NOTICE OF MEETING
Notice is hereby given that the next ordinary meeting of Council
will be held on Tuesday 16 February 2021
in the Council Chambers,
43 – 51 Tanunda Road, Nuriootpa, commencing at 9.00am.
The meeting will be live streamed and recorded and posted onto Council’s
website by Friday 19 February 2021.

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 – Cr Weise-Smith, Cr Johnstone
   1.4 Apologies for Absence
   1.5 Minutes of previous meetings – for confirmation:
      Council meeting held on 27 January 2021 at 9.00am
   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
      Nil

2. MAYOR
   2.1 Mayor’s report - attached
3. COUNCILLORS’ REPORTS
   3.1 Nil

4. CONSENSUS AGENDA
   4.1 MAYOR
       Nil

   4.2 EXECUTIVE SERVICES
       Nil

   4.3 CORPORATE & COMMUNITY SERVICES
       Nil

   4.4 WORKS AND ENGINEERING SERVICES
       Nil

   4.5 DEVELOPMENT & ENVIRONMENTAL SERVICES
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   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

7. DEBATe AGENDA
   7.1 MAYOR
       Nil

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8. CONFIDENTIAL AGENDA
8.1 EXECUTIVE SERVICES
Nil

8.2 WORKS AND ENGINEERING SERVICES
8.2.1 Tender – Reconstruction Basedow Road, Tanunda .............. 92

8.3 DEVELOPMENT AND ENVIRONMENTAL SERVICES
Nil

9. URGENT OTHER BUSINESS
9.1 Nil

10. NEXT MEETING
16 March 2021 at 9.00am

11. CLOSURE
Mayor’s Report to Council – February Meeting 2021

January

20/01/2021  Flow FM interview - new event initiatives for the Barossa area and other regional news
   ABC interviews - regional and Adelaide
21/01/2021  Podium presentations - Festival of Cycling Faith Lutheran College
26/01/2021  Australia Day Awards Event including Citizenship Ceremony – Tanunda Show Hall
28/01/2021  Site visit - Rockland Wines
   Foundation Barossa Scholarship & Awards Night – Jam Factory Seppeltsfield
29/01/2021  Electric Bike Hire Photo Promotion - Visitor Centre
   Leader Newspaper - Creative Industry Centre Planning approval

February

1/02/2021  Tanunda Town Band AGM meeting
2/02/2021  ABC Radio Adelaide interview – Proposed Nuriootpa Service Station Centre
3/02/2021  Vintage Festival Photo Promotion
   Our Town RDA Workshop - Lyndoch
4/02/2021  Meeting with Chris Day and Jo Thomas - Chocolate Factory (Adelaide Wine Cycling Path connection from Tanunda to Greenock section)
   Meeting with SACA representatives with Martin McCarthy and Jo Thomas
5/02/2021  Meeting with Williamstown Action Group - Funding Opportunities Rudall & Rudall – New Business Promotion
4.5.3 CONSENSUS AGENDA – HEALTH SERVICES REPORT

4.5.3.1 FOOD RECALLS
B10499

Consumer Level recalls were monitored for:

- Rosella Red Cocktail Onions – 150g
- O’Briens Wholesale Meats Pty Ltd – Bone in Ham

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

During the month of January 2021 the following food businesses were inspected for their compliance with the Food Act 2001:

- Bean Addiction – Routine inspection
- The Sandy Creek Hotel – Routine inspection
- Pop Pop Food and Drinks – Routine Inspection
- The Sandy Creek Hotel - Reinspection
- Williamstown Hotel – Routine inspection
- Barossa Bagels – Routine inspection

RECOMMENDATION:
That the report items 4.5.3.2 be received.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.1 REQUEST FOR NOMINATION FOR APPOINTMENT TO NURIOOTPA HIGH SCHOOL GOVERNING COUNCIL

B878

PURPOSE

The Mayor has received an invitation from the Principal of Nuriootpa High School to have an Elected Member join the Governing Council.

RECOMMENDATION

That Council nominates _______________ to the position on the Nuriootpa High School Governing Council for the term of this Council.

REPORT

The Nuriootpa High School has recently changed its constitution to include community representation and has approached the Mayor and Council to seek the appointment of an Elected Member representative.

This is a great opportunity to continue to build interaction and collaboration with our community as has been achieved through officers supporting activities recently with high school studies at Nuriootpa.

Meetings are on Tuesday evenings from 7pm. Meeting dates for 2021 are:

- 9th February
- 16th March AGM
- 11th May
- 15th June
- 2nd August
- 7th September
- 25th October
- 30th November.

The Member will be required to have a Working with Children Check which will be organised through the school.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Community and Culture

4.1 Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.

4.2 Continue creating strong and sustainable community networks, and support young people to actively participate in the community and develop the leaders of the future.

Advocacy Plan
Nil

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
There is no financial or resource implications. As a public entity and risk and insurance matters will be managed by the school.

COMMUNITY CONSULTATION
Community engagement is not required or recommended.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.2 ELECTRONIC ATTENDANCE AT MEETINGS – SUBMISSION TO THE LGA
B11722

Author: Governance Advisor

PURPOSE
To review Council’s submission to the Local Government Association (LGA), in response to the LGA’s discussion paper, ‘Electronic Attendance at Council Meetings & Informal Gatherings’.

RECOMMENDATION
That Council:

(1) Receive and endorse the draft submission to the Local Government Association (LGA) (attached at Attachment 1), in response to the LGA’s Discussion Paper, ‘Electronic Attendance at Council Meetings & Informal Gatherings’;

(2) Direct officers to provide Council’s submission at Attachment 1 to the LGA.

REPORT

Background
As part of the Covid-19 response, the Electronic Participation in Council Meetings Notice (No 1) published in the Government Gazette by the Minister on 31 March 2021 allowed for Elected Members to attend Council meetings and informal gatherings electronically, for the duration of the emergency declarations.

The Notice will expire on 31 December 2021, or 28 days after the end of the COVID emergency declarations (whichever occurs first), and following this, electronic attendance at meetings and informal gatherings will no longer be possible.

Introduction
The LGA has indicated that it will commence advocating for amendments to the Local Government Act 1999 and Local Government (Procedures at Meetings) Regulations 2013, to allow Elected Members to attend Council meetings and informal gatherings electronically. This would allow electronic attendance at meetings following the expiration of the Notice published by the Minister.

The Local Government Association (LGA) has issued its Discussion Paper ‘Electronic Attendance at Meetings’ (at Attachment 2), seeking feedback from councils on these matters by COB, 1 March 2021.
Discussion
Feedback was sought from Elected Members at the workshop held on 3 February 2021, and has now been compiled in a draft submission to the LGA, at Attachment 1, for Council’s consideration and endorsement.

Summary and Conclusion
Council is asked to receive and endorse the draft submission to the LGA at Attachment 1.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 – LGA Discussion Paper, ‘Electronic Attendance at Council Meetings & Informal Gatherings’
Attachment 2 – Draft submission to the LGA

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan
How We Work – Good Governance

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

Legislative Requirements
Local Government Act 1999
Local Government (Procedures at Meetings) Regulations 2013

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial, resource and risk management impacts would need to be further considered should legislation change allowing electronic attendance at Council meetings and informal gatherings.

COMMUNITY CONSULTATION
Community consultation is not required.
ELECTRONIC ATTENDANCE AT MEETINGS AND INFORMAL GATHERINGS DISCUSSION PAPER

Question 1 - Should there be conditions or limitations on electronic attendance? If yes, what conditions or limitations should apply?

The Barossa Council does not support electronic attendance by Elected Members at Council meetings, unless there are exceptional circumstances such as health reasons. As a general rule, Elected Members should be visible to the public and present at the Council Chamber during formal Council meetings.

However, The Barossa Council does support electronic attendance at informal gatherings, as these are less formal.

Question 2 - What governance issues have you encountered when holding electronic meetings and what do you recommend may mitigate those issues?

While The Barossa Council does not support electronic attendance at Council meetings, the below responses are based on the electronic meetings held via Microsoft Teams in 2020.

1. Lengthy decision making
   Decisions took longer due to additional administrative requirements. For example, the Barossa Council’s Electronic Meeting Process required Elected Members to use the chat function in Microsoft Teams to seek the attention of the Mayor. The Mayor would then throw to the Elected Member, who would then utilise a particular meeting process, for example, move a motion. This resulted in some confusion and delay, for example, due to multiple Elected Members wanting to, say, move a motion. Voting was, similarly, slower due to the implementation of a roll call system, whereby the Mayor would go through a list of Elected Members present at the meeting and the Elected Member indicated their vote verbally.

2. Additional resourcing impact
   There was an additional resourcing impact as a result of facilitating electronic Council meetings. However, noting that part of this was due to the need to set up additional ICT hardware, such as additional screens.

3. Physical presence
   During electronic meetings held via Microsoft Teams, it was not always possible for all members at the meeting to attend electronically. For example, during the first electronic meeting, the Mayor, the Chief Executive Officer, Minute Secretary, Governance Officer and ICT officer were required to attend the Council Chamber so that officers could provide effective support.

4. Deputations
   It should also be noted that it was not possible for deputations to occur electronically due to ICT requirements.
For example, when using electronic meetings:

How does your council manage the requirement for council member to ‘leave the meeting room’ so they cannot view or hear any discussion or voting at the meeting after declaring a material conflict of interest?

During electronic meetings, via Microsoft Teams, officers removed any Elected Member that was required to leave the meeting. Once discussion of the matter concluded, the Elected Member was then added back to the meeting. There were delays in getting members back to the meeting.

However, it was possible that the Elected Member could watch the livestream while they were removed from the meeting, as the livestream was available on Youtube. Legislation and protocols provided awareness on Elected Member obligations.

How does your council ensure only council members and permitted persons are present online when discussing items in confidence at a meeting?

Following a motion for the meeting to go into confidence, livestreaming/recording was stopped and officers removed any meeting participants from Microsoft Teams. There were delays in getting members back into the meeting. The livestream/recording was then resumed once the meeting was out of confidence.
Electronic attendance at council meetings & informal gatherings

Discussion Paper
January 2021
Context

Following a decision of members at the LGA’s 2020 Annual General Meeting, the LGA will shortly commence advocacy to the State Government to include provisions in the **Local Government Act 1999 (LG Act)** and the **Local Government (Procedures at Meetings) Regulations 2013 (Regulations)** for elected members to attend meetings and informal gatherings by electronic means. The LGA seeks feedback from councils on the scope of the provisions and any additional issues the LGA may need to consider.

In response to COVID-19, the new temporary section 302B was inserted in the LG Act, empowering the Minister responsible for local government to, by Notice published in the Government Gazette, vary or suspend operation of provisions of the LG Act where it is reasonably necessary during a public health emergency and where relevant public health emergency declarations have been made.

The Electronic Participation in Council Meetings Notice (No 1) 2020 (Notice) was made on 31 March 2020 and provides for some or all council members to participate in a council meeting by electronic means. This has enabled councils to continue to make important decisions for their communities during difficult and uncertain times. The Notice will expire on 31 December 2021 or 28 days after the end of COVID emergency declarations, whichever occurs first. Councils will then need to revert to full face-to-face meetings in accordance with the ordinary provisions of the LG Act. Councils have proven during COVID-19 that electronic council meetings are possible, and in particular, that meeting integrity can be maintained, and public access ensured.

The sector has now experienced what additional benefits arise from electronic participation in council meetings and informal gatherings, such as reducing night-time travel in regional areas, increasing flexibility for elected members with dependents, accommodating interstate or overseas travel, and for personal health reasons.

Questions

The LGA seeks feedback from councils on the following:

1. **Should there be conditions or limitations on electronic attendance? If yes, what conditions or limitations should apply?**

   While there are benefits to electronic meetings, it is also important to recognise the value of face-to-face representation and public access to meetings. To find a balance between the two, the LGA seeks feedback on what conditions or limitations should be put in place for electronic meetings. For example, should electronic participation only be considered under certain circumstances and if so what, and should any conditions or limitations imposed be at the discretion of council.

2. **What governance issues have you encountered when holding electronic meetings and what do you recommend may mitigate those issues?**

   The sector has had the ability to participate in meetings by electronic means for some time now and the LGA understands that councils are best equipped to identify the governance implications that accompany electronic meetings, and what measures are best appropriate to solve those issues. The LGA seeks input from councils on what governance issues you have encountered whilst facilitating electronic participation at meetings and informal gatherings, and your views on possible mitigation.
For example, when using electronic meetings:

- how does your council manage the requirement for a council member to ‘leave the meeting room’ so they cannot view or hear any discussion or voting at the meeting after declaring a material conflict of interest?

- how does your council ensure only council members and permitted persons are present online when discussing items in confidence at a meeting?

Any feedback can be provided to Nicole Bilac, Governance and Policy Officer at nicole.bilac@lga.sa.gov.au. Please provide feedback before 5pm on 1 March 2021.
7.2.1 DEBATE AGENDA – CHIEF EXECUTIVE OFFICER

7.2.1.1 TRAINING AND DEVELOPMENT REQUEST – CR TROUP
B9400

PURPOSE
In accordance with Section 80A of the Local Government Act 1999, Council has established an Elected Members’ Training and Development Policy. This report seeks approval for attendance at the Elected Member full program to be held over three days.

RECOMMENDATION
That Council approve the attendance of Cr Troup at the 2021 Elected Members Forum (Attachment 1).

REPORT
Under the Council’s Elected Members’ Training and Development Policy, where training requests are not within the approved training plan and is not of a local or minor nature, approval from Council must be sought. Cr Troup has sought to attend the 2021 Elected Member Forum Full Program to be held over three days on 17 March, 7 July and 24 November 2021. In accordance with the Elected Members’ Training and Development Policy, approval is sought under clause 4.7(iv) of the aforementioned policy.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1 - Elected Member Training and Development Form

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Corporate Plan
How We Work – Good Governance

6.13 Ensure that Elected Members undertake training and development to assist them in making informed decisions.

Legislative Requirements
Section 80A of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Will not impact budget with the Elected Members training budget well under budget and sufficient funds available for the anticipated costs.
COMMUNITY CONSULTATION
Not required or recommended.
THE BAROSSA COUNCIL

ELECTED MEMBER’S TRAINING AND DEVELOPMENT REQUEST FORM

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

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

1. Details

<table>
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<tr>
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<th>Information</th>
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<tbody>
<tr>
<td>Elected Member Name:</td>
<td>CATHY TROUP</td>
</tr>
<tr>
<td>Training Course / Development Event:</td>
<td>EM FORUM FULL PROGRAMME</td>
</tr>
<tr>
<td>Supplier / Organiser:</td>
<td>LGASA</td>
</tr>
<tr>
<td>Course / Event Date:</td>
<td>17 Mar, 7 Jul &amp; 24 Nov 2021</td>
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<tr>
<td>Cost to register for Course / Event:</td>
<td>$990.00</td>
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<tr>
<td>Indirect Costs of Course / Event:</td>
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<tr>
<td>Accommodation $</td>
<td>Meals $</td>
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<td>Other $40-50 Carparking</td>
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<td>Transport $</td>
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How will this course or event assist in your role as an Elected Member?

Community Coaching and building trust
Strategic thinking and understanding divergent points of view,
Personal leadership reflection and how to use vision in the last term of office.

