Management Services and pursuant to Section 90(3)(k) of the Local Government Act 1999 ("the Act") being information that must be considered in confidence in order to ensure that commercial in confidence is not divulged and Council does not disclose information which may prejudice the outcome of the tender or future tenders.

There is strong public interest in enabling members of the public to observe Council’s transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the 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 are that:

- The disclosure would unreasonably expose commercial in confidence information provided by tenderers through the tender process for the Tender – Caravan Park Management Services and the Council report, attachments and associated documents; and
- The disclosure would give an unfair advantage to a person with whom Council proposes to do business.

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, Acting Director Corporate and Community Services, Director Development and Environmental Services, Director Works and Engineering, Communications and Marketing Officer, ICT System Administrator and the Minute Secretary, in order to consider in confidence, a report relating to Section 90(3) (k) of the Local Government Act 1999 relating to agenda item 8.1.2 Tender - Caravan Park Management Services – T126-2020, being information that must be considered in confidence in order to ensure that Council does not disclose Information relating to tenders for the supply of goods, the provision of services or the carrying out of works; and

(2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent the unreasonable exposure of commercial in confidence information provided by tenderers through the tender process and the Council report, attachments and associated documents and to prevent an unfair advantage to a person with whom Council proposes to do business.