

Wattle Range - a great place to live and work



Back Row left to right:

Cr Chris Brodie; Cr Richard Cassidy; Cr Emma Castine; Cr Deb Agnew;
Cr Peter Dunnicliff (Deputy Mayor); Cr Dennis Muhovics; Cr David Walshaw; Cr Dale Price

Front Row left to right:

Cr Sharon Cox; Mr Ben Gower (CEO); Mayor Des Noll OAM;
Cr Moira Neagle; Cr John Drew

NOTICE AND AGENDA OF ORDINARY MEETING OF WATTLE RANGE COUNCIL

Notice is hereby given the next Ordinary Meeting of Wattle Range Council will be held
in the Council Chambers, Civic Centre,
Corner George Street & Ridge Terrace, Millicent
on Tuesday 14 March 2023 at 5:00 PM.



Ben Gower

CHIEF EXECUTIVE OFFICER

Disclaimer: Please note that the contents of the Council Agenda has yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.



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1 Opening Of The Meeting - Civic Prayer - Acknowledgement Of Country - Recording Of Meetings

Civic Prayer

We pray that in this meeting we speak honestly, listen attentively, think clearly and decide wisely, for the good of our District and the wellbeing of our people.

Acknowledgement of Country

We acknowledge the Boandik people as the traditional custodians of the land on which we meet. We pay respect to all Australians who have made and continue to make a positive contribution to our culture and way of life.

Recording of Meetings

Council's Code of Practice 6 prohibits any person from photographing, filming, televising or recording by audio devices Council Meetings without written approval from the Mayor or Chief Executive Officer.

2 Present

3 Apologies

No apologies have been received at the point of publishing the Agenda.

4 Disclosure Of Interests

Any Councillor with one of the following Conflicts of Interest is asked to declare it now and prior to the Item being discussed:

Material – where any of a defined list of persons would gain a benefit, or suffer a loss (whether directly or indirectly, personal or pecuniary) depending on the outcome of the consideration of the matter at the meeting.

Actual – where a Member has a Conflict of Interest (not being a material conflict of interest) between their own interests and the public interest that might lead to a decision that is contrary to the public interest.

Perceived – where from the perspective of an impartial, fair-minded person it could reasonably be perceived that a Member has a Conflict of Interest in a matter.

Where an actual or perceived Conflict of Interest exists, the Member must inform the meeting of the interest and how (if they propose to participate in the meeting) they intend to deal with the actual / perceived Conflict of Interest. This information will be documented by the Minute Taker.

5 Confirmation Of Minutes

5.1 Ordinary Meeting of Council - 14 February 2023 (Folio 10419 - Folio 10486)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 140223 with Appendix [5.1.1 - 68 pages]

RECOMMENDATION

That the Minutes of the Ordinary Meeting dated 14 February 2023 be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Ordinary Meeting of Wattle Range Council held in the Millicent Council Chamber, George Street, Millicent on 14 February 2023 at 5.00 pm.

1. OPENING OF THE MEETING / CIVIC PRAYER / ACKNOWLEDGEMENT OF COUNTRY / RECORDING OF MEETINGS

2. **PRESENT**
- His Worship the Mayor D Noll
 - Cr D Agnew
 - Cr R Cassidy
 - Cr S Cox
 - Cr J Drew
 - Cr P Dunnicliff
 - Cr D Muhovics
 - Cr D Price
 - Cr D Walshaw

In accordance with Section 54(6) of the *Local Government Act 1999*, the Chief Executive Officer advised that a vacancy had occurred in the office of member of the Riddoch Ward effective **20 January 2023**, because the office formerly occupied by **Ms Emma Castine** is now vacant by operation of Section 54(1)(h) of the *Local Government Act 1999*.

Mr BJ Gower (Chief Executive Officer)
 Mr PA Duka (Director Corporate Services)
 Mr PA Halton (Director Engineering Services)
 Ms EF Clay (Director Development Services)
 Ms CP Allen (Executive Assistant)

3. **APOLOGIES**
- Cr C Brodie
 - Cr M Neagle

4. DISCLOSURE OF INTERESTS

NIL

5. CONFIRMATION OF THE MINUTES

5.1 Ordinary Meeting of Council – 17 January 2023 (Folio 10403 – Folio 10414)

Cr Agnew moved that the Minutes of the Ordinary Meeting dated 17 January 2023 be taken as presented and confirmed.

Cr Walshaw seconded

CARRIED

5.2 Confidential Meeting of Council – 17 January 2023 (CM 1009 – CM 1011) – Not Fully Released

Cr Walshaw moved that:

1. Pursuant to Sections 90(2) and 90(3)(b)(d) of the *Local Government Act, 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 5.2 (in relation to Item 19.1 Beachport Medical Centre), excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Duka – Director Corporate Services

- Mr PA Halton – Director Engineering Services
- Ms EF Clay – Director Development Services
- Ms C Allen – Executive Assistant / Minute Taker

To enable the Council to consider Item 5.2 (in relation to Item 19.1 Beachport Medical Centre) in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 5.2 (in relation to Item 19.1 Beachport Medical Centre):

information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting, or proposing to conduct business, or to prejudice the commercial position of the Council; and
- (ii) would, on balance, be contrary to the public interest:

commercial information of a confidential nature (not being a trade secret) the disclosure of which:

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (ii) would, on balance, be contrary to the public interest.

Specifically, the present matter relates to the negotiation of a new lease agreement for the Beachport Medical Centre.

The disclosure of this information could reasonably be expected to prejudice the commercial position of the person who supplied the information because the amount and conditions of the lease are being negotiated.

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

Cr Cassidy seconded

CARRIED

Mayor Noll stated:

To all members of the gallery, I advise that Council has resolved that this matter is to be considered in confidence pursuant to section 90 of the Local Government Act 1999 because the matter relates the negotiation of a new lease agreement for the Beachport Medical Centre.

Accordingly, I have to ask all members of the public and press to leave the Council Chambers.

Thank you

Cr Muhovics moved that:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders **that the following document(s) (or part) shall be kept confidential**, being

Folio 10421

document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b)(d) of the Act:

- **The Minutes of Item 5.2 (in relation to Item 19.1 Beachport Medical Centre) of 13 February 2023**

On the grounds that the document(s) (or part) relates to information the disclosure of which 90(3)(b):

- could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting, or proposing to conduct business, or to prejudice the commercial position of the Council; and
- would, on balance, be contrary to the public interest:

On the grounds that the document(s) (or part) relates to information the disclosure of which 90(3)(d):

- could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- would, on balance, be contrary to the public interest.

Specifically, the present matter relates to the negotiation of a new lease agreement for the Beachport Medical Centre.

This order shall operate until **further order of the Council** and will be reviewed at least annually in accordance with the Act.

- Pursuant to Section 91(9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Cassidy seconded

CARRIED

6. MATTERS ARISING FROM THE MINUTES

NIL

7. ADJOURNMENTS

NIL

8. MAYORAL COMMUNICATIONS

8.1 Mayoral Communications

Cr Dunnicliff moved that Mayoral Communications be received and noted.

Cr Price seconded

CARRIED

9. DEPUTATIONS

NIL

10. PETITIONS**NIL****11. REPORTS FROM COUNCIL MEMBERS**

Cr Cox mentioned she and Cr Cassidy had attended the Beachport and Southend Australia Day functions.

Cr Drew advised that Cr Walshaw chaired the Millicent Australia Day function and did a brilliant job and the Australia Day Award Winners were of high calibre.

12. QUESTIONS WITH NOTICE**NIL****13. QUESTIONS WITHOUT NOTICE**

Various questions were asked but there was no resolution that entry be made into the Minutes.

14. REPORTS FROM COUNCIL COMMITTEES**NIL****15. REPORTS FROM COUNCIL OFFICERS**

15.1 Chief Executive Officer

15.1.1 Monthly Project Status Report

Cr Cassidy moved that Council receive and note the report.

Cr Muhovics seconded

CARRIED

15.1.2 Delegations - PDI Act

Cr Walshaw moved that:

1. Council receive and note the report.

Cr Cassidy seconded

CARRIED

Cr Price moved that:

2. That Council:

- a. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the *Planning, Development and Infrastructure Act 2016* and statutory instruments made thereunder contained in the proposed Instrument of Delegation (annexed to the Report dated 14 February 2023 and entitled Attachment 1) are hereby delegated this 14 February 2023 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed

Instrument of Delegation.

- b. Note such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Cr Cassidy seconded

CARRIED

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Cr Walshaw moved that Council receive and note the 2022/23 January Financial Performance Report.

Cr Muhovics seconded

CARRIED

15.2.2 Council Committee Appointments

Cr Drew moved that Council:

1. Receive and note the report.

Cr Cassidy seconded

CARRIED

Cr Dunnicliff moved that Council:

2. Pursuant to Section 126 of the *Local Government Act 1999*, Council appoints:

Michael Schultz Independent Member

as a member of the **Audit and Risk Committee** for a period coinciding with the four-year term of Council ending November 2026.

3. Pursuant to Section 41(3) of the *Local Government Act 1999*, Council appoints:

Peter Bissell	Community Representative
Ray Haines	Community Representative
Victoria Marshall	Community Representative
Catherine Robinson	Community Representative
Norman Vaughan	Community Representative

as members of the **Greenrise Lake Advisory Committee** for a period coinciding with the four-year term of Council ending November 2026.

4. Pursuant to Section 41(3) of the *Local Government Act 1999*, Council appoints:

Sheila Boyle	Community Representative
Noel Boyle	Community Representative
Angela Jones	Community Representative

Brian McIntyre	Community Representative
Rosey Pounsett	Community Representative
Deirdre Tiddy	Community Representative
Peter Halton	Council Representative

as members of the **Lake McIntyre Management Committee** for a period coinciding with the four-year term of Council ending November 2026.

5. Pursuant to Section 41(3) of the *Local Government Act 1999*, Council appoints the following nominees:

Scott Altschwager	Stock Agent
John Chay	Stock Agent
Jim Noonan	Stock Agent
Owen Merrett	Stock Agent
Neville Copping	Stock Contractor
Steve Bellinger	Vendor/Buyer
Jason Walker	Transport Carrier

as members of the **Millicent Saleyards Committee** for a period coinciding with the four-year term of Council ending November 2026.

6. Pursuant to Section 41(3) of the *Local Government Act 1999*, Council appoints:

Lynette Brooks	Community Representative
Edwin Hann	Community Representative
Garth Huppatz	Community Representative
Randall Stiles	Community Representative

as members of the **Rendelsham Community Hall Management Committee** for a period coinciding with the four-year term of Council ending November 2026.

7. Undertake a review of the terms of reference of each Committee to ensure they are consistent with Council's needs and meet the legislative requirements of the *Local Government Act 1999*.

Cr Walshaw seconded **CARRIED**

15.2.3 Wattle Range Youth Development Foundation

Cr Cox moved that Council provide financial assistance of \$200 to:

1. Jack Haggett to assist with costs to attend the 2023 Australian Junior Country Basketball Cup in Albury from 17 - 21 January 2023; and
2. Emily Denton to assist with costs to attend the Southern Cross Basketball Challenge in Melbourne from 20 – 23 January 2023.

Cr Agnew seconded **CARRIED**

15.3 Director Development Services

15.3.1 Wattle Range Council Wayfinding Signage Strategy

Folio 10425

Cr Price moved that Council:

1. Receive and note the report.

Cr Agnew seconded

CARRIED

Cr Cox moved that Council:

2. Endorse the draft Wattle Range Council Wayfinding Strategy, Audit and Implementation Plan and Style Guide for public consultation.

Cr Walshaw seconded

CARRIED

15.3.2 Youth Week – Mural in Millicent Library

Cr Dunnicliff moved that Council receive and note the report.

Cr Muhovics seconded

CARRIED

15.4 Director Engineering Services

15.4.1 Beachport Access – Glen Point, Beachport

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Dunnicliff seconded

CARRIED

Cr Agnew moved that Council:

2. Undertake public consultation on the proposal to close the beach access along the Beachport Boatyard to vehicular traffic to improve public safety and bring back a report on the outcome of the consultation.

Cr Cassidy seconded

CARRIED

15.4.2 Southend Coastal Management

Cr Cox moved that Council:

1. Receive and note the report.

Cr Cassidy seconded

Cr Dunnicliff moved that the motion be put

Cr Price seconded

THE MOTION WAS PUT AND WAS CARRIED

ADJOURNMENT OF MEETING

Cr Dunnicliff moved that the meeting be adjourned for dinner until 7.20 pm

Cr Agnew seconded

CARRIED

The meeting adjourned at 6.43 pm.

Cr Cox moved that Council:

2. Rescind the managed retreat position within the Southend Adaptation Strategy adopted at Council on 10 April 2018.

Cr Cassidy seconded

AMENDMENT

Cr Dunnicliff moved that Council:

2. Reconsider the managed retreat position within the Southend Adaptation Strategy after Council has considered the modelling of several new mitigation options.

Cr Agnew seconded

THE AMENDMENT WAS PUT AND BECAME THE MOTION THE MOTION WAS PUT AND WAS CARRIED

Cr Drew moved that Council:

3. Refer \$15,000 to the 2023/24 Annual Business Plan for the purpose of modelling several new mitigation options.

Cr Walshaw seconded

CARRIED

- 15.4.3 Gladys Smith Early Learning Centre (ELC) Request to Reduce Speed Limit

Cr Agnew moved that Council:

1. Receive and note the report.

Cr Cox seconded

CARRIED

Cr Cox moved that Council:

2. Approve the submission of a Traffic Impact Statement to Department of Infrastructure Transport to undertake traffic calming works being the installation of speed humps in Bonshor Street Millicent.
3. Undertake community consultation in accordance with Council's Community Engagement Policy.

Cr Price seconded

CARRIED

16. CORRESPONDENCE

- 16.1 Limestone Coast Local Government Association - Minutes of Meeting - 9 December 2022

Cr Muhovics moved that the Minutes from the Limestone Coast Local Government Association dated 9 December 2022 be received and noted.

Cr Cox seconded

CARRIED

16.2 Tony Pasin MP - Letter to Minister for Climate, Environment & Water re Coastal Erosion

Cr Cassidy moved that the correspondence from Tony Pasin MP to Minister for Climate, Environment and Water dated 22 December 2022 regarding coastal erosion at the Southend beachfront be received and noted.

Cr Cox seconded **CARRIED**

16.3 Crime Stoppers South Australia - Crime Education and Awareness

Cr Cassidy moved that the correspondence from Nigel Smart dated 25 January 2023 regarding crime education and awareness initiatives be received and noted.

Cr Cox seconded **CARRIED**

16.4 Berri Barmera Council - Thank You

Cr Agnew moved that the correspondence from Dylan Strong from Berri Barmera Council thanking Council for its generosity and support during their flood emergency be received and noted.

Cr Cox seconded **CARRIED**

16.5 Penola and Districts Community Rodeo - Thank You

Cr Muhovics moved that the correspondence from the Penola and Districts Community Rodeo Committee dated 19 January 2023 thanking Council for its donation be received and noted.

Cr Cassidy seconded **CARRIED**

16.6 Letter from Sam Telfer MP, Member for Flinders - Local Government Election Process

Cr Dunnicliff moved that the correspondence from Sam Telfer MP dated 2 February 2023 regarding Local Government Elections be received and noted.

Cr Cassidy seconded **CARRIED**

16.7 Millicent & District Health Advisory Council (HAC) - Nominations

Cr Cassidy moved that:

1. The correspondence from Kevin McGrath dated 30 January 2023 regarding two nominations to the Millicent and District Health Advisory Council be received and noted.

Cr Agnew seconded **CARRIED**

Cr Cox moved that:

2. That Cr Moira Neagle be nominated as Council's representative on the Millicent and District Health Advisory Council for a term of three (3) years.

Cr Drew seconded **CARRIED**

17. MOTIONS ON NOTICE

NIL

18. URGENT MOTIONS WITHOUT NOTICE

NIL

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Confidential - Significant Enforcement Action Update

Cr Muhovics moved that:

1. Pursuant to Sections 90(2) and 90(3)(a)(h)(i) of the *Local Government Act, 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.1, excepting the following persons:
 - Mr BJ Gower – Chief Executive Officer
 - Mr PA Duka – Director Corporate Services
 - Mr PA Halton – Director Engineering Services
 - Ms EF Clay – Director Development Services
 - Ms C Allen – Executive Assistant / Minute Taker

To enable the Council to consider Item 19.1 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.1:

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

Specifically, the present matter relates to information pertaining to the personal affairs of a person.

This disclosure of this information would be unreasonable because the information is sensitive.

Legal advice;

Specifically, the present matter relates to legal advice provided by Norman Waterhouse.

Information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds will take place, involving the Council or an Employee of the Council;

Specifically, the present matter relates to information pertaining to enforcement action.

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

Cr Cassidy seconded

CARRIED

Cr Cox moved that:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders **that the following document(s) (or part) shall be kept confidential**, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(a)(h)(i) of the Act:

- **The Minutes of Item 19.1 of 14 February 2023**
- **The Report of Item 19.1 of 14 February 2023**

On the grounds that the document(s) (or part) relates to information relating to:

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

Specifically, the present matter relates to information pertaining to the personal affairs of a person.

This disclosure of this information would be unreasonable because the information is sensitive.

Legal advice;

Specifically, the present matter relates to legal advice provided by Norman Waterhouse.

Information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds will take place, involving the Council or an Employee of the Council;

Specifically, the present matter relates to information pertaining to enforcement action.

This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91(9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

Cr Price seconded

CARRIED

Meeting closed at 8.00 pm.

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

Attachment 1**NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
623647	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity	s5(5)(b)	1.Planning Regions and Greater Adelaide 1.1The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 (the PDI Act) to make submissions to the Minister on a proposed proclamation under Section 5 of the PDI Act.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Instrument A)				
623648	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s6(3)(b)	2.Subregions 2.1The power pursuant to Section 6(3)(b) of the PDI Act to make submissions to the Minister on the Minister's proposed course of action.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
623649	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s41(2)(a)	6.Appointment of Administrator 6.1The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.	CEO	
623650	Instrument of Delegation under the	s73(2)(b)(iv)	9. Preparation and Amendment 9.1The power pursuant to Section 73(2)(b)(iv) of the PDI Act to: 9.1.1seek the approval of the Minister to initiate a proposal to amend a designated instrument;	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)		and 9.1.2initiate a proposal to amend a designated instrument with the approval of the Minister acting on the advice of the Commission.		
623651	Instrument of Delegation under the Planning, Development and	s73(7)	9. Preparation and Amendment 9.3The power pursuant to Section 73(7) of the PDI Act, after complying with Section 73(6) of the PDI Act, to prepare a report in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original proposal that the delegate considers should be made) and furnish a copy of the report to the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623652	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations,	s75(1)	<p>11. Complying Changes – Planning and Design Code</p> <p>11.1The power pursuant to Section 75(1) of the PDI Act to submit to the Minister a proposal to agree to an amendment to the Planning and Design Code under Section 75 of the PDI Act if:</p> <p>11.1.1the amendment comprises a change to:</p> <p>11.1.1.1the boundary of a zone or subzone; or</p> <p>11.1.1.2the application of an overlay; and</p> <p>11.1.2the amendment is consistent with a recommendation in the relevant regional plan that, through the use of:</p> <p>11.1.2.1specific maps or other spatial information; and</p>	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)		11.1.2.2 specific information about the changes that are being proposed, clearly and specifically identifies (in the opinion of the Minister) the changes that are considered to be appropriate.		
623653	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice	s84(1)(c)(ii)(A)	14. Panels Established by Minister 14.1 The power pursuant to Section 84(1)(c)(ii)(A) of the PDI Act to request the Minister to constitute a regional assessment panel in relation to the combined areas of the Council and one or more other Councils.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623654	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a	s84(1)(c)(ii)(B)	14.Panels Established by Minister 14.2The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other Councils (or parts of such areas).	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Council; a Designated Authority; a Designated Entity (Instrument A)				
623655	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a	s94(1)(g)	17.Relevant Authority - Commission 17.1The power pursuant to Section 94(1)(g) of the PDI Act to make a request to the Minister that the Minister declare, by notice served on the proponent, that the Minister desires the Commission to act as the relevant authority in relation to the proposed development.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Designated Entity (Instrument A)				
623656	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity	s113(5)(a)(iii)	21.EIS Process 21.1The power pursuant to Section 113(5)(a)(iii) of the PDI Act to comment and report within the time prescribed by the regulations on an EIS referred to the Council by the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Instrument A)				
623657	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s114(2)(b)	22.Amendment of EIS 22.1The power pursuant to Section 114(2)(b) of the PDI Act to make written submissions on the amendment to the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
623658	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s163(3)(b)	34. Initiation of Scheme 34.1 The power pursuant to Section 163(3)(b) of the PDI Act to request the Minister initiate a proposal to proceed under Section 163 of the PDI Act.	CEO	
623659	Instrument of Delegation under the	s163(10)	34. Initiation of Scheme 34.2 The power pursuant to Section 163(10) of the PDI Act to make submissions to the Minister in relation to the draft outline.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623660	Instrument of Delegation under the Planning, Development and	s164(3)	35.Initiation of Scheme 35.1The power pursuant to Section 164(3) of the PDI Act to request the Minister initiate a proposal to proceed under Section 164 of the PDI Act.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623661	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations,	s164(12)	35.Initiation of Scheme 35.2The power pursuant to Section 164(12) of the PDI Act to make submissions to the Minister in relation to the draft outline.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623662	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice	s167(7)	37.Adoption of Scheme 37.1The power pursuant to Section 167(7) of the PDI Act to make submissions to the Minister in relation to a variation to an outline of a scheme.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623663	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a	s177(4)	39.Contributions by Constituent Councils 39.1The power pursuant to Section 177(4) of the PDI Act to make submissions to the Minister in relation to the Council's share.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Council; a Designated Authority; a Designated Entity (Instrument A)				
623664	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a	s177(5)	39.Contributions by Constituent Councils 39.2The power pursuant to Section 177(5) of the PDI Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the PDI Act.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Designated Entity (Instrument A)				
623665	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity	s189(1)	43.Acquisition of Land 43.1The power pursuant to Section 189(1) of the PDI Act, to: 43.1.1seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969; and 43.1.2with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Instrument A)				
623666	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s192(17)	44.Land Management Agreements 44.12The power pursuant to Section 192(17) of the PDI Act to seek the Minister's consent to providing in an agreement under Section 192 of the PDI Act entered into by the Council for the remission of rates or taxes payable to the Crown.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
623667	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s197(1)(b)	46. Off-setting Contributions 46.1 The power pursuant to Section 197(1)(b) of the PDI Act to seek the approval of the Minister to act under Section 197 of the PDI Act.	CEO	
623668	Instrument of Delegation under the	s197(7)	46. Off-setting Contributions 46.6.1 seek the approval of the Minister to vary or wind up a scheme under Section 197 of the PDI Act; and	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)		46.6.2to vary or wind up a scheme under Section 197 of the PDI Act with the approval of the Minister.		
623669	Instrument of Delegation under the Planning, Development and	s200(1)	48. Urban Trees Fund 48.1The power pursuant to Section 200(1) of the PDI Act to, 48.1.1seek the approval of the Minister to establish a fund (an urban trees fund) for an area designated by the delegate; and 48.1.2to, with the approval of the Minister establish a fund (an urban trees fund) for an area designed by the delegate (a designated area).	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623670	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations,	cl3(3)	63. Review of Performance 63.1The power pursuant to Clause 3(3) of Schedule 4 of the PDI Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623671	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice	cl3(14)	63.Review of Performance 63.2The power pursuant to Clause 3(14) of Schedule 4 of the PDI Act to make submissions to the Minister on the report on which the PDI Action to be taken by the Minister under Clause 3(13) of Schedule 4 of the PDI Act is based.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)				
623672	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a	cl3(15)	63.Review of Performance 63.3The power pursuant to Clause 3(15) of Schedule 4 of the PDI Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the PDI Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, to make submissions to the Minister in relation to the directions of the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Council; a Designated Authority; a Designated Entity (Instrument A)				
623673	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a	cl9(6)(a)	64.Planning and Design Code 64.1The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Designated Entity (Instrument A)				
623674	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity	cl30(3)	65. General Schemes 65.1 The power pursuant to Clause 30(3) of Schedule 8 of the PDI Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the PDI Act in relation to a scheme.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	(Instrument A)				
573591	Planning, Development and Infrastructure (General) Regulations 2017	r89(8)	75.General Provisions 75.4The power pursuant to Regulation 89(8) of the General Regulations to make submissions to the Commission before the Commission grants an extension of the period prescribed by Regulation 89(7).	CEO	
610021	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103A(1)	79.Required Documentation 79.1The power pursuant to Regulation 103A(1) of the General Regulations to, in relation to an application for the issuing of a certificate of occupancy relating to a Class 1b to 9 (inclusive) building under the Building Code, require the following documentation: 79.1.1if the development has been approved subject to conditions, such evidence as the delegate may reasonably require to show that the conditions have been satisfied; 79.1.2if the application relates to the construction or alteration of part of a building and further building work is envisaged in respect of the remainder of the building, such further evidence as the delegate may reasonably require to show – 79.1.2.1in the case of a building more than 1 storey – that the requirements of any relevant Ministerial building standard have been complied with; or 79.1.2.2in any other case – that the building is suitable for occupation.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
610022	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103A(2)	79.Required Documentation 79.2The power pursuant to Regulation 103A(2) of the General Regulations to, in relation to an application for the issuing on or after 1 July 2022 of a certificate of occupancy relating to a Class 1a building under the Building Code, to require the following documentation: 79.2.1if the development has been approved subject to conditions, such evidence as the delegate may reasonably require to show that any conditions relevant to the suitability of the building for occupation have been satisfied,	CEO	
610024	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103C(1)(c)	80.Statement of site suitability 80.1The power pursuant to Regulation 103C(1)(c) of the General Regulations, in relation to a building on a site to which Schedule 8 clause 2A of the General Regulations applies and upon which remediation on the site is necessary, to not grant a certificate of occupancy until a statement of site suitability is issued certifying that the required remediation has been undertaken and the land is suitable for the proposed use.	CEO	
610025	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103D(1)	81.Report from fire authority 81.1The power pursuant to Regulation 103D(1) of the General Regulations, if – 81.1.1a building is – 81.1.1.1to be equipped with a booster assembly for use by a fire authority; or 81.1.1.2to have installed a fire alarm that transmits a signal to a fire station or to a monitoring service approved by the relevant authority; and 81.1.2facilities for fire detection, fire fighting or the control of smoke must be installed in the building pursuant to an approval under the Act, to not grant a certificate of occupancy unless or until the delegate has sought a report from the	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			fire authority as to whether those facilities have been installed and operate satisfactorily.		
610026	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103D(2)	81.Report from fire authority 81.2The power pursuant to Regulation 103D(2) of the General Regulations, if a report from the fire authority is not received within 15 business days, to presume that the fire authority does not desire to make a report.	CEO	
610027	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103D(3)	81.Report from fire authority 81.3The power pursuant to Regulation 103D(3) of the General Regulations to have regard to any report received from a fire authority under subregulation (1) before it issues a certificate of occupancy.	CEO	
610028	Planning, Development and Infrastructure (General)	Regulation 103E(1)(b)	82.Issue of certificate of occupancy 82.1The power pursuant to Regulation 103E(1)(b) of the General Regulations to, on receipt of notification of intended completion of building work under Regulation 93(1)(f) of the General Regulations, determine that the building work will be inspected by an authorised officer.	CEO, BS	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Regulations 2017				
610029	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103E(3)(c)	82.Issue of certificate of occupancy 82.2The power pursuant to Regulation 103E(3)(c) of the General Regulations, in respect of a Class 1a building, to determine not to inspect the building work.	CEO, BS	
610030	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103F	83.Revocation 83.1The power pursuant to Regulation 103F of the General Regulations to revoke a certificate of occupancy – 83.1.1if – 83.1.1.1there is a change in the use of the building; or 83.1.1.2the classification of the building changes; or 83.1.1.3building work involving an alteration or extension to the building that will increase the floor area of the building by more than 300m2 is about to commence, or is being or has been carried out; or 83.1.1.4the building is about to undergo, or is undergoing or has undergone, major refurbishment, 83.1.2if the delegate considers that the building is no longer suitable for occupation because of building work undertaken, or being undertaken, on the building, or because of some other circumstance; or 83.1.3if the schedule of essential safety provisions has been issued in relation to the building	CEO, BS	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			and the owner of the building has failed to comply with the requirements of Regulation 94(10); or 83.1.4if the delegate considers – 83.1.4.1that a condition attached to a relevant development authorisation has not been met, or has been contravened, and that, in the circumstances, the certificate should be revoked; or 83.1.4.2that a condition attached to the certificate of occupancy has not been met, or has been contravened, or is no longer appropriate.		
623675	Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017	r8(1)(c)	66.Adoption of DPAs 66.1The power pursuant to Regulation 8(1)(c) of the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 (the Transitional Provisions Regulations) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.	CEO	
623676	State Planning Commission Practice Direction - 2 Preparation	cl6(1)	90.Preparation of an Engagement Report (Following Consultation) 90.1The power pursuant to clause 6(1) of PD2, at the completion of engagement on a draft of a proposal to prepare or amend a designated instrument to provide an engagement report to the Minister.	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	and Amendment of Designated Instruments				
623678	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl7(1) and (3)	91. Initiating a Code Amendment 91.2 The power pursuant to clauses 7(1) and (3) of PD2 to lodge the SA Planning Portal Publication Instructions – for Initiation that sets out: 91.2.1 identification of a consultation start date, consistent with the Proposal to Initiate timetable; 91.2.2 an outline of the consultation approach including period of consultation, key audience and consultation methods (noting the Commission may also recommend specific conditions); and 91.2.3 a summary of the Code Amendment in plain English.	CEO	
623677	State Planning Commission Practice Direction - 2 Preparation and Amendment	cl6(3)	90. Preparation of an Engagement Report (Following Consultation) 90.3 The power pursuant to clause 6(3) of PD2 to, in the engagement report also include an evaluation of the effectiveness of the engagement that considers whether: 90.3.1 the principles of the Charter have been achieved; and 90.3.2 all mandatory requirements identified in the Charter have been met (where the consultation category is applicable).	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	of Designated Instruments				

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
328107	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning & Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)	s152(3)(a)	<p>2930.Certificates of Occupancy</p> <p>30.2The power pursuant to Section 152(3)(a) of the PDI Act to require an application for a certificate of occupancy to include any information required by the delegate.</p>	BS, MDRS , CEO, BS (SP), BC	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
610023	Planning, Development and Infrastructure (General) Regulations 2017	Regulation 103A(3)	<p>6479.Required Documentation 64</p> <p>79.3The power pursuant to Regulation 103A(3) of the General Regulations to, other than in relation to a designated building on which building work involving the use of a designated building product is carried out after 121MarchJanuary20182024, dispense with the requirement to provide a Statement of Compliance under subregulation (1)(a) or (2)(a) if – 64</p> <p>79.3.1the delegate is satisfied that a person required to complete 1 or both parts of the statement has refused or failed to complete that part and that the person seeking the issuing of the certificate of occupancy has taken reasonable steps to obtain the relevant certification or certifications; and 64</p> <p>79.3.2it appears to the delegate, after undertaking an inspection, that the relevant building is suitable for occupation.</p>		
328274	Planning, Development and Infrastructure (General)	r109(1)(b)	<p>79806984.Mining Production Tenements 7980 84.1The power pursuant to Regulation 109(1)(b) of the General Regulations to make submissions to the appropriate Authority and object to the granting of the tenement.</p>	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Regulations 2017				
328275	Planning, Development and Infrastructure (General) Regulations 2017	r111(2)	<p>80847085. Register of Land Management Agreements (Section 193) 8084</p> <p><u>85.1</u>The power pursuant to Regulation 111(2) of the General Regulations to establish a register of agreements entered into by the Council under Section 193 of the PDI Act.</p>	CEO, DCS	
328276	Planning, Development and Infrastructure (General) Regulations 2017	r111(3)	<p>80847085. Register of Land Management Agreements (Section 193) 8084</p> <p><u>85.2</u>The power pursuant to Regulation 111(3) of the General Regulations to include in a register, or provide access to a copy of each agreement entered into by the Council under Section 193 of the PDI Act and such other information the delegate considers appropriate.</p>	CEO, DCS	
328277	Planning, Development and Infrastructure (General)	r112(1)	<p>81827486. Authorised Officers and Inspections 8182</p> <p><u>86.1</u>The power pursuant to Regulation 112(1) of the General Regulations to appoint at least 1 authorised officer under Section 210(1)(b) of the PDI Act:</p>	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Regulations 2017		<p>8182</p> <p>86.1.1who is an accredited professional who is:</p> <p>8182</p> <p>86.1.1.1an Accredited professional - building level 1; or 8182</p> <p>86.1.1.2an Accredited professional - building level 2; or 8182</p> <p>86.1.1.3an Accredited professional - building level 3; or 8182</p> <p>86.1.1.4an Accredited professional - building level 4; or 8182</p> <p>86.1.2who holds a current accreditation recognised by the Chief Executive for the purposes of this Regulation; or 8182</p> <p>86.1.3who holds an approval from the Chief Executive.</p>		

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
328236	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r5(1)	<p>66837287. Calculation of Assessment of Fees 6683</p> <p>87.1The power pursuant to Regulation 5(1) of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 (the Fees Regulations) in relation to an application which is duly lodged under a related set of regulations (including via the SA planning portal): 6683</p> <p>87.1.1to require the applicant to provide such information as the delegate may reasonably require to calculate any fee payable under the Fees Regulations or a related set of regulations; and 6683</p> <p>87.1.2to make any other determination for the purposes of the Fees Regulations or a related set of regulations (even if the Council is not a relevant authority).</p>	AM, MDRS, PO, CEO, DDS, PC	
328237	Planning, Development and Infrastructure (Fees, Charges and	r5(2)	<p>66837287. Calculation of Assessment of Fees 6683</p> <p>87.2The power pursuant to Regulation 5(2) of the Fees Regulations, if the delegate acting under</p>	AM, MDRS, PO, CEO, DDS, PC	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Contributions) Regulations 2019		Regulation 5(1) of the Fees Regulations, believes that any information provided by an applicant is incomplete or inaccurate, to calculate any fee on the basis of estimates made by the delegate.		
328238	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r5(3)	<p>66837287. Calculation or Assessment of Fees 6683</p> <p>87.3The power pursuant to Regulation 5(3) of the Fees Regulations to at any time, and despite an earlier calculation or acceptance of an amount in respect of the fee, reassess a fee payable under the Fees Regulations or a related set of Regulations.</p>	AM, MDRS , PO, CEO, DDS, PC	
328239	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r7	<p>67847388. Waiver or Refund of Fee 6784</p> <p>88.1The power pursuant to Regulation 7 of the Fees Regulations to, as the delegate considers appropriate to do so: 6784</p> <p>88.1.1waive the payment of the fee, or the payment of part of the fee; or 6784</p> <p>88.1.2refund the whole or a part of the fee.</p>	CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
386089	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl5(1)	<p>85707489. Requirements in Relation to Preparing an Engagement Plan 8570 89.1 The power pursuant to clause 5(1) of the State Planning Commission Practice Direction – 2 Preparation and Amendment of Designated Instruments (PD2), to prepare a communityan engagement plan that: 8570 89.1.1 meets the principles and performance outcomes of the Charter; 8570 89.1.2 describes the persons or bodies to be consulted <u>on the proposed amendment of the Designated Instrument, which must include any persons or bodies:</u> 70 89.1.2.1 <u>require to be consulted with under a condition imposed by the Minister under Section 73(5) of the PDI Act</u> 70 89.1.2.2 <u>specified by the Commission under Section 73(6)(e) of the PDI Act;</u> 85 70 89.1.2.3 <u>who must be consulted with under the Charter;</u> 70 89.1.3 outlines any relevant previous engagement undertaken to inform the proposal; 85 89.1.4 describes the evaluation framework for the engagement.</p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
386090	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl5(2)	<p>85707489. Requirements in Relation to Preparing an Engagement Plan</p> <p>8570</p> <p>89.2 The power pursuant to clause 5(2) of PD2 to submit the communityall engagement planplans which relate to proposed preparation of or amendment to a State Planning Policy or a Regional Plan to the Commission for approval with prior to commencement of formal engagement on the exception of an amendment to the Code and a Design Standardproposal.</p>	AM, PO, CEO, DDS	
386092	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl6(2)	<p>86717590. Requirements Preparation in Relation to Preparing of an Engagement Report Following(Following Consultation)</p> <p>86.274</p> <p>90.1 The power pursuant to clause 6(2) of PD2 to set out in the anengagement report:</p> <p>86.274</p> <p>90.1.1 details of the engagement undertaken and how that engagement met the agreed communityengagement plan, and reasons for variations, if any to that theengagement plan;</p> <p>86.274</p> <p>90.1.2 the outcome of the engagement including a summary of the written submission or feedback made;</p> <p>86.274</p> <p>90.1.3 the any response to the details of, and reasons for, proposed changes to the proposal to</p>	AM, PO, CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>prepare or amend a designated<u>Designated instrument</u> Instrument when (when compared to<u>with</u> the proposal that was engaged on;) and to<u>the reasons for those proposed changes which</u> specifically indicate<u>indicates</u>:</p> <p>86.2 74</p> <p>90.1.3.1 where changes are proposed to the designated<u>Designated instrument</u> based on or as a result of the engagement; and 86.274</p> <p>90.1.3.2 any other changes <u>which are</u> proposed based on or as a result of additional investigations or information <u>which was</u> not available when the proposal was released for engagement.</p>		
386094	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl7(1)	<p>8727691. Requirements in Relation to Initiating a Code Amendment Pursuant to Section 73 of the Act</p> <p>8772 7691.1 The power pursuant to clause<u>clauses</u> 7(1) and (2) of PD-2<u>PD2</u> to provide<u>provide</u> lodge a proposal to the Commission<u>Proposal</u> to initiate a<u>with</u> the<u>odethe</u> amendment<u>Department</u> via the SA Planning Portal that sets out:</p> <p>8772 91.1.1 <u>Scope – an explanation of the reasons for the preparation of the amendment and a description of the changes in circumstance leading the need for the amendment and the range of issues to be addressed in the amendment;</u></p> <p>87.1.2<u>Code Modules</u><u>Policy</u> – an outline of: 72</p> <p>91.1.1.1 any overlay, general <u>development</u> policy, zone, <u>subzone</u> or <u>subzone</u><u>technical or numeric</u></p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>variation in the Code being consideredproposed for amendment; and/or 72</p> <p>91.1.1.2 the intended spatial application of an overlay, general policy, zone, subzone or subzonetechnical or numeric variation in the Code over an identified area, or draft instructions for the proposed amendments; 87 72</p> <p>91.1.3 Area 2 Affected -Area 72</p> <p>91.1.2.1Aa map or description of the areaAffectedaffected by the proposed amendmentArea; 87 72</p> <p>91.1.4.3 State Planning Policies an 72</p> <p>91.1.3.1 identification of the relevant key principles state or planning objectives policies of the State Planning Policies and a statement of an assessment of the amendment proposed Code Amendment's consistency alignment with those policiesState Planning Policies; 87 72</p> <p>91.1.5.4 Regional PlansPlan 72</p>		

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>91.1.4.1-Identification of relevant regional plans and assessment of how the matters or issues proposed to be addressed by</p> <p>the amendment proposed Code Amendment will relate to the relevant regional plan; 72</p> <p>91.1.5 Consultation - 72</p> <p>91.1.5.1 matters raised by the relevant Council and/or a relevant Joint Planning Board on the Proposal to Initiate; 72.1.5.2 information regarding any relevant consultation infrastructure that planning has already occurred with respect to the proposed Code Amendment; 87 72</p> <p>91.1.5-3.2 details of further consultation proposed to be undertaken with respect to the proposed code Code Amendment; 72</p> <p>91.1.6 Infrastructure Provision Investigations - 87 72</p> <p>91.1.6.1 information regarding any investigations which have already been undertaken with respect to the proposed Code Amendment</p>		

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>72</p> <p>91.1.6.2 an explanation outline of the further investigations that will be undertaken to support the proposed Code Amendment;</p> <p>72</p> <p>91.1.6.3 details of any infrastructure provision required that to support required development arising through proposed Code Amendment and how the infrastructure provision will be provided; and</p> <p>87</p> <p>72</p> <p>91.1.6.2.4 and details indication of whether it is likely that any infrastructure agreement (or agreements) or agreements infrastructure scheme which will need to be established or entered into in connection with the code proposed amendment Code process; Amendment</p> <p>72</p> <p>91.1.7 identifying Timetable</p> <p>72</p> <p>91.1.7.1 identification of a consultation start date;</p> <p>91.1.7.2 an outline of the tools proposed that will be used timetable for this each step of the Code Amendment process;</p> <p>87-1.7 Joint Planning Board Comments – (ensuring that the Council process has is completed discussed within reasonable time limits), and a commitment from the proposal Proponent with (where it is also the relevant Designated Regional Planning Board;</p>		

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>87.1.8 Consultation—information regarding any other consultation Entity) that has occurred; 87.1.9 will undertake steps to designating a place as a place of local heritage value or a heritage area—a heritage review prepared by a heritage architect or historian or similar occupation in accordance with update the Commission's timetable guidelines and prepared seek under approval Section 67(2)(c) of from the PDI Department Act; 87.1.10 if in relation appears to that designating time frames will tree a significant tree—an assessment of the tree against the criteria under Section 68(1)(a) of the PDI Act; 87.1.11 in relation to designating a stand of trees to not be significant trees—an assessment of the trees against the criteria under Section 68(1)(b) of the PDI Act met.</p>		
386095	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl7(2)(3(4))	<p>87.2.1 Requirements in Relation to 3 Initiating a Code Amendment Pursuant to Section 73 of the Act 87.2 The power pursuant to clause 7(2)(3(4)) of PD2, in addition to a Code Amendment which is intended to designate a place as a place of local heritage value, to provide a report which: 87 72.2 91.3.1 Timetable includes a heritage datasheet for each proposed Local Heritage Place, which includes: 72</p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>91.3.1.1 all relevant property details and descriptions (including images); 72</p> <p>91.3.1.2 historical background and thematic analysis; 72</p> <p>91.3.1.3 a statement of heritage value; 72</p> <p>91.3.1.4 an outline assessment against the Local Heritage Criteria; and 72</p> <p>91.3.1.5 the extent of listing (including any exclusions); 72</p> <p>91.3.2 includes an analysis of historic themes of importance to the area; 72</p> <p>91.3.3 is prepared by a heritage architect, historian or person with similar qualifications, skills or experience; and 72</p> <p>91.3.4 is otherwise prepared in accordance with any guidelines prepared and published by the Commission under Section 67(2)(c) of the proposed PD timetable for each step of the process (ensuring that the process is completed within reasonable time limits), and a commitment on the part of the Council that it will take steps to update this timetable if it appears at any stage that the Council will require an extension;</p> <p>87.2.2 Investigations – an outline of the investigations and justifications that will be undertaken (and</p>		

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			those that may have already been undertaken) and the form that those investigations will take in order to address the strategic and social, economic and environmental issues of the proposed amendment, or an explanation and summary of the investigations undertaken and how these support the amendmentAct.		
502550	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl 7(4(5))	<p>727691. Initiating a Code Amendment 72</p> <p>76.391.4 The power pursuant to clause 7(4(5)) of PD2 in relation to a Code Amendment which is intended to designate a tree (or stand of trees) as a significant tree (or trees), to provide a report which: 72</p> <p><u>91.4.1</u> includes relevant details and descriptions of the tree or stand of trees (including images as necessary) 72</p> <p><u>91.4.2</u> includes an assessment of the tree (or stand of trees) against the Significant Tree Criteria; 72</p> <p><u>91.4.3</u> is prepared by an urban planner, arborist or person with qualifications, skills or experience relevant to the assessment in the report.</p>	AM, PO, CEO	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
386096	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl8(1)	<p>88737792. Requirements in Relation to Preparation of the Draft Proposal Prior Code Amendment (Prior to Consultation and Decision)</p> <p>8873</p> <p>92.1 The power pursuant to clause 8(1) of PD 2 to, prior to consultation <u>occurring on a draft Code Amendment, to:</u></p> <p>73</p> <p><u>92.1.1 carry out investigations and obtain such information:</u></p> <p>73</p> <p><u>92.1.1.1 as provided in the Proposal to Initiate approved by the Minister:</u></p> <p>73</p> <p><u>92.1.1.2 as required under any conditions imposed by the Minister under Section 73(5)(b) of the PDI Act; and</u></p> <p>73</p> <p><u>92.1.1.3 as specified by the Commission under Sections 73(6)(e) or 73(6)(f) of the PDI Act;</u></p> <p>73</p> <p><u>92.1.2 provide the Department with:</u></p> <p>73</p> <p><u>92.1.2.1 written instructions (in a form acceptable to the Department:</u></p> <p>88.1.1 instructions) that set out the intent of the proposed <u>policy Code amendment Amendment</u> for the purposes of the Department writing the draft <u>policy for inclusion in the draft Code Policy Amendment; and</u></p> <p>73</p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>92.1.2.2 mapping instructions or a description of the Affected Area (in a form acceptable to the Department) in order to enable</p> <p>the Department to prepare and provide to the Designated Entity, mapping which is suitable for inclusion in the draft Code Amendment;</p> <p>73</p> <p>92.1.3 prepare the draft Code Amendment in accordance with the approved Proposal to Initiate and any conditions imposed by the Minister under Section 73(5)(b) of the PDI Act and the requirements of this Practice Direction;</p> <p>73</p> <p>92.1.4 provide the Department with written instructions (in a form acceptable to the Department) to prepare the SA Planning Portal for consultation on the draft Code Amendment; and</p> <p>73</p> <p>92.1.5 provide the Department with the engagement plan prepared (and approved, if required) under these Practice Directions, for the Council;</p> <p>88.1.2 purpose any maps in an industry standard GIS format to enable of the production Department version of mapping to be prepared and returned to publishing the Council;</p> <p>88.1.3 engagement in plan relation on to the heritage SA lists Planning a local heritage data sheet and a significant trees data sheet Portal.</p>		
386097	State Planning Commission Practice	cl8(2)	<p>88.7.3.792. Requirements in Relation to Preparation of the Draft Proposal Prior Code Amendment (Prior to Consultation and Decision</p> <p>88)</p> <p>73</p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Direction - 2 Preparation and Amendment of Designated Instruments		<p>92.2 The power pursuant to clause 8(2) of PD2, if where amendments are engagement proposed plan is amended during any period of consultation or at any time prior to finalisation of the consultation engagement versions report under the Practice Directions, to provide to the Department with the engagement plan (as updated) for the purpose of the Department:</p> <p>88.2.1 instruction to write publishing the amendments updated to engagement plan on the Code SA Policy;</p> <p>88.2.2 Planning amendments to the maps in an industry standard GIS format to enable the production version of mapping to be prepared and returned to the Council. Portal</p>		
386098	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl9(1)	<p>89747893. Requirements in For Relation to Preparation of the a Draft Proposal Code for Consultation Amendment</p> <p>8974</p> <p>93.1 The power pursuant to clause 9(1) of PD2 to, for engagement purposes, support a code draft amendment Code Amendment by the following information:</p> <p>8974</p> <p>93.1.1 an explanation about of why the and current how code policy as it applies to the Affected Area (at the time of preparation of the draft Code Amendment)</p> <p>74</p> <p>93.1.2 an explanation of the amendments to the Code is policy proposed to for be the amended Affected Area;</p> <p>89</p>	AM, MDRS, PO, CAP, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>74</p> <p>93.1.2.3 an assessment of the amendmentstrategicagainstplanning outcomes intended to be achieved through the draft Code Amendment, including an analysis of the consistency of the draft Code Amendment with the relevant provisions of State Planning Policies, the Regional Plan and theany other relevant regionalstrategicplanplans;</p> <p>89</p> <p>74</p> <p>93.1.3.4ifany amendment is not fully consistent with the State Planning Policies or the region plan, to so specifically identify thatsummary and include anexplanationsetting out the reason or reasons for the inconsistency;</p> <p>89.1.4 an explanation and summary of the investigations undertaken and how these support the amendmentdraft Code Amendment; and</p> <p>8974</p> <p>93.1.5 an explanation of any infrastructure provisionorthat isservices required to support development facilitated by the proposed Code Amendment, and an explanation of how and when the infrastructure will be provided.</p>		
386099	State Planning Commission Practice Direction - 2 Preparation and	cl11(1)	<p>90757994.Requirements in Relation to Complying Changes UndertoSectiontheCode</p> <p>75</p> <p>90</p> <p>94.1 The power pursuant to clause 11(1) of PD2, in relation to a proposal to agree to a complying change to the Code under Section 75 of the PDI Act, to provide the following information to the departmentDepartment:</p>	AM, MDRS, PO, CEO, DDS	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Amendment of Designated Instruments		<p>90 94.1.1 description of reference to the relevant recommendations in the Regional Plan which relate to the documentation proposed Code Amendment, including any specific maps or other specific information which clearly and recommendations expressly identify the changes relevant to the proposed Code</p> <p>Amendment; 75 94.1.2 a summary of any consultation which has occurred in accordance with the Charter in relation to the proposed amendment Code in Amendment or the relevant regional Regional plan; 90.1.2 Plan, including a summary copy of the consultation engagement in accordance with the Charter that has occurred in relation to the proposal including reference to the Engagement Report report prepared for the regional relevant plan Regional Plan and any additional consultation that has occurred for the proposed Code Amendment;</p> <p>90 75 94.1.3 written instructions (in a form acceptable to the Department) that set out the intent of the proposed policy Code amendment Amendment for the purposes of the department Department writing the draft Code Policy policy for inclusion in the Council draft Code Amendment;</p> <p>90 and 75 94.1.4 any mapping maps instructions or a description of the Affected Area (in a form acceptable to the Department) in an industry standard GIS format order to enable the production version of mapping Department to be prepared prepare and returned provide to the Council; Designated Entity, mapping which is suitable for inclusion in the draft Code Amendment</p>		

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
386100	State Planning Commission Practice Direction - 2 Preparation and Amendment of Designated Instruments	cl12(1)	<p>91768095. Requirements in Relation to Early Commencement Under of Section 78 94 Code Amendment 76</p> <p>95.1 The power pursuant to clause 12(1) of PD2, in relation to a request for <u>early commencement of a code Code amendment Amendment under Section 78 of the PDI Act to come into operation without delay, to</u> provide to the department Department:</p> <p>94 76</p> <p>95.1.1 an explanation, explanation justification about and evidence as necessary to demonstrate how early commencement <u>of the Code Amendment</u> is:</p> <p>76</p> <p>95.1.1.1 <u>necessary in the interest of the orderly and proper development of an area of the state;</u> and 76</p> <p>95.1.1.2 required <u>in order</u> to counter applications for undesirable development (development (which should identify possible future development that would detract from, <u>or</u> negate the object of the amendment proposed Code Amendment) <u>during a head consultation of and the outcome of</u> consideration of the code Code amendment Amendment;</p> <p>94 76</p> <p>95.1.2 <u>written</u> instructions (<u>in a form acceptable to the Department</u>) that set out the intent of the proposed policy Code amendment Amendment for the purposes of the Department writing the draft Code Policy policy for <u>inclusion in</u> the Council draft Code Amendment; <u>and</u></p>	AM, MDRS, PO, CEO, DDS	

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			<p>9176</p> <p>95.1.3 any mapping maps instructions or a description of the Affected Area (in a form acceptable to the Department) in an industry standard GIS format order to enable the production version of mapping Department to be prepared prepare and returned provide to the Council. Designated Entity, mapping which is suitable for inclusion in the draft Code Amendment</p>		
386101	State Planning Commission Practice Direction - 3 (Notification of Performance Assessed Development Applications) 2019	cl6(3)(b)	<p>928496. Responsibility to Undertake Notification</p> <p>92</p> <p>96.1 The power pursuant to clause 6(3)(b) of the State Planning Commission Practice Direction – 3 (Notification of Performance Assessed Development Applications) 2019 (PD3) to determine the relevant fee as being appropriate to cover the relevant authority's reasonable costs in giving public notice of the application under Section 107(3)(a)(i) of the PDI Act.</p>	CEO, DCS, DDS	
386102	State Planning Commission Practice Direction (Council	cl2(2)	<p>938297. Mandatory Inspections</p> <p>93</p> <p>97.1 The power pursuant to clause 2(2) of Part 2 of the State Planning Commission Practice Direction (Council Inspections) 2020 (PD9) to, in carrying out an inspection under PD9, take all reasonable steps to ensure each inspection includes an inspection and assessment of the following elements (elements), as may be present at the time of inspection:</p> <p>93</p>	BS, MDRS, CEO, BS (SP), BC	

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Inspections) 2020		97.1.1 primary structural elements; 93 97.1.2 structural framing and roof trusses; 93 97.1.3 wet areas and waterproofing; 93 97.1.4 barriers to prevent falls; 93 97.1.5 cladding; 93 97.1.6 egress provisions; 93 97.1.7 bushfire protection systems; 93 97.1.8 passive and active fire safety elements; 93 97.1.9 private bushfire shelters; and 93 97.1.10 performance solutions.		
386103	State Planning Commission Practice Direction (Council	cl3(2)	948398 . Additional Inspections 94 98.1 The power pursuant to clause 3(2) of Part 2 of PD9 to consider carrying out an inspection in addition to any specified in clause 2 of Part 2 of PD9 (additional inspections) if the delegate has information to indicate that the circumstances warrant it, having regard to the objects of PD9.	BS, MDRS , CEO, BS (SP), BC	

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	Inspections) 2020				
386104	State Planning Commission Practice Direction (Council Inspections) 2020	cl4(3)	958499 . Inspections Generally 95 99.1 The power pursuant to clause 4(3) of Part 2 of PD9, in relation to building work listed in Schedule 7 of the General Regulations to consider if an additional inspection may be appropriate.	BS, MDRS , CEO, BS (SP), BC	
386105	State Planning Commission Practice Direction (Council Inspections) 2020	cl1(2)	9685100 . General Requirements 96 100.1 The power pursuant to clause 1(2) of Part 3 of PD9 to ensure that an inspection under PD9 and subsequent assessment of each of the applicable elements in clause 2(2) of Part 2 of PD9 is carried out by a person who has the appropriate qualifications, skills, knowledge and experience to carry out an inspection assigned to that officer under PD9.	BS, MDRS , CEO, DDS, BS (SP), BC	
386106	State Planning Commission Practice	cl5(2)	9786101 . Conditions that Must be Met for the Staged Occupation of a Partially Completed Building 97 101.1 The power pursuant to clause 5(2) of the State Planning Commission Practice Direction 10	CEO	

Wattle Range Council

Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*, Regulations, Planning and Design Code and Practice Directions of Powers of a Council as a Council; a Designated Authority; a Designated Entity (Instrument A)

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
	Direction 10 (Staged Occupation of Multi-Storey Buildings) 2020		(Staged Occupation of Multi-Storey Buildings 2020 (PD10) to, agree to partial occupancy of a partially completed multistorey building.		

5.2 Confidential Meeting of Council - 14 February 2023 (CM 1012 - CM 1016) - Not Fully Released

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin con council 140223 - Not Fully Released [5.2.1 - 5 pages]

RECOMMENDATION

That the Minutes of the Confidential Meeting dated 14 February 2023 be taken as presented and confirmed.

6 Matters Arising From The Minutes

No matters have been presented at the point of publishing the Agenda.

7 Adjournments

No adjourned reports are included in this Agenda.

8 Mayoral Communications

8.1 Mayoral Communications

Report Type	Mayoral Report
Author	Mayor Noll
File Reference	GF/9.24.1/2
Attachments	1. Mayoral Communication - March 2023 [8.1.1 - 3 pages]

RECOMMENDATION

That the Mayoral Communications be taken as presented and confirmed.



Mayoral Communication – 14th March 2023

Community Forum – Disability Access & Inclusion: I was pleased to attend this Community Forum that was attended by many community members and organisational representatives. Under the *Disability Inclusion Act 2018*, all state authorities are required to create and implement their own Disability Access and Inclusion Plan, reporting on them annually from the 31 October 2020 and reviewing them every four years. The Wattle Range Council Disability Access and Inclusion Plan is strategically aligned into the State, National Plans and International rights of persons with disabilities.

A large amount of valuable information was forthcoming. As a Council we are legislatively obligated to be engaged and active within this area both financially and on a humanitarian basis.

Limestone Coast Local Government Association AGM: Friday 10 February 2023, I attended the LCLGA AGM. Leadership elections were held. President; Mayor Lynette Martin, City of Mount Gambier. Vice President; Mayor Des Noll, Wattle Range Council. Five new Mayors: Mayor Patrick Ross, Naracoorte-Lucindale; Mayor Kylie Boston, District Council of Grant; Mayor Jeff Pope, Kingston District Council; Mayor Lisa Ruffell; District Council of Robe; Mayor Liz Goossens, Tatiara District Council; are now all members of LCLGA Board. All minutes of the LCLGA meetings can be found on the website: www.lclga.sa.gov.au

Principal Member Forum “Inspiring Local Leaders”: I attended this very informative event held at LG, House. Various speakers such as **James Koch** – Effective Leadership, Attributes, Relationships & Trust Building. **Felice D’Agostino & Dale Mazzachi** from Norman Waterhouse Lawyers presenting on Governance, Regulatory Services, and the Local Government Act. **Allison Kane** from Allison Kane Communications - Public Speaking & Media Skills. **Sharon Ferrier** from Corporate Educator & Facilitator Services, Persuasive Presentations. And, the well-known **Lord Mayor Dr Jane Lomax-Smith** from Adelaide City Council, presented on Relationships with Politicians. **Clinton Jury** CEO of the LGA, spoke on current situation regarding Campaign donations returns. **Shared Experiences Session by various Mayors:** Mayors shared their own experiences. **Limestone Coast Mayoral Discussion:** Informal discussion.

Interestingly, because of the Local Government reforms and the added legislative requirements being implemented into the Local Government Act, it now requires Mayors/Principal Members to take some level of action that is outlined in the Act and the new behavioural management policy, if breached and complaints are received.

It has never been more important, as it is now that the new LGA Training Standards introduced to support Elected Members to meet key legislative and leadership competencies must be delivered and undertaken by all Elected Members.



Department of Infrastructure and Transport: (TIP Engagement Team) The department is undertaking annual road pavement renewal works on two sections of roads within the Wattle Range Council area.

1. Mount Burr Road – approx. 3kms between Millicent and Penola
2. Overland Track – approx. 3.25kms between Mount Burr and Glencoe West

Other road works are being conducted within the Limestone Coast Region. These works are funded by the South Australian Government as part of the Department's Annual Asset Renewal Program.

Local Roads and Community Infrastructure Program: Wattle Range Council will receive \$629,298. This was a Coalition Government initiative being honoured by the Albanese Federal Government.

Australia's First Electric Log Truck – 28/2/23: I attended the launch of Fennell Forestry's, first electric powered log truck. The innovative work of Wendy Fennell within the forest industry has been the driver behind this project. A few Stats. Working with JANUS Electric. An Australian First. 100% Carbon Zero, when recharged using renewable energy. Existing Vehicle Conversion. Providing 720 horsepower and battery range up to 500km. Four-hour battery recharge, using programmed charge windows to minimise load on the power grid. Low Running Temperature. Forty degrees Celsius less than regular diesel engines. Depot Site re-charging station. Battery exchange charging program



Limestone Coast Local Government Association Strategic Planning Workshop: I, along with CEO Gower attended the LCLGA Strategic Planning Workshop held at Wulanda – Mount Gambier. The workshop was facilitated by LCLGA Executive Officer Tony Wright and Professional Facilitator Jessie Harman. A range of topics were discussed and evaluated to establish the direction of the LCLGA Board for the next four years. A draft document is to be prepared for your review and discussion. A priority of the Board’s direction is to establish how the elected members from the respective Councils can be more involved and have a greater understanding on how this Board of Directors functions, on behalf of their Councils. Further consultation is to be undertaken with Elected Members to gather feedback and their thoughts. An Elected Members joint forum within the Limestone Coast was identified as a forum to further connect with Elected Members across the seven local government entities. Further information will be provided as this concept is logistically worked out. It is important to understand that each of the seven constituent Councils are financial stakeholders that makes up membership of the Limestone Coast Local Government Association.

The Limestone Coast Local Government Association Charter will be coming to you for your review and approval. Norman Waterhouse Lawyers have been reviewing this document and have recommended some changes.

Attended







- Climate Change Presentation – Climate Partnership between DEW & LGASA – Coordinator Andrew Nesbitt – 10/2/23
- Millicent AH&P Show Society Annual General Meeting – 13/2/23
- Funeral of the late Italina (Lina) Zurlino - - St Alphonsus Catholic Church Millicent – 14/2/23
- Wattle Range Council Ordinary Meeting – 14/2/23
- Local Government Assoc. Principal Member/Mayoral, Forum – “Inspiring Local Leaders” - LG House, Adelaide – 17/2/23 & 18/2/23
- Meeting with Hugh Koch – Executive Officer – Coonawarra Vignerons – Penola – 22/2/23
- Pinchunga Aged Care Facility at Penola – Visited local Coonawarra resident - 22/2/23
- Kalangadoo CFS Brigade Training Night & BBQ – 22/2/23
- Fennell Forestry Electric Logging Truck Launch – 28/2/23
- Meeting with local Tantanoola Resident Farmer – 3/2/23
- LCLGA Strategic Planning Workshop – Wulanda Recreation and Convention Centre – 3/3/23
- Blue Wren Studios Presenting – Local Millicent Resident Abstract Artist, Jane McCumstie Art Exhibition – “The Awe & Wonder of the Ordinary” – 4/3/23
- Millicent Saleyards Advisory Committee Meeting – 6/3/23
- Limestone Coast Regional Plan Stakeholder Workshop – Naracoorte – 7/3/23
- Council Elected Member Mandatory Training – Strategy & Finance Module – 10/3/23

9 Deputations

9.1 Deputation - Millicent & Surrounds Health Support Group, Millicent Hospital Advisory Council & Limestone Coast LHN Joint Initiative - Millicent Hospital Students Nurses Accommodation Refurbishment Project

Report Type	Deputations
Organisation	Millicent & Surrounds Health Support Group Millicent Hospital Advisory Council Limestone Coast LHN Joint Initiative
Representative	Darrell Looker Ron Wood Simone Berry
File Reference	GF/7.11.3
Attachments	<ol style="list-style-type: none">1. E I 2023 211470 - 7 11 3 - Current Proposal [9.1.1 - 2 pages]2. MH Bathroom 1 [9.1.2 - 1 page]3. MH Bathroom 2 [9.1.3 - 1 page]4. MH Bedroom 1 [9.1.4 - 1 page]5. MH Bedroom 2 [9.1.5 - 1 page]6. MH Kitchen [9.1.6 - 1 page]7. MH Student Accommodation Proposal [9.1.7 - 8 pages]

Ms Simone Berry and Mr Ron Wood will make a presentation to Council regarding the Millicent Hospital Students Nurses Accommodation Refurbishment Project at approximately 5.05 pm.

Archived: Friday, 3 March 2023 12:54:50 PM
From: [Simone Berry](#)
Sent: Friday, 3 March 2023 11:02:49 AM
To: [Catherine Allen](#)
Cc: [Emma Clay](#); [MASHsg](#)
Subject: EI2023/211470 - 7.11.3 - Current Proposal
Sensitivity: Normal
Attachments:
[MH Bathroom 1.jpg](#)  [MH Bathroom 2.jpg](#)  [MH Bedroom 1.jpg](#)  [MH Bedroom 2.jpg](#)  [MH Kitchen.jpg](#)  [MH Student Accommodation Proposal.ppsx](#) 

Hi Catherine,

Lovely to speak with you we really appreciate your help with this, it's a big project!

We have attached a copy of the presentation outlining the scope of the project and some pictures of what it looked like prior to commencement for your reference, if you are unable to open these, please let us know and we will send them in another format.

We would really appreciate the Wattle Range Councils support for this with a financial contribution in the 23/24 budget for \$6000.00, particularly towards bedroom/lounge/dining room furniture. We will bring a breakdown of our budget numbers.

This refurbishment is a joint initiative between MASHsg (Millicent & Surrounds Health Support Group), HAC (Hospital Advisory Committee) and LHN (Local Health Network) who are actively raising funds for the Millicent Hospital Student Nurses Accommodation Refurbishment Project. We have reached out to several local businesses and service/community groups and thus far the response has been very positive.

The current Millicent Hospital and what was known as the Matrons' House opened in 1964. Over the years the modest accommodation that was built for the matron has since been expanded and over time has morphed into what it is currently, student and Transition to Professional Practice Program (TPPP) accommodation for individuals who are undertaking or completing their nursing studies.

Currently the building consists of 5 bedrooms, 1 bathroom (toilet in the bathroom), kitchen, simple lounge room and studying area. Although neat and tidy it is in desperate need of a complete overhaul to make it more comfortable and accommodating for 5 students of mixed gender.

It is our hope that by providing "home away from home" style accommodation to upcoming health professionals, they will on conclusion of their training, choose to come back to Millicent to start their careers!

We see the refurbishment of the Millicent Student Nurses' Accommodation as a chance for the business, council, social & community in general to come together and support one of our areas most essential services.

We have a large team of volunteers who have and will continue to roll up their sleeves to help bring this project to its fruition, in hopefully just over 1 years' time but as I am sure you can understand these types of projects do come at a reasonable cost.

We are well into Stage 1 and have commenced the first half of Stage 2 of the project with over 450 donated hours from our large team of volunteers. We envisage commencing the second half of Stage 2 midway through this year and beginning Stage 3 of the project when the accommodation is vacant after Christmas 2023.

If you have any questions, please feel free to call either:

Trevor Sinclair (MASH Chairman) – 0438 366433

Ron Wood (MASH Secretary & HAC Representative) - 0407 262728

Simone Berry (MASH Committee Member) - 0417 237025

Thank you for your time in considering our proposal for what we see is a vital part of our local health services in the Millicent and surrounding areas.

Kind Regards

A handwritten signature in blue ink that reads "Simone Berry". The signature is written in a cursive style with a large initial 'S'.

Simone Berry

0417 237 025













Millicent & Surrounds Health Support Group, Millicent Hospital Advisory Council & Limestone Coast LHN Joint Initiative



INTRODUCTION

MILLICENT STUDENT NURSES ACCOMMODATION

THE CURRENT MILLICENT HOSPITAL AND WHAT WAS KNOWN AS THE MATRONS HOUSE OPENED IN 1964. OVER THE YEARS THE MODEST ACCOMMODATION THAT WAS BUILT FOR THE MATRON HAS SINCE BEEN EXPANDED AND OVER TIME HAS MORPHED INTO WHAT IT IS CURRENTLY, STUDENT ACCOMMODATION AND TRANSITION TO PROFESSIONAL PRACTICE PROGRAM (TPPP) FOR INDIVIDUALS WHO ARE UNDERTAKING OR COMPLETING THEIR NURSING STUDIES.

CURRENTLY THE BUILDING CONSISTS OF 5 BEDROOMS, 1 BATHROOM (TOILET IN THE BATHROOM), KITCHEN, SIMPLE LOUNGE ROOM AND STUDYING AREA. ALTHOUGH NEAT AND TIDY IT IS IN DESPERATE NEED OF A COMPLETE OVERHAUL TO MAKE IT MORE COMFORTABLE AND ACCOMMODATING FOR 5 STUDENTS OF MIXED GENDER.

IT IS OUR HOPE THAT BY PROVIDING “HOME AWAY FROM HOME” STYLE ACCOMMODATION TO UPCOMING HEALTH PROFESSIONALS, THEY WILL ON CONCLUSION OF THEIR TRAINING, CHOOSE TO COME BACK TO MILLICENT TO START THEIR CAREERS!

3 March 2023

PROJECT

REFURBISH MILLICENT HOSPITAL STUDENT NURSES ACCOMMODATION

WE SEE THE REFURBISHMENT OF THE MILLICENT STUDENT NURSES ACCOMMODATION AS A CHANCE FOR THE BUSINESS, COUNCIL, SOCIAL & COMMUNITY IN GENERAL TO COME TOGETHER AND SUPPORT ONE OF OUR AREAS MOST ESSENTIAL SERVICES.

THIS PROJECT HAS BEEN DIVIDED INTO 3 STAGES THAT WILL BEGIN AT THE END OF 2022 AND SHOULD CONCLUDE AT THE BEGINNING OF 2024

- **STAGE 1:** 5 BEDROOMS AND HALLWAY 1
- **STAGE 2:** KITCHEN, LOUNGEROOM, STUDY AND HALLWAYS 2 AND 3
- **STAGE 3:** BATHROOM AND TOILET

THE FOLLOWING SLIDES INCLUDE A VERY BRIEF SUMMARY OF WHAT IS REQUIRED FOR EACH AREA OF THE BUILDING.

3 March 2023

STAGE 1

5 BEDROOMS & HALLWAY 1 BUDGET 15K (5 X 3K PACKAGES)

**EACH BEDROOM REQUIRES A FULL UPGRADE
WHICH COMPROMISES OF THE FOLLOWING**

- PAINT
- CARPET
- BLINDS
- BEDROOM SUITE
- NEW MATTRESS
- LIGHTING UPGRADE
- INSTALLATION & SUPPLY OF HEATING/COOLING
- TV & BRACKETS
- 2 BEDROOMS ONLY REQUIRE WINDOWS THAT OPEN

**HALLWAY 1 REQUIRES UPDATING
WHICH INCLUDES THE FOLLOWING**

- PAINT
- CARPET

3 March 2023

STAGE 2

KITCHEN, LOUNGE, STUDY/DINING AREAS & HALLWAY 2

BUDGET TBA

KITCHEN REQUIRES UPDATING WHICH INCLUDES THE FOLLOWING

- TILES
- APPLIANCES
- SINK
- KITCHEN CABINETARY
- BENCHTOPS
- HARDWARE
- BLINDS
- FLOORING
- PAINT

LOUNGE, STUDY/DINING AREAS & HALLWAY 2 REQUIRES UPDATING WHICH INCLUDES THE FOLLOWING

- PAINT
- FLOORING
- TV BRACKET (LOUNGE ONLY)
- BLINDS
- LOUNGE SUITE

3 March 2023

STAGE 3

BATHROOM & TOILET

BUDGET TBA

BATHROOM REQUIRES NOT ONLY AN UPGRADE OF FIXTURES AND FITTINGS BUT A LITTLE TWECKING OF THE FLOOR PLAN

- **FIXTURES AND FITTINGS**
- **NECESSARY PLUMBING RELOCATION**
- **TILES**
- **WATERPROOFING**
- **INSTALL OF A NEW WINDOW OR EXTRACTION FAN**
- **TOILET TO BE SEPARATED FROM THE REST OF THE BATHROOM**

3 March 2023

THIS IS WHERE YOU MAY BE ABLE TO HELP

AS YOU HAVE READ THERE IS A LOT OF WORK TO DO TO OVER THE COURSE OF THIS YEAR, WHICH STARTED WITH STAGE 1 ON DECEMBER 28

WE HAVE A TEAM OF VOLUNTEERS PREPARED TO ROLL UP THEIR SLEEVES AND DONATE THEIR TIME TO HELP MAKE THIS HAPPEN FOR ONE OF OUR REGIONS MOST VITAL SERVICES

BUT AS IS SO OFTEN THE CASE WE ARE RELYING ON THE GENEROUS SUPPORT OF BUSINESSES, SERVICE CLUBS AND BENEFACTORS

WHAT WE NEED FROM YOU ARE DONATIONS IN ANY OF THE FOLLOWING FORMS IN ORDER TO KEEP THIS PROJECT GOING

FINANCIAL, LABOUR & OR SERVICES, GOODS

3 March 2023

KEEN TO GET INVOLVED

WITH INITIAL FUNDING SECURED WE COMMENCED STAGE 1 OF THE PROJECT ON DECEMBER 28 BUT IN ORDER TO COMPLETE THIS STAGE WE NEED YOUR SUPPORT!

