



Wattle Range
COUNCIL

Wattle Range - a great place to live and work

 WATTLE RANGE COUNCIL 2022 / 2026 



Des Noll OAM
Mayor



Back (Left to Right): Cr Chris Brodie, Cr Richard Cassidy, Cr Emma Castine, Cr Deb Agnew,
Cr Peter Dunicliff (Deputy Mayor), Cr Dennis Muhovics, Cr David Walshaw and Cr Dale Price.
Front (Left to Right): Cr Sharon Cox, Mr Ben Gower (Chief Executive Officer),
Mayor Des Noll, Cr Moira Neagle and Cr. John Drew.



Ben Gower
Chief Executive Officer

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 9 May 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.

GF/9.24.1 – 3.1 GDS:40



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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 - 11 April 2023 (Folio 10508 - Folio 10530)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 110423 [5.1.1 - 23 pages]

RECOMMENDATION

That the Minutes of the Ordinary Meeting dated 11 April 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 11 April 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 C Brodie
 Cr R Cassidy
 Cr S Cox
 Cr J Drew
 Cr P Dunnicliff
 Cr D Muhovics
 Cr M Neagle
 Cr D Price
 Cr D Walshaw

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 D Agnew
 Cr E Castine

4. DISCLOSURE OF INTERESTS

Cr Cassidy disclosed that he had a Material Conflict of Interest in regard to Item 15.4.3.

5. CONFIRMATION OF THE MINUTES

5.1 Ordinary Meeting of Council – 14 March 2023 (Folio 10492 – Folio 10503)

Cr Muhovics moved that the Minutes of the Ordinary Meeting dated 14 March 2023 be taken as presented and confirmed.

Cr Price seconded

CARRIED

5.2 Confidential Meeting of Council – 14 March 2023 (CM 1017 – CM 1020)

Cr Dunnicliff moved that the Minutes of the Confidential Meeting dated 14 March 2023 be taken as presented and confirmed.

Cr Drew seconded

CARRIED

5.3 Audit & Risk Committee Meeting – 14 March 2023 (Folio 10487 – Folio 10491)

Cr Walshaw moved that the Minutes of the Audit & Risk Committee dated 14 March 2023 be taken as presented and confirmed.

Cr Cassidy seconded

CARRIED

6. MATTERS ARISING FROM THE MINUTES

Cr Price asked if a letter to the Valuer-General had been written in regard to rural rates in line with Don Gilbertson's Deputation. Mr Duka advised that it is still in the process of being finalised. Cr Price asked that a draft be sent to all Elected Members before finalisation.

7. ADJOURNMENTS

7.1 Coonawarra Rail Trail Signage Fabrication – Tender Evaluation

Cr Cox moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.1, 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 7.1 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 7.1 Tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to a Tender for Coonawarra Rail Trail Signage Fabrication.

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 Walshaw 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 to a tender.

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

Thank you

Cr Price moved that Council:

1. Receive and note the report.

Cr Brodie seconded

CARRIED

Cr Brodie moved that Council:

2. Delegate to the Chief Executive Officer (CEO) to enter into contract negotiations with Tenderer 2, Urban Aesthetic for the fabrication and delivery of signage for the Coonawarra Rail Trail.
3. Approve a budget variation of \$77,810 for the Coonawarra Rail Trail Signage.

Cr Dunnicliff seconded

CARRIED

Cr Price moved that Council:

1. Having considered Item 7.1 in confidence under section 90(2) and (3)(k) 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.**
2. Having considered Item 19.1 Coonawarra Rail Trail Signage Fabrication – Tender Evaluation from the 14 March 2023 Meeting (which was adjourned) as an Attachment to Item 7.1 in confidence under section 90(2) and (3)(k) 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.**

Cr Cox seconded

CARRIED

[Cr Cox left the meeting at 5.33 pm]

[Cr Cox resumed the meeting at 5.33 pm]

8. MAYORAL COMMUNICATIONS

8.1 Mayoral Communications

Cr Brodie moved that Mayoral Communications be received and noted.