Will the activity occur prior to the next Council meeting? ☐ YES ☑ NO

Signed: Cathy Troup

Date: 01/02/2021

2. Office of the CEO only:

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<td>Is the activity scheduled before the next Council meeting?</td>
<td>☐ YES ☑ NO</td>
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<tr>
<td>Is the activity necessary/expedient to the performance or discharge of official duties or functions?</td>
<td>☐ YES ☑ NO</td>
</tr>
<tr>
<td>Are there sufficient funds in the Elected Member Training and Development budget line?</td>
<td>☐ YES ☑ NO</td>
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Action:
- If 3 requirements met – refer to Mayor (if Elected Member request) or CEO (if Mayor request) for approval and signature, and then to next Council meeting for ratification

  **Approved by Mayor or CEO:** __________________________

  **Date:** __________________________

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

3. **Office of the CEO only:**

   **If approved:**
   - Referred to next available Council meeting agenda for ratification
   - Details entered in Council’s Elected Members’ Training Register B2875
   - Costs of Training assigned to Elected Member project ledger number in Finance One

   **If not approved:**
   - Referred to next available Council meeting agenda for consideration

   **Date:** __________________________

4. **Document Control**

<table>
<thead>
<tr>
<th>Policy Link:</th>
<th>Elected Members’ Training and Development Policy</th>
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<td>Chief Executive Officer</td>
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<td><strong>Approval date</strong></td>
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7.2.2 DEBATE AGENDA – FINANCE

7.2.2.2 MONTHLY FINANCE REPORT (AS AT 31 JANUARY 2021)

Author: Senior Accountant

PURPOSE
The Uniform Presentation of Finances report provides information as to the financial position of Council, including notes on material financial trends and transactions.

RECOMMENDATION
That the Monthly Finance Report as at 31 January 2021 be received and noted.

REPORT
Discussion
The Monthly Finance Report (as at 31 January 2021) is Attached. The report has been prepared comparing actuals to the Original adopted budget 2020/21 incorporating the Revised Budget for September.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Monthly Finance Report 31 January 2021

Policy
Budget & Business Plan and Review Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan
How We Work – Good Governance

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

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

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

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

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

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

COMMUNITY CONSULTATION
Community Consultation was part of the original budget adoption process in June/July 2020, as per legislation. This report is advising Council of the monthly finance position compared to that budget.
MONTHLY FINANCE REPORT
AS AT 31 JANUARY 2021
FOR YEAR ENDING 30 JUNE 2021

<table>
<thead>
<tr>
<th>Notes</th>
<th>% Actual Expenditure to Original Budget</th>
<th>Original Budget (Full-Year) $'000</th>
<th>Revised Budget (Q1) (Full-Year) $'000</th>
<th>Actual Result (Year-to-Date) $'000</th>
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<td></td>
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<td>39,728</td>
<td>39,494</td>
<td>(19,854)</td>
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Uniform Presentation of Finances

OPERATING ACTIVITIES:
Operating
Operating Income
Less Operating Expenses 50.27% (39,494)
Operating Surplus / (Deficit) 234 (147) 16,793

CAPITAL ACTIVITIES:
Net Outlays on Existing Assets Capital
Capital Expenditure on Renewal and Replacement of Existing Assets 1) 27.49% (7,690) (8,041) (2,114)
Add back Depreciation, Amortisation & Impairment 8,032 8,032 4,685
Add back Proceeds from Sale of Replaced Assets 412 412 97
Subtotal 754 403 2,668

Net Outlays on New and Upgraded Assets Capital
Capital Expenditure on New and Upgraded Assets 1) 15.25% (18,862) (23,133) (2,877)
Add back Amounts Received Specifically for New and Upgraded Assets 8,480 8,182 1,953
Add back Proceeds from Sale of Surplus Assets 0 0 685
Subtotal (10,382) (14,951) (239)

Net Lending/(Borrowing) for the Financial Year
(9,394) (14,695) 19,222
Total % Capital Budget Spent 18.80%

Reconciliation for the movement in Net Lending / (Borrowing)

Original 2020/21 Full Year Budget Net Lending / (Borrowing) (9,394)
Carried Forward Budget Adjustments: Report on Financial Results. Funds were held for these projects in cash and investments at 30 June 2020. (4,636)
September 2020 Budget Review: Funds required for these items will decrease Council's cash and investments. This amount includes amendments approved at the Council meetings held In June and November 2020. (665)
Carried Forward Budget Adjustments to 2021/22

Full Year Revised Budget - Net Lending / (Borrowing) (14,695)

NOTES
1) 2020/21 Capital Expenditure spent to end of January includes:
Bridges $46k
Bushgardens Sales Area Shed $8k
CWMS $79k
Depot Mobile Technology $30k
Drainage $72k
Footpaths $20k
GIS Project $44k
Keil Gardens Tanunda Retaining Wall $100k
Land Swap $666k (refer offset in Proceeds Surplus Assets)
Mt Pleasant Main Street $8k
Nuriootpa Centennial Park Authority Change Rooms $395k
Nuriootpa Dog Park $10k
Nuriootpa Soccer Infrastructure $15k
Nuriootpa Office Solar Panels $58k, Council Chamber Audio Visual System $11k
Playground Equipment $5k
Road Resheeting $249k
Sealed Roads $1,509k
The Big Project - Angas Recreation Park Junior Oval, Clubrooms, Cricket Nets, Stormwater $215k
The Big Project - Angaston Railway Precinct $190k
The Big Project - Barossa Culture Hub $19k
The Big Project - Lyndoch Recreation Park Upgrade Lighting, Cricket Nets and Oval Works $488k
The Big Project - Stockwell Recreation Park Works $1k
The Big Project - Tanunda Recreation Park - Show Hall Upgrade, Sight Screens and Oval Works $40k
The Rex - Solar Panels and LED Lighting Replacement $332k, Pool Deck Air Conditioning $128k, Disability Change Facility $5k
Website Development Project $80k

22
7.3.1 DEBATE AGENDA – DIRECTOR CORPORATE AND COMMUNITY SERVICES

7.3.1.1 LIBRARY SERVICES – CHANGE OF SERVICE LEVEL TO FACILITATE STAFF TRAINING AND DEVELOPMENT AND TEAM MEETINGS

PURPOSE
For Council to consider a small change of service level to the opening hours of its 5 branch Library services to enable periodic staff training, development and all team meetings to occur.

RECOMMENDATION
That Council:

1) approves the periodic closure of its branch Libraries at Nuriootpa, Tanunda, Lyndoch, Angaston and Mount Pleasant for up to 4 hours on up to 4 separate days per annum to enable staff training, development and whole of team meetings to occur during working hours.

2) requires advance public notification of these dates/times at least 7 working days prior to each occurrence via in-branch notices and Council’s website/social media.

3) notes that school holidays and busiest periods of operation will be avoided for training/meeting sessions.

REPORT
Background
The Council currently employs 19 full and part time Library Services officers across its 5 branch Libraries. Traditionally, training and development and all team meetings have only occurred outside of branch opening hours.

Introduction
In order to develop and sustain a professional, informed and contemporary Library service for the Barossa community, it is important to undertake periodic and regular training of Library staff. Officers are expected to undertake professional development and Council is committed to ongoing training and development for all its staff.

Team meetings are an important aspect of developing and maintaining a constructive culture and a connected and cohesive working environment that fosters positive workplace health and wellbeing.

Discussion
Expecting staff to undertake training in their own time is no longer reasonable and it is time to bring the Library team in step with other areas of the Council administrative
staff who undertake the great majority of their training and team meetings during working hours.

It is proposed that up to 4 sessions per annum for up to 4 hours on each occasion (to include travel time) will be scheduled. This allows for quarterly training. School holidays and high customer demand times will be avoided.

The Libraries are branch offices, not a Principal Office as defined under the Local Government Act 1999 and therefore, public notices are not required; however, signs will be posted clearly at all branches to provide advance notice of closure times at least 7 working days prior to each event and included on Council website/social media.

Summary and Conclusion

- Proposed that a change of service level to enable staff training and team meetings to occur during work hours up to 4 times per annum be adopted.
- Customers will be advised in advance of closures via in branch and website notification processes.
- School holidays and high demand periods will be avoided.
- This will bring the Library staff training and development approach in line with other administrative staff.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

None

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

- Health and Wellbeing
- How We Work – Good Governance

Legislative Requirements
- Local Government Act 1999
- Work Health and Safety Act 2012

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial and Resources

There is no additional financial impact but the reduction in up to 16 direct service hours per member of staff represents a change to service levels i.e. less direct service for the same cost.

Risk Management

Possible reputational risk for reducing a service level and community frustration at Libraries being inaccessible for those periods that training (and travel to and from training) occurs.

Possible reputational risk for not providing adequate and consistent training and development and all team meeting opportunities for a section of staff.

Potential adverse health and wellbeing impacts on staff of not providing the opportunity for periodic all team meetings and equal access to training and development.

COMMUNITY CONSULTATION

Not required under legislation or Council’s Public Consultation Policy.
7.3.2 DEBATE AGENDA – MANAGER COMMUNITY PROJECTS

7.3.2.1 FEES AND CHARGES 2020/2021 – WILLIAMSTOWN SENIOR CITIZENS AND RSL HALL

B9880

PURPOSE
To note that the care and control of the Williamstown Senior Citizens and RSL Hall has returned to Council and approve the recommended fees for hire and regular users and inclusion in the Council’s Fees and Charges Register.

RECOMMENDATION
That Council:

(1) Notes the termination of the lease with the Williamstown Senior Citizens Club Inc;

(2) Adopts the amended interim name of the facility as the “Williamstown Community and RSL Hall”;

(3) Adopts the proposed fees and charges for 2020/2021 for Williamstown Community and RSL Hall as documented in the report for inclusion in the Council Fees and Charges Register.

REPORT

Background
The Williamstown Senior Citizens Club Inc. (Senior Citizens) have maintained and managed the Williamstown Senior Citizens and RSL Hall (Hall) under lease since 2007. Recently the group have experienced lower membership numbers and a decision was made by the club members to formally dissolve the group on 20 January 2021. This has resulted in the termination of the lease and the care and control of the facility returning to Council.

Discussion
Officers have been working with the Senior Citizens since October 2020 to support them to dissolve the club and transition the lease back to Council. Contact has been made with all the known regular users of the facility to ensure continuity of access. As the extent of keys in the community are unknown, Officers have arranged to change the locks to a restricted key system.

Licence agreements will be negotiated with the regular users and it is recommended that their existing licence fee continues to be honoured at $20 per booking (generally a few hours at any one time).
After a review of other similar facilities, Officers recommend that one off hire fee is set at:

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<table>
<thead>
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<tr>
<td><strong>Not for Profit / Community</strong></td>
<td><strong>Full Day</strong></td>
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<td><strong>$75</strong></td>
</tr>
</tbody>
</table>

Income from hiring will be assigned to the Hall budget to contribute to the upkeep of the facility.

To better describe the use and purpose of the Hall, it is recommended that the name of the facility be changed to the “Williamstown Community and RSL Hall”. This can be established as an interim name if there is interest within the community to review it in due course.

**Summary**
The care and control of the Williamstown Senior Citizens and RSL Hall has returned to Council and the recommended fee structure is provided for inclusion in the Council Fees and Charges Register.

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**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Nil

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**
Community Plan

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

Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Financial
To ensure that Council is able to recover its costs in relation to user paid services provided to the community.

**COMMUNITY CONSULTATION**
Once the fees and charges are adopted by Council, the Fees and Charges Register will be updated and available for the Community to access on Council’s website.
7.3.2 DEBATE AGENDA - MANAGER COMMUNITY PROJECTS

7.3.2.2 NURIOOTPA WAR MEMORIAL SWIMMING POOL - POOL PLANT REVIEW - UPDATE

B4047

PURPOSE
For Council to receive and note an interim review of Nuriootpa Swimming Pool filters, filter valves and layout considerations.

RECOMMENDATION
That Council:

(1) note the initial conclusions contained in the draft letter from FMG Engineering dated 22 January 2021 regarding the Nuriootpa War Memorial Swimming Pool (the Pool) filters and valves.

(2) note the initial considerations regarding the Pool filters and valves received via email from an inspection of the Nuriootpa War memorial Swimming Pool Working Group and Nutrien Ag Solutions on 25 January 2021.

(3) defers any decision on future expenditure on the filters until the final and full FMG Engineering report is received, on the basis that this is due in mid-February 2021 and any immediate works will disrupt the continued short term operation of the Pool during the remainder (or part) of the 2020/21 season.

(4) requires the Chief Executive Officer to bring a further report to the March or April 2021 Council Meeting so that the scope of any work to be undertaken can be agreed taking into account the full report recommendations and to allow time for approved expenditure of existing 2020/21 budget and for any additional agreed requirements to be funded and/or factored into the 2021/22 draft budget process.

REPORT
Background
At its 17 November 2020 ordinary meeting, a Notice of Motion was tabled for Council’s consideration that:

MOVED Cr Johnstone that Council amend part 2 of resolution 2018-22/248 to:
That Council undertake further consultation on future aquatic needs in Nuriootpa as informed by further community engagement, noting the Nuriootpa War Memorial Swimming Pool shall permanently close when costs outweigh the community benefits as determined by Council at a future time. At the time the pool is closed Council shall:
  a) Decommission the pool with an appropriate budget allocation;
  b) Convert the open space area to a public space including community engagement on design option.

Seconded Cr Wiese-Smith
MOVED Cr Johnstone that, pursuant to Regulation 14(b) of the Local Government (Procedures at Meetings) Regulations 2013 that the question be put.  
Seconded Cr Miller  
CARRIED 2018-22/281

The motion was carried and the question was put by the Mayor  
CARRIED 2018-22/282

Introduction
The 2020-2021 pool season has continued without operational interruption since that time and concurrently, officers have engaged consultants to independently review the pool plant and pipework to update the condition assessment report carried out in 2015 and provide further insight into the short, medium and longer term potential impacts of the plant operation and resolution options.

It is noted at the same time, the Nuriootpa War Memorial Swimming Pool Working Group (NWMSPWG) have also engaged Nutrien Ag Solutions to complete a separate assessment.

Discussion
An initial draft letter dated 22 January 2021 (Attachment 1) has been received from FMG Engineering Consultants that outlines the possibility and high level risks associated with any immediately replacement or refurbishment of pool filters and / or valves. The letter is still in draft status as it is still progressing through an internal quality assurance and peer review process within FMG. The letter was requested to understand the condition and recommendation of just the filter and valve components of the pool plant that were identified by the NWMSPWG and some Elected Members as the highest priority for assessment. A more comprehensive assessment and report on the full pool plant and associated pipework and infrastructure equipment to meet minimum SA Health requirements is still being prepared and is due in mid-February 2021.

As it is not recommended to complete any works (if supported) during the pool open season due to the operational disruption to pool opening and the possible risk to bringing the pool back into operation in a timely manner, the finalisation of the detail of the letter can be included in the final report.

Documented in the letter is the following:
- 2 of the 6 filters are currently not fully operational due to corroded valves.
- Valve replacement is possible; however, replacing the valves comes with a level of risk on re-start-up of the system and also will not achieve the minimum SA Health required water turnover rates.
- The filter media (currently sand) is due for replacement; however, due to the flood wall placement, there is limited ability to service the filters. It is recommended that filter pod orientation be adjusted to provide immediate and ongoing access for servicing.
- It is noted that other options may be possible to access the pods (ie removal of partial sections of the roof) but this has not been explored in detail.