IF YOU WOULD LIKE TO MAKE A DONATION OR TEAM UP WITH ANOTHER TO MAKE THIS HAPPEN, PLEASE GET IN TOUCH AS THERE ARE 5 BEDROOMS EACH AT AN ESTIMATED COST OF 3K

PLEASE CONTACT ANY OF THE FOLLOWING FOR MORE DETAILS OR TO CONTRIBUTE TO SUCH A WORTHWHILE CAUSE

DARRELL LOOKER 0436 300 081

RON WOOD 0407 262 728

SIMONE BERRY 0417 237 025

WE HOPE YOU ALL HAD A VERY MERRY CHRISTMAS AND A SAFE AND HAPPY NEW YEAR AND ARE KEEN TO KICK OFF JANUARY WITH A LOT OF COMMUNITY SPIRIT!

3 March 2023

9.2 Deputation - Don Gilbertson - Rural Rates

Report Type	Deputations
Organisation	N/A
Representative	Don Gilbertson
File Reference	GF/9.24.1/2
Attachments	1. I 211456 [9.2.1 - 1 page]

Mr Don Gilbertson will make a presentation to Council at approximately 5.30 pm in regard to Primary Production rates and Forestry land valuations as a portion of these rates.

LETTER NO: 1211456		FILE GF/ 9.24.1/2 PF/	
DATE RCVD	02 MAR 2023		REFER TO: EA
2 nd March 2023			
CEO	DGS	DGS	DES
			FILE

CEO Wattle Range Council

Dear Ben,

I am asking if I may speak to your Council Members at their meeting on the 14th March.

I would like to discuss the problem arising from the low capital value placed on some forestry land, compared to Primary production land. I hope to show the rural rate in the \$ of neighbouring Councils.

I will be asking Council to quantify that the forestry problem is why our Council rates come in approx 3% above the set increase.

Yours Don Gilbertson

Primary Production
Rural Rates and Forestry
land valuations as a
portion of these
rates.

10 Petitions

No petitions have been presented at the point of publishing the Agenda.

11 Reports From Council Members

No reports have been submitted at the point of publishing the Agenda.

12 Questions With Notice

12.1 Questions on Notice - Cr John Drew - Craft Group Shed, Men's Shed, Lion's Shed and Rotary's Shed - Status

Report Type	Questions on Notice
Author	Cr John Drew
File Reference	GF/9.24.1/2
Attachments	Nil

Cr John Drew submitted the following Question(s) with Notice:

Question

Would Deputy CEO Duka please update Council on progress regarding the transfer of ownership of the Craft Group Shed to the club?

Secondly, as a result of Council's recent decision to purchase Fifth Street/Belt Road land, information on Men's Shed, Lions' and Rotary's facilities status would be appreciated.

Answer

Council is in the process of acquiring Crown Land Section 989, Hundred of Mount Muirhead – Fifth Street, Millicent. The land is a long triangular block which traverses the boundary of the Millicent Craft Group Shed and Men's Shed.

Council has been advised that the Minister has agreed to the sale and the funds have been transferred to the Department to conclude the sale. Council is now waiting for formal advice and issue of a Certificate of Title for the land. This requires new Titles to be issued to replace the previous Crown Register Title for the land.

Following the issue of Titles, Council staff will realign the Title boundary to incorporate all the community service facilities (Road Safety Centre, Lion's Den, Men's Shed, and Craft Group) on to one allotment. In parallel with this boundary realignment, staff will commence negotiating new ground leases with the affected community groups to clarify the lease boundaries. The signing of these leases will finalise the transfer of ownership of the shed to the Millicent Craft Group.

13 Questions Without Notice

Questions without Notice from Elected Members may be forthcoming at this point in the Meeting.

14 Reports From Council Committees

14.1 Lake McIntyre Management Committee - Minutes of Meeting - 15 February 2023

Report Type	Reports from Council Committees
Committee	Lake McIntyre Management Committee
File Reference	GF/16.14.1/9
Attachments	1. February 2023 [14.1.1 - 4 pages]

RECOMMENDATION

That the Minutes of the Meeting dated 15 February 2023 of the Lake McIntyre Management Committee be received and noted.

LAKE MCINTYRE MANAGEMENT COMMITTEE

Minutes of the Lake McIntyre Management Committee Meeting held at the SEFHG on Wednesday 15th February 2023 at 7.00pm

1. PRESENT: Brian McIntyre, Peter Halton, John Drew, Noel and Sheila Boyle, Angela Jones, Rosey Pounsett, Dennis Muhovics

2. APOLOGIES: Deirdre Tiddy

3. ELECTION OF OFFICE BEARERS:

Peter took the chair and called for nominations for Secretary – John Drew nominated Rosey Pounsett, Seconded Dennis Muhovics. Rosey accepted and was elected

Nominations for Chairperson – Brian McIntyre nominated Sheila Boyle, Seconded by Noel Boyle. Sheila accepted and was elected.

4. CONFIRMATION OF THE MINUTES:

- 4.1 Lake McIntyre Management Committee Meeting 9th November 2022

Rosey/ Angela CARRIED

5. MATTERS ARISING FROM THE MINUTES:

- 5.1 Roof Signs – A hold up with the photos and diagram supplied not being of suitable quality. Rosey is following up.

- 5.2 Council Volunteer Policy – The new policy has been passed, and Peter will email a copy through for the Committee.

6. CORRESPONDENCE:

- 6.1 Email from Noel Boyle outlining the hot weather policy for volunteers at the lake.

- 6.2 Email from Noel Boyle re new volunteer – Wayne Wheatley. Induction undertaken by Gavin and Noel

7. FINANCIALS:

Fosters – End of year BBQ for volunteers \$203.63

8. GENERAL BUSINESS

- 8.1 Meeting With Council – A meeting was held with Monique Burrell and Nick Serle from WRC regarding volunteers and policies. A list of volunteers was provided as well as a hot weather policy that was discussed with the volunteers.

Lake McIntyre Management Board

- 8.2 Christmas BBQ – Most volunteers attended and enjoyed the day. This provides an important opportunity for the Volunteers, Committee members, and Council Representatives to socialise and exchange views.
- 8.3 Alteration to Seat in Hide Extension – The bench seat that was installed in the new extension to the Dotterel Hide has had a small alteration. It was pointed out that it was difficult for some to step over the seat to sit down. It has since had a small section cut out to make two seats and it now has a gap for easier access.
- 8.4 Ride-on Mower – The new ride-on mower was delivered by Matt and Ed from the WRC. Operating instructions were given to three volunteers (Gavin, Peter and Jurek) with more volunteers to have instruction at a later date. We thank the WRC for the mower – it will enable the volunteers to re-establish a mowing roster and relieve the council staff of this task and the consequent costs involved.
- 8.5 Damage to New Picnic Bench – Someone appeared to have reversed into one of the new picnic benches and snapped the seat off. Council staff soon had it repaired and reinstalled. Thanks for the quick response.
- 8.6 Meeting re Job Safety – Claire O’Loughlin and Eddy Ross from WRC met with volunteers at the lake and explained the Council Policy and Procedures regarding job safety and how it will help and support the volunteers. Attendance forms were provided which are to be filled in by volunteers (sign on and off). Council will attend working bees once a fortnight and go through the jobs to be undertaken and assess the risks etc with the volunteers. Ed is to be contacted if there is any heavy work, or work that needs to be done at height. The volunteers are happy with the new procedures and are feeling supported by the council employees.
- 8.7 Islands Working Bee – The issue of the woody weeds on the islands was discussed, with several options given for spraying the islands without necessarily using a boat. This will be discussed at one of the meetings with a council employee closer to the date.
- 8.8 New Volunteer – A new volunteer started at the lake in February. The induction was carried out by Gavin and Noel.
- 8.9 Snipe Survey and Bird Count – 1 snipe was recorded on the January Snipe Survey. The next bird count is scheduled for Sunday 19th February at 8.00am
- 8.10 Water Level – 0.9m 0.8m last year.
- 8.11 New Container – With the arrival of the mower, it is apparent that the storage capacity at the lake needs to be increased. It was suggested that we get another 20-foot container and place it next to the existing one. This would allow for ample storage as well as providing the opportunity to roof between the two containers to provide shelter for the volunteers. Peter will follow up on the availability and cost of containers.
- 8.12 New ideas – Several ideas have been suggested to encourage new volunteers. These include erecting a sign about volunteering, placing articles in the local papers, and holding working bees inviting the general public to join in. Peter advised that any working bee that includes people that have not been inducted to the work and safety that the volunteers have undertaken, would need to be run through the risks and safety aspects of the work, and be supervised by a Council worker.

- 8.13 Charter Issues – There is a vacancy on the Committee which hasn't been filled. This will require either a change to The Terms of Reference, leave it vacant, or try to get another member. A discussion was held regarding the Council Representative being a shared role rather than just one particular person, and voting rights of that Rep.
- 8.14 Toilets – Holes are being made in the toilets which may be used for illicit cameras. Volunteers are keeping a lookout and will keep council informed.

9. JOBS CARRIED OUT

- Took members of Probus for a walk around the lake. Also explained the history.
- Thank you to the volunteer who worked on the repairs to the two lawnmowers
- Whipper snipped around the trees on Rendelsham Road
- Made tree guards from donated wire.
- Many, many trips to the transfer station
- Mowing large areas with push lawnmower
- Various emails to Council and to volunteers.
- Various phone calls
- Working over the back side of the lake.
- Removing pig face that is taking over an area.
- Watering trees by bucket where the hose and sprinklers do not reach.
- Meeting with Monique Burrell & Nick Serle from Wattle Range Council regarding volunteers and policies. Supplied them with a list of volunteers and a hot weather policy that was discussed with the volunteers.
- New damaged seat repaired and installed by Council.
- Two funerals and two weddings held at the lake plus several Christmas activities.
- Areas checked for funerals and weddings and bunting placed to secure site.
- Bird and Snipe count carried out.
- Meeting with Claire O'Loughlin and Eddy Ross regarding working at Lake. In attendance at the meeting: - Noel and Sheila Boyle, Graham Oberlander, Annette Sneath, Deb Campbell, Peter Sayers, Gavin Hann, Jurek Kulak
- Gap cut between the long seat on the Dotterel bird hide.
- Branches trimmed to make way for the ride on lawnmower.
- Council have supplied us with additional masks. Long handled extension for broom and rake – saw on order.
- Two additional snake gaiters first aid kit renewed.
- New Volunteer has started at the week on 7th February.
- Volunteer still spot spraying – not with round up on woody weeds etc.
- Gate open and closed every day.
- Rubbish collected around the walking trail – very little.
- Water level recorded.

10. SIGHTINGS

Blue-billed Duck
 2 Female Musk Duck - both with young
 Pair of Shovelers
 Pelican
 Wood Ducks

11. GATE ROSTER

Saturday 18th February - Boyles

Saturday 25th February – Brian

Saturday 4th March – Pounsett

Wednesdays and Thursdays – Angela to open.

Meeting Closed 8.20pm

Next Meeting – Wednesday 8th March

14.2 Millicent Saleyards Advisory Committee - Minutes of Meeting - 6 March 2023

Report Type	Reports from Council Committees
Committee	Millicent Saleyards Advisory Committee
File Reference	GF/4.14.1/5
Attachments	1. Millicent Saleyards Advisory Committee Minutes 6 March 2023 (1) [14.2.1 - 5 pages]

RECOMMENDATION

That the Minutes of the Meeting dated 6 March 2023 of the Millicent Saleyards Advisory Committee be received and noted.

MILLICENT SALEYARDS ADVISORY COMMITTEE

Minutes of the Millicent Saleyards Advisory Committee Meeting held at the Council Chambers, Civic & Arts Centre, Millicent SA 5280 on Monday 6 March 2023 at 9:30am.

1. PRESENT: Scott Altschwager
 Owen Merrett
 Neville Copping
 Anthony Driessen
 Cr Dale Price
 Cr Dennis Muhovics
 Peter Halton
 Nick Serle
 Tim Whennen
 Ben Gower
 Mayor Des Noll
 Rachael Hunter (Minutes)

2. APOLOGIES: John Chay
 Steve Bellinger
 Jim Noonan
 Jason Walker
 Cr Moira Neagle

3. APPOINTING A CHAIRPERSON & PERSON TO TAKE MINUTES

- No decision made on chairperson or whether to rotate the position on a roster.
- Cr Dale Price volunteered as chairperson for this meeting.
- Council can potentially provide a secretary to take minutes for meetings, provided that the meetings are held within business hours.

Discussions around who is eligible to chair a section 41 meeting, that you need to attend (being seated) to vote on matters and only the Committee Members including Councillors are members of the committee ie no Council staff are a member of the committee.

Action: Appoint chairperson or rotation and discuss if any Committee Members or Councilors will take on the minutes at the next Meeting.

4. CONFIRMATION OF THE MINUTES:

4.14.1/5

4.1 Millicent Saleyards Advisory Committee Meeting; 31 October 2022.

Cr Dale Price moved that the minutes be taken as presented and confirmed.

Owen Merrett seconded.

CARRIED

5. MATTERS ARISING FROM THE MINUTES:

5.1 Committee Meeting Schedule - Discussions around availability of attendees regarding the day and time meetings are held, consensus is that Monday mornings at 9:30am, held 3 monthly, works for the majority in attendance.

Peter raised the matter of availability of cartage contract representative Jason Walker (raised to him by Cr Neagle). Owen Merritt confirmed that it would be at times a challenge for Jason to attend due to work demands and he is going to take on a transport job over attending a meeting.

Action: Discuss at the next Meeting, confirm day and time for future meetings that will result in the highest attendance numbers.

5.2 Governance Induction for New Committee Members - John and David; Wattle Range Council Governance Officers discussed Section 41 Meeting requirements. (Attached as part of minutes.) The following items were discussed and addressed by David, John, and Ben:

- Liability of Committee Members - The Committee Members will make recommendations to Council, and Council will make the decisions, no liability will fall on Committee Members.
- Voting - Seated Committee Members only can vote, proxies can attend meetings but cannot vote.
- The Committee can only transact business and make recommendations if there is a quorum, if the quorum is not met within 30 minutes of the meeting start time, the meeting is to be adjourned and rescheduled.

Action: Ben to confirm whether new Agenda items are required to be submitted to the presiding member 5 or 7 days prior to the meeting. Seek advice on conflicts of interest regarding independent Committee Members, specifically material conflicts of interest (potential to add declaration to Agenda as standing item to cover this).

5.3 Infrastructure Maintenance, Renewal, and or/Upgrade Matters –

Peter discussed the following items:

- Council has appointed Hamlyn Wilson to undertake the bulk of the works associated with the ramps and wash down bay, Council have not yet engaged services for the weigh bridge or building works (this will be kept to minimal works to meet safety requirements i.e. roof works & asbestos removal) at this point in time. There are also current issues with the urinal and water quality in the building that was raised in the meeting, this need to be addressed.
- Direction received from Council was not to proceed with any further works for a period of 2 months. Peter confirmed that the double height ramp has arrived and is ready to be installed, while the civil works to install this are on hold. The fixed ramps fabrication works are almost complete, now on hold awaiting the go ahead to continue with galvanizing as is the wash down bay works.
- Still to obtain a quote for asbestos removal in the building and looking into the possibility of refurbishing the weighbridge (proposing to seek a quote from Hamlyn Wilson) rather than a rebuild – these works are also on hold.
- Hamlyn Wilson indicated that if they receive the go ahead at the end of the current hold period, they will be able to complete the outstanding works by the end of July 2023. Roughly \$100,000 costs outstanding for civil works to Hamlyn Wilson. Deferring the project potentially brings up scheduling issues for the contractors.
- If Council were to decide on closure the double height ramp has a resell value, the rest of the materials would be deemed scrap metal as they are specific to this project.
- Only one sensor is working on the ear tag reader, Tim has been speaking to District Council of Grant regarding the possible use of their redundant ear tag equipment as a backup. Neville Copping advised that we should talk to Naracoorte Lucindale as they previously had in place a similar reader and may still have parts to assist.
- EPA audit listed observation related to sprinkler unit and raised issues around not having a working meter (completion of the meter wiring, these works are also on hold.)

4.14.1/5

Cr Dale Price discussed the following item:

- Potential to explore keeping the ramps, wash down bay and a portion of the yards available for use, (Including Rider Safe area/meeting room & toilets) while closing the remainder of the infrastructure if the current functioning of the Saleyards is deemed non-viable by Council.

Action: Rachael to follow up on the water quality and urinal issues in the building.

5.4 Marketing and Promotion – Discussions around the continuing decline in numbers.

- The Saleyards saw 4,768 throughput for the last 12 months as of the end of February 2023 - for the month of February 2023 numbers were 543, compared to 897 the previous year, February 2022. These numbers are down 60% compared to last year.
- It has been acknowledged that these numbers are also going down in surrounding locations, due to the changing market among other factors including land ownership (larger land holdings). April through to October are the quieter months, it is unlikely that numbers will go up in next 6 months.
- Marketing reports may be considered for future sales, utilizing the contacts that Megan provided for the Border Watch, SE Voice, and Lifestyle 1.
- Ben suggested utilizing Council's new 'Engage Wattle Range' program to seek community consultation on this matter of future to Millicent Saleyards, potential survey questions include 'Are you a primary producer?', 'do you currently use the Millicent Saleyards?', and 'have you used them in the last 12 months?' to better capture the rural rate payers.

Mayor Des Noll moved to seek community consultation survey on Saleyard use.

Cr Dennis Muhovics seconded.

CARRIED

Action: Ben to arrange community consultation survey through Engage Wattle Range program.

4.14.1/5

5.5 Economic Benefit of Sales – Head count from last sale approximately 6 buyers and 10 agents in attendance.

6. CORRESPONDENCE:

Nil.

7. GENERAL BUSINESS:

7.1 Workplace health and safety matters, Environmental protection matters, Infrastructure maintenance, renewal and/or upgrade matters, Marketing and promotion and livestock sale trends discussed in sections above, there are no outstanding issues.

7.2 Other Business –

7.2.1 Peter discussed the following item:

- Council received an unsanctioned request from a business that would like to buy the steel components to the old sheep yards (eastern end of the yards), we are awaiting a written request for assessment and consideration.

7.2.2 Ben discussed the following item:

- Wattle Range Council has undergone an audit (essential services review from State Government) the recommendations that have come from this will highlight Councils forward spending within the community, this will include decisions around the Saleyards.

8. NEXT MEETING:

The next meeting of the Millicent Saleyards Advisory Committee to be confirmed.

Action: Peter/Rachael to liaise with Committee Members to determine attendance numbers for suggested date; Monday 27th March at 9:30am. Committee was keen to ensure we determine if this date works for those who were an apology.

Meeting Closed at 11:10am.

15 Reports From Council Officers

15.1 Chief Executive Officer

15.1.1 Monthly Project Status Report

Report Type	Officer Report
Department	Executive
Author	Peter Halton, Director Engineering Services
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 1 - Community Vibrancy & Presentation 1.1 Enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas. 1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area. 1.3 Provide sustainable, vibrant community facilities. Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use. 4.2 Plan and provide for a safe local road network that meets the future and current needs of our community. 4.4 Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of community. 4.5 Plan and provide for the expansion and replacement of Council's stock of footpaths, walkways, and trails to meet the future and current needs of our community. Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. Feb 23 [15.1.1.1 - 12 pages]

Purpose of Report

To provide an update on the progress of works and status of Council's capital projects.

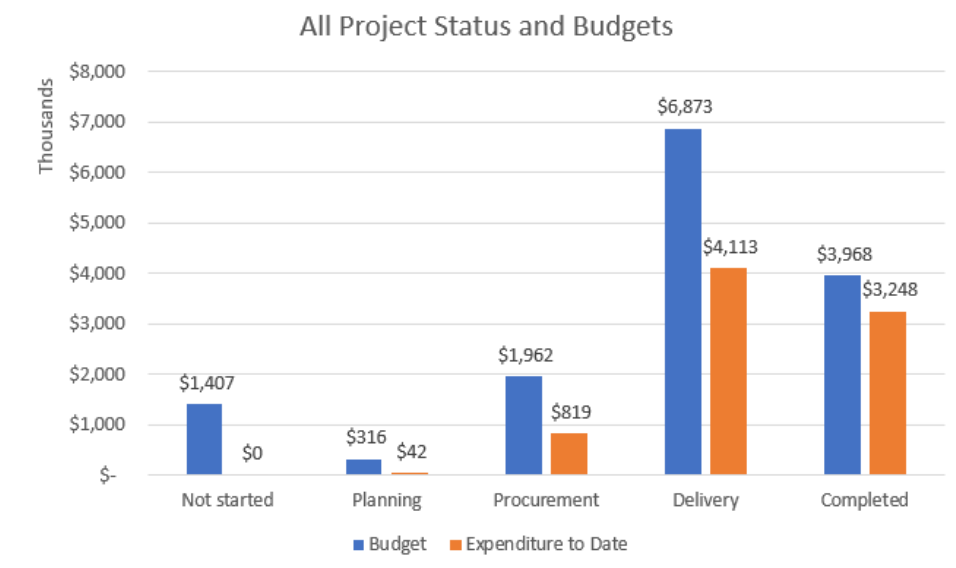
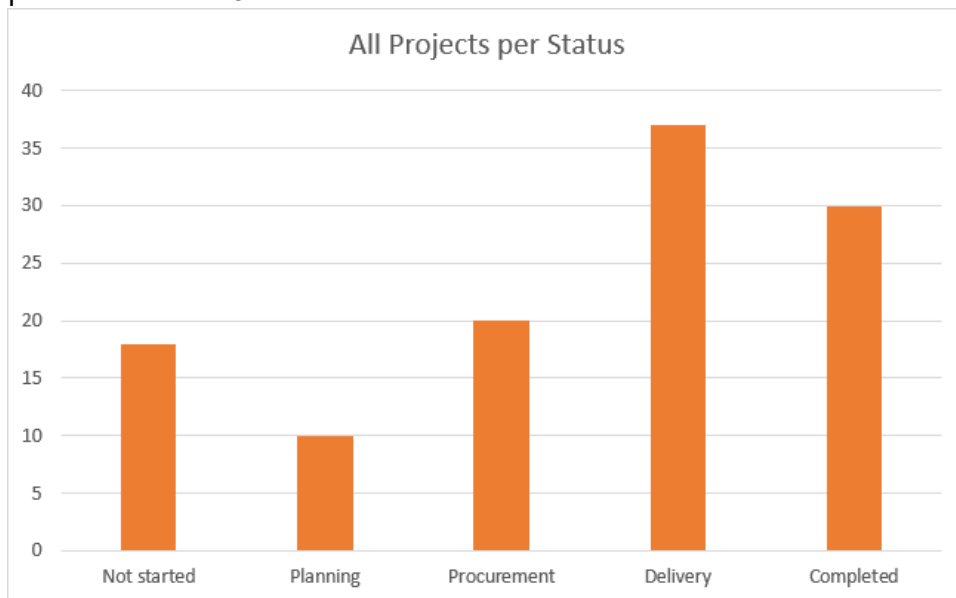
Report Details

As of the 28th of February 2023, Council had resolved to fund 115 projects worth \$14,526,476 via its 2022/23 Annual Business Plan.

49 of these projects were carried over from the previous year worth \$6,186,053 and 65% of these carried over projects have been expended.

Of the remaining 66 new projects 50% have been expended.

The combined expenditure total is \$8,223,398 of the \$14,526,476 (2022-23) budget giving an overall expenditure rate of 57%.



Projected Commitments

Mar	Apr	May	Jun	Jul	
\$ 627,000.00	\$ 242,000.00	\$ 202,000.00	\$ 400,000.00	\$ 160,000.00	\$ 3,760,000.00

Projects Status

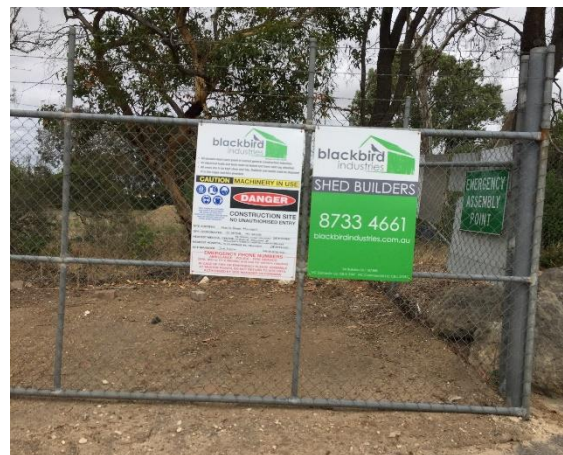
Major Projects

Council Administration Building – A meeting of the architect (Chapman Herbert), structural engineer (Tonkin), electrical and mechanical services consultants (Lucid) was held early February to discuss the first draft of detailed plans. Discussion was primarily around concerns with proposed location of switchboard and distribution board locations, fire hose reel requirements and fire services panel. There was also lengthy discussion on catchment and use of rainwater throughout the building and the mechanical services (air-conditioning system) for the building. Chapman Herbert believe we are still on track to have detailed drawings finalised by end of March for consideration at the April Council meeting.

Michael Smith and Associates have been appointed to complete landscaping plans as required by the Development Approvals. Two staff from their team attended the site and spent two days in Millicent getting an understanding of the site and the township of Millicent including its history, meeting with Council's Parks and Garden teams and local indigenous leaders to gather ideas and propose planting types for consideration.

An Expression of Interest has also been released for the supply of furniture for the building. The tender closes mid-March and will require a decision of Council due to the value of this item.

Millicent Depot Shed – Site preparation is complete both shed pads are prepared and shed placement has been marked out. We have received both planning and building consent with the contractor to commence works in March.



Millicent Depot site preparation completed

As previously advised, it has been identified that the current water and power supplies need to be upgraded. An additional \$150,000 will be required to instal new services to support the workshop development. This work will also future proof the site and allow for connection to main sewer for washdown bay, dog pound and existing amenities.

This works will provide for the following;

- SA Water to instal a sewer within the newly created easement across the adjoining land (Drainage Board) to Park Terrace.
- SA water to install a new 40mm water meter connection from Battye Street.
- New power mains and switchboard from Rendelsham Road.

The estimate of \$150,000 for the works is based on quotes received from SA Water, SAPN and local contractors.

Activity		Quote
Easement and water connection	Stormwater, wastewater and sewerage	\$85,000
Power supply	Upgrade site feed	\$55,000
Minor works Depot staff	Trenching service pits and pipework	\$10,000
Total		\$150,000

Officers have referred this variation to budget review which is being considered in this agenda.

Projects which have progressed since last report period

Wendy's Walk – Contractors to begin work early March, estimated completion May 2023.

Penola depot fence – Penola depot fence (rear) is completed (see image below)



Penola Depot Fence

Penola Stadium – Contractors have completed the recladding of the roof and walls, work was completed to an exceptionally good standard and within agreed timeframe. Council's building maintenance team will now undertake the upgrade of both toilets including the provision of a disability compliant toilet.



Penola stadium

Dergholm Road – contractors have begun work and completed the base and shoulder widening and will have the asphalt completed by end of March.

Stormwater Drainage South Terrace Beachport – start date has been delayed by 4 weeks due to adjustment of scope with further pits and stormwater drainage and additional kerbing proposed to remove the need to provide for an open drain in Foster Street. Gambier Earth Movers (GEM) is sourcing the additional pit and pipe work.

Saleyards infrastructure – The Engineering Contractor has delivered all manufactured items relating to the saleyards upgrade and council officers have transported these items to a safe location to await instruction on project status.



Saleyards engineered items

McLaughlin Park and McCorquindale Park Fire Service – Lucid have attended both Millicent and Penola sports complexes to undertake the fire compliance review. It plans to deliver a final report on compliance requirements by end of March23.

Rotunda Refurbish and Lighting

As per discussion during the February Council meeting below are the details proposed for the Millicent Rotunda which shows the lighting design and scope for the project. The proposal is to install ceiling lighting and uplighting as per the image below.

Millicent Rotunda Lighting Plan

WO.1451 Refurbish of rotunda and provision for lighting

Renewal = \$33,000

Aim; refurbish all fretwork, investigate condition of footings and concrete steps and review options for fit out of interior floor lighting to light up rotunda.



Example Adelaide rotunda

step	action	supplier	cost
1	Remove all fretwork, lightly sandblast, paint and re fit into position	Limestone Coast Abrasive Blasting	\$8,000
2	Source X 8 inground lights with 60deg beam angle to light up roof and posts	HAVIT lighting	\$2,000
3	Remove current concrete and prep new surface	In house	\$5,000
4	Run wiring under new concrete slab	In house	\$2,500
5	Pour new concrete with lighting recesses	In house	\$2,500
6	Insert and power up lighting with tri colour for events (remote control)	In house	\$2,500
Total			\$22,500

Risks

Footing foundations, steps and conditions are both seen as business risk and cost to repair is unknown until inspected.

Projects at risk of delivery in 2023

- WO.1644 Suzuki van Southern Ocean Tourist Park replacement - awaiting future direction on the parks management.
- WO.1121 Glenn Street Toilets - deferred due to potential impacts following completion of Millicent Streetscape Design for Glenn Street.

- WO.1484 Civic and Arts centre upgrade design – We have made contact with Habitable Places an architectural firm that completed a design option in 2003 for the building. This firm does not have the capacity to work on the project in the future however the design option as prepared by this firm will be presented to Council as we are now seeking direction on whether to continue to work toward this outcome or restart the project.
- WO.1474 Centennial Park Beachport Stormwater – major delay in sourcing pump and concrete sump will impact on delivery of this project as these items are likely to arrive over winter period which will impact on installation.
- WO.1435 Council Service Centre - ongoing project.
- WO.1118 Beachport Depot Shed Replacement – change in scope, looking for interested contractors to renew existing building and fit out.
- WO.1482 McLaughlin Park Fire Service - detailed design required Lucid has visited site.
- WO.1483 McCorquindale Park Fire Service - detailed design required Lucid has visited site.
- WO.1780 Renewal of Seawall Beachport Harbour Masters - unsuccessful in obtaining grant funding, have reapplied to Coastal Protection Board on this project for new round of funding.
- WO.1804 Millicent Museum Transportable Building - further consultation required with State National Trust associate to see whether it is likely to take over the new buildings.
- WO.1813 Pedestrian Wayfinding – out for consultation with community.

Various Plant Renewals

One zero turn mower and both graders arrived in Feb 2023.



Team Leader Mechanical Services is finalising tendering on the following plant items:

- Front deck 72" full Cab mower (evaluating)
- Library car, consultation almost complete and ready to quote
- Mechanics Ute quotes have been received and are under review
- Mayor's replacement car has been ordered

Information Technology ERP Project Status

Datascape is the replacement software for the current legacy administration software Synergy Soft. There are many modules being replaced with Datascape.

All other modules are currently on hold as per direction from Executive and will be reviewed in April 2023.

Property and Mapping

Key Staff are working through the issues with Land Parcels and Properties to ensure map data will display.

Fire Prevention

Inspections have occurred and notices produced from within the Datascape system. A review of the process will be scheduled for May 2023.

AvePoint

Two sprints will occur for AvePoint configuration with the first focus on the current LIVE modules - Rates, Property, Financials, Impounded Animals, Cemeteries and Fire Prevention – which is scheduled to start in April 2023.

The 2nd Sprint will occur after all other modules are LIVE.

Organisation Training

The Training Matrix has been shared with Management and training is 26% complete.

Financial Considerations

Budget Allocation (\$11.34M original budget plus \$1.44M Council approvals)	\$12,780,000
Budget Spent to Date (sum of cash expenditures)	\$7,448,753
Budget Commitments (sum of accrued expenditures)	\$1,861,634
Budget Variation Requested	\$150,000

Increase to allow for works associated with services upgrade for the Millicent Depot Workshop WO.1444.

Risk Considerations

Refer to Wattle Range Council's SharePoint Risk Register – Capital Works Progress.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

A series of media releases have and will continue to be prepared for Capital Works projects to keep the community informed about their progress.

RECOMMENDATION

That Council receive and note the report.

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
CARRYOVER PROJECTS 2021/22							
Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Suzuki Van	Replacement of P228 - Suzuki Van	Renewal	Not started	\$ 28,600	\$ -	0%	WO.1644
Glen Street Toilets	External Upgrade	Renewal	Not Started	\$ 11,000	\$ -	0%	WO.1121
Beachport Cinema	Air Conditioner Refurbishment and roof repairs	Renewal	Not started	\$ 11,000	\$ -	0%	WO.1436
Centennial Park Beachport-Stormwater pump	Installation of new weir and pump	Renewal	Not started	\$ 164,761	\$ 438	0%	WO.1474
Civic & Arts Centre	Civic & Arts Centre Upgrade (Design)	Renewal	Not started	\$ 22,000	\$ -	0%	WO.1484
Mount Burr Signage & Entrance Signs	Provision of new entrance signage for Mount Burr Township	New	Planning	\$ 30,000	\$ -	5%	WO.1450
Millicent Town Entrance	Replacement of picture board signage for Millicent	Upgrade	Not started	\$ 20,000	\$ -	5%	WO.1499
Millicent Lions Park	Millicent Lions Park - Master Plan and Stage 1 Survey and Design Upgrade	Upgrade	Planning	\$ 20,000	\$ 214	5%	WO.1442
Millicent Domain Rotunda Repair	Refurbish of rotunda and provision of lighting	Renewal	Planning	\$ 33,000	\$ 1,223	5%	WO.1451
Beachport Medical Centre roof and awning	Roofing Renewal and Awning	Renewal	Planning	\$ 14,270	\$ -	5%	WO.1123
Kalangadoo Hall	Toilet Renewal Works	Renewal	Procurement	\$ 27,500	\$ -	10%	WO.1117
Council Service Centre	Detailed Design and Documentation for New Administration Building	New	Procurement	\$ 345,860	\$ 370,258	60%	WO.1435
Beachport Depot Shed	Beachport Depot Shed Replacement	Renewal	Procurement	\$ 275,000	\$ -	20%	WO.1118
Railway Terrace (Beachport Anchorage) Carpark & Community Space	Design for upgrade of car park	New	Procurement	\$ 20,000	\$ -	30%	WO.1443
Geltwood Anchor Shelter	Geltwood Anchor Shelter Repairs	Renewal	Procurement	\$ 26,000	\$ 1,637	20%	WO.1093
Millicent Depot Upgrade	New Mechanical Workshop and Stores	New	Delivery	\$ 1,133,000	\$ 1,003,275	10%	WO.1444
Millicent Depot Access Gates	Installation of automatic gate for three entrances to depot	New	Delivery	\$ 55,000	\$ 48,959	60%	WO.1445

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Centennial Park Basketball and Hit up Wall	Installation of new rebound wall and basketball ring	New	Delivery	\$ 11,000	\$ 3,310	50%	WO.1447
McLaughlin Park	Fire Service Upgrade - McLaughlin Park (Design only)	Upgrade	Delivery	\$ 322,000	\$ 38,700	0%	WO.1482
Fire Hydrant-McCorquindale Park (Penola)	Installation of new tanks and fire services to provide coverage for Rymill Hall, Show Society Shed and Penola Sports Stadium	Upgrade	Delivery	\$ 72,000	\$ 31,028	10%	WO.1483
South Terrace Beachport Drainage	Installation of kerbing at intersections of Foster St and South Terrace and French St and South Tce and undertake drainage works on Foster Street	Renewal	Delivery	\$ 155,896	\$ 9,103	50%	WO.1541
Dergholm Road	Dergholm Road Intersection Upgrade (SLRP Funding)	Upgrade	Delivery	\$ 150,000	\$ 142,928	50%	WO.1532
Wendy's Walk	Wendy's Walk Path Replacement	Renewal	Delivery	\$ 172,000	\$ 170,755	50%	WO.1533
Saleyards Infrastructure	Upgrade of 4 fixed ramps and replacement of double height ramp, upgrade of truck wash area, renewal or replacement of office/amenity building	New	Delivery	\$ 977,025	\$ 367,872	50%	WO.1662
Millicent Saleyards Lighting Upgrade	New public lighting of Millicent Salesyards	Upgrade	Delivery	\$ 51,357	\$ 30,965	80%	WO.1441
Beachport Boat Ramp	Provision of replacement pontoons and new gang plank and handrail	Renewal	Delivery	\$ 133,750	\$ 107,545	60%	WO.1448
Millicent Swimming Lake Lighting	Replacement of one lighting tower and light for Millicent Swimming Lake	Renewal	Delivery	\$ 25,000	\$ 17,346	80%	WO.1095
Border Road	Detailed Design of Border Road from Dergholm Road to Old Telegraph Road (1.8km section)	Upgrade	Delivery	\$ 31,624	\$ 25,234	50%	WO.1426
Building Maintenance Van P254	Replacement of ford Ute with Van (Building Maintenance)	Renewal	Delivery	\$ 45,000	\$ 40,319	80%	WO.1641
Anne Street Drainage Reserve - Kalangadoo	installation of bore and drainage to address flooding issue	New	Delivery	\$ 5,050	\$ 4,950	60%	WO.1473
Penola Town Entrance Signage	Completion of the Penola Township Entrance Signage	New	Delivery	\$ 22,000	\$ 2,637	80%	WO.1090
Millicent Swimming Lake Amenities	Roof Replacement and upgrade to change room	Renewal	Delivery	\$ 12,726	\$ 20,088	95%	WO.1096

Intersection Upgrade HVSP Border and Casterton Road	Design of intersection to address road safety issues	Upgrade	Delivery	\$ 73,487	\$ 91,214	50%	WO.1099
Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascape Work Order Number
Kalangadoo Hall	Roof Renewal Works (supper room)	Renewal	Delivery	\$ 20,101	\$ 6,248	80%	WO.1115
Penola Stadium	Roofing Renewal and toilet Upgrade Works	Renewal	Delivery	\$ 216,241	\$ 204,515	80%	WO.1116
Penola Depot Fencing	Replacement of rear boundary fence	Renewal	Completed	\$ 22,000	\$ 4,500	100%	WO.1119
Cemetery Lifting Device	Supply of lifting device and trailer	New	Completed	\$ 31,000	\$ 21,501	100%	WO.1471
Fifth St Millicent crown land (purchase)	Purchase of Section 989 Hundred of Mount Muirhead	New	Completed	\$ 65,000	\$ 65,315	100%	WO.1651
Reach Mower P4056	Purchase of replacement Reachmower - current unit Norematt	Renewal	Completed	\$ 84,612	\$ 84,612	100%	WO.1130
Small wheeled loader (skid Steer) P4022	Purchase of Replacement Skid Steer - current unit New Holland (NVP_793)	Renewal	Completed	\$ 99,909	\$ 109,788	100%	WO.1131
Small Twin Cab Tipper P4027	Replacement of P4027 - Isuzu F series truck (SB9-4AM)	Renewal	Completed	\$ 264,330	\$ 264,592	100%	WO.1134
Agars Road - Glencoe Resheet	Unsealed Road Resheet	Renewal	Completed	\$ 52,000	\$ 28,512	100%	WO.1385
Dow Road - Glencoe Resheet	Unsealed Road Resheet	Renewal	Completed	\$ 43,000	\$ 22,102	100%	WO.1395
GSELC Pantry	Supply and installaiton of new pantry	Renewal	Completed	\$ 4,167	\$ 5,143	100%	WO.1459
Mount Burr RV Dump Point	Installation of new waste water disposal unit for caravans and RV's	New	Completed	\$ 10,468	\$ 11,874	100%	WO.1460
CWMS Renewals- Southend	Replacement of pump station buildings	Renewal	Completed	\$ 65,000	\$ 64,468	100%	WO.1478
Mount Burr Service Roads	Stage Two service road sealing	Upgrade	Completed	\$ 107,189	\$ 88,560	100%	WO.1535
Beach Road Beachport Pedestrian Crossing	New safe pedestrian crossing point on Beach Road near Railway Tce roundabout	New	Completed	\$ 33,000	\$ 21,234	100%	WO.1540
Coonawarra Rail Trail	New shared path from Penola to Coonawarra	New	Completed	\$ 571,130	\$ 483,770	100%	WO.1542

			Sub Total	\$ 6,186,053	\$ 4,016,732	65%	
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2022/23 Projects							
Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascape Work Order Number
Renewal of seawall Beachport Harbourmaster's	The seawall in front of the Harbourmaster's Cottage on the Beachport foreshore requires renewal. This will involve restacking the existing rocks and adding additional armour to protect the coastline from further erosion. A Council footpath and private property are likely to be impacted by storm damage. Council was successful in obtaining a grant from the Coast Protection Board in 2019-20, however due to the late notification of the works (December 2019) . No confirmation of carry forward was received in 2020/21. An application has been made to Coast Protection Board for matching grant funding in 2022/23.	Renewal	Not Started	\$ 104,000	\$ -	0%	WO.1780
Nissan Patrol Traytop	trade in	Renewal	Not Started	\$ -	\$ -	0%	WO.1973
Millicent Museum Transportable Building Renewal	Renewal / replacement of the transportable buildings at the rear of the Millicent Museum that pose a significant safety risk and are currently occupied by the National Trust. Option was put forward in 2021 for transfer of these buildings from Council ownership to National Trust, which would negate the need for expenditure	Renewal	Not Started	\$ 520,000	\$ -	0%	WO.1804
Pedestrian Wayfinding	Implementation of Pedestrian Wayfinding Signage as recommended in Wayfinding Strategy. Priority implementation for Millicent and Penola (reflecting recommendations of the Main Street Masterplan Projects).	New	Not Started	\$ 150,000	\$ -	0%	WO.1813
Beachport VIC external wall, sign and painting	One external wall on the Beachport Visitor Information Centre needs to be replaced as it is no longer waterproof. The remaining walls are of a different material and are weatherproof. The project will include internal and external painting (only the new wall) and replacement of the large sign.	Renewal	Not Started	\$ 20,000	\$ -	10%	WO.1796
Glencoe west road dairy crossing repairs		Upgrade	Not Started	\$ 50,000		0%	WO.1996
Sealing Beachport Recreation Hall Car Park	Upgrade the existing car park at the Beachport Recreation Hall to sealed standard to improve safety, longevity of the asset and reduce dust impacting neighbouring properties	New	Not Started	\$ 165,000	\$ -	0%	WO.1823
Glencoe West/Telfer place sealed bellmouth		Upgrade	Not Started	\$ 5,000		0%	WO.1997

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Beachport Museum Fire Upgrades	The Building Fire Safety Committee have raised concerns about the Beachport Museum and have informally requested that additional work be completed. No formal advice has been received about the scope of works, but it is understood that there needs to be investment in the roof adjoining Bompa's, as well as the two sides of the machinery shed that are on boundaries. Further advice from Development Department needed to inform costing.	Upgrade	Not Started	\$ 50,000	\$ -	0%	WO.1806
Penola Main Park - Subsurface Irrigation	Replacement of sprinklers in the Main Park in Penola with subsurface irrigation to reduce the staining on buildings. The groundwater in Penola has a very high iron content, causing orange staining on buildings, monuments, paths and other park infrastructure. The Penola RSL has asked to remove the sprinklers around the war memorial and the Arthur Street toilets cannot be repainted until the cause of the staining is removed. There is also likely to be significant water and electricity savings from the project as subsurface irrigation reduces evaporation.	Upgrade	Not Started	\$ 50,000	\$ -	0%	WO.1808
Septic Tank Risers	Councils has septic tanks without risers which makes difficult to be found and desludged when required by the Contractor. Some are completely buried underground making access a problem. A riser provides easy access to the septic tank, as it fits over the tank and raises the access cover to the ground level so that the tank is fully accessible.	Upgrade	Not Started	\$ 6,000	\$ -	0%	WO.1810
Arthur Street Toilet Upgrade	Renewal of the men's, ladies, disabled and baby change to incorporate a new family friendly facility with accessibility for all. This is the primary facility in Penola and has high usage all year round. It will be a connection point bringing people into the town from the new rail trail. Some budget was allocated for minor works on the men's toilets in 21/22, however this has been deferred to allow for a full refurbishment and redesign of the space, giving a better outcome, more cost effectiveness and less impact on the community. Roof works are also required. Included in building renewal plan for 22-23	Renewal	Procurement	\$ 150,000	\$ -	10%	WO.1794
SOTP Electrical renewal - Stage 1	Replacement of main switchboard and submains cable to enable further electrical works in the park in the future. SA Power Networks are in the process of replacing the transformer on the site, which will enable Council to undertake electrical works to improve supply across the park and significantly improve safety. A staged approach will be developed as part of the 10 year plan for Southern Ocean Tourist Park (SOTP), however the scope has already been developed for this stage 1. Identified in building renewal plan for 22-23.	Renewal	Planning	\$ 48,000	\$ 1,150	5%	WO.1802

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Pump station 2 controller Southend		New	Planning	\$ 15,000		0%	WO.1995
RV Dump Point in Kalangadoo	Installation of an RV dump point in Kalangadoo to encourage self contained motor homes to stay in the town and support local businesses. The Caravan and Motorhome Club of Australia (CMCA) have a funding program that can supply the dump point (value ~\$2000), with Council to install and maintain. This request came from a member of the public.	New	Planning	\$ 21,500	\$ -	0%	WO.1821
Sprinkler (Salesyard)	Purchase new sprinkler head that is easy to change to different locations around the paddocks	New	Planning	\$ 22,000	\$ -	5%	WO.1805
Domain Electrical Repairs and Power Supply for Events	Replacement of the main switchboard in the Domain to reduce overloading and provide a new power supply for events at the Skate Park end of the Domain. The current board is overly full, causing unreliability for CCTV and other power. For events at the Skate Park end of the Domain, a temporary power supply is installed and removed each time, which could be prevented by installing locked power pods or a sub-board.	Upgrade	Planning	\$ 11,000	\$ -	5%	WO.1807
Construction of a Cat impound facility at the Millicent Dog pound	To construct a short term holding facility for cats that need to be impounded while the owner is located or before rehoming	New	Planning	\$ 11,000	\$ 9,829	5%	WO.1811
Greenrise Lighting	Installation of lighting in the BBQ and picnic area at Greenrise requested by Penola Lions to support Driver Reviver and encourage use of the facilities	New	Procurement	\$ 12,000	\$ -	10%	WO.1814
Greenrise Toilet Upgrade	An upgrade to the toilets at Greenrise in Penola, including electricity to the building, update to floors, walls, basins, cubicles, adding lighting and potentially hot water requested by Penola Lions Club to support the new Driver Reviver initiative to be hosted at Greenrise. The facilities are very tired and are reaching the point where they are no longer fit for purpose. Separate business cases have been developed for a new disabled toilet and additional lighting at the site.	Upgrade	Procurement	\$ 120,000	\$ 2,450	10%	WO.1792
Childcare Babies Room, Quiet Room and Storage	Renewal of the Babies Room, Quiet Room and Storage Area at Gladys Smith Early Learning Centre including flooring, doors, blinds, lighting, painting, kitchenette, (not windows or structural), adjoining quiet room and gutting old storage / bathroom to provide custom storage solutions. Identified in 10 year plan for Childcare centre and in building renewal plan for 22-23.	Renewal	Planning	\$ 120,000	\$ 29,934	10%	WO.1800

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Replacement of Chlorine Dosing Analysers at Swimming Pools	The chlorine dosing analysers at the Millicent Swimming Lake, Penola Pool and Nangwarry Pool are outdated and are past end of life. Council has a statutory requirement to ensure chlorine levels are safe for public swimming at all times. The current units do not meet the standards for data logging and there is no remote access so there is a significant delay in being aware of a chlorine issue. There is also a risk to public safety if the chlorine levels change during public opening times. The new systems will include remote access and alarms to minimise the risk to Council and public safety.	New	Procurement	\$ 132,000	\$ -	30%	WO.1797
Millicent RRC Office & CCTV	Renewal works on the entrance to the office building at the Millicent Resource Recovery Centre (RCC) including replacement of wall, door frames, door, deck and installation of a verandah to protect it in future. Similar work is required at Penola RRC and has been budgeted separately. The CCTV is at end of life and provides only poor quality images of no use to police when following up theft and illegal access to the site. Included in buildings renewal plan for 22-23.	Renewal	Delivery	\$ 40,000	\$ 8,481	70%	WO.1798
New Tilt tray Truck	New Tilt Tray Truck see attached for description	New	Procurement	\$ 252,000	\$ 204,595	70%	WO.1818
6 ton excavator	New six ton excavator see attached	New	Procurement	\$ 143,000	\$ 149,700	30%	WO.1819
Susan Wilson Playground - additional play equipment	additional play equipment for younger children	New	Procurement	\$ 39,000	\$ -	10%	WO.1822
Rymill Hall Storage Facility and Stage Access	Construction of a storage area for Rymill Hall to remove the risk of tables falling on users, reduce fire hazard and access issues at the back of the stage and maximise the floor space available for hire. In addition, the design will incorporate safe access to the back stage area and remove the high risk, spring loaded loading ramp that is currently in place. This project would deliver significant safety upgrades for known risks to Council. It also increases the amenity of the facility, which will increase usage. Included in building renewal for 22-23.	Upgrade	Procurement	\$ 132,000	\$ 79,050	30%	WO.1452
Ford Ranger PU XL Crew Cab 4WD	Replacement	Renewal	Procurement	\$ 45,000	\$ -	0%	WO.1974
Ford Mondeo LX Wagon	Replacement	Renewal	Procurement	\$ 45,000	\$ -	0%	WO.1976

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascape Work Order Number
Camry	Replacement Chris Tully	Renewal	Procurement	\$ 35,000	\$ -	0%	WO.1977
Camry Hybrid	Replacement Mayor	Renewal	Procurement	\$ 45,000	\$ 11,658	0%	WO.1978
Iseki 72" SF370 Front Deck Mower with cabin	Replacement	Renewal	Procurement	\$ 60,000	\$ -	50%	WO.1979
Toyota Hilux Single Cab Utility	Replacement	Renewal	Procurement	\$ 43,000	\$ -	0%	WO.1985
Tantanoola BBQ upgrade	upgrade existing facility	Renewal	Procurement	\$ 15,000	\$ -	20%	WO.1994
Toyota Hilux Single Cab 4WD	Replacement	Renewal	Delivery	\$ 45,000	\$ 40,319	90%	WO.1641
Kerb renewal program	Renewal of kerb to meet asset management program and Council's asset sustainability ratio	Renewal	Delivery	\$ 180,404	\$ 57,305	50%	REFER BLUE TAB for WO#
New footpath construction	Construction of new footpaths to improve amenity of facilities for WRC residents / tourists	New	Delivery	\$ 95,000	\$ 100,910	80%	REFER ORANGE TAB for WO#.
Footpath renewal program	Footpath renewal program to comply with Asset Management Plans and council's asset sustainability ratio.	Renewal	Delivery	\$ 128,500	\$ 64,030	80%	REFER ORANGE TAB FOR WO#
Renewal Road Resheet Program	Resheet of unsealed roads to meet asset management plan and Council's assets sustainability ratio.	Renewal	Delivery	\$ 1,096,616	\$ 203,953	40%	REFER PINK TAB FOR WO#
New Road Resheet Program	Upgrade of roads to seven metre width while resheeting is occurring to improve road safety within WRC	New	Delivery	\$ 393,563	\$ 449,431	40%	REFER PINK TAB FOR WO#
Drainage renewal program	Renewal of drainage assets to meet asset management plan and Council's asset sustainability ratio	Renewal	Delivery	\$ 100,000	\$ 4,984	0%	REFER PURPLE TAB WO#
Millicent Street scape	WAXX 13 stage street beautification town centers	New	Delivery	\$ 55,000	\$ 37,644	60%	WO.1044
Penola Street scape	WAXX 13 stage street beautification town centers	New	Delivery	\$ 55,000	\$ 37,644	60%	WO.1050

<p>Rendelsham Hall Renewal Works</p>	<p>Renewal works at Rendelsham Hall including replacement of the flooring and doors from the foyer to the hall, replacement of the louver windows, repairs to the roof, replacement of the water damaged ceiling in the toilets and repairs to the emergency exit door in the hall. The Rendelsham Hall Committee have asked for these works over the past 12 months and are preparing for the 100th anniversary of the Hall in 2024.</p>	<p>Renewal</p>	<p>Delivery</p>	<p>\$ 20,000</p>	<p>\$ 1,096</p>	<p>15%</p>	<p>WO.1793</p>
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Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Library Roof and Air Conditioning	There are significant leaks in the library roof, particularly over the children's library and due to the box gutters. The heating and cooling units are also at end of life and it is necessary to remove them to replace the roof underneath.	Renewal	Delivery	\$ 240,000	\$ 12,667	10%	WO.1795
New Depot Ute	Additional Ute for additional employees at the depot	New	Delivery	\$ 49,500	\$ 46,504	50%	WO.1815
New Front Mounted Flail mower, 85HP Tractor and 3point linkage spray unit	New front mounted Flail mower and tractor to be used on the Penola rail trail. The front mounted flail mower would be able to tilt down and mow the rail trail banks while the tractor stays up on the top of the track. The tractor would have turf tyres which will be more gentle on the bitumen. A 3 point linkage spray unit could be mount on the rear of the tractor for spraying along the trail	New	Delivery	\$ 165,000	\$ 153,782	80%	WO.1817
Caterpillar 12H Motor Grader	Replacement	Renewal	Delivery	\$ 410,000	\$ 427,500	80%	WO.1833
Toyoto Prado	Replacement	Renewal	Delivery	\$ 80,000	\$ 74,647	80%	WO.1975
Kubota ZD1011-54AU Zero Turn Mower SN10284 - Millicent	Replacement	Renewal	Delivery	\$ 35,000	\$ 24,900	50%	WO.1980
Kubota ZD1011-54AU Zero Turn Mower Diesel, SN10251 - Penola	Replacement	Renewal	completed	\$ 35,000	\$ 24,900	100%	WO.1981
Penola RRC Office	Renewal works on the entrance to the office building at the Penola Resource Recovery Centre (RCC) including replacement of wall, door frames, door, deck and installation of a verandah to protect it in future. Similar work is required at Millicent RRC and has been budgeted separately. Included in buildings renewal plan for 22-23	Renewal	completed	\$ 10,000	\$ 565	100%	WO.1799
Eyre Street Showers and Toilets Southend	Minor works to renew the 2x shower blocks and 1x toilet block that are at end of life including tiling floor, painting, new fixture, recladding front of toilet - Expected that the works will last up to 5 years then further decision will be needed on the future of these buildings. No proposal to upgrade to hot water at this time. Requested by community as the facilities are currently in poor condition. Included in building renewal plan 22-23.	Renewal	Completed	\$ 32,000	\$ 11,502	100%	WO.1801
Lake leake Glencoe toilet	Toilet and BBQ upgrade	Renewal	Completed	\$ 10,000	\$ 807	100%	WO.1496
Annual Computer Replacement (Public)	Annual computer replacement for public computers based on 20 All In One Desktops over 5 years	Renewal	Completed	\$ 5,500	\$ 4,555	100%	WO.1432

SOTP Dryer install	Installation of new dryer at southern Ocean Tourist park	Renewal	Completed	\$ 8,000	\$ 4,238	100%	WO.1463
Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete	Datascope Work Order Number
Annual Computer Replacement (Staff)	Annual computer replacement based on 46 Surface Pro's & 41 Desktops over 5 years	Renewal	Completed	\$ 26,400	\$ 26,242	100%	WO.1433
Road Reseals	Annual Road Reseals Budget	Renewal	Completed	\$ 889,200	\$ 799,661	100%	REFER GREY TAB FOR WO#
Swimming Lake Playground Renewal Work	Replacement of aging playground equipment	Renewal	Completed	\$ 82,000	\$ -	100%	WO.1803
Elected Member Computer Equipment	New Computer Equipment for Elected Members	New	Completed	\$ 12,000	\$ 11,391	100%	WO.1809
Lake McIntyre - Table and Chair Replacement	The Lake McIntyre Committee have requested that Council consider funding the replacement of the table and chair located around the lake that are placed in the open areas. The volunteers have been maintaining the current timber one for years however indications are that they are approaching end of life and are getting more difficult to repair. They indicated that they have 8 units to replace in total however understand that Council may seek to only fund two per year over say 4 years rather than all at one time. They would like to look to recycled units.	Renewal	Completed	\$ 20,240	\$ 14,844	100%	WO.1812
Swimming lake sail shade		Upgrade	Completed	\$ 15,000	\$ 25,866	100%	WO.1825
Toyota Landcruiser Cab Chassis Traytop	Replacement	Renewal	Completed	\$ 100,000	\$ 55,703	100%	WO.1832
Grader, Roller, Tractor, 2wd utility	New grader, tractor, roller and two wheel drive utility to achieve increased road maintenance as considered at December Council Meeting	New	Completed	\$ 960,000	\$ 694,397	100%	WO.1816
Volvo L60F Wheel Loader	Replacement	Renewal	Completed	\$ 260,000	\$ 254,445	100%	WO.1834
SOTP	Replace hot water system	Renewal	Completed	\$ 50,000	\$ 43,387	100%	WO.1913
			Sub Total	\$ 8,340,423	\$ 4,206,666	50%	
			GRAND TOTAL	\$ 14,526,476	\$ 8,223,398	57%	

15.1.2 Millicent Rail Trail

Report Type	Officer Report
Department	Executive
Author	Ben Gower
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Low
Strategic Plan Reference	Theme 1 - Community Vibrancy & Presentation 1.1 Enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas.
File Reference	GF/16.65.1/10;
Attachments	1. P C 114- Government- Real- Property- Management [15.1.2.1 - 35 pages]

Purpose of Report

At its Ordinary Meeting on the 17th of January 2023, Council resolved to..." *negotiate with the State Government to take care and control of the former railway line between Cattle Bridge Road Millicent to the centre of Tantanoola subject to a report being brought back to Council at the March 2023 Meeting.*" This report provides further information in relation to that resolution.

Report Details

The former railway line that is the subject of the above resolution was and is owned by the South Australian Minister for Transport. Approximately three years ago, the Minister determined that sections of the rail corridor between Adelaide Road and Rocky Camp Road in Millicent were surplus to Government requirements and listed them for sale.

In listing these sections of land for sale, the Minister was obliged to follow the provisions of Premier and Cabinet Circular PC114, which prescribes State Government policy on the disposal of Government land. This included the requirement for formal consultation with all Government agencies and the local council to confirm if they had any interest in purchasing the land.

Immediately prior to this consultation, Wattle Range Council had formally resolved to withdraw its unsolicited expression of interest to purchase this land after independent environmental auditors had determined that there was significant soil and groundwater contamination, the responsibility and management of which would transfer to Council with any change of ownership.

The PC 114 process was Council's last opportunity to express an interest in purchasing the land before it was declared surplus to Government needs. No expression of interest was submitted, and the land was placed on the open market for sale. The Millicent based real estate agency that was contracted to sell the land has confirmed that all sections of the former rail corridor between Cattle Bridge Road and Rocky Camp Road have now been sold.

The section of the corridor between Rocky Camp Road and “*the centre of Tantanoola*” has not been declared surplus to Government requirements and is unlikely to be considered for disposal as it is of limited value to the private sector. If the Minister was to consider disposing of this land, they would have to formally advise Council of their intentions and afford us the opportunity to express and interest in acquiring it in accordance with the PC 114 process.

In relation to the above resolution, it is important to note that Council can only be assigned care and control of Crown land that is owned by the Minister for the Environment. For the above resolution to have affect, the Minister for the Environment would have to purchase the land from the Minister for Transport, which is a highly unlikely scenario given the current condition of the former rail corridor.

An alternative way to secure tenure over this land would be through a lease or licence as is the case with the Coonawarra Rail Trail. The timing of any lease or licence should be carefully considered, as Council would inherit a degree of maintenance responsibility for this 15 km long corridor, and access to the former rail line in its current state is limited.

Financial Considerations

Budget Allocation	TBD
Budget Spent to Date	TBD
Budget Variation Requested	TBD

There are no known financial considerations related to this report.

Risk Considerations

There are no significant risks associated with this report

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council:

1. Receive and note the report.

2. Revokes its former resolution of 17 January 2023 (Folio 10416) to “*negotiate with the State Government to take care and control of the former railway line between Cattle Bridge Road Millicent to the centre of Tantanoola.*”

Premier and Cabinet Circular

PC 114 – GOVERNMENT REAL PROPERTY MANAGEMENT



Effective from 1 December 2021

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Summary

This Circular came into operation as of April 2019 and does not apply retrospectively to properties for which a contract of sale has been entered into as of this date. For such properties the provisions of the September 2012 Circular will apply, including 'Availability and Application of Proceeds' clauses.

Describes Cabinet policy on the utilisation, purchase and disposal of government real property (including Crown lands).

(This circular replaces Circular 114 dated September 2012)

I, Rob Lucas MLC hereby direct, pursuant to s7(2) of the *Public Finance and Audit Act 1987(SA)* that all instrumentalities of the Crown comply with clause 76 of Circular 114 – “**Government Real Property Management**” dated April 2019.

This direction applies to all instrumentalities of the Crown except those instrumentalities that I have approved referred to in section 3 of Schedule B of Circular 114 and those instrumentalities which I exempt from the operation of this direction from time to time.

Introduction

1. Cabinet has adopted the following policies and processes for the:
 - a. purchase and disposal of real property by South Australian Government agencies (as defined in Schedule A); and
 - b. strategic assessment of real property held by South Australian Government agencies.

These policies and procedures replace those set out in Department of the Premier and Cabinet Circular 114, dated September 2012.

2. The policies and procedures are designed to assist agencies in:
 - a. Maintaining information on real property holdings (within the broader Strategic Asset Management Framework) to enable ready identification of underutilised or surplus property from an agency perspective.
 - b. Assessing, from an agency, whole-of-government and state strategic perspective, the merits of retaining or disposing of property.
 - c. Application of government policy and Treasurer’s instructions in the purchase and disposal of real property.
 - d. Delivery of the objectives listed in clause 3.

Overview

3. Government’s objectives from its ongoing use of government real property are as follows:
 - a. Providing new infrastructure of clear benefit to the interests of the state’s development and optimising use of existing infrastructure.

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- b. Meeting the core service obligations of the Government of South Australia to the South Australian community in the most efficient and sustainable manner.
 - c. Contributing to the desired future pattern of urban and regional development in South Australia, as described in the various volumes of the *South Australian Planning Strategy (the Planning Strategy)*.
4. Government agencies are required to regularly evaluate their ownership and/or occupation of real property. As a result they should identify property that does not meet these objectives (as per the principles set out in Clauses 10-12) with respect to their core business.

Accordingly, surplus and underutilised property should be made available to:

- a. Enable other agencies or local government to meet their objectives as described in Clause 3 above through transfer of ownership or occupation rights to those agencies.
- b. Generate funds to the State Government for providing improved or new assets of clear benefit to the state.

Acquisition of property should be undertaken to achieve the objectives set out in clause 3 and in accordance with clauses 51 to 54 of this circular.

5. Within the government's real property portfolio there will be surplus or under-utilised properties that have strategic significance to government and the state.

This circular provides the following mechanisms to ensure that any sites of strategic significance are efficiently identified and assessed to ensure maximum community benefit from government tenure and use of its property holdings.

- i. Initial Test for Strategic Significance (agencies to undertake for all surplus real property).
 - ii. Site Strategic Land Use Assessments (Department for Infrastructure and Transport (DIT), to undertake, in consultation with other agencies and the relevant local council, for surplus real property meeting criteria set out in Clause 30).
6. Where land parcels surplus to government needs have no strategic benefit to government as a whole they should be disposed of efficiently with the view to maximising financial return for reinvestment to meet service delivery and policy objectives.

This circular prescribes the process through which this disposal can occur efficiently while maintaining the opportunity for other government agencies and local government to register an interest prior to any sale on the open market.

7. These policies and procedures apply in conjunction with relevant Cabinet procedures, Treasurer's instructions and other Department of the Premier and Cabinet Circulars. Particular attention is drawn to Treasurer's Instruction 8 (T18), which requires Cabinet approval for land purchases that exceed \$6.0 million including GST (or such other amount as amended from time to time in T18).

8. Definitions of terms used in this Circular are provided in Schedule A.

Scope of Application

9. These policies and procedures apply to all government agencies and transactions, except where:
- a. Cabinet specifically authorises an exemption to an agency or a specific real property transaction; or
 - b. A specific statutory provision exists (in which case the statutory provision prevails).

If the owning Minister or Cabinet has approved disposal or acquisition of real property to deliver the outcomes of a project and such property is encumbered to ensure that such outcomes are delivered, the property will be dealt with in terms of that approval. However, in the preparation of any business case or Cabinet submission, the completion of an ITSS including consultation with URA or DEW (as applicable) is to occur as a minimum.

Agencies with full or partial exemption from the operation of this circular and/or exemption from the operation of the Treasurer's Direction are listed in Schedule B.

Further partial exemptions in relation to the operation of this Circular to Crown lands are outlined in Schedule E.

Principles of Ownership of Real Property

10. The following principles are intended to provide specific decision triggers when agencies are evaluating the continued ownership of property (i.e. determining whether a property is surplus to agency requirements or if additional land may need to be purchased).
- a. Only hold property where it contributes directly to an agency's existing core business or identified future core business:
 - i. Core business is defined as activities that contribute to the achievement of the outcomes an agency is tasked to deliver on behalf of government.
 - ii. Future core business is defined as activities foreseen in the agency's business plan, intended to deliver on government plans or policies.
 - b. Otherwise, ongoing ownership of property should be dependent on substantially satisfying either or both of the following tests:
 - i. Where a property is primarily held for commercial purposes, property financial performance should meet or exceed industry measures such as the long-term yield on property investment (expected rate of return from the cash flow generated from the property over a specified time), compared with the benchmark rate.

The benchmark rate used should be developed (and subject to annual review) in consultation with the Department of Treasury and Finance (DTF), and be based on the greater of:

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- the State's general risk-adjusted cost of finance plus a premium to allow for risk (e.g. Treasury's borrowing rate); and
 - the rate indicated for the appropriate class of property in the Property Council / IPD Australia All Property Index.
- ii. Public interest considerations for retention can be demonstrated e.g.
- where a property has strategic significance for future infrastructure, national parks or urban development, or
 - where market failure is likely, or
 - where market conditions would not support realisation of the optimal return from sale.
11. Where property is not fully utilised but retention of the property is essential to core functions or to facilitate future expansion of the activities, spare capacity should be considered for sharing with other government agencies or leasing.
12. Unless principles (a) and (b) of clause 10 can be substantially met, then property should be considered for disposal, including instances such as the following:
- a. Where vacant land is held by an agency, unless specific strategic reasons for retention outweigh the long-term cost of holding vacant land;
 - b. Where an improved property has land that is not fully utilised or required now or in the future, excision and disposal of that portion of the surplus property should be considered;
 - c. Where potential for conflict exists between property use and the current or intended zoning, as determined from planning documents prepared or endorsed by DIT and/or the Minister responsible for the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016* (e.g. the South Australian Planning Strategy, the Integrated Transport and Land Use Plan, Land and Development Monitoring Program, Precinct Plans, Planning and Development Code (Outback and Rural) and Development Plans (Urban));
 - d. Where property is leased to the private sector, unless it can be clearly demonstrated that ongoing government ownership is required to provide services or cash flow to government to facilitate economic growth or such other valid business purpose that the relevant agency is charged with delivering;
 - e. Where the net market property value (existing or future) is higher for an alternate use and the occupant can be relocated to other government owned property of a lower market value and relocation has the potential to yield net proceeds to government on the basis of a robust financial assessment.

Real Property Information to be Held by Agencies

Roles and Responsibilities

13. To ensure government real property holdings meet the objectives set out in Clause 3, agencies are required to:
- a. maintain data on their property holdings (ongoing).
 - b. prepare and annually review an Agency Land and Built Asset Strategy which describes how the agency plans to align its property holdings with agency service delivery needs and the strategic directions of government.
 - c. maintain information on the utilisation of their property assets and, upon request, make this information available to DIT and the Urban Renewal Authority (URA).

These requirements are consistent with government policies set out in:

- a. Strategic Asset Management Framework
- b. Treasurer's Instruction 2 Financial Management
- c. Treasurer's Instruction 28 Financial Management Compliance Program
- d. Treasurer's Instruction 17 Guidelines for the Evaluation of Public Sector Initiatives
- e. Premier and Cabinet Circular 013 Annual Reporting Requirements.

Minimum Property Dataset

14. Agencies are required to establish and maintain a regularly updated Minimum Property Dataset for all of their physical property assets. Crown land held under the *Crown Land Management Act 2009* by the Department of Environment and Water (DEW) or dedicated to the care, control and management of local government is exempt from this requirement unless it is developed as commercial property. Residences and land managed under the *National Parks and Wildlife Act 1972* and the *Wilderness Protection Act 1992* are also exempt from the minimum property dataset requirement.

Note that Crown land under the care, control and management of state government agencies, other than DEW and those agencies exempted under Schedule B, is not exempt from this requirement.

There are additional requirements under the *Adelaide Park Lands Act 2005* for government land within the Adelaide Park Lands. This land may be Crown land or freehold land.

15. Where not immediately available, agencies should develop and implement a program to accumulate the required data according to the following priorities:
- a. Sites in the metropolitan area and regional centres of a value greater than the 'threshold of value',
 - b. Other sites in non-metropolitan South Australia of a value greater than the

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'threshold of value',

c. Remaining property.

16. Agencies are required to update this data regularly. Change in ownership or utilisation status should be recorded as soon as possible after such change occurs.

17. The Minimum Property Dataset for each applicable facility or network element shall comprise:

- Facility/network element identification infrastructure description
- Land title/s identification (access through Land Services SA)
- Site area (square metres) and dimensions (access through Land Services SA)
- Aerial photography (access through DIT)
- Ownership (consistent with Land Services SA records)
- Basic infrastructure inventory - gross floor area of building, age of all major improvements
- Valuation of site (fair value) and improvements (fair value and modern equivalent replacement cost)
- Current use(s) of site and alignment with service delivery need
- Basic performance:
 - Property (site & building) utilisation data classified in accordance with Table 1
 - Suitability of location for current function
 - Overall suitability of infrastructure for current function
 - Overall condition of infrastructure
 - Overall compliance with relevant legislative / regulatory requirements and safety standards
 - Useful life and forecast renewal date for existing infrastructure.

Table 1: Property Utilisation Status

Rating	Definition
5	Fully occupied (no portion available for other agency or compatible uses)
4	Partly occupied (full utilisation included in agency future planning)
3	Available for shared occupation (significant portion available for compatible use)
2	Vacant with agency utilisation planned (utilisation included in agency future planning)
1	Vacant with no agency utilisation planned (no longer required for agency business)

S Declared Surplus

18. The Across Government Facilities Management Arrangements' (AGFMA) external provider's Asset Management Information System is the preferred repository for this information for agencies with significant non-residential built asset portfolios. Other repositories for the data may be considered provided they provide equivalent functionality to meet the requirements of the minimum dataset and can be accessed electronically.

Agency Land and Built Asset Strategy

19. Agencies are to prepare and annually review an Agency Land and Built Asset Strategy which describes how the agency plans to align its real property asset base with its service delivery needs.
20. The Strategy should demonstrate alignment with the *Planning Strategy*. The Agency Land and Built Asset Strategy should describe how the agency aims to achieve the following requirements:
- ensure the asset portfolio is appropriate to the needs of the agency
 - optimise use of an agency's existing asset portfolio
 - ensure asset maintenance is appropriately managed to enable assets to reach their estimated useful lives
 - ensure assets are managed on a whole-of-life cycle basis
 - manage the risks of asset ownership and operation to ensure continuity of service.
21. The Agency Land and Built Asset Strategy will incorporate an:
- Agency Land and Built Asset Capital Investment Plan
 - Agency Land and Built Asset Maintenance Plan
 - Agency Land and Built Asset Utilisation Plan.
22. Based on their Agency Land and Built Asset Strategy, agencies shall make available to URA and DIT on request the information on the utilisation of their property assets to inform policy, proactive administration of government property and planning, including:
- Land and buildings that are, or will become, surplus, vacant or available for shared occupation (as per ratings S,1 or 3 in Table 1) in current or future years.

All information provided by agencies to URA and DIT on agency current and projected utilisation of property assets will be treated as confidential and for internal government use only.

Identification of Surplus and Under-utilised Property

23. Individual agencies are responsible for reviewing their property holdings as part of the annual budget cycle, in the light of their legislative responsibilities and approved programs.

This review should be based on the Principles of Ownership of Real Property described in Clauses 10-12 and be demonstrated through the maintenance of the Minimum Property Dataset and the annual review of the Agency Land and Built Asset Strategy.

24. Agencies considering properties under their occupation or custodianship for disposal are required to confirm ownership details. A current copy of the Certificate of Title (CT), Crown Record (CR) or Crown Lease (CL) must be ordered in the first instance. Any properties that are held under a CR, CL or CT with a “trust” endorsement or Crown Condition Agreement (CCA) must be referred to DEW and will be managed under Schedule E of this circular. If clear attribution of ownership to the agency and the Minister responsible cannot be determined, advice and guidance should be sought from relevant agencies, including DIT, the Crown Solicitor and DEW, prior to proceeding with the disposal process.