Cr Cassidy seconded

CARRIED

9. DEPUTATIONS

[Justin Phillips commenced his deputation at 5.34 pm]

9.1 Deputation - Limestone Coast Fishermen's Co-operative Limited - Justin Phillips - Railway Terrace Carpark, Beachport

Justin Phillips made a presentation to Council regarding Railway Terrace Carpark, Beachport (see Item 15.4.3).

[Justin Phillips ended his deputation at 5.43 pm]

[Peter Seebohm and Kathryn Blacketer commenced their deputation at 5.44 pm]

9.1 Deputation - Millicent Basketball Association - Peter Seebohm and Kathryn Blacketer

Peter Seebohm and Kathryn Blacketer made a presentation to Council regarding the Millicent Basketball Association.

Elected Members thanked Peter for his involvement in Basketball in Millicent and the Limestone Coast and for his achievements in regard to the Millicent Basketball Stadium. They wished him well in his retirement.

[Peter Seebohm and Kathryn Blacketer ended their deputation at 5.56 pm]

10. PETITIONS

NIL

11. REPORTS FROM COUNCIL MEMBERS

Cr Dunnicliff advised that he attended the opening of the facility in Mount Gambier – Wulanda on behalf of Mayor Noll.

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

14.1 Greenrise Lake Advisory Committee - Minutes of Meeting held on 15 March 2023

Cr Brodie moved that the Minutes of the Greenrise Lake Advisory Committee Meeting dated 15 March 2023 be received and noted.

Cr Cassidy seconded

CARRIED

14.2 Lake McIntyre Management Committee - Minutes of Meeting held on 8 March 2023

Cr Drew moved that the Minutes of the Lake McIntyre Management Committee Meeting dated 8 March 2023 be received and noted.

Cr Muhovics seconded

CARRIED

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 Walshaw seconded

CARRIED

Cr Price moved that Council varies the 2022/23 Budget Allocation of \$520,000 dollars to replace the two old transportable buildings at the Millicent Museum to a revised tied grant of \$250,000 to the Millicent National Trust Branch that is subject to a matching or higher allocation by the National Trust of South Australia. The grant offer is to remain on the table until 31 December 2023 after which the grant offer will lapse.

Folio 10512

Cr Drew seconded **CARRIED**

15.1.2 Chief Executive Officer's Annual Performance Review

Cr Walshaw moved that Council:

1. Receive and note the report.

Cr Muhovics seconded **CARRIED**

Cr Cassidy moved that Council:

2. Appoints the Mayor, Deputy Mayor and the following Councillors Walshaw, Drew and Neagle to the CEO Performance Review Panel.

Cr Cox seconded **CARRIED**

Cr Drew moved that Council:

3. Run a competitive procurement process to select and appoint a suitably qualified Human Resource Consultant to assist with the process.

Cr Brodie seconded

AMENDMENT

Cr Walshaw moved that Council appoint McArthur Management to assist with the Performance Review of the CEO.

Cr Dunicliff seconded **LOST**

THE MOTION WAS PUT AND WAS CARRIED

15.1.3 Hall and Facilities Hire Policy

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Muhovics seconded **CARRIED**

Cr Brodie moved that Council:

2. Adopt the amended Hall and Facilities Hire Policy as presented.

Cr Cox seconded **CARRIED**

15.1.4 Lease of the Beachport Cinema

Cr Cox moved that Council:

1. Receive and note the report.

Cr Cassidy seconded **CARRIED**

Cr Cox moved that Council:

2. Enter into a new Agreement with the Beachport District Development Association to lease the Beachport Cinema (Institute) Building under similar terms and conditions as the previous lease with the exclusion of the Lessee's responsibility to pay for building insurance.

Cr Cassidy seconded

CARRIED

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Cr Price moved that Council receive and note the 2022/23 March Financial Performance Report.

Cr Cassidy seconded

CARRIED

15.2.2 Wattle Range Youth Development Foundation

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

1. Jack Haggett and Jackson Bowden to assist with costs to attend the 2023 Australian National U18 Basketball Championships in Brisbane from 9 – 16 April 2023.
2. Ellis Cushion to assist with costs to attend the School Sport Australia 18 & Under Baseball Championships in Lismore from 7 – 13 May 2023.