To meet SA Health minimum requirements, FMG have recommended that a new filtration system be installed. However, this doesn’t address the issue and associated risk of the two pools being serviced by the same water filtration system and will still not achieve minimum requirements for water turnover rates.

As previously reported, Belgravia has been able to address water quality standards through its water management dosing regime but reports that this is becoming
increasingly challenging to achieve with the current condition of the filtration equipment and delayed maintenance/replacement of the filter media.

An indicative budget for filter and valve replacement has been provided:
- Modern compliant filter replacement (3 modern filters (to replace the current 6) – total filter area of approx 5.0m². Benefit of less backwashes and maintenance over life) - $48,000 total for the 3.
- Valves - $10,000
- Estimated plumbing rework - $20,000
- Estimated Labour - $30,000
- Potential for pump changes to meet minimum requirements - unknown
- Total - $108,000 ex GST

An email was received from Nutrien Ag Solutions on Sunday 7 February 2021 at 5:35pm outlining initial assessment of the pool filters and valves (Attachment 2). A further request to access the pool plant at the conclusion of the pool season is included in the email.

Summary and Conclusion
- An interim, draft letter has been provided by independent consultants documenting professional advice regarding the requirements for pool filter and valve replacement.
- An estimate of $108,000 ex GST would be required to replace the existing non-compliant filters and valves and re-configure that part of the pool plant room to enable ongoing repairs and maintenance of the filter systems.
- A comparative assessment and estimate via the NSWMPWG is awaited.
- These improvements will still not achieve minimum compliance levels for water turnover rates.
- Given that the pool season has only 6 weeks to run and to avoid operational disruption for customers during that remaining period, it is not recommended that any approved works be undertaken before the April 2021.
- This allows Council further opportunity to consider the full conclusions, recommendations and costs associated with the final FMG Engineering and NSWMPWG assessment reports.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Draft Letter – FMG Engineering Consultants – interim review of filter pods and valves Ref: 21/8404
Attachment 2: Email from Nuriootpa War Memorial Swimming Pool Working Group – Nutrien Ag Solutions Filter and Valve Assessment. Ref 21/13576

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

Community Plan
- Community and Culture
- Infrastructure
- Health and Wellbeing
- How We Work – Good Governance
4.1 Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.
5.1 Support the development of activities that celebrate the history, art and culture of the Barossa and its people.
7.1 Build on sound asset management practices to deliver sustainable services to ensure that infrastructure is adequate to support the community.
10.3 Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.

**Legislative Requirements**
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

**Financial**
Investment of $108,000 ex GST would deliver a modern filter system; however, it would not address minimum water turnover rate compliance.

**Risk Management**
Should Council wish to implement replacement filters, this will require disruption to the operation of the pool and trigger other associated risks. Due to this, it is recommended that any works not commence until after the 2021 summer season.

**COMMUNITY CONSULTATION**
No formal community consultation is required for this specific matter under the Local Government Act 1999 or Council Public Consultation Policy. However, feedback since the 15 September 2020 decision to close the Nuriootpa War Memorial Swimming Pool at the close of the 2020-2021 season has triggered community and Nuriootpa War Memorial Swimming Pool Working Group feedback to review pool plant condition.

Council has already approved a separate consultation process and this is being progressed separately by Officers.
Dear Rebecca

Re: Flow rate and filtration at Nuriootpa Swimming Pool, Lae Road, NURIOOTPA, SA 5355

FMG Engineering (FMG) have been commissioned by the Barossa Council (Council) to review the condition and the conformance of the War Memorial Pool to current SA Health Standards. The specific standard which applies is the Standard for the Operation of Swimming Pools and Spa Pools by SA Health in South Australia. The purpose of this letter is to address the commentary and concerns of the local residents and pool users regarding the valves of the existing filters and any short term upgrades that can be made to the operations of the pool to make the pool compliant with the current regulations. The contents of this letter will form part of a report which will provide further recommendations for the facility.

FMG provided a general condition assessment of the pool infrastructure in May 2015. The scope of the previous assessment was generally regarding the water loss and structural integrity of the pool, however commentary of the turnover rates and hydraulics were also addressed in the report.
The summary of both pools' hydraulics from the 2015 report is as follows:

**Children’s pool (wading pool)**
- Construction – reinforced concrete shell, marble sheen lining, reticulation pipes possibly asbestos cement
- Octagonal shape, approximate plan area – 142 m²
- Approximate volume – 42.5 kL
- Approximate turnover time – 2.35 hours cf. statutory requirement < 2.0 hours. Water is drawn from the wading pool via a suction manifold located within the pool and then returned to the main lap pool.

**Main lap pool**
- Construction – reinforced concrete shell
- Approximate dimensions – 50 m long x 11.5 m to 19.5 m wide x 2.75 m to 1.4 m depth
- Approximate volume – 1,450 kL
- Approximate turnover rate – 6.9 hours (i.e. full filtration cycle including wading pool volume at an assumed flow rate of 30 L/s which is approaching the upper limit of the filtration pumps and filters) cf. statutory requirement < 6.0 hours

The turnover rate of the period of time it takes to circulate an amount of water equivalent to the total volume of the pool or spa through the filter. This enables the water to be filtered and treated appropriately to reduce the likelihood of pathogen spread to patrons as well as keeping the pool water clear. Note that the turnover rate is limited to the pump’s maximum flow capacity as well as the maximum throughput of the filters. As indicated above, the turnover rate is based on six relatively clean filters and two pumps operating effectively.

As described above, the existing pool infrastructure does not meet the SA Health requirements for turnover rates. During a site visit which FMG attended on 15 January 2021, Council indicated that two of the six filters do not currently function due to corroded valves not functioning. It would be possible to reconfigure the valving system for the filters with new valves, which would make it possible for all six filters to operate. If all six filters are functioning correctly, based on a flow rate of 30 L/s, the turnover rate will still not comply with the SA Health required turnover rates.

In addition, a wall has been constructed as part of stormwater flood measures to reduce the flood impact on the town of Nuriootpa, which directly affects the serviceability of the filters in the plant room.
The constructed wall has made it near impossible to change the filter material in the filters which needs to be done on a minimum 5 year basis. It is understood that the filter material has not been renewed in at least 5 to 7 years. The implication of this is that the soiled filters will further increase the turnover rate as the soiled filters restrict the ability for water to flow adequately through the system.

To meet the minimum SA Health requirements, it is FMG's option that a new filtration system and pump system will need to be installed. If both the existing pumps and existing filters are working adequately, i.e. the filters are relatively clean and the pumps are working in accordance with the manufacturer's specifications, the SA Health minimum requirements are not achieved. This is further exacerbated due to two of the filters not being in service and that the filter media has not been changed in any of the filters in recent years. To achieve the minimum requirements by SA Health, it is FMG's opinion that the filters and pumps require upgrading to achieve current best practice to increase the flow and filtration through the system whilst making the system serviceable to enable regular maintenance and servicing.

Yours sincerely

Gerald Barrie
Senior Civil and Aquatics Engineer

FMG Engineering
From: Willows Vineyard [mailto:enquiries@thewillowsvineyard.com.au]
Sent: Sunday, 7 February 2021 5:35 PM
To: Martin McCarthy <mmccarthy@barossa.sa.gov.au>
Cc: Joanne Thomas <jthomas@barossa.sa.gov.au>; Mayor Lange <mayor.lange@barossa.sa.gov.au>; Anthea Blenkiron <C> <anthea.blenkiron@gm.com>; Jacqui Will <jacwill61@gmail.com>; Cr David Haebich <dhaebich@barossa.sa.gov.au>; Cr John Angas <jangas@barossa.sa.gov.au>; Cr Kathryn Schilling <kschilling@barossa.sa.gov.au>; Robert Nies <rmies@barossa.sa.gov.au>
Subject: Nuri Pool Filtration

Hi Martin,

Thank you for supporting the Nutrien team to access the pool filtration shed for the purpose of assessing conditions.

The inspection on 25/1/21 was attended by Nutrien staff Theo Human and Barry Scheer, Cr John Angas, Cr David Haebich, Greig Brown (Belgravia), Rob Nies, Anthea Blenkiron and Jacqui Will. The Nutrien staff concluded that to confirm their impressions and provide a detailed assessment, they'd need to open valves and check inside the filtration pods.

Greig & Rob urged caution against this being done before season end, lest any action inadvertently caused a breakdown. Should a breakdown occur before season end, then the assessment could be brought forward.

It is of concern that Rob advised he is unable to locate any records of servicing/sand replacement in relation to the filtration system at all. We can only take from that, that the sand has possibly never been replaced. If any records are located please advise. Do we have a record of the date of installation of the filter pods?

Barry advised that sand smooths and compacts over time resulting in water forming tunnels and not being effective resulting in the cloudy water that was evident that day (following a school visit). Barry and Theo confirmed this is the leading contributor to water quality issues which would affect all six pods, not just the two in question. Given the age and unknown condition of sand in all six pods, we expect all six will need sand replacement.

Nutrien staff confirmed that access to the filtration system to replace the sand is achievable without removing the pods from their current location (using a slurry pump) and are planning to return at season close to fully assess and cost. (Both local firms ‘Nutrien’ and ‘Irrigation Works’ currently have staff with direct past experience working on the Nuriootpa Pool filtration system.)

Rob also pointed out that some parts are no longer available to purchase (e.g. laterals) but it was identified that local tradesmen could fabricate parts. It appears there is the potential to repair or replace the two non-functioning backwash valves. This could only be confirmed in a detailed assessment at the end of the season.

We welcome the pending report by FMG and are interested in their recommendations considering they also would not have been in a position to open the system for active investigation.

The Pool Repairs and Maintenance budget, 20/21 expenditure, has been minimal, allowing scope for low-cost repairs to proceed.

Depending on the solution recommended by FMG, we urge Council to continue this process of seeking the most cost-effective way to prolong the life of the filtration system using local contractors (as per Council procurement policy).

We will continue to work with the Council team and Nutrien to return to the pool in April to undertake a detailed assessment. Can you confirm when the FMG report will appear in the Council Agenda?

Thank you for your patience awaiting an outcome from the inspection 25/1/21.

Kind Regards,

Tracey Scholz
On Behalf of NWMS PWG
7.3.3 DEBATE AGENDA – MANAGER COMMUNITY AND CULTURE

7.3.3.1 CONSIDERATION AND ADOPTION OF BAROSSA REGIONAL GALLERY COMMITTEE RESOLUTIONS

B11758

PURPOSE
Minutes of the Barossa Regional Gallery Committee meeting held 22 September 2020 are presented for the consideration and adoption by Council.

RECOMMENDATION
That Council, having reviewed the Minutes of the Barossa Regional Gallery Committee meeting held 22 September 2020 adopt the Resolutions contained therein.

REPORT
The consideration and adoption of recommendations of Council committees requires assessment by Council to ensure compliance with Council obligations under section 6(a) of the Local Government Act.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Minutes of the Barossa Regional Gallery Committee meeting held 22 September 2020

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Corporate Plan
How We Work – Good Governance

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

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

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Council’s adoption of committee resolutions is a risk management tool. There are no financial or resource management consideration.

COMMUNITY CONSULTATION
Not required under legislation or Council’s Public Consultation Policy.
MINUTES
THE MEETING OF THE BAROSSA REGIONAL GALLERY COMMITTEE NO 140
held at the Barossa Regional Gallery, 3 Basedow Road, Tanunda
Tuesday 22nd September 2020 commencing at 7.00pm

1.0 Welcome by Chairman:
Steve welcomed all present to the meeting.

1.1 Present:
Steve Kaesler, Kirsty Hage, Sally Goers Fox, Elizabeth Henderson and Marie Rothe

1.2 Apologies:
Peter Heuzenroeder, Paul Schluter, Robert Bader, Cathy Troup and David Proeve

2.0 Previous Minutes:
The Minutes of the meeting held 28th January 2020 were accepted as a true and correct record of the proceedings of that meeting.
Moved Sally Goers, seconded Marie Rothe - All agreed

2.1 Business arising from the Minutes:
Nil

3.0 Correspondence:
Nil

4.0 Reports:

4.1 Exhibitions:
• After a Covid-19 hiatus of many months, the Gallery opened with artworks from the Barossa Vintage Festival Art Collection.
• Thanks to Rowena and Cara for dealing so well with cancelling exhibitions and deferring many to a later date. During the closure Rowena was able to complete a lot of the photography and cataloguing of the Barossa Vintage Festival Art Collection. We now are in the final stages of collating the provenance and condition of the artwork noted, which will be all ready to be put on-line.
• SALA was a great success with “Bending Mortar” by Luke Stephenson, “Wildwoods” by Sam Cowley, the “Dragon” by Liam Davies-Brown and “Feels to Frames” by Faith Lutheran College Year 6. These exhibitions were also put on-line and Rowena conducted video interviews in case the Gallery couldn’t open to the public. These are also available on-line. During this time, 100 Barossa Artists’ Twilight Projection illuminated the Gallery front windows. Kirsty congratulated Rowena for using on-line techniques, which, is now an important tool in showcasing the Gallery and making available the artwork to all, especially in this time of limited travel.
• Exhibition of Sabine Deisen “The Art of Social Isolation” had a successful opening and is presently receiving good attention.
• Numbers going in the Gallery are very good despite the Gallery only being open Monday, Wednesday and Saturday.
• Sally reported that they have scaled down the future exhibitions. The big Hermannsburg Exhibition is now going to be a smaller one of Hermannsburg artwork locally resourced with a larger Exhibition and activities planned for a later date.
• A calendar of upcoming exhibitions is provided at the end of this report.

4.2 Programming:
There will be a Group art show for the 2021 Vintage Festival, the theme of which is “Emergence”. Publicity has already gone out encouraging artists to enter a piece(s) responding to the theme. The previous Vintage Festival group art show in 2019 with the theme Petrichor was a huge success.

4.3 Strategic Planning & Actions:
• Kirsty spoke to the Committee around reviewing the format of the current Management Committee structure which is currently a Section 41 Committee (which comes with a raft of legislative requirements to comply) and look to investigate other ‘advisory/management/friends of’ style committee arrangements and terms of reference for these. Suggested that we devote the next meeting - November - to look at other models that she will bring to this meeting. Noted that the Committee would like
to make sure that our reserve funding (Cookbooks) is not lost to us.

- Jo Thomas and Kirsty are having a broader (with people not before included) Stakeholder Meeting for the Culture Hub, in October, to activate the group and discuss further funding applications and opportunities including revisiting the plans etc.

4.4 Kirsty’s Corner:
- Kirsty reported that the new staff, Rowena & Cara have been here 12 months and it is all working well despite Covid-19 lockdown and restrictions.
- The risk assessment due to Covid-19 has meant that the Gallery can only be open 3 days a week and the cleaners are now coming 3 days a week, between openings, to make sure every thing is cleaned in line with our COVID Safe plan.
- We now have fewer volunteers, but are able to have 2 members for each shift, who, with the paid worker in attendance, are also respecting the new requirements and it is all working well.
- “Adornment Artisan Christmas Market” will be presented differently this year. To ensure compliance with COVID restrictions and to be able to support our artists to still be able to make some money on their artisan wares without the fear of a market closure the decision was made to think creatively on how this could be achieved. The decision was made to create an on-line Market open from end of October to 28th November. Artists’ wares will be available during this time on-line and able to be collected, packaged by us, from the Artist by appointment at the Gallery on the Collection Shopping Day (which would normally be the day of the actual market). On the day, the Hall will be set up in line with our Adornment theme for shoppers to collect their wares and participate in Artist talks and demonstrations, all allocated to appointed times. Rowena will photograph all items for on-line presentation and the artist is able to sell, independently, 5 items for full price on-line. It has to be conducted in a controlled environment - with people making appointments to attend. This way, they will to still be able engage with the Artists.
- In the case of another lockdown, the delivery of purchases will be made to the purchaser in a drive-through scenario at the Gallery.