Identification of Property for Purchase or Shared Utilisation

25. Use of surplus or underutilised property shall be considered in the development of any project requiring additional asset capacity.
26. Agencies shall assess the need to purchase, or obtain shared access to, property to meet the asset procurement needs identified in their Agency Land and Built Asset Strategy.
27. Agencies shall separately define the essential and desirable characteristics of properties required. These characteristics shall be assessed in terms of the risk to the desired service delivery improvement expected from the new property, and any infrastructure to be located on it, if these characteristics are not met.

Strategic Land Use Assessments (Initial Test and SSLUA)

28. DIT is responsible for managing all types of strategic land use assessments described in this circular following agency consultation with URA. Strategic land use assessment processes aim to identify the best use, from a whole-of-government perspective in accordance with the Principles of Ownership of Real Property (clauses 10 – 12), for properties declared surplus to an agency’s requirements.

Strategic assessments seek to optimise benefit to government and the community, and will determine if a property should be disposed of (either as is or subject to preparatory works), transferred to another agency to meet business needs, or retained for longer term use or development to meet government objectives.

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Agencies are advised to contact the URA and/or DEW for advisory service on the preparation of agencies ITSS (clause 44 and Schedule F).

Initial Test for Strategic Significance

29. Agencies are required to apply an 'initial test for strategic significance' (Initial Test) to all real property identified as surplus to agency requirements or underutilised.

Agencies are required to submit a report (in accordance with the Strategic Assessment Template at Schedule D as amended from time to time) on the findings of the Initial Test to DIT for review and provide advice on whether a Site Strategic Land Use Assessment (SSLUA) will be required. In this process, the agency will consult with URA to assess whether or not the land is required to generate strategic urban outcomes and consider the likelihood of realising a successful transaction. The URA will also consider precinct Plans, URA's sequencing, utilisation and assembly of government property to maximise future development and/or redevelopment, other relevant portfolio plans or state plans. Any properties that are held under a CR, CL or in the case of a CT, if there is a "trust" endorsement or Crown Condition, must be referred to DEW for consent to undertake further assessment.

30. The Initial Test requires agencies to determine if the following factors apply to the surplus or underutilised real property:
- a. the market value of the real property including improvements is in excess of the 'threshold of value' (for the purposes of the initial test, the capital value assessed by the Valuer-General for rating purposes may be used as an indication of market value subject to the agency obtaining confirmation of validity from the Valuer-General) and consultation with URA on risks associated with realising the disposal, or
 - b. the land adjoins or has potential to be amalgamated with other land in ownership (whether Australian, State or local government).
 - c. there is a declared project in the approved Capital Investment Program for which this property may be suited
 - d. other factors exist, including implementation of the *Planning Strategy* or demand for infrastructure and services, which may give the property strategic significance in relation to the implementation of state or local government policy or the efficient conduct of state or local government business.
31. DIT will review the agency's report on the Initial Test and determine a property to require a SSLUA if the following factors apply:
- a. If none or insufficient of the above factors exist, the property shall be deemed not to have strategic significance and DIT will advise the owning agency to proceed with the disposal process.
 - b. If sufficient of the above factors exist to indicate likely opportunities for government to benefit from actions other than selling the property on the open market, DIT will initiate a SSLUA of the property.

DIT will advise the owning agency as to whether an SSLUA is or is not required within 10 working days of DIT receiving a request from an agency which is accompanied by a correctly completed Strategic Assessment Template (Schedule D) for the property.

Site Strategic Land Use Assessment (SSLUA)

32. A SSLUA is a process where a specific government property is assessed against the Principles of Ownership of Real Property (clauses 10 – 12) from a whole-of-government perspective.
33. Within 30 working days of initiating the SSLUA, DIT will advise the owning agency of the findings of the SSLUA and recommended action/s to be taken by the agency.
34. In undertaking an SSLUA, DIT shall consider:
 - a. endorsed South Australian Government policies and budget priorities
 - b. the relevant volume of the *Planning Strategy*, as amended from time to time, and related studies (i.e. Structure Plans, Land and Development Monitoring Program)
 - c. the relevant Planning and Design Code (Outback and Rural) and Development Plans (Urban)
 - d. specific legislative issues in relation to the land
 - e. the policies and plans of the relevant local government authority
 - f. the market value of the real property including improvements
 - g. the opportunity cost of land disposal
 - h. any development proposals which may change or influence the pattern of development in the locality
 - i. opportunities to deliver beneficial regional development
 - j. opportunities to stimulate economic activity and employment growth.
35. Where property has significantly capitalised buildings, DIT will consider:
 - a. risk management issues and life cycle costing (especially where significant capital funds are required to refurbish/redevelop the facility)
 - b. suitability of accommodation
 - c. financial costs and benefits of ownership versus leasing options.
36. In appropriate circumstances DIT will seek advice from the responsible agencies on the:
 - a. Identified need for affordable housing and associated community infrastructure in the area
 - b. identified need for industrial land in the area
 - c. identified opportunities for active recreation and sport

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- d. identified need and/or opportunity for urban renewal in the area
 - e. identified need to protect or provide strategic infrastructure in the area
 - f. appropriateness and suitability of the site to meet any of the above needs under its current zoning or through changed planning incentives or controls
 - g. use of land within the Adelaide Park Lands.
37. DIT will consult with the owner agency, and any relevant government agencies (including the relevant local council or the Outback Communities Authority) to undertake the strategic land use assessment of the property.
38. DIT will circulate their initial SSLUA of the property to government agencies and the relevant local council and invite comments and registrations of interest in purchasing the property. The Outback Communities Authority will also be invited to make comments on properties located in outback areas, as defined under the *Outback Communities Act 2009*.

If a response is not received within 10 working days, DIT will consider that the agency, Council or Outback Communities Authority does not wish to comment and/or register an interest in the property and proceed with finalising the SSLUA. No extensions of time will be granted.

Agencies and councils should advise DIT if they are considering further whether to register an interest in the property with URA (or DEW in the case of Crown land) prior to disposal, as provided for under Clauses 61-64.

Actions arising from SSLUA

39. If the SSLUA determines the property to be not of strategic significance, DIT will advise the owning agency:
- to proceed with the Disposal Process (Refer Schedule C)
 - of any rezoning required prior to disposal to reflect strategic directions for future land use
 - of any works (e.g. remediation, demolition) identified during the assessment that may be necessary to prepare the property for sale
 - of any registration of interest received from local government
 - any specific development outcomes to be considered and/or actioned through the disposal process.
40. If the SSLUA determines the property to be of strategic significance, DIT will advise the owning agency why the property has been deemed to be of strategic significance and, where relevant, of interest in the property by other agencies.

A property determined to be of strategic significance and to be retained in Government ownership cannot be disposed of without Cabinet approval, but may be the subject of an inter-agency transfer supported by the appropriate Ministerial or Cabinet approval.

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41. Where a property is deemed to be of strategic significance and:
- a. another agency has registered interest in acquiring the property:
 - The property should be transferred at current market value to the agency with the primary interest in retaining the property in government ownership.
 - If the owning agency and the agency registering interest in the property are unable to reach agreement on the timeframe to complete the transaction (refer clause 63) or any other matter within 30 working days (or such other time as agreed) from the issue of the SSLUA, the owning agency will submit the matter to Cabinet to determine the best whole of government outcome. Cabinet may direct the owning agency to retain the property for an agreed period with the decision to be reviewed within five years.
 - Where more than one agency registers interest in the property and the owning agency and bidding agencies are unable to reach a resolution within 30 working days from the issue of the SSLUA, the owning agency will submit the matter to Cabinet to determine the best whole of government outcome.
 - b. another agency has not registered interest in acquiring the property:
 - DIT will recommend which agency should hold the property and an agreed timeframe for reviewing the decision (within no more than five years).
 - If such a transfer cannot be achieved within a reasonable time, or the owning agency and the agency recommended by DIT are unable to reach an agreement, the owning agency will submit the matter to Cabinet to determine the best whole of government outcome. Cabinet may direct the owning agency to retain the property for an agreed period with the decision to be reviewed within 5 years.
42. Actions recommended from the SSLUA should be included in relevant Agency Land and Built Asset Strategies.
43. URA is responsible for the periodic review of potential benefits that may be realised from government owned properties within a defined geographic area, in particular for the delivery of urban renewal, or within a Precinct Plan.

Advisory Services**Pre disposal or acquisition works**

44. An advisory service on the purchase and/or disposal of real property is provided to agencies by URA on an agreed fee for service basis. When an Agency or DTF is developing or considering a business case that includes any form or property transaction or preparing an ITSS, URA will provide an advisory service that informs the development or consideration of such business case.

45. An advisory service on the purchase and/or disposal of Crown land is provided by DEW. When an Agency or DTF is developing or considering a business case that includes any Crown land, DEW will provide an advisory service that informs the development or consideration of such business case. Sales of Crown land where the proceeds of sale are attributed to the Crown Lands Sales Revenue Target will be managed under the financial arrangements associated with the Target. In all other cases, an advisory service on the purchase and / or disposal of Crown land is provided by DEW on a fee for service basis.

Responsibilities for Purchase and Disposal of Real Property

Purchase and Disposal Agencies

46. URA is responsible for the purchase and/or disposal of real property on behalf of all government agencies on an agreed fee for service basis other than exempt agencies listed in Schedule B. In the case of non-metropolitan property URA may enlist the assistance of the DEW where appropriate.
47. DIT retains delegated authority to deal with land vested to the Minister for Infrastructure and Transport (MIT), Commissioner of Highways (COH) and Rail Commissioner (RC) and any other function committed to DIT.
48. DEW retains delegated authority to deal with Crown land in all areas of the State. DEW is responsible for transfers of Crown land between agencies on a fee for service basis. URA may, acting as agent for DEW, manage the process for disposing of Crown land in the metropolitan area on the open market. Where URA acts as agent for DEW for a metropolitan Crown land sale, URA and DEW will determine a land holding strategy (i.e. when to convert to freehold) as part of the disposal strategy.
49. URA is responsible for all negotiations with private parties or local government expressing an interest in acquiring government real property, except in the case of exempt agencies listed in Schedule B 1.2, 2.2 and 2.4 where the exempt agencies are responsible for such negotiations.

Agencies (other than exempt agencies) must not enter into discussions with private parties or local government regarding potential property transactions and must refer all inquiries to URA or, in the case of Crown lands, DEW.

50. All costs and transactions attributable to the purchase or disposal of a particular property shall be clearly identified and accurately recorded in an auditable form by the relinquishing agency and/or purchasing agency.

Procedure for the Purchase of Real Property

Compulsory acquisitions

51. Compulsory acquisitions are the responsibility of individual agencies where authorised by the provision of enabling legislation. By negotiation, DIT will provide a

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fee for service to administer compulsory acquisition in accordance with the *Land Acquisition Act 1969*.

Strategy for Purchase

52. URA (or DEW in the case of Crown lands, or DIT in the case of land vested to the MIT, COH and RC) will coordinate the development of a strategy for the identification and purchase of property that meets the characteristics defined under Clause 27. Such strategy will consider the need to purchase, or obtain shared access to, property to meet the asset procurement needs (Clause 26).
53. The strategy will require the purchasing agency to establish a budget to support the property purchase and all ancillary costs, which may include due diligence investigations, legal and conveyancing costs related to the purchase together with an allocation for any new building works, renovation or fitting out of the purchased property.
54. URA (or DEW in the case of Crown lands, or DIT in the case of land vested to the MIT, COH and RC) will be responsible for all negotiations with potential vendors, and agencies (other than exempt agencies) must not enter into discussions with private parties or local government regarding potential property transactions.

Procedure for the Disposal of Surplus Property**Strategy for Disposal**

55. URA (or DEW in the case of Crown lands, or DIT in the case of land vested to the MIT, COH and RC) will coordinate the development of a strategy for the disposal of the surplus property.

The disposal strategy will take account of:

- a. recommendations of any strategic land use assessment of the subject property;
 - b. expressions of interest in the property by other government agencies or local government;
 - c. existing information on the condition of the property and its suitability for proposed uses.
56. To reduce holding costs for relinquishing agencies, enable capture of the maximum financial return to government and inform advice to Ministers, URA may initiate preparatory work for a disposal strategy prior to a property being declared surplus.
 57. Agencies are to notify the URA or DEW (in the case of Crown land) of property disposal prior to seeking Ministerial approval or Cabinet exemption / approval and in any event at the ITSS phase.

Notification of Surplus Property

58. Within 10 working days from receipt of advice from DIT in respect of an SSLUA, agencies (with the exception of DIT and DEW in relation to Crown land) shall commence the Ministerial approval process to declare property as surplus to requirements for all real property with an estimated market value below \$6.0 million including GST. Above this threshold the matter must be referred to Cabinet to declare property as surplus. A request for approval to dispose of surplus property is to be accompanied by a copy of the advice from DIT on the strategic assessment of the property.
59. Within 10 working days of being notified that property has been declared surplus, agencies (with the exception of DIT and DEW in relation to Crown land) are to notify URA of all such property.
60. Except as provided in clause 56, procedures to dispose of property will not commence unless Ministerial or Cabinet approval to declare the property surplus has been given.

Agency expressions of interest

61. URA (or DEW in the case of Crown lands) will circulate information on surplus properties to all government agencies and the relevant local council.

Agencies or the local council may express an interest in purchasing the surplus property for their own purposes, or advise of existing services on the land which are not protected by a registered easement.

62. Agencies and the relevant local council will be given 30 working days to express interest in the surplus property, unless some other timeframe is agreed between URA (or DEW in the case of Crown lands) and the relinquishing agency. Such expressions of interest may be conditional, e.g. subject to agency/Cabinet approval or Council resolution.

In the event that no expression of interest is received within 30 working days or such other period as may have been agreed, URA (or DEW in the case of Crown lands) and the relinquishing agency may proceed as though there is no interest on the part of other agencies.

63. Agencies and councils expressing interest in a surplus property must indicate a timeframe within which approval for the expenditure is to be obtained and the transaction completed. This timeframe must not exceed three months, or such other term approved by Cabinet. If the transaction is not completed within 30 working days after the time indicated the relevant disposal agency (i.e. URA, DEW or DIT) may implement a revised disposal strategy.
64. In the event that more than one expression of interest is received:
- expressions by agencies shall be considered ahead of an expression by the relevant local council.

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- unless multiple agency expressions can be resolved by discussion between the bidding and relinquishing agencies, the relinquishing agency will submit the matter to Cabinet, to determine the best whole of government outcome.
65. In the process of disposing of surplus government land, local councils may be given the opportunity to purchase land for public or community uses at market value. Transfers of land to local government for public or community uses must be at market value, unless Cabinet directs otherwise.
66. For reasons of competitive neutrality, local councils may not be offered surplus government land on favourable terms for uses which would compete with private sector activity, such as residential, industrial or commercial purposes. In such cases the local council must bid for the land in an open process with the private sector. For Crown land sales in regional areas, refer to Schedule E.

Land Investigations

67. Following the period provided for agency and council comment and/or expression of interest, URA (or DEW in the case of Crown lands) will arrange for any necessary investigations to determine the condition of the land, its suitability for proposed uses or any other matters relevant to finalising the disposal strategy for the property.

Disposal

68. Upon finalisation of the disposal strategy, URA (or DEW in the case of Crown land and DIT in the case of land vested to the MIT, COH or RC) will arrange for the property to be transferred, assigned or sold in accordance with that strategy and any applicable legislative provisions, Cabinet decisions or Ministerial approvals applying to the subject property. URA (or DEW in the case of Crown land and DIT in the case of land vested to the MIT, COH or RC) will ensure the Registrar General receives notification of the transfer.
69. The disposal agency will also arrange for any pre-disposal matters to be completed, such as zoning, demolition or remediation works. Where surplus land cannot be disposed of in a cost effective way, the responsible government agency may propose an alternative land management strategy for approval by the relevant Minister.

Basis for price

70. The current market value of the property is the basis for price in all government real property disposal transactions unless otherwise directed by Cabinet. Current market value is defined by the Australian Property Institute.

That is, the estimated amount for which the property should be exchanged on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties have each acted knowledgeably, prudently and without compulsion. (Source: International Valuation Standard 1 - Market Value Basis of Valuation).

Valuers may use other appropriate processes to value a property where market

value is difficult to determine, as approved by the Australian Property Institute (Refer to International Valuation Standard 2 - Valuation Bases Other than Market Value).

71. Valuations of the facilities, property and land should be undertaken by the Valuer-General or, with the prior approval of the Valuer-General, another certified practising valuer who is a member of the Australian Property Institute.

The Valuer-General may give prior general approval to individual agencies to use other certified practising valuers, on such conditions as the Valuer-General thinks fit and subject to regular review by the Valuer-General. Where the Valuer-General gives this approval to use other certified practising valuers, the Valuer-General requests that the individual agencies supply the Valuer-General with a timely and accurate register of the facilities, property and land valued listing the property description, the valuer utilised and the value recommended from this advice.

Where a valuer other than the Valuer-General is used, the Valuer-General will retain a right to audit valuations and when exercising this right will request a copy of the full valuation report of the particular property as listed on the register.

72. Valuations obtained prior to a full investigation into the condition of the land are to be considered conditional until all necessary investigations and pre-sale preparatory works have been completed. It is therefore critical that agencies are cognisant of the qualifications and disclaimers that the valuer has utilized in the report and that if the valuer has reserved the right to alter the report and amend the value if the conditions, considerations and assumptions change, it is preferable for the valuation to be less than six months old to ensure its currency, although in a highly volatile market it may be appropriate to have the valuation updated within that period. An older valuation may be adopted if the valuer considers warranted by market conditions including:

- there has been little movement in the market since the date of the valuation
- later sales evidence supports the valuation
- the sale price is less than \$110,000 including GST.

Note: where the original valuation has been approved by the Valuer General, its adoption when more than six months old must also be approved by the Valuer General.

73. Transfers between agencies need to be approved by the relevant Minister in line with government policy concerning prudential management and transparency of subsidies. The purchasing agency will also need to comply with Treasurer's Instruction 8.
74. Disposal of property at prices, including rental rates for applicable property, substantially at variance with the valuation need to be approved by the relevant Minister. In the case of property transactions between government agencies (including between state government agencies and local government), the value of the property will be the current market value, unless Cabinet directs otherwise.

75. In addition to the requirements listed above for setting the value for surplus property, where the highest and best use of the property being valued is residential, the valuation shall take into account the need for any new development to conform with the Planning Strategy, in particular the requirement for 15 per cent of housing in all new significant developments to be affordable.

Availability and Application of Proceeds

Proceeds

76. All proceeds from real property sales, defined as sale price less costs (Clause 82), will be paid to the Treasurer for application to the Consolidated Account, except where legislative provisions, or a relevant direction from the Treasurer under the *Public Finance and Audit Act*, require otherwise.
77. Unless otherwise determined by Cabinet or a specific statutory provision exists (as per clause 9), an agency selling property surplus to Government requirements is eligible to receive additional investing expenditure authority if and only if:
- a. the property did not become surplus as a consequence of a new initiative funded by the government. In that instance the proceeds should be used to offset the cost of the initiative itself; and
 - b. the sale is not budgeted for in current forward estimates; or
 - c. the land sold is not Crown land.
78. In addition to the provisions of clause 76, an intra-government sale must be funded by the receiving agency's investing program for the agency selling the surplus property to be eligible to receive additional investing expenditure authority.
79. For eligible properties valued at less than \$0.55 million including GST, relinquishing agencies will be given an increase in their investing expenditure authority for a Cabinet approved project or program equal to 100% of the proceeds. Properties that have a Valuer-General's rating value of \$0.45 million including GST or more should be independently valued to ascertain the need to seek Cabinet approval to retain funds.
80. For eligible properties valued between \$0.55 million and \$6 million including GST, relinquishing agencies will be given an increase in their investing expenditure authority for a Cabinet approved project or program equal to 50 per cent of the proceeds, or any other share decided by Cabinet.
81. For properties valued at \$6 million including GST or more, the relinquishing agency would need to seek Cabinet approval to receive any increase in their investing expenditure authority. Cabinet Submissions would need to include details of the specific investing project or program to which it wishes to apply the proceeds.

Proceeds – Timing

82. Proceeds from the sale of properties will be transferred to the Consolidated Account as soon as possible after the sale or transfer has been completed. Any increase in investing expenditure authority will be available for a period of up to 12 months after the proceeds have been applied to the Consolidated Account, or as otherwise determined by Cabinet.

Costs

83. Costs associated with the disposal of surplus government property will be paid by the relinquishing agency as they are incurred. Costs are defined as:

- a. management fees charged by URA and/or DEW;
- b. costs associated with the preparation of the land for sale, such as costs required by DEW in providing clear title for disposal of Crown land, investigations into the condition of the land, zoning, demolition of buildings or remediation work. (This shall include costs to DIT for physical and financial evaluation of buildings).

Setting of Fees

84. Fees are to reflect the costs associated with the provision of the service, and will be determined by negotiation between the relinquishing agency and the URA and DEW. Agreements setting out levels of service, including timing, will be negotiated where appropriate.

Annual Reporting

85. URA will provide an annual report to the Treasurer on property transactions it has managed on behalf of other agencies, the services it has provided and the fees charged for these services as well as an annual evaluation by user agencies of these services.

Schedule A Definitions

Adelaide Park Lands

'Adelaide Park Lands' is defined by a plan deposited in the General Registry Office by the Minister for Environment and Conservation pursuant to the *Adelaide Park Lands Act 2005*.

Note that the Adelaide Park Lands are more than the parklands currently managed by Adelaide City Council as they may include any other land vested in or under the care, control and management of the Crown or State authority, as defined by the *Adelaide Park Lands Act 2005*.

By virtue of that Act, the Adelaide Park Lands definition must, as far as is reasonably appropriate, correspond to the general intentions of Colonel William Light in establishing the first Plan of Adelaide in 1837.

Crown Land

'Crown land' means:

- Unalienated Crown land (Crown Record on title); or
- Dedicated Crown land (Crown Record on title); or
- Crown leasehold land (Crown Lease on title); or
- Land subject to a Crown Condition Agreement (Certificate of Title with CCA or "trust grant" endorsement)

Agencies seeking to purchase or dispose of Crown land will need to obtain prior approval through DEW. Refer to Schedule E for further information on the purchase or disposal of Crown land.

Disposal

'Disposal' encompasses both the sale of real property and the granting of a lease exceeding ten years, with the exception of leases granted in accordance with a statutory power.

Disposal Process – Refer to Schedule C

Current Market Value

The current market value, as defined by the Australian Property Institute (API), is the estimated amount for which the property should be exchanged on the data of valuation between a willing buyer and a willing seller in an arm's length transaction, after proper marketing wherein the parties have each acted knowledgeably, prudently and without compulsion (Source: International Valuation Standard 1 – Market Value Basis of Valuation). The value is to be based on highest and best use as defined by the API.

Government Agencies

For the purposes of this circular, 'government agencies' shall be defined as all administrative units under the *Public Sector Act 2009 (SA)*, all instrumentalities of the

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Crown, Ministers including Ministers as corporations sole, and statutory office holders.

Exempt agencies are listed in Schedule B of this circular.

Greater Adelaide Area

'Greater Adelaide' means Greater Adelaide as defined in Map D1 of the 30 Year Plan for Greater Adelaide, a volume of the South Australian Planning Strategy published in 2010.

Metropolitan Area

The term 'metropolitan area' means that area as defined in the relevant volume of the Planning Strategy, as amended from time to time.

Precinct Plan

'Precinct Plan' means a Precinct Plan that has been gazette by the Minister in accordance with the Urban Renewal Act 1995.

Real Property

'Real property' is defined to include Crown land, a freehold interest in land or a leasehold interest exceeding ten years, whether or not that land includes fixtures such as buildings or other structures.

Regional Centres

'Regional centres' are non-metropolitan population centres, as identified in the relevant volumes of the *Planning Strategy* as amended from time to time, from which a significant range of state government services (e.g. health, education and regulatory services) are provided directly by state government staff.

Regional centres are Roxby Downs, Mount Gambier, Murray Bridge, Port Augusta, Port Pirie, Whyalla and Port Lincoln.

Threshold of Value

The 'threshold of value' is the market value of the real property, including improvements, of:

- \$550 000 including GST in the metropolitan area
- \$110 000 including GST outside the metropolitan area.

The Valuer-General may vary the threshold of value from time to time to reflect market conditions.

Schedule B Exemption Status of Agencies

1. Agencies which are exempt from the operation of the circular
 - 1.1 Agencies (or parts of agencies) are exempt where Cabinet has approved the commencement of a sale process of an operating entity (agency or part of an agency).
 - 1.2 Those agencies, public non-financial corporations and financial corporations listed below are exempt from the application of the Circular other than notifying URA of land declared surplus (clause 59) or unless specific roles are ascribed to them in this Circular (e.g. URA):
 - Adelaide Cemeteries Authority
 - Adelaide Festival Centre Trust
 - Adelaide Venue Management Corporation
 - Australian Children's Performing Arts Company (trading as Windmill Performing Arts)
 - Distribution Lessor Corporation
 - Generation Lessor Corporation
 - HomeStart Finance
 - Lifetime Support Authority
 - Lotteries Commission of South Australia (trading as SA Lotteries)
 - Motor Accident Commission
 - Office of the Director of Public Prosecutions within the Attorney General's Department
 - Public Trustee
 - Return to Work Corporation of South Australia (trading as ReturnToWorkSA)
 - South Australian Forestry Corporation (trading as Forestry SA)
 - South Australian Government Employee Residential Properties
 - South Australian Government Financing Authority (trading as SAFA)
 - South Australian Housing Trust
 - South Australian Water Corporation (trading as SA Water)
 - Superannuation Funds Management Corporation of South Australia (trading as Funds SA)
 - Transmission Lessor Corporation
 - URA (trading as Renewal SA)
 - West Beach Trust (trading as Adelaide Shores)

This list may vary from time to time.
2. Agencies which are partially exempt from the operation of the Circular

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Premier and Cabinet Circular 114

The following partial exemptions also apply:

2.1 Information requirements

The following agencies are exempt from the requirement to produce a minimum property data set –

DEW in relation to:

- Crown land held under the *Crown Land Management Act 2009* by the Department for Environment, Water and Natural Resources or dedicated to the care, control and management of local government
- Crown land held in the name of the Minister for Sustainability, Environment and Conservation
- Land managed under the National Parks and Wildlife Act 1972 and the *Wilderness Protection Act 1992*.

2.2 Use of the Urban Renewal Authority as the purchase and disposal agent

The following agencies are exempt from the requirement to use URA as the purchase and disposal agency –

- DEW in relation to Crown lands and the purchase of land to be vested under the *Crown Land Management Act 2009* and/or the *National Parks and Wildlife Act 1972*
- Department for Infrastructure and Transport in relation to the purchase and disposal of land vested under legislation committed to the Minister for Transport and Infrastructure.

In these instances the above agencies shall assume the purchase and disposal role of URA as described in the circular and may, by arrangement, engage URA as their agent in aspects of the execution of that role.

In the case of overseas property holdings, all agencies are exempt from the requirement to use URA as the purchase and disposal agency, and the requirement for a valuation to be provided by either the Australian Property Institute or the Valuer-General.

2.3 Distribution of proceeds

Agencies that currently have rights to retain the proceeds of sales, other than those described in Clauses 75 to 80 for stipulated purposes, by way of legislation and/or their charter of establishment, retain these rights.

2.4 Land use assessment and circulation of information on surplus property

The following agencies are exempt from the operation of the Circular except for clauses 28 - 44 (Strategic Land Use Assessments), 58 - 60 (notification of surplus property), 61 - 65 (agency expression of interest).

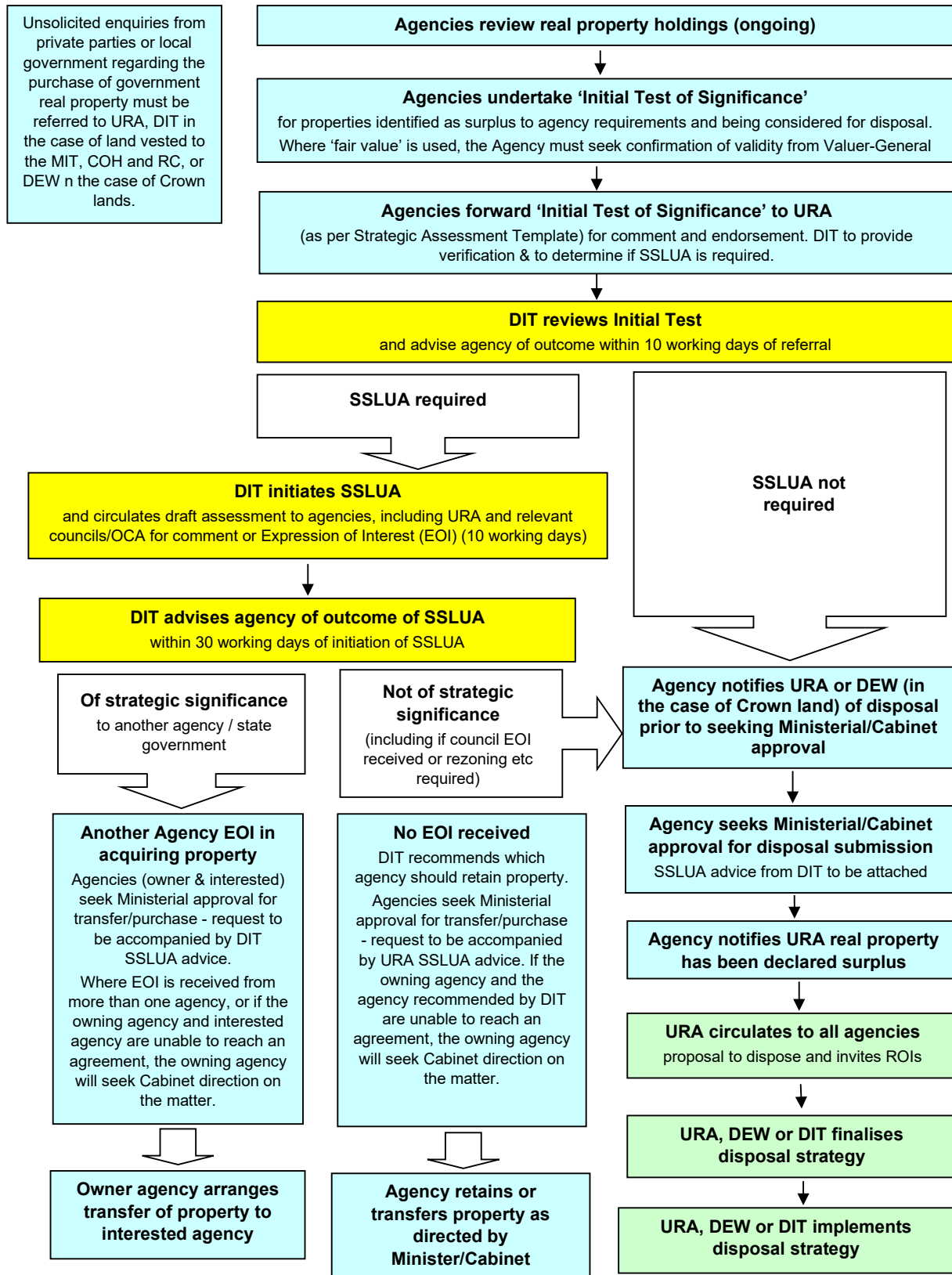
- South Australian Forestry Corporation (trading as Forestry SA)
- South Australian Water Corporation (trading as SA Water)

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3. Agencies which are exempt from the operation of the Treasurer's Direction
- 3.1 Agencies (or parts of agencies) are exempt where Cabinet has approved the commencement of a sale process of an operating entity (agency or part of an agency).
- 3.2 The following agencies are exempt from the operation of the Treasurer's Direction made pursuant to s 7(2) of the *Public Finance and Audit Act 1987 (SA)* attached as a cover note to this Circular.
- Aboriginal Lands Trust
 - Adelaide Cemeteries Authority
 - Adelaide Festival Centre Trust
 - Adelaide Venue Management Corporation
 - Australian Children's Performing Arts Company (trading as Windmill Performing Arts)
 - Distribution Lessor Corporation
 - Generation Lessor Corporation
 - HomeStart Finance
 - Lifetime Support Authority
 - Lotteries Commission of South Australia
 - Motor Accident Commission
 - Public Trustee
 - Return to Work Corporation of South Australia (trading as ReturnToWorkSA)
 - South Australian Forestry Corporation (trading as Forestry SA)
 - South Australian Government Financing Authority (trading as SAFA)
 - South Australian Housing Trust
 - South Australian Water Corporation (trading as SA Water)
 - Superannuation Funds Management Corporation of South Australia (trading as Funds SA)
 - Transmission Lessor Corporation
 - URA (trading as Renewal SA)
 - West Beach Trust (trading as Adelaide Shores)
- This list may vary from time to time.

Schedule C Flowchart: SSLUA and Disposal of Surplus Property



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Schedule D Template: Strategic Assessment

DIT File Reference:	
PART A: PROPERTY INFORMATION	
Owning Agency Property Reference <i>(if applicable)</i>	
Site Identification* <ul style="list-style-type: none"> • Certificate of Title identification: • Plan (e.g. DP, FP) & Lot Number: 	
Site Street Address	
Registered Proprietor <i>(as per Land Services records)</i>	
Current Responsible Minister <i>(e.g. Minister for Transport and Infrastructure if registered as Commissioner for Highways)</i>	
Is the property Crown land? DEW approval is required to dispose of Crown land, to demonstrate approval has been granted DEW must complete Initial Test for Crown land. <ul style="list-style-type: none"> • Unalienated Crown land • Subject to Crown Condition Agreement • Dedicated Crown land • Land under care, control and management of Minister responsible for <i>Crown Land Management Act 2009</i> • Certificate of title with a Trust Grant endorsement 	Y / N Y / N Y / N – if yes provide details of condition Y / N – if yes attach copy of gazettal notice
Site Area (m²) and Dimensions (m)	
Capital Value Site Value <i>(include date and source of valuation/s; if multiple records exist, provide relevant valuation number/s; where 'fair value' is used, attach advice from Valuer-General confirming validity of using 'fair value' for purposes of the Initial Test)</i>	\$ \$
Local Government Area	
Relevant volume of the Planning Strategy	
Planning and Development Code (SAPA) Development Plans Zoning (Urban)	
Current Use/s of Site	

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Contacts: For assistance to complete the Strategic Assessment (Refer Schedule F)

Attachments checklist:

- copy of Certificate of Title or Crown Record/Crown Lease
- if dedicated Crown land, details of the Crown Condition Agreement
- if 'fair value' uses, Valuer-General advice confirming validity

PART B: INITIAL TEST	Provide your assessment – complete all fields
<p>Is the fair value of the property, including improvements (Capital Value), in excess of the 'threshold of value'? *\$550,000 including GST in the metropolitan area, \$110,000 including GST outside of the metropolitan area</p>	
<p>Does the land adjoin or have the potential to be amalgamated with other land in government ownership (Australian, State or local)?</p>	
<p>Is there a declared project in the approved Capital Investment Program or <i>Strategic Infrastructure Plan for SA</i> for which the property may be suited? If yes, provide details of program/project.</p>	
<p>Is the site use consistent with the zoning in the Planning and Development Code and Development Plan (or intended zoning) in relevant Structure Plan or volume of the Planning Strategy? Provide details.</p>	
<p>Is the site within an area included in a Precinct Plan?</p>	
<p>Do other factors exist which may give the property strategic significance in relation to implementation of government policy? If yes, provide details of factors.</p>	
<p>In your assessment, is the property of strategic significance?</p> <p>Guidelines for assessment: If none or insufficient of the above factors exist, the property shall be deemed not have strategic significance.</p>	
<p>Does URA endorse the ITSS?</p>	

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PART C: SITE STRATEGIC LAND USE ASSESSMENT INFORMATION (SSLUA)	
Basic Infrastructure Inventory <ul style="list-style-type: none"> • Floor Area • Age/Condition of all major improvements • Tenancy details (if applicable) 	
Potential Constraints <ul style="list-style-type: none"> • Known encumbrances over the site • Known native vegetation Issues • Known heritage Issues • Environmental considerations (including potential site contamination) 	
Known relevant studies / assessments previously carried out relating to site	
Known interests in purchasing the site Provide information about any negotiations	
Other relevant comments and supporting documentation	

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Schedule E Crown Land Disposal (Crown Agencies)

Introduction

1. Premier and Cabinet Circular 114 (PC114) regulates government land holdings and disposals however the Department for Environment and Water (DEW) retains authority to deal with Crown land (see clause 47 of PC114). DEW administers Crown land in accordance with the *Crown Land Management Act 2009* (the Act) and the Crown Land Sales Revenue Target.
2. Other agencies have custodianship of Crown land for purposes associated with their function. In addition to Crown land under DEW's custodianship this policy applies to:
 - a. Crown land held under licence by a Crown agency (CR prefix on title)
 - b. Crown land held under lease by a Crown agency (CL prefix on title)
 - c. Dedicated Crown land held by a Crown agency (CR prefix on title)
 - d. Freehold land held under a Crown Condition Agreement (formerly Trust Grants) by a Crown Agency (CT prefix on title with a CCA or trust endorsement)
 - e. The above will be referred to as Agency Crown land.

Application of PC114 to Crown land

3. Where it is intended to grant freehold in the following circumstances as permitted by sections 24 and 25 of the Act:
 - A Perpetual Lease; or
 - Dedicated land where the custodian has made significant improvements and will pay market value; or
 - A lease or licence where the lessee or licensee has made significant improvements to the land; or
 - Land that is considered "low value" under the Crown Land Management Act 2009.

DEW will not be required to undertake an Initial Test or circularisation.

Acquisition of Crown land by a Crown Agency

4. Where a Crown Agency wishes to manage Agency Crown land as a freehold title, for example entering into registrable leases or undertaking significant development, DEW will support that agency purchasing the land, for market value. The value of the land will be attributed to DEW's Crown Lands Sales revenue target.

Crown land surplus to Agency Requirements

5. Where Crown land has been identified as surplus to agency requirements the agency has the following options:
 - a. Offer the land for sale on the open market

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Premier and Cabinet Circular 114

- b. If (a) is unsuccessful, retain the land under an alternate land management strategy; or
- c. Subject to this circular, return the land to DEW to be integrated into the Crown estate.

Surplus Agency Crown land

6. Where an agency considers that Crown land under its custodianship is surplus:
 - a. It must seek the permission of DEW to undertake the Initial Test for Strategic Significance.
 - b. Where the land is unimproved and marketable, DEW will manage the sales process with the proceeds of sale applied to the Crown Land Sales Revenue Target.
 - c. Where the land is improved and marketable, the custodian agency will work with DEW on a disposal strategy and agree on the apportionment of the proceeds of sale. In these cases, DEW may require rectification of, or a strategy for:
 - i. Contamination – the agency may be required to undertake a contamination assessment at its own expense
 - ii. Third Party Interests – this may involve termination of third party interests and notification to the relevant parties
 - iii. Fixtures and Chattels – This may involve removal of these items or a security strategy where there is a risk of vandalism or squatters.
 - iv. Fees and Charges – all outstanding fees and charges should be paid by the relevant agency.
 - d. Where the land is in metropolitan Adelaide URA will act as the disposing agent, the custodian agency will work with DEW and URA on a land holding strategy (i.e.: when to convert to freehold) as part of the disposal strategy. Any work conducted by DEW to provide clear title to the property will be conducted on a fee for service basis.
 - e. Where the land is improved and not considered marketable, the custodian agency will either retain the land under an alternate land management strategy or, subject to (7) below, return the land to the Crown estate.

Return of land to the Crown Estate

7. Where a Crown agency is the custodian of Agency Crown land and cannot dispose of the land, it may propose an alternate land management strategy to manage the land or negotiate with DEW for the return of the land to the Crown estate.
8. DEW may only accept return of the land if satisfied that:
 - The land is not contaminated. The relevant agency may be required to undertake a contamination assessment and subsequent remediation at its own expense.
 - Any chattels or fixtures that are not the property of DEW have been removed or DEW has agreed to accept the improvements.

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- Any third party interests have been terminated and the parties notified or DEW has agreed to accept these interests.
- There are no outstanding fees or charges associated with the land.

Sale of land to Councils

9. DEW will support the sale of Crown land to Councils for market value without competition where the land is intended for community use. The relevant Council will be required to place the land on the Council's Community Land Register under the *Local Government Act 1999*.
10. In regional areas there may be circumstances where a sale of Crown land to Council without competitive process will be considered where the land is intended for industrial, commercial or residential purposes. To encourage regional development (as identified in strategies developed by regional Councils and consistent with Volumes of the Planning Strategy for South Australia), it may be in the best interests of the local community for Council to control the sale process for particular parcels of Crown land.
11. The Minister for Environment and Water may determine that Crown land can be sold without competition at market value where:
- a. Council has custodianship of a parcel of Crown land and
 - i. Council is willing to relocate the current community use to another parcel of land within its ownership; and
 - ii. Council can demonstrate that there will be no loss to the community by developing the land; and
 - iii. Council can demonstrate a strategic need, for example through a master plan, to release the land; and/or
 - iv. There is a likelihood that a staged release of the land will be required.
 - b. Council has identified parcels of unalienated Crown land and
 - i. Council can demonstrate a strategic need, for example through a master plan, to release the land; or
 - ii. There is a likelihood that a staged release of the land will be required.

The sale of Crown land to Councils for market value without competition as contemplated by this Schedule E is in all respects subject to the requirements of the *Crown Land Management Act 2009* being met.

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Schedule F Key Contacts

General enquiries in relation to the implementation of this circular should be directed to:

Manager, Real Estate
Property Directorate
Across Government Services Division
Department for Infrastructure and Transport
Telephone: 8343 2022

Enquiries in relation to the operation of this circular for freehold property should be directed to:

Manager, Sales & Acquisitions
Renewal SA (also referred to as URA)
Telephone: 8207 1300

Enquiries in relation to the operation of this circular for Crown Land should be directed to:

Manager, Crown Land Operations
Department of Environment and Water
Telephone: 8204 1675

Document Control

Review number: 3
Review date: September 2021

Date of approval: September 2021
Next review date: September 2022

For more information

Property Directorate, Across Government
Services Division
T: 8343 2022

E: Mohammed.Elgazzar@sa.gov.au

W: dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Report Type	Officer Report
Department	Corporate Services
Author	Aaron Peek
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. Datascope February 2023 [15.2.1.1 - 3 pages]

Purpose of Report

Council consideration of the Monthly Financial Performance Report.

Report Details

The attached Financial Performance report for the year to 28 February 2023 shows that Council is currently within its approved 2022/23 budget based on current expenditure and income trends.

The 2022/23 Financial Performance Report provides a snapshot of Council's financial performance for the period to 28 February 2023. The report includes the year-to-date actual expenditure and income for both operating and capital comparative to the adopted 2022/23 original budget. In addition, the report also provides an update of the Key Financial Indicators used to measure Council's Financial Sustainability.

Operating Expenditure and Revenue

The attached Income Statement shows that after the completion of Eight (8) months of the 2022/23 financial year, Council is within its overall budget parameters and is expected to remain so at year end when accounts are completed.

Capital Expenditure

Council's current capital budget is \$14.352M of which \$8.263M has been spent and/or committed for expenditure.

Balance Sheet

Council did not budget to borrow any funds in 2022/23. Repayment of existing loans is scheduled for various times throughout 2022/23. Council's current loan principal is \$3.29M.

Financial Considerations

Budget Allocation	Refer to Attachment
Budget Spent to Date	Refer to Attachment
Budget Variation Requested	Refer to Attachment

The financial implications are as detailed in the attached report.

Policy Considerations

Information reflected in this report forms part of Council's 2022/23 Annual Business Plan and Budget, which is required to be reviewed periodically by Council, in accordance with the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council receive and note the 2022/23 February Financial Performance Report.



WATTLE RANGE COUNCIL
2022/23 MONTHLY BUDGET REPORT
AS AT
28-February-2023

OPERATING ACTIVITIES

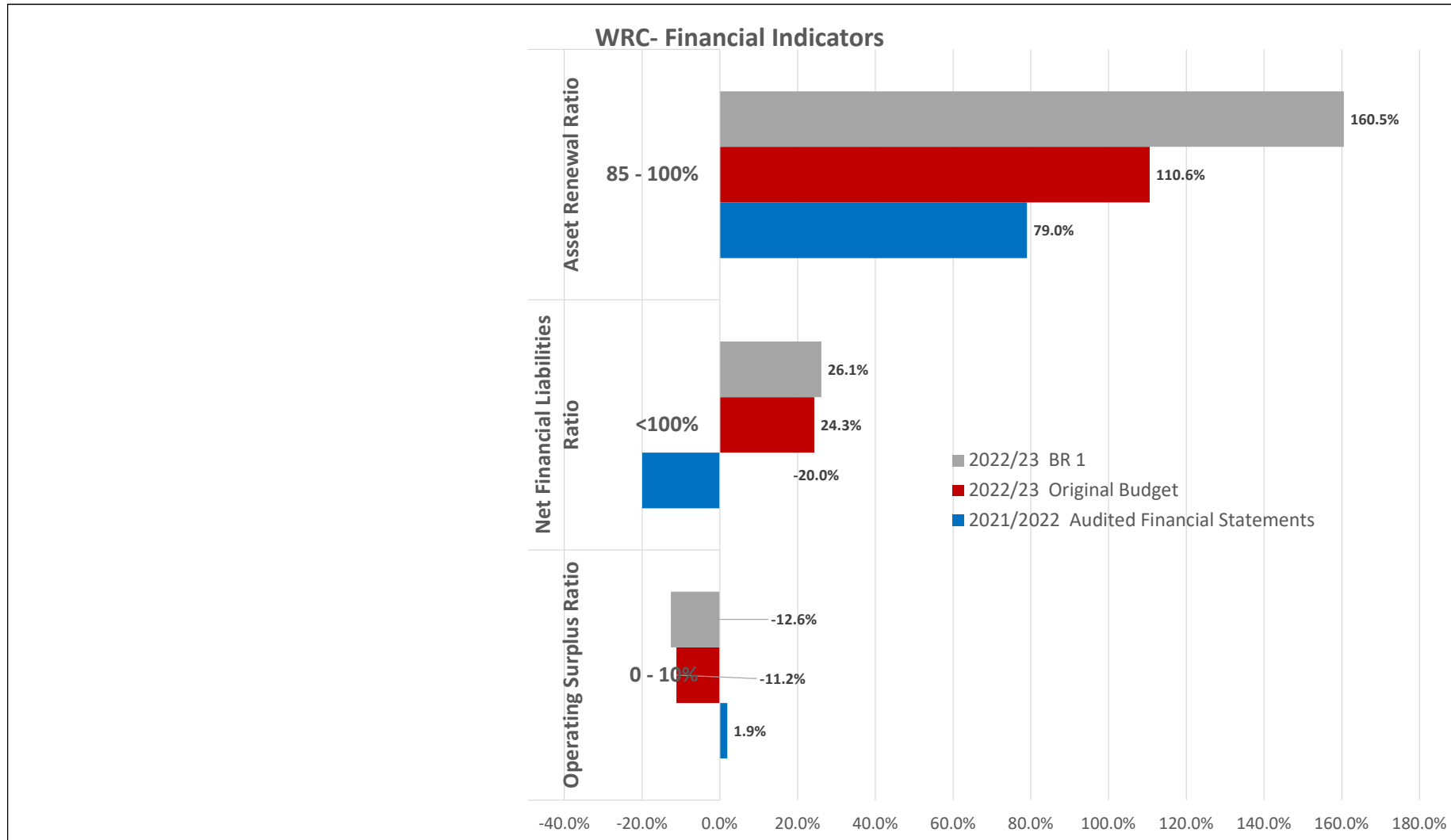
Annual Plan Budget 2022/23 \$'000	Budget Review 1 2022/23 \$'000		YTD	YTD	YTD	YTD	NOTE
			2022/23	2022/23	2022/23	2022/23	
			BUDGET \$'000	ACTUAL \$'000	VARIANCE \$'000	VARIANCE %	
			A	B	C=A-B		
OPERATING INCOME							
20,480	20,480	Rates	20,480	20,457	23	(0.1%)	
300	300	Statutory Charges	200	308	(108)	54.0%	7
2,452	2,452	User Charges	1,635	2,081	(446)	27.3%	5
4,696	4,696	Grants Subsidies and Contributions	3,131	1,945	1,186	(37.9%)	1
83	83	Investment Income	55	215	(159)	289.2%	4
272	272	Other	182	223	(41)	22.6%	1
28,282	28,282	Total Operating Income	25,681	25,227	454	(1.8%)	
OPERATING EXPENSES							
13,953	13,953	Wages and Salaries	9,302	6,972	2,330	(25.0%)	6
10,869	11,274	Materials, contracts & other expenses	7,516	7,002	514	(6.8%)	1
276	276	Finance Costs	184	131	52	(28.4%)	3
6,341	6,341	Depreciation, amortisation & impairment	4,227	3,874	353	(8.4%)	2
31,439	31,844	Total Operating Expenses	21,229	17,980	3,249	(15.3%)	
		OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	4,452	7,248	(2,795)	(62.8%)	
(3,157)	(3,561)	A					
CAPITAL ACTIVITIES							
Net Outlays in Existing Assets							
5,690	8,170	Capital Expenditure on renewal and replacement of Existing Assets	5,446	2,855	2,591	(47.6%)	1
(6,341)	(6,341)	Depreciation, Amortisation and Impairment	(4,227)	(3,874)	(353)	(8.4%)	2
(204)	(204)	Proceeds from Sale of Replaced Assets	(136)	(177)	41	30.1%	
(855)	1,625	B	1,083	(1,196)	2,279	(210.4%)	
Net Outlays on New and Upgraded Assets							
3,191	6,182	Capital Expenditure on New and Upgraded Assets	4,121	2,009	2,112	(51.3%)	1
(82)	(82)	Amounts received specifically for New and Upgraded Assets	(55)	(45)	(10)	(17.7%)	
-	-	Proceeds from Sale of Surplus Assets	-	-	-	-	
3,109	6,100	C	4,066	1,964	2,103	(51.7%)	
(5,410)	(11,286)	Net Lending / (Borrowing) for Financial Year (A-B-C)	(697)	6,480	(7,177)	(1,029.2%)	



WATTLE RANGE COUNCIL
2022/23 MONTHLY BUDGET REPORT
AS AT
28-February-2023

NOTES

#	Description	Status	Action Required
1	Some timing issues with expenditure in the forecasted budget compared to actual expenditure.		No Action Required
2	Plant Depreciation for July , August, September, October, November, December, January & February to be allocated.		Year end process
3	Accrued interest posted at the end of the year. Credit balance will be corrected when interest payment is made during 22/23.		Year end process
4	Income greater than YTD Budget due to interest rate increase on the deposited funds.		Adjust Budget at BR 2
5	Income greater than YTD Budget largely due to sale of unmade road reserve , Childcare Fees & increased Fees for cemeteries to what was originally budgeted for.		Increase budget to reflect actual & adjust forecasts for User Charges at BR 2
6	Wages currently tracking under budget due to various staff vacancies.		No Action Required
7	Dog registration fees & planning fees have significantly contributed to the difference. - Revenue generated through planning fees is considerably higher than budgeted income. - Timing issues with dog registration income in the forecast budget compared to actual income.		Adjust Budget at BR 2



15.2.2

Mid-Year Budget Review 2 - 2022/23

Report Type	Officer Report
Department	Corporate Services
Author	Aaron Peek
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.11.1
Attachments	1. Capital Budget [15.2.2.1 - 4 pages] 2. B R 2 Financial Statements [15.2.2.2 - 6 pages]

Purpose of Report

As per the requirements of the *Local Government Act 1999* and the *Local Government Financial Management Regulations 2011* the purpose of this report is to review the second quarter budget review for 2022/23

Report Details

This report details the Mid-Year Budget Review of the 2022/23 Operating and Capital budget and is the second significant review of the Budget since its adoption in June 2022. A number of proposed changes are recommended for Council's consideration.

The changes proposed are based on a number of factors including actual payments made, change in forecast expenditure and income due to varying factors, inclusion of funds carried forward for capital and operating projects not completed as at 30 June 2022. The attached financials and budget papers detail all the recommended variations and Council's revised end of year financial position.

Mid-Year Budget Review 2 confirms that Council's Operating Deficit is proposed to decrease from (-\$3.561M) to (-\$2.336M) should the recommended variations be adopted.

The presentation of the review is consistent with Regulation 9 (1a) of the *Local Government Financial Management Regulations 2011*.

The quarterly review of budgets is mandated in the *Local Government Act 1999* Section 123 and more specifically Regulation 9 of the *Local Government Financial Management Regulations 2011* stipulates the parameters and formats that the reviews should be undertaken in accordance with.

To ensure consistency with the *Local Government Act 1999*, Council's current budgeting framework includes:

- Budget updates (at least twice per year)
- Mid-year budget review (once per year)
- Report on the financial results (one report after completion and audit of annual

financial statements for the previous financial year)

The LGA Financial Sustainability Paper 25 – Monitoring Council Budget Performance outlines the prescribed formats for budget updates and denotes suggested formats for the presentation of budget updates. This report has been produced in a consistent manner to this.

The intent of this report is to provide Council with a budget update and bring to its attention any required variances from the adopted 2022/23 budget. These reports provide Council with a high-level understanding of the decision made or going to be made and the impact on the financial ratios. They are not intended to provide detailed line-by-line analysis of how the Council is tracking its current budget; ultimately this is the responsibility of the management team to monitor once the Council has approved the budget.

The mid-year Budget Review 2 provides an update on the movements of projects from 2022/23, as well as considers the major changes that occurred following the first quarter budget review. These changes are represented in the Summary Financial Performance & Position Statement (SFPPS) (also known as uniform presentation of finances) below.

Operating Income

The operating income is forecast to increase by \$1.512M. The following changes have impacted the operating income expectations for 2022/23:

- a) Increase in childcare fees & childcare Full Time Equivalents (FTE) leading to a budget increase of \$150k.
- b) An Increase in Freedom of Information (FOI) fees, resulting in a budget increase of \$4k.
- c) Budget increase of \$13k to reflect actual income for rental lease - insurance & other recoupments.
- d) An increase of \$2k to reflect the income received from the childcare donations - parent group.
- e) Trainee incentive payment for childcare received, resulting in an increase of \$1k.
- f) \$182k increase to reflect actual income received for sale of road reserves.
- g) A review of actual Rates, Landscape Levy, Waste Collection & Community Wastewater Management Scheme (CWMS) service charges has resulted in a budget decrease of \$6k.
- h) \$220k increase in forecast interest due to higher interest rates on Council investments as well as greater than budgeted funds in these investments.
- i) Money received as part of the Local Roads & Community Infrastructure Program resulting in a budget increase of \$798k.
- j) Budget increase of \$1k due to an increase in Septic Tank Fees.
- k) \$32k increase in dog registration fees & fines to the amount originally budgeted.
- l) \$2k increase in User Charges across numerous budget lines.
- m) Decrease in Saleyards fees of \$32k due to a decrease in sales and throughput of cattle.
- n) \$2k increase in forecast usage of the truckwash at the Millicent Saleyards.
- o) \$125k increase, contribution from the Department of Education towards renewal works on the Penola stadium roof.
- p) \$7k increase in income received as part of Southern Ocean Tourist Park (SOTP) leases.
- q) \$8k for donations already received for the Mayoral Christmas appeal.
- r) \$3k income received for the tech savvy seniors' program.

1) Operating Expenses

Within the operating expenditure budget, the following changes contribute to the \$287k increase in operating expenditure:

- a. Movement of the Finance Project Officer from a contracted position (end date 30th June 2023) to a Full-Time position (nil budget change 2022/23).
- b. Review of wages & salaries budgets resulted in a budget decrease of \$422k. The decrease is largely attributed to vacant positions during the year.
- c. Following a review, a budget increase of \$196k in depreciation costs. Depreciation increase is due to new or renewed assets completed this year that were carried over from the previous financial year.
- d. \$26k increase in actual income protection costs paid by Council.
- e. \$64k greater than budgeted payments for Council's asset insurance.
- f. \$5k budget saving in actual workers compensation payments made compared to the original budget.
- g. \$4k increase required for the advertising for the Millicent Gallery.
- h. Increase of \$6K for the purchase of under desk drawers, dividers, file holders for Ridge Terrace office.
- i. \$1k decrease in the budget for cleaning costs.
- j. Increased legal charges \$80k increased focus on regulatory compliance issues throughout the Council area.
- k. Increase of \$26k for the design of the interior & exterior of Penola Visitor Information Centre (VIC) previous scope was for the Beachport VIC's only.
- l. Decrease of \$3k for records management document disposal.
- m. \$12k increase in energy (electricity & gas) costs throughout the Council.
- n. Reactive emergency maintenance on Council assets required resulting in a budget increase of \$16k.
- o. \$6k for the annual licence fee for the Beachport CWMS remote alarm "Scada" system.
- p. \$15k budget saving in licence fees paid to IT Vision.
- q. \$19k increase for disposal of emulsion & mattresses from the Council depot.
- r. \$64k increase in Microsoft licences due to additional staff (casuals) and additional licences required for additional email accounts.
- s. \$14k increase for the remaining milestone payment for IArchive (cost carried over from 2021/22) (system to be used to enable to access financial records from previous software system).
- t. \$37k for the implementation & migration of AvePoint records (Councils new records management software) (cost carried over from 2021/22).
- u. Budget increase of \$36k for the operation of the Penola swimming pool.
- v. \$45k budget added to cover costs of additional waste collections over the holiday periods in Beachport and Southend and includes increases in annual costs for regular collections.
- w. \$20k increase for a prudential management review to be undertaken for the build of the new Council Service Centre facility.
- x. \$6k increase costs for pest control for Council buildings throughout the area.
- y. Additional \$8k required for maintenance at the Gladys Smithy Early Learning Centre.
- z. Increase of \$5k in actual and forecasted payments for Councils' valuation reports from the land services group.
- aa. \$3k budget increase for expenses incurred during the latest Section 184, sale of land process.
- bb. Minor equipment purchases (pool cleaners, cylinder lift) at the Penola swimming pool, resulting in a budget increase of \$15k.
- cc. \$60k budget decrease for operations of the Nangwarry swimming pool.

- dd. Budget saving of \$28k for the operation of the Millicent swimming lake.
- ee. \$8k increase Mayoral Christmas Appeal offset by donations received.
- ff. \$61k increase for consultancy with Planning Chambers consultants offset by savings in planning area on wages & salaries due to staff vacancies.
- gg. \$4K removed from SOTP maintenance budget for the replacement of hot water systems at SOTP B block.
- hh. \$19k increase for Brightly (asset management software provider) to undertake indexation revaluation of Council's assets.
- ii. \$29k increase in line-marking costs due to an increase in prices.

2) Net Outlays on Existing Assets

In total the Net Outlays on Existing Assets has decreased by \$1.029M the decrease is attributed to a reduction in capital expenditure on existing asset renewals combined with an increase of \$196k in depreciation.

Council's revised capital expenditure budget is now \$12.931M, this is a decrease of \$1.421M from Council's Budget Review 1 Capital Budget of \$14.351M. The budget for the replacement of existing assets has decreased by \$0.834M.

- a. A budget increase of \$6k for renewal works on the swimming lake changeroom roof & ceiling.
- b. \$66k increase for the Penola stadium roofing project. Contribution from the Department of Education included in Income above.
- c. Glen Street toilets exterior renewal deferred until 2023/24, awaiting Main Street design. budget saving of \$11k.
- d. \$10k increase for the replacement of the New Holland skidsteer due to price increases.
- e. Stony Road, Glencoe resheet removed, completed in 21/22. Saving of \$8k.
- f. Beachport Cinema air conditioner replacement not required saving of \$11k.
- g. \$4k savings for the completion of the fit out of the Gladys Smith Early Learning Centre pantry, savings reallocated for the purchase of replacement iPads at the centre that are end of life. (Budget change nil).
- h. Defer renewal of stormwater pump at centennial park Beachport \$165k saving.
- i. Increase budget for South Terrace, Beachport to cover additional costs of Telstra pit & construction of kerb to address carparking issues \$28k.
- j. \$20k savings in the replacements of 2 x Kubota zero turn mowers, actual costs less than the original budget.
- k. \$6k budget increase for the replacement of the Iseki front deck mower due to price increases.
- l. Budget saving of \$5k on the replacement of Toyota Prado (S150-BYK).
- m. Replacement of Ford Ranger crewcab (S379-BRS) deferred until 2023/24 budget saving of \$45k.
- n. Replacement of Nissan Patrol tray top no longer occurring as vehicle will be run to end of life \$45k decrease.
- o. Replacement of Volvo wheel loader cost less than originally budgeted saving \$6k.
- p. Price escalation resulting in a budget increase of \$18k on replacement of Caterpillar 12H grader.
- q. Replacement of Toyota Landcruiser traytop (S791-AYJ) completed \$44k under budget.
- r. \$104k saving due to the renewal of the Beachport harbour masters wall being deferred until 2023/24.
- s. Millicent museum transportable building renewal deferred until 2023/24. Budget decrease of \$520k.
- t. Railway Terrace West, Tantanoola footpath renewal completed \$2k over budget.

- u. \$82k reallocated from playgrounds renewals against specific individual playground renewals/upgrades.
- v. \$2K Davenport Lane, Millicent resheet road (carryover project from 2021/22).
- w. \$11k increase for the Millicent swimming lake shade sail project.
- x. \$3k net increase for the renewal of hot water systems at various SOTP locations including the SOTP B block.
- y. \$7k for the renewal of the Millicent cemetery shelter as the previous shelter was damaged in a storm.
- z. \$40k for the purchase of small plant (trailers etc.) omitted from original budget.
- aa. \$14k for renewal works on the Ritchie Street Nangwarry playground.
- bb. \$6k for replacement of the oven at the Gladys Smith Early Learning Centre (carryover project from 2021/22).
- cc. \$2k Saleyards timber railing (carryover project from 2021/22).
- dd. \$12k Southern Ocean Tourist Park (SOTP) boom gate replacement completed (carried forward from 2021/22).

3) Net Outlays on New and Upgraded Assets

Net outlays on new and upgraded assets are forecasted to decrease by \$0.648M. Decreases in upgraded assets less a slight increase in grant income for new and upgraded assets contributed to the net change for Net Outlays on New and Upgraded Assets.

The decrease in expenditure on upgraded assets of \$0.587M is summarised as follows;

- a. Intersection upgrade at Border & Casterton Roads requires a budget increase of \$44k for a detailed plan.
- b. Budget saving of \$6k on the Border Road (from Dergholm Road) project.
- c. Additional \$25k required to complete a landscape plan for the Council Service Centre.
- d. \$20k saving as the design aspect of the Beachport Anchorage carpark will be done in-house.
- e. \$150k required for easement & upgrade to power supply for the Millicent depot upgrade.
- f. \$282k saving as the Mclaughlin park fire system upgrade has been rolled over to 2023/24. Small budget remaining for completion of detail design.
- g. \$42k saving as the McCorquindale park fire system upgrade has been rolled over to 2023/24. Small budget remaining for completion of detail design.
- h. Beach Road (Beachport) roundabout crossing completed under budget a saving of \$12k.
- i. Replacement of chlorine dosing analysers at pools deferred until 2023/24. Alternative solutions being investigated leading to a saving of \$132k.
- j. \$4k increase for the construction of a cat impound facility.
- k. Pedestrian Wayfinding project deferred to 2023/24 a budget saving of \$150k.
- l. New sprinkler at the saleyards is currently on hold a budget saving of \$12k.
- m. \$265k saving on the procurement of new grader, roller, tractor, and utility.
- n. Saving of \$11k on the purchase of new flail mower.
- o. \$7k increase on the purchase of new excavator.
- p. New drinking fountain at the Susan Wilson playground Beachport as the result of an SA Water grant \$3k.
- q. \$4k for a new drinking fountain at Centennial Park Beachport.
- r. \$3k for new benches for the Thomas Drive, Mount Burr footpath.
- s. \$4k for new bull bar for P271 – Ford Everest Ambiente.
- t. \$15k for the purchase of new handsets to finalise the transition of Microsoft Teams calling.
- u. \$4k for new BBQs at the Southern Ocean Tourist Park (SOTP) (carryover project from 2021/22).

- v. \$7k for new bollard lights at the SOTP (carryover project from 2021/22).
- w. \$7k for the domain entrance marker (release of final retention payment for the project completed 2021/22).
- x. \$69k for the Millicent Swimming Lake playground upgrade, part of reallocation playground renewal budget.

5) Net Lending/Borrowing

Council's Net Borrowing for 2022/23 is forecasted to decrease by \$2.9M from -\$11.472M to -\$8.569M. The main change is driven by an increase in the forecast operating income expected combined with a reduction in capital expenditure of \$1.029M.

6) Operating Surplus / Deficit

Council's operating (deficit) has decreased by \$1.225M. The net changes in operating income and expenditure are summarised above, the forecast operating deficit is now anticipated to be (-\$2.336).

7) Operating Surplus Ratio

The Operating Surplus (Deficit) Ratio is forecasted to decrease from (-12.6%) to (-7.8%). The main change can be attributed to an increase in the operating income comparative to operating expenditure.

8) Net Financial Liabilities Ratio

Net Financial Liabilities ratio is forecasted to decrease from 26.1% to 9.0%. The contributing factors for why this decrease has occurred relates largely to the bringing to account the 2021/22 final cash position and other balance sheet from the audited annual financial statements 2021/22. With a better than expected cash balance noted, it highlights Councils financial ability to pay down debt.

9) Asset Renewal Funding Ratio

Asset Renewal Funding Ratio is forecast to decrease from 160.5% to 147.5%. The result is above the target range set by Council of 85% to 105%. The ratio has decreased in the mid-year budget review largely due to a decrease in renewal expenditure deferred or withdrawn as outlined above.

Cash Flow Statement

Budgeted cash at the end of the year is forecast to increase by \$2.667M from the previous Budget Review. The change has largely been influenced by an increase in cash held at the beginning of the year. In summary, following the adoption of the audited 2021/22 Annual Financial Statements it was noted that the bank balance from 2021/22 was higher than what was originally budgeted for. This adjustment combined with improvement in the Net Lending position forecasted from the Mid-Year budget update has had a positive adjustment to the forecasted end cash balance.

Balance Sheet

The changes noted in the Mid-Year Budget Update – Balance Sheet are largely influenced by bringing to account the closing balance of the audited 2021/22 Annual Financial

Statements. In particular, the largest increase in the budgeted Balance Sheet items can be attributed to Councils' cash and cash equivalents balance.

Statement of Changes in Equity

As detailed above the main significant change to the Statement of Changes in Equity surround bringing to account the closing balances of the Balance Sheet Items from the previous year.

Financial Considerations

The financial implications of Mid-Year Budget Review are as detailed in the body of this report and the attached Capital Projects.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

This budget review is undertaken and presented in a format as required by the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council:

1. Receive and note the mid-year 2022/23 Budget review report.
2. Adopt the 2022/23 mid-year budget review as presented.

FY2022/23 CAPITAL Projects: Budget Review 2

No	Budget Review 1				Budget Review 2			Variance	Notes	
	WO Number	Project Title	\$ 14,351,479	renewal	new/upgrade	\$ 12,930,958	renewal	new/upgrade		-\$ 1,420,520
1	WO.1093	Geltwood Anchor Shelter Repairs	26,000	26,000		26,000	26,000		0	
2	WO.1090	Completion of the Penola Township Entrance Signage	22,000		22,000	22,000		22,000	0	
3	WO.1095	Replacement of light tower at Millicent Swimming Lake	25,000	25,000		25,000	25,000		0	
4	WO.1096	Swimming Lake Changerooms roof & ceiling upgrade	12,726	12,726		19,171	19,171		6,445	job has gone over budget (more work required than first thought)
5	WO.1099	Intersection Upgrade HVSP Border and Casterton Road	73,487		73,487	117,726		117,726	44,239	Increase in budget to allow for preparation of detailed cost plan.
6	WO.1115	Kalangadoo Hall Supper Room Roof	20,101	20,101		20,101	20,101		(0)	
7	WO.1116	Penola Stadium Roofing Upgrade	216,241	216,241		282,260	282,260		66,019	
8	WO.1117	Kalangadoo Hall Toilet Exterior	27,500	27,500		27,500	27,500		0	
9	WO.1118	Beachport Depot Shed Replacement	275,000	275,000		275,000	275,000		0	majority of project to be carry forward to 23-24 (estimate \$30k more may be required) awaiting quotes
10	WO.1119	Penola Depot Rear Fence Replacement	22,000	22,000		22,000	22,000		0	
11	WO.1121	Glen Street Toilets -Exterior	11,000	11,000		0	0		(11,000)	rollover 23-24 project to be deferred to await outcomes from street scape design (Main Street Project)
12	WO.1123	Beachport Medical Centre roof and awning	14,270	14,270		14,270	14,270		(0)	
13	WO.1130	Replacement of P4056 - Noremat Reach Mower	84,612	84,612		84,612	84,612		0	completed
14	WO.1131	Replacement of P4022 - New Holland skid steer loader (NVP_793)	99,909	99,909		109,788	109,788		9,879	completed - minor budget variation pricing increase
15	WO.1134	Replacement of P4027 - Isuzu F series truck (SB9-4AM)	264,330	264,330		264,592	264,592		262	completed - minor budget variation pricing increase
16	WO.1385	Resheet Program -Agars Road - Glencoe	52,000	52,000		52,000	52,000		0	actuals do not match finished cost
17	WO.1407	Resheet Program - Stony Road Glencoe	8,055	8,055		0	0		(8,055)	Works completed and capitalised in FY21/22. Remove from budget as not carry forward.
18	WO.1395	Resheet Program - Dow Road Glencoe	43,000	43,000		43,000	43,000		0	
19	WO.1426	Border Road from Dergholm Road (1.8km section)	31,624		31,624	25,234		25,234	(6,390)	Budget adjusted to reflect outstanding commitment to project
20	WO.1432	Annual computer replacement (Public) - Capital Works Office Equipment	5,500	5,500		5,500	5,500		0	completed
21	WO.1433	Annual Computer Replacement (Staff) - Capital Works Office Equipment	26,400	26,400		26,400	26,400		0	completed
22	WO.1435	Designs & Development Application for New Administration Building	345,860		345,860	371,258		371,258	25,398	Additional costs to develop a landscape plan as per planning condition and price escalation associated with Mechanical and Electrical Design
23	WO.1436	Beachport Cinema air conditioner	11,000	11,000		0	0		(11,000)	scope change - no longer replacement of aircondition unit, removal of evaporative condenser and roofing works proposed.
24	WO.1441	Millicent Saleyards Lighting Upgrade	51,357		51,357	51,357		51,357	(0)	project on hold
25	WO.1442	Millicent Lions Park - Master Plan and Stage 1 Upgrade	20,000		20,000	20,000		20,000	0	
26	WO.1443	Beachport Anchorage - Railway Terrace (Beachport) Carpark & Community Space	20,000		20,000	0		0	(20,000)	pleting design inhouse under operational budget - note have completed works to car park under WO1986 to address complaints about d
27	WO.1444	Millicent Depot Upgrade	1,133,000		1,133,000	1,283,000		1,283,000	150,000	\$150-\$200k required for easement and upgrade to power supply quotes being sourced for council approval plus partial roll over 23-24
28	WO.1445	Millicent Depot Access Gates	55,000		55,000	55,000		55,000	0	
29	WO.1447	Centennial Park Basketball and Hit up Wall	11,000		11,000	11,000		11,000	0	
30	WO.1448	Beachport Boat Ramp	133,750	133,750		133,750	133,750		0	
31	WO.1450	Mount Burr Signage & Entrance Signs	30,000		30,000	30,000		30,000	0	
32	WO.1451	Domain Rotunda Repair	33,000	33,000		33,000	33,000		0	
33	WO.1452	Rymill Hall Storage Shed	132,000		132,000	132,000		132,000	0	
34	WO.1459	GSELC Pantry Cabinet Fit Out	4,167	4,167		0	0		(4,167)	Move pantry budget to purchase of new ipads at Childcare
35	WO.2015	Childcare Ipads	0			4,167	4,167		4,167	Budget from Childcare pantry
36	WO.1460	Mount Burr RV Dump Point	10,468		10,468	11,142		11,142	674	increase reflects need to install backflow prevention device to water supply to meet legislation
37	WO.1463	SOTP - B Block Dryer Replacement	8,000	8,000		8,000	8,000		0	completed
38	WO.1471	Cemetery Lifting Device	31,000		31,000	31,000		31,000	0	
39	WO.1473	Anne Street Drainage Reserve - Kalangadoo	5,050		5,050	5,050		5,050	0	
40	WO.1474	Centennial Park Beachport- Stormwater pump	164,761	164,761		0	0		(164,761)	rollover 23-24 - detailed investigation complete project has long lead time due to supply of materials
41	WO.1482	Fire Service Upgrade - McLaughlin Park (Design)	322,000		322,000	40,000		40,000	(282,000)	rollover 23-24 - completion of detail design only this financial year
42	WO.1483	Fire Hydrant- McCorquindale Park (Penola)	72,000		72,000	30,000		30,000	(42,000)	rollover 23-24 - completion of detail design only this financial year
43	WO.1484	Civic & Arts Centre Upgrade (Design)	22,000	22,000		22,000	22,000		0	rollover 23-24
44	WO.1496	Lake Leake Glencoe (Toilet BBQ Upgrade)	10,000	10,000		10,000	10,000		0	
45	WO.1499	Millicent Town Entrance	20,000	20,000		20,000	20,000		0	
46	WO.1532	Dergholm Road Intersection Upgrade	150,000		150,000	150,000		150,000	0	Project awarded to Teagle contracting
47	WO.1533	Wendy's Walk Path	172,000	172,000		172,000	172,000		0	Project awarded to Hamlyn Wilson
48	WO.1535	Mount Burr Service Roads	107,189		107,189	107,189		107,189	(0)	completed
49	WO.1540	Beach Road Crossing at Roundabout in Beachport	33,000		33,000	21,235		21,235	(11,765)	completed
50	WO.1541	South Terrace Beachport	155,896	155,896		183,896	183,896		28,000	Increase in budget to cover additional costs of Telstra pit and construction of kerb to address car parking issues in relation to the SOTP a change in work program to include kerb and pits rather than swale drain
51	WO.1542	Coonawarra Rail Trail	571,130		571,130	571,130		571,130	(0)	Outstanding defect issues, still to complete signage works
52	WO.1641	Replacement of P254	45,000	45,000		45,000	45,000		0	
53	WO.1644	Plant replacement program	28,600	28,600		28,600	28,600		0	project on hold awaiting SOTP resolution - replacement of SOTP van
54	WO.1985	Replacement of P241 - Toyota Hilux Single Cab Utility	43,000	43,000		43,000	43,000		0	
55	WO.1981	Replacement of P4064 Kubota ZD1011-54AU Zero Turn Mower Diesel, SN10251 - Penola (New No: P4103)	35,000	35,000		24,900	24,900		(10,100)	
56	WO.1980	Replacement of P4063 - Kubota ZD1011-54AU Zero Turn Mower SN10284 - Millicent (New No: P4102)	35,000	35,000		24,900	24,900		(10,100)	
57	WO.1979	Replacement of P4049 - Iseki 72" SF370 Front Deck Mower with cabin (MVP-020) - (New No: P4101)	60,000	60,000		66,000	66,000		6,000	increase budget due to price escalation
58	WO.1978	Replacement of P282 - Camry Hybrid (S173-BYK) (New No: P309)	45,000	45,000		45,000	45,000		0	
59	WO.1977	Replacement of P281 - Camry (S159-BYK) - (New No: P308)	35,000	35,000		35,000	35,000		0	
60	WO.1976	Replacement of P280 - Ford Mondeo LX Wagon (S702-BXT) (New No: P307)	45,000	45,000		45,000	45,000		0	
61	WO.1975	Replacement of P279 - Toyota Prado (S150-BYK) - (New No: P306)	80,000	80,000		74,647	74,647		(5,353)	
62	WO.1974	Replacement of P272 - Ford Ranger PU XL Crew Cab 4WD (S379-BRS) (New No:305)	45,000	45,000		0	0		(45,000)	Deferring to 23-24 - low mileage
63	WO.1973	Replacement of P163 - Nissan Patrol Tray top (New No: P302)	45,000	45,000		0	0		(45,000)	remove from list vehicle is not being renewed and old ute to be run to end of life.