Cr Muhovics seconded

CARRIED

15.2.3 Greenrise Lake Advisory Committee

Cr Brodie moved that Council:

1. Receive and note the report.

Cr Cassidy seconded

CARRIED

Cr Walshaw moved that Council:

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

Jacinta Jenkins	Community Representative
Jodi Strother	Community Representative

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

Cr Brodie seconded

CARRIED

15.2.4 Beachport Recreation Centre Management Board Committee

Cr Cassidy moved that Council:

Folio 10514

1. Receive and note the report.

Cr Cox seconded

CARRIED

Cr Dunnicliff moved that Council:

2. Pursuant to Section 41 of the *Local Government Act 1999*, it is recommended that Council endorse the cessation of the Beachport Recreation Centre Management Committee.

Cr Brodie seconded

CARRIED

15.2.5 Strategic Plan 2023 - 2027

Cr Price moved that Council endorse the draft Strategic Plan 2023 – 2027 for public consultation subject to the following addition on Page 11, Strategies and Actions – Item 1.2 – Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range Area:

- Encourage, foster and/or take legal steps to help property residents to maintain the appearance of their properties so it is not unacceptable or deleterious to the presentation of townships or landscapes.

for a period of 21 days.

Cr Dunnicliff seconded

CARRIED

ADJOURNMENT OF MEETING

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

Cr Brodie seconded

CARRIED

The meeting adjourned at 6.44 pm.

The meeting reconvened at 7.20 pm.

15.2.6 Long Term Financial Plan 2023 - 2033

Cr Cassidy moved that Council endorse the Draft Long Term Financial Plan 2023 – 2033 be released for public consultation as amended.

Cr Price seconded

CARRIED

15.3 Director Development Services

15.3.1 Proposed DACO fees and charges

Cr Dunnicliff moved that Council:

1. Receive and note the report.

Cr Cassidy seconded

CARRIED

Cr Cassidy moved that Council:

2. Advise the Dog and Cat Management Board that Council adopts the following fees and rebates for the 2023/24 dog registration period:

Description	Fee 2023/24
Standard dog	\$35.00
Non-standard dog	\$70.00
Concession (Aged and Disability pension only)	50% rebate for a maximum of two dogs
Working dog (no further rebate)	\$35.00
Dog Business registration (breeding/training kennels)	\$240.00
Late registration fee	\$20.00
Impounding fee	\$60.00
Daily pound holding fee	\$15.00
Assistance dog	Fee - free to Dog and Cat Management Board approved dogs

Cr Brodie seconded

CARRIED

15.3.2 Youth Leadership Development Program

Cr Cox moved that Council:

1. Provide financial assistance of \$1,000 to Rochelle Crawford through the Penola High School to assist with the cost of attending the Future Leaders Academy Pacific Student Leaders Programme in Fiji from 1-8 July 2023.

Cr Cassidy seconded

CARRIED

15.4 Director Engineering Services

15.4.1 BBQ Donation from The Wattle Range Road Safety Group

Cr Cassidy moved that Council:

1. Receive and note the report.
2. Accept the donation from the Wattle Range Road Safety Group.

Cr Brodie seconded

CARRIED

15.4.2 Beachport Tourist Waste Skip Bins – Location Public Consultation

Cr Cox moved that Council receive and note the report.

Cr Muhovics seconded

CARRIED

15.4.3 Railway Terrace Beachport - Carpark

Cr Cassidy advised that he has a Material Conflict of Interest in regard to the Railway Terrace Beachport Carpark as he is a Member Director of Limestone Coast Fishermen's Co-operative Limited.

Cr Cassidy dealt with the Conflict of Interest by leaving the Council Chamber.

[Cr Cassidy left the Chamber at 7.31 pm]

Cr Walshaw moved that Council:

1. Receive and note the report.

Cr Cox seconded

CARRIED

Cr Price moved that Council:

2. Approve the permit with Mr and Mrs Reilly to allow for use of Railway Terrace Carpark subject to the following conditions:
 - Restricted access during events; and
 - Limited timeframes for use from 5am to 8pm throughout the crayfish season for a period of 5 years.