4.5 Liedertafel:
Due to Covid-19, Liedertafel is in recess until further notice - sometime next year.

4.6.1 Finance:
- Kirsty has in hand.

4.6.2 Cookbooks: A report from Sandi Hamence was delivered to Heuzenroeders in February - No Sales Deposits $637.45.

4.7 RSL:
- On April 25th Tanunda RSL ANZAC mid morning Service in Hall had to be cancelled due to Covid-19 restrictions.
- Under Tanunda RSL auspices, Chris Teusner has been recording stories from WW2 Service people. He had a presentation during SALA at the Military Museum, which was well received.
- The Gallery are looking to present that Exhibition in the Hall to allow Tanunda RSL to be part of it.

4.8 Building & Maintenance Report:
- During lockdown, the lighting in Gallery 2 was upgraded with new LED lights on double ceiling tracks.
- There are leaks in the Hall and Rob Neis will attend once the Breast Cancer Van has gone - access to that area of wall is required. Steve expressed appreciation for the work done by Rob.

4.9 Organ:
- Due to Covid-19 restrictions all 6 concerts had to be cancelled, with repercussions felt by the regular audience members.
- 1st Concert will be the St Nicklaus Day Concert - now known as “the Organic Christmas Concert” on Saturday 6th December with an all South Australian Cast presenting the Concert.
- Since the re-opening of the Gallery, the Wednesday ‘Organ Tours’ have been well attended.
- Through the Peter Lehmann Arts and Education Trust providing grants, Josh Van Konkelenberg is giving organ lessons on our organ, to 2 local students and now 2 new students from Faith Lutheran
College, as well as remotely to other students.

5.0 Other Business:
• No other Business.

Upcoming Exhibition Calendar

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<th>EXHIBITION</th>
<th>NOTES</th>
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<th>EXHIBITION DATES</th>
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<th>CURATOR</th>
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<tr>
<td>Sabine Deisen</td>
<td>CURRENT EXHIBITION</td>
<td>CB</td>
<td>11/9/20 – 26/10/20</td>
<td>Friday 11th Sept</td>
<td>Sally</td>
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<td>Barossa Calendar Exhibition &amp; launch</td>
<td>Visitors Centre coordinating, Hall initially, then Linear Space (to make way for Year 12 exhibition)</td>
<td>N/A</td>
<td>21/10/20 – 20/11/20</td>
<td>Weds 21/10 5pm</td>
<td>Visitors Centre</td>
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<td>Hermannsburg</td>
<td>Gayle Quarmby to attend hanging &amp; open exhibition</td>
<td>CB</td>
<td>28/10/20 – 15/12/20</td>
<td>Saturday 7th Nov, 3pm</td>
<td>Sally</td>
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<tr>
<td>Barossa Year 12 Exhibition</td>
<td>Offer for assistance for Gallery space answered</td>
<td>N/A</td>
<td>31/10/20 – 14/11/20</td>
<td>31st Oct, 2pm</td>
<td>SCHOOLS</td>
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<td>Collection &amp; Jam Tenants</td>
<td>Confirmation of participating artists received</td>
<td>CB</td>
<td>16/12/20 – 15/2/21</td>
<td>Weds 16th Dec, 6pm</td>
<td>Kirsty</td>
</tr>
<tr>
<td>Stephen Cornwell</td>
<td>Align to Fringe 2021 (Fringe 19 Feb – 21 Mar) – has agreed on proposed Friday night opening</td>
<td>RS</td>
<td>17/2/21 – 5/4/21</td>
<td>Fri 19th Feb, PM</td>
<td>Sally (Kriss back-up)</td>
</tr>
<tr>
<td>Vintage Festival Art Prize 2021</td>
<td>Launched. Care to be taken not to spill over into Hall due to Paul Trappe Exhibition</td>
<td>BOTH</td>
<td>14/4/21 – 7/6/21</td>
<td>Thurs 15th? Friday 16th?</td>
<td>Group?</td>
</tr>
<tr>
<td>Paul Trappe retrospective</td>
<td>Aligned with 1 year anniversary of Paul’s passing</td>
<td></td>
<td>May/June</td>
<td>23rd May (Sun) time</td>
<td>N/A – Gerlinde</td>
</tr>
<tr>
<td>Kunyi June (Country Arts)</td>
<td>Country Arts has accepted proposed dates</td>
<td></td>
<td>9/6/21 – 26/7/21</td>
<td>20th June? (school engagement 21?)</td>
<td>Kirsty</td>
</tr>
<tr>
<td>SALA 2021 – Running with Wolves</td>
<td>Send contract + dates to artists</td>
<td></td>
<td>28/7/21 – 27/9/21</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>Hermannsburg Mark II</td>
<td></td>
<td></td>
<td>29/9/21 – 29/11/21</td>
<td>Work in with Tarnathi dates</td>
<td>Sally</td>
</tr>
<tr>
<td>Wayne Budge</td>
<td>NEW CURATOR REQUIRED</td>
<td></td>
<td>1/12/21 – 31/1/22</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>Barossa Decorative Arts</td>
<td>Beidermeier Trail</td>
<td></td>
<td></td>
<td></td>
<td>Sally</td>
</tr>
<tr>
<td>Mark Herburt</td>
<td>Artist has accepted proposed Exhibition Dates</td>
<td></td>
<td>2/2/22 – 28/3/22</td>
<td>TBC</td>
<td></td>
</tr>
</tbody>
</table>

5.1 Meeting Closed: 8.45pm
Date: 22nd September 2020
Chairperson: Steve Kaesler
Minute Secretary: Marie Rothe
Next Committee Meeting: Tuesday 24th November 2020
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.1 TABOR CEMETERY FUNDING AGREEMENT
B956 - 21/8720

**PURPOSE**
To consider the continuation of a funding contribution to Tabor Cemetery Inc for Cemetery on ground maintenance and improvements at Tabor Cemetery.

**RECOMMENDATION A**
That Council enters into agreement with Tabor Cemetery Inc stating:

- 3 Year Funding agreement from 1 July 2021 to 30 June 2024 with an annual allocation of $4,000 (excluding GST).
- Annual contributions to be indexed by the annual movement in the Adelaide Consumer Price Index (CPI) as at the 31 March for the preceding financial year.
- Funds provided being only used towards the on-ground maintenance and improvements at the Tabor Cemetery.
- Annual payment being made subject to receipt of a completed acquittal statement relating to the previous financial year’s operations.
- If the financial operations statement review reports an increasing cash balance from the previous year the actual funding allocation may be reduced.

**REPORT**

**Background**
Council has for many years had an agreement with the Tabor Cemetery Committee to provide funding towards the Cemetery maintenance costs. Tabor Cemetery is a privately owned Cemetery located at 135 Murray Street, Tanunda. The current agreement expires on 30 June 2021.

Since 2002 there has been a 3 yearly agreement with the Tabor Cemetery Committee to provide funding to offset their maintenance costs while permitting the general public access for burials, as there is no Council owned cemetery in Tanunda. The current agreement conditions being:-

- 3 Year Funding agreement from 1 July 2018 to 30 June 2021 with an annual allocation of $4,000 (excluding GST).
- Annual contributions to be indexed by the annual movement in the Adelaide Consumer Price Index (CPI) as at the 31 March for the preceding financial year.
- Funds provided being only used towards the on-ground maintenance and improvements at the Tabor Cemetery.
- Annual payment being made subject to receipt of a completed acquittal statement relating to the previous financial year’s operations.
- If the financial operations statement review reports an increasing cash balance from the previous year the actual funding allocation may be reduced.

Summary and Conclusion
Tabor Cemetery is the only private Cemetery that Council makes any contribution towards its operating costs. Within the Council area there are a number of Cemeteries which are not Council owned and are privately managed.

Since 2005 Council has made contributions to the Tabor Cemetery Committee totaling $39,997.30.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Infrastructure

6. The Barossa maintains and develops infrastructure that meets the needs of the region and is efficient.

6.2 Continue to ensure that infrastructure considers place-making is inclusive and accessible for all.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
This contribution has been allocated in Council’s future budgets.

COMMUNITY CONSULTATION
Nil.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.2 MEMORIAL AVENUE MOUNT PLEASANT - DRAINAGE
B11196-04 – 21/10098

Author: Manager Engineering Services

PURPOSE
Council approval is sought to undertake a Budget Adjustment to provide additional funds to the Memorial Avenue, Mount Pleasant, road upgrade project, for additional project costs and stormwater drainage works.

RECOMMENDATION
That Council approve a budget transfer of $86,493, from financial year 2019/2020 brought forward cash, for the Memorial Avenue, Mount Pleasant, road upgrade project.

REPORT

Background
As part of the FY2020/21 Budget, Council allocated $144,000 to reconstruct Memorial Avenue, Mount Pleasant, including road widening, parking bays, kerb and gutter and footpaths. This Capital Upgrade project has been subsequently designed and tendered for construction. Refer attached General Layout Plan.

Introduction
The underground stormwater drainage outfall from the Memorial Avenue currently transfers to the kerb and gutter at Melrose Street as surface flow, before being diverted underground again approximately 50 metres north of Memorial Avenue, near the bakery. Recent storm events have highlighted the deficiencies of the surface flow arrangement, including regular wide stormwater gutter flow widths and the risk of silt deposits along this length of Melrose Street. Refer attached image.

Sealing of the Memorial Avenue rubble road verge and the construction of kerb and gutter will reduce the risk of silt transfer to Melrose Street, however, the wide gutter flows experienced every rain event remain unabated. It is therefore considered prudent to increase the scope of the current works to complete the underground stormwater connection from Memorial Avenue to the existing underground stormwater crossing adjacent the bakery, to reduce these frequent wide gutter flows.
This stormwater drainage upgrade work is planned for a future financial year as part of the ongoing Mount Pleasant Main Street Upgrade Plan, but it would be efficient in terms of cost benefit to construct this work concurrently with the current planned works.

Expressed interest from local residents to improve the stormwater drainage in Melrose Street is consistent with this underground stormwater connection strategy.

**Discussion and Conclusion**
The summary of costs to undertake the above works compared to current budget allocations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road widening, parking bays, kerb and gutter, footpaths</td>
<td>$155,493</td>
</tr>
<tr>
<td>Underground storm water drainage</td>
<td>$ 75,000</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td><strong>$230,493</strong></td>
</tr>
</tbody>
</table>

Approved Capital Budget: $144,000
Additional budget allocation required: $86,493

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1 – General Layout Plan
Attachment 2 – Image, Melrose Street, north of Memorial Avenue.

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

**Infrastructure**

6. The Barossa maintains and develops infrastructure that meets the needs of the region and is efficient.
7. Community infrastructure planning is aligned to both current and the future needs of the community.
8. To have a connected and safe transport network that meets the needs of our community.
7.2 Ensure both current and future infrastructure needs are met in a proactive rather than reactive way.
8.1 Support opportunities to increase community transport and access to services and facilities.
8.2 Ensure a high quality road, shared paths and footpath network throughout the Barossa in partnership with all levels of government.

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
The Mid-year Budget Review as at 31 December 2020 for the 2020/21 financial year Key Performance Indicators forecast:

- Operating Deficit of $147k Operating Deficit Ratio of (0.9%)
- Net Financial Liabilities (NFL) of $19,926k NFL ratio of 48.6%
- Asset Funding Renewal Ratio of 132%
The financial assessment revised forecast include year to date approved additions not listed in the Mid-year Budget Review as at 31 December such as the autonomous vehicle consultancy for $50k and the Community Loan required for the Barossa Rams $300k, Basedow Road - additional budget $151k along with this report item (if approved) a net $86k a total of $587k, these will be included in the next Budget Update.

It is proposed that this item if approved, will be funded from the 2019/20 brought forward cash $86k with cash reinstated if Council reduces future years’ main street upgrade allocations.

The 2020/21 Mid-year budget Review as at 31 December 2020 amounts and indicators including Council approved items year to date are used as the base for this financial assessment.

<table>
<thead>
<tr>
<th>Item for Budget Inclusion:</th>
<th>Memorial Avenue – Mount Pleasant – additional budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net operating costs - (final depreciation)</td>
<td>$0</td>
</tr>
<tr>
<td>Additional project cost (ex GST) - loan funded</td>
<td>$86,493</td>
</tr>
<tr>
<td>Transfer from existing budget - reduced (ex GST)</td>
<td>$0</td>
</tr>
<tr>
<td>Funding required by Council - loan funded</td>
<td>$86,493</td>
</tr>
<tr>
<td>DDR provided</td>
<td>Council report</td>
</tr>
</tbody>
</table>

This projects BAT score – approved by CMT (Cut-off)
CMT reviewed and recommended
If approved – a BAR or NI will be included in that - 2020/21 Budget Update as at 31 March 2021

Assessment of Key Performance Indicators (KPI) for all changes council has approved and the reports in Council meeting(s) agenda since the Mid-year Budget Review as at 31 December 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>-$363k</td>
<td>No change</td>
</tr>
<tr>
<td>Operating Surplus Ratio (Target -2% to 10%)</td>
<td>-0.90%</td>
<td>No change</td>
</tr>
<tr>
<td>Net Financial Liabilities (NFL) $</td>
<td>$202000k</td>
<td>Increase in NFL $587k</td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio (Target: &gt;0 to &lt;100%)</td>
<td>50.1%</td>
<td>Increase to liabilities ratio 1.5%</td>
</tr>
<tr>
<td>Asset Funding Renewal Ratio (Target: &gt;80% to &lt;110%)</td>
<td>132%</td>
<td>No change to asset renewal spends</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.
Since Budget adoption 2020/21 the net cash reduction approved by Council for numerous budget amendments in the Mid-year Budget Review 31 Dec 2020 and Council meetings reports for additional expenditure not included with this update, these have been funded from the brought forward cash.

The Mid-year Budget Review as at 31 December 2020 includes the actual closing financial and cash position for 2019/20, this report provides an update of the opening cash position for 2020/21 used to fund additional expenditure.

**COMMUNITY CONSULTATION**

The FY2020/21 Road Upgrade Capital Budget has been previously approved by Council.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.3 PROPOSED ROAD CLOSURE - MSS SAFETY RALLY BAROSSA 2021
B11739 – 21/10095

Author – Manager Engineering Services

**PURPOSE**

Ivar Stanelis of RallyOne has written to The Barossa Council requesting road closures for the 2021 MSS Safety Rally Barossa, which will be held on Sunday 16 May 2021.