FY2022/23 CAPITAL Projects: Budget Review 2

No	Budget Review 1				Budget Review 2			Variance	Notes	
	WO Number	Project Title	\$ 14,351,479	renewal	new/upgrade	\$ 12,930,958	renewal	new/upgrade		-\$ 1,420,520
64	WO.1834	Replacement of P4004 Volvo L60F Wheel Loader (MVP-020) (New No: P4099)	260,000	260,000		254,445	254,445		(5,555)	completed
65	WO.1833	Replacement of P4020 (Caterpillar 12H Motor Grader OVP-125) - (P4100)	410,000	410,000		427,500	427,500		17,500	Increase in cost for plant purchase due to price escalation - Council resolution on increase
66	WO.1832	Replacement of P234 (Toyota Landcruiser Cab Chasis Traytop S791-AYJ) (New No: P303)	100,000	100,000		55,703	55,703		(44,297)	completed
67	WO.1651	Purchase of Section 989 Hundred of Mount Muirhead	65,000		65,000	65,000		65,000	0	Invoice processed. Transfer of the land yet to be formalised.
68	WO.1662	Saleyards Infrastructure	977,025	977,025		977,025	977,025		(0)	project on hold
69	WO.1809	Elected Member Computer Equipment	12,000		12,000	12,000		12,000	0	completed
70	WO.1780	Renewal of Beachport Harbour Masters Sea Wall	104,000	104,000		0	0		(104,000)	Deferred 23-24, unsuccessful in obtaining grant to undertake project through Coastal Protect Board
71	WO.1792	Greenrise Toilet Upgrade	120,000		120,000	120,000		120,000	0	
72	WO.1793	Rendelsham Hall Renewal Works	20,000	20,000		20,000	20,000		0	
73	WO.1794	Arthur Street Toilet Upgrade	150,000	150,000		150,000	150,000		0	
74	WO.1795	Replacement of Library Roof and Air Conditioning	240,000	240,000		240,000	240,000		0	Anticipate a part rollover 23-24
75	WO.1796	Beachport VIC external wall, sign and painting	20,000	20,000		20,000	20,000		0	
76	WO.1797	Replacement of Chlorine Dosing Analysers at Swimming Pools	132,000		132,000	0		0	(132,000)	rollover 23-24, investigating alternative solutions, funding required in operational budget to engage specialist consultant to provide a report.
77	WO.1798	Millicent RRC Office & CCTV	40,000	40,000		40,000	40,000		0	
78	WO.1799	Penola RRC Office	10,000	10,000		10,000	10,000		0	
79	WO.1800	Childcare Babies Room, Quiet Room and Storage	120,000	120,000		120,000	120,000		0	
80	WO.1801	Eyre Street Showers and Toilets Southend	32,000	32,000		32,000	32,000		0	
81	WO.1802	SOTP Electrical renewal - Stage 1	48,000	48,000		48,000	48,000		0	
82	WO.1804	Millicent Museum Transportable Building Renewal -	520,000	520,000		0	0		(520,000)	defer 23-24
83	WO.1806	Beachport Museum Fire Upgrades -	50,000		50,000	50,000		50,000	0	
84	WO.1807	Domain Electrical Repairs and Power Supply for Events -	11,000		11,000	11,000		11,000	0	
85	WO.1808	Penola Main Park - Subsurface Irrigation	50,000		50,000	50,000		50,000	0	
86	WO.1810	Septic Tank Risers -	6,000		6,000	6,000		6,000	0	
87	WO.1811	Construction of a Cat impound facility at the Millicent Dog pound -	11,000		11,000	15,000		15,000	4,000	Cat condos have been purchased, seek some additional funds to do some to address health and safety concerns with getting cats in/out of the condos and possible slight changes to structure of the pound, also address general access due to changes to the depot.
88	WO.1814	Greenrise Lighting -	12,000		12,000	12,000		12,000	0	
89	WO.1821	RV Dump Point in Kalangadoo -	21,500		21,500	21,500		21,500	0	
90	WO.1908	Drainage Renewal Works - Mount Burr Retention	30,000	30,000		30,000	30,000		0	
91	WO.1909	Drainage renewal program - Mount Gambier Rd and Enderby Lane Stormwater	20,000	20,000		20,000	20,000		0	
92	WO.1910	Drainage renewal program - Glencoe West Rd Culverts	15,000	15,000		15,000	15,000		0	
93	WO.1911	Drainage renewal program - Railway Tce and Holzgrafe St Stormwater Pits	15,000	15,000		15,000	15,000		0	
94	WO.1912	Drainage renewal program - Millicent Pump Station	20,000	20,000		20,000	20,000		0	
95	WO.1783	Alexander Square (Millicent) Footpath -	31,500	31,500		31,500	31,500		0	
96	WO.1784	Mount Gambier Road (Millicent) Footpath -	11,000	11,000		11,000	11,000		0	
97	WO.1785	Railway Terrace West (Tantanoola) Footpath -	13,000	13,000		15,062	15,062		2,062	completed
98	WO.1786	Davenport Street (Millicent) Footpath -	13,000	13,000		13,000	13,000		0	completed
99	WO.1788	Resheet Renewal Program - Mount Graham Road	35,700	35,700		35,700	35,700		0	
100	WO.1789	Resheet Renewal Program - Range Road	187,656	187,656		187,656	187,656		(0)	
101	WO.1803	Playground Renewal Work -	82,000	82,000		0	0		(82,000)	adjusted to reflect cost allocated to individual playground projects
102	WO.1812	Lake McIntyre - Table and Chair Replacement	20,240	20,240		20,240	20,240		0	completed
103	WO.1813	Pedestrian Wayfinding -	150,000		150,000	0		0	(150,000)	Defer to 23-24 please
104	WO.1822	Susan Wilson Playground - additional play equipment	39,000		39,000	39,000		39,000	0	
105	WO.1823	Sealing Beachport Recreation Hall Car Park -	165,000		165,000	165,000		165,000	0	
106	WO.1826	Road Reseals Program - BUDGET	889,200	889,200		90,411	90,411		(798,789)	inserted calculation to reduce total by amounts related to works completed and invoiced by contractor InRoads. More works being programmed to use remaining budget. DO NOT REMOVE BUDGET.
107	WO.1778	Reseal Program - Stewart Street - Millicent	0			1,879	1,879		1,879	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
108	WO.1777	Reseal program - Short Street - Millicent	0			25,639	25,639		25,639	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
109	WO.1776	Reseal Program - Plunkett Terrace - Millicent	0			9,211	9,211		9,211	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
110	WO.1775	Reseal Program - Lagoon Road - Beachport	0			3,533	3,533		3,533	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
111	WO.1774	Reseal Program - Dergholm Road - Penola	0			169,846	169,846		169,846	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
112	WO.1383	Reseal Program - V & A Lane - Penola	0			47,713	47,713		47,713	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
113	WO.1377	Reseal Program -Fourth Street - Beachport	0			2,703	2,703		2,703	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
114	WO.1376	Reseal Program -Foster Street - Beachport	0			20,025	20,025		20,025	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
115	WO.1369	Reseal Program -Agricultural Bureau Drive - Tantanoola	0			98,419	98,419		98,419	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
116	WO.1365	Reseal Program -Furner Road - Furner	0			75,997	75,997		75,997	Works completed by InRoads and amount entered is as per InRoads invoice ex GST
117	WO.1361	Reseal Program -Portland Street - Penola	0			22,222	22,222		22,222	Works completed and capitalised in FY21/22. However new segment of road being resealed in FY22/23 and this has been put to same work order as last year. Recommend new capital works have new work order created for their specific FY and are not assigned to existing capital work order that was completed in prior year. Works completed by InRoads and amount entered is as per InRoads invoice ex GST
118	WO.1689	Reseal Program -Maaoupe Road - Maaoupe	0			200,790	200,790		200,790	Works completed and capitalised in FY21/22. However new segment of road being resealed in FY22/23 and this has been put to same work order as last year. Recommend new capital works have new work order created for their specific FY and are not assigned to existing capital work order that was completed in prior year. Works completed by InRoads and amount entered is as per InRoads invoice ex GST
119	WO.1680	Reseal Program -Old Kalangadoo-Penola Road	0			120,813	120,813		120,813	Works completed and capitalised in FY21/22. However new segment of road being resealed in FY22/23 and this has been put to same work order as last year. Recommend new capital works have new work order created for their specific FY and are not assigned to existing capital work order that was completed in prior year. Works completed by InRoads and amount entered is as per InRoads invoice ex GST
120	WO.1831	Resheet Program - Blowhole Road	2,507	2,507		2,507	2,507		0	completed
121	WO.1835	Footpaths Renewal - Fourth Street	7,000	7,000		7,000	7,000		0	completed
122	WO.1836	Footpaths Renewal - Laneway	22,000	22,000		22,000	22,000		0	

FY2022/23 CAPITAL Projects: Budget Review 2

No	Budget Review 1				Budget Review 2			Variance	Notes
	WO Number	Project Title	\$ 14,351,479	renewal	new/upgrade	\$ 12,930,958	renewal	new/upgrade	
219									
123	WO.1837	Footpaths Renewal - Mount Burr Road	10,000	10,000		10,000	10,000		0
124	WO.1838	Footpaths Renewal - Bridges Street	21,000	21,000		21,000	21,000		0
125	WO.1839	Footpaths Upgrade - Somerville Street	39,500		39,500	39,500		39,500	0
126	WO.1840	Footpaths Upgrade - Lagoon Road	15,500		15,500	15,500		15,500	0
127	WO.1841	Footpaths Upgrade - Railway Terrace	12,500		12,500	12,500		12,500	0
128	WO.1842	Footpaths Upgrade - Railway Terrace East	15,500		15,500	15,500		15,500	0
129	WO.1843	Footpaths Upgrade - South Terrace	12,000		12,000	12,000		12,000	0
130	WO.1844	Kerb Renewal - Henty Street	41,000	41,000		41,000	41,000		0
131	WO.1845	Kerb Renewal - Fifth Street	2,000	2,000		2,000	2,000		0
132	WO.1846	Kerb Renewal - Church Street	73,304	73,304		73,304	73,304		0
133	WO.1847	Kerb Renewal - Aitken Street	19,000	19,000		19,000	19,000		0
134	WO.1848	Kerb Renewal - Adelaide Road	23,100	23,100		23,100	23,100		0
135	WO.1849	Kerb Renewal - Arthur Street	22,000	22,000		22,000	22,000		0
136	WO.1850	Resheet Renewal Program - Aberle Street	1,540	1,540		1,540	1,540		0
137	WO.1851	Resheet Renewal Program - Balls Road	11,684	11,684		11,684	11,684		0
138	WO.1852	Resheet Renewal Program - Bonneside Road	28,710	28,710		28,710	28,710		0
139	WO.1853	Resheet Renewal Program - Chant Road	6,650	6,650		6,650	6,650		0
140	WO.1854	Resheet Renewal Program - Cootes Road	2,951	2,951		2,951	2,951		0
141	WO.1855	Resheet Renewal Program - Eliza Street	1,698	1,698		1,698	1,698		0
142	WO.1856	Resheet Renewal Program - Eys Bend Road	11,798	11,798		11,798	11,798		0
143	WO.1857	Resheet Renewal Program - Fartch Road	5,999	5,999		5,999	5,999		0
144	WO.1858	Resheet Renewal Program - Gartner Road	14,280	14,280		14,280	14,280		0
145	WO.1859	Resheet Renewal Program - Gurney Road	32,139	32,139		32,139	32,139		0
146	WO.1860	Resheet Renewal Program - Hann Road	8,073	8,073		8,073	8,073		0
147	WO.1861	Resheet Renewal Program - Julia Moore Street	837	837		837	837		0
148	WO.1862	Resheet Renewal Program - Lamont Road	6,783	6,783		6,783	6,783		0
149	WO.1863	Resheet Renewal Program - Legoes Road	52,478	52,478		52,478	52,478		0
150	WO.1864	Resheet Renewal Program - Magareys Lane	16,830	16,830		16,830	16,830		0
151	WO.1865	Resheet Renewal Program - Mount Muirhead Range Road	16,320	16,320		16,320	16,320		0
152	WO.1866	Resheet Renewal Program - Nangkita Road	58,076	58,076		58,076	58,076		0
153	WO.1867	Resheet Renewal Program - Nitschke Road	23,404	23,404		23,404	23,404		0
154	WO.1868	Resheet Renewal Program - Rabbits Road	63,045	63,045		63,045	63,045		0
155	WO.1869	Resheet Renewal Program - Ryans Road	13,515	13,515		13,515	13,515		0
156	WO.1870	Resheet Renewal Program - Seven Sisters Road	41,147	41,147		41,147	41,147		0
157	WO.1871	Resheet Renewal Program - Stafford Road	30,294	30,294		30,294	30,294		0
158	WO.1872	Resheet Renewal Program - Stuckey Lane	46,939	46,939		46,939	46,939		0
159	WO.1873	Resheet Renewal Program - Tarqua Road	65,336	65,336		65,336	65,336		0
160	WO.1874	Resheet Renewal Program - Thompson Road	62,175	62,175		62,175	62,175		0
161	WO.1877	Resheet Renewal Program - Three Chain Road	22,035	22,035		22,035	22,035		0
162	WO.1878	Resheet Renewal Program - TV Tower Road	32,255	32,255		32,255	32,255		0
163	WO.1879	Resheet Renewal Program - Varcoe Road	29,902	29,902		29,902	29,902		0
164	WO.1880	Resheet Renewal Program - Yangery Swamp Road	28,470	28,470		28,470	28,470		0
165	WO.1881	Resheet Renewal Program - Yeates Road	127,335	127,335		127,335	127,335		0
166	WO.1883	Resheet Upgrade Program - Bonneside Road	22,822		22,822		22,822		(0)
167	WO.1884	Resheet Upgrade Program - Eliza Street	3,704		3,704		3,704		(0)
168	WO.1885	Resheet Upgrade Program - Fartch Road	10,798		10,798		10,798		0
169	WO.1886	Resheet Upgrade Program - Gurney Road	21,426		21,426		21,426		0
170	WO.1887	Resheet Upgrade Program - Hann Road	2,202		2,202		2,202		0
171	WO.1888	Resheet Upgrade Program - Julia Moore Street	1,333		1,333		1,333		0
172	WO.1889	Resheet Upgrade Program - Lamont Road	5,712		5,712		5,712		0
173	WO.1890	Resheet Upgrade Program - Legoes Road	69,972		69,972		69,972		0
174	WO.1891	Resheet Upgrade Program - Magareys Lane	4,590		4,590		4,590		0
175	WO.1892	Resheet Upgrade Program - Mount Graham Road	15,300		15,300		15,300		0
176	WO.1893	Resheet Upgrade Program - Mount Muirhead Range Road	12,240		12,240		12,240		0
177	WO.1894	Resheet Upgrade Program - Nangkita Road	5,445		5,445		5,445		0
178	WO.1895	Resheet Upgrade Program - Nitschke Road	8,719		8,719		8,719		0
179	WO.1896	Resheet Upgrade Program - Rabbits Road	4,850		4,850		4,850		0
180	WO.1897	Resheet Upgrade Program - Ryans Road	4,335		4,335		4,335		0
181	WO.1898	Resheet Upgrade Program - Seven Sisters Road	6,858		6,858		6,858		0
182	WO.1899	Resheet Upgrade Program - Stafford Road	22,721		22,721		22,721		0
183	WO.1900	Resheet Upgrade Program - Stuckey Lane	12,802		12,802		12,802		0
184	WO.1901	Resheet Upgrade Program - Tarqua Road	14,564		14,564		14,564		0
185	WO.1902	Resheet Upgrade Program - Thompson Road	47,507		47,507		47,507		0
186	WO.1903	Resheet Upgrade Program - Three Chain Road	6,529		6,529		6,529		0
187	WO.1904	Resheet Upgrade Program - Varcoe Road	15,072		15,072		15,072		0
188	WO.1905	Resheet Upgrade Program - Yangery Swamp Road	28,112		28,112		28,112		0
189	WO.1906	Resheet Upgrade Program - Yeates Road	10,152		10,152		10,152		0
190	WO.1907	Resheet Upgrade Program - Range Road	35,800		35,800		35,800		0

FY2022/23 CAPITAL Projects: Budget Review 2

No	Budget Review 1			Budget Review 2			Variance	Notes		
	WO Number	Project Title	\$	renewal	new/upgrade	\$	renewal		new/upgrade	-\$
219			14,351,479			12,930,958			1,420,520	
191	WO.1394	Resheet Program -Davenport Lane - Millicent	0			1,738	1,738		1,738	Carry forward project from FY21/22
192	WO.1805	Sprinkler	22,000		22,000	10,000		10,000	(12,000)	Spinrkler project on hold - new meter installation on pump to record irrigation flows to comply with EPA licencing conditions
193	WO.1815	New Depot Ute	49,500		49,500	49,500		49,500	0	
194	WO.1816	Grader, Roller, Tractor, 2wd utility	960,000		960,000	694,397		694,397	(265,603)	All plant purchases for this item have been committed or delivered - additional budget related to salaries which is reflected in the operations budget
195	WO.1817	New Front Mounted Flail mower, 85HP Tractor and a 3point linkage spray unit	165,000		165,000	153,782		153,782	(11,218)	
196	WO.1818	New Tilt Tray Truck	252,000		252,000	252,000		252,000	0	
197	WO.1819	6 ton excavator	143,000		143,000	149,700		149,700	6,700	has gone over due to price escalation on plant purchase approved by CEO
198	WO.1825	Millicent Swimming Lake Shade sail	15,000	15,000		25,866	25,866		10,866	completed
199	WO.1996	Glencoe West Road dairy crossing repairs / upgrade	50,000	50,000		50,000	50,000		0	
200	WO.1997	Glencoe West / Telford Place sealed bellmouth	5,000	5,000		5,000	5,000		0	
201	WO.1995	Pump station controller at Southend	15,000		15,000	15,000		15,000	0	
202	WO.1913	Replacement of the hot water services at Southern Ocean Tourist Park.	50,000	50,000		43,387	43,387		(6,613)	Remaining Budget transferred to WO.2001
203	WO.1993	Millicent Cemetery Shelter	0			7,455	7,455		7,455	insurance claim - previous unit damaged in storm
204	WO.1992	Susan Wilson Playground Beachport - Drinking Fountain	0			3,219		3,219	3,219	SA Water Grant
205	WO.1991	Centennial Park Beachport Drinking Fountain	0			4,130		4,130	4,130	responding to customer service request
206	WO.1422	Footpaths Upgrade - Thomas Drive -Mount Burr	0			2,517		2,517	2,517	Footpath works completed and capitalised in FY21/22 - purchase of two park benches for new path
207	WO.1127	Replacement of P271 - Ford Everest Ambiente (S378-BRS) (Director of Development Services)	0			3,909		3,909	3,909	Purchase of vehicle completed and capitalised in FY21/22. Supply of Bullbar to vehicle which was purchased last financial year.
208	WO.2017	Capital Small Plant Purchases	0	0		40,000	40,000		40,000	
209	WO.2001	Renewal of Hot water Systems at SOTP B block	0			10,000	10,000		10,000	Funds required for replacement of hot water system at SOTP B block. Remaining budget from WO1913 to be journaled to this WO. Plus outstanding money to make the total up to \$10,000 from WO1070.
210	WO.1468	Cloud Phone SYSTEM	0			15,000		15,000	15,000	Purchase of additional handsets to ease transition to MS Teams Calling
211	WO.1449	Ritchie Street Playground Upgrade	0			14,362	14,362		14,362	Playground renewal works - note adjustment WO.1803
212	WO.1456	SOTP New BBQs	0			4,378		4,378	4,378	carry forward project from FY21/22 - outstanding commitment for materials for project still require further \$2000 for installation
213	WO.1663	Childcare Oven Replacement	0			6,000	6,000		6,000	Carry over from 2020/21
214	WO.1440	Saleyards Timber Railing	0			1,352	1,352		1,352	carry forward project from FY21/22 - outstanding commitment appear to be purchase orders using incorrect work order needs further investigation (flow meter should be booked to sprinkler project)
215	WO.1490	SOTP - Boom Gate Replacement	0			11,615	11,615		11,615	carry forward project from FY21/22 - completed
216	WO.1455	SOTP Solar bollard lights	0			6,500		6,500	6,500	carry forward project from FY21/22 - outstanding commitment for materials for project still require further \$2000 for installation
217	WO.1508	Millicent Domain Entrance Marker Statement	0			6,499		6,499	6,499	Works completed and capitalised in FY21/22. Release of retention amount on contract 5%
218	WO.2000	Millicent Swimming Lake Playground	0			68,574		68,574	68,574	Playground renewal works - refer to WO.1803 (original budget)
219	WO.1994	Tantanoola BBQ Shelter	15,000		15,000	15,000		15,000	0	

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

STATEMENT OF COMPREHENSIVE INCOME

2022/2023		2022/2023	2022/2023
Adopted Budget \$ '000	INCOME	BR 1 \$ '000	BR 2 \$ '000
20,480	Rates	20,480	20,473
300	Statutory Charges	300	337
2,452	User Charges	2,452	2,712
4,696	Grants Subsidies and Contributions	4,696	5,622
83	Investment Income	83	303
75	Reimbursements	75	76
197	Other	197	271
28,282	TOTAL REVENUES	28,282	29,794
	EXPENSES		
13,953	Employee Costs	13,953	13,551
10,869	Materials, contracts & other expenses	11,274	11,765
276	Finance Costs	276	278
6,341	Depreciation, amortisation & impairment	6,341	6,537
31,439	TOTAL EXPENSES	31,844	32,131
(3,157)	OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	(3,561)	(2,336)
18	Net gain (loss) on disposal or revaluation of assets	18	18
82	Amounts specifically for new or upgraded assets	82	143
	Other Comprehensive Income		
	Changes in revaluation surplus - infrastructure, property, plant & equipment	-	-
(3,056)	TOTAL COMPREHENSIVE INCOME	(3,461)	(2,175)

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

CASH FLOW STATEMENT

ADOPTED 2022/23 BUDGET \$'000		2022/2023 BR 1 \$	2022/2023 BR 2 \$
Inflows (Outflows)		Inflows (Outflows)	Inflows (Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES		
	RECEIPTS		
28,200	Operating Receipts	28,200	29,492
83	Investment Receipts	83	303
	PAYMENTS		
(24,822)	Operating payments to suppliers & employees	(25,227)	(25,317)
(276)	Finance Payments	(276)	(278)
<u>3,185</u>	Net Cash provided by (or used in) Operating Activities	<u>2,780</u>	<u>4,200</u>
	CASH FLOWS FROM INVESTING ACTIVITIES		
	RECEIPTS		
82	Grants specifically for new or upgraded assets	82	143
204	Sale of Assets	204	204
7	Repayment of Loans by Community Groups	7	7
	PAYMENTS		
(8,881)	Capital Expenditure	(14,351)	(12,931)
<u>(8,588)</u>	Net Cash provided by (or used in) Investing Activities	<u>(14,058)</u>	<u>(12,577)</u>
	CASH FLOWS FROM FINANCING ACTIVITIES		
	RECEIPTS		
	Proceeds from Borrowings	-	-
	PAYMENTS		
(411)	Repayment of Borrowings	(411)	(411)
<u>(411)</u>	NET CASH USED IN FINANCING ACTIVITIES	<u>(411)</u>	<u>(411)</u>
<u>(5,814)</u>	NET INCREASE (DECREASE) IN CASH HELD	<u>(11,690)</u>	<u>(8,788)</u>
<u>7,721</u>	CASH AT BEGINNING OF YEAR	<u>13,074</u>	<u>12,839</u>
<u>1,907</u>	CASH AT END OF YEAR	<u>1,384</u>	<u>4,051</u>

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

BALANCE SHEET			
ADOPTED 2022/23 BUDGET \$'000		2022/2023 BR 1 \$'000	2022/2023 BR 2 \$'000
	ASSETS		
	CURRENT ASSETS		
1,907	Cash and cash equivalents	1,384	4,051
925	Trade & other receivables	925	1,481
480	Inventories	480	394
3,312	TOTAL CURRENT ASSETS	2,789	5,926
	NON-CURRENT ASSETS		
117	Financial Assets	117	117
247,437	Infrastructure, Property, Plant & Equipment	255,448	245,668
247,554	TOTAL NON-CURRENT ASSETS	255,565	245,785
250,866	TOTAL ASSETS	258,354	251,712
	LIABILITIES		
	CURRENT LIABILITIES		
3,750	Trade & Other Payables	3,750	2,700
355	Borrowings	355	355
2,425	Short-term Provisions	2,425	2,140
6,530	TOTAL CURRENT LIABILITIES	6,530	5,195
	NON-CURRENT LIABILITIES		
2,773	Long-term Borrowings	2,773	2,773
510	Long-term Provisions	510	374
3,283	TOTAL NON-CURRENT LIABILITIES	3,283	3,147
9,813	TOTAL LIABILITIES	9,813	8,342
241,053	NET ASSETS	248,541	243,370
	EQUITY		
64,261	Accumulated Surplus	71,748	67,018
173,496	Asset Revaluation	173,496	173,496
3,296	Other Reserves	3,296	2,855
241,053	TOTAL EQUITY	248,541	243,370

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

STATEMENT OF CHANGES IN EQUITY

ADOPTED 2022/23 BUDGET \$'000		2022/2023 BR 1 \$'000	2022/2023 BR 2 \$'000
	ACCUMULATED SURPLUS		
67,456	Balance at end of previous reporting period	75,349	69,333
(3,056)	Net Result for Year	(3,461)	(2,175)
2,830	Transfer From Reserves	2,830	2,830
(2,969)	Transfer To Reserves	(2,969)	(2,969)
64,261	BALANCE AT END OF PERIOD	71,748	67,018
	ASSET REVALUATION RESERVE		
173,496	Balance at end of previous reporting period	173,496	173,496
-	Gain on revaluation of infrastructure, property, plant & equipment		
173,496	BALANCE AT END OF PERIOD	173,496	173,496
	Specific Fund Reserve		
2,951	Balance at end of previous reporting period	2,951	2,474
2,969	Transfer to reserve from accumulated surplus	2,969	2,969
(2,830)	Transfer from reserve to accumulated surplus	(2,830)	(2,830)
3,090	BALANCE AT END OF PERIOD	3,090	2,613
	Other Reserves		
206	Balance at end of previous reporting period	206	242
-	Transfer to reserve from accumulated surplus		
-	Transfer from reserve to accumulated surplus		
206	BALANCE AT END OF PERIOD	206	242
241,053	TOTAL EQUITY AT END OF REPORTING PERIOD	248,541	243,370

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

UNIFORM PRESENTATION OF FINANCES

ADOPTED 2022/23 BUDGET \$'000		2022/2023 BR 1 \$'000	2022/2023 BR 2 \$'000
28,282	Operating Revenues	28,282	29,794
(31,439)	<i>less Operating Expenses</i>	(31,844)	(32,131)
(3,157)	Operating Surplus / (Deficit)	(3,561)	(2,336)
	Less Net Outlays in Existing Assets		
	Capital Expenditure on renewal and replacement of Existing Assets	8,170	7,336
5,547			
(6,341)	<i>less Depreciation, Amortisation and Impairment</i>	(6,341)	(6,537)
(18)	<i>less Proceeds from Sale of Replaced Assets</i>	(18)	(18)
(811)		1,625	782
	Less Net Outlays on New and Upgraded Assets		
	Capital Expenditure on New and Upgraded Assets	6,182	5,594
3,334			
(82)	<i>less Amounts received specifically for New and Upgraded Assets</i>	(82)	(143)
-	<i>less Proceeds from Sale of Surplus Assets</i>	-	-
3,252		6,100	5,451
(5,597)	Net Lending / (Borrowing) for Financial Year	(11,286)	(8,569)

**WATTLE RANGE COUNCIL
BUDGET REVIEW 2**

FINANCIAL INDICATORS

ADOPTED 2022/23 BUDGET \$'000		2022/23 BUDGET REVIEW 1 \$	2022/23 BUDGET REVIEW 2 \$
(\$3,157)	Operating Surplus <i>Being the Operating Surplus (Deficit) before Capital Amounts</i>	(\$3,561)	(\$2,336)
(11.2%)	Operating Surplus Ratio <u>Operating Surplus</u> Rates - general & other less NRM levy <i>This ratio expresses the Operating Surplus as a percentage of general and other rates, net of NRM Levy</i>	(12.6%)	(7.8%)
\$6,864	Net Financial Liabilities <i>Net Financial Liabilities are defined as Total Liabilities less financial assets (excluding equity accounted investments in Council Businesses)</i>	\$7,387	\$2,692
24.3%	Net Financial Liabilities Ratio <u>Net Financial Liabilities</u> Total Operating Revenue less NRM levy	26.1%	9.0%
110.6%	Asset Sustainability Ratio <u>Net Asset Renewals</u> Depreciation Expense <i>Net Asset Renewals Expenditure is defined as Net Capital Expenditure on the renewal and replacement of existing assets, and excludes new Capital Expenditure on the acquisition of additional assets</i>	160.5%	147.5%

15.2.3 Public Access to Council and Committee and Associated Documents - Code of Practice 6

Report Type	Officer Report
Department	Corporate Services
Author	John Wright
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	1. Public Access Council Committee Meetings Documents - Code of Practice [15.2.3.1 - 17 pages]

Purpose of Report

That Council approves the *Public Access to Council and Committee Meetings and Associated Documents Code of Practice*.

Report Details

Background

Section 92(1) of the *Local Government Act 1999* (the Act) requires Council to have a *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* (the Code of Practice).

The Code of Practice describes:

- procedures for providing public access to the agenda, documents and minutes of Council and Council Committee meetings
- procedures for public access to Council and Committees meetings
- the matters in the Act for which Council or a Council Committee can exclude the public
- the process to exclude the public from meetings, and
- the application and review of Confidentiality Orders made by Council.

Section 92(2) of the Act requires Council to review the operation of the Code of Practice within 12 months after each Council election. There is also a requirement under s92(5) that Council must undertake public consultation before it adopts or alters the Code of Practice.

Discussion

Council reviewed the Code of Practice at its meeting on 17 January 2023 (Folio 10412; Item 15.2.4) and approved its release for public consultation.

Public consultation occurred in line with the Council's Community Engagement Policy and consisted of:

- an advertisement in the SE Voice on 31 January 2023
- information in the Council's communication column in the SE Times and the Penola Pennant on 2 February 2023, and
- social media and Antenno posts on the Wattle Range Council website.

Submissions closed on 21 February 2023.

Only one submission was received, and their feedback related to section 3.2.4 of the Code of Practice, 'Recording Council of Committee Meetings', and section 3.3.1, 'Public Access to the Notice of Meeting and Agenda'.

In relation to 'Recording Council of Committee Meetings', the specific feedback related to audio recordings being allowed at all times and should not be at the discretion of the Mayor or Chief Executive Officer, as currently occurs. The feedback also noted that Council allowed audio and video recording of its meetings during the Covid-19 lockdown in 2020 when meetings were held using Zoom.

In relation to the feedback, it is suggested the current arrangements remain in place until the new Council building is constructed, which will include a range of new technologies, at which time the issue of recording meetings can be reconsidered.

Further feedback was also received in relation to the 'Public Access to the Notice of Meeting and Agenda', specifically the wording of this section to be amended to state that a hard copy of the complete meeting agenda should be provided at no charge to members of the mainstream media in attendance, which was previously the practice of Wattle Range Council until 2020.

This proposal is not supported as the Council agenda can be downloaded for free presently from the Council website and it would be an administrative burden and an additional cost to have Council staff prepare hardcopies of the agenda for the media.

It is recommended that Council adopt the attached *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* (see Attachment 1) as presented.

Financial Considerations

Budget Allocation	N/A
Budget Spent to Date	N/A
Budget Variation Requested	N/A

There are no known financial considerations related to this report.

Risk Considerations

Please refer to the Wattle Range Council's Share Point Register – Policy and Procedure Review Cycle – Medium.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Section 92 of the *Local Government Act 1999* requires Council to have an 'Access to Meetings and Documents Code of Practice'.

Environmental/Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations


As described above, the draft Code of Practice was released for public comment as required by s92(5) of the Local Government Act for a period of 21 days. Only one submission was received (discussed above).

Based on the feedback received, it is not proposed to make any revisions to the draft *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* at this time.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Adopt the *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* as presented.

 Wattle Range COUNCIL	CODE OF PRACTICE 6	Version:	9
	Public Access to Council and Committee Meetings and Associated Documents	Date Adopted:	24/06/2022
		Next Review Due:	2023

1. STATEMENT

The Wattle Range Council (Council) supports open and transparent decision making and engaging with the community. This Code sets out the Council's commitment to provide public access to meetings and associated documents of Council and Council Committees.

Council recognises that on some occasions it is necessary in the broader community interest to limit access to meetings and associated documents and this Code also outlines the circumstances and procedures for restricting public access as provided for in the *Local Government Act 1999* (the Act).

This Code has been developed to meet the requirements of section 92 of the Act.

2. DEFINITIONS

Audio Recording means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by mobile phone, video camera, cassette recorder, or DAT recorder, and stored on compact disk (CD), Digital Audio Tape (DAT), or in any other format (such as WAV, MP3, etc.).

Clear Days means the time between the giving of the notice and the day of the meeting but excluding both the day on which the notice was given and the day of the meeting, e.g. notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

The Act refers to the *Local Government Act 1999*

Personal affairs is defined by the Act and includes a person's financial affairs, criminal records, marital or other personal relationship, personal qualities, attributes or health status, employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person. It does not include the personal affairs of a body corporate.

3. PRINCIPLES


3.1 Scope

Public access to Council and Council Committee meetings and associated documents is key to community understanding the business and operation of Council.

This Code sets out the policy and procedures of Council for access to meetings and documents. It includes information relating to:

- public access to the agenda, documents and minutes of meetings;
- public access to meetings
- the process to exclude the public from meetings;
- matters for which the Council, or a Council Committee, can order that the public be excluded;
- how the Council will apply the confidentiality provisions in the Act;
- the process to review confidentiality orders;
- accountability and reporting to the community, and the availability of the code; and
- grievances about the use of the code by Council.

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GF 9.63.1/4	Public	Corporate Services	Director Corporate Services	4 Yearly
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3.2 Public access to meetings

3.2.1 Ordinary meetings of Council or Council Committees

Council and Council Committee meetings are open to the public and attendance is encouraged. Details of Council and Council Committee meetings are displayed on Council's Website and at the Council's principal office in Millicent.

Ordinary meetings of Council are held in the Council Chamber, Civic Centre, George St, Millicent on the third Tuesday of January and second Tuesday of every other Month, commencing at 5pm.

At least three (3) 'clear days' before an ordinary Council or Council Committee meeting the Chief Executive Officer (CEO) will give written notice of the meeting to all Council Members setting out the date, time and place of the meeting. The notice will be accompanied by the agenda for the meeting.

The notice of meeting will be placed on public display at the following locations:

- Millicent Office – 'Civic Centre' George Street, Millicent
- Council's website www.wattlerange.sa.gov.au

until the completion of the relevant meeting.

Meetings will commence as soon after the time specified in the notice of meeting as a quorum is present.

3.2.2 Special meetings of Council or Council Committees

Special Council or Council Committee meetings may be held at any time, however, at least four hours' notice is required for a Special meeting of Council and Council Committees performing a regulatory function. The notice of the meeting and agenda will be available as soon as practicable after the time that notice of the meeting is given to Council members.

3.2.3 Information or briefing sessions


Section 90A of the Act enables the Council or the Chief Executive Officer to convene information or briefing sessions to discuss particular matters of interest. This replaces the previous 'informal gatherings' procedure.

To constitute an information or briefing session under s90A, more than one member of the Council or a Council Committee must be invited to attend for the purposes of providing information or a briefing to attendees.

It is important to note that information/briefing sessions are not formal meetings of Council or a Council Committee – they are used to help elected members become better informed about issues. Council and Council Committee decisions cannot be made at these sessions; decisions can only be made at a formal meeting of the Council or Council Committee.

An information or briefing session must be open to the public, however section 90A(4) permits the Council or Chief Executive to close a session to the public if it is agreed that a matter needs to be considered in confidence. The permissible reasons for excluding the public are outlined in 3.4.2 below.

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If the public is excluded from an information or briefing session, a record must be made of the grounds on which the order was made and why the information being considered supports excluding the public (see section 90A(5)).

As soon as practicable after holding an information or briefing session, details of the session must be published on a website determined by the Chief Executive Officer that outline place, date and time of the session, the matter discussed and whether the session was closed to the public (see section 90A(7)).

3.2.4 Recording Council or Committee Meetings

Wattle Range Council prohibits any person from photographing, filming, televising or recording by audio or visual devices (including mobile phones) any Committee or Council Meeting without written approval from the Mayor or Chief Executive Officer (CEO). Approval is at the discretion of the Mayor or CEO. An approval granted may be either a standing on-going approval or on a specific occasion. An approval may be withdrawn either generally or on any specific occasion.

This applies to Council Members, Council Committee Members, Council staff, the general public and media representatives.

3.3 Public access to documents

3.3.1 Public access to the Notice of Meeting and agenda

The non-confidential Council or Council Committee notice of meeting and agenda is available to view by the public 3 clear days before a meeting is scheduled at:

- Millicent Office – ‘Civic Centre’ George Street, Millicent
- Council's website www.wattlerange.sa.gov.au

Members of the public may obtain a copy of the agenda for a fee to cover the costs of photocopying, in accordance with Council's schedule of fees and charges.

One copy of the agenda will be made available to view by the general public in attendance at a meeting.

Items listed on the agenda will be described accurately and in reasonable detail.

3.3.2 Public access to minutes

During Council meetings the minutes are displayed on an overhead screen to enhance community understanding of meeting processes and to confirm the decisions made.


The non-confidential minutes of a Council or Council Committee meeting will be publicly available, including on the Council's website, within 5 clear days after the meeting.

Members of the public may obtain a copy of the non-confidential minutes for a fee in accordance with Council's schedule of fees and charges.

3.3.3 Public access to other documents

Council makes various documents available for public inspection and purchase at its offices. Council also makes many of these documents freely available on Council's website.

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The *Freedom of Information Act 1991 (FOI Act)* also makes provision for members of the public to access the documents of government. There are some exemptions under the FOI Act and other legislation (e.g. Copyright Act) where documents may not be released. Inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's Accredited Freedom of Information Officer on (08) 8733 0900.

3.4 Excluding public access to meetings or documents

3.4.1 Principles for the use of confidentiality provisions

The Council strongly supports the principle of open and accountable government.

The public will only be excluded from meetings when considered proper and necessary i.e. the need for confidentiality outweighs the principle of open decision-making.


In all cases the objective is that the information be made publicly available at the earliest opportunity and that the community is informed of any Council or Council Committee order and the associated implications.

3.4.2 Powers to exclude the public from meetings

Section 90 of the Act gives Council and Council Committees the power to exclude the public from a meeting. Section 90(3) describes the circumstances when the public can be excluded, namely discussion of a matter involves:

- (a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
- (b) *information the disclosure of which -*
 - (i) *could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (c) *information the disclosure of which would reveal a trade secret;*
- (d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which -*
 - (i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (e) *matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;*
- (f) *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
- (g) *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*

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- (h) *legal advice;*
- (i) *information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;*
- (j) *information the disclosure of which—*
- (i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (k) *tenders for the supply of goods, the provision of services or the carrying out of works;*
- (m) *information relating to a proposed amendment to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act;*
- (n) *information relevant to the review of a determination of a council under the Freedom of Information Act 1991*
- (o) *information relating to a proposed award recipient before the presentation of the award.*

Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will require the identification of one or more of the above grounds and the factual reasons for the relevance and application of the ground(s) in the circumstances.

In considering whether to exclude the public, s90(4) of the Act states that the following are NOT grounds for excluding the public:


Where discussion of a matter in public may—

- (a) cause embarrassment to the council or council committee concerned, or to members or employees of the council; or
- (b) cause a loss of confidence in the council or council committee; or
- (c) involve discussion of a matter that is controversial within the council area; or
- (d) make the council susceptible to adverse criticism.

When a decision to exclude the public is carried, the Council or the Council Committee will record the order in the minutes and the grounds on which it was made.

Once Council, or a Council Committee, has made an order to exclude the public, it is an offence for a person who, knowing that an order is in force, to enter or remain in the room in which the meeting is being held. Section 90(5) of the Act makes it legal for an employee of Council or a member of the police to use reasonable force to remove the person from the room if he or she fails to leave on request. (Note: It is recommended that if any form of physical force is required to remove a person, that the police should be called.)

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3.4.3 Powers to make orders of confidentiality over documents

When an order to exclude the public has been made and following confidential discussion, section 91(7) of the Act then allows Council or a Council Committee to make a further order that documents (e.g. reports, attachments, minutes, or others) are kept confidential.

The Council or Council Committee will only order that a document associated with a discussion from which the public are excluded is to remain confidential if it is considered proper and necessary in the broader community interest.

When Council makes an order (by resolution) to keep documents confidential the minutes will record:

- the grounds on which it was made;
- the duration of the order or the circumstances in which the order will cease to apply; and
- the period after which the order must be reviewed (see Appendices 1 and 2).

In all cases, the objective is that information will be made available to the public at the earliest opportunity.

Section 91(9) of the Act permits the Council or Council Committee to delegate the power to revoke an order made under section 91(7) to an employee of the Council.¹

Section 91(8) of the Act states that an order cannot be made to prevent:

- the disclosure of the remuneration or conditions of service of an employee of the Council after the remuneration or conditions have been set or determined; or
- the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by the Council as to why a successful tenderer has been selected; or
- the disclosure of the amount or amounts payable by the Council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, the Council after the contract has been entered into by all parties to the contract; or
- the disclosure of the identity of land that has been acquired or disposed of by the Council, or of any reasons adopted by the Council as to why land has been acquired or disposed of by the Council.

3.4.4 Public Requests for Information to be Confidential


Council is only permitted to exclude the public and retain information under a confidentiality order when it meets the criteria specified by the Act (summarised in sections 3.4.2 and 3.4.3 above).

3.4.5 Process to exclude the public

Council officers prepare reports as per the flow diagram in Appendix 3.

If the CEO believes that a matter should be considered in confidence, it will be clearly noted on the agenda (generally in the *Items to be Considered in Confidence* section).

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The public (non-confidential) version of the agenda will only contain the report title and the reason(s) why it should be considered in confidence.

Before a meeting orders the public to be excluded, the Council or Council Committee must, in public, formally determine it is necessary and appropriate to consider an item confidentially. A resolution to exclude the public will then need to be carried. If this occurs, the public must immediately leave the meeting room and move to a location where the meeting cannot be viewed or heard.

The Council or Council Committee can exempt Council staff from having to leave the meeting. Exempted Council staff need to be listed by name in the resolution. The Council or Council Committee can also permit any other person or persons to remain in the meeting; exempted person/s need to be listed in the resolution (e.g. a ratepayer who is suffering personal hardship their circumstances concerning the payment of rates is being discussed).

Once discussion of the matter has concluded, the meeting will then consider if it is necessary to make an order that a document (or parts of a document) associated with item remain confidential (e.g. a report, attachment or minutes). In determining this, the meeting shall have regard to the provisions of section 91 of the Act (see 3.4.3 above).

Council will consider each confidential item separately (i.e. they will not be considered en bloc). Therefore, if there is a further matter/s that the Council or Council Committee considers need/s to be dealt with in confidence, it is necessary to again undertake the formal determination process and to resolve to exclude the public, as described above.

Once discussion on the matter is concluded, the public are then permitted to re-enter the meeting.

Decisions made will be available in the public minutes unless Council has ordered that they remain confidential, in which case they will not be publicly available until the order expires or ceases to apply.

3.5 Review and release of Confidentiality Orders

A review of the reports, attachments, minutes or any other documents that are the subject of a confidentiality order is conducted annually to ensure that items are released to the public in accordance with the resolutions of Council.

An order will lapse if the time or event specified in the order has been reached or carried out or if an employee delegated by the Council or Council Committee revokes the order.


Once an order expires or ceases to apply, the minutes and/or documents automatically become public. Released documents are available on Council's website at www.wattlerange.sa.gov.au.

3.6 Accountability and reporting to the community

Information on the use of confidentiality provisions will be included in the Annual Report, which is available for inspection by the public at Council offices. This includes:

- Number of occasions each of the provisions for excluding the public were utilised;
- Subject of the confidential item;

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- Number of occasions that information originally declared confidential has subsequently been made publicly available; and
- Any other information that the Act or Regulations require to be reported.

4. REVIEW

This Code of Practice will be reviewed within 12 months after the conclusion of each periodic election or sooner if required.

In addition, Section 92(5) of the *Local Government Act 1999* requires any future amendment or alteration to the Code, or a substitution of a new Code, will be subject to the specifications of Council's Community Engagement Policy.

5. AVAILABILITY

This Policy is available without charge on the Wattle Range Council website: www.wattlerange.sa.gov.au.

A copy of the Policy may also be purchased from the Principal Council Office at Civic Centre, George Street, Millicent upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING


Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Local Government (Procedures at Meetings) Regulations 2013</i> • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:</p> <ul style="list-style-type: none"> • Appendix 1 – Matters for which Council, or a Committee can order that the public be excluded. • Appendix 2 – Template for Making Section 90(2) and 91(7) Orders Under the <i>Local Government Act 1999</i> • Policy 1.5 – Community Engagement • Code of Practice 104 - Discretionary Procedures – Procedures at Meetings • Policy 28 – Customer Experience & associated procedures • Procedure 106 – Deputations to Council • Procedure 369 – Petitions to Council

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.


Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12/12/2006	Council	Adopted	Folio 3789; Item 18.1.1
2	14/12/2010	Council	Reviewed	Folio 4496; Item 16.1.7
3	08/05/2012	Council	Amended	Folio 4574; Item 11.1.2
4	11/12/2012	Council	Reviewed	Folio 4847; Item 11.1.9
5	08/04/2014	Council	Amended	Folio 5284; Item 12.2.9
6	08/11/2016	Council	Amended	Folio 6936; Item 13.2.3
7	21/01/2020	Council	Amended	Folio 8922; Item 15.2.6

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8	14/04/2020	Council	Amended – LG Act changes due to COVID-19	Folio 8948; Item 4.1.2
9	24/06/2022	Council	Amended due to end of Emergency Declaration	Folio;10203; Item15.1.3

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APPENDIX 1 - CONFIDENTIAL ITEM RECOMMENDATIONS

TEMPLATE FOR MAKING AN ORDER TO EXCLUDE THE PUBLIC (SECTION 90(2) ORDERS)

Section 90(4) of the *Local Government Act 1999* states that it is irrelevant to exclude the public from the Meeting just because the issue may:

- *cause embarrassment to the Council or Council Committee or to members or employees of the Council; or*
- *cause a loss of confidence in the Council or Council Committee; or*
- *involve discussion of a matter that is controversial within the Council area; or*
- *make the Council susceptible to adverse criticism.*

Appendix 2 contains the list of circumstances in which a meeting can be closed to the public to allow confidential discussions to occur pursuant to section 90(3)(a) to (o) of the Act. These reasons will need to be referenced to complete this recommendation.

REASON = Insert the relevant letter from the "REASON" column in Appendix 2, e.g. (a)

GROUNDNS = Insert the information from the "GROUNDNS" column in Appendix 2 (both the white and green box). Ensure you complete the information in the green box as required.

NB: This template can be used for Council Committees established under section 41 of the Local Government Act.

Recommendation 1

That:

1. Pursuant to Sections 90(2) and 90(3)([REASON]) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at that part of this meeting relating to Item XX.X, excepting the following persons:

- [First Name] [Last Name] – Chief Executive Officer
- [First Name] [Last Name] – Director Corporate Services
- [First Name] [Last Name] – Director Development Services
- [First Name] [Last Name] – Director Engineering Services
- [First Name] [Last Name] – Executive Assistant / Minute Taker

NOTE: Only the Mayor and Councillors have an automatic right to remain when the public are excluded. Any other person, including staff members, must be listed to remain in the Chamber whilst the item is discussed.

to enable the Council to consider Item XX.X in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item XX.X:


[GROUNDNS]

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

TEMPLATE FOR MAKING REPORT RECOMMENDATION

This is the recommendation which relates to the matter detailed within the report.

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Recommendation 2

That Council:

1. Receive and note the report.
2. XXX

TEMPLATE FOR MAKING ORDERS TO RETAIN DOCUMENTS IN CONFIDENCE (SECTION 91(7) ORDERS)

E.G. RETAIN REPORTS, ATTACHMENTS, MINUTES OR OTHER DOCUMENT IN CONFIDENCE

This recommendation retains specified documents in confidence for a specified period of time. If you do not order that information is retained in confidence, it becomes public information. The reason for retaining in confidence must meet the criteria of Section 90(2) of the *Local Government Act 1999*.

Note: The Council cannot make a resolution to keep documents confidential if the purpose of the resolution is to prevent:

- *The disclosure of the remuneration or conditions of service of an employee of the council after the remuneration or conditions have been set or determined; or*
- *The disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by the council as to why a successful tenderer has been selected; or*
- *The disclosure of the amount or amounts payable by the council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, the council after the contract has been entered into by all parties to the contract; or*
- *The disclosure of the identity of land that has been acquired or disposed of by the council, or of any reasons adopted by the council as to why land has been acquired or disposed of by the council.*

Please select either Option A or Option B, NOT both.

Use Option A – if NO documents need to be kept confidential.

Use Option B – if there are documents that need to be kept confidential.

Appendix 2 contains the list of reasons that can be used to go into confidence (under section 90(3)(a) to (o) of the Act) and will need to be referenced to complete this recommendation.

REASON = Insert the relevant letter from the "REASON" column in Appendix 2, e.g. (a)

GROUND(S) = Insert the information from the "GROUND(S)" column in Appendix 2 (both the white and green box) Ensure you complete the information in the green box as required.


Recommendation 3

OPTION A: If no documents are required to be kept in confidence, use this recommendation.

That having considered Item X.XX in confidence under section 90(2) and (3)(REASON) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of the Act orders that the **Report, Attachment(s) and Minutes** related to this item **be released to the public**.

OPTION B: If any documents or parts of documents need to be kept in confidence, use this recommendation.

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	Public Access to Council and Committee Meetings and Associated Documents	Date Adopted:	24/06/2022
		Next Review Due:	2023

That Council:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders **that the following document(s) (or part) shall be kept confidential**, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3) ([REASON]) of the Act:

- The **Report** of Item XX.X of DATE OF MEETING
- The **Attachment(s)** of Item XX.X of DATE OF MEETING
- The **Minutes** of Item XX.X of DATE OF MEETING

NOTE: Only list the documents you are seeking to keep confidential.

E.g. If wanting to retain the report, you would remove the line for attachments and minutes and leave:

- The **Report** of ...


on the grounds that the document(s) (or part) is:

[GROUNDS]

This order shall operate until **INSERT a DATE or an EVENT or "FURTHER ORDER OF THE COUNCIL"** and will be reviewed at least annually in accordance with the Act.

2. Pursuant to Section 91(9)(c) of the Act, the Council delegates to the Chief Executive Officer the power to revoke this order and must advise the Council of the revocation of this order as soon as possible after such revocation has occurred.

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APPENDIX 2: REASONS TO EXCLUDE THE PUBLIC AND RETAIN DOCUMENTS IN CONFIDENCE

(Source: section 90(3) of the *Local Government Act 1999*)

For use in Confidential Item **Recommendation 1** and **Recommendation 3** in Appendix 1.

REASON GROUNDS

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

Specifically, the present matter relates to information pertaining to the personal affairs of [a person] *or, if appropriate, [name of person].*

The disclosure of this information would be unreasonable because **[INSERT]**
(e.g. the information is sensitive/confidential to [person] and is not a matter of public knowledge)

information the disclosure of which:

- (b) (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- (ii) would, on balance, be contrary to the public interest;

Specifically, the present matter relates to **[TYPE OF INFORMATION]**
(e.g. detailed costings and financial statements relating to the proposed renovation of the XX Plaza).


The disclosure of this information could reasonably be expected to be commercially advantageous to **[PARTY]** because **[REASONS]**
(e.g. that party is currently in commercial negotiations with the Council related to this matter, and that party could adjust their bargaining position based on the positions of the Council disclosed in the information)

[AND/OR]

The disclosure of this information could reasonably be expected to prejudice the commercial position of the Council because **[REASONS]**
(e.g. the Council is currently inviting tenders in relation to this matter, and the disclosure of this information would likely influence any proposals submitted, to the commercial detriment of the Council)

The Council has considered the public interest in relation to whether to make this order. The prevailing public interest in these circumstances is **[INSERT]** *(e.g. the Council's ability to obtain best value for money)*. The Council considers that, on balance, disclosure would be contrary to the public interest. **[SUMMARISE REASONS OF COUNCIL]**
(e.g. To discuss the matter publicly would seriously compromise the Council's ability to achieve optimum value for money for its residents, as the Council's business stance in relation to the matter would inappropriately become known to other involved parties.)

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REASON GROUNDS

- (c) information the disclosure of which would reveal a trade secret;

Specifically, the present matter relates to **[DESCRIBE INFORMATION]**
(Note: do not include the nature of the trade secret.)

commercial information of a confidential nature (not being a trade secret) the disclosure of which:

- (d) (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
(ii) would, on balance, be contrary to the public interest;

Specifically, the present matter relates to **[TYPE OF INFORMATION]** (e.g. a report from XX Consultants relating to a proposed development)

The disclosure of this information could reasonably be expected to prejudice the commercial position of the person who supplied the information [or, if appropriate, **[NAME OF PARTY]**] because **[REASONS]** (e.g. the information details confidential financial and business forecasts about that party which could reasonably be expected to prejudice the party's ability to conduct business with other parties)

[AND/OR]

The disclosure of this information could reasonably be expected to confer a commercial advantage on a third party because **[REASONS]** (e.g. the information contains financial estimates of the party supplying the information regarding future work to be undertaken for third parties, and disclosure of those estimated costs would likely then be taken into account by those third parties in their dealings with the party supplying the information)

The Council has considered the public interest in relation to whether to make this order. The prevailing public interest in these circumstances is **[INSERT]** (e.g. the Council's ability to conduct its present business with XX Consultants, for the benefit of residents). The Council considers that, on balance, disclosure would be contrary to the public interest. **[SUMMARISE REASONS OF COUNCIL]** (e.g. the potential commercial detriment that the disclosure of this information could cause to XX Consultants may diminish the ability of XX Consultants to conduct its present business with the Council and is contrary to the Council's adherence to fair commercial conduct.)


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

Specifically, the present matter relates to **[DESCRIBE INFORMATION]**

- (f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;

Specifically, the present matter relates to **[DESCRIBE INFORMATION]**

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REASON GROUNDS

- (g) matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

Specifically, the present matter relates to [DESCRIBE INFORMATION]

- (h) legal advice;

Specifically, the present matter relates to [DESCRIBE INFORMATION] (e.g. legal advice provided by XX Lawyers)
(Note: do not include the content or nature of the legal advice)

- (i) information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;

Specifically, the present matter relates to [DESCRIBE INFORMATION]
(Note: do not include the nature of any legally sensitive information)

information the disclosure of which:

- (j) (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
(ii) would, on balance, be contrary to the public interest;


Specifically, the present matter relates to [TYPE OF INFORMATION AND MINISTER/PUBLIC AUTHORITY WHICH COMMUNICATED IT] (e.g. correspondence between the Council and the Department of Planning, Transport and Infrastructure regarding a proposed highway)
This information was communicated to the Council on a confidential basis.

The Council has considered the public interest in relation to whether to make this order. The prevailing public interest in these circumstances is [INSERT] (e.g. the delivery by the State Government, in partnership with the Council, of a major public works project). The Council considers that, on balance, disclosure would be contrary to the public interest. [SUMMARISE REASONS OF COUNCIL] (e.g. Full particulars of the project will be made available in due course if the project proceeds beyond its present, early stage. However, the release of this information at this early stage may compromise the delivery of a proposed significant roadwork project, which is intended to benefit the residents of the Council and the public in general.)

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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REASON GROUNDS

- (m) information relating to a proposed amendment to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act;

Specifically, the present matter relates to [DESCRIBE INFORMATION]


- (n) information relevant to the review of a determination of a council under the *Freedom of Information Act 1991*.

Specifically, the present matter relates to [DESCRIBE INFORMATION]

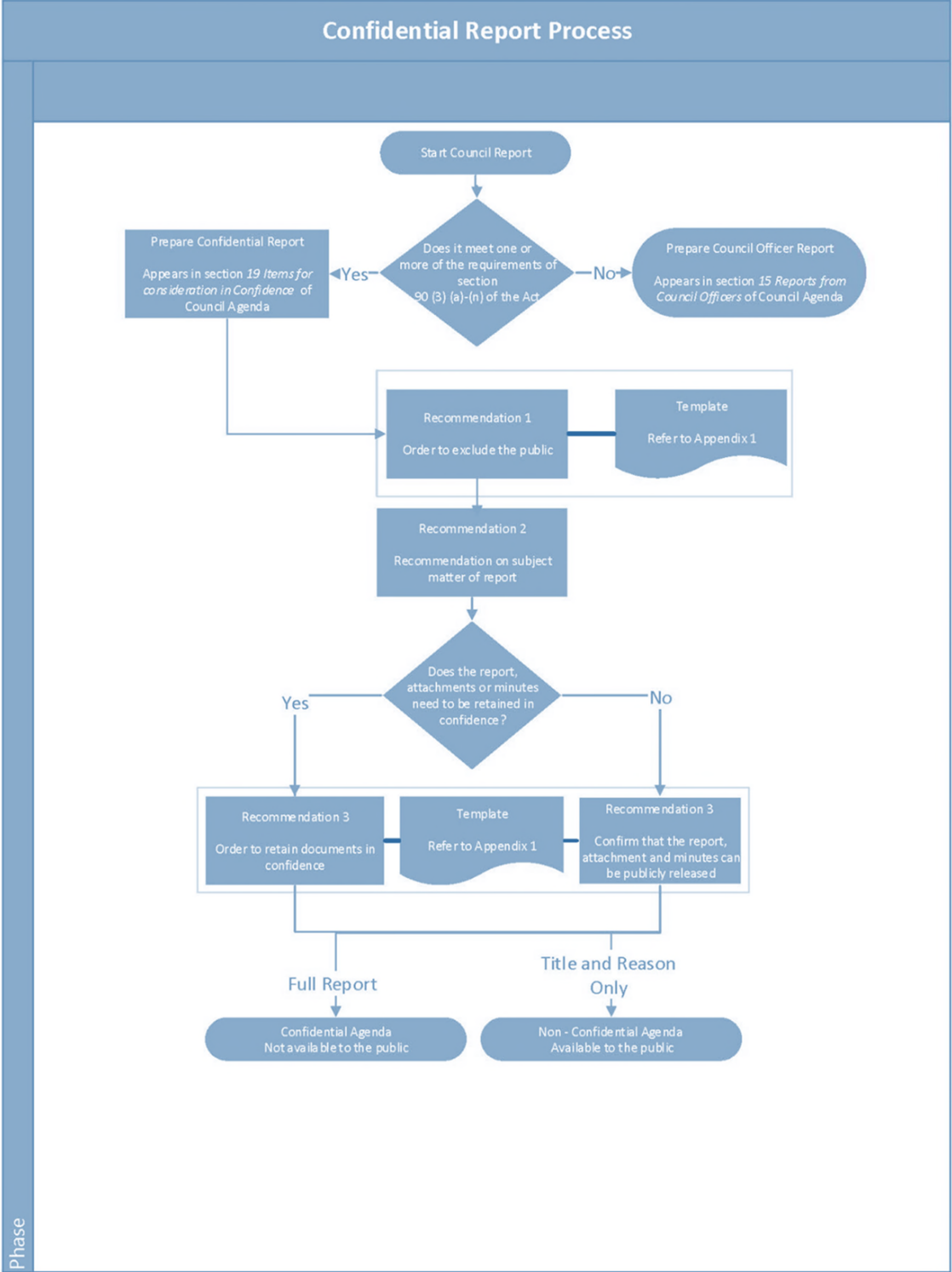
- (o) information relating to a proposed award recipient before the presentation of the award.

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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APPENDIX 3: COUNCIL OFFICER REPORTING OF CONFIDENTIAL ITEMS



File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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15.2.4 Budget Framework

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF7.11.3
Attachments	1. Budget Framework Draft [15.2.4.1 - 10 pages]

Purpose of Report

To seek Council's endorsement for operation of the Budget Framework document which guides the annual business plan (ABP) and budget development and budget revisions processes.

Report Details

As prescribed under Section 123 of the *Local Government Act 1999*, on an annual basis a Council is required to prepare and adopt an Annual Business Plan (ABP) and a budget. Further to this, The Act and the supporting Local Government Financial Management Regulations detail how often a budget should be reviewed and details the prescribed reporting format and financial content that the original budget and reviewed budgets should contain.

An integral part of Council's Strategic Planning framework is the development of the ABP and Budget. The ABP and Budget are fundamental to supporting the achievement of Council's Strategic Plan. The Budget has a dual role of outlining whether the ABP is financially sustainable but equally as important it provides a mechanism for monitoring the achievement of Council's strategies.

Legislatively the suite of Strategic Management Plans SMP's are required to be renewed within two years of a new Council being elected to ensure currency of the documents. This also ensures that Annual Business Plans and Budgets are reflective of current strategies of Council.

The intention of the Budget Framework is to provide Staff, Management and Elected Members with guidance as to the ABP and budgets development and specifically it provides guidance on the following:

- The process for budget development;
- The content, timing and process to be followed for reporting to Council on its performance against budget;

- The scope and conditions associated with the Chief Executive Officer approving variations in activity (that are within the scope of the approved budget allocations) without obtaining Council approval;
- The process required to be followed as well as general guidelines in relation to the carrying forward of expenditure authority associated with projects included in the budget for the previous year.

Financial Considerations

Budget Allocation	Nil
Budget Spent to Date	Nil
Budget Variation Requested	Nil

There are no known financial considerations related to this report.

Risk Considerations

Sharepoint Risk Register - Failure to maintain internal Financial Controls may lead to a compliance breach (Medium Risk)

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.


Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Endorse the operation of the Draft Budget Framework document.

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As prescribed under Section 123 of the *Local Government Act 1999*, on an annual basis a Council is required to prepare and adopt an Annual Business Plan (ABP) and a budget. Further to this, The Act and the supporting Local Government Financial Management Regulations detail how often a budget should be reviewed and details the prescribed reporting format and financial content that the original budget and reviewed budgets should contain.

The ABP process underpins the achievement of Council's strategic management plan. The Budget represents an important way of monitoring the achievement of Council's strategic objectives as per its Strategic Management Plans.

The presentation of the financials is to be consistent with Australian Accounting Standards.

The intention of the Budget Framework is to provide Staff, Management and Elected Members with guidance as to the ABP and budgets development and specifically it provides guidance on the following:

- The process for budget development;
- The content, timing and process to be followed for reporting to Council on its performance against budget;
- The scope and conditions associated with the Chief Executive Officer approving variations in activity (that are within the scope of the approved budget allocations) without obtaining Council approval;
- The process required to be followed as well as general guidelines in relation to the carrying forward of expenditure authority associated with projects included in the budget for the previous year.

1. DEFINITIONS

"Annual Budget" - A Council's statement of:

- its intended expenses, revenue and capital expenditure that give effect to its Annual Business Plan for the reporting period;
- its cash inflows and outflows associated with intended operating, investing and financing activities; and
- its projected financial position at the end of the reporting period.

"Annual Business Plan" - Is Council's statement of its intended programs and outcomes for the year.

"Annual Financial Statements" - The Statement of Comprehensive Income, Statement of Financial Performance (Balance Sheet), Statement of Changes in Equity and Cashflow Statement (the Principal Statements) prepared in accordance with the Australian Accounting Standards, together with the Uniform Presentation of Finances.


"Australian Accounting Standards" - Accounting Standards are issued by the Australian Accounting Standards Board and are equivalent to standards issued by the International Accounting Standards Board. These standards are binding on South Australian Councils and all other bodies established pursuant to the Local Government Act.

"Capital" - Means expenditure or income directly related to the creation, renewal or upgrade of an asset (in the care and control of Council) in line with capitalisation thresholds detailed in Council's 'Asset Policy'.

"Cashflow Statement" - A financial statement showing the inflows and outflows of cash and cash equivalents of an organisation during a reporting period. Cash flows are classified as Operating, Investing and/or Financing activities.

"Financial Indicators" - Are financial measures or ratios used in the management plan, annual reports and other internal and external reports to guide or assess the financial performance and position of the Council. The three principal financial indicators are the Operating Surplus Ratio, Net Financial Liabilities Ratio and the Asset Renewal Funding Ratio.

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“Financial Sustainability” - Occurs when expenditure, revenue raising, and service level decisions are made such that planned long term service and infrastructure levels and standards can be achieved without unplanned increases in rates or disruptive cuts to services.

“Infrastructure & Asset Management Plan” - A plan that projects the timing and level of cash flows associated with cost-effectively optimising acquisition of replacement and new additional assets and asset maintenance and disposal in order to be able to achieve desired service levels from assets. Councils are required to prepare such documents with a planning period of at least 10 years. They assist in determining a Council’s funding and financing needs and help guide the content of a Council’s Long-Term Financial Plan and annual budget. It is one of a suite of documents that collectively make up a Council’s Strategic Management Plan.

“Model Financial Statements” - Is a template format for the presentation of the Annual Financial Statements for South Australian Councils, complying with the Australian Accounting Standards and Local Government (Financial Management) Regulations and approved by the Minister.

“Net Lending/Borrowing” - As specified in the Uniform Presentation of Finances represents the extent to which operating expenses (less depreciation) and capital expenditure exceed funding provided by operating revenue and amounts received specifically for new/upgraded assets. A net borrowing result increases Council’s accumulated level of net financial liabilities, whereas a net lending result reduces the level of net financial liabilities.

“Operating” - Means expenditure and income related to the ongoing provision of Council services including recurring activities and programs, maintenance and depreciation.

“Strategic Management Plan” - A Council must develop and adopt plans for the management of its area, to be called collectively the Strategic Management Plans (Strategic Plan, Infrastructure Asset Management Plans (IAMP), Long Term Financial Plan (LTFP).

“Statement of Changes in Equity” - A financial statement included in the Annual Financial Statements that shows changes in an organisation’s equity between two reporting dates and reflects the increase or decrease in net assets during the period.

“Statement of Comprehensive Income” - A financial statement included in the Annual Financial Statements that shows all revenue and operating expenses in the reporting period. It highlights the operating surplus/deficit result, being the extent to which revenue is sufficient or insufficient to fund the cost of services.

“Statement of Financial Performance (Balance Sheet)” - A financial statement showing the Assets, Liabilities and Equity of an organisation at the end of a reporting period (usually 30 June).

“Uniform Presentation of Finances” – Is a high-level summary of both operating and capital investment activities of the Council prepared on a uniform and consistent basis as required by the Model Financial Statements.

2. COUNCIL STRATEGIC PLANNING FRAMEWORK

An integral part of Council’s Strategic Planning framework is the development of the ABP and Budget. The ABP and budget are fundamental to supporting the achievement of Council’s Strategic Plan. The Budget has a dual role of outlining whether the ABP is financially sustainable but equally as important it provides a mechanism for monitoring the achievement of Council’s strategies.

Legislatively the suite of Strategic Management Plans SMP’s are required to be renewed within two years of a new Council being elected to ensure currency of the documents. This also ensures that Annual Business Plans and Budgets are reflective of current strategies of Council.

As prescribed at the end of each financial year, an annual report is prepared that outlines how Council has performed for the past year. Contained within the Annual Report is an update as to details of what Strategic Plan actions have been completed and what progress there has been with Council’s strategies.