Cr Cox seconded

CARRIED

[Cr Cox left the Chamber at 7.51 pm]

[Cr Cox resumed the Chamber at 7.51 pm]

[Cr Cassidy resumed the Chamber at 7.51 pm]

15.4.4 Speed Limit Reduction on Poonada Road, Tantanoola – Public Consultation

Cr Brodie moved that Council:

1. Receive and note the report.
2. Support the request for reduction of speed limit on Poonada Road, Tantanoola to 100 km/hr and write to the Department of Infrastructure and Transport (DIT) requesting the change in speed limit.

Cr Muhovics seconded

CARRIED

15.4.5 Kerbside Waste Collection - Additional Early Start Areas – Millicent

Cr Dunnicliff moved that Council:

1. Receive and note the report.
2. Approve the change in time for collection for Millicent to operate outside of Environmental Protection (Noise) Policy 2007.

Cr Walshaw seconded

CARRIED

16. CORRESPONDENCE

16.1 Letter from Hon Nick Champion MP re Council Leadership on Strategic Planning

Cr Drew moved that the correspondence from Hon Nick Champion MP dated 17 March 2023 regarding the crucial role of Councils in strategic planning for the future be received and noted.

Cr Cassidy seconded

CARRIED

16.2 Mid Murray Council - Thank you

Cr Cassidy moved that the correspondence from Mr Ben Scales dated 14 March 2023 thanking Council for providing assistance with signs and other equipment due to the recent flood, be received and noted.

Cr Dunnicliff seconded

CARRIED

16.3 Coast Protection Board engagement with Coastal Councils

Cr Brodie moved that the correspondence from Jeff Tate dated 15 March 2023 regarding Coast Protection Board engagement with coastal councils be received and noted.

Cr Cassidy seconded

CARRIED

16.4 Limestone Coast Local Government Association - Summary - March 2023

Cr Walshaw moved that the correspondence from Limestone Coast Local Government Association dated Friday, 31 March 2023 - Summary of LCLGA General Meeting be received and noted.

Cr Brodie seconded

CARRIED

17. MOTIONS ON NOTICE

17.1 Motion on Notice - Cr Chris Brodie - Greenrise Lake Advisory Committee - Kevin Jarrod

Cr Brodie moved that Council recognise the significant work from Kevin Jarrod as a volunteer on the Greenrise Advisory Committee and consider naming the driveway from Riddoch Highway to the Cemetery "Kevin Jarrod Avenue".

Cr Cox seconded

CARRIED

17.2 Motion on Notice - Cr Dale Price - Kangaroo Flat Road, Glencoe

Cr Price that Council write to the Department of Infrastructure and Technology to ascertain why work on widening Kangaroo Flat Road Glencoe ceased on June 30th 2022 despite material to create a base for widening the road being stored a few metres off the road, when edges can be described as dangerous.

Cr Walshaw seconded

CARRIED

18. URGENT MOTIONS WITHOUT NOTICE

NIL

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Confidential - 2023 Annual Review Confidential Items

MOTION 1

Order to Exclude the Public

Cr Walshaw moved:

1. Pursuant to Sections 90(2) and 90(3) (a), (b), (d), (e), (h), (i) & (k) 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 19.1, excepting the following persons:

- Ben Gower - Chief Executive Officer
- Paul Duka – Director Corporate Services
- Emma Clay – Director Development Services
- Peter Halton – Director Engineering Services
- Catherine Allen – Executive Assistant / Minute Taker

to enable the Council to consider Item 19.1 Confidential – 2023 Annual Review of Confidential Orders 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 Confidential – 2023 Annual Review of Confidential Orders:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- tenders for the supply of goods, the provision of services or the carrying out of works.
- legal advice;
- 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;
- matters affecting the security of the council, members or employees of the Council, or Council property, or the safety of any person;
- 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;
- information relating to actual litigation or litigation that the Council believes on reasonable grounds will take place involving the Council or an employee of the Council.