**RECOMMENDATION:**

That the Commissioner of Police be advised that Council endorses the road closure of:

Peggy Hill Road, between Sawpit Gully Road and Hearls Road
Hearls Road, between Peggy Hill Road and Burkes Hill Road
Burkes Hill Road, between Hearls Road and Eden Valley Road
Eden Valley Road, between Burkes Hill Road and Cranes Range Road
Cranes Range Road, between Eden Valley Road and Craneford Road

*For the Buddys Stage of the 2021 MSS Safety Rally Barossa which will be run on Sunday 16 May 2021 from 7.30am to 11.30am, and*

R Seeliger Road, between Seven Steps Road and C Rogers Road
C Rogers Road, between Wynns Road and Brownes Road
Brownes Road, between C Rogers Road and Corryton Park Road
Corryton Park Road, between Brownes Road and High Eden Road
High Eden Road, between Corryton Park Road and Springton Road

*For the Corryton Park and Corryton Park Reverse Stages of the 2021 MSS Safety Rally Barossa which will be run on Sunday 16 May 2021 from 7.45am to 11.15am, and 12.45pm to 4.00pm, and*

Wirra Wirra Road, between Blockers Road and Trial Hill Road
Trial Hill Road, between Wirra Wirra Road and Steingarten Road
Steingarten Road, between Trial Hill Road and Barossa Valley Way

*For the Trial Hill Long and Trial Hill Long Reverse Stages of the 2021 MSS Safety Rally Barossa which will be run on Sunday 16 May 2021 from 8.30am to 11.45am (south to north) and 12.15pm to 4.00pm (north to south), and*
Steingarten Road, between Barossa Valley Way and Trial Hill Road
Trial Hill Road between Steingarten Road and a point 2km east of the junction of Trial Hill Road and Barossa Valley Way

For the Trial Hill Short and Trial Hill Short Reverse Stages of the 2021 MSS Safety Rally Barossa which will run on Sunday 16 May 2021 from 10.00am to 1.00pm (clockwise direction) and 2.15pm to 5.15pm (anti clockwise direction), and

Woodlands Road, between 260 Woodlands Road and Goldfields Road
Goldfields Road between Woodlands Road and Green Gully Road
Green Gully Road between Goldfields Road and Para Wirra Road
Para Wirra Road between Green Gully Road and Goldfields Road
Allendale Road between Goldfields Road and Balmoral Road

For the Goldfields Stage of the 2021 MSS Safety Rally Barossa which will be run on Sunday 16 May 2021 from 10.30am to 1.30pm and from 2.00pm to 5.00pm

REPORT
The MSS Safety Rally Barossa will run one week after Australia’s newest Classic rally event – the AGLRallySA and will be held on May 16th, 2021.

Organisers expect this event will deliver direct economic benefit to a region hit hard by the pandemic in recent months, with 40 competing cars and crews, along with service crew teams and spectators attending the local area.

It takes in Classic, Regularity, Intro and Clubman Categories, and is based at Tanunda Oval. From the Oval cars set out on two loops of the course that takes in iconic Rally SA stages of old, some run in both directions.

Organisers are expecting some 500 motor sport fans to the region.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Community and Culture

Health and Wellbeing

5. We are a strong community that is welcoming, safe and enjoys a quality lifestyle that celebrates our local identities, diversities, cultures and histories including our Aboriginal heritage.

5.1 Support the development of activities that celebrate the history, art and culture of the Barossa and its people.

10. Our region enjoys the benefits of sustainable community groups, networks and facilities that encourage everybody to participate in the community.
10.3 Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.

Legislative Requirements
Local Government Act 1999
Road Traffic Act 1961

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

**Financial and Resources**
The cost of the road closure is to be met by the event organisers.

**Risk management** –
There are no foreseeable risk management considerations and Council officers together with MSS Safety Rally Barossa staff inspect the roads involved prior to the event and if required again after the event.

**COMMUNITY CONSULTATION**
MSS Safety Rally Barossa will personally correspond with local property owners regarding the event, and advisory advance notice signage will be erected approximately three weeks before the event. The closure will be advertised by organisers in local newspapers, The Advertiser and also via placement of the SAPOL notice on Council’s website.
COUNCIL
WORKS AND ENGINEERING SERVICES
DIRECTOR’S REPORT
16 FEBRUARY 2021

7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.4 STOCKWELL ROAD / PENRICE ROAD INTERSECTION UPGRADE – BUDGET ADJUSTMENT
B10870 – 21/9799

PURPOSE
Council approval is sought to undertake a Budget Adjustment to approve additional funds received for the Stockwell Road / Penrice Road intersection upgrade project.

RECOMMENDATION
That Council approve a budget increase of $190,000 (ex GST) for the Stockwell Road - Penrice Road Intersection upgrade project to be fully funded under the 2020/2021 Federal Black Spot Program.

REPORT
At the 16 June 2020 meeting of Council a report was presented advising of the successful application for the Stockwell Road and Penrice Road – Intersection Upgrade under the 2020/2021 Black Spot Program. Council was granted full funding of $560,000 (ex GST) inclusive of road construction, land acquisition, contingency and native vegetation clearance offset costs.

Construction tenders closed for the project on 14 December 2020 and the construction tender prices were higher than the previous concept planning estimate undertaken as part of the original Federal Black Spot funding.

Officers submitted a Request for Cost Variation to the Department for Infrastructure and Transport requesting the amount of $190,000 (ex GST) and have been notified that the variation has been approved and the project is to be fully funded by the Federal Black Spot Program.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Infrastructure
6. The Barossa maintains and develops infrastructure that meets the needs of the region and is efficient.

7. Community infrastructure planning is aligned to both current and the future needs of the community.

8. To have a connected and safe transport network that meets the needs of our community.

7.2 Ensure both current and future infrastructure needs are met in a proactive rather than reactive way.

8.1 Support opportunities to increase community transport and access to services and facilities.

8.2 Ensure a high quality road, shared paths and footpath network throughout the Barossa in partnership with all levels of government.

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Officers submitted a Request for Cost Variation to the Department for Infrastructure and Transport requesting the program fund the budget shortfall amount of $190,000 (ex GST) and have been notified that the variation has been approved and the project cost of $750,000 (ex GST) is to be fully funded by the Federal Black Spot Program.

**COMMUNITY CONSULTATION**

Nil
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.5
PROPOSED ROAD CLOSURE - 2021 ANZAC DAY - TANUNDA
B11739 – 21/9806

Author: Manager Engineering Services

PURPOSE
A request has been received from the Tanunda RSL to assist with the traffic management arrangements associated with staging the 2021 Tanunda ANZAC Day events on Sunday 25 April 2021.

RECOMMENDATION
That the Commissioner of Police be advised that The Barossa Council endorses the closure of:-

Bridge Street, Tanunda from Murray Street to First Avenue between 5.45am and 7.15am on Sunday 25 April 2021, and

Murray Street, Tanunda from 62 Murray Street, Tanunda (Tanunda Post Office) to Basedow Road, and Basedow Road from Murray Street to the railway line, a distance of approximately 170 metres between 10.30am and 11.15am on Sunday 25 April 2021

for the purpose of the 2021 Tanunda ANZAC Day Service and Parade.

REPORT
Discussion
The Dawn Memorial Service at the Tanunda Memorial Gardens is scheduled to commence at 6.00am. Council staff will implement the closure of Bridge Street, Tanunda between Murray Street and First Avenue to allow any overflow of the memorial service participants to safely spill out on that portion of road. Additionally, the speed limit along Murray Street will be lowered to 25km/h with a half road closure to accommodate participant overflow as required. This will be monitored by stop/slow devices and contra traffic flow (both directions).

This closure has been successfully implemented for the Dawn Memorial Services in the past five years and organisers have requested the same closures be used this year.
The Tanunda ANZAC Day March scheduled to commence at 11.00am will travel between the Tanunda Post Office and the Tanunda Soldiers’ Memorial Hall for the Memorial Service that follows. Council staff will implement the closure of Murray Street and Basedow Road.

Summary and Conclusion
The proposed road closure is pursuant to Section 33 of the Road Traffic Act 1961. Council officers deem the closures necessary as a risk mitigation strategy to maintain the safety of participants and the general public.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

- Community and Culture
- Health and Wellbeing

5. We are a strong community that is welcoming, safe and enjoys a quality lifestyle that celebrates our local identities, diversities, cultures and histories including our Aboriginal heritage.
5.1 Support the development of activities that celebrate the history, art and culture of the Barossa and its people.

10. Our region enjoys the benefits of sustainable community groups, networks and facilities that encourage everybody to participate in the community.
10.3 Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.

Legislative Requirements
Local Government Act 1999
Road Traffic Act 1961

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Financial and Resources
The estimated actual cost of $750 for Council to facilitate the road closures and speed restrictions would be allocated from Council’s “Road Closure – Support” budget.

Risk management
Council officers deem the closure necessary as a risk mitigation strategy to maintain the safety of participants and the general public.

Council staff will closely monitor the road closure and reopen the road/s as soon as practical after the conclusion of the event.

COMMUNITY CONSULTATION
The community will be advised of the proposal by public advertisements to be placed in The Herald and Leader and also via placement of the SAPOL notice on Council’s website.
7.4.1 DEBATE AGENDA – DIRECTOR WORKS AND ENGINEERING SERVICES

7.4.1.6 ROAD RE-SHEETING – CHANGE TO 2020/2021 PROGRAM
B11660 – 21/10560

**PURPOSE**
An additional road re-sheet program is proposed following an evaluation of the status of the current program.

**RECOMMENDATION**
That Council receives, considers and approves the addition of 13 road segments from future programs for inclusion in the 2020/2021 road re-sheet program.

**REPORT**

**Background**
Council adopted an allocated budget of $922,830 for the road re-sheet maintenance program as part of the Annual Budget and Business Plan process. The roads put forward and adopted in the budget were selected based on initial site investigations, customer request data and depthing data from our asset management system.

**Discussion**
The nominated roads have been completed and re-sheeted under budget, the extent of re-sheeting was less than initially estimated.

Consideration was given to the level of service for each road, its inspected condition and together with the depthing data officers have been able to be more targeted with the remedial works and only re-sheeted the deficient segments.

Additional roads are proposed for re-sheeting this financial year, with a focus on roads that show deficient material from the depthing data.

It is proposed to amend and extend the 2020/2021 road re-sheeting program to bring forward from future programs and include the following roads in Cromer, Mount Pleasant and Springton:

<table>
<thead>
<tr>
<th>Road</th>
<th>Area m²</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groths Road</td>
<td>14,625</td>
<td>$80,000</td>
</tr>
<tr>
<td>Herriot Road</td>
<td>1,950</td>
<td>$10,000</td>
</tr>
<tr>
<td>Hillview Road</td>
<td>5,525</td>
<td>$30,000</td>
</tr>
<tr>
<td>Schrapels Road</td>
<td>5,950</td>
<td>$33,000</td>
</tr>
<tr>
<td>Road Name</td>
<td>Area</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Zaltrons Road</td>
<td>3,900</td>
<td>$22,000</td>
</tr>
<tr>
<td>Fromm Road</td>
<td>7,535</td>
<td>$38,000</td>
</tr>
<tr>
<td>G Hicks Road</td>
<td>9,075</td>
<td>$45,000</td>
</tr>
<tr>
<td>Seagers Road</td>
<td>5,750</td>
<td>$29,000</td>
</tr>
<tr>
<td>C Kuchels Road</td>
<td>13,475</td>
<td>$55,000</td>
</tr>
<tr>
<td>Mc Beans Range Road</td>
<td>3,000</td>
<td>$17,000</td>
</tr>
<tr>
<td>O Herbig Road</td>
<td>5,500</td>
<td>$28,000</td>
</tr>
<tr>
<td>Altmann Road</td>
<td>9,750</td>
<td>$50,000</td>
</tr>
<tr>
<td>Black Snake Road</td>
<td>5,040</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>91,075m²</td>
<td>$462,000</td>
</tr>
</tbody>
</table>

**Summary and Conclusion**

The revised program has been developed based on depthing data from the drilling investigations - this has provided a more accurate condition assessment than has been available previously. The drilling/depthing program is continuing and will form the basis for updating Council’s Asset Management System and developing the 3 – 10 year forward work program.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Nil.

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

*Community Plan*

<table>
<thead>
<tr>
<th>Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.  The Barossa maintains and develops infrastructure that meets the needs of the region and is efficient.</td>
</tr>
<tr>
<td>7.  Community infrastructure planning is aligned to both current and the future needs of the community.</td>
</tr>
<tr>
<td>8.  To have a connected and safe transport network that meets the needs of our community.</td>
</tr>
<tr>
<td>7.2 Ensure both current and future infrastructure needs are met in a proactive rather than reactive way.</td>
</tr>
<tr>
<td>8.1 Support opportunities to increase community transport and access to services and facilities.</td>
</tr>
<tr>
<td>8.2 Ensure a high quality road, shared paths and footpath network throughout the Barossa in partnership with all levels of government.</td>
</tr>
</tbody>
</table>

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

There is no variance to the approved budget, the additions have been managed to fit within the existing approved budgets. A budget adjustment will be submitted for Quarter 3 to formalise the revised program.

**COMMUNITY CONSULTATION**

The initial road re-sheet program was released for community consultation as part of the Annual Budget and Business planning process with a qualifying statement that the program may be subject to change. The amended program will be updated on Council’s website and shared across our social media platforms.
7.5.1. DEBATE AGENDA – DEVELOPMENT SERVICES REPORT

7.5.1.1
PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT - BUSINESS READINESS/SERVICE LEVEL UPDATE
B3624

Author: Director Development and Environmental Services

PURPOSE
To seek approval/direction on service levels associated with the implementation of the Planning, Development and Infrastructure Act (PDI Act), and provide an update on the Business Readiness activities.

RECOMMENDATION
That Council:
(1) Establish a Service Kiosk (PC, Monitor and Scanner) that will allow an applicant to self-lodge their applications and payment of fees via the Planning Portal.
(2) Endorses the adoption of the $80* processing fee for hard copy lodgements, and in accordance with the Section 119(9)(c) of the PDI Act agree to waive payment of the whole fee (excluding development/building companies) for an initial six months from the announced go live date by the Minister.
(3) Endorses the adoption of a statutory fee to cover the reasonable cost of placing and maintaining a public notice on the land for a performance assessed development application (where required), and that fee for the reminder of the 2020/2021 financial year be $350* per notification process.
(4) Note progress of the business ready activity.

* Exempt of GST.

REPORT

Background
At its meeting held 18 August 2020, Council considered a report on a series of service levels associated with the implementation of the new planning system.

Introduction
When the initial report was prepared, it was on the basis that the Phase 3 Code Councils would be commencing late 2020. The commencement had been delayed.

The Attorney General’s Department is working with Phase 3 Councils with an 19 February target for being business ready, and a 26 February to close off any further changes to the portal/system operations, to enable the Minister to announce a ‘go live’. That announced was made by the Minister on 29 January 2021, with the ‘go live’ on 19 March 2021.
Since the August meeting, Council officers have had further information and training around the new system and the Planning and Design Code. Regular meetings are being held between the Department and officers as part of the business ready strategy.

Given the rapid nature in information exchange, it is appropriate to revisit some of the service levels that are associated with the business ready strategy.

**Discussion**

**BUSINESS READY CHECKLIST**

The Department has issued councils with a high-level business readiness checklist supported by a detailed checklists. The high-level list ([Attachment 1](#)) assists tracking the progress at the top level and will provide visibility to what has been completed and outstanding.

Based on our discussions with the Department, it is considered that we are around 85-90% completed in our readiness.

**WEBSITE CONTENT**

Council Resolution (18 Aug 2020):

Agree to support messaging to redirect customers from Council’s website to the SA Planning Portal as the first point of contact for information regarding the planning system and assessment processes.