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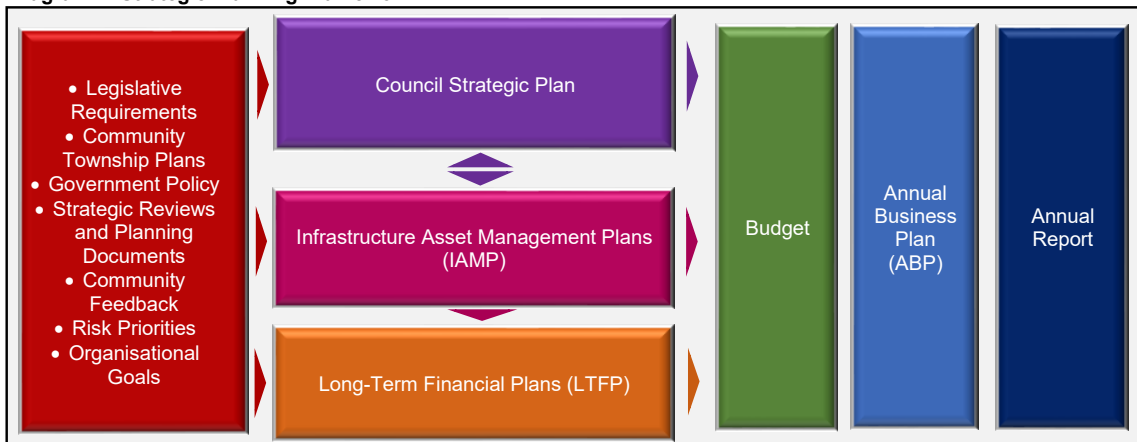
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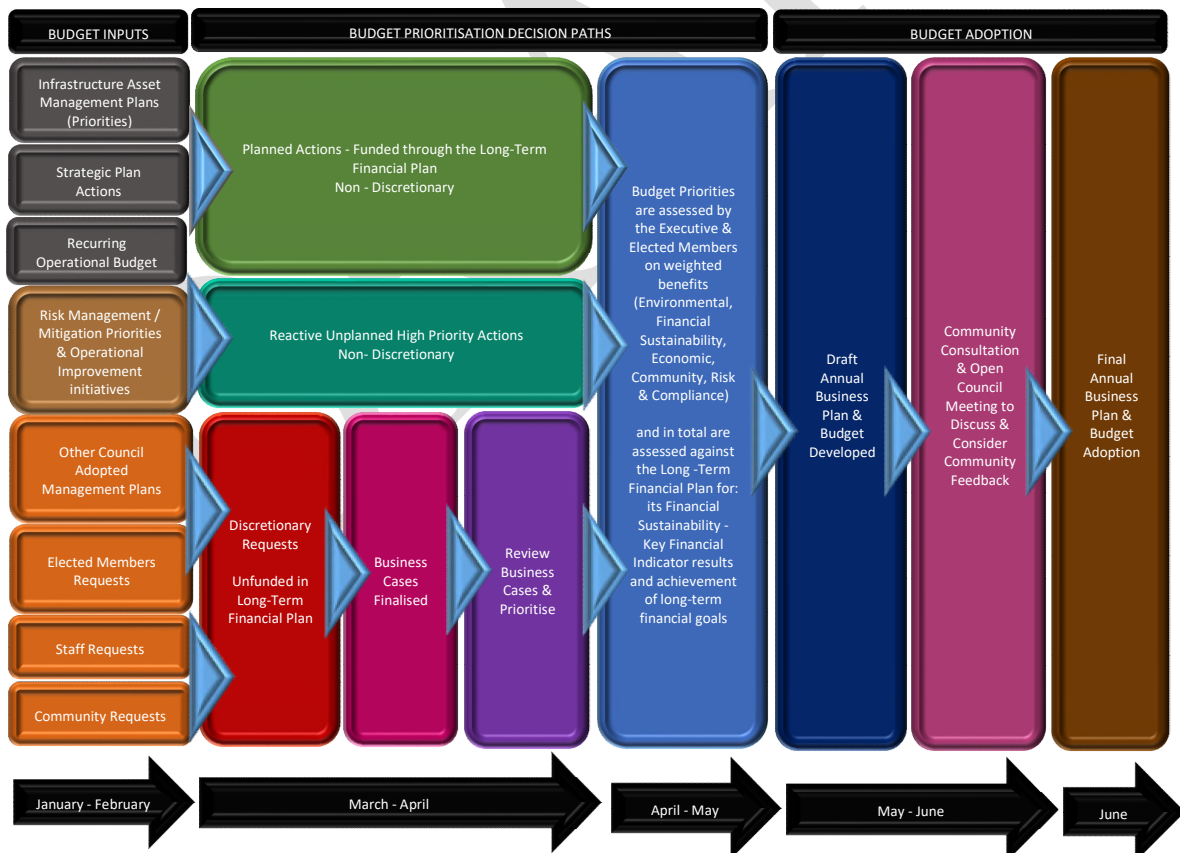
Diagram 1: Strategic Planning Framework




3. BUDGET DEVELOPMENT

The annual budget development is a collaborative approach between Elected Members, Staff and the Community. The annual cycle for development is 6 months and is undertaken between January – June annually. As detailed below in Diagram 2 the development of the Annual Budget is a multi-phased approach and involves inputs from a variety of sources.

Diagram 2: Budget Development Framework



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4. ANNUAL BUDGET

The Annual Budget as detailed in Diagram 2 involves a large number of inputs into the process. Input criteria is split between three main areas being:

4.1 Planned Strategic Action Inputs

Planned strategic items / recurring inputs are non-discretionary planned strategic actions that are required to be completed, or are set overhead recurring expenditures that are funded through the Long-Term Financial Plan, these actions are derived from 3 main areas:

1) Infrastructure Asset Management Plans (IAMP's) – These are guiding strategic management plans for Council's assets. An IAMP will detail the future expenditure required to maintain assets at a certain level of functionality and standard. It also provides guidance as to what assets will be added (new), sold or replaced over the life of the plan.

Council has IAMP's that exist for most major asset categories under its ownership. Each individual IAMP details the expected expenditure on maintenance of assets, depreciation values, renewals / replacements and new assets that are planned / forecasted to be built or acquired as per expected actions from the Strategic Plan.

2) Strategic Plan – Underpinning key objectives and strategies within Council's Strategic Plan are a number of supporting actions that are scheduled and funded through the Long-Term Financial Plan.

Strategic actions that fall into a forecasted financial year are included as budget inputs into the relevant financial year.

3) Recurring Operating Budget – This includes both operating income and operating expenditure that are received or expended in the course of normal operations of the Council. Examples of recurring operating expenditures are; electricity, water, insurance, interest, rent, fuel, gas, wages and salaries, contracted works, licence and subscriptions etc. Operating income examples are; rates revenue, grants commission, rebates, interest income, statutory charges and user charges etc.

In assessing the recurring nature and amount to include in the budget, these are built on assumptions such as Consumer Price Indexation (CPI) or Local Government Price Indexation (LGPI), set contract sums, some known factors such as formal advice and assumptions of forecasted expenditure and income based on expectations for the forthcoming year.


Relevant managers, are responsible for the annual review of recurring budgets, including the requirement to amend the budget based on known changes and substantiation for the amendment.

4.2 Reactive Risk & Safety Priorities and Operational Improvement Initiatives

Reactive unplanned non-discretionary, risk or safety-based priorities requiring emergency action or Council operational improvement priorities that improve efficiency or effectiveness of operations. These budget priorities include:

1. High priority risk or safety projects that are required to reduce extreme or high risks to Council. These priorities tend to be more reactive and unplanned in nature i.e. high risk building or structure failure issues that are creating a public safety issue that require rectification sooner than estimated in the Infrastructure Asset Management Plans.

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2. Council operational priorities that are high priorities are determined by the Executive Leadership Team (ELT) and are included in the Budget due to; legislative changes that are driving the change and or they generate efficiency or effectiveness benefits to Council's operations.

Council will prioritise, planned operational and risk and safety issues ahead of discretionary / unplanned requests.

4.3 Discretionary Requests

These requests are unplanned requests that are discretionary in nature and have no requirement to be completed. Discretionary unplanned requests can be received from several areas, however with limited resourcing and funds available annually through the budget process these requests are assessed through individual business cases for each item and evaluated via weighted criteria.

Unplanned requests can be received through the following:

- a) Council Adopted Management Plans – These include actions or recommendations from master plans, Community Township Plans, strategies and action plans developed for a specific purpose i.e disability action and inclusion plans, climate change action plans, streetscaping plans etc.
- b) Elected Member Project Requests
- c) Staff Requests
- d) Community Requests

4.3.1 Business Case

All requests received via the above discretionary unplanned requests are assigned a responsible officer who add a business case form within Council's "Business Case" SharePoint site.

Unplanned budget requests can be received all year round and are added as a business case in Council's "Business Case" SharePoint site by the responsible officer.

Throughout March / April each financial year business cases are formerly reviewed and assessed. Responsible officers who are designated each individual business case, where practicable are asked to present the Business Case to the ELT.


Upon completion of the presentations of Business Cases, ELT assess each business case against the following five criteria's:

- a) Financial Sustainability
- b) Community Benefit
- c) Economic Benefit
- d) Environmental Benefit
- e) Risk & Legislative Compliance Requirements

The weighted overall total score determines ELT's higher priorities which is presented to Council for consideration and evaluation for inclusion in the draft budget.

When evaluating the prioritised listing of business cases, Council will consider these in context of available discretionary funds and the impact of funding additional projects on the Long-Term Financial Plan and key performance indicators.

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5. REPORTING

5.1 Budget Review & Reports

5.1.1 Annual Budget Report

The *Local Government Act 1999* requires the Annual Budgeting reports to be included within the Annual Business Plan and requires the reports to be presented consistent with the Model Financial Statements. The following is a list of mandated reports that the Annual Budget is required to be presented in:

- Statement of Comprehensive Income
- Statement of Financial Performance (Balance Sheet)
- Statement of Changes in Equity
- Cashflow Statement
- Uniform Presentation of Finances
- Key Financial Indicators - (Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Renewal Funding Ratio)

5.1.2 Quarterly Budget Reviews 1 & 3

A Budget Review is to be prepared and presented to an Ordinary Meeting (including a presentation to the Audit & Risk Committee) of Council at least twice between 30 September and 31 May, generally coinciding with completion of the first and third quarter of the financial year.

The Budget Review will be prepared in accordance with the Local Government (Financial Management) Regulations 2011 and presented in the prescribed report format of a Uniform Presentation of Finances Statement.

Further, the budget review report will highlight at a summary level, the original budget, subsequent budget reviews, and variance between the latest adopted budget review.

5.1.3 Mid-Year Budget Review 2

A major Mid-Year Budget Review is required to be completed between 30 November and 15 March each financial year.

The report will detail the revised forecast for each item shown in the budgeted financial statements and key financial indicators comparative to the original budget. The report will be prepared in accordance with the Local Government (Financial Management) Regulations 2011.


The Mid-Year Budget Review will outline the original budget, subsequent budget reviews, significant changes and impact analysis; a summarised listing of capital and operating items, showing the original budget, subsequent budget reviews, variance between the latest adopted Budget Review and explanations of significant changes.

The report will be prepared and presented to both the Audit & Risk Committee and Council for endorsement prior to the 15 March.

5.1.4 Final Year Budget Review 4

A Final Year Budget Review (Budget Review 4) is required to be completed by 31 December. The report will generally coincide with the finalisation of the audited annual financial statements. The Budget Review 4 report will compare the financial year's final actual result comparative to the original budget for each item in the statement of comprehensive income, the statement of financial performance (balance sheet) and the key financial indicators.

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Whilst mandated the Budget Review 4 is used to identify significant variances in the budget and also is used as another mechanism to identify uncompleted capital items that will be identified as carryover projects.

5.1.5 Monthly Reporting

A monthly financial report detailing year to date actuals comparative to the year to date original budget and forecast budget position will be tabled to Council at each scheduled Ordinary Council Meeting. Year to date variances will be explained and the presentation of the report will be in a format similar to the Uniform Presentation of Finances Statement.

Further, a projects report will be tabled to Council on a monthly basis which details the staged progression of all projects against the budget.

6. BUDGET VARIATIONS & CARRYOVERS

6.1 Approval of Variations within the scope of the Budget

Where circumstances warrant (i.e. minor budget transfers within an activity area or portfolio), the Chief Executive Officer may authorise variations to budget lines providing that variations made do not:

- In aggregate exceed threshold value limits for that function / activity outlined in the budget
- Materially impact on the quality, quantity, frequency, range or level of service previously provided for or implicitly intended in the original allocation
- Impact on any proposals Council has included in its annual business plan or has otherwise publicly committed to and accommodated in its budget

6.2 Approval of Variations outside the scope of the Budget

6.2.1 Council

Council approval must be sought and obtained before commitments are made that would result in major financial activity outside of budget limits or delegated authority.

In considering a request for a revision to its budget, Council will consider the impact the approval would have on the achievement of the targets for financial indicators established in Council's Original Budget. Council will also consider the capacity to increase other revenue or reduce other expenditure (either of a corresponding operating or capital nature as appropriate) to offset the variation and the merit of doing so.


6.2.2 Delegation

Council has exercised the powers contained in Section 44 of the Act delegating the Chief Executive Officer the power pursuant to Section 36 (1)(c) of the Act, whereby the Chief Executive Officer: "has the power to do anything necessary, expedient or incidental to performing or discharging its function or duties or to achieving its objectives".

Where circumstances so warrant (e.g. for reasons of urgent necessity or emergency), the Chief Executive Officer may authorise variations in activity that are not within the scope of approved limits for budget items providing that variations made do not:

- In aggregate, materially exceed threshold value limits for that function / activity outlined in the Budget

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF / 7.63.1	Internal	Corporate Services	Director Corporate Services	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	GUIDELINE 2.1	Version: 1
	Budget Framework	Date Adopted:
		Next Review Due:

- Materially impact on the quality, quantity, frequency, range or level of service previously provided for or implicitly intended to the original allocation
- Impact on any explicit proposals Council has included in its Annual Business Plan or has otherwise publicly committed to and accommodated in its budget

Whenever such changes are made, the next Budget Review report to Council must include the variations and an explanation and rationale for the decision.

6.2.3 Carry forward expenditure

Operating activities budgeted for but not expended in a year will not be carried forward to the following year unless approval to carry-over the activity and the associated budget allocation is granted by Council. Identifiable projects that will not commence or be substantially completed in the year that they have been budgeted for should be re-evaluated and included in the budget for the following year at the time of its adoption.

Similarly, capital projects that have not commenced in one year should be considered against other competing priorities in determining the content of the budget for the following year rather than treated separately as 'carried forwards'.

The scope and funding requirements of capital projects and major operating-type activities that are committed or underway but not completed at the end of a financial year ('work in progress') will need to be reviewed and the projects / activities considered for carrying forward as soon as possible in the following financial year. Until the reviewed carry forward amount is acknowledged in the next financial year the previous approved forecast budget amount in budget review 3 will continue to be approved budget for commitment and expenditure purposes for capital and major operating type projects.

Any request for carrying forward an activity needs to clearly highlight whether the scope of each item and its associated funding quantum is proposed to be varied from that previously approved and if so the reasons for the same. Any impact on the achievement of the targets for a financial indicator established in Council's original budget for the current year also should be identified.

7. RISK MANAGEMENT

Council invests significant time and resources in developing long term planning documents and strategies towards achieving financial sustainability. There is a significant risk to Council's financial future if these strategies are not followed through the annual budgeting and budget review processes.

In consideration of the importance of the budgeting process a number of internal controls¹ are maintained to mitigate major risks such as budgets do not reflect strategic objectives, unrealistic budgets / budgeting and budgets are inaccurately reported.

8. REVIEW


This procedure will be reviewed every four years. Reviews must be undertaken in consultation with the Executive Leadership Team and the Audit & Risk Committee.

9. AVAILABILITY

This procedure is an internal document and staff can access a copy of the procedure on Council's Intranet.

¹ Refer to Internal Controls SharePoint Register.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF / 7.63.1	Internal	Corporate Services	Director Corporate Services	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	GUIDELINE 2.1	Version: 1
	Budget Framework	Date Adopted:
		Next Review Due:

10. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> Local Government Association (Information Paper 25 – Monitoring Council Budget Performance) Internal Controls SharePoint Register - Wattle Range - a Great Place to Live and Work - Internal Controls - All Items (sharepoint.com)
Relevant Legislation:	<ul style="list-style-type: none"> Local Government Act 1999 (Section 123) Local Government (Financial Management) Regulations 1999
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> Internal Controls Policy Asset Policy Risk Management Policy

11. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the procedure.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
		SELECT AUTHORITY		Folio INSERT FOLIO #; Item INSERT ITEM #

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF / 7.63.1	Internal	Corporate Services	Director Corporate Services	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

DRAFT

15.2.5 Revocation of Community Land Classification (Cullens Road Southend and Campbell Street, Millicent)

Report Type	Officer Report
Department	Corporate Services
Author	Cathy Bell
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.
File Reference	GF/16.16.2
Attachments	<ol style="list-style-type: none"> 1. Council Report - Revocation of Community Land December 2022 [15.2.5.1 - 4 pages] 2. Revocation Notice - Allotment 302, Cullens Rd, Southend [15.2.5.2 - 2 pages] 3. Guidance Paper No. 5 - Community Land Revocations [15.2.5.3 - 15 pages]

Purpose of Report

To reconsider the revocation of community land status for the following Council owned properties; Allotment 301, Cullens Road, Southend and Allotment 9, 22 Campbell Street, Millicent.

Report Details

Council considered a report on 13 December 2022 in relation to the proposed revocation of two parcels of land owned by Council, being Allotment 302, Cullens Road, Southend and Allotment 9, 22 Campbell Street, Millicent. At this meeting, Council endorsed the proposal and agreed to commence the formal public consultation process to revoke the community land classification over the two parcels of land.

As part of the public consultation process, Council is required to prepare a consultation report detailing the two proposals. During this process, it was identified that the land at Cullens Road, Southend was identified incorrectly in the December 2022 report and that allotments 301 and 302 were stated incorrectly.

As the community land revocation process is a formal legislative process which requires approval from the Minister responsible for the *Local Government Act*, it is imperative that the land parcel details are accurate. Whilst there is no change to the Campbell Street land details, it is felt it is necessary to still include both parcels of land within this report as it will be included as supporting information should the proposals be supported by Council and Ministerial approval is required. It is intended that the resolution following the consideration of this report will supersede the decision made on 13 December 2022 (Item 15.2.5; Folio 10397).

The intent of this report is to correct the land parcel details relating to the parcel of land located at Southend and to seek Council's endorsement to commence the revocation process over the land parcels located as follows:

- Allotment 301, Cullens Road, Southend; and
- Allotment 9, 22 Campbell Street, Millicent.

Details of the subject land is detailed below:

- Allotment 301, Cullens Road, Southend



Council originally received an enquiry about the purchase of Allotment 301 and 302, Cullens Road, Southend. In reviewing the land, it was previously reported that Allotment 301 had been revoked from community land classification in December 2012, however in fact it was Allotment 302, Cullens Road, Southend and Allotment 301 was erroneously missed at the time (refer to attached Government Gazette notice – 20 December 2012).

Following a search of Council's records, it has revealed that an administration error occurred when the land was listed on the community land register and both allotments were listed as Allotment 302, therefore Allotment 301 remains as community land by default. At the time of the revocation of Allotment 302, it was the intention that both allotments be revoked as they were excess to Council's requirements and that the properties be sold.

In liaising with Council staff, Allotment 301 remains excess to Council's requirements and therefore to enable the land to be disposed of, Council will need a formal resolution to revoke the community land classification and follow the statutory process to undertake the task.

- Allotment 9, 22 Campbell Street, Millicent



Council has also received an enquiry about the purchase of Allotment 9, 22 Campbell Street, Millicent. This parcel of land is a vacant allotment located on the corner of Mount Gambier Road and Campbell Street, Millicent. This parcel of land has a current “dedication” for “reserve purposes”. It is believed that this parcel of land was gifted to Council as part of a residential development undertaken in the early 2000’s, involving the old Butter Factory. The vacant allotment remains undeveloped with no likelihood to be developed as a reserve, particularly given that Bolton Oval is located directly adjacent to this land. Therefore, officers have identified the land as being excess to Council’s requirements and are supportive of community land classification being revoked and the land being sold.

In undertaking a review of the land, it was initially thought that the land had been previously revoked from community land classification as the parcel was listed in the Community Land Register as revoked requiring removal of dedication. If this were the case, Council would only be required to remove the dedication status from the land which is a straightforward process, requiring the lodgement of the necessary forms with the Lands Titles Office. However, when officers commenced the removal of the dedication, there was insufficient evidence available (i.e. government gazettal notice) that supported the notion that Council had previously removed the community land status, therefore it is recommended that the process be undertaken to eliminate any confusion of the status of the land.

To progress both requests, Council will be required to revoke the community land classification relating to both parcels of land. This formal process involves the preparation of detailed Reports for community consultation and consideration by Council. If, following the required steps, Council does support the revocation process, a final report is prepared for approval by the Minister responsible for the Local Government Act. A copy of the Guidelines paper prepared by the Office of Local Government is attached for reference.

In relation to the proposal to sell the land, it is prudent to consider the future preferred options for disposal of the lands including, offering the land direct to the applicants subject to

an independent valuation being obtained to determine the sale price of the land, or offering the land via private treaty and the land being listed via a Real Estate Agent.

Financial Considerations

Budget Allocation	Nil
Budget Spent to Date	Nil
Budget Variation Requested	N/A

There are no known financial considerations related to this report.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Local Government Act 1999 (Section 194)

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

Public consultation will be undertaken in accordance with Council's Community Engagement Policy.

RECOMMENDATION

That Council:

1. Pursuant to Section 194(2) of the *Local Government Act 1999*, agree to commence the formal public consultation process to revoke the community land classification of land situated at:
 - Allotment 301, Cullens Road, Southend, CT 5291/66; and
 - Allotment 9, 22 Campbell Street, Millicent CT 5248/722.

15.2.5 Revocation of Community Land Classification (Allotment 302, Cullens Road Southend and Allotment 9, 22 Campbell Street, Millicent)

Report Type	Officer Report
Department	Corporate Services
Author	Cathy Bell
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.
File Reference	GF/16.16.2
Attachments	1. Guidance Paper No. 5 - Community Land Revocations [15.2.5.1 - 15 pages]

Purpose of Report

To consider the revocation of community land status for the following Council owned properties; Allotment 302, Cullens Road, Southend and Allotment 9, 22 Campbell Street, Millicent.

Report Details

Council has received two recent requests from members of the public enquiring about the potential purchase of Council land.

The details of the parcels of land are as follows:

- Allotment 302, Cullens Road, Southend; and
- Allotment 9, 22 Campbell Street, Millicent.

Details of the subject land is detailed below:

- Allotment 302, Cullens Road, Southend



Council has received an enquiry about the purchase of Allotment 301 and 302, Cullens Road, Southend. In reviewing the land, it has been noted that Allotment 301 was revoked from community land classification in December 2012, however Allotment 302 was erroneously missed at the time.

Following a search of Council's records, it has revealed that an administration error occurred when the land was listed on the community land register and both allotments were listed as Allotment 301, therefore Allotment 302 still remains as community land by default. At the time of the revocation of Allotment 301, it was the intention that both allotments be revoked as they were excess to Council's requirements and that the properties be sold.

In liaising with Council staff, Allotment 302 still remains excess to Council's requirements and therefore to enable the land to be disposed of, Council will need a formal resolution to revoke the community land classification and follow the statutory process to undertake the task.

- Allotment 9, 22 Campbell Street, Millicent



Council has received an enquiry about the purchase of Allotment 9, 22 Campbell Street, Millicent. This parcel of land is a vacant allotment located on the corner of Mount Gambier Road and Campbell Street, Millicent. This parcel of land has a current “dedication” for “reserve purposes”. It is believed that this parcel of land was gifted to Council as part of a residential development undertaken in the early 2000’s, involving the old Butter Factory. The vacant allotment remains undeveloped with no likelihood to be developed as a reserve, particularly given that Bolton Oval is located directly adjacent to this land. Therefore, officers have identified the land as being excess to Council’s requirements and are supportive of community land classification being revoked and the land being sold.

In undertaking a review of the land, it was initially thought that the land had been previously revoked from community land classification as the parcel was listed in the Community Land Register as revoked requiring removal of dedication. If this was the case, Council would only be required to remove the dedication status from the land which is a relatively simple process, requiring the lodgement of the necessary forms with the Lands Titles Office. However, when officers commenced the removal of the dedication, there was insufficient evidence available (i.e. government gazettal notice) that supported the notion that Council had previously removed the community land status, therefore it is recommended that the process be undertaken to eliminate any confusion of the status of the land.

To progress both requests, Council will be required to revoke the community land classification relating to both parcels of land. This formal process involves the preparation of detailed Reports for community consultation and consideration by Council. If, following the required steps, Council does support the revocation process, a final report is prepared for approval by the Minister responsible for the Local Government Act. A copy of the Guidelines paper prepared by the Office of Local Government is attached for reference.

In relation to the proposal to sell the land, it is prudent to consider the future preferred options for disposal of the lands including, offering the land direct to the applicants subject to

an independent valuation being obtained to determine the sale price of the land, or offering the land via private treaty and the land being listed via a Real Estate Agent.

Financial Considerations

Budget Allocation	Nil
Budget Spent to Date	Nil
Budget Variation Requested	N/A

There are no known financial considerations related to this report.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Local Government Act 1999 (Section 194)

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council:

1. Pursuant to Section 194 (2) of the *Local Government Act 1999*, agree to commence the formal public consultation process to revoke the community land classification of land situated at:
 - Allotment 302, Cullens Road, Southend, CT 5291/66; and
 - Allotment 9, 22 Campbell Street, Millicent CT 5248/722.

CITY OF CHARLES STURT

Appointment

PURSUANT to Section 56A (22) of the Development Act 1993, Council appointed the Chief Executive Officer, Mark Withers as Public Officer in relation to the City of Charles Sturt Council Development Assessment Panel.

Contact details for the Public Officer are:

M. Withers, Public Officer,
City of Charles Sturt, Development Assessment Panel,
72 Woodville Road,
Woodville, S.A. 5011
Telephone: (08) 8408 1111.

The appointment is from 18 January 2013 until 16 January 2015.

M. WITHERS, Chief Executive Officer

DISTRICT COUNCIL OF CLEVE

Change of Meeting Venue

NOTICE is hereby given that the normal January Council Meeting will now be held on Wednesday, 16 January 2013 commencing at 9.30 a.m. in the Arno Bay Yacht Club, Centenary Lane, Arno Bay.

P. J. ARNOLD, Chief Executive Officer

DISTRICT COUNCIL OF THE COPPER COAST

ROADS (OPENING AND CLOSING) ACT 1991

Road Closure—Eliza Terrace, Kadina

NOTICE is hereby given, pursuant to Section 10 of the Roads (Opening and Closing) Act 1991, that the District Council of the Copper Coast proposes to make a Road Process Order to close portion of Eliza Terrace situate south of Forster Street and merge with adjoining Allotment 51 in Deposited Plan 70590, as delineated and lettered 'A' on the Preliminary Plan No. 12/0049.

A copy of the plan and a statement of persons affected are available for public inspection at District Council of the Copper Coast, 51 Taylor Street, Kadina, S.A. 5554 and the Adelaide Office, 101 Grenfell Street, Adelaide of the Surveyor-General during normal office hours.

Any application for easement or objection must set out the full name, address and details of the submission and must be fully supported by reasons.

The application for easement or objection must be made in writing to the Council, 51 Taylor Street, Kadina, S.A. 5554 within 28 days of this notice and a copy must be forwarded to the Surveyor-General, G.P.O. Box 1354, Adelaide, S.A. 5001. Where a decision is made, the Council will give notification of a meeting at which the matter will be considered.

Dated 10 December 2012.

P. HARDER, Chief Executive Officer

DISTRICT COUNCIL OF FRANKLIN HARBOUR

Periodical Review of Elector Representation

NOTICE is hereby given that pursuant to the provisions of Section 12 (5) of the Local Government Act 1999, Council is to carry out a review to determine whether a change of arrangements in respect to elector representation, including ward boundaries and the composition of Council will result in the electors being more adequately and fairly represented.

An Options Paper has been prepared and is available by phoning Julie at the Council Office on 8629 2019 or on the web site: www.franklinharbour.sa.gov.au.

Written submissions are invited from interested persons and should be addressed to:

The Chief Executive Officer,
District Council of Franklin Harbour,
P.O. Box 71,
Cowell, S.A. 5602,

to be received by 12 noon on Friday, 1 March 2013.

Any person(s) making a written submission will be invited to appear before a meeting of Council, to be heard in respect of their submission.

T. D. BARNES, Chief Executive Officer

MID MURRAY COUNCIL

Review of Elector Representation

NOTICE is hereby given that the Mid Murray Council is undertaking a review to determine whether a change of arrangements in respect to elector representation will result in the electors of the area being more adequately and fairly represented.

Pursuant to the provisions of Section 12 (7) of the Local Government Act 1999, notice is hereby given that Council has prepared a representation options paper that examines the advantages and disadvantages of the various options available in regards to the composition and structure of Council.

Copies of the representation options paper are available from the Council Offices, 49 Adelaide Road, Mannum, Main Street, Cambrai and Corner of Fourth and Eighth Streets, Morgan, or can be downloaded from the Council's website at:

www.mid-murray.sa.gov.au.

Council is seeking the community's comments on the questions raised within the Review Paper and all comments must be provided in writing. Submissions should be addressed the Chief Executive Officer, Mid Murray Council, P.O. Box 28, Mannum, S.A. 5238 by 5 p.m. on Thursday, 28 February, 2013.

R. J. PEATE, Chief Executive Officer

WATTLE RANGE COUNCIL

Change of Meeting Date

NOTICE is hereby given that the meeting of the Council scheduled to be held on Tuesday, 8 January 2013, has been rescheduled to Tuesday, 15 January 2013.

This meeting is to be held in the Council Chambers, Civic Centre, George Street, Millicent and the meeting is open to the public. The public are most welcome to attend and view the proceedings of all Council meetings.

F. N. BRENNAN, Chief Executive Officer

WATTLE RANGE COUNCIL

Revocation of Community Land Classification

NOTICE is hereby given that Wattle Range Council at its meeting held on 11 December 2012, in accordance with the provisions of Section 194 (3) of the Local Government Act 1999, the Council resolved that the community land classification Allotment 44, Kealy Street, Millicent, Hundred of Mount Muirhead as contained in Certificate of Title Volume 5740, Folio 231, be revoked.

The purpose of the revocation is to allow us to dispose of the property by either public auction or private treaty.

F. N. BRENNAN, Chief Executive Officer

WATTLE RANGE COUNCIL

Revocation of Community Land Classification

NOTICE is hereby given that Wattle Range Council at its meeting held on 11 December 2012, in accordance with the provisions of Section 194 (3) of the Local Government Act 1999, the Council resolved that the community land classification Allotment 302, Cullens Road, Southend, Hundred of Rivoli Bay as contained in Certificate of Title Volume 5921, Folio 67, be revoked.

The purpose of the revocation is to allow us to dispose of the property by either public auction or private treaty.

F. N. BRENNAN, Chief Executive Officer

Allotment 302, Cullens Road, Southend



Office of Local Government

Section 194 – *Revocation of Community Land Classification*

Guidance paper no. 5

April 2022

This document and others in the series are provided as a guide to good practice and not as a compliance requirement.

The content is based on officer's knowledge, understanding, observation of, and appropriate consultation on, current good practice. Information papers may also include the Office of Local Government's views on the intent and interpretation of the legislation.

The material does not constitute legal advice.



Government of South Australia
Attorney-General's Department

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The community land legislative framework

The *Local Government Act 1999* (the Act)¹ establishes a framework for the classification of most land owned by a council or under a council's care, control and management (local government land) as 'community land'².

The framework aims to ensure a consistent, strategic and flexible approach to the administration and management of local government land. Its objectives are to protect community interests in land for current and future generations.

Local government land (other than a road, easement, or right of way) is taken to be classified as community land unless—

- the council resolves before the land³ is acquired or comes under its care, control and management that it is excluded from classification: section 193(4)(a) of the Act; and
- the land is not affected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation: s 193(4)(b).

Once classified, community land—

- cannot be disposed of, except in prescribed cases: s 201(2);
- may require the preparation and adoption of a management plan: s 196;
- can be leased or licensed but only in accordance with prescribed requirements: s 202; and
- can be used for business or commercial purposes, subject to the use being authorised in an approved management plan for the land: s 200.

The council may not revoke the classification of community land in accordance with section 194 of the Act for the following classes of land—

- Adelaide Park Lands;
- land required to be held for the benefit of the community under Schedule 8 of the Act (Beaumont Common, Klemzig Memorial Garden, Levi Park, Reynella Oval, Lochiel Park Lands, and Frew Park), under a special Act of Parliament or under an instrument of trust; and

¹ See Appendix A for definitions relating to Chapter 11 of the *Local Government Act 1999*.

² Transitional arrangements between 2000 and 2003 allowed the council to exclude specific parcels of land from classification as community land. Typically, the land was used solely for council operational purposes (work depots), or for business or commercial purposes (car parks) or other non-community purposes (land identified for sale)

³ Land that formed a road or part of a road that vests in the council after the closure under the *Roads (Opening and Closing) Act 1991* is taken to be community land unless the council resolves before or at the time of making the relevant road process to exclude the land from classification: s 193(4a).

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- land excluded by Regulation (no regulations have so far been made for this purpose).

The council may need to seek legal advice as to whether a parcel of land is subject to an instrument of trust.

Generally, the Act affords the council sufficient flexibility to manage and use community land, including a use for a business purpose, without the need to revoke the classification.

The council may resolve to classify any local government land that has previously been excluded from classification: s 193(5).

Role of the Minister

The relevant Minister is the Minister responsible for the *Local Government Act 1999* (the Minister).

The Minister has a duty to—

- review the process followed by a council in submitting a proposal for a revocation of community land classification, and
- assess the merits of the proposal.

The Act sets out the steps a council must follow before submitting a proposal to the Minister. It is pre-requisite for the exercise of the Minister's discretion that the council has followed the steps set out in the Act.

If the council has not followed the requirements set out in the legislation the Minister cannot exercise his/her discretion to approve a proposal.

If the Minister is satisfied that the council has complied with the legislative requirements, the Minister can then assess the merits of the proposal in determining whether to approve or not approve the proposal. The Act requires that the council provide to the Minister a report on the content of all submissions made in the course of the public consultation. The public consultation process and its results are therefore relevant considerations for the Minister when assessing the merits of a proposal.

The Minister's approval gives the council the authority to pass a resolution to revoke the classification. The council should not pre-empt that the Minister's approval will be given in every instance.

Accordingly, where the council proposes to dispose of land by private sale or public auction, it should not commence advertising the sale or enter into a contract for the sale or disposal (including a contract made on the condition of the Minister's approval being given), until such time as the Minister's approval is given.

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Crown Land

If the subject land is Crown land dedicated to a council and that dedication is removed then after the dedication is removed, the subject land is considered to no longer be classified as 'community land' for the purposes of the Act and as a consequence a community land process under section 194 of the Act is not required.

Revocation process⁴

It is important to note that the council is the instigator of any proposal to revoke the classification of community land, and as such, it is ultimately the council that is responsible and accountable to its community for the decisions it makes. The Act seeks to ensure that members of the community are involved in the revocation process, and to provide them with an opportunity to make submissions which their council must consider.

The process for revoking community land classification exists to give scope to the council to determine (in consultation with its community) whether the community's long-term interest in a parcel of land does or does not need to be protected. The council and the community may decide that such protection under this classification is no longer required, and failure to do so would prevent the land's use or development for other specified and agreed purpose. For example, the council may wish to dispose of the land and use the proceeds for some other community purpose, use the land wholly or substantially for operational or commercial purposes, or lease the site for a term greater than the maximum 42 years permitted by the Act: s 202(4).

The council should be able to clearly demonstrate to the community that it has developed a specific strategy for the future use of the land, and that revocation of the classification is necessary to deliver that strategy.

The council should also take a holistic approach when developing a proposal for revocation of land that will facilitate a project or strategy on adjoining land, for example, the revocation is necessary to enable a road to be opened under the Roads (Opening and Closing) Act 1991 to give access to an adjoining land division. It is important that the council takes into account the processes and procedures required under other legislation, in addition to those under the Act.

Report on the proposal for consultation

Before the council submits a proposal to the Minister for revocation of the classification of community land, it must prepare and make publicly available a report on the proposal. This report forms the basis of the council's consultation with the community. It must contain all of the information listed in subsection 194(2)(a) of the Act. If any of the required information is

⁴ A flowchart summarising the revocation process is shown in Appendix B.

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not included in the report, the proposal will not comply with the legislative requirements and the Minister will not be able to exercise his/her discretion. If any of the information is not provided in sufficient detail, the Minister may consider that the community has not been given the appropriate opportunity to fully understand the proposal, and this may affect the assessment of the merits of the proposal.

The report must contain the following information—

- (i) *a summary of the reasons for the proposal;*

Comment:

This must be a full statement on the reasons of the proposal. For example, the land will be disposed of for private residential development, or a long-term lease granting exclusive rights to a sporting organisation is to be granted, or will be used for council's operational purposes.

A statement in the report that the reasons for the proposal is to revoke the community land classification of the land is not sufficient.

The reason the council proposes to revoke the community land classification should be clearly articulated so that members of the public are fully informed and given a genuine opportunity to either express concerns or to support the proposal. This should also include any relevancy the proposal has to strategies or objectives of the council that the community had been previously consulted on or would be aware of. For example, the proposal will contribute to the objectives of the strategic management or annual business plan, or the property was identified as being surplus in the asset management plan and its possible disposal flagged in the annual budget.

It is advisable that the report also contain a copy of the relevant certificate of title, and spatial map showing the cadastral boundaries of the subject land and immediate surrounding areas likely to be affected by the proposal.

- (ii) *a statement of any dedication, reservation or trust to which the land is subject; and*
- (iii) *a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land; and a statement of how the council proposes to use the proceeds;*

Comment:

The report must include a statement of the intended use of the funds acquired from sale of the land, even if it is intended to put the money into general revenue.

Members of the public need to be given information about the use of acquired funds as it may affect their attitude to the proposal. For example, a person may be concerned about a proposal to sell community land if the money is to be placed into general revenue but may give support if the funds are to be used for the acquisition or upgrade of other community facilities.

If sale or disposal is contemplated, the report should indicate if the proposal is consistent with the council's policy on sale or disposal of land (s 49(1)(d)).

As mentioned above, where it is proposed that the land will be disposed of, the council should not commence advertising the sale or enter into a contract for the sale or disposal

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(including a contract made on the condition of the Minister's approval being given), until such time as the Minister's approval is given.

Section 201(3) of the Act provides that if State Government financial assistance was given to the council to acquire the land and the council has not resolved to use the proceeds for the acquisition or development of other land for public or community use, or for the provision of community facilities, the Minister may request the council, as a condition of approval, to pay an amount to the Crown, or to apply, for a purpose specified by the Minister, an amount of money that does not exceed the sale price.

- (iv) *an assessment of how implementation of the proposal would affect the area and the local community;*

Comment:

This assessment should provide a discussion and conclusion on the effects of the proposal on the local community. It should set out the current use of the land and identify potential groups that could be directly affected by the proposal. For example, sporting groups or residents living in the locality who use the land. The assessment should explain clearly the perceived positive and negative affects on the community of the proposal.

The statement should take into consideration any relevant strategic planning documents prepared by the council, for example, open space or recreation strategy, residential strategy or town centre strategy.

The statement should also take into account the relationship of the proposal, if any, to government strategic planning for open or recreational land in the area or region, for example, whether the land is linked to the State Government's Metropolitan Open Space Strategy, or the targets or objectives in the 30 Year for Greater Adelaide or relevant Regional Planning Strategy.

- (v) *if the council is not the owner of the land – a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification;*

Comment:

If the land is under the care, control and management of the council, but is not owned by the council, the classification of land as community land cannot be revoked unless the owner of the land approves the revocation.

If the land is owned by the Crown and is dedicated under the care, control and management of the council, the approval of the Minister for Sustainability, Environment and Conservation (as the Minister who administers the *Crown Lands Management Act 2009*) must be obtained on behalf of the Crown, before the report is prepared. For other land owned by the Crown, the approval of the relevant Minister must be obtained.

A person who holds Native Title in the land is also considered an owner for the purposes of the Act and the revocation of the community land classification cannot proceed without that person's consent.

If the owner(s) of the land place any conditions on their approval of the revocation, the report must state this and set out those conditions.

Public consultation requirements

After the report has been prepared, the Act requires that it be made publicly available. The information in that report is intended to inform members of the public of the council's proposal,

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enable them to form a view on that proposal, and should they choose, make a submission in support of that view.

The Act (s 194(2)(b)) also requires that the council consult with the public on the proposal in accordance with its own public consultation policy.

Under the Act (s 50), all councils must adopt a public consultation policy. That policy must set out the steps that the council will follow in cases where the Act requires that a council must follow its public consultation policy.

The Act (s 50(4)) requires that the council's public consultation policy must provide interested persons with a reasonable opportunity to make submissions, and at least provide for—

- a) the publication in a newspaper circulating within the area of the council a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
- b) the consideration by the council of any submissions made in response to an invitation under paragraph (a).

The council must adhere to the requirements of its own public consultation policy. If that policy prescribes steps that are more stringent than the minimum requirements of the Act, then those steps must be followed. If the policy is not complied with, the council's application to the Minister will not comply with the legislative requirements and the Minister cannot exercise his/her discretion in relation to that application.

The nature and outcome of the public consultation process are relevant to the Minister's exercise of his/her discretion.

Effective consultation

Planning is the key to successful engagement with communities on a proposal to revoke the classification of land as community land.

It is important to be clear about the decision to be made. Being unclear could lead to tension between the council and its community. In the context of a proposal to revoke the community land classification, the decision is generally much broader than the decision to change the classification of the land. The broader decision will also involve a decision to do something with the land if the classification is revoked. The real issue is the council's intention for the future use of the land.

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Effective consultation assists in managing expectations by ensuring that communities fully understand the nature of the project and the likely impacts and benefits that may result from a decision.

Each revocation proposal is unique. The council should give careful consideration to identifying the parties with an interest in the proposal. These are likely to include people who are directly impacted by the proposal – such as owners/residents of adjoining properties or organisations that regularly use the land – as well as those individuals or groups who may not be directly impacted but may still have a legitimate interest in the proposal, such as resident groups or visitors from outside of the council's area.

The council is encouraged to develop an understanding of these individuals and groups, their sensitivity to the project, and choose appropriate communication methods. When reviewing its public consultation policy, the council should include measures that will ensure that a proposal to revoke the classification of community land is brought to the attention of the wider community.

The *Community Engagement Handbook* (March 2008) provides a model framework for leading community engagement practice in Local Government. The handbook is available on the Local Government Association's website.

The council is encouraged to consider including the following steps in its public consultation policy—

- Writing directly and individually to those who live or own property in proximity to the affected land, particularly where the revocation is for the purpose of alienating open space currently available for recreational purposes;
- Erection of a sign that explains the proposal and invites public submissions on the subject land;
- Publication of a media article in the local newspaper or council's newsletter which identifies the land and explains the proposal and the public consultation process (particularly when the land is large or significant);
- Holding a public meeting or a meeting of the council where community feedback can be received; and
- Allowing a period longer than the minimum 21 days in which the public can make submissions. This may be important where the proposal involves a large or significant parcel of land, or it is known that people living outside of the council's area also use the land

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There is nothing preventing the council from conducting a broader public consultation process than is prescribed by its own policy.

Notice of the proposal to the public

To help inform the public of a proposal, it is desirable that the following information appears in the notice—

- Details which readily identify the land. For example, the name by which the land is commonly known, or a plan or photo showing the location of the land, the current use of the land, the Certificate of Title reference for the land and whether the proposal relates to all or part of the land identified;
- A clear statement that the council proposes to revoke the classification of the land as community land;
- The council's reasons for the proposal. For example, sale or disposal of the land, granting a long-term lease over the land, or future use for council's operational purposes;
- Details of where copies of the report and further information can be obtained;
- The name of the contact person at the council;
- An invitation for interested persons to make submissions to the council in relation to the proposal; and
- The closing date for submissions.

As mentioned above, it is desirable that the council considers a period longer than the minimum 21 days for the receipt of public submissions, where the proposal involves a large or significant parcel of land, or it is known that people living outside of the council's area use the land.

Consideration of submissions

The Act (s 50(4)(b)) requires that the council's public consultation policy must provide for the consideration by the council of any submissions made. Once the public notification period has ended, there must be compliance with this aspect of the policy. The Act (s 194(3)(a)) also requires that the council submit to the Minister a report on all submissions made as part of the consultation process.

Community members are more inclined to make submissions on a proposal if they feel they have the capacity to have input to the decision-making process. An acknowledgement in writing to those persons who have made a submission, and informing them that their

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comments will be considered by the council, will also ensure that they feel they have contributed to the decision-making process. Where the proposal attracts interest from the community, particularly where there is both support for and opposition to a proposal, the council could consider including the date and time of the council meeting at which the proposal will be considered in the acknowledgment referred to in the previous paragraph.

Native Title

Consultation with Native Title groups needs to be consistent with any requirements in the council's public consultation policy in respect of land on which native title has not been extinguished. The council should seek its own legal advice as to whether or not Native Title may be an issue for the land concerned.

Seeking the approval of the Minister

After considering public submissions, the council may resolve to seek Ministerial approval for the proposal. Only then, can an application be made to the Minister.

The council may not delegate the power to make an application to the Minister (s 44(3)). The council must make a resolution to submit the proposal to the Minister for approval.

Information provided in the application to the Minister

When submitting the proposal to the Minister the council should provide a copy of its resolution to submit the proposal.

Information relevant to the application will help inform the Minister in making a decision on the merits of the application. Consequently, the following information should accompany an application—

- A copy of the report prepared by the council for the purposes of section 194(2)(a);
- In the event that the land is under the care, control and management of the council but is not owned by the council, a copy of the landowner's approval of the revocation (including approval of any native title holders);
- If the council proposes to sell the land, a copy of the council's policy on the sale or disposal of land, under section 49(1)(d);
- Details of the public consultation undertaken, including copies of the actual advertisement(s) placed in local newspaper(s), media releases, photos of signs erected on the land, and copies of any correspondence sent to adjoining property owners or occupiers as well as details of those persons who were notified;
- A copy of the relevant certificate of titles, spatial plan(s) showing the cadastral boundaries of the subject land and immediate surrounding areas, and any other documentation that the council believes will support its application; and

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- ☑ In the event that the land is to be sold, a copy of the valuation report on the land (if obtained), and a copy of any resolution by the council to use the proceeds of the sale of the land for the acquisition or development of other land for public community use or for the provision of community facilities.
- ☑ Copies of all submissions or petitions made on the proposal as part of the public consultation process;
- ☑ A report to the Minister on all submissions received on the proposal during the council's public consultation process, for the purposes of section 194(3)(a) and the council's response to the issues raised in the submissions received;
- ☑ A copy of the agenda report and minutes for the council meeting at which the council considered any submissions made during the public consultation process;
- ☑ A copy of council's resolutions relevant to the proposal, including the resolution to submit the proposal to the Minister;

It is requested that the application be sent electronically to the Minister at minister.brock@sa.gov.au in PDF format. Please consider the size of the document and break the application up into parts if the size is likely to disrupt transmission.

Notification of the Minister's decision

The council will be advised of the Minister's decision in writing. If the Minister does not approve the proposal, or the application does not comply with the Act, it is open to the council to submit a further proposal in relation to that land at a later time.

The revocation of the community land classification does not take effect unless the council makes a resolution to give effect to the proposal. It may decide that it does not wish to proceed with the revocation. In that case, it is desirable that an appropriate resolution is made.

If the council resolves to revoke the classification, the land is freed from any dedication, reservation or trust affecting the land, other than a dedication, reservation or trust under the Crown Lands Management Act 2009: s 195(1).

If a certificate of title has been issued over land that is subject to a dedication, reservation or trust, (other than a dedication reservation or trust under the Crown Lands Management Act 2009) the council must, immediately after the revocation of the classification of land as community land, give notice of the revocation to the Registrar-General in a manner and form approved by the Registrar-General.

The council may choose to place a notice of the resolution in the local newspaper or in the Government Gazette, but it is not legally required under the Act to do so.

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Appendix A—definitions

NOTE: The definition in this appendix is provided as a guide only, please refer to section 4 of the Local Government Act 1999 for interpretation.

“**land**” means, according to the context,

- (a) land as a physical entity, including
 - (i) any building or structure on, or improvements to, land; or
 - (ii) land covered by water and, in such case, the overlying water; or
 - (iii) a strata lot under the Community Titles Act 1996 or a unit under the Strata Titles Act 1988; or
- (b) a legal estate or interest in, or right in respect of, land.

“**local government land**” means land owned by a council or under a council’s care, control and management.

“**owner of land**” means

- (a) if the land is unalienated from the Crown ; or
 - (b) if the land is alienated from the Crown by grant in fee simple
 - (i) the holder of an estate in fee simple, or a life estate, in the land; or
 - (ii) the holder of a leasehold estate in the land who is not in occupation of the land; or
 - (iii) a mortgagee in possession of the land (or a receiver appointed by such a mortgagee); or
 - (c) if the land is held from the Crown under a lease, licence or agreement to purchase the lessee, licensee or purchaser; or
 - (d) a person who holds native title in the land; or
 - (e) a person who has arrogated to himself or herself (lawfully or unlawfully) the rights of an owner of the land,
- and includes the executor of the will, or administrator of the state, of any such person.

“**public notice**” means notice published in the *Gazette* and in a newspaper circulating generally throughout the State.

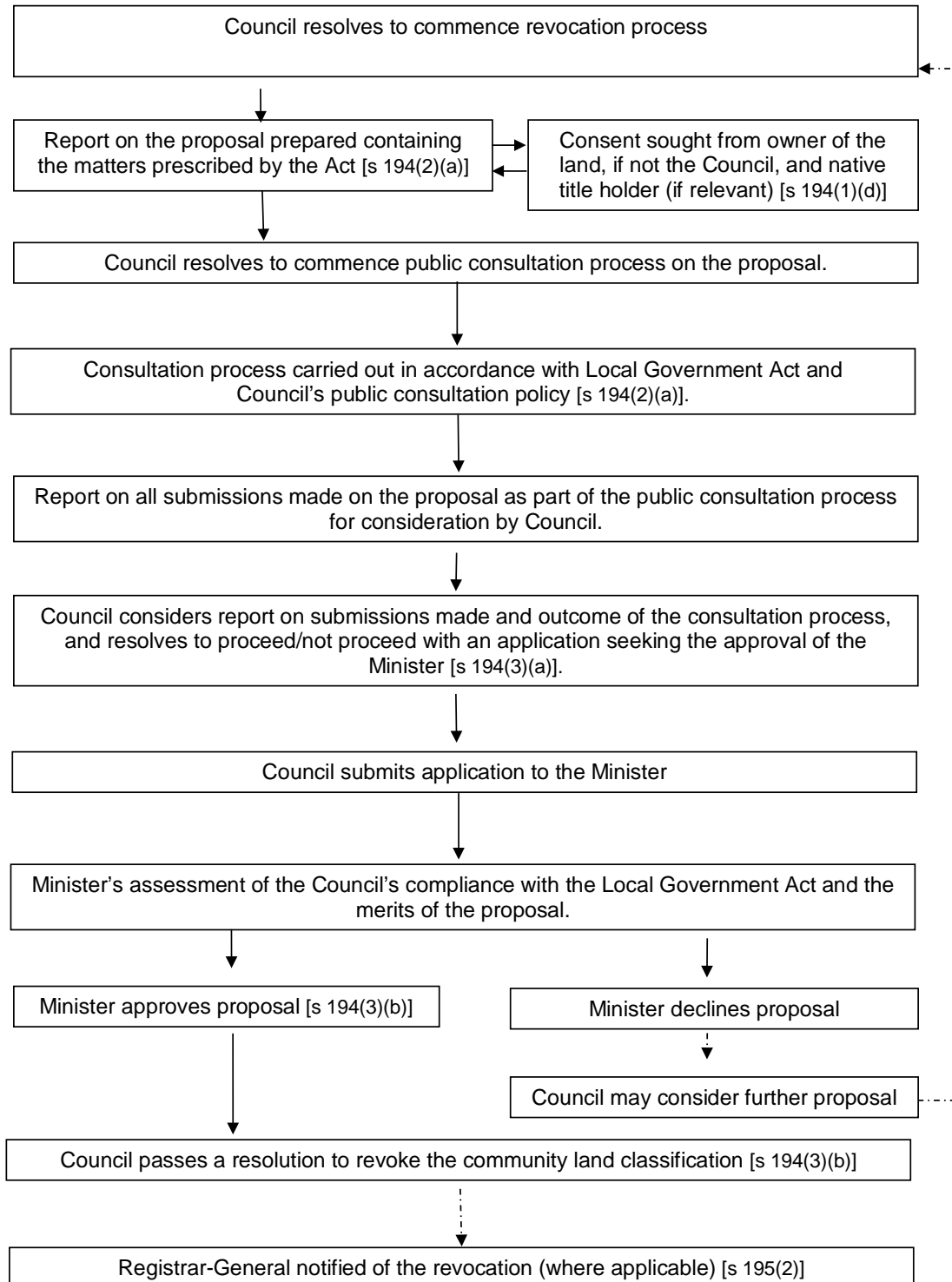
“**public road**” means

- (a) any road or land that was, immediately before the commencement of the *Local Government Act 1999*, a public street or road under the repealed Act; or
 - (b) any road
 - (i) that is vested in a council under the Act or another Act; or
 - (ii) that is placed under a council’s care, control and management as a public road after the commencement of the Act but not including an alley, laneway, walkway or other similar thoroughfare vested in the council; or
 - (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to the Act, is declared by the council to be a public road; or
 - (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration office or the General Registry Office and which is declared by the council to be a public road; or
 - (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown
- (and includes any such road that is within the boundaries of a public square).

“**road**” means a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes a bridge, viaduct or subway; an alley, laneway or walkway.

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Appendix B—flow-chart of revocation process



Office of Local Government

For further information about this and other guidance papers contact:

Office of Local Government

(08) 7109 7145

AGD.OfficeofLocalGovernment@sa.gov.au

Other guidance papers are available at www.agd.sa.gov.au/local-government



Government of South Australia
Attorney-General's Department

15.3 Director Development Services

15.3.1 Cat Registrations

Report Type	Officer Report
Department	Development Services
Author	Tim Wilson, Senior General Inspector
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 1 - Community Vibrancy & Presentation 1.1 Enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas. Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/1.3.2/1
Attachments	1. Your Cat and the Law Flyer [15.3.1.1 - 2 pages]

Purpose of Report

To provide Council with a report relating to proposed cat registration.

Report Details

Background

At the Ordinary Meeting of Council held on 9th of May 2017, Council moved to defer the implementation of Cat registration within the Council district for a period of two years, to be reviewed prior to the 2019/20 fees and charges - minute reference (Item 13.3.1 Folio 7150).

At the Ordinary Meeting of Council on the 12th of May 2020, Council considered another report regarding cat registrations where Council moved to defer the implementation of cat registration within the Wattle Range Council for a period of 2 years to be reviewed prior to the 23/24 fees and charges (Item 15.3.1 Folio 8976).

The Dog and Cat Management Board (DCMB) oversees the administration and enforcement of the *Dog and Cat Management Act 1995*. Each Council has the responsibility to administer and enforce the provisions of the Act relating to dogs and cats within its area.

Section 26 of the *Dog and Cat Management Act 1995* (DCM Act) allows Council to charge fees for the registration of dogs and for meeting any other requirement imposed on Councils under the DCM Act, which may include cat registrations. The fee amount determined by Council must not exceed an amount prescribed by the regulations.

In addition, the *Local Government Act 1999* (section 188) also empowers Councils to fix, vary or revoke any fees or charges. Both Acts permit Council to consider and adopt registration fees for inclusion in Council's Annual Business Plan and Budget.

To enable cat registrations, a Cat By-Law would be required, which Council does not currently have. Registration fees cannot be charged for cats unless they have been mandated in a By-Law. There is a significant process to go through under Chapter 12, Part 1 of the LG Act and section 90 of the DCM Act to put a By-Law into place. By-laws can take multiple months to come into effect due to community engagement and legal practice requirements. The Dog and Cat Management Board would also need to be engaged with. Significant costs can be incurred in the process of adopting by-laws due to their legal nature.

All fees charged under Section 26 of the DCM Act (e.g. registration, discretionary rebates, and dog and cat management services such as impounding & daily holding fee) must be formally endorsed by Council before 30 June each year.

As annual registrations are aligned with the Financial Year, the DCMB has requested Councils advise them of the relevant proposed fees and charges in May each year. This gives Councils time in early June to submit their approved fees to the Board, enabling the preparation, proofing and approval of registration renewal notices for Dog Owners.

Cat Management

Council's *Plan of management relating to dogs and cats 2019-2024* states:

"Wattle Range Council does not charge a fee for the registration of cats that live in the Council area, however Council does encourage all cat owners to register their animals on DACO. This will assist in the return of lost cats, due to the easier identification through any existing microchip." (page 6)

Where a person traps (i.e. seizes) an unidentified cat, under section 64(2) of the DCM Act, the person should within 12 hours deliver the cat to:

- a registered veterinary surgeon;
- a facility for the care of cats operated by:
 - the RSPCA (SA)
 - Animal Welfare League of SA
 - a body or person specified by the regulations [note: regulation 16 refers to a person or body approved by the DCM Board is specified]
- a facility nominated by a Council and approved by the Board at which cats may be detained.

Council's *Plan of management relating to dogs and cats 2019-2024* states:

"It should be noted that Council does not have a pound for holding cats. After every reasonable effort to find the owner has been exhausted, Council staff will photograph the cat and then Council staff will take cats to the vet for assessment and appropriate action taken. Cats approved for re-homing will be delivered to an approved facility."

To assist with the management of cats \$11,000 was approved for the construction of a cat impound facility in Council's 22/23 Annual Business Plan and Budget. Council procured modular cat condos for future use in the event of cat registration / impounding. Council has been working with local vets and animal shelters for the current management of owned and unowned cats in our Council area. Any facility set up for the impounding of cats will need to meet standards



set by the DCMB and WHS standards before it can be commissioned for use.

Example of Cat condo

Legislation Review Update

In October 2022 the Dog and Cat Management Board commenced a review of the *Dog and Cat Management Act*. The review was to consider the implementation of the government's welfare commitments in relation to banning puppy factories and ensuring consistent standards in shelters. The review also investigated potential to support state-wide cat management and other governance operational matters.

In 2022 the government also committed to review the *Animal Welfare Act 1985* to ensure it reflects community expectations to protect animals. This is currently out for public consultation, concluding on 26 March 2023.

Given the information provided in this report, it is recommended Council defer the implementation of Cat Registrations until the review of these *Acts* have been finalised and any changes to the relevant legislation are implemented.

Financial Considerations

Budget Allocation

Received to Date

Budget Variation Requested N/A

If Council wishes to consider introducing cat registration and cat management policies, significant financial resources may need to be allocated. This would need to include costs for implementing a By-Law.

Human Resources – Council's Inspectorial Staff have primary responsibility for the implementation and enforcement of any cat management strategies introduced by Council. Additional staff may be required to manage, monitor and enforce cat registration processes or if unwilling to provide additional staff, then other services managed by the Inspectorial Staff would need to be reduced to accommodate such work.

Risk Considerations

Please refer to Wattle Range Council's SharePoint Register – Dog registration fees and Cat registrations.

Policy Considerations

Wattle Range Council [Plan of management relating to dogs and cats](#)

Wattle Range Council Enforcement Policy (3.8)

Dog and Cat Management Board Guideline – Remittance of Fees under the Dog and Cat Management Act 1995

Legislative Considerations

Dog and Cat Management Act 1995

Dog and Cat Management Regulations 2017

Local Government Act 1995

Animal Welfare Act 1985

Environmental / Sustainability Considerations

Mismanagement of cats, such as allowing them to roam free is evidenced to have a negative effect on native fauna and the community. Feral and stray cats can potentially spread disease amongst the cat population. Council receives complaints in relation to cats.

Communication & Consultation Considerations

Council may undertake community consultation processes regarding any proposed cat registration or By-Law implementation.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Defer the implementation of cat registration and further management within Wattle Range Council until the review of the *Dog and Cat Management Act 1995* and the *Animal Welfare Act 1985* are complete.



Cat containment

Cats allowed to roam free have shorter lives than those kept safely contained by owners. Roaming cats have an average lifespan of three years, compared to indoor cats that can live for fifteen or more.

There are many options for keeping cats contained to your property. There are fence fixtures you can attach atop fences or full enclosures which prevent your cat leaving your garden. Cats can also adapt well to indoor living. Visit dogandcatboard.com.au for information about keeping cats contained and tips for making the transition.

At the very least, cats should be kept indoors overnight. Some councils have introduced a curfew from dusk to dawn and some have full containment at all times. Contact your local council to find out whether containment or curfews apply for your area.

Indoor cats are safe from:

- **Cars:** cats can be injured or killed, or cause accidents, if allowed near roads.
- **Cat fight injuries:** the most common injury from cat fights is an abscess. Abscesses are incredibly painful and can require costly veterinary treatment. Diseases such as FIV can also be transmitted during cat fights.
- **Humans:** to reduce neighbour disputes and any potential harm to your cat it is safer to contain your cat to your property.
- **Dogs:** cats can be killed or seriously injured in dog attacks.
- **Wildlife:** preventing your cat from hunting wildlife, reduces the risk of it contracting diseases, fleas, lice, ticks or worms. Wildlife is safer too.

Good cats are the result of love and good management.

Pet ownership laws encourage responsible behaviours to protect you, your cat and your neighbours. They help guide positive attitudes and manage public expectations.

This guide outlines the responsibilities cat owners have under state laws. Councils often have additional by-laws for managing cats in their municipalities, so check these with your local council.

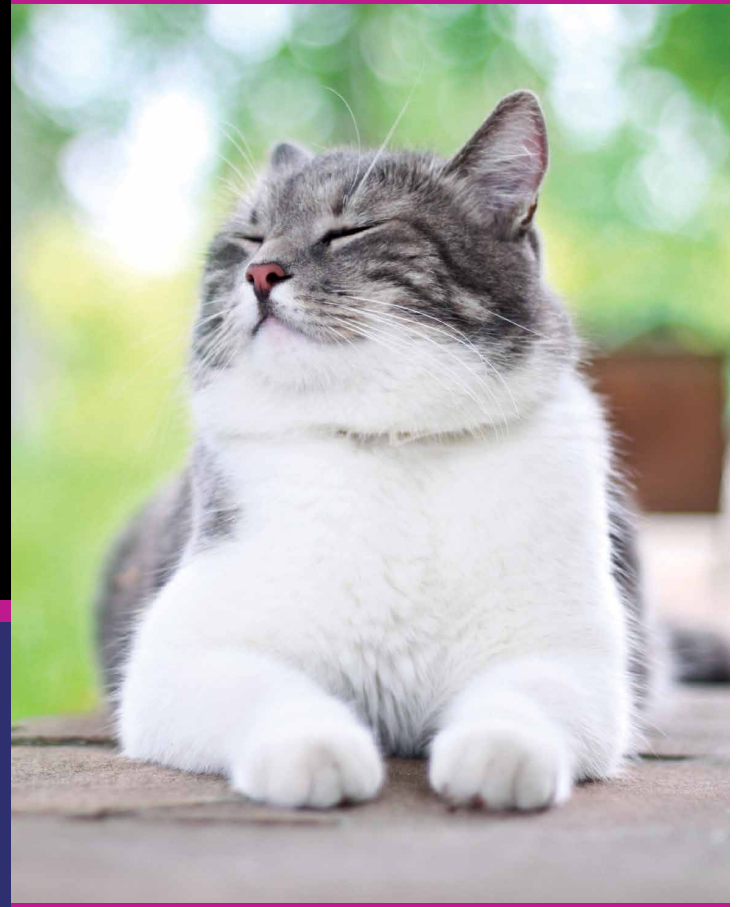


Visit dogandcatboard.com.au to learn more about responsible ownership.

DOG AND CAT
BOARD
.COM.AU

PUBLISHED 07/2021
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Your cat and the law



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Legal responsibilities of cat owners

Cat owners have responsibilities to their cats and the community. In South Australia, the following laws apply for cats.

- **Mandatory microchipping**
- **Mandatory desexing**
- **Registering** these details in **Dogs and Cats Online**
- **Cat breeders and sellers must be registered** in Dogs and Cats Online and follow the South Australian Standards and Guidelines for Breeding and Trading Companion Animals

These laws were designed to help reunite owners with lost cats, prevent unwanted litters and improve information flow from breeders to buyers.

Many councils also have their own local by-laws to manage cat ownership. These can include limits, containment or curfews. You should check your council's local cat laws.

Mandatory microchipping

If you own a cat it must be microchipped. Microchipping is a safe and permanent way to identify a lost cat. Your cat must also wear a collar with a tag displaying your name and contact details when off your property.

- **All cats must be microchipped**
- **Kittens must be microchipped by 12 weeks of age or at the point of sale**
- **If you acquire a new cat that is not microchipped, it must have one implanted within 28 days**

Microchips must be implanted by a veterinary surgeon or an approved person.

You should register your cat in Dogs and Cats Online by the microchip number your breeder, shelter, vet or previous owner gives you. They create the record but you will need to complete it with your personal details. See 'Registering your cat in Dogs and Cats Online'.

Mandatory desexing

Cats are prolific breeders. In just seven years, a single litter can produce thousands of cats if breeding is left unchecked. Many of these will be euthanised due to poor health and because there is not enough homes or resources to care for them. Desexing is the humane, practical solution.

- **All cats born after 1 July 2018 must be desexed by 6 months of age***
- **When you acquire a new cat it must be desexed within 28 days**

Cats can only be desexed by a registered veterinary surgeon.

*Exemptions apply. More information can be found at dogandcatboard.com.au

Why desex?

Desexing prevents unplanned litters. It also has positive health benefits and reduces unpleasant behaviour.

- **Desexing can increase your cat's life expectancy**
- **It reduces the risks of developing certain cancers**
- **Desexing may reduce undesirable behaviours, such as spraying, marking, fighting and yowling**
- **It helps reduce the number of cats and kittens euthanised in pounds and shelters**

Registering your cat in Dogs and Cats Online

In South Australia, microchipping and desexing your cat is mandatory, and owners must register this information in Dogs and Cats Online, South Australia's database for dogs, cats, breeders, microchip and desexing information. Not all councils charge cat registration fees (many don't).

Councils, the RSPCA, Animal Welfare League and vets use Dogs and Cats Online to identify lost pets and find their owners, so make sure you keep your details up-to-date. If you move into a new council area you must change your address in Dogs and Cats Online within 14 days. You can log into Dogs and Cats Online at any time to update your contact details or report your cat as missing by selecting 'lost' as its 'animal status'.

Visit Dogs and Cats Online at www.dogsandcatsonline.com.au

Cat breeders and sellers

There are laws to govern cat breeding and sales.

- **Breeders and sellers must adhere to the South Australian Standards and Guidelines for Breeding and Trading Companion Animals** which can be found on the Board's website
- **Anyone selling a cat must be registered (as a breeder)** in Dogs and Cats Online
- **Cats must be microchipped before sale**
- **Advertisements must include the seller's contact details** and Dogs and Cats Online breeder registration number

For more information visit:
dogandcatboard.com.au

 [goodcatsa](https://www.facebook.com/goodcatsa)

15.3.2 Quarterly Development Services Performance Update

Report Type	Officer Report
Department	Development Services
Author	Emma Clay
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.5 Ensure Council has the right people to succeed in delivering outcomes.
File Reference	GF/9.24.1
Attachments	Nil

Purpose of Report

This report is to provide Council with an update on the projects and operations of the Development Services Directorate for the period 1 December 2022 to 28 February 2022.

Report Details

Libraries and Cultural Services

LIBRARY SERVICES

Wattle Range Libraries continue to embrace new technologies. In addition to our youth engaging on in VRs, playing the switch or the X Box, the wider community is increasingly accessing our virtual library through the LibrariesSA App. Any South Australian resident can use their mobile phone as their library card, search the catalogue, place holds, scan any book or dvd barcode to see if it is in the library and manage loans all with a few clicks. E-Books, audio books, digital magazines, online learning videos (LinkedIn learning with over 1000 courses; business, creative, technology & lifestyle) and Ancestry.com can all be accessed through BorrowBox and Libby. Our community has enthusiastically engaged with this digital library – free through the One Card. Post Covid we have seen an exponential 56% increase in this use.

However, with increasing technology comes a need for increasing technological skills. The Wattle Range Council Library service has a long standing, successful Tech Savvy Seniors program and have recently commenced expanding this program to all members of the community that need assistance with information technology. 'IT4U' is available whenever the library is open and is one-on-one support for those who need it. From citizenship applications, myhealth, online courses, emails, office products, licences, passports, filling out and printing forms, our staff and volunteers are on hand to ensure no one is left behind as our technological world advances.

The Council Library Service supports around 80 customers each week and statistics show that monthly we average about 1000 support and information sessions, including printing and scanning. In the near future we propose to visit Penola and Beachport regularly and provide this same level of service.

December is a quieter month for some of our regular programs, however the school holidays brought in lots of families and tourists. There was lots of activity and a very busy hum! The very successful Summer Reading Club attracted 68 children and they read over 1200 books, undertook activities relating to literacy and participated in the Summer Reading Club party which included fun activities and a face painter.

During the January holidays we focused our children's programs on technology and science activities and attracted 40-50 children to each session daily, including a craft and tech session in Southend. The augmented drawing with Hero the Zebra was very popular, and parents consistently joined in with their children. We intend to build onto this interest in science in the July holidays when public libraries will hold a month long Festival of Libraries, ideas, programs and happenings, reflecting our new logo.



The Children's Library in Millicent set up and ready for school holiday activities

Library Lovers month was celebrated in February, and we focused on our collection of wedding photographs and write up from the SE Times, 1970-1996. February has been a time to share with our community what is great about libraries and the hidden treasures. Our display from our Local History Collection has attracted much interest and discussion.



Library-goers enjoying our wedding display as part of Library Lovers Month

With school returning we have commenced our programs and visits to the schools, re engaged with our kindergartens and the Millicent Learning Together centre. We have also just completed a four-week program with CAFS and new mothers and babies. It was great to have them back at the library and look forward to continuing this program.

ARTS AND CULTURE

Whilst in the Gallery over January, Council staff promoted the Wattle Range Art Exhibition attracting over 1400 visitors and many sales. Another outstanding exhibition, which would not have been possible without the continued support of our artists, the arts community, the wider community and the tourists. The Gallery is becoming a destination for the tourist and last weekend we sold a painting to a gentleman from Perth.

Our current exhibition is Marcel Boban a Tarpeena artist. Marcel's Great grandfather was a Korrie man from Warrnambool. Marcel started to do Indigenous-style art work, however he felt being fourth generation didn't give him the right to that traditional style of art. Marcel felt that he should come up with his own designs, and what you see in the exhibition are Marcel's designs. The colours he has chosen add to his own unique style. Using the dots to express his designs has unconsciously come from his ancestors style of art.

Our volunteers in the Local History collection also play a key role and recently they have worked with a researcher in connecting him to key historians and researchers within our area with reference to the migrant camps. They set up a series of meetings and this researcher will return and speak at a local history meeting in May, being History Month.