Specifically, the present matters relate to:

- Information pertaining to unpaid rates; and
- A verbal complaint against an employee of Council and it would be unreasonable to receive, discuss or consider this matter in public; and

Folio 10519

- An individual complainant's continuous and sustained vexatious behaviour towards Council; and
 - A tender for the construction of Penola-Coonawarra Rail Trail.
 - Legal advice from Norman Waterhouse Lawyers with respect to the Local Government Act 1999 and the Freedom of Information Act 1991; and
 - Council's New Administration Building – Architectural Services; and
 - Council's New Administration Building – Subconsultants Services; and
 - Information pertaining to the personal affairs of staff within the Council; and
 - Land for use as a public carpark; and
 - A tender for kerb and stormwater upgrades on South Terrace, Foster Street and French Street in Beachport; and
 - A tender for rectification of compliance issues at Millicent Saleyards; and
 - A tender for replacement of roof and walls at Penola Stadium; and
 - A tender for the purchase of two motor graders; and
 - A tender to purchase a new Wheeled Loader; and
 - A tender evaluation for Rymill Hall storage shed, McCorquindale Park, Penola; and
 - A tender for the design and construction of a replacement staircase at Wendy's Walk in Beachport; and
 - A tender for Boat Ramp pontoons at Beachport; and
 - A tender for the design and construction of a new workshop shed at the Millicent Works Depot; and
 - A tender to develop detailed designs for Main Streetscaping Millicent and Penola township centres; and
 - A tender to purchase of tractor reach mower and spray unit combination; and
 - A tender to purchase of a tilt tray truck; and
 - A tender for the location. Flushing and condition assessment of wastewater and stormwater services; and
 - Enforcement action taken; and
 - Negotiation of a new lease agreement for the Beachport Medical Centre.
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 Brodie seconded

CARRIED**MOTION 2****New order: Review of Eligible Section 184 – Sale of Properties for Unpaid Rates**

Cr Dunicliff moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **15 January 2019 and reviewed on 9 April 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under section 90(2) and (3)(a) of the *Local Government Act 1999*, pursuant to Section 91(7) of that Act, 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)(a) of the Act:
- **The Attachments of Item 19.1 Review of Eligible Section 184 – Sale of Properties for Unpaid Rates of 15 January 2019 Ordinary Council Meeting**

On the grounds that the document contains:

Folio 10520

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

Specifically, the present matter relates to information pertaining to unpaid rates.

The disclosure of this information would be unreasonable because the information is sensitive / confidential and is not a matter of public knowledge.

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

MOTION 3

New order: Verbal Complaint Report

Cr Muhovics moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 April 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under section 90(2) and (3)(a) of the *Local Government Act 1999*, 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)(a) of the Act:

- **The Minutes, Report and Attachments of Item 19.4 Verbal Complaint Report of 9 April 2019 Ordinary Council Meeting**

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

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 a verbal complaint against an employee of Council, and it would be unreasonable to receive, discuss or consider this matter in public.

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

Cr Cox seconded

CARRIED

MOTION 4

New order: Confidential – Unreasonable Customer Conduct

Cr Cox moved:

Folio 10521

- Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **10 December 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under Section 90(2) and (3)(a),(e) & (h) of the *Local Government Act 1999*, 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),(e) & (h) of the Act:

- Minutes, Report and Attachments of Item 19.3 Confidential Unreasonable Customer Conduct of 10 December 2019 Ordinary Council Meeting**

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

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

matters affecting the security of the Council, members or employees of the Council, or Council property, or the safety of any person; and legal advice.

Specifically, the matter relates to an individual complainant's continuous and sustained vexatious behaviour towards Council.

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

Cr Cassidy seconded

CARRIED

MOTION 5

New order: Confidential – Review of Eligible Section 184 – Sale of Properties for Unpaid Rates

Cr Drew moved:

- Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **10 December 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under Section 90(2) and (3)(a) of the *Local Government Act 1999*, 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) of the Act:

- The Attachment of Item 19.5 Confidential Review of Eligible Section 184 – Sale of Properties for Unpaid Rates of 10 December 2019 Ordinary Council Meeting**

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

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 unpaid rates. The disclosure of this information would be unreasonable because the information is sensitive / confidential and is not a matter of public knowledge.