The Planning and Building component of the new website has been refreshed and provides a link to the SA Planning Portal.

Getting ready for the new planning system

The Barossa Council area is currently covered by the Barossa Council Development Plan. However, South Australia is currently transitioning to a new planning system. The PlanSA website provides the entry point to the new system. Through PlanSA, the planning and development system is taken online and underpinned by the statewide Planning and Design Code. Through PlanSA, South Australians will be able to do more including:

- lodge development applications online
- monitor and track progress of development applications online
- receive decision notices electronically – and get faster approvals
- gain 24/7 fast access to searchable and reliable planning information, publications, maps and data
- easily access the latest planning news and updates
- access online planning policy and spatial map information online
- track Planning and Design Code amendments online
- check the online register of accredited professionals.

The new planning system also introduces new complaint handling procedures for assessment panels, assessment managers, and accredited professionals.

The final phase of the new planning system, which includes the Barossa, is expected to proceed in 2021. Until this final phase is implemented, development applications will be assessed against the Barossa Development Plan and the Development Act 1993 and Development Regulations 2008.

As part of the Website Refresh Project all existing guides and fact sheets are being reviewed to identify additional information not available from the Planning Portal and
that can assist Barossa community to navigate the Planning and Design Cade and ePlanning framework.

As we progress into the new system, our web content will be updated to better reflect the new requirements. In addition, Development Services staff are to review current development information guides /fact sheets to identify additional information not available from the Planning Portal and that can assist the Barossa community to navigate the Planning and Design Cade and ePlanning framework.

The Department has issued a toolkit of promotional material to assist councils in the lead up to the system going live.

![Sample promotional material](Figure 1 Sample promotional material)

**ONLINE AND COUNTER SERVICES**

*Council Resolution (18 Aug 2020):*
Only accepts applications (hard copy) and payment of fees at the Principal Office (Nuriootpa) for which the Barossa Assessment Panel, Assessment Manager or Council is the relevant authority.

It has been confirmed by the Department that a Council can only receive and lodge an application for development within its area. Therefore there is no opportunity for Council to receive and lodge an application for a development within any other part of the State.

*Council Resolution (18 Aug 2020):*
Agree to utilise the existing Library public PC and scanning equipment for the Service Kiosk to allow applicants to lodge applications via the online Planning Portal.

Previously it had been proposed that the Service Kiosk be via the PC, Monitor and Scanner located within the Nuriootpa Library to avoid the need to purchase and set up a stand-alone kiosk.

Given the uncertainty to the level of demand at Customer Support, it is suggested that the option of having dedicated Service Kiosk be considered to enable the new Development and Customer Support Officer to provide direct assistance to applicants to lodge their applications and payment of fees via the Planning Portal.
Help Desk

Further information has been released in relation to the PlanSA Service Desk. Agreed protocols have been established to enable both the Department and Council to provide appropriate assistance to clients when dealing with the new systems. Refer to Attachment 2.

FEES AND CHARGES

Lodgement (Processing) fee

**Council Resolution (18 Aug 2020):**
Agree to waive the additional $80 processing fee for hard copy lodgements until 30 June 2021.

As reported in August, the standard Electronic Lodgement Fee is $177. In addition, there is a new Hard Copy Lodgement Fee. This is an additional $80 that a Council may opt to apply in processing the lodgement on behalf of an applicant.

As part of the August resolution, Council opted to waive this fee until 30 June 2021. Again, this was on the premise that the new system would commence at the end of 2020.

Given further understanding of the new system, it is proposed that this waiver should only be made available to ‘mum and dad’ applicants and not to development/building companies as they should have internal capabilities and capacity to use the online system.

In line with the previous resolution, it is proposed that the fee be waived for an initial period of six months from the ‘Go Live’ date of the new system.

Notification of Performance Assessed Development

**Council Resolution (18 Aug 2020):**
Note that a separate Public Notification charge is to be set by Council for the provision and installation of signage at a site where the applicant has requested that Council perform this task, and that a further report be brought back to Council to adopt a Public Notification charge as outlined in this report.

*Practice Direction 3 - Notification of Performance Assessed Development Applications* issued by the State Planning Commission supports the operation of section 107(9) of the Act with respect to the notification of performance assessed development applications.

In accordance with the Act:

1. A relevant authority is responsible for giving notice of the application to an owner or occupier of adjacent land by post or by email.

2. An applicant will be responsible for giving notice of the application to members of the public by notice placed on the relevant land. A notice must be:
   a) placed on, or within a reasonable distance of, the public road frontage of the relevant land, ensuring that it is visible and legible to members of the public from the public road;
b) mounted at least 600mm above ground level, and no more than 1.5 metres above ground level;
c) made of weatherproof material (e.g. laminated print attached to fence/building, corflute print on star droppers, or other); and
d) at least A3 size.

The entity responsible for erecting the notice on the relevant land has responsibility for taking a photograph clearly displaying the notice on the land, with details of the location, date and time the photograph was taken at the start of the notification period, and a written statement confirming that the notice on the relevant land was undertaken in accordance with the relevant requirements of the Act, Regulations and this practice direction the end of the notification period. This information must be uploaded to the relevant application record on the Planning Portal.

Within the ePlanning framework, there are two fees associated with the notification process. There is a $250 Notification Fee as set by the Department, and an optional Installation Fee where an applicant has requested that a Council install the required signage. There is no requirement to place a public notice in the paper under the PDI Act, as is the case under the Development Act.

The fee associated with the installation of signage are not specifically prescribed within the Regulations. This fee, if required, is determined by the Council to cover the reasonable cost of placing the notice on the land, i.e. labour and travel.

Council currently charges $330 to an applicant to place the Category 2 or 3 Public Notice in the local paper. This is a charge determined to recover the cost of publishing the Notice.

A recovery model could be adopted for the new requirements. A potential formula was presented as an initial idea in the previous report.

\[
\text{Notification Charge} = \text{Base Fee (production)} + \text{Travel/Installation}
\]

The base fee being the current $330.

Rather that create a multiple range of pricing to account for travel distances within the region, it is proposed that a single flat fee be adopted for all notification signage where Council is requested to undertake the task.

Recent examples for other regional councils:

<table>
<thead>
<tr>
<th>Council Name</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coorong District council</td>
<td>Only charge the notification fee of $250</td>
</tr>
<tr>
<td>Loxton Waikerie</td>
<td>$150 if property is located within 10km of Loxton and Waikerie townships</td>
</tr>
<tr>
<td></td>
<td>$300 if property is located more than 10km of Loxton and Waikerie townships</td>
</tr>
<tr>
<td>Regional Council of Goyder</td>
<td>$250</td>
</tr>
<tr>
<td>Clare and Gilbert Valleys</td>
<td>$265</td>
</tr>
<tr>
<td>Yorke Peninsula</td>
<td>$360</td>
</tr>
<tr>
<td>Light Regional</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Proposed Fee for The Barossa Council is $350.**
If Council opt to include the installation fee, the cost to an applicant that request the installation will be $600, the Notification Fee ($250) plus the Installation Fee ($350).

Over the course of the first few months, officers will be able to determine if this fee is appropriate and it can be amended annually in line with the Council’s statutory fees and charges as deemed appropriate.

Internal discussion continue as to what resources will be used to install the signage, when requested by an applicant. Options include the Assessment Officers, General Inspectors, Depot staff, or Contractors, or a combination of all.

CHANGE PROGRAM

LODGE MENT TO INSPECTION PROJECT

Part of this project has sought to fully document the work flows associated with the current lifecycle of the development application. As there will be a transition period, the workflow will be reviewed to ensure that any elements of the new systems are effectively reflected by Council’s Pathway system.

Where appropriate, any existing development application that has received Planning Consent within Pathway will be entered into the Development Application Processing (DAP) system, used to lodge or manage development applications, of the Planning Portal to complete the approval process, avoiding the need to run two parallel systems for an extended period of time.

At time of preparing this report, there are approximately 95 applications that have had planning consent issued. The new Development and Customers Support Officer will be tasked for entering these application into the DAP.

PATHWAY/PORTAL INTEGRATION

The ePlanning framework was initially presented as a full end to end solution of the development assessment process. In effect, the framework accounts for lodgement to certificate of occupancy. During 2020, it was evident that inspections and compliance would not be incorporated, and that Councils would be required to rely on their own systems for these functions. In addition, calls were made to have the system deal with property searches (Form 1) required under the Land and Business (Sales and Conveyancing) Act 1994.

The Local Government Information Technology Association of SA (LGITSA) identified a need to assist with delivery of the necessary data integration to support all South Australian councils with their continued management of development applications beyond lodgement, and sought to collaborate with the State Government and develop an interface specification that will meet the needs of SA councils.

A Planning Information Exchange (PLIX) specification was subsequently developed to provide integration to Council systems with retrieval of DA data from the ePlanning Application Programming Interface. Based on the business requirements developed by the Department and LGITSA/Councils, software vendors had provided cost proposals which include the software development and implementation costs and in some cases additional licensing costs.

Late 2020, Councils were advised that the Department would no longer be leading work on the PLIX and that Councils would have to self-develop an integration solution.
Council’s Manager KATS has been actively involved with our software vendor to determine what level of support there is for all Pathway Councils to financially contribute to the development of an integration solution.

A response will be prepared for CMT outlining any Pathway modification and costing required to ensure the two systems are sufficiently integrated to provide a fully electronic end to end solution to the planning, building and compliance requirements of the PDI Act.

Notwithstanding the decision around the PLIX, the Department has responded to concerns raised by councils and has been developing additional capability to address mandatory inspection notifications and property searches. Compliance is still excluded at this point in time.

**FINANCIAL MANAGEMENT**

The new system operates similar to Dog and Cat Online (DACO) whereby transactions are centrally administered.

The distribution of fees (Appendix 3) has been determined by the Chief Executive (of the Attorney-General’s Department) as required under Regulation 18 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019.

**PAYMENTS**

Applicable fees and charges are determined during the ‘Verification’ phase of the development application lifecycle for each consent that is required. Additional fees and charges may also be identified at any stage during the assessment process.

Payment of fee raised under the Development Application Processing (DAP) System will be able to be undertaken in various forms including on the new online Portal, over the counter at local councils or via DPTI direct (in special circumstances).

Taking payments over the counter at a council office will be a two-step process:

1. Receipting payment into the local council receipting systems
2. Updating the DAP to mark the development application as paid.

Council may receive the funds by credit card, cheque, cash or EFT. Payment will be receipted into the council’s own financial system, and the funds banked into the council’s own bank account. The DAP is then updated to reflect the payment made for a development application.

Money collected by Council, including any Department fees or Referral Agency fees are retained by Council (step 5 in Figure 1), with any adjustments for payments due to the Department/Referral Agencies to be managed through the Net Disbursement process (step 8 in Figure 1).

Money collected by Council remain with Council unless the Net Disbursement falls into a negative position (where Council owes the Department for their fees in excess of fees the Department is to pay Council). In the event that this occurs, Department will invoice Council on a quarterly basis to retrieve the balance of those funds to be returned to Department (step 12 in Figure 1).
REFUNDS
The Relevant Authority will be responsible for determining if a refund is to be paid to an applicant and the amount of refund that will be paid. A council is only permitted to refund fees that are payable to that council.

All refunds are to be presented to a Financial Approver who can approve or reject the refund assessment, or request more information from an assessing officer.

The Financial Approver role within the DAP system will be restricted to a small number of senior staff who have the authority (under delegation) within the organisation to approve a refund payment to an applicant.

NET DISBURSEMENTS
The Department will disburse fees collected to the correct recipient as part of a Net Disbursement process. The Net Disbursement Calculator in the Development Application Processing (DAP) System is an automated process that runs on a daily basis at 12am.

While the process for the daily disbursement will be run each day, the Accounts Payable process to complete the outgoing payments to stakeholders will occur on Mondays, Wednesdays and Fridays.

Where Department fees and/or Referral Agency fees are paid directly over the counter at the Council, those fees are receipted into the Council’s own system and ‘recovered’ by the Department by way of a negative disbursement process. This process removes the need to regularly create and send invoices between organisations.

A flow chart of the process is shown in Figure 2.
REPORTING

While the current quarterly System Indicators reporting is no longer a statutory requirement under the PDI Act, the Portal has been designed to enable this reporting to be generated without manual input from councils.

In addition, there are a number of activity level reports that can be generated via the system.
A series of policy and process documents are being reviewed/prepare to be presented to Council for endorsement in the lead up or post ‘Go Live’ date, namely:

- Development Fee Exemption for Community Organisation Policy
- Building (and Swimming Pool) Inspection Policy
- Building Fire Safety Policy
- Copyright Management Policy
- Internal Review of Council Decisions Policy and Process
- Public Consultation Policy

**Summary and Conclusion**

Ongoing monitoring of the new planning system will require potential amendments to the various service levels set by Council. Council Administration will seek to amend these as required to ensure efficient and timely assessment of development applications and assistance to clients in navigating the new system.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1 – Business Readiness Measures
Attachment 2 – Service Desk protocols
Attachment 3 – Payment and Distribution of Fees

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

**Community Plan**

- Natural Environment and Built Heritage

1. The Barossa has sustainable farmland providing diverse and stable returns, while protecting the unique natural environment and biodiversity of the region.
1.1 Ensure land use planning and resource use protects the quality of the natural environment, the existing character of rural landscapes, historic significance and the high value of agricultural land.

Advocacy Plan
8. Ensure the best possible management of the land use and development framework to preserve the history, heritage and natural assets of the Barossa and support appropriate development.

Corporate Plan
1.11 Provide transparent, efficient and effective development assessment processes and regulatory activities.

1.12 Build and maintain relationships with other levels of government to ensure development strategies are responsive to regional needs and issues.