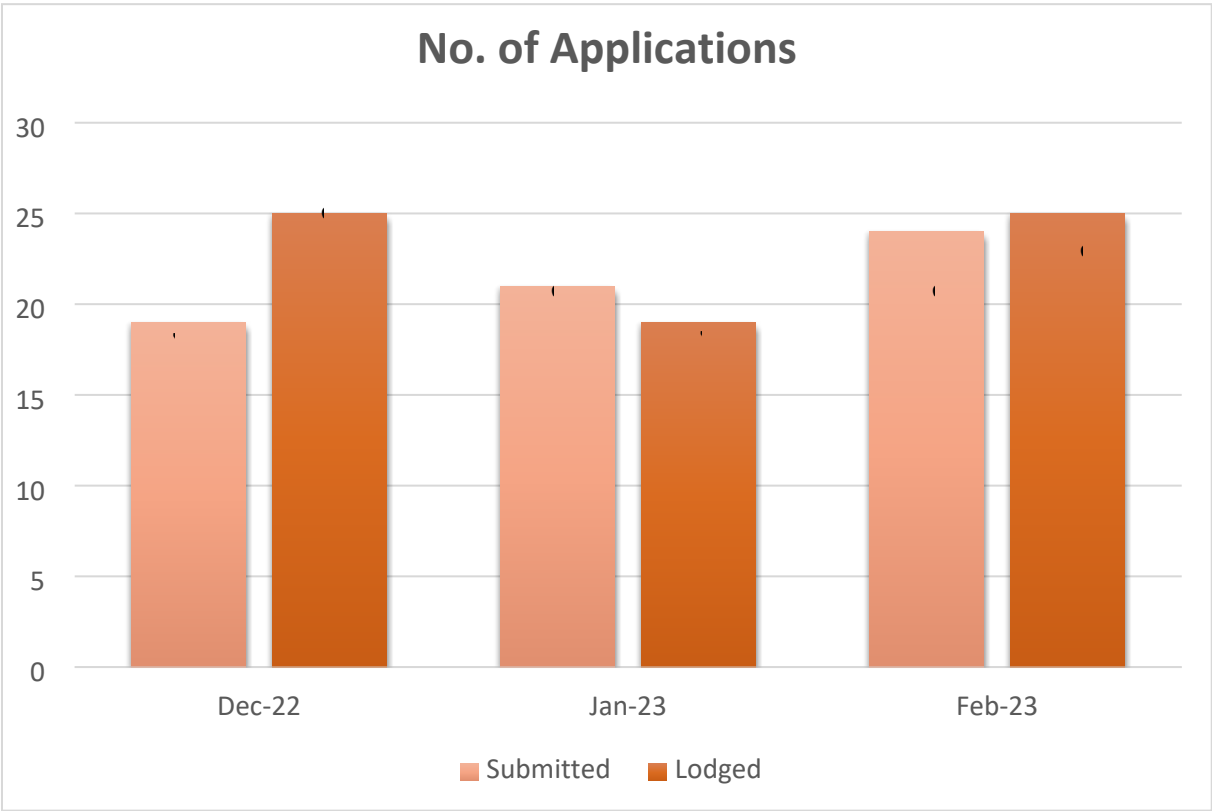
Development and Regulatory Services

DEVELOPMENT - PLANNING AND BUILDING

Development Statistics for the Quarter (1 December 2022 to 28 February 2023):

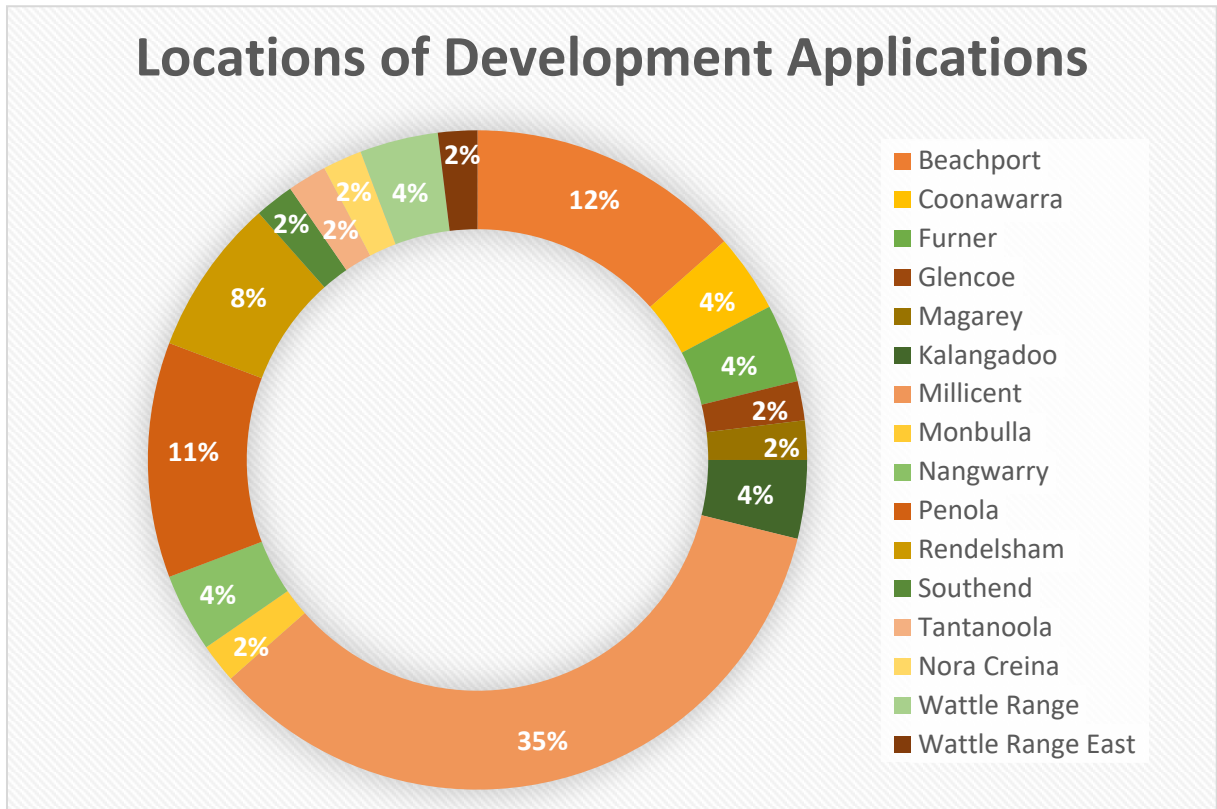
Development Applications Lodged	Estimated Development Cost
69	\$8.95 M

The number of applications submitted for the last quarter are identified on the graph below:

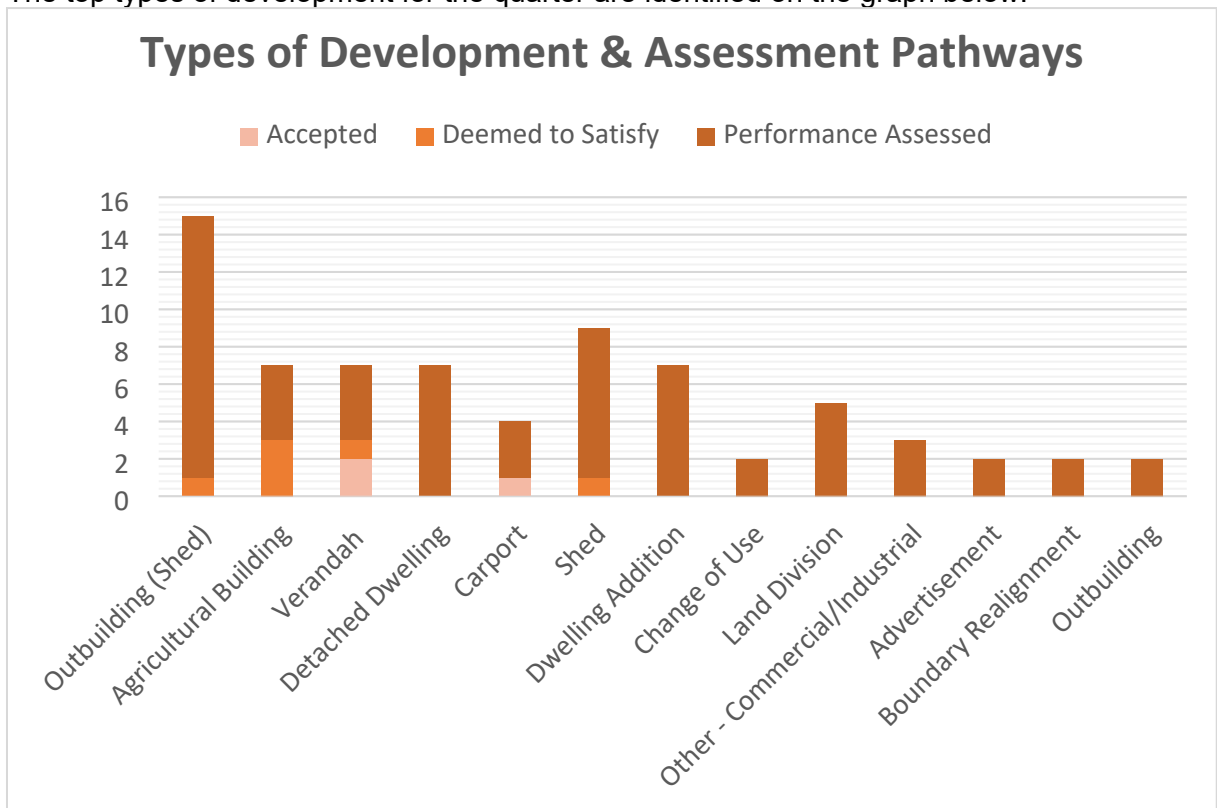


Source: Plan SA Council Area Report Applications Dashboard, accessed 3 March 2023

The locations of development applications for the last quarter are as follows:



The top types of development for the quarter are identified on the graph below:



Source: Plan SA Council Area Report Top Development Trends Dashboard, accessed 3 March 2023

PRELIMINARY ADVICE

Planning and Building staff provide preliminary advice daily to customers over the phone or in person to assist residents, business owners and community groups with their development assessment enquiries. 'Meet with the Development Team' sessions enable Officers to be more accessible to the community outside of Millicent. A summary of this quarter's 'Meet with the Development Team' sessions is provided below:

Location	Dates of Sessions	Topics of interest
Beachport	14 December 2022 7 February 2023	Enquiries relating to building a shed
Penola	7 December 2022 1 February 2023	3 Enquiries were made relating to tourist accommodation and land divisions.

Planning and Building Officers were assisted by Council's Heritage Advisor, who was also available for some appointments during the above sessions and provided advice regarding heritage related matters.

PLANNING AND BUILDING COMPLIANCE

Development staff have continued to see many customer requests for Section 7 searches. As a result of these searches and complaints from community members, several unlawful developments and land uses have been identified and investigated.

Council's development team are addressing compliance matters on a case-by-case basis. Many of these can be resolved through retrospective development applications being lodged for assessment/approval. Others may require enforcement action to remove unlawful developments or cease unlawful land use. These compliance issues can be very time-consuming, often involving multiple inspections, follow ups, and thorough recording of documentation suitable for admission at the Environment, Resources and Development (ERD) Court if required.

One significant and long-standing enforcement matter was finalised during the quarter, with another one close to resolution.

Council is still dealing with other enforcement matters which have progressed to the ERD Court.

BUILDING FIRE SAFETY COMMITTEE

Two Building Fire Safety Committee (BFSC) meetings were held in the last quarter.

Building inspection priorities include Hotels/Motels within Council's area. Three site inspections were undertaken at the last meeting which are now being addressed by the BFSC.

ENVIRONMENTAL HEALTH

Location	Inspection Type	Number of Inspections
Beachport	Food premises	6
Coonawarra	Public Pools*	5
Tantanoola		
Millicent	Wastewater#	3
Penola		

* includes private swimming pools used for public swimming lessons, motel pools and public swimming pools

includes installation inspections and inspection of existing systems requiring upgrade

There have been the following Environmental Health related enquiries during the quarter:

- 3 new home-based food businesses;
- 2 customer service requests; and
- 4 counter enquiries.

Several matters that involve multiple regulatory disciplines (Building, Planning, Inspectorial &/or Environmental Health) have been attended to. These are often complex matters that are long term in nature. Some of these matters are exacerbated by lack of affordable housing options available to some community members. These types of matters can also see Council officers working closely with external authorities such as the Housing Safety Authority.

Wastewater Applications

Wastewater applications continue with 11 open applications at the time of writing this report. Seven wastewater applications have been assessed and approval granted during the last quarter.

Wastewater applications require the provision of technical information, when this information is not provided by applicants it can lead to longer processing times. Applicants are sent requests for further information when there is relevant information missing.

Community Wastewater Management System – Septic Pump-Out Program

Council's EHO has been liaising with Council's Contractor regarding the Southend, Kalangadoo and Penola septic tank pump-out (desludging) program. Contractors are expected to be commencing this year's program of works in late March. Properties which are due for desludging will receive an explanatory letter from Council and a letter from the contractor outlining when their property is likely to be attended.

Introduction of New Food Safety Standard

During February, SA Health held information sessions with Councils to discuss the newly introduced [Food Safety Standard 3.2.2A – Food Safety Management Tools](#).

This new standard will impact many food businesses across the Council area, where food business will, depending on the category of business they are, need to:

- Category 1: Implement requirements regarding having a food safety supervisor, food handler training for each food handler and substantiation of critical food safety controls (evidence tool); or

- Category 2: Implement requirements regarding having a food safety supervisor and food handler training for each food handler.

SA Health is planning to hold food business information sessions in May 2023 and Council will be sending out letters to applicable food businesses in the Council area regarding this new Standard. A period of transition has been built into the new standard and finish in late 2023, at which time all food businesses will be expected to be fully operating under the new requirements.

High Risk Manufactured Water Systems (HRMWS)

High Risk Manufactured Water Systems includes systems such as cooling towers and warm water systems. They are high risk because of the potential for microorganisms such as legionella bacteria to be present if they are not maintained well. Businesses with these systems are required to register with Council, undertake strict maintenance routines and undertake a third party audit of their systems to reduce the risk illnesses such as Legionnaire's disease.

Two annual Audit reports from third party auditors were received this quarter. Over the next quarter registrations for these systems will need to be renewed.

Due to heatwave conditions with temperatures exceeding 35 degrees Celsius for multiple consecutive days during the quarter, SA Health sent out information explaining that hot weather has been associated with outbreaks of Legionnaire's Disease in SA. Council's EHO forwarded this information to all registered HRMWS in the Council area, to be aware that the increased temperature and risk of instability in the power network may adversely impact the safe and effective functioning of cooling towers and associated biocide dosing devices and to ensure measures were in place.

Health Promotions

Council has agreed to participate in a program with SA Health to distribute Rapid Antigen Tests to vulnerable groups, including people with a disability, people who are immunocompromised, carers and concession card holders. Council's EHO has liaised with SA Health and coordinated the roll out of this service across the Council area.

These kits are now available at all Visitors Information Centres – Millicent, Beachport and Penola and Millicent Library. These kits are available to collect at a "self-service" desk located outside the Centres for eligible persons.

FIRE PREVENTION

Council's Fire Prevention Officers undertook inspection of all township areas for fire prevention checks. A significant number of properties were found to be non-compliant and resulted in 385 notices being issued under s105F of the [Fire and Emergency Services Act](#). Generally, the notices required property owners to undertake maintenance works such as mowing/slashing and ensuring fuel breaks are in place. A majority of property owners quickly ensured their properties complied with the notice, however 70 property owners still required further follow up. In recent weeks, Council has had to engage contractors to complete the works on 10 properties. Reasonable costs and expenses incurred in completing these works may be recovered by way of debt from the person who failed to comply with the notice.

One property owner has appealed their notice to the Chief Officer of the Country Fire Service who is yet to issue any direction regarding the outcome of their review.

UNSIGHTLY PROPERTIES

Council continues to address several unsightly properties and is working with the owners of these properties to clean up and remove unwanted items from the land and rectify some of the issues that have been identified. These matters are often multi-disciplinary and require the assistance of multiple staff members.

ANIMAL MANAGEMENT

Council is receiving many complaints regarding unowned cats in multiple townships.

There are currently 8 active barking complaints being investigated and we are working with dog owners to resolve the issues and the impact of nuisance barking on neighboring properties.

One animal management matter which has recently been progressing through the court system has been resolved.

Community Development

EVENTS

Community Christmas Appeal – 15 December 2022

Council staff partnered with volunteers from the Combined Churches, Kimberly Clark and the wider community to distribute 126 Christmas Hampers to families across the Council region. Each hamper consisted of a special treat hamper from Foodbank, Christmas cakes donated by the Millicent Lions Club, non-perishable foodstuff and gifts donated by the community, paper products donated by Kimberly Clark and fresh produce donated by Foodbank.

Foodbank generously provided us with some extra hampers which were given to the Millicent Community Learning Centre to distribute. Other surplus donated items were handed out by the Millicent Shares a Plate group with a hot roast dinner on Christmas Eve.

Millicent Outdoor Movie - 18 December 2022

The movie, *A Boy Called Christmas* attracted about 150 people to the Millicent Domain on a beautiful Sunday evening. Catering was provided by the Millicent North Primary School Parent Committee with a generous donation of sausages from the Millicent Lions Club. The event was rated highly by attendees agreeing it was “a great family night” and “a wonderful start to school holidays and the festive season”. All persons surveyed indicating an interest in similar future events but suggested a Friday night would be preferred next time.



One of the many families enjoying the outdoor movie, A Boy Called Christmas

Christmas Eve in Millie – 24 December 2022

Council supported the Millicent Business and Community Association (MBCA) and South East Property Sales and Management to bring festivities back to Millicent on Christmas Eve by providing an 'Elf on the Shelf' activity for families. Five Elves were hidden in different shops throughout the Millicent central business district and participants were given a series of clues to find the elves. When all five elves were found, participants were eligible to enter the draw to win some vouchers at local businesses. This activity proved to be extremely popular, with over 90 entries received!

Full Throttle in Wattle – December 2022 and January 2023

The Summer school holiday program engaged 100's of young people across the region. Beginning with the launch of the Summer Reading Club and Christmas activities on Saturday 17th December 2022, other stand-out events included Tie-Dying, Come & Try Golf, Kite Making, and Leather & Beeswax Workshops. From repeated requests, we were excited to bring back a mini version of the previously successful Coastal Connection Program. Throughout Southend and Beachport we delivered the popular 'Rockpool Rambles' and other sessions on Estuary Discovery, Shorebirds, Bushfood and Local Indigenous Culture.



Rockpool Ramble at Glen Point, Beachport and 'Come and Try Golf' at the Millicent Golf Club

Australia Day – 26 January 2023

Australia Day events were held in six communities across the Wattle Range Council area, including four breakfasts, three award ceremonies, one Citizenship ceremony and afternoon activities. We were very fortunate to have Australia Day Ambassador, Ian Smith, author, peacekeeper, veteran, and retired member of Australian Federal Police, speak at the Millicent breakfast.



New Citizen, Chi-Ling Tsai with family and Mayor Noll at the Kalangadoo Australia Day Event; And snapshot of the crowd at the Penola event.

Central Limestone Coast Liquor Licence Accord Meeting - 15 February 2023

Council continues to support SAPOL and Consumer Business Services in organising the quarterly regions Liquor Licence Accord meeting. This meeting is an opportunity for Liquor Licence holders to get together, share information, receive briefings from SAPOL and the Liquor Licencing division and stay up to date on industry happenings. The meeting locations rotate throughout the Limestone Coast region. The February meeting was held at the

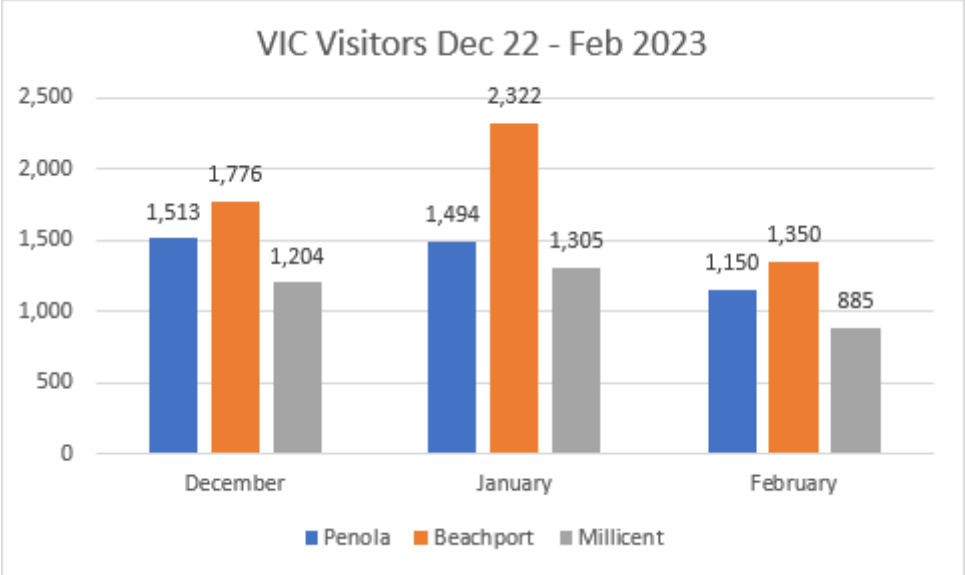
Kalangadoo Hotel with Guest Speaker: David Basheer, President of the Australian Hotels Association (South Australia) & Managing Director Strathmore & Woodville Hotel.

TOURISM

Senior staff attended the Tourism Management Group meeting with LCLGA in Naracoorte on 30 January 2023 along with representatives from all Limestone Coast Councils. This meeting was chaired by Tony Wright, CEO of LCLGA and the group were introduced to the new Destination Development Manager, Kate Napper, and the new Destination Development Coordinator, Emma Herring. Tourism activity in each LGA was discussed along with refreshing the regional tourism and marketing plan.

Visitor Information Centre Statistics

	Penola	Beachport	Millicent
December	1,513	1,776	1,204
January	1,494	2,322	1,305
February	1,150	1,350	885



Upcoming Community Development projects include:

SA Youth Week and Youth Advisory Council

Council is currently calling for nominations for its Youth Advisory Council (YAC). The YAC will kick off with a team building session at Noorla Yo Long as part of Youth Week. Youth Week activities will run from 24 March until 02 April with a variety of events to be held across Wattle Range Council. Council was fortunate to again receive a Youth Week grant of \$2,000 to support our planned activities, including live music, a public mural, career workshop, disc golf and a Youth Round Table dinner.

April School holidays

Beginning 17 April 2023 until Friday 28 April 2023 the program will feature three sessions hosted by SAPOL at the Millicent Rider Safe Centre plus an arrange of entertaining, augmented drawing, IT & craft activities in the Library.

Rivoli Bay Jetties Junior Fishing Competition

Building upon last year's popular competition with over 190 registrations we are working towards increasing support for local sponsors by enticing competition entrants into those businesses that sponsor the competition.

The competition will begin with the workshop on Monday 17 April at the Beachport Rec Centre featuring Nature Glenelg Trust, stations on fishing tips including how to bait the hook, how to tie and knot, fish ID and more. The competition is limited to junior fishers up to 18 years of age and fishing can only occur from the Beachport and Southend Jetties. Made possible through generous donations, each registration receives a fishing rod, tackle box and measuring stick. The FREE competition will finish with a presentation night where each category winner receives a prize plus the people's choice fun photo competition will be announced.

Limestone Coast Coastal Connection Program

After the success of our mini Coastal Connections program this year, we are working collaboratively with Grant, Kingston & Robe and are applying for grant funding to grow the Coastal Connections program across the Limestone Coast region in January 2024.

Financial Considerations

Budget Allocation	N/A
Budget Spent to Date	N/A
Budget Variation Requested	N/A

There are no known financial considerations related to this report.

Risk Considerations

There are no known risks to consider relating to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

There are no known environmental or sustainability considerations related to this report.

Communication & Consultation Considerations

There are no known communication and consultation considerations related to this report.

RECOMMENDATION

That Council:

1. Receive and note the report.

15.3.3 Climate Change Action Plan - Community Consultation Feedback

Report Type	Officer Report
Department	Development Services
Author	Emma Clay
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 3 - Environmentally Sustainable 3.1 Protect Council's natural assets through proactive planning in climate adaptation and structured infrastructure replacement and enhancements.
File Reference	GF/5.14.1/8
Attachments	1. DRAFT Climate Change Action Plan [15.3.3.1 - 13 pages]

Purpose of Report

To consider the feedback from the public consultation and adopt the draft Climate Change Action Plan.

Report Details

At the Ordinary Meeting of Council held on 12 July 2022, Council considered a report on the Climate Change Action Plan and endorsed the draft for public consultation (Minute Reference: Folio 10259 Item 15.1.2).

The consultation commenced on Thursday 28 July 2022 with an advert in local print media. In accordance with Council's public consultation policy, the public were invited to comment and make formal representation to Council on the draft plan.

A survey was developed to obtain constructive feedback on the draft plan, alternatively written submissions were accepted until 5pm on Thursday, 18 August 2022.

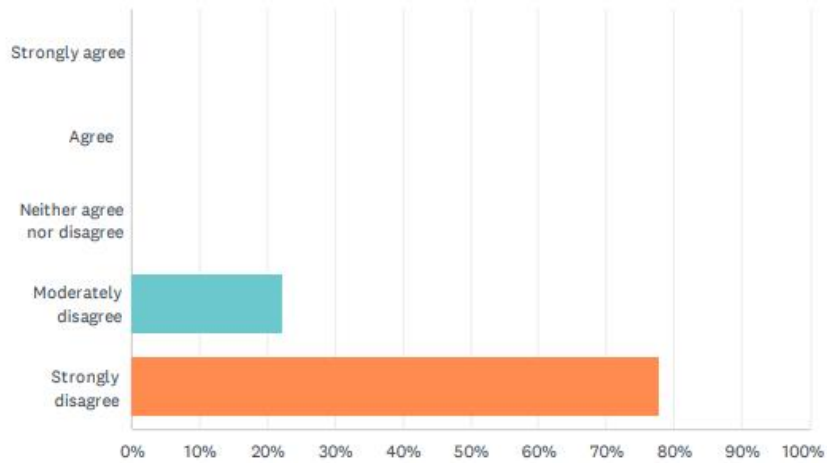
During the consultation period, the consultation was advertised on Council's Facebook on three occasions and in the Council Communications column of the SE Voice Newspaper on 4 August 2022 and 18 August 2022. Local newspapers also wrote their own independent newspaper articles on the draft action plan.

To support the consultation, Council developed a survey asking specific questions about the actions associated with each theme of the draft plan. At the close of the consultation, Council received just nine (9) survey responses and of these, only six (6) were complete responses. The remaining three (3) respondents did not complete the whole survey. Council did not receive any written responses or requests to make a formal representation to Council regarding the draft plan.

The survey provided many opportunities for community members to have their say by responding to the specific questions and commenting in the comment boxes provided throughout the survey. The summary survey responses are detailed below.

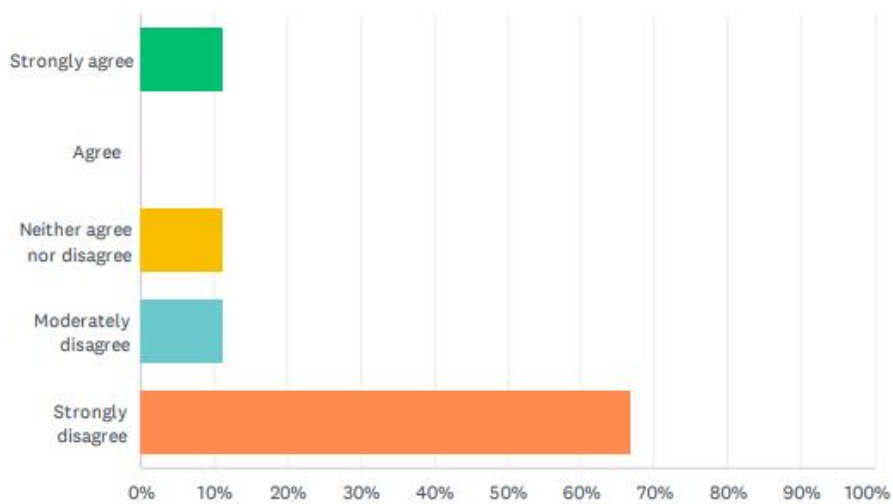
Q1 Do you agree with the actions associated with Theme 1 - Community Vibrancy and Presentation? (Page 11 & 12 of the Climate Change Action Plan)

Answered: 9 Skipped: 0



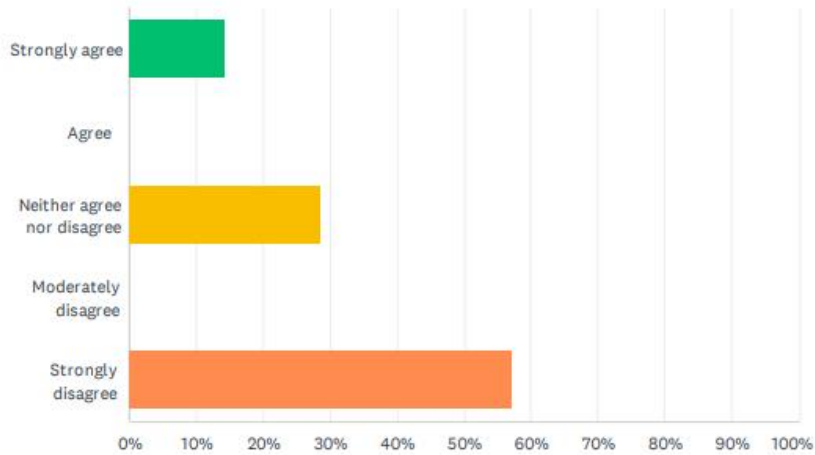
Q2 Do you agree with the actions associated with Theme 2 - Economic Prosperity? (Page 13 of the Climate Change Action Plan)

Answered: 9 Skipped: 0



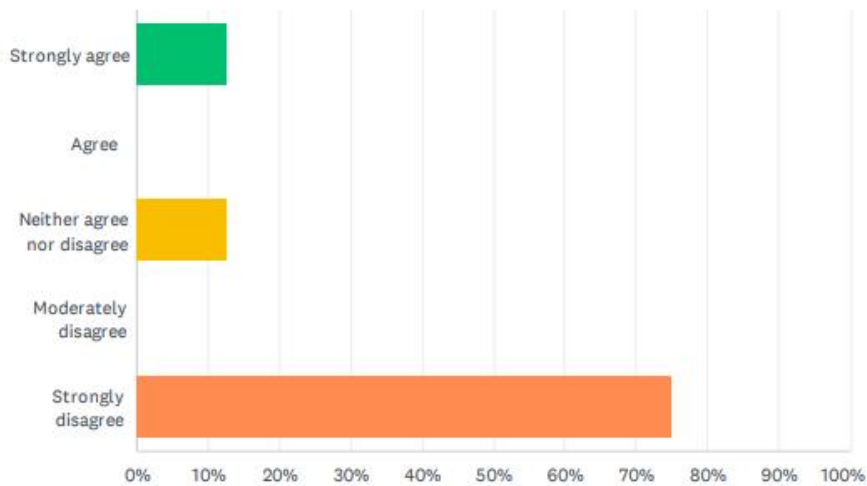
Q3 Do you agree with the actions associated with Theme 3 - Environmentally Sustainable? (Page 14 of the Climate Change Action Plan)

Answered: 7 Skipped: 2



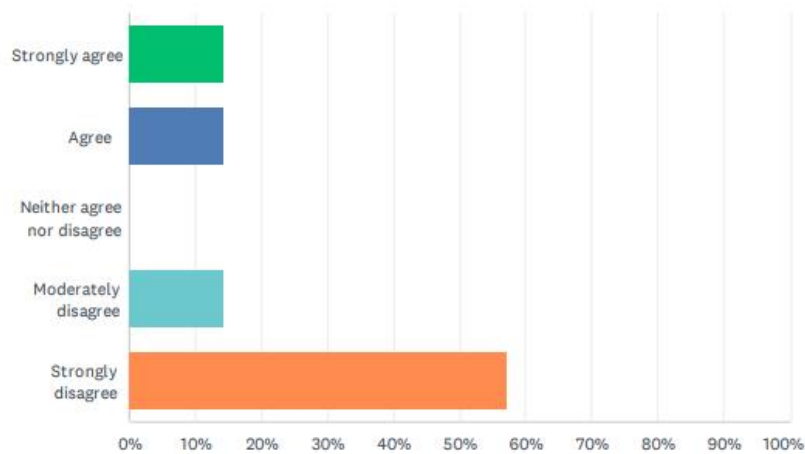
Q4 Do you agree with the actions associated with Theme 4 - Infrastructure & Asset Sustainability? (Page 15 of the Climate Change Action Plan)

Answered: 8 Skipped: 1



Q5 Do you agree with the actions associated with Theme 5 - Organisational Excellence? (Page 16 of the Climate Change Action Plan)

Answered: 7 Skipped: 2



Financial Considerations

Budget Allocation	\$50,000
Budget Spent to Date	\$0
Budget Variation Requested	N/A

Risk Considerations

Please refer to Wattle Range Council's SharePoint Register – Items *Climate Change*; *Coastal Erosion*.

Policy Considerations

Community Engagement Policy

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

Climate Change is a major environmental issue. The Climate Change Action Plan responds to this issue with various adaption and mitigation actions to promote sustainable operations of the Council.

Communication & Consultation Considerations

The Climate Change Action Plan will be released for Community Consultation in accordance with Council's Community Engagement Policy.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Adopt the Climate Change Action Plan as presented.



Wattle Range
COUNCIL

CLIMATE CHANGE ACTION PLAN

July 2022



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What is Climate Change?

Climate change refers to long-term changes in the Earth's temperatures and weather patterns. Some causes of Climate Change are natural, such as variations in the Earth's solar cycle, however since the 1800's human activities have resulted in increasing greenhouse gas emissions being trapped in the Earth's atmosphere and this is now the main driver of Climate Change^{iiiiiv}.

Changes in global surface temperature relative to 1850–1900

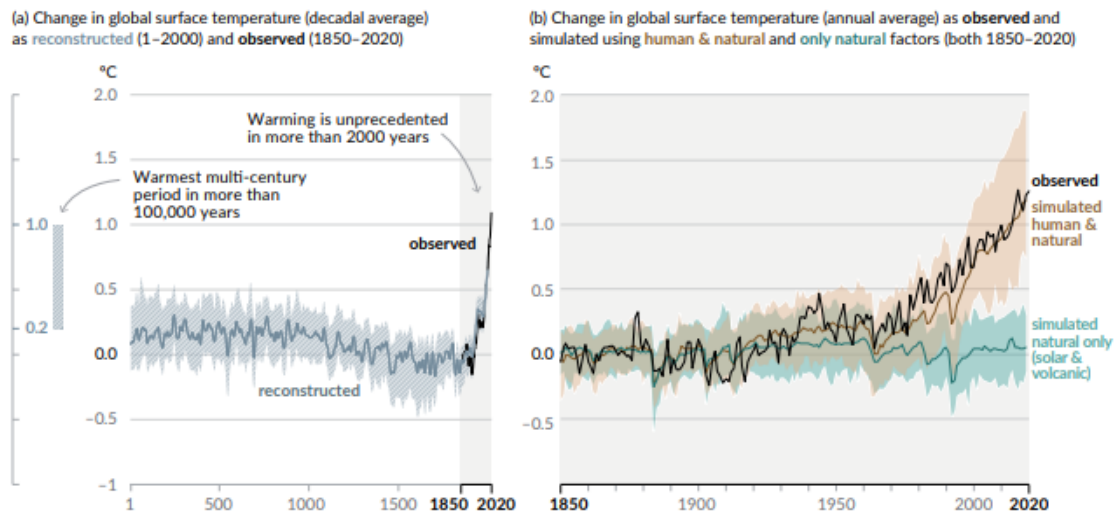


Image 1: Intergovernmental Panel on Climate Change, *Climate Change 2021 The Physical Science Basis (Summary for Policymakers)*

What do we know about how Climate Change will affect the Wattle Range region?

In 2016, the Limestone Coast Local Government Association (LCLGA) partnered with Regional Development Australia Limestone Coast (RDALC) and the Southeast Natural Resources Management Board (now the Limestone Coast Landscape Board) to investigate how Climate Change is likely to impact the Limestone Coast region and to identify priorities for adaption across the region. Through this partnership, the Limestone Coast Regional Climate Change Adaption Plan was developed. This plan provides a forecast of climate change impact to the Limestone Coast region as summarised in the following image and table:

CHANGES IN OUR CLIMATE BY 2070

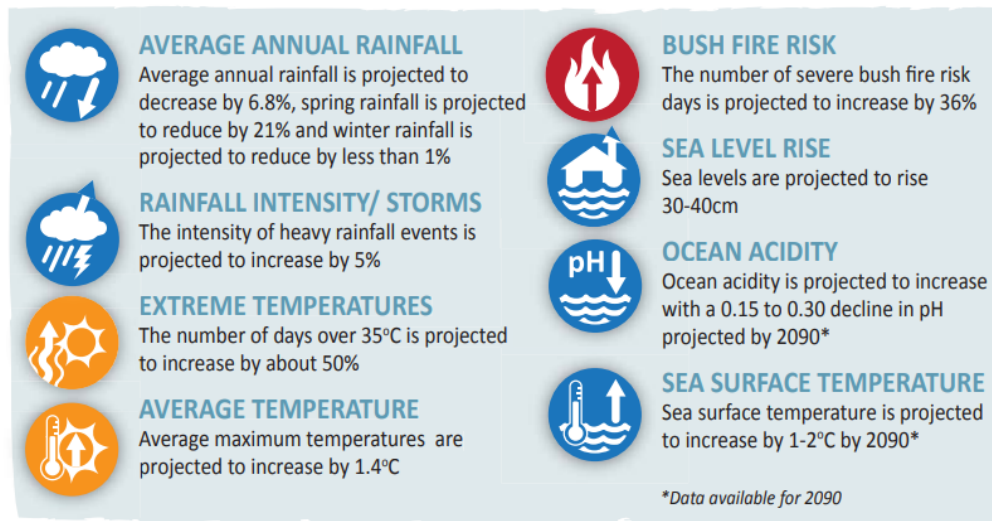


Image 2: Changes in our Climate (Limestone Coast Region) by 2070, Limestone Coast Regional Climate Change Adaption Plan 2016

Climate variable	Type of change projected	Current	Projected (2070)
Extreme heat	Increased frequency and intensity	6 days >35°C 1 days >40°C	10.5 days >35°C 2 days >40°C
Bushfires	Increased frequency and intensity (Fire danger rating "severe")	1.6	2.6
Annual temperature	Warmer annual (1.4oC increase)	19°C	20.4°C
Summer temperature	Warmer summer (1.3oC increase)	24.5°C	25.8°C
Autumn temperature	Warmer autumn (1.3oC increase)	19.6°C	20.9°C
Winter temperature	Warmer winter (1.2oC increase)	13.7°C	14.9°C
Spring temperature	Warmer spring (1.6oC increase)	18.1°C	19.7°C
Annual rainfall	Drier (6.8% reduction)	711 mm	662 mm
Rainfall summer	Drier summer (9.5% reduction)	91 mm	83 mm
Rainfall autumn	Drier summer (3.8% reduction)	161 mm	155 mm
Rainfall spring	Drier spring (20.5% reduction)	180 mm	143 mm
Rainfall winter	Wetter winter (0.7% increase)	278 mm	280 mm
Rainfall intensity	Increased intensity (7% increase)	--	--

Table 1: Climate projections for Mount Gambier in 2070, intermediate emissions^v

The calculations used to come up with these projections were based on an intermediate (emissions) concentration pathway (RCP4.5) with data sourced in 2016 from the Intergovernmental Panel on Climate Change (IPCC) AR5 Report produced in 2014.

Since then, the IPCC AR6 Report has been released which provides an updated and an alternate methodology to simulate future climate change, using further scientific data becoming available since the 2014 AR5 report. The AR6 report presents projected climate impacts based on five different scenarios determined by the shared socio-economic context of the world. A "middle of the road" approach (similar to the intermediate approach that was used for the 2016 calculations)

would place our projections in an SSP2 or SSP3 narrative. Modelling of these two scenarios indicates an average global warming of between 2.1-4.6°C by year 2100^{vi} (with 2070 warming estimated at 2.67-3.09°C^{vii}). The previous RCP4.5 projections indicated an average global increase of between 1.71-3.21°C by 2100. Therefore, it is likely that the projections previously made for the Limestone Coast require updating and the variances in average climate conditions will change. Subsequently the 2016 projections outlined in the Limestone Coast Regional Climate Change Adaption Plan can be considered a conservative change for our region until such time that projections are updated.

Our Achievements so far

Wattle Range Council (Council) has always recognised the environmental diversity of our region. Council understands the importance of protecting the local environments that underpin our economic industries and general lifestyles and 'Environmental Sustainability' is one of the five themes of Council's ongoing strategic planning.

A timeline of Council's activities undertaken to protect the local environment is outlined below, which commenced in 2010 with Council's first General Environmental Policy to show its commitment to achieving a Healthy Environment and integrating environmental considerations with economic, social and cultural factors:

- 2010 Council adopted its first General Environmental Policy
- 2011 Tree Management Policy
- 2013 Beachport Beaches Sand Management Plan
- 2015 Rivoli Bay study
- 2015 Lake George study
- 2017 Procurement Policy
- 2017 Beachport Sand Management Plan
- 2017 Beachport Boat Ramp Maintenance Options
- 2019 Southend Adaptation Strategy
- 2021 Rivoli Bay Data Collection and Modelling Summary Report
- 2021 Climate Change Action Working Group formed
- 2021 Emissions audit undertaken on Council's operations

Current political context

The Australian Government's [Long-Term Emissions Reduction Plan](#) sets a goal to achieve net zero emissions by 2050

The South Australian Government, through its [Climate Change Action Plan 2021-2025](#) has set goals to reduce South Australia's greenhouse gas emissions by more than 50% below 2005 levels by 2030, and to achieve net zero emissions by 2050.

Whilst there are several South Australian Local Governments who have adopted Climate Change Adaption Plans, there are only a handful of Council that have set clear, measurable targets to reduce emissions. Some examples are listed in the following table:

Local Government Entity	Emissions Reduction Target
City of Adelaide	To make Adelaide the world's first carbon-neutral city ^{viii}
City of Unley	Carbon neutral operations by 2023 ^{ix}
City of Charles Sturt	50% emissions reduction based on 2017/18 levels by 2025 Net zero corporate emissions by 2023/24 ^x
City of Holdfast Bay	To become a carbon neutral council by 2030 ^{xi}
City of Marion	To have carbon neutral operations by 2030 ^{xii}
City of Mitcham	To achieve net zero emissions by 2050 ^{xiii}
Mount Barker District Council	3% annual reduction in emissions (both community and corporate emissions) ^{xiv}

Table 2: Examples of South Australian Councils that have set emissions reduction targets as at January 2022

Current emissions context for Wattle Range Council

The Wattle Range Council region is primarily an agricultural region, and this is reflected in the region's emissions, which are predominantly from agriculture (74%) and transport (18%) sources. As a nation, Australia's total proportion of emissions from Agriculture is 14.6%^{xv}

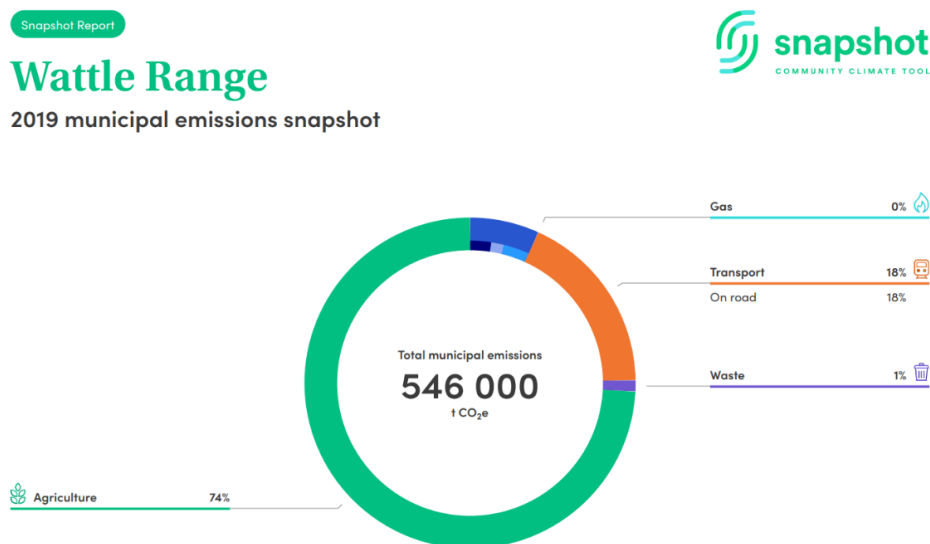


Image 3: 2019 Snapshot of Wattle Range Council's greenhouse gas emissions^{xvi}

Current emissions of the Wattle Range Council

In 2021, Council resolved to undertake an emissions audit to measure the greenhouse gas emissions directly attributed to Council's operations and to use as the basis of this Climate Change Action Plan.

It is important to note that the data used to measure Council's emissions was taken from the 2020-2021 financial year. The Council's operations were moderately impacted by the worldwide Covid-19

pandemic, particularly with regard to air travel. The emissions audit identified that fuel consumption is by far the Council's leading contributor to greenhouse gas emissions.

Figure 1: Breakdown of Wattle Range Council's GHG Emissions, FY2021

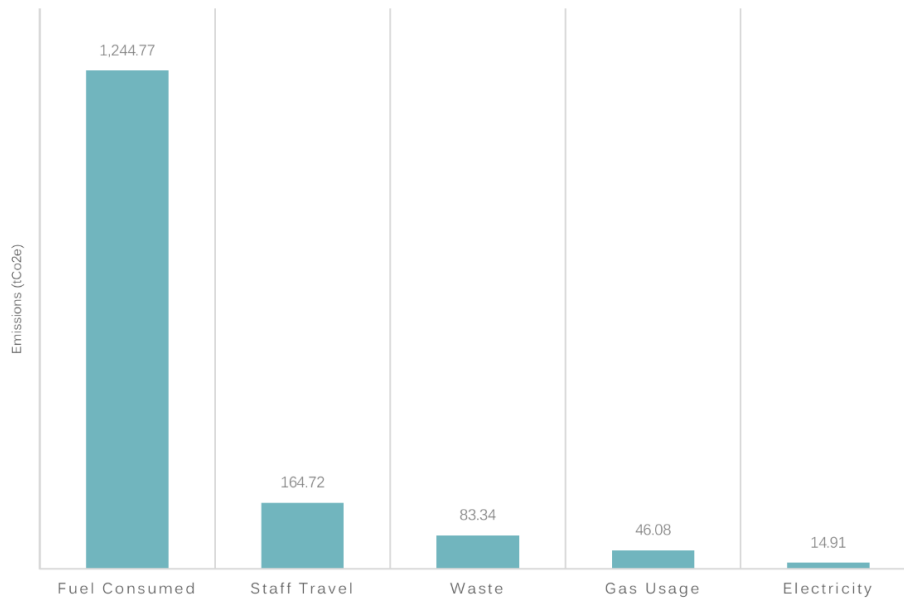


Image 4: Wattle Range Council's Greenhouse Gas Emissions by Source^{xvii}

Wattle Range Council's Emissions Reduction Commitment

It is somewhat expected for Council's leading source of emissions to be linked with vehicle, equipment and machinery usage, as plant usage is critical in the performance of many Council's core functions, such as road maintenance, parks and garden maintenance and waste management. Council currently has a fleet of 118, including light vehicles, a variety of plant such as trucks, rollers, graders, excavators and smaller mobile equipment such as mowers.

Council has already commenced replacing some of its diesel fueled vehicle fleet with hybrid vehicles as they fall due for renewal, however this technology does not yet exist or is not yet viable for the other heavy plant and equipment that Council uses. Council is therefore committed to continuing trialing and implementing electric and hybrid vehicles, plant and equipment whenever the opportunity arises.

Council will commit to achieving a 100% electric/hybrid light vehicle fleet and 80% renewable energy for our buildings by 2030

Council will make a commitment to include the actions identified in this plan in its ongoing Annual Business Plans and associated budgets

Council will commit to auditing its emissions and reviewing this plan every 4 years to ensure its actions remain adequate and are achieving a measurable difference.

The Action Plan

The below actions have been identified by the Wattle Range Council Climate Change Working Group. The actions have been sorted based on the council's strategic themes and prioritized (A to C) to address the areas that will most impact the Council's current emissions.

Theme 1 – Community Vibrancy and Presentation

Objective: Generate and support community vibrancy through advocacy and maintenance of community services and enhanced public facilities.

Action		Role of Council	Priority
1.1	Install an electric car charging station in a suitable location that can be utilized by Council staff and the public	Lead	A
1.2	Trial the use of uniform/standardized rechargeable, battery-operated equipment and tools such as chainsaws, whipper snippers in Council's parks and gardens team etc.	Lead	A
1.3	Educate households, businesses and schools on waste reduction ideas to enable the goal of reducing red bin collection frequency: <ul style="list-style-type: none"> - Wrap Council's existing truck and trailer fleet with waste education messaging - Provide a series of Workshops to the public, educating on the simple changes that can be made in the household to assist with climate change mitigation such as Composting at home; Tour of a waste facility; Homemade cleaning and beauty products; Home brewing; DIY beeswax wraps Provide some 'How to' videos on the Council's website, demonstrating simple waste reduction practices such as composting, food preserving etc	Lead	A
1.4	Procure recycled public space furniture, fencing and decking materials from emerging local recyclable producers to encourage local investment into R&D, reduce waste transportation costs and enhance the circular economy.	Lead	A
1.5	Where suitable, grow more trees in town centres, ensuring a balance of edible varieties such as fruit and nut trees (bush tucker) and varieties that have a canopy cooling effect in summer; Mulch and compost garden beds with locally produced products; and educate the community on climate appropriate trees and plants for the Wattle Range Region	Lead/Advocate	A
1.6	Implement a minimum of three-bin waste disposal system in all Council administration buildings with associated information board to assist with education and training	Lead	B

1.7	Liase with SA Power Networks for an accelerated transition to LED street lighting and consider self-funding the transition in those locations where a business case supports it.	Advocate/Partner	B
1.8	Invest in bin toppers and develop an Events Waste Management guideline for best practice. Make the use of the bin toppers and guideline a condition of Council for any Council-funded events or events held on Council land.	Partner	B
1.9	Host a competition that promotes gardening practices in line with climate change mitigation. E.g., categories for: Growing fruits and vegetables Growing native species	Lead	C
1.10	Provide additional shades for community facilities including pathways. Consider natural shade i.e., street trees.	Lead	C
1.11	Investigate ways to support the community especially vulnerable people (aged, disabled) during extreme weather events. (water points in library and VICs)	Advocate	C
1.12	Educate households on the environmental benefits of biogas and electricity in comparison to gas and encourage households to make the switch.	Advocate	C
1.13	Annual competition or grant for innovative food growing.	Lead	C
1.14	Partner with PIRSA to promote stock feed supplement options to reduce methane gas emissions; and investigate recycling and alternative biodegradable fodder wrapping options.	Advocate	C
1.15	Advocate for more trees to be planted on farms	Advocate	C

Theme 2 – Economic Prosperity

Objective: A sustainable and prosperous economy that supports local businesses and industry and creates employment and prosperity for the region.

Action	Role of Council	Priority	
2.1	Develop a network of bike paths within major townships to encourage walking and cycling in lieu of motor transport.	Lead	A
2.2	Refer to the National Electric Vehicle Strategy and liaise with electric car charging station providers to determine whether Council would like to invest in vehicle charging stations at strategic tourism hotspots and or staff locations to maximise benefits to Council and the wider community	Partner	A
2.3	Actively encourage local businesses to remove single use plastics from their operations prior to the upcoming bans.	Advocate	A
2.4	Reinvigorate the “Buy Local” campaign and identify a suitable app for local businesses to use to promote their locally made goods and benefits such as:	Partner	B

	<ul style="list-style-type: none"> - reducing transport emissions - community gardens - reducing packaging - farmers markets. 		
2.5	Advocate for increased investment in biomass power generation and investigate options to divert waste streams and in particular green waste into emerging biomass technology.	Advocate	C
2.6	<p>Build partnerships with Industry to lower the region's emissions:</p> <ul style="list-style-type: none"> - Organise a Recycling Innovation competition to encourage development in this sector. - Encourage the development of a circular economy that recycles rubber, glass and plastic waste streams into road base material through regional collaboration and private investment. - Engage with key stakeholders and build public awareness 	Advocate	C
2.7	Advocate for and actively encourage investment in Renewable Energy projects within the region.	Advocate	C

Theme 3 – Environmentally Sustainable

Objective: Protect the natural assets and infrastructure of the region by leveraging additional environmental programs that will protect the environment for future generations

Action	Role of Council	Priority	
3.1	Continue to implement the Southend Adaptation Strategy	Partner/Advocate	A
3.2	Review kerbside waste collection frequency and three-bin collection locations to encourage a higher level of composting and recycling and reduce transport costs.	Lead	A
3.3	Plan and budget for long term coastal adaption requirements resulting from the impacts of climate change. Investigate ways to protect and defend our coastal communities and environments	Partner	A
3.4	Investigate opportunities for re-use/re-sale of hard waste collected at the Waste Transfer Station.	Partner	B
3.5	Advocate for the LCLGA to host a Climate Change Response summit with neighbouring Councils and stakeholders to share ideas and address some actions at a larger, regional level	Partner	B
3.6	Advocate for the restoration of degraded forests, wetlands and farming land when the opportunities arise.	Advocate	C
3.7	<p>Plan and advocate for the expansion of natural forests through a combination of:</p> <ul style="list-style-type: none"> - Identifying potential land areas where biodiversity corridors can be created and linked (e.g., Gondwana Link in WA) 	Advocate	C

	<ul style="list-style-type: none"> - Identifying any potential land use changes to support expansion and advocate - Encouraging private reforestation - Encouraging and supporting community-led action 		
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Theme 4 – Infrastructure & Asset Sustainability

Objective: Provide functional, safe, fit for purpose assets that meet the changing needs of the community

Action		Role of Council	Priority
4.1	Council to achieve a 100% electric/hybrid light vehicle fleet by 2030	Lead	A
4.2	Council to achieve 80% renewable energy for its buildings by 2030	Lead	A
4.3	Investigate the feasibility of Council owned and operated composting facility to be co-located at the Millicent Saleyards	Lead	A
4.4	Investigate and implement climate change resilient asset management materials and practices, including but not limited to a risk assessment of the impact of Climate Change to Council infrastructure. Maintain a watching brief on alternative power sources for plant and equipment (e.g., hydrogen) and partner with other stakeholders to trial emerging technology	Lead	A
4.5	Look at options for monitoring weather in townships, increased/decreased rainfall, temp for forward planning and reporting.	Advocate	A
4.6	Investigate the viability of installing solar panels (or other green energy) and batteries on Council owned buildings	Lead	A
4.7	Encourage higher energy standards for new construction (northwards orientation, top rate insulation, double glazing, no gas, high thermal rating, solar panels) and lead by example in Council led projects	Advocate	B
4.8	Advocate for increased public and private shared transport options in the Wattle Range region	Advocate	B
4.9	Source zero-emission materials for concrete and paving.	Lead/Partner	C

Theme 5 – Organisational Excellence

Objective: A great place to work where innovation and efficiency is expected, and customers are our focus

Action		Role of Council	Priority
5.1	Investigate grant funding opportunities to assist with funding the actions identified in this plan	Lead	A

5.2	Develop a Council budget line for climate change actions.	Lead	A
5.5	Promote the Wattle Range Council as a Leader in Climate Action by: <ul style="list-style-type: none"> - Provide regular input into Mayor's newsletter/ PR releases. - Provide recognition to Council employees who contribute to the reduction of waste. Offer sponsorship of Recycler of the Year award at local schools.	Advocacy	A
5.10	Ensure that the Climate Change Advisory Group continue to meet each year in April to review progress against this plan and report back to the Council	Lead	A
5.4	Develop an annual information booklet and/or online presence - possibly mailed out with rates notice which addresses a particular educational theme each year related to climate action. For example, the local cycle routes and the benefits of cycling; or local, native bush tucker for your garden; or what are the basics for keeping chickens; or how to phase out plastic in the home	Lead	B
5.6	Reassess all policies with the umbrella of Climate Change, particularly: <ul style="list-style-type: none"> - Ensure procurement policy allows for weighting of environmental costs to that of economic costs - Reduce face to face meetings that require travel and have more online meetings (reduce emissions) 	Lead	B
5.8	Advocate to the LGA for divestment in Fossil Fuels, look at banking, insurance, default superannuation company and divest where their investments are in fossil fuel industries.	Advocacy	C
5.9	Collaborate with other/similar Councils on emission reduction strategies.	Lead/Advocate	C

Our commitment

Council will continue to strive for best practice and achieving efficiencies in all its operations, and environmental best practice is no exception.

Council will commit to achieving the target outlined in this plan, being to achieve a 100% electric/hybrid light vehicle fleet and 80% renewable energy for our buildings by 2030

Council will make a commitment to include the actions identified in this plan in its ongoing Annual Business Plans and associated budgets

Council will commit to auditing its emissions and reviewing this plan every 4 years to ensure its actions remain adequate and are achieving a measurable difference.

Appendices

Appendix I: Carbon Reduction Institute, 2021, *Low CO2 Audit – Wattle Range Council* (See attached)

Endnotes

-
- ⁱ [Intergovernmental Panel on Climate Change: Climate Change 2021 The Physical Science Basis;](#)
 - ⁱⁱ [United Nations: Climate Action;](#)
 - ⁱⁱⁱ [Australian Academy of Science: Are human activities causing climate change?;](#)
 - ^{iv} [NASA: The Causes of Climate Change;](#)
 - ^v [Limestone Coast Regional Climate Change Adaption Plan](#)
 - ^{vi} [Intergovernmental Panel on Climate Change: Climate Change 2021 The Physical Science Basis \(Summary for Policy Makers\);](#)
 - ^{vii} [Carbon Brief: Explainer: How ‘Shared Socioeconomic Pathways’ explore future climate change](#)
 - ^{viii} [Carbon Neutral Adelaide: Action Plan 2016 - 2021](#)
 - ^{ix} [City of Unley: Climate and Energy Plan 2021](#)
 - ^x [City of Charles Sturt: Net Zero, Our Map to Net Zero Corporate Emissions 2020-2025](#)
 - ^{xi} [City of Holdfast Bay Environment Strategy 2020-2025](#)
 - ^{xii} [City of Marion Carbon Neutral Plan 2020-2030](#)
 - ^{xiii} [City of Mitcham: Getting Climate Ready](#)
 - ^{xiv} [Mount Barker District Climate Change Action Plan 2019](#)
 - ^{xv} [CSIRO: What are the Sources of Australia’s Greenhouse Gases?](#)
 - ^{xvi} [Snapshot Climate 2019-2020 for the Wattle Range Council area](#)
 - ^{xvii} Carbon Reduction Institute: *Low CO2 Audit – Wattle Range Council* (Appendix I)

15.4 Director Engineering Services

15.4.1 Stormwater Asset Management Plan for Consultation

Report Type	Officer Report
Department	Engineering Services
Author	Bridget Johnson
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Low
Strategic Plan Reference	Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.
File Reference	GF/7.7.3/1
Attachments	1. Stormwater AMP Draft Version 1.1 [15.4.1.1 - 82 pages]

Purpose of Report

To endorse the release of the Draft Stormwater Asset Management Plan for public consultation.

Report Details

The Stormwater Asset Management Plan forms part of the Council's greater Asset Management Strategy. The Plan outlines the future path for renewal, replacement and upgrades of Stormwater assets, whilst detailing the future financial implications and whether the strategy is sustainable into the future.

Pursuant to section 122(1a)(b) of the *Local Government Act 1999*, Council must develop and adopt infrastructure and Asset Management Plans, relating to the management and development of infrastructure and major assets by the Council for a period of at least 10 years. The asset management plan must be consistent with Council's Strategic Plan, Long-term Financial Plan and Annual Business Plan.

As part of its Asset Management Strategy, Council has determined that Asset Management Plans are required for each of the major asset categories. Council has Asset Management Plans for Buildings & Structures, Plant & Equipment, Roads, Footways, Kerbs, and CWMS developed between 2015 and 2022.

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner. Asset Management Plans examine both the financial and physical attributes of an asset class.

The Stormwater Asset Management Plan has been drafted in accordance with the national framework template issued by the Institute of Public Works Engineering Australasia (IPWEA).

The Plan details the maintenance and capital expenditure required over the life of the Stormwater assets. The Plan includes financial attributes and indicators such as annual depreciation, 10-year works programs for renewal and upgrade, as well as annual expenditure required for operations and maintenance.

The financial information in the Asset Management Plan informs the preparation of Annual Business Plans and Council's Long Term Financial Plan and provides information to Council on the affordability and sustainability of the Stormwater Assets into the future.

It is proposed to release the draft Stormwater Asset Management Plan for public consultation for 21 days, in accordance with Council's Community Engagement Policy. All feedback will be considered as part of the adoption of the final plan.

Financial Considerations

Budget Allocation	Nil
Budget Spent to Date	Nil
Budget Variation Requested	Nil

The Asset Management Plan is directly linked to Council's Long-Term Financial Plan and Annual Business Plan. Included in the Asset Management Plan is financial information including capital expenditure new and renewed, depreciation and lifecycle costs for the assets.

Risk Considerations

The risk associated with the recommendation is Low. A detailed risk assessment has been undertaken as part of the development of the Asset Management Plan and is included as an appendix to the document.

Policy Considerations

The recommendation is consistent with Council's Asset Policy and Community Engagement Policy.

Legislative Considerations

The recommendation is consistent with the requirements for Asset Management Plans under section 122 of the *Local Government Act 1999*.

Environmental / Sustainability Considerations

The Stormwater Asset Management Plan will assist Council in minimising future environmental impacts of stormwater.

Communication & Consultation Considerations

The recommendation is consistent with Council's Community Engagement Policy. The draft plan will be released for public consultation for a period of 21 days and feedback from the consultation will be considered in the final adoption of the plan.

RECOMMENDATION

That Council:

1. Receive and note the report; and
2. Release the draft Stormwater Asset Management Plan for public consultation for a period of 21 days.



ASSET MANAGEMENT PLAN

Stormwater

QUALITY ASSURANCE

Draft: February 2023

Version: V1.1 DRAFT

DOCUMENT CONTROL

Prepared by: Asset Management Officer

Reviewed by: Asset Management Steering Committee

Previous Versions

Rev No.	Date	Revision Details	Prepared by	Adopted
1.0	Oct-19	Adopted by Council	KLB	Council
1.1	Feb-23	DRAFT	BFJ	

Front Cover Image: Stormwater pipe and end structure, Arthur and Gordon Streets, Penola. 11 June 2018

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EXECUTIVE SUMMARY

1 Executive Summary

1.1 The Purpose of the Plan

This Asset Management Plan (AMP) documents the management of stormwater assets to achieve the required levels of service to the community. This plan defines the provision and maintenance of the stormwater infrastructure and outlines Wattle Range Council's (Council) asset management practices and lifecycle strategy for the next ten years. Council has previously adopted a Stormwater Drainage Asset Management Plan in 2019. This current iteration of AMP expands upon the principles set in 2019 and develops them further to equal the level of maturity and detail that is required within this asset class moving forward. This AMP is focused around risk management and has seen the formation of the Stormwater Risk Register (Appendix 2) which is an improvement upon the previous AMP.

1.2 Asset Description

Council owns and maintains stormwater assets in the townships of Beachport, Coonawarra, Glencoe, Kalangadoo, Millicent, Mount Burr, Nangwarry, Penola, Rendelsham, Rocky Camp, Southend, and Tantanoola. Council's stormwater assets consist of end structures, pits (grated inlet, side entry, soakage, and junction), road culverts, gross pollutant traps (GPT's), drains (pipes), open drains (swale, open, and detention basins), infiltration devices (runaway bores), and mechanical (sumps). Table 1 gives an overview of the stormwater assets.

Table 1: Stormwater Infrastructure Summary

Location	Infrastructure							
	Pits	Drains	End Structures	GPT's	Open Drains	Infiltration Devices	Culverts	Mechanical (Pumps)
Millicent	365	364	5	2	34	7	3	6
Penola	157	331	32	-	222	6	3	2
Beachport	83	69	3	-	10	4	1	4
Tantanoola	34	43	4	-	18	-	-	-
Kalangadoo	29	90	28	-	88	20	5	-
Mount Burr	16	13	2	-	2	2	-	-
Southend	25	25	-	-	-	-	-	-
Nangwarry	26	22	1	-	-	-	-	-
Glencoe	11	23	10	-	2	4	-	-
Rendelsham	7	7	1	-	2	-	-	-
Coonawarra	1	1	-	-	-	-	-	-
Rocky Camp	3	18	7	-	14	-	4	-

The total replacement cost of the infrastructure is \$13,089,381 as of 1 July 2022.

1.3 Levels of Service

Council has developed both customer and technical levels of service to ensure the safe and reliable management of stormwater.

Customer levels of service monitor the quality, reliability, and safety of the systems, whilst the technical levels of service consider the operations, maintenance, and renewal of the assets.

1.4 Future Demand

The factors influencing future demand and the impacts they have on service delivery are created by:

- Static population growth
- Legislation changes
- Ageing infrastructure
- Condition of infrastructure
- Community expectations
- Economic factors
- Seasonal changes
- Climate change

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Optimise the utilisation / performance of existing assets.
- Reduce or defer the need for new assets.
- Meet the organisation's strategic objectives.
- Deliver a more sustainable service.
- Respond to customer needs.

1.5 Lifecycle Management Plan

1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this AMP includes operation, maintenance, renewal, acquisition, and disposal of assets. Although the AMP may be prepared for a range of time periods, it typically informs a Long-Term Financial Planning period of 10 years. Therefore, a summary output from the AMP is the forecast of 10 year total outlays, which for the stormwater infrastructure is estimated as \$595,671 on average per year.

1.6 Financial Summary

1.6.1 What we will do

Estimated available funding for the 10 year period is expected to be 90-110% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the Long-Term Financial Plan can be provided. The informed decision making depends on the AMP emphasising the consequences of Planned Budgets on the service levels provided and risks.

1.6.2 What we cannot do

Works and services that cannot be provided under present funding levels are:

- Projects where Council budget is not sufficient to cover the full project cost and therefore external funding is required for the project to proceed; if external funding is not approved, the projects are not undertaken but deferred until a time where suitable funds are available.

- Where large capital new/upgrade projects are identified in this AMP which are discretionary in nature will be considered individually each financial year and as such future capital expenditure profile documented in this AMP will change.
- Avoid all instances of flooding during significant rainfall events in the short to medium term due to financial constraints.
- Provide Stormwater Management Plans for all townships
- Upgrade all open channel systems to buried pipe

1.6.3 Managing the Risks

Our present budget levels are sufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Work Health Safety (WHS) in relation to undertaking maintenance on stormwater pits that have heavy concrete or cast-iron lids
- Economic in relation to
 - The unknown condition and location of underground assets
 - The poor data or details available for the infrastructure
 - The uncertainty around system capacity and demand
- Service levels in relation to
 - Hidden failures in the network
 - Localised flooding or road and/or property during high-intensity rainfall events

We will endeavour to manage these risks within available funding by:

- Routine inspections and proactive maintenance programs
- Timely response to customer requests
- Optimised management and operation of network

1.7 Asset Management Planning Practices

Assets requiring renewal are identified from either the asset register or an alternative method.

The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal; alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems and may be supplemented with, or based on, expert knowledge.

The Asset Register was used to forecast the renewal lifecycle costs for this AMP.

This AMP is based on a low level of confidence information.

This plan aligns with key organisational documents including the current Council Strategic Plan, Annual Business Plan, and Asset Policy.

1.8 Monitoring and Improvement Program

This plan is a living document that is owned by the Manager Assets and Environment and will be internally reviewed annually. A full review will be undertaken to coincide with asset revaluation and condition assessments, which are scheduled to occur every four years, and to meet the requirements of the *Local Government Act 1999*.

Key areas of improvement include:

- Collection of asset condition data to inform operations, renewal and valuation
- Collection of asset details to enable accurate asset register to be developed
- Capacity and demand assessment of the stormwater infrastructure to understand future capacity and upgrade /renewal timeframes
- Development and implementation of scheduled maintenance programs including pit and drain inspections, gutter (street sweeping) and pit cleaning, sump pump maintenance, and open drain and easement cleaning
- Clear documented processes for stormwater management for residential and commercial developments
- Clear documented processes for building over or adjacent to underground infrastructure
- Develop and document community levels of service with community consultation and key stakeholders

INTRODUCTION

2 Introduction

2.1 Background

In South Australia, Council's responsibility for stormwater infrastructure is a result of the Local Government Act which states one of Council's functions is to *"provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area)"*. Within Wattle Range Council's boundary the townships of Beachport, Coonawarra, Glencoe, Kalangadoo, Millicent, Mount Burr, Nangwarry, Penola, Rendelsham, Rocky Camp, Southend, and Tantanoola contain a network of stormwater assets to ensure the needs of the community are met. In addition, stormwater assets in the form of culverts (under roads) are located throughout Council's jurisdiction.

The stormwater network is quite extensive, primarily in the townships listed above, comprising of various open drains, pipes, pits, culverts, and detention basins. A summary of all stormwater assets is compiled in Table 1. Council stormwater infrastructure is complimented by the South Eastern Water Conservation and Drainage Board (SEWCDB) open drain network. Much of the stormwater runoff in the region ultimately ends up in this network of drains, generally flowing from east to west. The main issue Council faces is how to get the stormwater runoff to the open drain network, or to detention basins where it is not possible to connect to open drains.

It's worth noting that while most of Council's stormwater infrastructure drains into the SEWCBD network, this AMP covers Council assets only.

2.1.1 Purpose

This asset management plan documents the management of stormwater assets to achieve the required levels of service to the community. This plan defines the provision and maintenance of the stormwater infrastructure and outlines Council's asset management practices and lifecycle strategy for the next ten years.

This asset management plan communicates the requirements for the financially sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service.

2.1.2 Related Documents

Council's Strategic Asset Management Framework (Figure 1) illustrates the relationship of this asset management plan with relevant documentation. The following Wattle Range Council documents are directly related to this plan.

- Strategic Plan 2018-2021
- Annual Business Plan
- Asset Management Strategy
- Proposed Long Term Financial Plan 2023-2033
- Asset Policy
- Records Management Policy
- Requests for Service Procedure
- Procurement Policy
- Safety Reliability Maintenance and Technical Management Plan (SRMTMP)
- Stormwater Drainage Asset Management Plan October 2019

- Kalangadoo Township Stormwater Drainage Management Plan 2004
- Penola Township Stormwater Drainage Management Plan 2010

This asset management plan has been developed in line with the principles laid out in ISO 55000:2014, ISO 55001:2014 and ISO 55002:2018 that prescribe the international standards for asset management. This plan has been documented following the NAMS+ Asset Management Plan Template which provides guidance on how to meet the ISO principles.

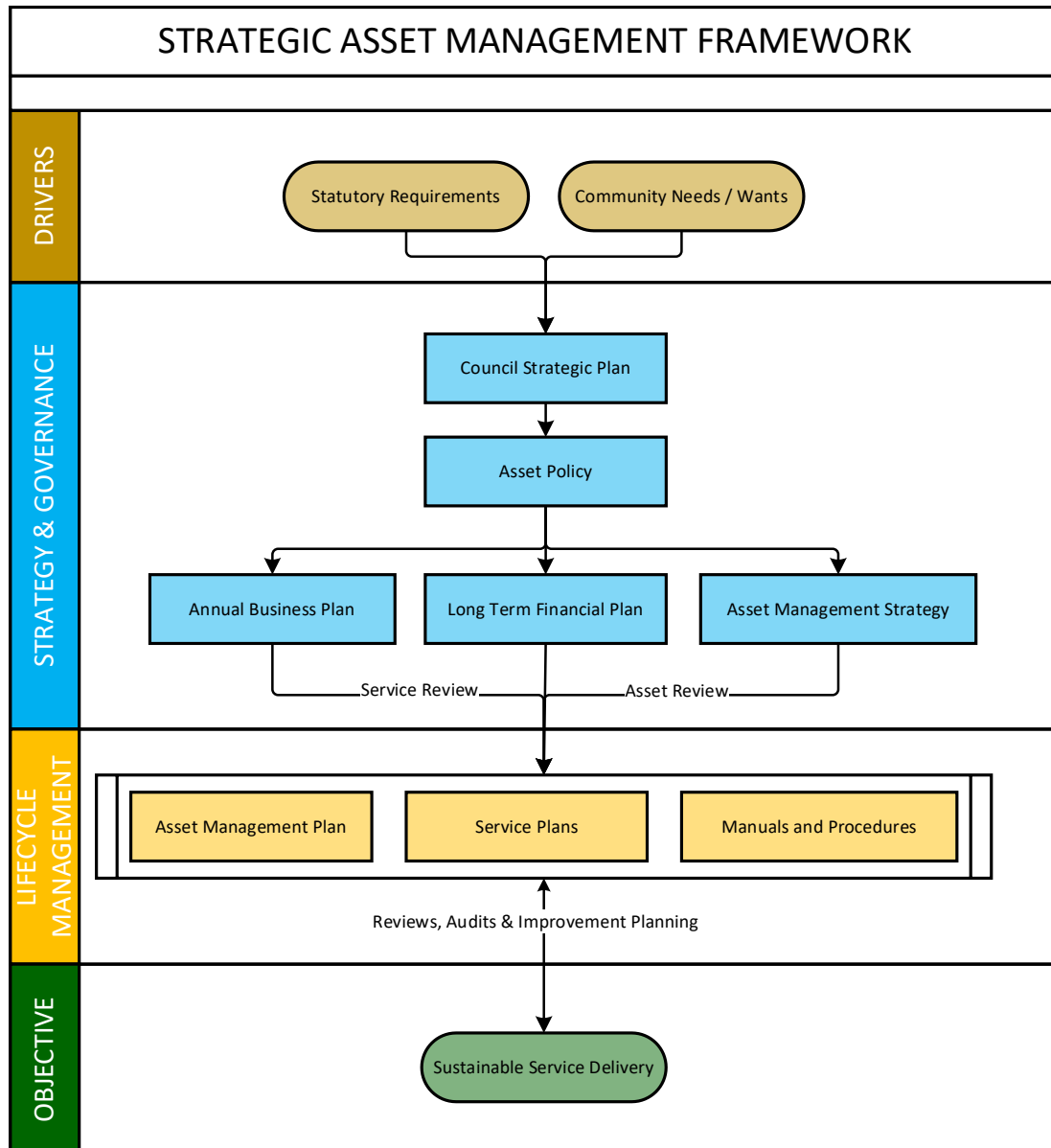


Figure 1: Strategic Asset Management Framework

2.1.3 Infrastructure Assets

This plan covers the asset management of the stormwater infrastructure summarised in Table 1 and further detailed in Section 0. It includes the collection network of stormwater drains and pits, open drains and swale drains, culverts and end structures, GPT's, detention basins, infiltration devices, and sumps.