Folio 10522

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 Brodie seconded

CARRIED**MOTION 6****Recommend for Release: Confidential – Penola / Coonawarra Rail Trail - Tender Evaluation Report**

Cr Brodie moved:

- Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 September 2021 and 12 April 2022** under section 90(2) and 90 (3)(k) of the *Local Government Act, 1999*, pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders **that the following document(s) (or part) shall be released**, 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)(k) of the Act:

- The Report of Item No. 19.1 of 14 September 2021**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for the construction of Penola-Coonawarra Rail Trail.

Cr Walshaw seconded

CARRIED**MOTION 7****New order: Confidential – Freedom of Information (FOI)**

Cr Cassidy moved:

- Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 September 2021 and 12 April 2022**, under Section 90(2) and 90(3)(h) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders **that the following document shall be kept confidential**, being a document relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act:

- The Report with respect to Item No 19.4 of 14 September 2021**

On the grounds that the document contains legal advice from Norman Waterhouse Lawyers with respect to the *Local Government Act 1999* and the *Freedom of Information Act 1991*.

This order shall operate **until further order of the Council** and will be reviewed at least annually in accordance with the *Local Government Act 1999*.

Folio 10523

Cr Brodie seconded

CARRIED**MOTION 8****New order: Confidential – New Administration Building – Architectural Services**

Cr Muhovics moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **12 October 2021 and 12 April 2022**, under Section 90(2) and 90(3)(b) of the *Local Government Act 1999*, 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)(b) of the Act:

- **The Report and Attachments of Item No. 19.1 of 12 October 2021**

On the grounds that the document(s) (or part):

- (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 Council's New Administration Building – Architectural Services.

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 Walshaw seconded

CARRIED**MOTION 9****New order: Confidential – New Administration Building – Subconsultants Services**

Cr Drew moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 November 2021 and 12 April 2022** under Section 90(2) and (3)(b) of the *Local Government Act 1999*, Council varies the order to substitute “90(3)(b)” with “90(3)(k)”.
2. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 November 2021 and 12 April 2022**, under Section 90(2) and 90(3)(k) of the *Local Government Act 1999*, 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)(k) of the Act:

Folio 10524

- **The Report of Item No. 19.1 of 9 November 2021**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to Council's New Administration Building – Subconsultants Services.

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

3. 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

MOTION 10

Recommend for Release: Confidential – Organisational Structure Review

Cr Price moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 December 2021 and 12 April 2022**, under Section 90(2) and 90(3)(a) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act, 1999*, Council orders **that the following shall be released**, 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) of the Act:

- **Report and Attachments of Item 19.1 of 14 December 2021**

On the grounds that the document(s) (or part) relates to information pertaining to the personal affairs of staff within the Council.

Cr Brodie seconded

CARRIED

MOTION 11

Recommend for Release: Confidential – Carpark – Penola

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **18 January 2022 and 12 April 2022** under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999* Council orders **that the following document(s) (or part) shall be released**, 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)(b)(d) of the Act:

- **The Minutes, Report and Attachment of Item No. 19.1 of 18 January 2022**

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

Folio 10525

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 land for use as a public carpark.

Cr Brodie seconded

CARRIED

MOTION 12

Recommend for Release: Confidential – Carpark - Penola

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **15 March 2022 and 12 April 2022** under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999* Council orders **that the following document(s) (or part) shall be released**, 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)(b)(d) of the Act:

- **The Minutes, Report and Attachment of Item No. 6.1 of 15 March 2022**

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

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 land for use as a public carpark.

Cr Cox seconded

CARRIED

MOTION 13**New order: Confidential – Significant Enforcement Action Update**

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 August 2022**, under Section 90(2) and 90(3)(a)(i) of the *Local Government Act 1999*, 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)(i) of the Act:

- **The Report of Item 19.5 of 9 August 2022**

On the grounds that the document(s) (or part) relates to information relating to actual litigation or litigation that the Council believes on reasonable grounds will take place involving the Council or an employee of the Council.