Legislative Requirements
Planning, Development and Infrastructure Act 2016

<table>
<thead>
<tr>
<th>FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
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</table>

<table>
<thead>
<tr>
<th>COMMUNITY CONSULTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
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</tbody>
</table>
Readiness Measure

User Training and System Familiarisation

- Council staff have attended the relevant sessions pertaining to their role within PlanSA responsibilities
- Council staff can successfully log into the ePlanning platform training environment and can create Development Applications and understand the full end to end process
- Council staff are upskilled in their role and responsibilities in readiness for Phase 3 go-live
- Council staff are familiar with the various reports using the PowerBI tool within the training environment

User set up

- Full list of all users and roles confirmed in the ePlanning platform training environment
- Full list of all users and roles can successfully log into ePlanning platform live environment
- Council staff who require PowerBI access to generate reports are configured and can successfully login and run reports

Assessment Panels

- AP or RAP has been established with panel members appointed
- All members have their necessary accreditation and appropriate insurance in place
- All members understand and comply with the conditions of their accreditation
- Ongoing arrangements for panel member Continuing Professional Development (CPD) and annual accreditation costs are decided
- Panel meeting procedures, terms of reference and policies are in place
- Transitional arrangements in place for panel transition from Development Act to PDI Act

Assessment Managers

- An Assessment Manager has been determined for council and their CAP or RAP
- The Assessment Manager is accredited at Planning Level 1 with appropriate insurance
- Ongoing arrangements for CPD and annual accreditation costs are decided
- An accredited backup for the Assessment Manager has been considered, when required
- Delegations from the CAP or RAP to the Assessment Manager are defined and in place
- The Assessment Manager is trained in the ePlanning platform and is familiar with the PDI Act 2016 and Regulations, Planning and Design Code, practice directions and other instruments

Planning Officers

- If required by the Assessment Manager, Planning Officers are accredited in their own right
- Delegations from the Assessment Manager to Planning Officers are defined and in place
- Delegations from council to Planning Officers are in place for issuing development approval
- If necessary, consultants have been engaged to carry out planning functions
- Planning Officers are trained in the ePlanning platform and are familiar with the PDI Act 2016 and Regulations, Planning and Design Code, practice directions and other instruments
- Planning Officers have accessed the ePlanning platform training environment and know how to operate the system

Building and Compliance Officers

- If determined necessary by council, Building Officers are accredited
- Delegations from council to Building Officers are in place (Building Consent and full Development Approval)
- At least one authorised officer has been appointed to carry out inspections
- New, mandatory inspection requirements are understood (buildings and pools)
• Ready to issue a Certificate of Occupancy as required, including detached dwellings (Class 1a)
• If necessary, accredited consultants have been engaged to carry out building functions
• Register of mandatory inspections is ready to record inspections that have occurred
• Building and Compliance Officers are trained in the ePlanning platform and are familiar with the PDI Act 2016 and Regulations, Ministerial Building Standards, practice directions and other instruments
• Building Officers have accessed the ePlanning platform training environment and know how to operate the system

Administration Officers
• Administration Officers have activated logins and are trained in use of the ePlanning platform
• The business process is defined for internal enquiry escalation
• Administration Officers are aware of changes to Section 7 process
• Administration Officers are aware of, and are trained in, new data and reporting processes
• Administration Officers are aware of, and are trained in, new public notification processes

Customer Service Officers
• Customer Service staff have activated logins and are trained in use of the ePlanning platform
• The business process is defined for answering enquiries, including escalation point to PlanSA Service Desk
• The business process is defined for internal management of hard copy development applications
• Frontline counters are resourced to handle PDI Act enquiries and staff are trained
• FAQ’s or knowledge base articles are available to support frontline enquiries
• Frontline counter staff are trained to accept and record payments

Marketing and Communication
• Printed and digital communication material is updated to reflect the PDI Act transition
• Council website is updated to include messaging to redirect customers to the PlanSA portal

Finance Officers
• Frontline counter / administration staff are aware of payment processing
• Financial staff are aware of reporting processes and end-to-end process for disbursements from the Department
• Financial staff and Assessment Managers are aware of refund processes
• Staff who raise fees understand the functionality of ePlanning platform and understand the “Fees” Regulations
• A staff member has been provided financial delegation to approve refunds
• Fee waiving delegations have been updated and staff made aware of the changes
• Financial delegations have been updated
• Bank account details have been provided to the Department
• Cash handling procedures have been updated to reflect any changes to Development Application payment
• Receipting codes are configured in council financial systems to support in-person payments
• Users have logged into PowerBI and confirmed they can access the reporting

Internal Referral Officers
• An agreement with Development Assessment staff has been drafted to clarify what kinds of Development Applications will be considered
• Internal referral officers have access to PDF editing software to measure scaled documents onscreen
• Internal referral officers trained on how to use the ePlanning platform
**Fees and Charges**
- The business process is defined for recording fee payments that are not in BPoint (i.e. cash, cheque, EFTPOS)
- Internal fee policies determined and in place
- A budget for annual ePlanning contributions in place

**Onscreen Assessment System Setup**
- Minimum equipment and hardware is in place (computer, scanner, printer)
- Minimum software is installed and tested (internet browser (Chrome is preferred), PDF editing software)
- User access set up for all staff and an administrator designated to manage users

**Reporting**
- Officers are aware of the reporting available in PlanSA
- Finance and Development Assessment Managers and any other necessary staff have access to the PowerBI reporting platform
- Freedom of Information (FOI) requests and record management process in place
- Officers are aware of the Section 7 extract available within the DAP
- Officers have updated Section 7 processes to include the download of the extract from PlanSA

**Development Application Processes**
- The business process is defined for managing applications submitted in hard copy or in person
- The business process is defined for verifying development applications within the legislated timeframe
- The business process is defined for processing transitional Development Act applications
- The business process is defined for public notification (sign production/errection, payable fees and photos)
- Forms and templates ready for use (AGD-prepared and council-prepared)
- Standard conditions and advisory notes saved into the ePlanning platform
- The business process is defined for stamping plans (i.e. digital stamp used in PDFs)

**Service Desk - Call forward to individual Councils**
- PlanSA Service Desk call forward process to individual councils defined and agreed
- Council phone numbers and people to answer calls confirmed
- Process verified, validated and approved by both council and PlanSA
RESPONSIBILITIES SNAPSHOT

PlanSA Service Desk

Policy

- Provide guidance on how to use the online Planning and Design Code (Code) and the South Australian Property and Planning Atlas (SAPPA).
- Provide guidance on where to find general information on the Policy – only what is written in the Code.
- Provide general information on Zones, Overlays and TNVs – only what is written in the Code.
- Assistance with applications or potential future applications within the remit of the State Planning Commission (SPC), out of council or other state based planning authority.

In the DAP

- Provide guidance on how to use the DAP / assist with navigation / how to access and use.
- Provisioning users and modifying user access.
- Assist with troubleshooting – log in issues.
- Assist with technical issues in relation to use and functionality.
- Manage feedback on the tools.
- Assist with all technical issues that require back end updates.
- Assist with account updates where Relevant Authority cannot – changing 'organisation name' for a council.
- Changing RAP (Regional Assessment Panel) details.

Other ePlanning platforms:

Online Planning and Design Code, PlanSA portal, SAPPA or EDALA.

- Assist with navigation, how to access and use.
- Assist with troubleshooting.
- Assist with technical issues in relation to use and functionality.
- Manage feedback on the tools.
- EDALA – checking fees, status, making updates and any technical support.
RESPONSIBILITIES SNAPSHOT

Local Council

Policy

Please note: Where the Local Council is the Relevant Authority, any development advice is best assisted by the council as you are able to speak to customers with full authority.

Where the SPC (State Planning Commission) is the Relevant Authority, please refer to PlanSA Service Desk.

- What policies apply to a development
- Assistance with all applications or potential future applications that the Council is the Relevant Authority
- Advise whether subdivisions are permitted
- Advise whether a proposed development is likely to be permitted e.g. can I build a house on a particular property
- Advise whether an application is required for specific development types
- Provide information on Development Pathways
- Provide information on Zones, Overlays and TNVs
- Providing development plans or alerting to their location on the PlanSA portal
- Fees – decision to waive or charge fees and interpretation of fees
- Guidance on the Code and mapping tools
- Discuss compliance issues for Council decisions
- Advise on building requirements e.g. fencing, fire access, solar farming, pool fencing
- Negotiations on Code policies for a certain Performance Assessed application where not specifically established by a zone classification table (e.g. ‘all other Performance Assessed development’)

In the DAP (Where council is the Relevant Authority)

User Account maintenance

- Changing the relevant authority from a council related authority to another authority in the DAP
- Sharing access for applications submitted by council
- Changing user access (can be done by Organisation Admin User)
- Editing the applicant’s details
- Editing user’s personal details (can be done by Organisation Admin User)
- Editing Organisation’s details (can be done by Organisation Admin User)
- Provide information on a development application submitted by council

Invoicing & Fees

- Processing refunds
- Cancel an invoice
- Waive fees
- Process payments

Consents

- Changing user consent access
  (can be done by Organisation Admin User)
- Apply for the next consent on behalf of applicant
- Editing below components (when an application is in awaiting verification status for first consent of application)
  - Change the consent details
  - Change the development location
  - Change the assessment pathways
  - Change the elements details

Making Changes to an Application

- Place a hold on an application
- Apply for a variation and decisions on a variation request
- Withdraw the application on behalf of the applicant
- Apply for building notification
- Upload documents at any stage/tame

Other

- Handle feedback for councils
- Provide information on any developments happening in council area
- Lodging applications using EDALA and providing status updates and information of application

Government of South Australia
Department of Planning and Infrastructure
Published 1/12/20
RESPONSIBILITIES SNAPSHOT

PlanSA Service Desk

PlanSA Service Desk receives call and identifies enquiry can be assisted by council

PlanSA Customer Service Officer conferences call to Council Service Desk/council contact

Customer is assisted by council

Council Service Desk

customer contacts council and is answered by Council Service Desk

Council Service Desk consults responsibility list to determine who can be contacted

Council contact takes call to assist/council

Customer is assisted by council

Council contact requires assistance

Council contacts PlanSA Service Desk for assistance

Council provides resolution to customer

Useful tips:
- Use the PlanSA Service Desk and Council Responsibility List to help identify whether council can assist.
- Where assistance or escalation is required – contact PlanSA Service Desk for help on 1800 752 664 or email PlanSA@sa.gov.au
Chief Executive Schemes and Requirements as to the Payment and Distribution of Fees under the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019

The following schemes and requirements relate to the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 and are required to be followed in relation to all fees payable and made under those regulations.

Definitions

Accredited professional means an accredited professional authorised under the Planning, Development and Infrastructure (General) Regulations 2017 to act as a relevant authority in relation to a particular development.

Act means the Planning, Development and Infrastructure Act 2016.

Chief Executive means the Chief Executive of the Attorney-General’s Department.

Commission means the State Planning Commission

Relevant authority means the relevant authority determined under Part 6 Division 5 of the Act.

State Commission Assessment Panel means the Commission assessment panel established under section 29(1)(a) of the Act.

Requirement relating to Regulation 13

For the purposes of regulation 13 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 the base amount paid for an application must be forwarded to the Chief Executive through the SA Planning Portal within 8 business days of its receipt by an accredited professional.

Scheme relevant to Regulation 18

For the purposes of Regulation 18 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 fees must be distributed to entities designated as follows.
Fees relating to development assessment

All fees relating to development assessment will be distributed between the Chief Executive and entities as set out in table one and two of this scheme within 5 business days of receipt via the SA planning portal.

Table 1 - distribution of fees between the Chief Executive and entities

<table>
<thead>
<tr>
<th>Fee under Schedule 1 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019</th>
<th>Entity paid the fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 5(a) – lodgement fee</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 5(b) – processing fee</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 6 – planning consent fees</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 7 – planning consent notification fees</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 8 – referral to prescribed bodies fees</td>
<td>Relevant Agency – for specific fee amounts see Table 2</td>
</tr>
<tr>
<td>Item 9 – building consent fees</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 10 – building consent (compliance fee)</td>
<td>Relevant council or for Out of Council Areas - Chief Executive</td>
</tr>
<tr>
<td>Item 11 – building consent (demolition)</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 12 – Commission concurrence</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 13 – Commission opinion</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 14 – land division consent</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 15 – Commission advice</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 16 – Certificate of approval</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 17 – Crown / Essential infrastructure applications</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 18 – minor variation</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 19 – assessment panel review</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 21 – essential safety provisions certificate</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 22 – change in classification</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Fee under Schedule 1 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019</td>
<td>Entity paid the fee</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Item 23 – certificate of occupancy</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 24 – open space contribution scheme</td>
<td>Chief Executive for division up to and including 20 allotments, and division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 as per section 196(2) of the Act Council for divisions greater than 20 allotments</td>
</tr>
<tr>
<td>Item 25 – multi unit buildings</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 26 – water/ sewer requirements</td>
<td>SA Water</td>
</tr>
<tr>
<td>Item 27 – tree replacement</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 28 – variation of authorisation</td>
<td>Relevant authority</td>
</tr>
<tr>
<td>Item 28A – initiation of infrastructure scheme</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 29 – certificate from technical regulator</td>
<td>Technical Regulator</td>
</tr>
<tr>
<td>Item 30 – LMA registration</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 31 – copy of LMA</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 31A – off set scheme approval</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Item 32 – approval of prescribed qualifications</td>
<td>Chief Executive</td>
</tr>
</tbody>
</table>

Table 2 - distribution of fees between the Chief Executive and prescribed bodies under Schedule 9 of the Planning, Development and Infrastructure (General) Regulations 2017

<table>
<thead>
<tr>
<th>Agency</th>
<th>Referral Type</th>
<th>Fee to be distributed to the agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highways - Department of Planning, Transport and Infrastructure</td>
<td>Land Use (Standard)</td>
<td>$398</td>
</tr>
<tr>
<td></td>
<td>Land Use (Crown)</td>
<td>$398</td>
</tr>
<tr>
<td></td>
<td>Land Division (0-6)</td>
<td>$398</td>
</tr>
<tr>
<td>Agency</td>
<td>Referral Type</td>
<td>Fee to be distributed to the agency</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Land Division (7-50)</td>
<td>$398</td>
</tr>
<tr>
<td></td>
<td>Land Division (51+)</td>
<td>$398</td>
</tr>
<tr>
<td>Environment Protection Authority</td>
<td>Non licensable</td>
<td>$741</td>
</tr>
<tr>
<td></td>
<td>Licensable</td>
<td>$1,667</td>
</tr>
<tr>
<td></td>
<td>Site Contamination</td>
<td>$1,372</td>
</tr>
<tr>
<td>Heritage – Department of Environment and Water</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>River Murray - Department of Environment and Water</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Water management authorisation - Department of Environment and Water</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Coast Protection Board – Department of Environment and Water</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Shipwrecks - Department of Environment and Water</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Native Vegetation - Department of Environment and Water</td>
<td>Standard</td>
<td>$639</td>
</tr>
<tr>
<td>Government Architect - Department of Planning, Transport and Infrastructure</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>SA Housing Authority</td>
<td>Standard</td>
<td>$240 plus $150 per stage</td>
</tr>
<tr>
<td>Primary Industries and Resources</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Country Fire Service</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Mining - Department for Energy and Mining</td>
<td>Standard</td>
<td>$398</td>
</tr>
<tr>
<td>Technical Regulator – Department for Energy and Mining</td>
<td>Standard</td>
<td>$168</td>
</tr>
</tbody>
</table>
For any fee payable that is not made directly via the SA planning portal the following applies

**Fees received by an assessment panel or assessment manager**

Fees received by an assessment panel or assessment manager other than via the SA planning portal must be paid into the SA planning portal within 5 business days of being received by the Council.

**Fees received by the State Commission Assessment Panel**

Fees received by the State Commission Assessment Panel other than via the SA planning portal must be paid into the SA planning portal within 5 business days of being received by the State Commission Assessment Panel.

---

**Scheme relevant to Regulation 19**

For the purposes of regulation 19 of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 all fees received by a payment via the SA planning portal must be paid to specified entities in accordance with the scheme established under regulation 18.

For fees not made by payment directly to the SA planning portal all fees received by a relevant authority must be paid to specified entities under the scheme established under regulation 18 within 10 business days after the end of each quarter in which the amount was received.
7.5.5 WASTE SERVICES REPORT

7.5.51 GREEN INDUSTRIES FUNDING - REGIONAL TRANSPORT SUBSIDIES PROGRAM
B11749

Author: Waste Management Officer

PURPOSE

To seek Council’s endorsement to apply to Green Industries SA for grant funding as part of the Regional Transport Subsidies Program.

RECOMMENDATION

That Council authorise the Chief Executive Officer, or his delegate, to apply for funding as part of the Regional Transport Subsidies Program.

REPORT

Background

The Regional Transport Subsidies Program is generally intended to provide funding support for one way transport of kerbside recyclables from regional council areas to Metropolitan Adelaide.