Table 2 shows the accepted audited values of these assets as at 1 July 2022.

Table 2: Adopted Stormwater Infrastructure Values as of 1 July 2022

Location	Replacement Cost (\$)	Depreciated Replacement Cost (\$)	Accumulated Depreciation (\$)	Depreciation Expense (\$)
Beachport	683,030	453,908	229,122	6,686
Coonawarra	5,621	4,448	1,173	45
Glencoe	202,394	128,700	73,694	1,663
Kalangadoo	486,027	308,952	177,074	4,266
Millicent	5,345,611	3,382,837	1,962,774	45,017
Mount Burr	369,304	231,822	137,482	3,007
Nangwarry	356,454	228,018	128,436	2,853
Penola	4,353,056	3,200,133	1,152,924	37,602
Rendelsham	65,569	44,075	21,494	527
Rocky Camp	235,296	147,270	88,026	1,992
Southend	357,121	270,532	86,589	2,857
Tantanoola	629,898	397,060	232,838	5,119
Total	13,089,381	8,797,754	4,291,627	111,633

2.1.4 Key Stakeholders

Best practice asset management is seen as a whole of organisation activity, that is, it impacts on or involves staff from across the organisation who are involved with the lifecycle management of the Council's assets or delivering services supported by those assets.

The Council, Executive Leadership Team, and key asset management staff have defined roles, responsibilities and commitments within the Council's Asset Policy.

Table 3: Stakeholders

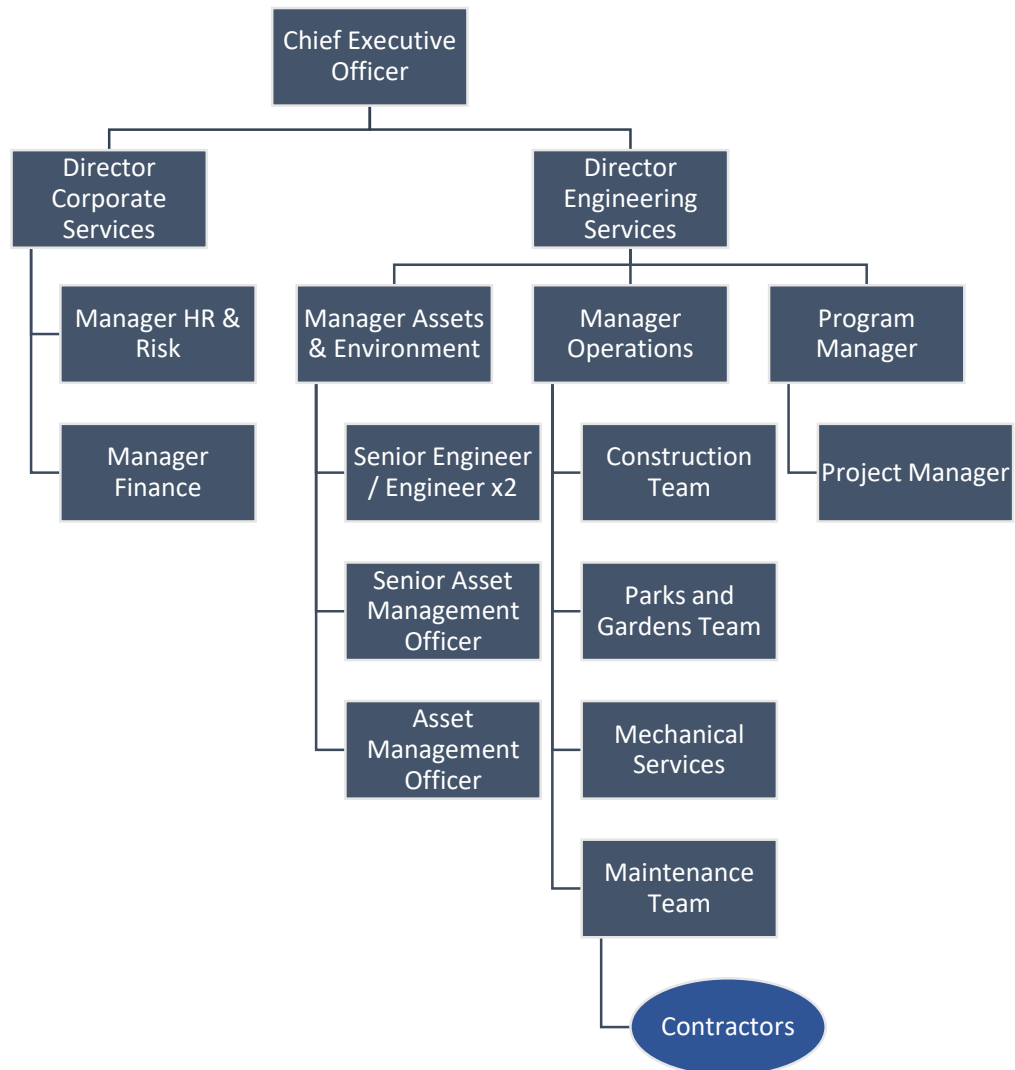
Stakeholder	Responsibilities
Council	To act as stewards for infrastructure assets. To set corporate asset management policy and vision with linkage to the Strategic Plan (available on Council's public website). To set levels of service, risk and cost standards. Ensure the development of asset management plans and improvement strategies and monitor the outcomes. To ensure appropriate resources and funding for asset management activities are made available to integrate asset management policies and asset management plans into the corporate governance framework. Conduct maintenance on stormwater assets.
Asset Management Steering Committee	Internal Council Committee which contribute to and review Asset Management Plans and asset management business rules and guide the implementation of asset management strategies.
Maintenance Contractor	Preventative maintenance as directed by Council staff.

Stakeholder	Responsibilities
State Government (Including but not limited to: Environment Protection Authority, Essential Services Commission of South Australia, Office of the Technical Regulator, Department for Health and Wellbeing, Department of Primary Industries and Regions South Australia, Department of Environment and Water)	Legislators / Regulators / Licensing.
Community (residents and visitors)	Provide review and input of the AMP. Discharge of stormwater into the network. Feedback on community level of service i.e. customer requests.
Local businesses	Discharge of stormwater into network.
Ratepayers	General rates contribute to the funding for capital works and operational maintenance programs. Feedback on community level of service i.e. customer requests.

2.1.5 Organisation Structure

Figure 2 illustrates the organisational structure within Council that has the responsibility for the service delivery from the stormwater infrastructure.

Figure 2: Organisation Chart specific to management and operation of Stormwater



2.2 Goals and Objectives of Asset Ownership

Council operates and maintains the stormwater infrastructure to ensure safe and responsible management of stormwater assets within the Council boundary.

Council's key goals and objectives for operating and maintaining stormwater infrastructure include:

- Providing a defined level of service and monitoring performance
- Monitoring capacity to meet demand, including during increased rainfall periods
- Identifying, assessing and appropriately controlling risks
- Having a Long-Term Financial Plan to meet appropriate maintenance, renewal, and upgrade requirements

LEVELS OF SERVICE

3 Levels of Service

3.1 Community Research and Expectations

As stormwater is an essential service, residents and businesses expect that adequate stormwater services will be provided at all times, with minimal disruptions due to planned maintenance or emergency responses. It is also expected that Council manages the stormwater collected in accordance with legislative requirements to minimise the risks to public health and the environment.

Council's Request for Service Procedure defines the service standards for customer requests. Council monitors the number and nature of customer service requests recorded each financial year to determine the standard of community expectations. Furthermore, Council addresses complaints as per the Customer Experience Policy and Compliments and Complaints Handling Procedure and maintains a Complaints Register in accordance with legislative requirements.

3.2 Strategic and Corporate Goals

This plan has been prepared with consideration to Council's vision, mission, values, themes and objectives. Table 4 identifies how this plan links to Council's themes and objectives as set in the Strategic Plan 2018-2021. It is noted that the draft Strategic Plan 2023-27 is currently being developed and once adopted, will be updated in this AMP during the annual review process.

Table 4: Strategic Plan Alignment

Theme		Objective	Strategy	Action	Alignment
1	Community Vibrancy & Presentation	Generate and support community vibrancy through advocacy and maintenance of community services and enhanced public facilities.	1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area.	No specific action listed.	This AMP ensures that stormwater from public spaces is planned and constructed to ensure maintenance of community services.
			1.3 Continue to provide sustainable, vibrant community facilities.	No specific action listed.	This AMP ensures that stormwater from public spaces is appropriately and sustainably managed.
			1.7 Support and advocate for improved infrastructure that enhances and creates economic and business opportunities.	No specific action listed.	This AMP ensures that necessary or recommended stormwater works for commercial development zones are captured and documented in the Risk Register and are advocated for.
2	Economic Prosperity	A sustainable and prosperous economy that supports local businesses and industry and creates employment and prosperity for the region.	No strategy relating to stormwater.	No specific action listed.	No alignment to stormwater.
3	Environmentally Sustainable	Protect the natural assets and infrastructure of the region by leveraging additional environmental programs that will protect the environment for future generations.	3.1 Protect Council's natural assets, through proactive planning in climate adaptation and structured infrastructure, replacement, and enhancements.	No specific action listed.	This AMP ensures the correct management of stormwater within legislated parameters, with limited impact to the surrounding environment, and using the most cost-effective approach.

Theme		Objective	Strategy	Action	Alignment
			3.2 Maintain strong and positive relationships with Federal and State Government Departments, advocating for increased investment in coastal and environmental protection within the Council area.	No specific action listed.	This AMP encourages positive relationships with Government Departments through consultation and notification, and advocacy for investment funding for required stormwater works.
4	Infrastructure and Asset Sustainability	Provide functional, safe, fit for purpose assets that meet the changing needs of the community.	4.1 Create a sustainable stock of assets, with appropriate long-term asset planning and optimal use.	Develop and review biennially asset management plans for all main asset categories.	This AMP prioritises work based on consumption, condition, and best practice across the asset class in a single document for easy reference and transparency. It also defines the strategic objectives to be reflected in the operational plans.
			4.2 Plan and provide for a safe local road network that meets the future and current needs of our community.	No specific action listed.	This AMP highlights areas of concern regarding localized flooding of property and/or road infrastructure and ensures that the risks are captured and documented in the relevant AMP.

Theme		Objective	Strategy	Action	Alignment
5	Organizational Excellence	A great place to work where innovation and efficiency is expected and customers are our focus.	5.1 Streamline operational decision making processes through technology based improvements.	Pursue and implement information technology solutions such as Business Intelligence (BI) reporting, NBN and mobility solutions that enable greater analysis, operating efficiency and improve the delivery of general and financial reporting and resilience of the information technology network.	This AMP explores utilising innovative technology and software for capturing asset and maintenance data remotely by developing the Maintenance module within Council's Asset Register software, Brightly. Using this technology will mean an increase in data accuracy for financial reporting and will streamline maintenance and renewal programs.
			5.3 Increase community input into Council decision making, through adoption of quality community engagement principles and practices.	No specific action listed.	Draft AMP's are made publicly available for consultation prior to adoption which increases community engagement and input.
			5.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.	No specific action listed.	This AMP and associated Risk Register employs a risk-based approach to development of the works program to ensure optimisation of Council assets and value for money.

3.3 Legislative Requirements

Wattle Range Council complies with the South Australian legislation relating to stormwater wherever practical. This includes:

- *Aboriginal Heritage Act 1988*
- *Environment Protection (Water Quality) Policy 2015*
- *Natural Resources Management Act 2004*
- *South Eastern Water Conservation and Drainage Act 1992*
- *Development Act 1993*
- *Road Traffic Act 1961*
- *Essential Services Commission Act 2002 and Regulations 2019*
- *Environment Protection Act 1993*
- *Landscape South Australia Act 2019* and associated regulations
- *Work Health and Safety Act 2012 and Regulations 2012*
- *Local Government Act 1999* and associated regulations

There are a wide range of codes, standards, policies and guidelines relating to the management of stormwater in South Australia. Where practical, Council seeks to operate within these guidelines, including:

- *AS ISO 19600:2015 – Compliance Programs*
- *Australian Accounting Standards*
- *Building Code of Australia 2007*
- *Environment Protection (Water Quality) Policy 2003*
- *AS/NZS 3500.3:2021 Plumbing and drainage, Part 3: Stormwater drainage*
- *AS/NZS 5667: Water quality – Sampling – Guidance on the design of sampling programs, sampling techniques and the handling of samples.*
- *AS/NZS 2031: Water quality – Sampling for microbiological analysis (ISO 19458:2006, MOD)*
- *AS/NZS ISO 3100: Risk management – Principles and Guidelines*
- *The National Construction Code (NCC) Volume 3 Plumbing Code of Australia (PCA) including South Australian Variations and/or Additional Provisions.*

3.4 Community Values

Community values indicate:

- what aspects of the service is important to the community
- whether they see value in what is currently provided; and
- the likely trend over time based on the current budget provision

Table 5: Community Values

Service Objective	Community Values	Community Satisfaction Measure
Stormwater assets have capacity to meet existing flows	No loss of service	Number of complaints/customer requests
Respond to flooding events in a reasonable timeframe	No loss of service	Number of complaints/customer requests

3.5 Community Levels of Service

Council is committed to the safe and reliable management of our stormwater assets to meet and exceed community expectations within financial and other practical constraints. Council has identified two levels of service categories: Community Levels of Service and Technical Levels of Service. Community levels of service measures the community's expected level of service from the stormwater assets, while technical levels of service measures the actual service that Council provides. The two levels of service can be compared to each other and used to identify areas of improvement. Table 6 identifies the existing and target community levels of service. Current performance is based on the last full reporting year prior to preparation of the AMP.

Table 6: Customer Levels of Service

Activity	Service Objective	Performance Measure	Current Performance	Target Performance
Quality	Stormwater is collected from public spaces, roadways, and residential and commercial properties and dispersed in accordance with legislative requirements	Number of flooding event complaints reported by community	12 flooding complaints in 2021/22 financial year 23 flooding complaints in 2020/21 financial year	Less than 15 flooding event complaints reported by community per year
Capability	Stormwater infrastructure has capacity to meet existing and projected flows	Number of flooding event complaints reported by community	12 flooding complaints in 2021/22 financial year 23 flooding complaints in 2020/21 financial year	Less than 15 flooding event complaints reported by community per year
Responsiveness	Customer complaints and reported issues are dealt with in line with Council's customer service standards	Number of days to action complaints or resolve issues	Not previously recorded, however the introduction of Datascape as the new corporate software provides for this to be captured in the future.	To be developed along with the capability of recording the measurable data in Datascape

Activity	Service Objective	Performance Measure	Current Performance	Target Performance
Safety	Respond to flooding events in a reasonable timeframe	Time taken for initial attendance at flooding events Time taken to resolve flooding event	Not previously recorded, however the introduction of Datascape as the new corporate software provides for this to be captured in the future.	Initial attendance within 8 hours Resolution of flooding event within 7 days (e.g. address cause)

3.6 Technical Levels of Service

These technical measures relate to the activities and allocation of resources needed to achieve the desired customer outcomes and demonstrate effective performance. Table 7 identifies the existing and target technical levels of service. Current performance is based on the last full reporting year prior to preparation of the AMP.

Table 7: Technical Levels of Service

Activity	Service Objective	Performance Measure	Current Performance	Target Performance
Capability	Stormwater infrastructure has capacity to meet existing and projected flows	Number of flooding event complaints reported by community	12 complaints in 2021/22 financial year 23 complaints in 2020/21 financial year	Less than 15 flooding event complaints reported by community per year

Activity	Service Objective	Performance Measure	Current Performance	Target Performance
Maintenance	Existing infrastructure is maintained in a suitable condition that is fit for purpose	Number of reactive service requests	Reactive repair of breaks and blockages	<15 customer reactive service requests across all areas
		Visual assessment undertaken to determine condition of stormwater pits	Undertaken in ad hoc manner in known problem areas	Annual programmed inspection of stormwater pits to understand if cleaning of pits is required
		Assessment of asset condition	Desktop revaluation completed as at 1 July 2020	Full valuation and condition assessments undertaken every 4 years
		Operating and Maintenance budget	Predominant work is undertaken as reactive	90% of maintenance is planned for in the annual budget process
Renewal	Stormwater infrastructure is fit for purpose and is upgraded or replaced as needed	Age and performance of network Outcomes of condition assessment	Planned renewals on assets	Major replacement work is planned for in the annual budget process Future work program is informed by condition assessment
Safety	Preventable hazards are identified and managed in accordance with Council's risk management policy	Risk register maintained	Initial review of schemes for hazards completed in 2023	Annual review of risk register to update with new hazards or amend existing hazards

FUTURE DEMAND

4 Future Demand

4.1 Demand Drivers

The key factors that directly impact the demand for services and related infrastructure include:

- Static population growth
- Legislation changes
- Ageing infrastructure
- Condition of infrastructure
- Community expectations
- Economic factors
- Seasonal changes
- Climate change

4.2 Demand Forecast

4.2.1 Population

The most recent data available is from the Australian Bureau of Statistics (ABS) 2021 census. According to this data, Wattle Range Council area has a population of 11,888, with Millicent being home to approximately 40% of the district's population, and Penola being the second largest township. Coastal townships of Beachport and Southend see a large increase in population (namely holidaymakers) during peak summer holiday season. Overall, the population in Wattle Range Council area remains stable with no significant growth since the 2016 census, however, should the population significantly increase, it is likely to have an impact on stormwater infrastructure placing a greater demand on existing infrastructure or acquiring additional infrastructure through development.

4.2.1.1 Millicent

While Millicent's population between the 2016 census and the 2021 census only increased by one person, there was a notable increase in the number of private dwellings, from 2,473 to 2,551. It is acknowledged that generally an increase in dwellings will result in an increase in stormwater runoff. The Wattle Range Strategic Land Use Plan 2022 summarises that Millicent has a substantial amount of land that could see an increase in urban development, particularly subdivision of rural living allotments that is currently used as agricultural land. These areas outskirt the main township and generally have no stormwater infrastructure. It is unlikely that residential development in these areas would require installation of stormwater infrastructure due to current lack of available services (i.e. area is not serviced by SA Water therefore residents would likely utilise stormwater catchment from dwellings for water supply) and well-draining soil. Swale drains or culvert infrastructure is not likely to be required in these instances.

There are pockets of residential and commercial expansion potential within Millicent township limits. The largest of which are areas behind Millicent High School, Teagle's Excavations, and Bolton Oval Reserve, and opposite the Pines Service Station on Mount Gambier Road. For private land subdivision developments, the developer is required to provide stormwater infrastructure for the new allotments and does so in agreement and consultation with Council. It is noted that Council does not pay for installation of this infrastructure but will inherit the assets from the developer after the agreed defect liability period has been met. For this reason, ongoing maintenance costs and depreciation of the new

stormwater assets will need to be considered. Development in any of the above-mentioned areas is likely to significantly increase stormwater catchment in the open drain network.

4.2.1.2 Penola

Penola topographical area is low-lying and flat. The soil type is not as well-draining as Millicent. Due to these factors, stormwater in Penola is most-commonly captured through either kerb and pipe infrastructure flowing into several detention basins and open drains, or swale drains in the absence of kerbing. There is some residential sub-division potential within Penola, the development of which would result in some increased stormwater run-off to the catchment areas.

There are existing issues with the stormwater network within Penola, particularly surrounding new private developments. The Risk Register (Appendix 2) noted this issue which has resulted in an action for Council to develop standards for stormwater management for new developments. This will occur as Council's asset register and spatial data is developed, and it is anticipated that this action will prevent future instances of residential or commercial development without approved stormwater management plans.

4.2.1.3 Other Townships

The remaining eleven townships generally consist of smaller house allotments close to the town centre, with larger lifestyle allotments or farming land on the town fringes. There is the potential for very minor increases to the population in some townships due to the sale of agricultural land for residential development or subdivision. Wattle Range Council generally has more land zoned for rural living than other Local Government areas. In areas known to have drainage issues, such as Kalangadoo and Glencoe, additional stormwater infrastructure may be required to be installed by Council to allow adequate levels of service in areas of new development. It is possible that industry or commercial development may also occur in these areas. Like residential development, the commercial developer is responsible for providing stormwater services on the site, however for larger developments, Council may be required to either install or inherit stormwater infrastructure such as culverts. Council acknowledges that these assumptions are very subjective on the nature of the development.

4.2.2 Ageing Infrastructure

Most of the stormwater assets would be expected to fail with age or general wear and tear, with the exception to mechanical assets which could fail early due to faulty parts. As a result, consideration should be given to replacement or renewal of ageing infrastructure towards end of useful life. As shown in Table 8, Council's stormwater assets do not meet end of useful life in this iteration of AMP, with the exception to mechanical assets, of which the renewal and maintenance programs have been captured in the Risk Register. Council will address replacement of ageing infrastructure in future revisions of this AMP.

Table 8: Average of Accounting Remaining Useful Life for Stormwater Assets

Asset Category	Average Remaining Useful Life (Years)
Culverts	65
Infiltration Devices	66
Mechanical	8
Open Drains and Rain Gardens	44
Stormwater Drains	82
Stormwater End Structures	63
Stormwater GPTs	65
Stormwater Pits	83

4.2.3 Condition of Infrastructure

It can be extremely difficult to assess the condition of underground stormwater infrastructure such as pipes and pits. Consequently, at the time of the development of this AMP, the actual condition of the stormwater assets was not known. The asset conditions could be calculated from useful life and age, however this was deemed to not be a reliable method to determine the asset condition therefore the risk of this uncertainty has been captured in the Risk Register (Appendix 2) and an action item has been proposed to work towards obtaining reliable and accurate asset condition data. Council currently relies on staff knowledge of known service deficiencies to give an indication of the condition of infrastructure.

4.2.4 Community Expectations

The community's expectations of Council for stormwater management may change in the future, possibly driven by advancing technologies, environmental awareness, or population growth/housing development. Council acknowledges that changes to community expectations are likely to occur and plan to recognise any changes in future revisions of this AMP.

4.2.5 Climate Change

With the increased volatility of Australia's weather patterns, there is an increased likelihood of infrastructure damage by natural disasters. Following any natural disaster event, any damaged stormwater infrastructure will need to be assessed and replaced/renewed accordingly. Due to the reactive nature of these works, Council will often be required to divert resources away from the routine cycle of renewal and maintenance works for stormwater infrastructure, which can create infrastructure renewal backlogs.

In addition to any natural disaster events that may occur, stormwater infrastructure within the Council area may be impacted by changes in rainfall intensity. According to the Department for Environment and Water's Guide to Climate Projections for Risk Assessment Planning in South Australia 2022, the state can expect the number and intensity of heavy rainfall events to increase. Council acknowledges that this could increase the pressure on some townships' stormwater systems, particularly in the lower-lying, marshland areas such as Kalangadoo and Penola, or where it has been identified that drainage needs to be improved to meet service level standards. Alternatively, drought may mean that stormwater harvesting and reuse is considered in the future.

Council acknowledges that climate change could also influence coastal erosion and rising sea levels in coastal and low-lying townships, such as Beachport and Southend, which may result in loss or destruction to property and assets. This will need to be considered when assessing upgrade or renewal work.

4.3 Demand Impact and Demand Management Plan

The objective of demand management is to actively seek to modify community demands for services in order to:

- Optimise the utilisation / performance of existing assets.
- Reduce or defer the need for new assets.
- Meet the organisation's strategic objectives.
- Deliver a more sustainable service.
- Respond to community needs.

It is vital to the success of the plan that demand factors be analysed comprehensively, and their impact quantified in terms of the following:

- The effect of the growth of the asset network.
- Any possible future need to increase or decrease infrastructure.
- The implementation of non-asset solutions, such as managing demand.
- Insuring against risks and managing failures.

Currently the stormwater infrastructure can meet the demands and generally provides the expected level of service to the community.

4.4 Asset Programs to Meet Demand

The new assets required to meet demand may be acquired, donated, or constructed. Council will capture expected investment to maintain, renew and upgrade as appropriate all stormwater infrastructure in the reviewed Long Term Financial Plan. It is acknowledged that historically, proactive maintenance has been minimal.

4.5 Climate Change Adaptation

The impacts of climate change may have a significant impact on the stormwater assets and the services they provide. In the context of the Asset Management Planning process, climate change can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts. As a minimum, consideration is given how to manage existing assets given potential climate change impacts for the region. Risk and opportunities identified to date are shown in the Risk Register (Appendix 2).

Additionally, the way in which new assets are constructed should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change
- Services can be sustained
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 9 summarises some asset climate change resilience opportunities.

Table 9: Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
All new assets in Beachport and Southend	Coastal erosion, rainfall intensity	Locate new infrastructure out of the identified coastal erosion zone Consider capacity of collection network to accept increased stormwater
All new assets in other townships	Rainfall intensity	Consider capacity of collection network to accept increased stormwater

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AMP.

LIFECYCLE MANAGEMENT PLAN

5 Lifecycle Management

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service defined above while optimising life cycle costs.

5.1 Background Data

Wattle Range Council maintains an extensive stormwater system across the district, comprising of various open channels, drains, pipes, and pits. A full summary of the stormwater assets covered by this AMP is contained in Table 1. The stormwater network is complemented by a unique drainage network owned and maintained by SEWCDB. Much of the stormwater runoff in the region ultimately ends up in this network of drains. The main issue faced by Council is how to get the stormwater runoff to these drains and other detention areas.

5.1.1 Physical Parameters

The assets covered by this AMP are summarised in Table 1.

5.1.2 Asset Capacity and Performance

The stormwater network across the main township areas generally performs to an acceptable level during average rainfall events. The deficiencies within the network generally appear after a single intensive event, however over a relatively short period of time the excess stormwater does drain away. This is particularly evident in the township of Millicent where a large portion of the land is relatively flat and well-draining.

The township of Penola faces a slightly different challenge, in that much of the stormwater infrastructure is via overland surface flows. The Penola township is very flat, thus utilising overland flow paths can be problematic particularly during short, intense rainfall events. A Stormwater Management Plan for the Penola Township has been compiled, identifying catchment zones and concept designs to improve stormwater management in the area through construction of underground pipes. The Penola Stormwater Management Plan was completed in 2010 and now requires updating. This has been identified in the Risk Register in Appendix 2.

Assets are generally provided to meet design standards where these are available. There are some service deficiencies within the stormwater network. These service deficiencies were identified from system knowledge by asset operators and captured as assessed risks in the Risk Register (Appendix 2).

5.1.3 Asset Condition

Council will be undertaking revaluation and condition assessments of asset classes in accordance with the Asset Policy on a four-yearly cycle. This data will be kept in Council's asset register, currently maintained in the Brightly software system (formerly Assetic). The data will be used to assist in prioritising future capital works and maintenance programs.

At the time of the development of this AMP, the actual condition of the stormwater assets was not known. The asset conditions could be calculated from useful life and age, however this was deemed to not be a reliable method to determine the asset condition therefore the risk of this uncertainty has been captured in the Risk Register (Appendix 2) and an action item has been proposed to work towards obtaining reliable and accurate asset condition data.

Condition ratings will be based on a six-point scale as detailed in Table 10.

Table 10: Asset Condition Rating Description

Condition	Description	Remaining Useful Life
0 Brand New	Asset is brand new or in brand new condition	100%
1 Excellent	Asset has no defects, asset is new, within defect liability period. Subject to preventative maintenance only.	99% - 92%
2 Good	Asset exhibits normal wear and tear, minor defects, minor signs of deteriorated surfaces finishes. Minor maintenance required (about 5% of asset).	91% - 80%
3 Fair	Asset is in an average condition, building services are functional. Building fabric displays sign of defects, signs of deterioration to surface finishes requiring attention with intervention levels for building fabric triggered. Repairs are required to prevent faster degradation of asset life. Significant maintenance required (about 5-20% of asset).	79% - 60%
4 Poor	Asset has deteriorated badly, serious problems with building services, general appearance of building fabric is poor and can be associated with cracks. The asset is still functional but shows signs of major wear and tear and defects, backlog maintenance work exists. Significant renewal work required (about 20-50% of asset).	59% - 26%
5 Very Poor	Asset has reduced functionality. Asset has significant defects affecting many components, deteriorated surfaces require significant attention, services are functional but failing spasmodically, major backlog maintenance work exists. Over about 50% of asset requires replacement.	25% - 10%
6 End of Life	Asset has reached the end of its useful life. Asset requires replacement.	0%

5.2 Operations and Maintenance Plan

Council employees oversee the operational and maintenance aspects of managing the stormwater infrastructure. Currently maintenance is largely reactive; however, Council aims to review and improve inspection programs, and improve quality of asset data which will assist in implementing a proactive approach to maintenance going forward. Council also aims to implement Brightly Maintenance module which will capture maintenance works against the asset where historically this data has not been captured, therefore assisting to shape future maintenance programs.

5.2.1 Operations and Maintenance Strategies

General maintenance strategies include:

- Ensuring the infrastructure is maintained in accordance with agreed levels of service
- Deferring maintenance work and grouping in the capital improvement program annually unless urgent or safety related.

Currently maintenance has been undertaken reactively, only when issues are observed during inspections, or customer complaints are received. This plan outlines the work required to transition the asset class into a data driven renewal and maintenance program to assist Council in meeting its

obligations to regulators and community. Implementing a proactive maintenance program should also allow Council to reduce maintenance costs and strategically tender for services and goods.

Table 11 identifies the standard maintenance activities including frequency and responsible agent.

Table 11: Routine Maintenance Inspections and Actions

Activity	Frequency	Responsibility
Cleaning GPT at Millicent Main Drain	Annually	Contractor
Street Sweeping Program	Fortnightly	Council

5.2.2 Maintenance Budget

It is difficult to be precise in determining true maintenance needs. Even if a process of zero-based budgeting was undertaken, maintenance is subject to many variables including extremes of weather, ground disturbance and unpredictable loadings.

Historical data from previous financial years maintenance and capital works funding to maintain, renew and upgrade the stormwater infrastructure is presented in Figure 3. With the implementation of Datascape, it is expected that greater granularity of stormwater expenditure will be captured in the future.

All figure values are shown in current day dollars.

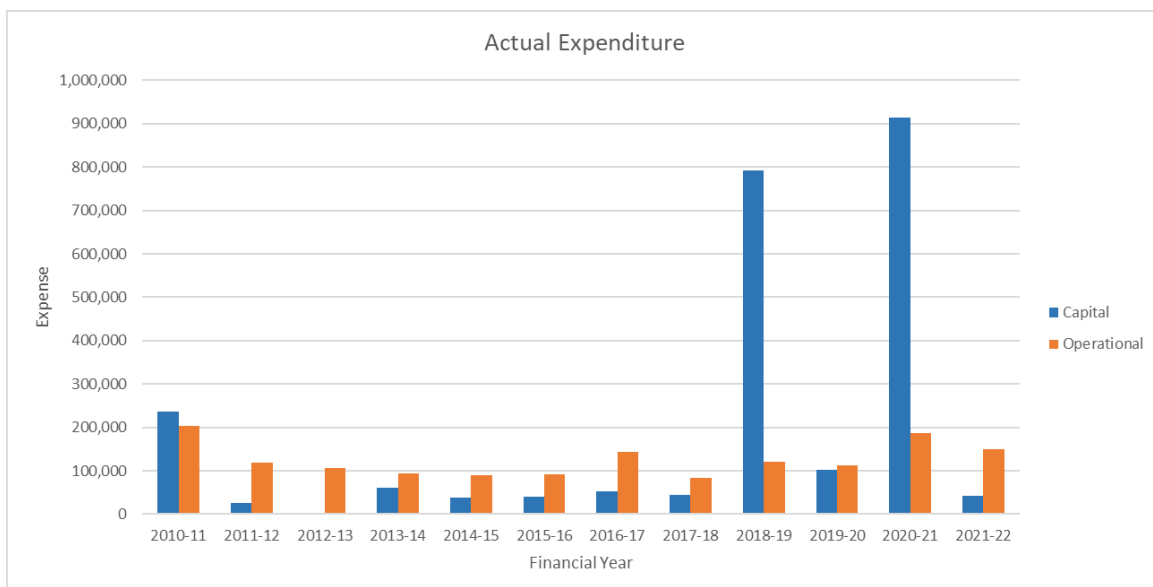


Figure 3: Historic Capital and Operational Expenditure

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AMP and service risks considered in the Risk Register (Appendix 2). With the implementation of Datascape it is expected that greater granularity of maintenance budget expenditure will be captured in the future.

5.3 Renewal Plan

As per Council's Asset Policy, the objective of asset management is to ensure the assets deliver the required level of service in the most effective and efficient manner now and into the future. Minor renewal works will be undertaken annually with larger or longer-term projects identified as part of the 10-year Long Term Financial Plan. The table below identifies the considerations when setting the renewal programs.

Table 12: Renewal Program Identification Process

Step	Description
1	Potential renewal projects identified from the: <ul style="list-style-type: none"> • Condition rating and remaining useful life • Monthly maintenance inspections
2	Projects are prioritized into the ten-year program
3	The ten-year program is referred to the Long-Term Financial Plan for inclusion
4	At the start of the budget process, the next years projects are inspected to verify the current condition to ensure both appropriate calculation of expected costs and the programed project still requires renewal above other components

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate, or
- To ensure the infrastructure is of sufficient quality to meet the service requirements.

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.

The sump pumps and electrical infrastructure of the stormwater network would be expected to follow the bathtub failure curve model. This model accounts for early failure which would be consistent with faulty mechanical parts followed by low failure rates until an increased wear out of components at the end of their expected useful lives.



Figure 4: Bathtub failure curve model

All other infrastructure such as pipes, culverts, pits, and end structures would be expected to have a fatigue failure curve and be expected to fail with age or general wear and tear.



Figure 5: Fatigue Failure Curve

As assets begin to reach the end of their lifecycle it would be expected that condition assessments would generally be undertaken more regularly to ensure increased maintenance, renewal work or replacements could be scheduled before failure occurred.

Pipe and pit infrastructure would be the exception to this, as condition assessment of underground assets is both expensive and time consuming. Council will undertake initial condition assessments of the drainage network via internal CCTV gradually from 2022-2026. The results of these assessments will determine the long-term strategy for the underground infrastructure.

The renewal strategy at the time of this AMP identified for specific stormwater assets has been described in Table 13. Stormwater renewals will be assessed to determine the appropriate scope of works. This means that both the infrastructure being replaced, and the replacement approach will be assessed to establish whether replacement should be like-for-like, a renewal, an upgrade, replacement with significantly different infrastructure, or a redundancy. This will ensure that the outcome is fit-for-purpose and cost effective.

Table 13: Renewal Strategy

Asset Description	Strategy	Justification
Pumps	Run to fail	The quantity, size and cost of the assets enables for readily available replacement from suppliers without significant lead time or loss of service.
Pump ancillaries	Run to fail	The quantity, size and cost of the assets enables for readily available replacement from suppliers without significant lead time or loss of service.
Stormwater underground mains	Condition based	Condition will be used to plan renewals as these assets are underground and cannot be easily accessed.
Underground valves	Condition based	Assets are underground and cannot be easily accessed.

At the time of this AMP, Council has not identified any stormwater assets which will not be renewed when end of useful life is attained.

5.4 Summary of Future Capital Costs

Forecast renewal costs are projected to increase over time if the asset stock increases.

Annual capital expenses predicted for the stormwater infrastructure for the next 15 years were investigated from the perspective of remaining accounting useful life and current replacement costs of the assets. The data demonstrated that the sole use of accounting useful life to predict future capital expenses leads to an uneven spread of expenses over the years and could not be solely relied upon for future capital planning. Council's budget would be a constraint to these predictions as well as the capacity to undertake the works within the timeframes. Moving forward, detailed asset condition assessments will be completed and this data will be utilised to update asset useful life and

plan renewals. This forecast of expenditure will be adjusted as the Council budget is reviewed annually and as condition assessments are undertaken to inform the renewals.

The forecast capital expenditure for the next 10 years for new/upgrade works is higher than that of renewal works. This is due to the long useful lives attributed to the stormwater infrastructure that has resulted in deferred renewal expenditure as the assets are not nearing end of useful life in this iteration of AMP. Council’s current focus is to improve upon and complement the existing stormwater network through new or upgrade development as identified by operator knowledge and documented in the Risk Register (Appendix 2), or by prior Asset Management Plans and Township Stormwater Management Plans.

As documented in section 6.4.1, what Council cannot achieve due to budget constraints in relation to discretionary projects (new/upgrade), the forecast capital expenditure profile will change if projects are deferred. These changes will be incorporated into this AMP in the documents annual review.

The forecast capital expenditure for the next 10 years has been presented in Figure 6, and is based on system knowledge and known deficiencies. The forecast capital expenditure for the next 10 years by new/upgrade and renewal is shown in Figure 7. The list of the projects that make up the forecast capital expenditure is supplied in Appendix 4.

All figure values are shown in current day dollars and do not account for CPI.

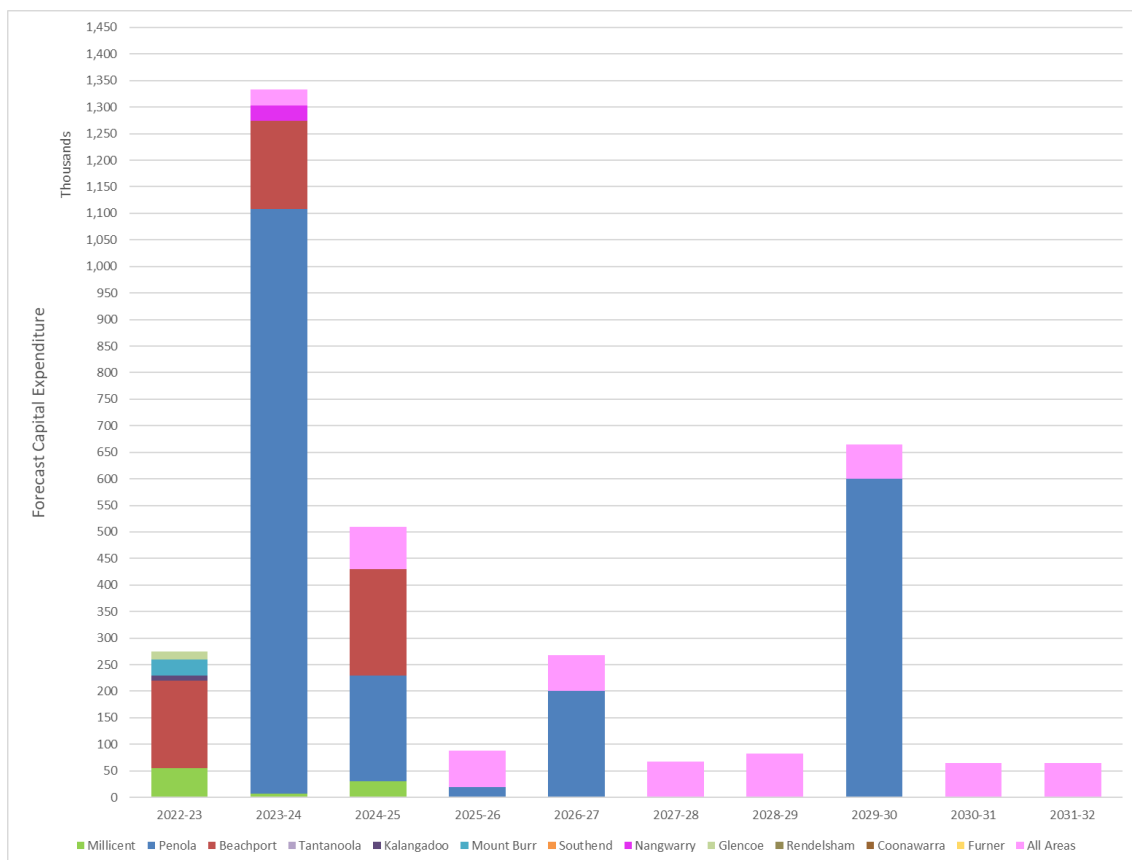


Figure 6: Forecast Capital Expenditure for the next 10 years

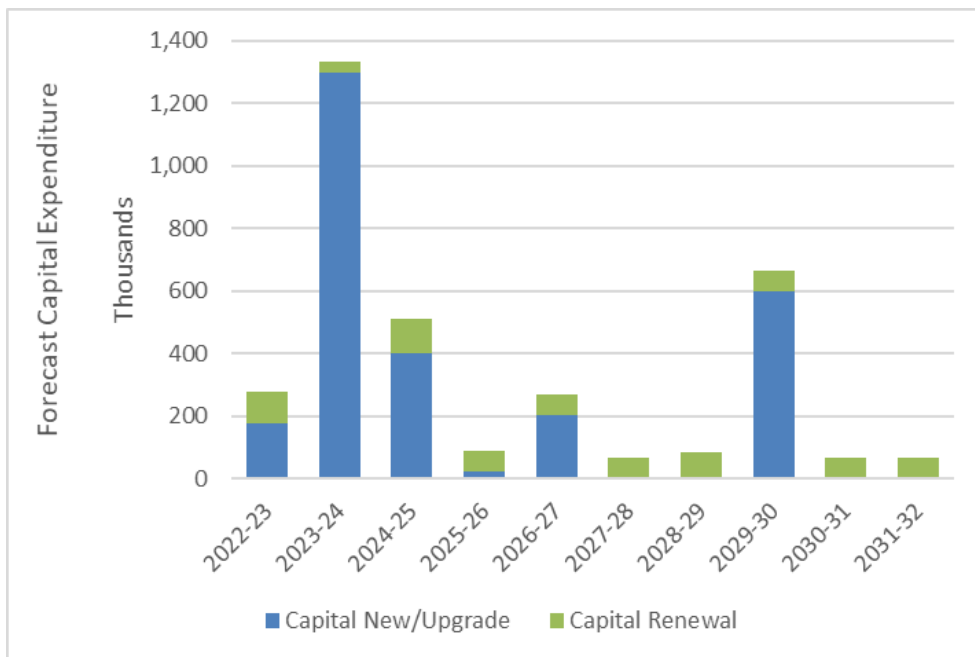


Figure 7: Forecast Capital Expenditure for the next 10 years by New/Upgrade and Renewal

5.5 Acquisition Plan

Council's Asset Policy outlines the need to make decisions for service delivery focused on asset renewal, rationalising underutilised assets and non-asset solutions as far as practicable, to achieve a cost-effective asset base and deliver financial sustainability. Upgrades and new expenditure will be undertaken as required to accommodate growth only where full lifecycle costs can be accommodated.

The current stormwater infrastructure has sufficient capacity for expected residential growth during the life of this plan. Where additional infrastructure is required for residential development or upgrades are required for commercial or industrial development, it will be the responsibility of the developer to invest in the capital.

5.6 Disposal Plan

Council's Contracts and Tenders – Sale of Assets Policy outlines the procedure to be undertaken when disposing of Council's assets including all stormwater infrastructure. Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition, or relocation.

5.7 Summary of Asset Forecast Costs

The financial projections from this asset plan are discussed in the sections 5.7.1 to 5.7.4. These projections include forecast costs for acquisition, operation and maintenance, renewal, and disposal.

5.7.1 Forecast Acquisition Costs

The acquisitions forecast at the time of this plan have been captured in Table 14. Much of the stormwater capital and operational works programs allow for initial investigative works to first identify the problem prior to addressing it because the full extent of the works is not yet known. As a result, there will be some acquisitions that are not identified in this AMP.

Council is currently aware of a private subdivision development in Penola of which some stormwater assets will be inherited as Council assets from the developer. The value and description of these assets is unknown at the time of this AMP and therefore have not been included in the forecast acquisitions.

Table 14: Forecast Acquisitions

Location	Asset Description	Timing
Beachport	Installation of kerbing at Foster Street and South Terrace, and French Street and South Terrace, and drainage works on Foster Street	2022-23
Beachport	Somerville Street, Beachport, drainage works including kerb and channel.	2024-25
Millicent	Bolton Oval/Mount Gambier Road drainage works	2032-33
Penola	New stormwater pit on Arthur Street, Penola in front of VIC	2025-26
Penola	Installation of stormwater pipes and pits for Ellen Street	2026-27
Penola	Portland Street/John Steet stormwater construction	2029-30
Penola	Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola.	2023-24

5.7.2 Forecast Operation and Maintenance Costs

The forecast operational expenditure for the next 10 years has been presented in Figure 8, based on system knowledge. This forecast of expenditure will be adjusted annually as Council budget is reviewed. The list of the projects that were identified for incorporation in the forecast operational expenditure is supplied in Appendix 5.

All figure values are shown in current day dollars and do not account for CPI.

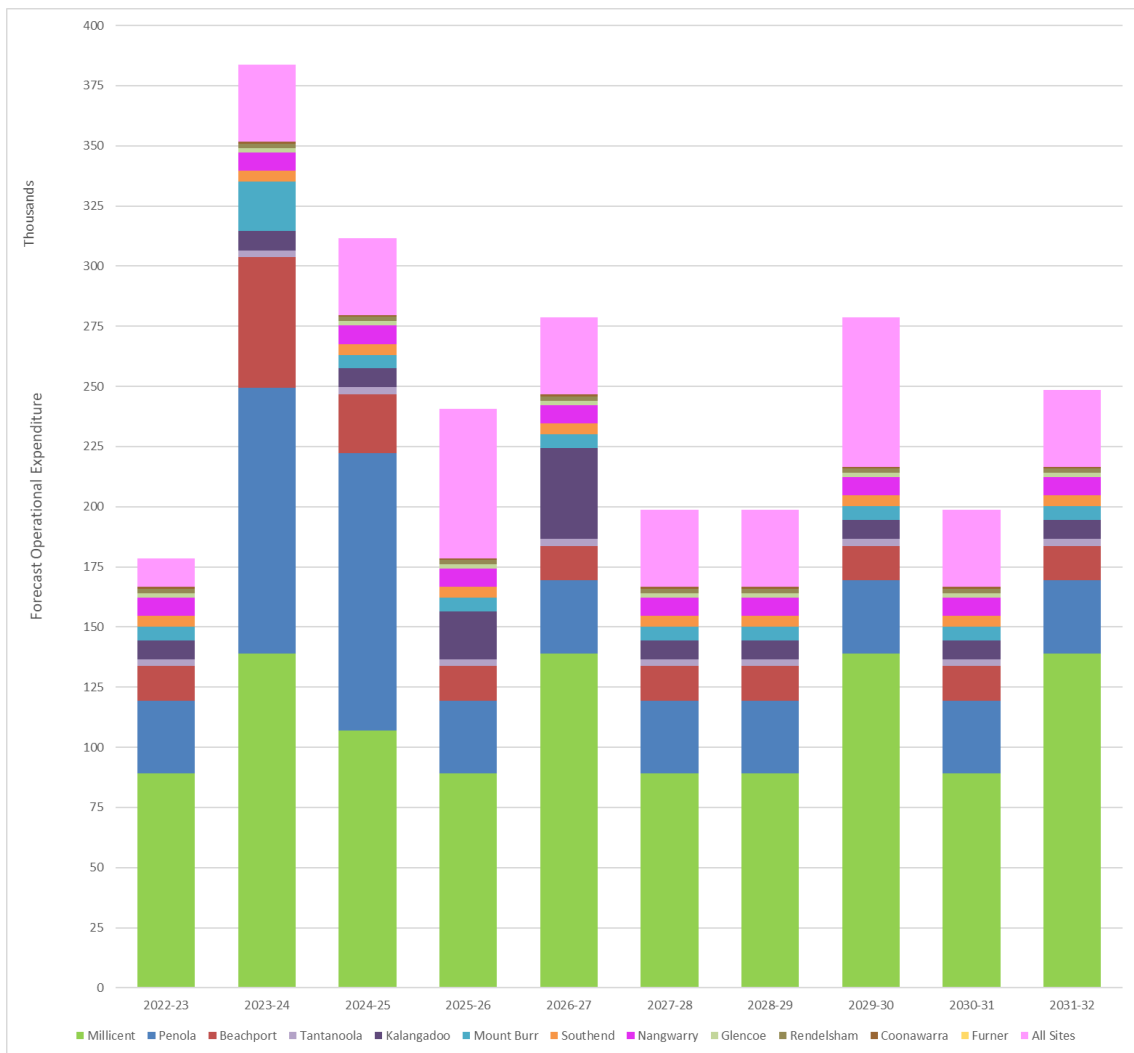


Figure 8: Forecast Operational Expenditure for the next 10 years

5.7.3 Forecast Renewal Costs

The forecast renewal costs have been captured and described in section 5.4.

5.7.4 Forecast Disposal Costs

Disposal costs will be incurred through renewals and upgrades and through removal of redundant assets. Due to the nature of the capital upgrade and renewal program, loss on disposal is unable to be calculated at the time of this AMP.

Assets identified as not in use and not providing a service function but are still physically in situ awaiting removal and disposal are described as redundant. The assets which have been identified as redundant at the time of this AMP are listed in

Table 15.

Table 15: Redundant Assets

Location	Asset Description
Millicent	Fencing around Clinton Lane Detention Basin

RISK MANAGEMENT PLANNING

6 Risk Management Planning

This document utilises principles established in the ISO 31000:2018. The overall objectives of a formal risk management approach are to:

- Outline the process by which Council manages risk associated with its assets, so that all risks can be identified and evaluated in a consistent manner.
- Identify operational and organisational risks at a broad level.
- Allocate responsibility for managing risks to specific staff to improve accountability.
- Prioritise the risks to identify the highest risks that should be addressed in the short to medium term.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service.

At the time of this AMP, no critical stormwater assets have been identified by Council, however, with improvements to the quality and quantity of data, we hope to identify critical infrastructure for future revisions of this AMP.

6.2 Risk Assessment

Risk assessments are undertaken in accordance with Council's Risk Management Policy and utilising Council's Risk Matrix. Council maintains an online Corporate Risk Register, which is regularly reviewed by staff, ELT and the Audit and Risk Committee. The Audit and Risk Committee is comprised of elected members, Council staff and suitably qualified independent community members.

The only practical means of readily identifying risk is by regular monitoring and inspections of our assets. This process should enable significant risks to be discovered and remedied in advance of possible injury or incident. Implementing the maintenance inspections and completing the actions as captured in Table 11 enables the identification of risks related to the stormwater assets.

The Stormwater Asset Risk Register has been provided in Appendix 2. The hazards that are assessed to have a residual risk of High (H15 – H20) or Extreme (E21 – E25) will inform Council's Corporate Risk Register.

6.3 Infrastructure Resilience Approach

The resilience of the stormwater infrastructure is vital to the ongoing provision of services to community. To adapt to changing conditions the need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Section 4.5 details the adaptations that are being implemented to build resilience to climate change. Resilience will be built into new developments with each development application being assessed individually on a case-by-case basis.

Further resilience will be investigated for implementation after the growth forecasts and land use planning are adopted for each location. Adoption of the land use planning will allow for capacity assessments and options studies to be performed.

The plan to commence asset condition assessments of the stormwater infrastructure will further benefit the approach to resilience.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AMP are based on the objective to achieve the optimum benefits from the available resources.

6.4.1 What we cannot do

There are some operational and maintenance works and capital projects that are unable to be undertaken within the next 10 years. These include:

- Projects where Council budget is not sufficient to cover the full project cost and therefore external funding is required for the project to proceed; if external funding is not approved, the projects are not undertaken but deferred until a time where suitable funds are available.
- Where large capital new/upgrade projects are identified in this AMP which are discretionary in nature will be considered individually each financial year and as such future capital expenditure profile documented in this AMP will change.
- Avoid all instances of flooding during significant rainfall events in the short to medium term due to financial constraints.
- Provide Stormwater Management Plans for all townships
- Upgrade all open channel systems to buried pipe

6.4.2 Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition, or disposal) that cannot be undertaken due to available resources, then this will result in service consequences. These service consequences include:

- Localised flooding during high-intensity rainfall events

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- The move from reactive maintenance to programmed maintenance due to various issues particularly sustainable resources
- Community levels of service

These actions and expenditures are considered and included in the forecast costs, and in the Risk Register (Appendix 2).

FINANCIAL SUMMARY

7 Financial Summary

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery:

- Asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- Medium term forecast costs/proposed budget (over 10 years of the planning period).

7.1.1.1 *Asset Renewal Funding Ratio*

Asset Renewal Funding Ratio¹ 90-110%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 100% of the funds required for the optimal renewal of assets.

7.1.1.2 *Medium term – 10 year financial planning period*

This AMP identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$595,671 on average per year.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AMP and ideally over the 10 year life of the Long-Term Financial Plan.

7.1.2 Forecast Costs (outlays) for the long-term financial plan

Table 16 shows the forecast costs (outlays) required for consideration in the 10 year Long-Term Financial Plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels and the planned budget allocations in the Long-Term Financial Plan.

A gap between the forecast outlays and the amounts allocated in the financial plan would indicate that further work is required to review service levels in the AMP (including possibly revising the Long-Term Financial Plan).

The 'gap' will be managed by developing this AMP to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Forecast costs are shown in current day dollars.

¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

Table 16: Forecast Costs (Outlays) for the Long-Term Financial Plan

Financial Year	Capital New/Upgrade	Capital Renewal	Operational	Acquisitions (included in Capital)
2022-23	175,000	100,000	178,613	49,500
2023-24	1,296,585	37,000	383,613	1,101,585
2024-25	400,000	110,000	311,613	200,000
2025-26	23,000	65,000	240,613	20,000
2026-27	203,000	65,000	278,613	200,000
2027-28	3,000	65,000	198,613	-
2028-29	3,000	80,000	218,613	-
2029-30	600,000	65,000	278,613	600,000
2030-31	-	65,000	198,613	-
2031-32	-	65,000	248,613	-
2032-33	250,000	80,000	248,613	250,000
Total	2,953,585	1,072,000	3,659,189	2,421,085

The forecast depreciation expense taking into account renewals, disposals and acquisitions has been provided in Figure 9.

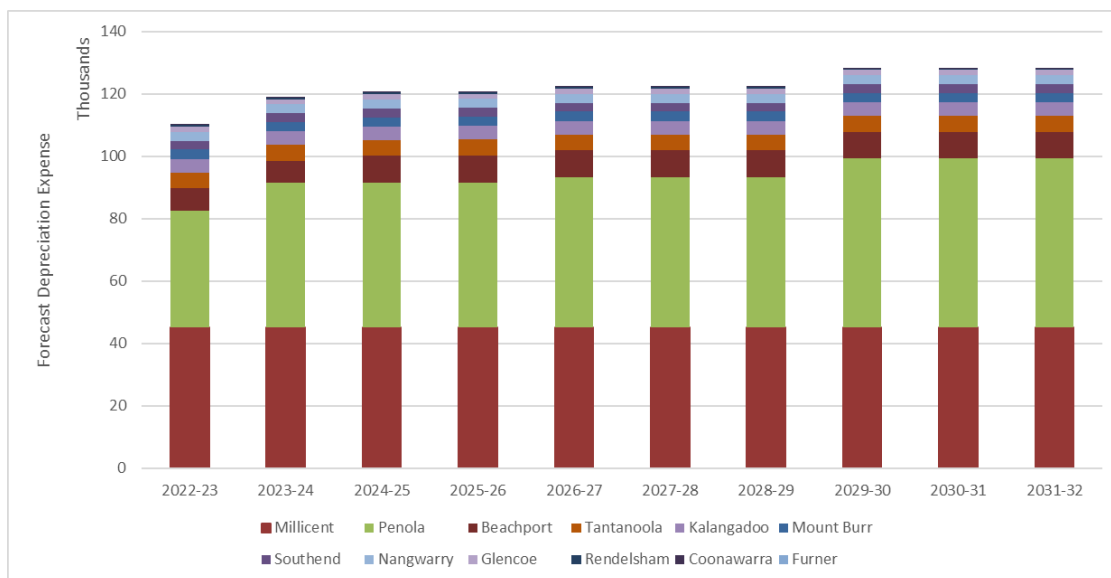


Figure 9: Forecast Depreciation Expense for the next 10 years

7.2 Funding Strategy

Funding for assets is outlined in the Council's annual budget and Long-Term Financial Plan.

Council's financial strategy determines how funding will be provided, whereas the AMP communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

There are three main sources of funding for the stormwater infrastructure renewals and maintenance;

- General rates,
- Loan borrowings, and
- External grants from State Government and/or the LGA.

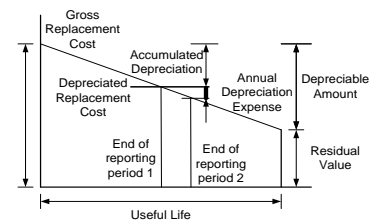
Expenses from operational and capital works are taken from a reserve account that holds excess funds collected through general rates and the cost of loans and loan interest payments are also drawn off the reserve account.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AMP are shown below and in Table 2. The assets are valued using the application of unit rates as detailed in Sections 7.3.1.1 to 7.3.1.3.

Current (Gross) Replacement Cost	\$13,089,381
Depreciable Amount	\$4,291,627
Depreciated Replacement Cost ²	\$8,797,754
Depreciation	\$111,633



7.3.1.1 Useful Life

The recent stormwater asset valuation and methodology prepared by Tonkin as of 1 July 2020 applied the useful life to the assets as per Table 17. The useful lives were generated based on the service standard determined by Council. The valuation noted that Council's useful lives are longer than those of some other Councils. The condition assessment showed that 87% of the assets were in good condition. This condition demonstrates that most of the assets are performing at a satisfactory level for the current useful lives and indicates that the longer useful lives is not inappropriate in the current situation. Future condition assessments and monitoring will continue to provide Council with further evidence to support the longer useful lives.

² Also reported as Written Down Value, Carrying or Net Book Value.

Table 17: Asset Useful Life and Unit Rate

Asset Description	Unit Rate (\$)	Network Measure	Useful Life (Years)
150mm Pipe (PVC)	145	Length (metre)	125
225mm Pipe (PVC)	196	Length (metre)	125
300mm Pipe (RCP)	339	Length (metre)	125
375mm Pipe (RCP)	378	Length (metre)	125
450mm Pipe (RCP)	440	Length (metre)	125
675mm Pipe (RCP)	667	Length (metre)	125
750mm Pipe (RCP)	741	Length (metre)	125
825mm Pipe (RCP)	815	Length (metre)	125
900mm Pipe (RCP)	930	Length (metre)	125
1050mm Pipe (RCP)	1,113	Length (metre)	125
300mm Box Culvert	461	Length (metre)	100
Single Side Entry Pit (900mm x 600mm)	2,231	Quantity (each)	125
Double Side Entry Pit (1800mm x 600mm)	3,765	Quantity (each)	125
Single Grated Inlet Pit (900mm x 600mm)	2,231	Quantity (each)	125
Double Grated Inlet Pit (1800mm x 600mm)	3,780	Quantity (each)	125
Junction Box (600mm x 600mm)	2,038	Quantity (each)	125
SW Junction Box (1200mm x 900mm)	4,993	Quantity (each)	125
SW Junction Box (1500m x 1200mm)	6,448	Quantity (each)	125
SW Grated Inlet Pit / Junction Box (600mm x 600mm)	2,038	Quantity (each)	125
SW Headwall (300mm x 450mm)	7,766	Quantity (each)	100
Pump Sump (1200mm diameter)	6,294	Quantity (each)	125
Drainage Bore (0-45m Deep)	5,782	Quantity (each)	100
Drainage Bore (45-100m Deep)	12,463	Quantity (each)	100
Soakage Pit	6,078	Quantity (each)	100
Gross Pollutant Trap	56,817	Quantity (each)	100
Stormwater Pump	4,796	Quantity (each)	15
Basin	45	Length (metre)	100
Open Drain	32	Length (metre)	70
Outfall Open Channel	105	Length (metre)	100

Following the review and implementation of the stormwater data structure and cleansing, Council hope to have more granularity of useful lives down to asset type.

7.3.1.2 Unit Rates

Unit rates for the assets as of 1 July 2020 were largely generated from Rawlinsons Australian Construction Handbook – Edition 38 2020 (Rawlinsons). Where a suitable rate was not available within Rawlinsons, manufacturer’s pricing was obtained. Unit rates are provided in Table 17.

7.3.1.3 Revaluation Methodology

Asset Group	Replacement Cost =	Accumulated Depreciation =
Length based assets i.e. pipes, (depth for Bore etc)	Length of asset * applicable unit rate	Replacement Cost * consumed useful life
Quantity based assets i.e. pits, pumps, headwalls	Applicable unit rate	Replacement Cost * consumed useful life

7.3.2 Valuation forecast

Asset values are forecast to increase as additional assets are constructed as per the projected operational and capital works programs. The proposed large-scale capital projects for Penola will significantly increase the valuation of this asset class.

Additional assets will generally add to the operations and maintenance, future renewals, and depreciation forecasts. An increase to valuations will have an effect on all streams of expenditure. Annual depreciation and maintenance will both increase. Due to the long useful lives of the stormwater infrastructure, it is not anticipated to have a short-medium term effect on renewal expenditure.

7.4 Key Assumptions Made in Financial Forecasts

Key assumptions made in this AMP for financial forecasts are:

- The Long-term Financial Plan will contain sufficient budget allocations to meet 90-110% of the planned capital and operational works. This is dependent on the approval of the Long-term Financial Plan prior to the end of the financial year 2023-24.
- Current asset age and useful life are accurate.
- Where acquisitions were predicted, average depreciation expense was utilised for depreciation expense forecasting.
- Where acquisitions and renewals were forecast, a best estimate useful life has been utilised for depreciation expense forecasting as the actual infrastructure to be installed is not known at the time of this plan.
- Financial projections are based on historical expenditure averages and revenue trends with little or no change in the future.
- Legislative requirements will remain the same.

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AMP are based on the best available data at this point in time. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale³ in accordance with Table 18.

³ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Table 18: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AMP is shown in Table 19.

Table 19: Data Confidence Assessment for Data

Data	Confidence Assessment	Comment
Demand drivers	C. Medium	Operator knowledge of the systems is reliable and accurate, but not documented.
Growth projections	B. High.	Recent Strategic Land Use Plan 2022 and ABS Census data 2021.
Acquisition forecast	E. Very Low	These are predicted based on local knowledge at the time of this plan with little to no stormwater project scope details.
Operation and Maintenance forecast	D. Low	Currently most work is undertaken as reactive maintenance this does not allow any level of confidence in the future needs
Renewal forecast - Asset values	D. Low	No condition data or on site verification of assets has been completed.
- Asset useful lives	E. Very Low	No condition data or on site verification of assets has been completed.
- Condition modelling	E. Very Low	No condition modelling has been undertaken at the time of this plan
Disposal forecast	E. Very Low	It has been assumed that where renewals have been forecast that all the in situ infrastructure will be disposed.

The estimated confidence level for and reliability of data used in this AMP is considered to be Low.

**PLAN IMPROVEMENT AND
MONITORING**

8 Plan Improvement and Monitoring

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial data sources

This AMP utilises accounting and financial data. The source of the data is Council's financial and records software system, Synergy and Brightly (formerly Assetic). Synergy contains accounting and financial data up to financial year 2020/21 whilst Brightly contains the asset specific financial data. In 2021/22 Council transitioned to Datascope software for finance.

8.1.2 Asset management data sources

This AMP also utilises asset management data. The source of the data is Brightly. Brightly is the asset management system that holds the asset register and the asset relevant financial data. Data in Brightly is managed by Manager Assets and Environment, Senior Asset Management Officer, and Asset Management Officer.

8.2 Improvement Plan

The improvement plan generated from the Risk Register is provided in Appendix 3.

8.3 Monitoring and Review Procedures

This AMP will be reviewed during the annual budget planning process to consider any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AMP will be reviewed annually and updated if there is a significant change to the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget will be incorporated into the Long-Term Financial Plan. Annual review changes to the AMP do not warrant public consultation and adoption by Council, but instead will be recognised as an amendment. Changes where the document is revised will be subject to the mandated public consultation period and adoption by Council.

This AMP will be reviewed upon changes to related documents, including but not limited to Long-Term Financial Plan and Strategic Plan.

The AMP has a maximum life of 4 years and will be reviewed within 2 years of a Local Government election or a complete revision within 2 years of an asset financial revaluation.

8.4 Performance Measures

The effectiveness of this AMP can be measured in the following ways:

- The degree to which the required forecast costs identified in this AMP are incorporated into the Long-Term Financial Plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AMP,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the strategic planning documents and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 110%).

9 References

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- Landscape South Australia Act 2019
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- South Australia Environment Protection (Water Quality) Policy 2003
- South Australia Environment Protection Act 1993
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- South Australia Essential Services Commission Regulations 2019
- South Australia Local Government Act 1999
- South Australia Public Health Act 2011
- South Australia Water Industry Act 2012
- South Australia Water Industry Guideline No 1 – Compliance System and Reporting
- South Australia Water Industry Guideline No 3 – Regulatory Information for Minor & Intermediate Retailers
- South Australia Water Industry Regulations 2012
- South Australia Water Retail Code – Minor & Intermediate Retailers
- South Australia Work Health and Safety Act 2012
- South Australia Work Health and Safety Regulations 2012
- South Australian Recycled Water Guidelines (DHA)
- Standards Australia, AS ISO 19600:2015 – Compliance Programs
- Standards Australia, AS/NZS 2031: Water quality – Sampling for microbiological analysis (ISO 19458:2006, MOD)
- Standards Australia, AS/NZS 3500: Plumbing and drainage
- Standards Australia, AS/NZS 5667: Water quality – Sampling – Guidance on the design of sampling programs, sampling techniques and the handling of samples.
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Appendix 1 List of Definitions

Term	Definition
ABCB	Australian Building Codes Board
ABS	Australian Bureau of Statistics
AIFMM	Australian Infrastructure Financial Management Manual
AMP	Asset Management Plan
ATO	Australian Taxation Office
Channel	Open Channel Drain
Council	Wattle Range Council
Detention Basin	Manages stormwater by temporarily storing stormwater and releasing gradually until completely drained
DHA	former Department of Health and Ageing, now Department for Health and Wellbeing
DHW	Department for Health and Wellbeing formerly Department of Health and Ageing (DHA)
DSEP	Double Side Entry Pit
ELT	Wattle Range Council Executive Leadership Team Made up of Chief Executive Officer, Director Corporate Services, Director Development Services, Director Engineering Services, and Executive Assistant
EPA	Environment Protection Authority
EPHC	Environment Protection and Heritage Council
ESCOSA	Essential Services Commission of South Australia
GIP	Grated Inlet Pit
GPT	Gross Pollutant Trap
IPWEA	Institute of Public Works Engineering Australasia
ISO	International Organisation for Standardization
KPI	Key Performance Indicator
LGA	Local Government Association
LTFP	Long-Term Financial Plan
NAMS+	A subscription-based product designed to provide high value/low cost infrastructure planning and decision support for any asset intensive organisation irrespective of size
NCC	National Construction Code
NPV	Net Present Value
NRMMC	National Resource Management Ministerial Council
OTR	Office of the Technical Regulator
PCA	Plumbing Code of Australia
PIRSA	Department of Primary Industries and Regions South Australia
Pit	Stormwater pit
Rawlinsons	Rawlinsons Australian Construction Handbook 2021
Redundant	The asset is not providing a service function but is physically still in situ. The asset is not intended to return to use but will have to be maintained for WHS concerns until it is physically removed.
Retention Basin	Usually lined, designed to permanently hold stormwater runoff
SA	South Australia

Term	Definition
SEP	Side Entry Pit
SEWCDB	South Eastern Water Conservation and Drainage Board
SCADA	Supervisory Control and Data Acquisition
SRMTMP	Safety Reliability Maintenance and Technical Management Plan
SSEP	Single Side Entry Pit
SW	Stormwater
Swale Drain	Shallow drain which collects stormwater and allows to soak into groundwater aquifer
WHS	Work Health Safety
WSAA	Water Services Association of Australia

Appendix 2 Stormwater Asset Risk Register

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	Beachport	All	Asset Owner	Asset is providing it's expected service	Infiltration of sand and sediment into stormwater infrastructure reducing capacity and causing blockages / poor flow conditions	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Almost certain	Moderate	High (H20)	Install appropriate signage in local flooding events	Almost certain	Moderate	High (H20)	Rotunda to Lagoon	A9 - CCTV stormwater from Rotunda to Lagoon for potential blockages caused by sand.
	Rural Drainage	All	Culverts	Asset Owner	Knowledge of location, quantity and condition of assets	Poor or no data on assets	Unknown value of assets and unknown quantity of works required to maintain service levels	Economic	Almost certain	Minor	High (H19)		Almost certain	Minor	High (H19)	Penola catchments are undefined and connections not developed or understood. Do not include table drains/swales as part of scope.	A2 - Develop and implement a program to identify, audit and capture the culvert assets in the asset management system.
	Urban Drainage	Penola	Pits, Pipes	Asset Owner	Asset is providing it's expected service	Stormwater between Arthur St public toilets and Visitor Information Centre is not draining away into nearby pits.	Stormwater does not efficiently drain and may cause localised flooding and issues with traffic/parking.	Stakeholder Service Levels	Almost certain	Minor	High (H19)	Install appropriate signage in local flooding events	Almost certain	Minor	High (H19)	Trees are likely cause	A13 - Installation of stormwater pipes and pit on Arthur Street Penola in front of VIC.
	Rural Drainage	All	Culverts	Asset Owner	Asset is constructed / installed fit-for-purpose and as per current standards	Historic standard of construction does not meet current day standard for both installation and material quality	Culverts are installed with insufficient depth resulting in asset damage from vehicles leading asset renewal. Culvert material is poor quality resulting in asset failure that leads to asset renewal.	Economic	Possible	Moderate	Medium (M11)	Reactive replacement of damaged/broken culvert	Rare	Moderate	Low (L3)		A4 - During the rural culvert audit ensure depth of culvert is captured along with material, condition and sedimentation issues
	Urban Drainage	Penola	All	Asset Owner	Asset is providing it's expected service	Flat swale drain has been blocked by driveway construction on private property i.e. no culvert under driveway causing backup and damming of stormwater e.g. Ellen Street	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Almost certain	Minor	High (H19)		Almost certain	Minor	High (H19)	Construction required to drain water possibly to Robe Road open drain network	A16 - Installation of stormwater pipes and pits for Ellen Street, Penola. A17 - Work with Development services to ensure stormwater management is captured at the development stage.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Rural & Urban Drainage	All	All	Asset Owner	Asset is providing it's expected service	Drainage infrastructure is undersized	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Economic	Unlikely	Moderate	Medium (M8)		Unlikely	Moderate	Medium (M8)	Walker Street through to McMorran open drain catches the flow from Mt Gambier Road Park Terrace next to Boral open drain capacity to drain pipes etc from road Open drains risk - check for condition and maintenance required - within town boundary are Council assets and not drainage board assets Water running through larger rural living blocks - easements? - Rogan Street to Gordon Street open drains at back of property - inspections of open drains - easements!	A6 - Identify drainage infrastructure that is undersized through CCTV and visual inspections and program works to perform upgrades or construct alternative drainage options.
	Urban Drainage	Millicent	All	Asset Owner	Asset is providing it's expected service	Drainage infrastructure is undersized	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Economic	Unlikely	Moderate	Medium (M8)		Unlikely	Moderate	Medium (M8)		A7 - CCTV Stormwater near Ireland Street intersection on Mount Gambier Road. Suspect infrastructure is undersized or blocked.
	Urban Drainage	Millicent	All	Asset Owner	Asset is providing it's expected service	Drainage infrastructure is undersized	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Economic	Unlikely	Moderate	Medium (M8)		Unlikely	Moderate	Medium (M8)		A8 - CCTV investigation of drainage infrastructure on Park Terrace, Millicent.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	All	All	Asset Owner	Asset is providing it's expected service	Stormwater flows down driveway on property at lowest house / low side of street i.e. driveway channels road stormwater down it rather than building the driveway higher than road / kerb	Stormwater does not efficiently drain and localised flooding of property results.	Stakeholder Service Levels	Likely	Moderate	High (H18)		Likely	Moderate	High (H18)	Particular areas of concern are Matheson Road, Millicent.	A17 - Work with Development services to ensure stormwater management is captured at the development stage. A19 - Add to current standard driveway crossover drawing to account for properties on a lower level than road.
	All	All	All	Public Road User	Road is trafficable Increased communication between stormwater stakeholders	No customer service standards around pooling water on the road	Not meeting expected community levels of service	Stakeholder Service Levels	Almost certain	Moderate	High (H20)		Almost certain	Moderate	High (H20)		A20 - Develop customer service standards around localised flooding events.
	Urban Drainage	Mount Burr	Swale Drain, Retention Basin	Asset Owner	Asset is providing it's expected service	Stormwater works for recent road upgrades have not been completed to suitable standard	Stormwater erodes swale drain and retention basin with future works being required to address erosion	Stakeholder Service Levels	Almost certain	Minor	High (H19)		Almost certain	Minor	High (H19)	Service road 2, swale drain and detention basin.	A37 - Install appropriate rocks and landscaping to address erosion concerns for swale drain and detention basin at service road 2, Mount Burr.
	Urban Drainage	Penola	Pits, pipes, culverts, end structures	Asset Owner	Asset is providing it's expected service	Inadequate drainage by the church at the intersection of Arthur and Queen Streets, Penola	Stormwater is not flowing freely through existing infrastructure resulting in localised flooding of road and private property during periods of heavy rainfall	Stakeholder Service Levels	Almost certain	Moderate	High (H20)		Almost certain	Moderate	High (H20)	Tonkins Penola Township Stormwater Management Plan 22/04/2010 states "The church on the corner of Queen Street and Arthur Street has been identified as one of the most flood prone buildings within Penola."	A38 - Stormwater construction at intersection of Arthur and Queen Street, Penola, to install infrastructure that is fit for purpose.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	Penola	All	Asset Owner	Stormwater assets are providing expected service, are adequate for current and future expected rain levels and an overall plan is achieved and able to be followed and implemented	Stormwater issues and maintenance are attended to ad hoc and no masterplan is considered/followed	Lack of stormwater masterplan could result in delayed maintenance/upgrade works or small scale individual works being conducted independent of each other increasing risk of flooding to road and/or property	Stakeholder Service Levels	Likely	Moderate	High (H18)		Likely	Moderate	High (H18)		A39 - Review and update Penola Township Stormwater Management Masterplan. (Tonkin report 2010)
	Urban Drainage	Kalangadoo	All	Asset Owner	Stormwater assets are providing expected service, are adequate for current and future expected rain levels and an overall plan is achieved and able to be followed and implemented	Stormwater issues and maintenance are attended to ad hoc and no masterplan is considered/followed	Lack of stormwater masterplan could result in delayed maintenance/upgrade works or small scale individual works being conducted independent of each other increasing risk of flooding to road and/or property	Stakeholder Service Levels	Likely	Moderate	High (H18)		Likely	Moderate	High (H18)		A49 - Review and update Kalangadoo Township Stormwater Management Masterplan. (Tonkin report 2004)
	Urban Drainage	Beachport	All	Asset Owner	Service levels are being maintained and road is trafficable	Insufficient drainage on Somerville Street, Beachport	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Almost certain	Moderate	High (H20)	Install appropriate signage in local flooding events	Almost certain	Moderate	High (H20)		A41 - Somerville Street, Beachport, drainage works including CCTV to identify existing drainage, and kerb and channel.
	Urban Drainage	Beachport	All	Asset Owner	Asset is providing it's expected service	Stormwater flows down driveway on property at lowest house / low side of street	Stormwater does not efficiently drain and localised flooding of property results.	Stakeholder Service Levels	Almost certain	Moderate	High (H20)		Almost certain	Moderate	High (H20)	Pretty Street, Beachport	Noted. Will be addressed in Roads, Kerbs, and Footpaths AMP.
	Urban Drainage	Beachport	All	Asset Owner	Assets are providing their expected level of service and roads are trafficable	There is not kerb and channel infrastructure on Mabel Street	Stormwater does not efficiently drain and localised flooding of road and/or property results and damage to road infrastructure.	Stakeholder Service Levels	Likely	Moderate	High (H18)	Install appropriate signage in local flooding events	Likely	Moderate	High (H18)		Risk noted. Mabel Street requires installation of kerb and channel. Works to happen prior to reseat but will await condition assessment first. Will be addressed in Roads, Kerbs, and Footpaths AMP.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	Beachport	All	Asset Owner	Assets are providing their expected level of service and roads are trafficable	Lack of stormwater infrastructure (kerb and channel) results in localised flooding and long-term damage to road infrastructure	Stormwater does not efficiently drain and localised flooding of road and/or property results and damage to road infrastructure.	Stakeholder Service Levels	Likely	Moderate	High (H18)	Install appropriate signage in local flooding events	Likely	Moderate	High (H18)		Risk noted. Many roads in Beachport require kerb and channel. Will be addressed in Roads, Kerbs and Footpaths AMP. Will reseal affected roads in the interim.
	Urban Drainage	Furner	All	Asset Owner	Knowledge of location, quantity and condition of assets	Poor or no data on assets	Unknown value of assets and unknown quantity of works required to maintain service levels	Economic	Almost certain	Moderate	High (H20)		Almost certain	Moderate	High (H20)		A23 - Develop and implement a program to identify, audit and capture the urban drainage assets in Furner in the asset management system.
	Urban Drainage	All	Pits, Pipes, Culverts, Pumps, Open Drains, Retention Basins & Bores	Asset Owner	Knowledge of location, quantity and condition of assets	Poor or no data on assets	Unknown value of assets and unknown quantity of works required to maintain service levels	Economic	Almost certain	Moderate	High (H20)		Almost certain	Moderate	High (H20)	Do not include table drains/swales as part of scope.	A24 - Develop and implement a program to identify, audit and capture the urban drainage assets in the asset management system. A25 - Identify which assets belong to Council, DIT, or Drainage Board and define rules around ownership and using mapping/GIS and mark up where ownership changes at Millicent township boundary and then consult with Drainage Board.
	Urban Drainage	Nangwarry	Culverts	Asset Owner	Asset is providing it's expected service	27 Blesing Street, Nangwarry, floods during heavy rainfall periods. Possibly due to work done in opposite paddock resulting in a redirection of water flow.	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Likely	Minor	Medium (M13)		Likely	Minor	Medium (M13)	Should investigate if culvert opposite SEP at 27 Blesing Street is blocked and if this is the cause.	A1 - Ascertain if blocked culvert on Blesing Street, Nangwarry, is cause of flooding. If blocked, schedule works to unblock. If not blocked, investigate alternative stormwater management options to resolve issue.
	Rural Drainage	All	Culverts	Asset Owner	Asset is constructed / installed fit-for-purpose and as per current standards	Culvert fall is opposite to that required for water to drain and there is no culvert end/head wall or the end/head wall is in poor condition.	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Unlikely	Minor	Low (L5)		Possible	Minor	Medium (M10)		A3 - During the rural culvert audit assess presence of and condition of end walls or wing walls and assess direction of flow.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	All	Pits	Asset Owner	Pit lids are pit for purpose and are not risk to Council staff	Old concrete pit lids are heavy or not fit for purpose to undertake maintenance	Risk of injury to Council staff	WHS	Likely	Moderate	High (H18)		Likely	Moderate	High (H18)	Lagoon Street Beachport	A28 - develop a program to replace concrete pit lids with fibreglass pit lids
	Urban Drainage	Millicent	Swimming Lake Drainage Connection	Asset Owner	Plug in stormwater line preventing swimming lake draining remains in situ unless in use	Plug in connecting pipe between swimming lake drain and stormwater infrastructure is removed / dislodged	Swimming lake empties	Economic	Rare	Minor	Low (L2)		Rare	Minor	Low (L2)		A29 - Replace or service valve at Millicent Swimming Lake and secure valve so it can't be accessed by public.
	Rural Drainage	All	Culverts	Asset Owner	Asset is providing it's expected service	Road has been widened without consideration of lengthening the culvert asset and the culvert asset is blocked.	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Possible	Minor	Medium (M10)	Prior to resheet of rural roads the culverts are inspected and maintenance undertaken.	Unlikely	Minor	Low (L5)		A5 - Identify rural culverts that are blocked due to road widening and program works to address the issues.
	Urban Drainage	All	Pumps	Asset Owner	Asset is providing it's expected service	Power outage and no generator connections available for stormwater pumps	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Possible	Moderate	Medium (M11)	Reactive use of diesel pumps mounted on trailer	Rare	Moderate	Low (L3)	Belt Road stormwater pump has large catchment and is high risk if pump is not operational. Aberle Street has pump. Plunket Terrace Nangwarry? Mowbray Street Mayell Street	A10 - Investigate options to retrofit switchboards to enable generator plugins on as needs basis.
	Urban Drainage	Kalangadoo	All	Asset Owner	Asset is constructed / installed fit-for-purpose and as per current standards	Majority of stormwater is directed to the CWMS infrastructure and drains through the CWMS infrastructure	CWMS system is overwhelmed and overflows to the environment or private property resulting in a reportable incident	Stakeholder Service Levels	Unlikely	Minor	Low (L5)	CWMS currently has capacity to contain stormwater flow	Rare	Minor	Low (L2)	This is assessed in more detail and will be reviewed in CWMS AMP.	A11 - Engage consultant to undertake Stormwater System Analysis in Kalangadoo to establish an upgrade plan. A12 - CCTV pipes on North-East Terrace, Kalangadoo, to identify where stormwater drains to.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	All	Pits, Pipes	Asset Owner	Asset is providing it's expected service	Blockages from leaf litter & rubbish	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Almost certain	Minor	High (H19)	Street sweeping and pit cleaning	Possible	Minor	Medium (M10)		A14 - Identify common areas on concern and review street sweeping schedule to pick up debris on a regular basis during Autumn and consider emptying pits at the same time, not just street sweeping. A15 - Develop a stormwater pit routine maintenance and inspection program.
	Urban Drainage	Penola	All	Residential Client	Stormwater assets are directing runoff away from roadways and property	Stormwater ponding, not draining away	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Likely	Moderate	High (H18)	Install appropriate signage in local flooding events	Likely	Moderate	High (H18)		A34 - Portland St/John St, Penola, stormwater construction
	Urban Drainage	Penola	All	Residential Client	Stormwater assets are directing runoff away from roadways and property	Stormwater ponding, not draining away	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Almost certain	Moderate	High (H20)	Install appropriate signage in local flooding events	Almost certain	Moderate	High (H20)		A35 - Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola.
	Urban Drainage	All	All	Asset Owner	Asset is providing it's expected service	Development in known problem areas without plans for stormwater management	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Possible	Moderate	Medium (M11)		Possible	Moderate	Medium (M11)		A17 - Work with Development services to ensure stormwater management is captured at the development stage. A18 - Develop spatial stormwater data.
	Urban Drainage	Nangwarry	Retention Basin, Pumps	Asset Owner	Asset is providing it's expected service	Laffer Street, Nangwarry, low point in street floods in heavy rain events. Pump station on Jenkins Terrace pumps to retention basin north-east of the town. When basin is full, water can't be pumped out resulting in street and property flooding. Water was returning through the pipe due to no non-return valve.	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Unlikely	Moderate	Medium (M8)	Non-return valve temporarily installed on pump	Unlikely	Moderate	Medium (M8)	retention basin needs to be cleaned up of grass and debris to better allow for stormwater in heavy rain events.	A21 - Remove excess organic material and dig out detention basin in Nangwarry. A22 - Install non-return valve at pump in Nangwarry that is fit for purpose.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	Mt Burr	Retention Basin	Asset Owner	Asset is providing it's expected service	Catchment of retention basin behind the shop in Mt Burr is not understood and capacity of retention basin is not understood	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Possible	Moderate	Medium (M11)	Unblock bore and lower level of bore (temporarily)	Rare	Moderate	Low (L3)	Some works still to be undertaken at retention basin	A26 - Bore needs to be permanently lowered at Mt Burr detention basin (capital project) and replace correct grate. Landscaping works (tree planting)
	Urban Drainage	Kalangadoo	Retention Basin	Asset Owner	Asset is providing it's expected service	Catchment of retention basin on Ann Street Kalangadoo is not understood and capacity of retention basin is not understood	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Possible	Moderate	Medium (M11)	Bore installed, but not permanently connected	Unlikely	Moderate	Medium (M8)		A27 - Permanently connect bore to Ann Street, Kalangadoo, detention basin
	Urban Drainage	All	Open Drains	Asset Owner	Asset is providing it's expected service	Insufficient drainage flow through open drain network (including main and minor drains)	Stormwater does not efficiently drain	Stakeholder Service Levels	Possible	Minor	Medium (M10)		Possible	Minor	Medium (M10)		A30 - Schedule regular cleaning/excavation program of Millicent main and minor drains, and open drain and easement annual cleaning of all areas.
	All	All	All	Asset Owner	Data is accurate, clean and logically ordered	Asset category, type and subtype to not accurately reflect assets	Can affect outcomes of reporting and skew data	Economic	Almost certain	Minor	High (H19)		Almost certain	Minor	High (H19)		A40 - Cleanse Stormwater Asset Category, Type and Subtype data
	Urban Drainage	All	Pits	Asset Owner	Asset is providing it's expected service	Stormwater pits equalise stormwater network and may discharge rather than take away stormwater	Stormwater does not efficiently drain and localised flooding of road and/or property results.	Stakeholder Service Levels	Unlikely	Minor	Low (L5)		Unlikely	Minor	Low (L5)	Some pits don't connect to drains but are bottomless to allow for soakage of stormwater Pits on George Street, Holzgreffe Street and Ninth/Eight Street discharge rather than drain away	A31 - Drainage renewal program (already budgeted for in capital works program 2022/23)
	Urban Drainage	Millicent	Retention Basin	Asset Owner	Asset is providing it's expected service	Detention basin is in disrepair, overgrown and unsightly	Stormwater does not efficiently drain and may result in localised flooding.	Stakeholder Service Levels	Possible	Minor	Medium (M10)	Install appropriate signage in local flooding events	Possible	Minor	Medium (M10)	Includes removal of fencing	A32 - Upgrade Clinton Lane detention basin in Millicent so it is fit for purpose.
	Urban Drainage	All	Sump Pumps	Asset Owner	Asset is providing it's expected service	Sump pumps are unable to pump out stormwater	Sump pumps are replaced on an as-needed basis upon failure of pump, there is a risk of inability to provide expected service levels, may result in localised flooding	Stakeholder Service Levels	Unlikely	Moderate	Medium (M8)		Unlikely	Moderate	Medium (M8)		A33 - Develop a sump pump renewal program to renew assets before end of life, and regular sump pump maintenance program.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Urban Drainage	Millicent	Open drains, pits, pipes	Asset Owner	Asset is providing it's expected service	Open drain on Bolton Oval reserve has been filled in/disconnected from nearby drainage network	May affect drainage in surrounding areas resulting in localised flooding of road and/or property	Stakeholder Service Levels	Possible	Moderate	Medium (M11)	Install appropriate signage in local flooding events	Possible	Moderate	Medium (M11)	A10 - (CCTV of intersection of Ireland Street and Mount Gambier Road) to occur first to investigate if insufficient drainage through the Bolton Oval Reserve may be the cause of localised flooding at intersection	A36 - Bolton Oval/Mount Gambier Road, Millicent, drainage works.
	Rural Drainage	All	Culverts	Asset Owner	Service levels are being maintained	Service levels are not defined	Maintenance and renewal programs are ad hoc and not able to be scoped and planned with a consistent approach	Stakeholder Service Levels	Likely	Minor	Medium (M13)		Likely	Minor	Medium (M13)	Rural culvert service level not defined. E.g. Bouchers, Witmitz, Bells - drainage board drains flood over road, drain needs to be cleared out of debris	A42 - Define rural culvert service levels and incorporate into AMP
	All	All	All	Regulator	Accurate asset register with up to date values and conditions	Asset renewals and upgrades are misdirected	Funding incorrectly allocated	Economic	Likely	Moderate	High (H18)	As per Asset Policy and Asset Management Strategy, external consultants engaged every 4 years to conduct condition audit and valuation of assets	Rare	Moderate	Low (L3)		A48 - Schedule regular condition assessments and revaluations as per the Asset Management Strategy.
	Rural Drainage	All	Drainage Board Open Drains	Asset Owner	Increased communication and understanding from Community, reporting directly to Drainage Board	Community expectations about stormwater catchment on rural property which is the property owners responsibility, not Councils i.e. water pooling in paddocks or open drain network flooding paddocks	Stock movements and paddock access are restricted	Stakeholder Service Levels	Rare	Insignificant	Low (L1)		Rare	Insignificant	Low (L1)	Relates to Drainage Board assets therefore Council have to responsibility, but often field complaints.	A43 - Establish communication channel with Drainage Board to notify when private property or roads are affected by flooding. A20 - Develop customer service standards around localised flooding events.

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	Rural Drainage	All	Drainage Board Open Drains	Public Road User	Road is trafficable	Water over the road / road flooding due to overflow from open drains	Road closure due to water over the road / road flooding	Stakeholder Service Levels	Possible	Minor	Medium (M10)	Road is Council asset however open drain and culvert/bridge is Drainage Board asset that has poor to not maintenance Install appropriate signage	Possible	Minor	Medium (M10)	Roads regularly affected Witmitz Road, Hatherleigh (32b Drain) Bells Road, Hatherleigh (32b2 Drain) Bourchiers Road, Hatherleigh (34b Drain)	A43 - Establish communication channel with Drainage Board to notify when private property or roads are affected by flooding.
	Urban Drainage	Beachport	All	Regulator	Discharges to environment / ocean are undertaken in accordance with permissible parameters	Stormwater discharged to ocean with no treatment	Quality of stormwater does not meet limits for ocean discharge	Environmental	Rare	Moderate	Low (L3)	Primary treatment of settling in Beachport Lagoon	Rare	Moderate	Low (L3)		Risk Noted, no further action at this time.
	Rural Drainage	All	Culverts	Public Road User	Road is trafficable	Water over the road / road flooding due to road level being the same as surrounding land and no drainage infrastructure is able to be installed due to culvert depth considerations	Road closure due to water over the road / road flooding	Stakeholder Service Levels	Possible	Minor	Medium (M10)	Reactively raise level of road and assess need to install rural culvert	Unlikely	Minor	Low (L5)	The majority of the rural culverts have the purpose of equalising the level of the water on both the sides of the road and do not necessarily perform a drainage function to move stormwater away from the road	A44 - Assess Smiths Road, Coonawarra for level rise or upgrade to sealed road and installation of culverts. Naracoorte Lucindale Road section is sealed and direction of trucking has changed to use unsealed section more. A45 - Assess Hinze Lane, Coonawarra/Penola for level rise and installation of culverts. A46 - Assess Rogers Road and Sunnymede Road for level rise and installation of culverts. A47 - Assess Considine Road, German Flat, for suspected collapsed culverts (x4).

ID				STAKEHOLDER DRIVERS		HAZARD			MAXIMUM RISK - NO INTERVENTION			PREVENTATIVE MEASURES	RESIDUAL RISK - AFTER INTERVENTION			RISK TREATMENT	
Risk ID	SW Element	Location	Component	Stakeholder	Stakeholder Desired Outcome	Hazardous Event & Source of Hazardous Event	Description of Risk	Risk Category / Driver	Likelihood	Conseq.	Risk	INTERVENTION	Likelihood	Conseq.	Residual Risk	Comments	Action/Task
	All	All	All	Asset Owner	Asset is providing it's expected service	Climate change causes increased rainfall intensity and the threat of rising sea levels	Stormwater does not efficiently drain and localised flooding of road and/or property results. Loss of Council assets.	Stakeholder Service Levels	Possible	Moderate	Medium (M11)	Install appropriate signage in local flooding events	Possible	Moderate	Medium (M11)		Prioritisation is given to fixing known problems/issues identified in this risk register, consideration should to be given to climate change and future proofing but no further action at this time.

Appendix 3 Improvement Program

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A1	Ascertain if blocked culvert on Blesing Street, Nangwarry, is cause of flooding. If blocked, schedule works to unblock. If not blocked, investigate alternative stormwater management options to resolve issue.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A2	Develop and implement a program to identify, audit and capture the culvert assets in the asset management system.	Manager Assets and Environment	Manager Assets and Environment, Manager Operations, Senior Asset Management Officer, Asset Management Officer	2023-24	Proposed
A3	During the rural culvert audit assess presence of and condition of end walls or wing walls and assess direction of flow.	Manager Assets and Environment	Manager Assets and Environment, Manager Operations	2023-24	Proposed
A4	During the rural culvert audit ensure depth of culvert is captured along with material, condition and sedimentation issues	Manager Assets and Environment	Manager Assets and Environment, Manager Operations	2023-24	Proposed
A5	Identify rural culverts that are blocked due to road widening and program works to address the issues	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A6	Identify drainage infrastructure that is undersized through CCTV and visual inspections and program works to perform upgrades or construct alternative drainage options.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2022-23	In Progress
A7	CCTV Stormwater near Ireland Street intersection on Mount Gambier Road and Park Terrace. Suspect infrastructure is undersized or blocked.	Manager Assets and Environment	Manager Assets and Environment	2024-25	Proposed
A8	CCTV investigation of drainage infrastructure on Park Terrace, Millicent.	Manager Assets and Environment	Manager Assets and Environment	2024-25	Proposed
A9	CCTV stormwater from Rotunda to Lagoon for potential blockages caused by sand.	Manager Assets and Environment	Manager Assets and Environment	2024-25	Proposed
A10	Investigate options to retrofit switchboards to enable generator plugins on as needs basis.	Manager Assets and Environment	Manager Assets and Environment, Building Services Officer	2025-26	Proposed
A11	Engage consultant to undertake Stormwater System Analysis in Kalangadoo to establish an upgrade plan.	Manager Assets and Environment	Manager Assets and Environment	2028-29	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A12	CCTV pipes on North-East Terrace, Kalangadoo, to identify where stormwater drains to.	Manager Assets and Environment	Manager Assets and Environment	2025-26	Proposed
A13	Installation of stormwater pipes and pit on Arthur Street Penola in front of VIC.	Manager Operations	Manager Operations, Operations Staff	2025-26	Proposed
A14	Identify common areas on concern and review street sweeping schedule to pick up debris on a regular basis during Autumn and consider emptying pits at the same time, not just street sweeping.	Manager Operations	Manager Operations, Operations Staff	2022-23	In Progress
A15	Develop a stormwater pit routine maintenance and inspection program.	Manager Operations	Manager Operations, Operations Staff	2022-23	In Progress
A16	Installation of stormwater pipes and pits for Ellen Street, Penola.	Manager Assets and Environment	Manager Assets and Environment, Manager Operations, Senior Asset Management Officer, Asset Management Officer	2026-27	Proposed
A17	Work with Development services to ensure stormwater management is captured at the development stage.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2023-24	Proposed
A18	Develop spatial stormwater data.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2022-23	In Progress

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A19	Add to current standard driveway crossover drawing to account for properties on a lower level than road.	Manager Assets and Environment	Manager Assets and Environment, Engineer	2023-24	Proposed
A20	Develop customer service standards around localised flooding events.	Manager Assets and Environment	Manager Assets and Environment	2023-24	Proposed
A21	Remove excess organic material and dig out detention basin in Nangwarry.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A22	Install non-return valve at pump in Nangwarry that is fit for purpose.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A23	Develop and implement a program to identify, audit and capture the urban drainage assets in Furner in the asset management system.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2023-24	Proposed
A24	Develop and implement a program to identify, audit and capture the urban drainage assets in the asset management system.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2023-24	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A25	Identify which assets belong to Council, DIT, or Drainage Board and define rules around ownership and using mapping/GIS and mark up where ownership changes at Millicent township boundary and then consult with Drainage Board.	Manager Assets and Environment	Manager Assets and Environment, Manager Operations, Senior Asset Management Officer, Asset Management Officer	2023-24	Proposed
A26	Bore needs to be permanently lowered at Mt Burr detention basin (capital project) and replace correct grate. Landscaping works (tree planting)	Manager Operations	Manager Operations, Operations Staff	2022-23	In Progress
A27	Permanently connect bore to Ann Street, Kalangadoo, detention basin	Manager Operations	Manager Operations, Operations Staff	2022-23	In Progress
A28	Develop a program to replace concrete pit lids with fibreglass pit lids	Manager Operations	Manager Operations, Operations Staff	2024-25	Proposed
A29	Replace or service valve at Millicent Swimming Lake and secure valve so it can't be accessed by public.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A30	Schedule regular cleaning/excavation program of Millicent main and minor drains, and open drain and easement annual cleaning of all areas.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A31	Drainage renewal program (already budgeted for in capital works program 2022/23)	Manager Operations	Manager Operations, Operations Staff	2022-23	In Progress
A32	Upgrade Clinton Lane detention basin in Millicent so it is fit for purpose.	Manager Operations	Manager Operations, Operations Staff	2024-25	Proposed
A33	Develop a sump pump renewal program to renew assets before end of life, and regular sump pump maintenance program.	Manager Operations	Manager Operations, Asset Management Officer, Operations Staff	2022-23	In Progress
A34	Portland St/John St, Penola, stormwater construction	Manager Assets and Environment	Manager Assets and Environment	2029-30	Proposed
A35	Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola.	Manager Assets and Environment	Manager Assets and Environment	2023-24	Proposed
A36	Bolton Oval/Mount Gambier Road, Millicent, drainage works.	Manager Assets and Environment	Manager Assets and Environment	2032-33	Proposed
A37	Install appropriate rocks and landscaping to address erosion concerns for swale drain and detention basin at service road 2, Mount Burr.	Manager Assets and Environment	Manager Assets and Environment, Technical Officer	2023-24	Proposed
A38	Stormwater construction at intersection of Arthur and Queen Street, Penola, to install infrastructure that is fit for purpose.	Manager Assets and Environment	Manager Assets and Environment	2024-25	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A39	Review and update Penola Township Stormwater Management Masterplan. (Tonkin report 2010)	Manager Assets and Environment	Manager Assets and Environment	2024-25	Proposed
A40	Cleanse Stormwater Asset Category, Type and Subtype data	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2022-23	In Progress
A41	Somerville Street, Beachport, drainage works including CCTV to identify existing drainage, and kerb and channel.	Manager Assets and Environment	Manager Assets and Environment	2023-24	Proposed
A42	Define rural culvert service levels and incorporate into AMP	Manager Assets and Environment	Manager Assets and Environment	2023-24	Proposed
A43	Establish communication channel with Drainage Board to notify when private property or roads are affected by flooding.	Manager Assets and Environment	Manager Assets and Environment	2023-24	Proposed
A44	Assess Smiths Road, Coonawarra for level rise or upgrade to sealed road and installation of culverts. Naracoorte Lucindale Road section is sealed and direction of trucking has changed to use unsealed section more.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
A45	Assess Hinze Lane, Coonawarra/Penola for level rise and installation of culverts.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A46	Assess Rogers Road and Sunnymead Road for level rise and installation of culverts.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A47	Assess Considine Road, German Flat, for suspected collapsed culverts (x4).	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed
A48	Schedule regular condition assessments and revaluations as per the Asset Management Strategy.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2025-26	Proposed
A49	Review and update Kalangadoo Township Stormwater Management Masterplan. (Tonkin report 2004)	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2026-27	Proposed

Appendix 4 Forecast Capital Projects

Location	Improvement Program Action	Description	Proposed Commencement Year (FY)
Kalangadoo	A27	Install bore at Anne Street Drainage Reserve	2022-23
Beachport		Installation of kerbing at Foster Street and South Terrace, and French Street and South Terrace, and drainage works on Foster Street	2022-23
Mount Burr	A26	Drainage Renewal Works - Mount Burr Detention Basin	2022-23
Millicent	A31	Drainage renewal program - Mount Gambier Road and Enderby Lane Stormwater	2022-23
Glencoe	A31	Drainage renewal program - Glencoe West Road Culverts	2022-23
Millicent	A31	Drainage renewal program - Railway Terrace and Holzgreffe Street Stormwater Pits	2022-23
Millicent	A31	Drainage renewal program - Millicent Pump Station	2022-23
Beachport		Centennial Park - Stormwater Pump	2022-23
All Areas	A28	Stormwater Pit Lid Replacements	2024-25
Nangwarry	A21, A22	Detention basin upgrade, including installing non-return valve at pump that is fit for purpose.	2023-24
All Areas	A10	Retrofit switchboards to enable generator plugins	2025-26
Penola	A13	Installation of stormwater pipes and pit on Arthur Street Penola in front of VIC.	2025-26
Penola	A16	Installation of stormwater pipes and pits for Ellen Street, Penola	2026-27
All Areas	A1, A3, A4, A5, A44, A45, A46, A47	Culvert renewals	2023-24
Millicent	A29	Replace or service valve at Millicent Swimming Lake and secure valve so it can't be accessed by public.	2023-24

Location	Improvement Program Action	Description	Proposed Commencement Year (FY)
Millicent	A32	Upgrade Clinton Lane detention basin in Millicent so it is fit for purpose.	2024-25
All Areas	A33	Stormwater sump pump renewals	2024-25
Penola	A34	Portland St/John St stormwater construction	2029-30
Penola	A38	Stormwater construction at intersection of Arthur and Queen Street, Penola, to install infrastructure that is fit for purpose.	2024-25
Penola	A35	Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola.	2023-24
Beachport	A41	Somerville Street, Beachport, drainage works including kerb and channel	2024-25
Millicent	A36	Bolton Oval/Mount Gambier Road drainage works	2032-33

Appendix 5 Forecast Operational Projects

Location	Improvement Program Action	Description	Proposed Commencement Year (FY)
Millicent		Cleaning of GPT in Main Drain	2022-23
Kalangadoo	A11, A49	Engage consultant to undertake Stormwater System Analysis in Kalangadoo to establish an upgrade plan and review and update Kalangadoo Township Stormwater Management Masterplan	2026-27
Rendelsham	A14	Annual Street Sweeping	2022-23
Mount Burr	A14	Annual Street Sweeping	2022-23
Kalangadoo	A14	Annual Street Sweeping	2022-23
Nangwarry	A14	Annual Street Sweeping	2022-23
Tantanoola	A14	Annual Street Sweeping	2022-23
Southend	A14	Annual Street Sweeping	2022-23
Glencoe	A14	Annual Street Sweeping	2022-23
Coonawarra	A14	Annual Street Sweeping	2022-23
Beachport	A14	Annual Street Sweeping	2022-23
Penola	A14	Annual Street Sweeping	2022-23
Millicent	A14	Annual Street Sweeping	2022-23
Millicent	A30	Main and Minor Drain Cleaning Program	2023-24
All Sites	A30	Open Drain and easement Annual Cleaning, excluding Millicent	2023-24
All Sites	A14	Pit cleaning	2023-24
All Sites	A15	Pit maintenance	2022-23
Penola	A38	Design for stormwater at intersection of Arthur and Queen Streets, Penola	2023-24
Penola	A34	Portland St/John St stormwater survey and design	2024-25
All Sites	A48	Condition assessments and revaluations	2025-26
All Sites	A33	Sump pump maintenance program	2022-23
Mount Burr	A37	Install appropriate rocks and landscaping to address erosion concerns for swale drain and detention basin	2023-24
Penola	A39	Review and update Penola Township Stormwater Management Masterplan	2024-25

Location	Improvement Program Action	Description	Proposed Commencement Year (FY)
Beachport	A41	Design for Somerville Street, Beachport, drainage works	2023-24
Millicent	A36	Design for Bolton Oval/Mount Gambier Road drainage works	2031-32
Millicent	A7, A8	CCTV Stormwater near Ireland Street intersection on Mount Gambier Road and Park Terrace	2024-25
Beachport	A9	CCTV stormwater from Rotunda to Lagoon for potential blockages caused by sand	2024-25
Kalangadoo	A12	CCTV pipes on North-East Terrace, Kalangadoo, to identify where stormwater drains to.	2025-26
Beachport	A41	CCTV Somerville Street, Beachport, from French Street to Lagoon	2023-24
Penola	A16	Design for stormwater infrastructure on Ellen Street, Penola	2023-24

16 Correspondence

16.1 Hon Joe Szakacs MP - Minister for Police, Emergency Services and Correctional Services - South Australia's Road Safety Action Plan (2023 - 2025)

Report Type	Correspondence
Correspondent	Minister for Police, Emergency Services and Correctional Services
File Reference	GF/14.36.1/2 EI2023/211451
Attachments	1. E I 2023 211451 14.36.1 2 23 MR S 0083 - Signed Letter - Mayor Noll [16.1.1 - 2 pages]

RECOMMENDATION

That the correspondence from Hon Joe Szakacs MP dated 1 March 2023 regarding finding ways to stop tragedy on our roads and improve road safety be received and noted.

Hon Joe Szakacs MP



Government
of South Australia

23MRS0083

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

By email: council@wattlerange.sa.gov.au

Dear Mayor Noll

Road trauma has a devastating impact on the South Australian community. Each year an average of 91 people lose their lives on South Australia's roads, with more than 700 people seriously injured (2018-2022).

Unfortunately, we have had a heartbreaking start to 2023 with the number of lives lost already above average, a pattern nobody wants to see continue.

The South Australian Government is committed to finding ways to stopping this tragedy on our roads by improving road safety, and I am pleased to announce that the South Australian Government has released *South Australia's Road Safety Action Plan 2023-2025* (Action Plan).

This three-year rolling Action Plan has been developed in line with *South Australia's Road Safety Strategy to 2031*, informed by stakeholder feedback, and the *National Road Safety Action Plan 2023-2025* to help us reduce lives lost and serious injuries on South Australian roads.

The Action Plan identifies the South Australian Government's actions that will contribute to our target of at least a 50% reduction in lives lost and a 30% reduction in serious injuries on South Australian roads by 2031.

The Action Plan contains ten central themes:

1. Schools and local places
2. Public transport, cycling and walking
3. Motorcyclists
4. Aboriginal road users
5. Road user behaviour
6. Road safety in the workplace
7. Regional and remote areas
8. Heavy vehicles
9. Vehicles and technology
10. Research and data.

Minister for Police, Emergency Services and Correctional Services

PO Box 6446, Halifax Street ADELAIDE SA 5001
T: (08) 8303 0670 | E: MinisterSzakacs@sa.gov.au



I encourage you to read *South Australia's Road Safety Action Plan (2023-2025)*, which can be found with *South Australia's Road Safety Strategy to 2031* at www.thinkroadsafety.sa.gov.au

No death or serious injury is acceptable or inevitable, and we must work together to address the trauma caused by the everyday use of our road network.

I look forward to working together to continue improving road safety for all South Australians.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joe Szakacs', with a stylized flourish at the end.

Hon Joe Szakacs MP

Minister for Police, Emergency Services and Correctional Services

1 March 2023

16.2 Nominations for the 2023 Premier's Certificate of Recognition for Outstanding Volunteer Services

Report Type	Correspondence
Correspondent	Hon Nat Cook MP Minister for Human Services
File Reference	GF/2.84.1/3
Attachments	1. E I 2023 21127322 TDHS 1207 - Correspondence from Minister Cook - Mayor Noll [16.2.1 - 1 page]

RECOMMENDATION

That the correspondence from Hon Nat Cook Mp. dated 21 February 2023 regarding nominations for the 2023 Premier's Certificate of Recognition for Outstanding Volunteer Service be received and noted.



Government
of South Australia

Hon Nat Cook MP

22TDHS/1207

Mayor Des Noll
Wattle Range Council
PO Box 27
Millicent SA 5280

Via email: council@wattlerange.sa.gov.au

Dear Mayor Noll *Des*

I am pleased to announce that nominations for the 2023 Premier's Certificate of Recognition for Outstanding Volunteer Service will be open between Monday 13 February 2023 and Friday 24 March 2023.

This is a fantastic opportunity for volunteer-involving organisations and community groups to nominate one or more volunteers who have made an outstanding commitment and contribution to the community and/or their organisation.

Guidelines and online nomination form are available via the website of the Department of Human Services (DHS) at www.dhs.sa.gov.au/services/volunteers/recognition/volunteering-certificates

For further information about the nomination process, the DHS team can be contacted via telephone on 1300 014 712 or via email at ofv@sa.gov.au.

Organisations and community groups will be notified of the outcome of their nomination(s) in May 2023.

Please provide this information across your networks to help us ensure broad awareness of these important awards.

Yours sincerely

N Cook

**Hon Nat Cook MP
MINISTER FOR HUMAN SERVICES**

21 / 2 / 2023

Minister for Human Services
GPO Box 2832 Adelaide SA 5001 | DX 115
T: (08) 8463 6560 | E: ministerhumanservices@sa.gov.au | www.dhs.sa.gov.au | ABN: 11 525 031 744



16.3 SA Country Football Championships - Invitation to Tender for 2024 & 2025

Report Type	Correspondence
Correspondent	Jessica Wainwright – Projects, Funding & Government Relations Manager
File Reference	GF/4.36.1/8 EI2023/211293
Attachments	<ol style="list-style-type: none"> 1. E I 2023 211293 - 4 36 1_8 - SA Country Football Championships _ Invitation to Tender for 2024 & 2025 [16.3.1 - 2 pages] 2. Master SACFC Host Tender Document - Final (002) [16.3.2 - 13 pages]

RECOMMENDATION

That the correspondence from Jessica Wainwright dated 24 February 2023 regarding SA Country Football Championships be received and noted.

Archived: Tuesday, 28 February 2023 10:04:05 AM

From: [Community Football](#)

Sent: Friday, 24 February 2023 3:25:29 PM

Subject: EI2023/211293 - 4.36.1/8 - SA Country Football Championships | Invitation to Tender for 2024 & 2025

Sensitivity: Normal

Attachments:

[Master SACFC Host Tender Document - Final.pdf](#) 



SA Country Football Championships Invitation to Tender

The SA Country Football Championships is an event that showcases, supports and celebrates country football, with a vision of football leaving lasting legacies in communities.

The 2022 event was held in Whyalla, hosted by the City of Whyalla across Bennet t and Me mori d Ovals. The event which was also held in conjunction with a Hostplus SANFL League Regional Match had an estimated economic impact of \$1.5M for the region.

THINK!
ROAD SAFETY

Government of South Australia

2022

THINK! ROAD SAFETY
SA COUNTRY FOOTBALL CHAMPIONSHIP
JULY 16-17 | WHYALLA

UNEARTH WHYALLA

ECONOMIC IMPACT OF
\$1,500,000* ESTIMATED

The 2022 Think! Road Safety SA Country Football Championships featured more than 250 of the best male and female country footballers competing from around the state, as well as a Hostplus SANFL League match between North Adelaide and Adelaide Football Clubs.

DIGITAL MEDIA ENGAGEMENT

1.75M SOCIAL MEDIA IMPRESSIONS

11,153 WEBSITE HITS

SA COUNTRY CHAMPIONSHIPS

5,000 WEEKEND ATTENDEES
2,900 Saturday | 1,100 Sunday

600+ BEDS USED

38,042 VIEWS on SANFL Now

SANFL is seeking tenders from interested organisations for the right to host this event, with SANFL selecting hosts for 2024 and 2025 respectively from this tender process.

The 2023 event will be held in the Barossa in July, with the successful tendering organisations invited to attend.

SANFL welcomes tender submissions from councils, football leagues, football/sporting clubs or any other relevant community groups to host the event.

Tenders must be lodged in accordance with the Tender Conditions outlined in the attached tender document. Submissions are via the SANFL Smarty Grants platform [HERE](#).

Submissions are due no later than 5:00pm on 21 April 2023.

Further enquiries can be directed to:
Jessica Wainwright – Projects, Funding & Government Relations Manager
E: jessica.wainwright@sanfl.com.au
M: 0401 511 341



INVITATION TO TENDER

TO HOST

THINK! ROAD SAFETY

SA COUNTRY

FOOTBALL CHAMPIONSHIPS

Contents

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1. Introduction and Background

BACKGROUND

South Australian National Football League Inc (“SANFL”) is the governing body for Australian Football in South Australia. SANFL’s vision is to connect communities through the enjoyment of footy.

We love footy, and as the peak body for Australian Football in SA, our goal is to grow and develop our great game and provide opportunities for South Australians to get involved in the game whether it be as a player, administrator, coach, umpire, volunteer or supporter.

THINK! ROAD SAFETY SA COUNTRY FOOTBALL CHAMPIONSHIPS OVERVIEW

The Think! Road Safety SA Country Football Championships is an event that showcases, supports and celebrates country football, with a vision of football leaving lasting legacies in communities.

Commencing in 1994, the Championships brings together players and officials from 24 regional leagues across South Australia.

Following the rapid growth of women’s football, in 2018 the Championships welcomed women’s teams to compete for the first time.

Over 300 talented community footballers from country South Australia represent six zone teams across the men’s and women’s carnivals

The Championships also incorporate a number functions and events that support, educate and celebrate competing players and officials, such as an official opening dinner and player welfare education sessions.



HOSTPLUS SANFL LEAGUE REGIONAL MATCH

10 Clubs (8 SANFL Clubs and 2 AFL Clubs) participate in the Hostplus SANFL League Competition held across 90 minor round matches between March and September annually.

SANFL matches average attendances of 2,300 and 24,000 viewers of its weekly television broadcast on Channel 7.

Each year, SANFL endeavour to facilitate a Hostplus SANFL League match in conjunction with the Think! Road Safety SA Country Football Championships, however this is not guaranteed due to fixture and scheduling constraints.

It is recognised and acknowledged by SANFL and its clubs that the purpose of holding a SANFL Community match is to provide benefits to regional communities, including health and wellbeing, tourism exposure and financial returns. SANFL maintain the importance of linking the two events and will endeavour to facilitate Hostplus SANFL League match in conjunction with the event each year.

2022 SA COUNTRY FOOTBALL CHAMPIONSHIPS EVENT SUMMARY

In 2022, the Think! Road Safety SA Country Football Championships, incorporating a Hostplus SANFL League Regional Match between North Adelaide and Adelaide Football Clubs, was held in Whyalla across two venues (Bennett & Memorial Ovals)

The event attracted 5,000 attendees over the weekend (3,900 Saturday and 1,100 Sunday).

All 12 matches of the Championships were live streamed via SANFL's streaming platform SANFLNow, with over 38,000 people watching over the course of the weekend.

The event's digital media reach was as follows:

- 11,153 website hits
- 1.75M social media impressions
- 38,042 views on SANFLNow (SANFL Streaming Platform)

25 full time SANFL staff, across all departments supported a team of 250 volunteers and other officials to deliver the two-day event.

Over 500 hotel beds were utilised by teams and their support staff, as well as other visitors to the region.

Host clubs received all income from food/beverage sales, as well as had the opportunity to host zones for meals and entertainment, which enables clubs to re-invest back into their football programs and facilities.

The City of Whyalla an estimated the local economic impact to be approximately \$1.5M.

2024 & 2025 SA COUNTRY FOOTBALL CHAMPIONSHIPS

SANFL will be selecting hosts for 2024 and 2025 from this tender process.

The dates for these events are as follows:

- 2024 | Weekend of 6 & 7 July
- 2025 | Weekend of 5 & 6 July

The 2023 event is being hosted by the Barossa Council on the weekend of July 8 & 9 2023, and successful tenderers will be invited to attend the event.

2022 SA COUNTY FOOTBALL CHAMPIONSHIPS ATTENDANCE & ENGAGEMENT



ECONOMIC IMPACT OF

\$1,500,000*

* ESTIMATED

The 2022 Think! Road Safety SA Country Football Championships featured more than 250 of the best male and female country footballers competing from around the state, as well as a Hostplus SANFL League match between North Adelaide and Adelaide Football Clubs.

DIGITAL MEDIA ENGAGEMENT

1.75M

SOCIAL MEDIA IMPRESSIONS

11,153

WEBSITE HITS



5,000

WEEKEND ATTENDEES
3,900 Saturday | 1,100 Sunday



600+

BEDS USED



38,042

VIEWS on SANFL Now



ADDITIONAL BENEFITS FOR HOST

In addition to the significant economic benefits hosting the event may deliver, hosts may also receive the following benefits:

- Logo placement on website and other relevant marketing collateral
- Logo placement on oval
- Mayor or relevant council representative invited to speak at welcome event & involvement in on-field post-match presentations
- Table of 10 at welcome dinner

2. Purpose and Scope

- 2.1. This tender seeks offers from Organisations for the right to host either the 2024 or 2025 Think! Road Safety SA Country Football Championships & Hostplus SANFL League Regional Match (tentative) in accordance with the terms and conditions herein.
- 2.2. The purpose and scope of this Invitation To Tender (ITT) and supporting documents is to:
 - 2.2.1. explain to Tendering Organisations the timetable and process for the remaining stages of the procurement;
 - 2.2.2. set out the requirements and provide detail of the commercial, technical and legal provisions required by SANFL and to elicit a Response outlining Tendering Organisations' proposals to meet those provisions;
 - 2.2.3. provide Tendering Organisations with sufficient information to enable them to respond fully to this ITT with an offer capable of acceptance;
 - 2.2.4. explain the information required in Responses to this ITT;
 - 2.2.5. explain the administrative arrangements for the receipt of Responses; and
 - 2.2.6. set out the evaluation criteria that will be used to evaluate the Responses,

3. The Procurement Process

- 3.1. This procurement process is subject to the conditions of tender set out at section 5 of this ITT.
- 3.2. The key dates for the remainder of the procurement procedure are set out in the table below (although SANFL may vary key dates by notice to all Tendering Organisations).
- 3.3. Tender Timeframe;

Event	Date
Parties invited to Tender.	Week commencing 20 February 2023
Communication period – Tender Organisations able to contact SANFL to discuss ITT	Week commencing 20 February 2023 – 21 April 2023
Deadline for response to ITT	21 April 2023 (5:00pm ACST)
SANFL review process period of Response to ITT documents	22 April 2023 – 12 May 2023
All Tenderers advised of initial outcome of Assessment	15 May 2023
Stage 2 Assessment - Shortlisted Tenderers Site Visits	22 May 2023 – 2 June 2023
All Shortlisted Tenderers advised of outcome and successful tender	16 June 2023
Project commencement & completion dates	Subject to finalised agreement

- 3.4. You must submit your Response to this ITT by 5:00pm on **21 April 2023** (the “Deadline”) in accordance with the provisions of this ITT. SANFL may extend the Deadline. Any extension granted will apply to all Tendering Organisations. SANFL may reject any Responses received after the Deadline.

- 3.5. Responses must be submitted electronically via SmartyGrants platform using the response form provided.
- 3.6. On receipt of the Responses, SANFL will perform an evaluation of Responses against criteria outlined in Appendix A & Appendix B.
- 3.7. The SANFL may require that you attend a meeting to discuss any aspect of your Response, or any other matter related to this ITT.
- 3.8. SANFL may shortlist two or more Tenderers to participate in Stage 2 – Site Visits.
- 3.9. SANFL may coordinate site visits with shortlisted Tenderers between 22 May 2023 and 2 June 2023.
- 3.10. The engagement of the successful Tendering Organisations is subject to the formal approval process of SANFL. No contract will be entered into until all necessary approvals are obtained. Also refer to clause 5.4.

4. Instructions to Tenderers

- 4.1. Any Organisation that seeks to be appointed as the host or hosts must provide a response to this ITT (“**Response**”). Your Response should consider each of the matters set out in the evaluation criteria detailed in Appendix A, Appendix B and any other information relevant to SANFL considering your Response. The Response should be clear and concise. The Response should be completed using the online form provided.
- 4.2. You may submit, by no later than **21 April 2023** any queries that you have relating to this ITT. Please submit such queries by email to jessica.wainwright@sanfl.com.au. As far as is reasonably possible, SANFL will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents, if made before the above deadline.
- 4.3. Frequently Asked Questions received from tendering organisations will be recorded and responses documented for all tendering parties review This document will be regularly updated and will be available on the SmartyGrants platform.
- 4.4. You must inform SANFL in writing if there is any change in control, composition or membership of your organisation or your consortium members subsequent to your Response being submitted.
- 4.5. You must state if you will be using any third party contractors to deliver any of the services contemplated in this ITT and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third party sub-contractors.
- 4.6. You must state whether the awarding of the tender will give rise to any relationships, direct or indirect, that would amount to a conflict of interest and require disclosure.
- 4.7. Response should be submitted in writing, in English.

5. Conditions of Tender

- 5.1. In submitting a Response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.
- 5.2. SANFL may issue its response to any clarification request made by you to all Tendering Organisations unless you expressly require it to be kept confidential at the time the request is made.
- 5.3. The information contained in this ITT, any supporting documents and in any related written or oral communication is believed to be correct at the time of issue but SANFL does not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.

- 5.4. By issuing this ITT, SANFL is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- 5.5. It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but SANFL reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. SANFL will accept no liability for any losses caused to you as a result of this.
- 5.6. You will not be entitled to claim from SANFL any cost or expenses that you may incur in preparing your Response irrespective of whether or not your tender is successful.
- 5.7. All information supplied to you by SANFL, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.
- 5.8. There must be no publicity by you regarding the future award of any contract unless SANFL has given express written consent to the relevant communication.
- 5.9. Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your Response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of SANFL concerning another tendering organisation may result in disqualification at the discretion of SANFL.
- 5.10. It is your responsibility to ensure that any consortium member, sub-contractor and adviser abide by these Conditions of Tender.
- 5.11. Your Response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.

Appendix A | Evaluation Criteria

The panel will review each Response from Tendering Organisations on the following criteria.

1. Project Lead & Partners

Hosting the event should be of benefit to multiple stakeholders, including local council, local football/sporting clubs, and any other relevant community groups (such as Lions, RSL etc). The tendering organisation should nominate a project lead to be the direct contact with SANFL and other partnering organisations/stakeholders.

- 1.1. Details and contact information of the project lead/head contact, and their experience in event delivery
- 1.2. Details and contact information for project partners, including a brief summary of how these community groups will benefit, and what their involvement may be in hosting of the event.

2. Event Host Commercial Expectations

It is expected that the SA Country Championships attract commercial investment from the Event Host. This commercial investment should be provided to a minimum of \$60,000 with preferred investment option being direct financial support. However, other investment options will be considered by SANFL such as negotiated in kind support, the provision of equipment and materials or a combination of all. Refer to Appendix B for potential in kind support, equipment and materials that could be considered.

3. SANFL Commercial & Sponsorship Obligations

While the event is held in conjunction with the tenderer and its partner organisations, SANFL maintains control over supply (goods) and signage arrangements at the venue. There can be no sponsorship or supply from companies who are in direct competition with the following sponsors:

- West End (Lion Nathan)
- Coca Cola
NB; both Lion Nathan and Coke have exclusive pourage
- Burley Sekem
- Ch7

Any oval or boundary signage that is in conflict with SANFL commercial partners must be covered or removed

When any event promotion is undertaken the following entities must be acknowledged:

- SANFL
- Think! Road Safety
- Naming rights partner of the SANFL Competition (Hostplus)
- Match Day Sponsor and/or Broadcast Sponsors where relevant

4. Regional Amenities

Ability to clearly demonstrate the regions capability to provide sufficient and quality amenities for participants, officials and SANFL staff, meeting the minimum standards as follows:

- 4.1. Access to at least 500 beds (within 50km radius of venue)
- 4.2. Access to venues to serve meals for group bookings (80 guests in any single sitting – breakfast and dinner, for 6 groups)
- 4.3. Local key emergency services (such as Hospital)

5. Functions & Events

Appropriate venues to host key events associated with Think! Road Safety SA Country Football Championships. All events must be held at the oval/venue/sport precinct.

- 5.1. Welcome Dinner | Friday Evening
 - 5.1.1. Approx 150 attendees
 - 5.1.2. Audio Visual (video screens/tv/projector, microphones)
- 5.2. Hostplus SANFL League Post Match Awards | Saturday Evening
 - 5.2.1. Approx. 150 attendees
 - 5.2.2. Audio Visual (video screens/tv/projector, microphones)
- 5.3. Think! Road Safety SA Country Championships Presentation | Sunday Afternoon
 - 5.3.1. Approx. 250 attendees, cocktail
 - 5.3.2. Audio Visual (video screens/tv/projector, microphones)
- 5.4. Player Education Seminar
 - 5.4.1. Approx. 100 attendees, lecture style seating
 - 5.4.2. Audio visual (video screens/tv/projector)

6. General Catering

Catering options across all venues, including functions and events should include healthy options for participating athletes and attendees (including but not limited to items such as continental breakfast, fruit, pasta, salads, sandwiches and rolls).

7. Other Criteria

Additional criteria in the evaluation of tenders will include the following:

- 7.1. Demonstrated ability to operate in accordance with SANFL values;
- 7.2. Financial Position and financial stability of the tendering organisation; and
- 7.3. Various other commercial considerations (ie: discount provided by local business etc)

8. Minimum Venue Requirements

The table below highlights the key facility and other requirements that will need to be met by the host venue/s. Appendix B contains a checklist of all other requirements for tenderers to respond to.

MINIMUM REQUIREMENTS	
DISTANCE	<p>The Venue/s should not be no more than 4 hours drive from Adelaide CBD if they wish to host a Hostplus SANFL League match in conjunction with the Championships. Venues which can be reached by flight and minimal drive from the regional airport may be considered.</p> <p><i>Additional costs which may be incurred by SANFL by needing to book flights for SANFL teams and/or zones should be considered when calculating the commercial offer.</i></p>
EXCLUSIVITY	<p>SANFL will require exclusive access to the venue/s from 8:00am Friday to 7:00pm Sunday for the nominated event weekend</p> <p>To ensure the integrity of the playing field surface, no matches or training should occur at the venue/s for at least two weeks prior to the event</p>
OVALS	<p>Two/three football ovals required, ideally adjoining, within the same sports precinct or a close walk/drive to one another (max. 10-15min drive).</p> <p>Ovals should be of similar size and meet preferred playing size of a seniors competition oval (165m x 135m).</p> <p>The number of ovals required is dependent on whether adequate lighting is available. Refer lighting section in Appendix B.</p>
CHANGEROOMS	<p>At least four areas to be utilised as changerooms for each oval (minimum of 8 required across both sites).</p> <p>Unisex change room provision (cubicle showers and pan toilets) is required.</p>
TIMECLOCK & SCOREBOARD	<p>Must be provided for each oval (please advise if electronic scoreboard available).</p> <p>Hire of Temporary/portable screens are acceptable.</p> <p><i>Additional costs related to temporary infrastructure hire should be reflected in commercial offer</i></p>
GOAL POSTS	<p>One oval (considered main oval), should have minimum of Regional standard goal posts - Goals: 10m x 110mm x 2.5mm, Behinds: 6.5m x 110mm x 2.5m.</p>
DEFIBRILLATOR	<p>Must be provided</p>
BROADCAST	<p>An area for scaffold/scissor lift or elevated filming area required on centre-wing (all ovals)</p>

MINIMUM REQUIREMENTS (CONT)	
COACHES BOX	At least one site/oval must have elevated coaches box or sufficient space to bump in temporary infrastructure. <i>Additional costs related to temporary infrastructure hire should be reflected in commercial offer.</i>
OVAL CONDITION	Ovals must meet minimum turf standards (grass coverage and hardness) for SANFL playing requirements. <i>Please note that the successful tenderer will be required to undertake any recommendations as a result of a turf inspection at their own cost. SANFL will provide specialist advice via Living Turf to support oval assessment and required works.</i>
CRICKET PITCH	No hard wicket pitches will be considered for staging of SANFL match. Consultation required if there is any form of cricket wicket. Preferably Turf wicket in suitable condition approved by Living Turf during turf inspection.
LIQUOR LICENCE	Liquor Licence compliance required
PA SYSTEM	Must be provided
PERMIETER FENCING	Must ensure all patrons enter through main gates via designated ticket sales and entry points
SECURITY	SANFL Contracted Security Service must be engaged

Appendix B | Extensive Venue Requirements

REQUIREMENT	
Rehabilitation	Significant ice is required over the course of the weekend of matches, in particular for the SANFL match. An ice machine or refrigerated truck on-site is recommended.
Public Oval Access and Player Races	No members of the public permitted on the oval or on sitting/standing between the boundary line and the fence during play. Any player races requiring movement through a public area should be fenced/roped off.
Emergency Entrance	Vehicle entrance to oval for emergency service vehicles Emergency entrance/exit to venue for emergency service vehicles
Toilets	Suitable number of toilet amenities based on approximate crowd of 3,500
Media / SANFL Stats / Umpires Coaches	An elevated platform with unobstructed view of the oval is required for Champion Data and media Seating required for up to 15 people with tables and 240v power supply for laptops <i>Previous hosts have used flatbed semi-trailers between the benches where no permanent provisions are provided.</i>
Goal Posts (Both Ovals)	Wraps to be provided by SANFL
Interchange Benches (Both Ovals)	Enough seats for 10-12 – plastic seats ok. Must be undercover. Power must be supplied to each bench at SANFL Regional Match venue.
Interchange Steward / Reserve Umpires	Seating and cover in between both interchange benches – three persons and power access
Line Marking/Oval painting	Conducted by Host under provisions provided by SANFL and AFL Laws of the game. SANFL to provide artwork for partner logo, host to provide artwork for broadcast/event partner
Entrance to Ground	SANFL to provide staff to coordinate gate and ticket sales. Host to provide support (volunteers) for gate duties and ticket sales.
Car Parking	Designated area for Team Buses and/or Cars – Car Park passes to be allocated. Host to provide traffic management plan and volunteers to manage the movement of vehicles into the venue
Traffic Management	Reduced speed and community event signage as required on surrounding streets/roads.
Lighting	200 lux lighting (or greater) to accommodate twilight or night fixtures. Lighting is required for any bid of only two ovals in order to accommodate match fixtures.

16.4 Southend Coastal Erosion - Tony Pasin MP

Report Type	Correspondence
Correspondent	Tony Pasin MP
File Reference	GF/5.3.2/6 EI2023/211412
Attachments	<ol style="list-style-type: none">1. E I 2023211412 280223 Mr Gower WRC re Southend coastal erosion [16.4.1 - 1 page]2. E I 2023211412 CE W 2201890 - PASIN Tony MP - SIGNED LETTER Southend [16.4.2 - 2 pages]

RECOMMENDATION

That the correspondence from Tony Pasin MP dated 28 February 2023 regarding the ongoing issue of coastal erosion at Southend be received and noted.



TONY PASIN MP

Shadow Assistant Minister for Infrastructure & Transport
Federal Member for Barker



28 February 2023

Mr Ben Gower
Chief Executive Officer
Wattle Range Council
PO Box 27
MILLICENT SA 5280

By email: ben.gower@wattlerange.sa.gov.au

Dear Mr Gower

I write further to previous correspondence regarding the ongoing issue of coastal erosion at Southend.

The State Government's Minister for Climate, Environment and Water the Hon Susan Close MP has provided a response to my correspondence dated 22 December 2022. A copy is attached for your information.

Disappointingly, the Minister has not taken up the invitation to visit Southend to meet with concerned community members and Council representatives.

The Minister has instructed DEW staff to continue to engage with Council and community representatives in relation to adaptation planning for Southend and I trust this engagement is occurring. Please do not hesitate to contact my office if this is not the case.

If there is anything further I, or my staff, can do to assist you at any time please do not hesitate to again make contact.

Yours sincerely


Tony Pasin MP
Federal Member for Barker
Shadow Assistant Minister for Infrastructure & Transport
Ref: T/ NP

Canberra Office

Suite R1 99, Parliament House, Canberra ACT 2600
Phone (02) 6277 4864 Fax (02) 6277 4865

Email tony.pasin.mp@aph.gov.au Web tonypasin.com f TonyPasinMP @TonyPasin

Tony Pasin MP, Liberal Party of Australia, Mount Gambier SA 5290.

OFFICIAL

**Government
of South Australia**

Reference: CEW22/01890

Hon Tony Pasin MP
Member for Barker
Email: tony.pasin.mp@aph.gov.au

The Hon Susan Close MP
Deputy Premier
Minister for Climate, Environment and Water
Minister for Industry, Innovation and Science
Minister for Defence and Space Industries
Level 13, State Administration Centre
200 Victoria Square, Adelaide SA 5000
Tel (08) 8226 8520
Email: OfficeoftheDeputyPremier@sa.gov.au

Dear Mr Pasin

Thank you for your further correspondence dated 22 December 2022 regarding coastal erosion at Southend beachfront. I apologise for the delay in this response.

As you may already be aware, the Southend Coastal Adaptation Strategy (adopted by Wattle Range Council in 2018) identifies retreat as the likely best practice approach for the settlement, over the long-term planning horizon. The Council developed this Strategy in consultation with the local community. Nonetheless, I can understand that retreat may not be favoured by everyone.

While structural solutions can be an alternative to retreat, they would require the Council to develop a different adaptation strategy. If the community and Council determine to re-visit the Strategy, further analysis would be required in relation to possible structural solutions. Delivery of structural measures would require impact modelling, design work and development approval. These are all matters for Council consideration.

Some community members may have more immediate concerns about seasonal changes to beach amenity around the foreshore. As you are likely aware, Department for Environment and Water (DEW) works closely with many South Australian councils, including Wattle Range Council, in collaboration with the Coast Protection Board, to support them to deal with these issues.

These are challenging conversations for all communities impacted by changing coastal processes and engagement is critical. In 2022 community representatives met with DEW staff to discuss these issues and community proposals. Council also engaged with the Southend community in 2022 and held a public meeting on 1 February 2023 to gauge community sentiment on this issue.

I have asked DEW to continue to engage with Council and community representatives in relation to adaptation planning for Southend. DEW will continue to provide advice to Council as appropriate on the current and possible alternative adaptation strategies, as well as management of seasonal amenity impacts.

OFFICIAL

The Coast Protection Board would welcome future grant applications from the Wattle Range Council, including for actions identified in its current, or any future adaptation strategy.

Yours sincerely



Hon Susan Close MP
Deputy Premier
Minister for Climate, Environment and Water

23 / 2 / 2023



16.5 Works Notice - Annual Road Pavement Renewal Works

Report Type	Correspondence
Correspondent	DIT Engagement Team
File Reference	GF/14.85.1/2 EI2023/211050
Attachments	1. E I 2023211050 - 14.85.12 [16.5.1 - 3 pages]

RECOMMENDATION

That the correspondence from DIT Engagement Team dated February 2023 regarding Annual Road Pavement Renewal Works be received and noted.

OFFICIAL

Works notice • February 2023

Annual Road Pavement Renewal Works

Riddoch Highway, Southern Ports Highway, Clay Wells Road, Mount Burr Road and Overland Track in the Limestone Coast

The Department for Infrastructure and Transport (the Department) is undertaking annual road pavement renewal works on four sections of roads within the Limestone Coast Area.

These works are funded by the South Australian Government as part of the Department's Annual Asset Renewal Program.

Locations:

- Riddoch Highway – approximately 3.5kms south of Naracoorte;
- Mount Burr Road – approximately 3kms between Millicent and Penola;
- Overland Track – approximately 3.25kms between Mount Burr and Glencoe West; and
- Southern Ports Highway and Clay Wells Road – approximately 17.5kms between Robe and Clay Wells.

These road pavement maintenance works will improve rideability, surface consistency, and extend the life of the pavement.

Works are scheduled to commence from **Monday, 20 February 2023, with project completion expected late March 2023, weather permitting**. The work will be undertaken between **7am and 5pm, Monday to Friday**. Some weekend work may be required. Please observe onsite signage for advance notification.

Works will commence on Riddoch Highway and will move progressively to Mount Burr Road, Overland Track and Clay Wells Road for approximately one week at each location, see location maps below.

To safely undertake these works, speed and lane restrictions will be in place. Road users are asked to please plan ahead, allow extra travel time and take extra care when workers are on site.

Access to properties will be maintained throughout the works wherever possible, with advance notice provided if there is a need to temporarily restrict driveway access.

Some noise disturbance can be expected at times while these works are completed, however the work will be managed to minimise disturbance to nearby residents and businesses, as much as practically possible.

The Department appreciates your co-operation and patience while these important works are undertaken.

For more information

If you have any questions or would like to speak to a member of the project team, please call 1300 794 880 or email DIT.Engagement@sa.gov.au.

Follow the Department's Social Media channels for regular project updates:

facebook.com/DFITSA | twitter.com/DFIT_SA

Kind regards,

DIT Engagement Team

dit.sa.gov.au

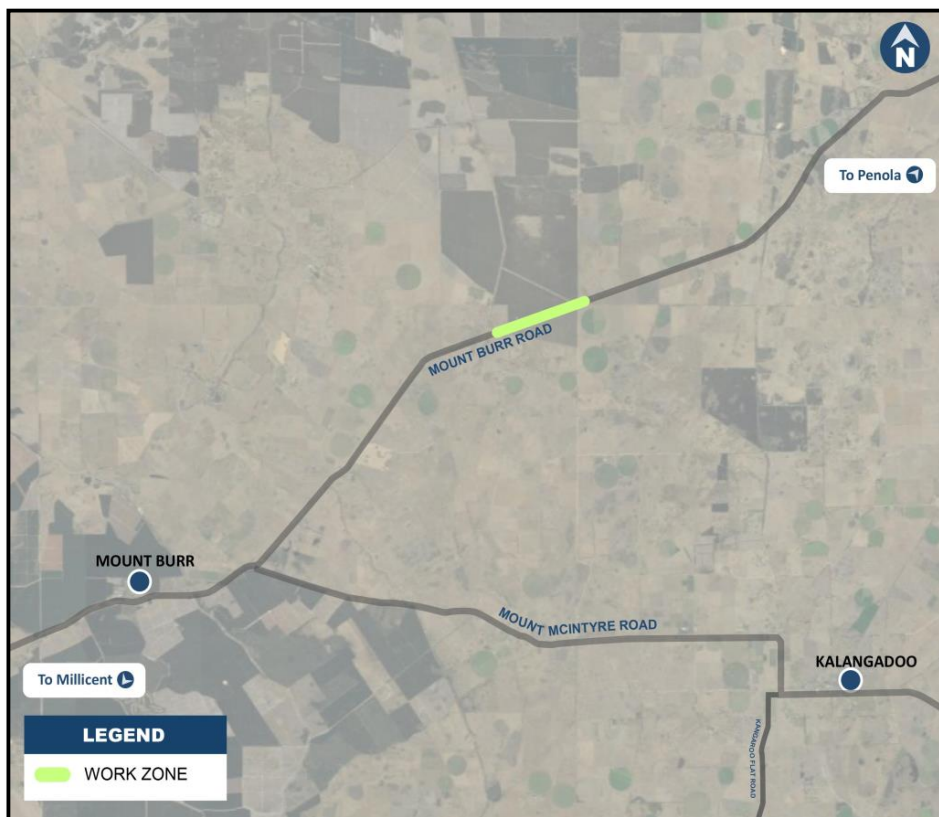
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Government of South Australia
Department for Infrastructure
and Transport

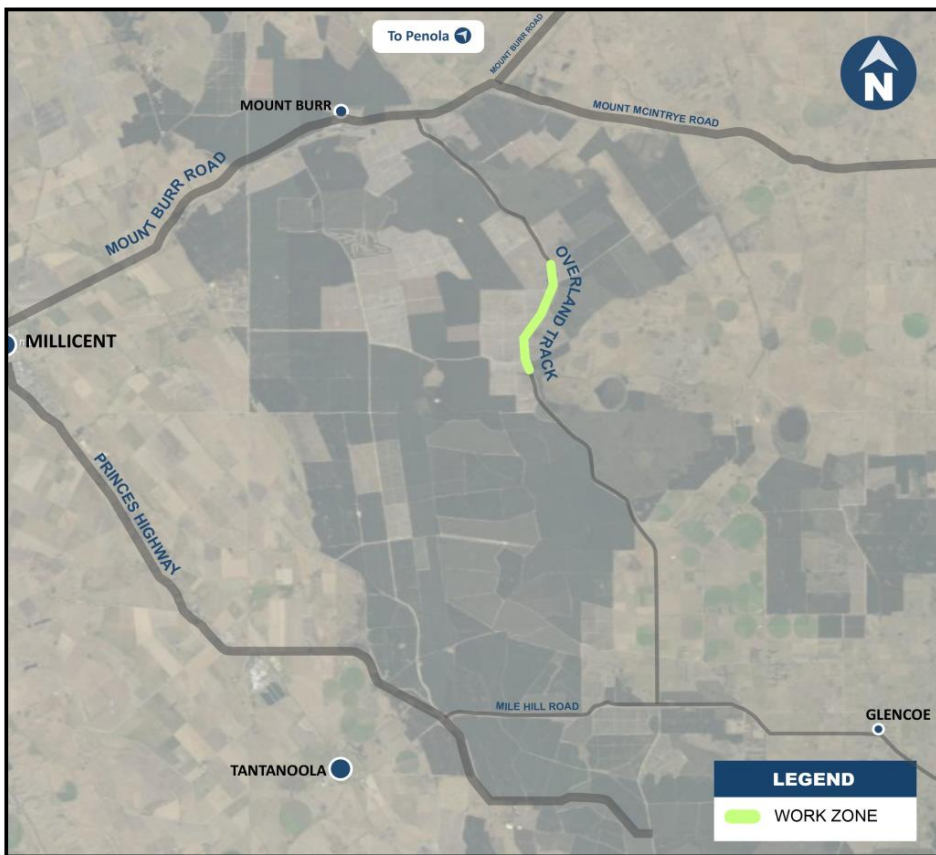
OFFICIAL

Road maintenance location maps



OFFICIAL

Road maintenance location maps



17 Motions On Notice

17.1 Cr John Drew - Millicent Shares a Plate

Report Type	Motions on Notice
Author	Cr John Drew
File Reference	GF/9.24.1/6
Attachments	Nil

Cr John Drew submitted the following Motion on Notice in regard to Millicent Shares a Plate.

I Cr John Drew, give notice of my intention to move the following motion at the Council Meeting of 14 March 2023.

RECOMMENDATION

That the auspice arrangements provided by Council for Millicent Shares a Plate be extended to October of 2023.

Rationale

The group is moving towards Incorporation. Work has begun on a Constitution. It is clear that for ease of management, particularly in the areas of attracting grants and flexibility in the payment of accounts, the Group needs to stand on its own feet. It has demonstrated financial responsibility, the capacity to fund-raise and sufficient volunteers to provide a needed service, however, it has not been able to attract another auspicing body.

The group believes it will be formally constituted before October, however, there may be unknowns so the safety net of October provides some 'just in case' protection.

17.2 Cr Dale Price - Millicent Saleyards

Report Type	Motions on Notice
Author	Cr Dale Price
File Reference	GF/9.24.1/6
Attachments	Nil

Cr Dale Price submitted the following Motion on Notice in regard to the Millicent Saleyards.

I Cr Dale Price, give notice of my intention to move the following motion at the Council Meeting of 14 March 2023.

RECOMMENDATION

That Council consult via survey, primary producers across the Council area to assist Council in its deliberations with regard to the future of the Millicent Saleyards.

That Council continue to defer any further expenditure on Saleyard upgrades until it has considered feedback from the Primary Producers survey as recommended by the Millicent Saleyards Advisory Committee.

18 Urgent Motions Without Notice

Urgent Motions without Notice may be raised at this point of the Meeting.