The Application and Guidelines are provided in Attachment 1.

Discussion

The Regional Transport Subsidies Program offers funding for the purpose of supporting the continuation of recycling services in regional areas. Eligible cost items include transport costs associated with a council’s provision of kerbside recycling.

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres of transport costs associated with kerbside recycling for the period 1 July 2020 to 30 June 2021.

Summary and Conclusion

Applications for the Regional Transport Subsidies Program close on February 19, 2021.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Regional Transport Subsidies Program Guidelines 2020-21

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Natural Environment and Built Heritage

3. We take a proactive approach in responding to key environmental challenges such as climate change, water security and waste management.

3.2 Collaborate with partners and our community to support innovative approaches to waste minimisation, and increase reuse and recycling opportunities.

Advocacy Plan

1. Working with the community, industry and government to build on the Barossa’s capacity to attract investment, improve services and encourage employment opportunities.

Corporate Plan

4.9 Provide residents kerbside waste collection and recycling services that reduce waste disposed to landfill.

Legislative Requirements

Green Industries SA Act 2004

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Nil

COMMUNITY CONSULTATION

Nil
REGIONAL TRANSPORT SUBSIDIES PROGRAM

GUIDELINES

2020-21

Waste and Resource Recovery Modernisation and Council Transition Package
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**Waste and Resource Recovery Modernisation and Council Transition Package** ........... 2  

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Guidelines

Submission of applications

Applications should be submitted on the application form provided and received by Green Industries SA by 5pm Adelaide time, 19 February 2021.

Notification regarding funding approval is expected to be provided within four weeks of application closure, and is subject to the requirement for additional information (if any).

All application forms must be submitted electronically, with supporting information and a signed declaration scanned and sent by email to Han.Tran@sa.gov.au with subject line ‘Regional Transport Subsidies Program’.

Further information

Han Tran
Project Officer
(08) 8204 9080
Han.Tran@sa.gov.au

About Green Industries SA

Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment. It aims to transform how South Australians use and value resources. Its objectives under the Green Industries SA Act 2004 are to:

- promote waste management practices that, as far as possible, eliminate waste or its consignment to landfill; and
- promote innovation and business activity in the waste management, resource recovery and green industry sectors, recognising these areas present valuable opportunities to contribute to the state’s economic growth

For more information visit www.greenindustries.sa.gov.au.
South Australia’s Waste Strategy

The Regional Transport Subsidies Program supports South Australia’s Waste Strategy 2015-2020 which has three objectives:

- a resource efficient economy where the best or full value is secured from products and materials produced, consumed and recovered across the State
- a stable and efficient market for investors through a clear policy framework providing a solid platform for investment decisions
- a culture enabling the South Australian community, businesses and institutions to continue and strengthen their role in implementing zero waste strategies and programs locally, nationally and internationally.

Green Industries SA is finalising a new waste strategy for South Australia for 2020-2025.

Waste and Resource Recovery Modernisation and Council Transition Package

The 2019-20 State Budget has provided $10 million of new funding over four years in a package of measures which aims to boost recycling and resource recovery through investment, infrastructure, education, assisting regional communities with transport costs and modernisation of council and industry collection services. A key focus of the package is to stimulate councils and industry to upgrade and standardise waste collection and recycling services as well as help local government implement new waste management strategies to divert food waste from landfill.

Regional Transport Subsidies Program

Transport costs and travel distances present a challenge for recycling in some regional areas. This Regional Transport Subsidies Program is part of the Waste and Resource Recovery Modernisation and Council Transition Package and will provide temporary relief to support South Australian local councils in rural and regional areas to continue their recycling efforts and adapt to the challenging environment since China National Sword Policy.

Objectives

The objectives of the program are to:

- enable local regional councils to partially off-set some of the total costs associated with the provision of kerbside recycling services
- support ongoing, uninterrupted delivery of kerbside recycling services.

Who can apply?

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services to their residents can apply for this funding.

Available funding

The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres of transport costs associated with kerbside recycling for the period 1 July 2020 to 30 June 2021.
Transport costs associated with kerbside recycling after 30 June 2021 will **NOT** be funded. Advice regarding further support beyond 30 June 2021 will be provided at the appropriate time.

Kerbside recycling refers to the total recyclable materials received by eligible local regional councils through the yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.

Targeted audits of documentation from selected funding recipients may be undertaken to validate actual tonnages and distances.

**What will be funded**

The fund will only be used for the purpose of supporting the continuation of recycling services in regional areas. Eligible cost items include transport costs associated with a council's provision of kerbside recycling.

The funding request should provide:

- **actual** tonnages of recyclables and transport distances for the period **1 July 2020 to 31 December 2020**,  
- **forecast** tonnages of recyclables and transport distances for the period **1 January 2021 to 30 June 2021** – noting that the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment, and  
- **insurance policy arrangements** – e.g. LGA Mutual Liability Scheme and Workers Compensation Scheme.

Successful applicants are required to report on actual tonnages collected and actual transport distance for the funding period with supporting evidence, as well as evidence of recyclables being recycled and/or lawful stockpiling.

**Eligibility**

To be eligible for funding, the following criteria must be met:

- eligible applicants are South Australian local councils that are located outside of metropolitan Adelaide  
- eligible cost items are transport costs associated with kerbside recycling for the period 1 July 2020 to 30 June 2021.  
- recyclable materials from kerbside collection must be transported for beneficial reuse  
- recyclable materials cannot be unlawfully stockpiled  
- eligible applicants must provide actual and forecast tonnages of kerbside recyclables collected and transport distance for the funding period with supporting evidence  
- eligible applicants must agree to provide final reports on actual tonnages of kerbside recyclables collected and actual transport distance for the funding period with supporting evidence as well as evidence of recyclables being recycled and not unlawfully stockpiled  
- Interstate transport will be considered on a case by case basis

Unsuccessful applicants will be eligible to reapply only once. Green Industries SA will provide assistance and feedback to help applicants lodge eligible applications.
Payment schedule
Payment will be made in two tranches:

- The first payment will be made based on the actual tonnes collected and transport distance for the period 1 July 2020 to 31 December 2020.

- The second, and final, payment amount will be made based on the reported actual tonnages collected and transport distance for the funding period 1 January 2021 to 30 June 2021 upon acceptance of final reports by Green Industries SA.

Privacy and commercial-in-confidence considerations
All applications will be treated as commercial-in-confidence. Green Industries SA reserves the right to include third party evaluations as part of the assessment process and has the ultimate discretion in relation to publicity for successful applications. Applicants are not permitted to publicise any announcements related to this funding without the written approval in the first instance of Green Industries SA.

Insurance
For the duration of the funding, the successful applicants must maintain workers compensation insurance, public liability insurance through Local Government Association Mutual Liability Scheme and Local Government Association Workers Compensation Scheme or any other insurance policy arrangements.

Successful applicants are encouraged to ensure that their transport company/business or service provider(s) has and maintains workers compensation insurance, public liability insurance for a minimum of $10 million per claim and personal accident insurance of $100,000 per participant.

Assessment process
- All applicants will be notified by the agency to confirm receipt of their applications.

- Applications will be assessed by a panel convened by Green Industries SA. The panel will assess applications based on the information provided in the application form and supporting documentation. The panel may consist of Green Industries SA personnel and/or external specialists. The panel will assess all eligible applications against the eligibility requirements included in this guideline.

- If required, additional written information and data may be requested from the applicant or others to assist with the assessment.

Funding agreement
The successful applicants will be required to enter into a funding agreement with Green Industries SA. This agreement will set out the terms of the funding, conditions, payment schedules, timing, reporting requirements and other matters.

Green Industries SA must be acknowledged in all media and promotional activities relating to the program. All publicity must be approved in the first instance by Green Industries SA. A copy of standard funding agreement can be provided on request.

The funding agreement must be signed within 30 days of receipt to guarantee the funding acceptance.
**Reporting**

Green Industries SA requires successful applicants to provide reporting on kerbside recycling progress and outcomes. Requirements of reporting will be specified in funding agreements. The final report must be received no later than 31 August 2021. Supporting evidence should accompany the report on the actual tonnages collected and transport distances as well as evidence of recyclables being recycled and not unlawfully stockpiled.
REGIONAL TRANSPORT SUBSIDIES PROGRAM

APPLICATION FORM

2020-21

Waste and Resource Recovery Modernisation and Council Transition Package
**Background**

The Regional Transport Subsidies Program provides temporary relief to support South Australian local councils in rural and regional areas to continue their kerbside recycling efforts and adapt to a challenging environment since China’s National Sword Policy.

All South Australian local councils that are located outside of metropolitan Adelaide and provide yellow bin kerbside recycling services will have access to this temporary funding. The total amount available per council is capped at $12 per tonne per 100 kilometres (excluding GST) of transport costs associated with provision of kerbside recycling services for the period **1 July 2020 to 30 June 2021**.

**Submitting your application**

Applications will be accepted until **5pm Adelaide time, 19 February 2021**.

**No late applications will be accepted.**

Please email your completed application, including all supporting documents to: Han.Tran@sa.gov.au with subject line ‘Regional Transport Subsidies Program’. Emails should not exceed 10MB.

**Checklist**

Before submitting your application, please check you have completed all the following:

- Read the Regional Transport Subsidies Program Guidelines 2020-21 in detail.
- Completed the Application Form in full.
- Attached supporting evidence of the actual and forecast tonnage and transport distance
- Attached copies of a Certificate of Currency for insurance (as required) and all other supporting documents.

**Need assistance?**

Email Han.Tran@sa.gov.au or call (08) 8204 9080 for more information and/or to check your eligibility.
### Section A: Applicant Information

<table>
<thead>
<tr>
<th>A1. Applicant name (local council) and ABN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>ABN:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2. Primary contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A3. Secondary contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A4. Collection point location</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address of depot or collection point for kerbside recyclables prior to transport for processing)</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A5. Insurance (please attach copies of Certificates of Currency as required). Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGA Mutual Liability Scheme</td>
</tr>
<tr>
<td>LGA Workers Compensation Scheme</td>
</tr>
<tr>
<td>Other – please specify</td>
</tr>
</tbody>
</table>

### Section B: Kerbside Recycling Processing Information

<table>
<thead>
<tr>
<th>B1. Please tick where applicable and provide relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection service provider</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Recycling processor</td>
</tr>
<tr>
<td>Name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract term: [DD/MM/20YY – DD/MM/20YY]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>B3: Recycling processing facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B4: Waste transporter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

### Section C: Kerbside recycling estimation and funding amount

Please provide **actual** tonnes of kerbside recycling for which you are requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of **1 July 2020 to 31 December 2020**, **AND**

Please provide **forecast** tonnes of kerbside recycling for which you are requesting offset funds from the Regional Transport Subsidies Program and the associated transport distance factor for the period of **1 January 2021 to 30 June 2021**.

Kerbside recycling refers to total recyclable materials received by eligible local councils through a yellow bin kerbside collection service. The material types may include paper, cardboard, glass, metal and plastic.
The total amount available per council is capped at $12 (excluding GST) per tonne per 100 kilometres.

The total funding amount will be calculated as follows:

**Total tonnes x $12 x transport distance factor = funding amount**

Transport distance factors used for this funding program are as below. The transport distance is measured one way from the consolidation point to the recycling destination. Where the consolidation point is outside council boundary, the distance between the council chamber and the consolidation point can be included in the calculation. Please note distance of collection rounds will **NOT** be funded.

<table>
<thead>
<tr>
<th>Allocated Transport Distance (km)</th>
<th>Transport Distance Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-100</td>
<td>1</td>
</tr>
<tr>
<td>101-200</td>
<td>2</td>
</tr>
<tr>
<td>201-300</td>
<td>3</td>
</tr>
<tr>
<td>301-400</td>
<td>4</td>
</tr>
<tr>
<td>401-500</td>
<td>5</td>
</tr>
<tr>
<td>501-600</td>
<td>6</td>
</tr>
<tr>
<td>601-700</td>
<td>7</td>
</tr>
<tr>
<td>701-800</td>
<td>8</td>
</tr>
</tbody>
</table>

**Please note** the Regional Transport Subsidies Program is generally intended to provide funding support for one way transport of kerbside recyclables from regional council area up to Metropolitan Adelaide, however interstate transport will be considered on a case by case basis.

**Kerbside recycling actual tonnage (tonnes)**

<table>
<thead>
<tr>
<th></th>
<th>Jul 20</th>
<th>Aug 20</th>
<th>Sep 20</th>
<th>Oct 20</th>
<th>Nov 20</th>
<th>Dec 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Kerbside recycling forecast tonnage (tonnes)**

<table>
<thead>
<tr>
<th></th>
<th>Jan 21</th>
<th>Feb 21</th>
<th>Mar 21</th>
<th>Apr 21</th>
<th>May 21</th>
<th>Jun 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note:**
- applicants need to provide supporting evidence of the actual and forecast tonnage\(^1\) and transport distance\(^2\).
- the forecast tonnages and transport distance will be reconciled with the actual tonnages and transport distance reported for the final payment.

---

\(^1\) **Examples of supporting evidence of the tonnage collected for recycling** could be weighbridge dockets; invoices with quantities processed or collected; or emails/spreadsheets from collectors or processors with quantities of kerbside co-mingled recyclables processed.

\(^2\) **Examples of supporting evidence of actual transport distance** could be; - an email from your collector to confirm travel distance and/or final destination(s); or invoices from collectors or processors to confirm final destination of kerbside co-mingled recyclables.
Section D: Declaration and authorisation

Declaration

- I/we have read and understood the Guidelines and obtained clarification where needed.
- I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
- I/we declare that I/we have complied with federal and state laws, regulations and the Environment Protection Authority licences (if any).
- I/we authorise Green Industries SA to seek any additional relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
- I/we understand that if this application is approved for funding, information about the program may be publicised by Green Industries SA or provided as required or permitted by law.
- I/We understand if this application is approved for funding, a final report with evidence on actual tonnage of kerbside recyclables collected and transport distance as well as evidence that the collected recyclables was recycled and not unlawfully stockpiled must be received by Green Industries SA no later than 31 August 2021.
- I/We understand that the information provided in this application and in any reports required may be subject to an audit as outlined in the Funding Agreement.

Signed


Name


Position


Date


Please note: The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.
8.2.1. TENDER – RECONSTRUCTION BASEDOW ROAD, TANUNDA

The matter of the agenda item being Item 8.2.1 Tender – Reconstruction Basedow Road, Tanunda being for the supply of works 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 information related to the assessment of tenders for the supply of works and it not being in the public interest to release commercial information concerning pricing and company information so as to maintain competitive procurement practices.

There is strong public interest in enabling members of the public to observe Council’s transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate public participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest are that the disclosure of pricing and company information that could compromise a competitive procurement environment leading to poor tender outcomes and costs to Council.
On balance, the above reason which support the need for confidentiality pursuant to Section 90(2) of the Act outweigh the factors in favour of the public interest of open decision-making.

RECOMMENDATION

That Council:

(1) Under the provisions of Section 90(2) of the *Local Government Act 1999*, make an order that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Corporate and Community Services, Director Development and Environmental Services, Director Works and Engineering, Project Coordinator 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 Item 8.2.1. Tender – Reconstruction Basedow Road, Tanunda being 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 disclosure of pricing and company information that could compromise a competitive procurement environment leading to poor tender outcomes and costs to Council.