Specifically, the present matter relates to enforcement action taken.

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 Cassidy seconded

CARRIED

MOTION 14**New order: Confidential – Significant Enforcement Action Update**

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **11 October 2022**, under Section 90(2) and 90(3)(a)(h)(i) of the *Local Government Act 1999*, 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 Report of Item 19.1 of 11 October 2022**

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

- (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.

Folio 10527

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

(h) legal advice

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

(i) information relating to actual litigation or litigation that the Council 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 Cassidy seconded

CARRIED

MOTION 15

New order: Confidential – Beachport Medical Centre

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **17 January 2023**, under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, 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)(b)(d) of the Act:

- **The Report of Item 19.1 of 17 January 2023**
- **The Minutes of Item 19.1 of 17 January 2023**

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

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

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

MOTION 16

New order: Confidential Meeting of Council – 17 January 2023 (CM 1009 – CM 1011) – Minutes - Not Fully Released – 19.1 Beachport Medical Centre

Cr Dunnicliff moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 February 2023**, under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, 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)(b)(d) of the Act:
- **The Minutes of Item 5.2 (in relation to Item 19.1 Beachport Medical Centre) of 14 February 2023**

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

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

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 Cassidy seconded

CARRIED

MOTION 17

New order: Confidential – Significant Enforcement Action Update

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 February 2023**, under Section 90(2) and 90(3)(a)(h)(i) of the *Local Government Act 1999*, 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 Cassidy seconded

CARRIED

MOTION 18**New order: Confidential – Beachport Medical Centre**

Cr Cassidy moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 March 2023**, under Section 90(2) and 90(3)(k) of the *Local Government Act 1999*, 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)(k) of the Act:

- **The Minutes of Item 19.2 of 14 March 2023**
- **The Report of Item 19.2 of 14 March 2023**
- **The Attachment/s of Item 19.2 of 14 March 2023**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

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.

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 Muhovics seconded

CARRIED

MOTION 19**Order regarding this report Item 19.1 Confidential – 2023 Annual Review Confidential Items and minutes for this item**

Cr Drew moved:

1. That having considered Item 19.1 Confidential – 2023 Annual Review Confidential Orders in confidence under Section 90(2) and (3) (a), (b), (d), (e), (h), (i) & (k) 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.

Cr Brodie seconded

CARRIED

Meeting closed at 8.20 pm.

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

5.2 Confidential Meeting of Council - 11 April 2023 (CM 1021 - CM 1035) - Fully Released

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin con council 110423 - Fully Released [5.2.1 - 15 pages]

RECOMMENDATION

That the Minutes of the Confidential Meeting dated 11 April 2023 be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Confidential Meeting of Wattle Range Council held in the Millicent Council Chamber, George Street, Millicent on 11 April 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 C Brodie
 Cr R Cassidy
 Cr S Cox
 Cr J Drew
 Cr P Dunnicliff
 Cr D Muhovics
 Cr M Neagle
 Cr D Price
 Cr D Walshaw

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 D Agnew
 Cr E Castine

7. ADJOURNMENTS

7.1 Coonawarra Rail Trail Signage Fabrication – Tender Evaluation

Cr Cox moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.1, 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 7.1 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 7.1 Tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to a Tender for Coonawarra Rail Trail Signage Fabrication.

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.

CM 1022

Cr Walshaw seconded

CARRIED

Cr Price moved that Council:

1. Receive and note the report.

Cr Brodie seconded

CARRIED

Cr Brodie moved that Council:

2. Delegate to the Chief Executive Officer (CEO) to enter into contract negotiations with Tenderer 2, Urban Aesthetic for the fabrication and delivery of signage for the Coonawarra Rail Trail.
3. Approve a budget variation of \$77,810 for the Coonawarra Rail Trail Signage.

Cr Dunnicliff seconded

CARRIED

Cr Price moved that Council:

1. Having considered Item 7.1 in confidence under section 90(2) and (3)(k) 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.**
2. Having considered Item 19.1 Coonawarra Rail Trail Signage Fabrication – Tender Evaluation from the 14 March 2023 Meeting (which was adjourned) as an Attachment to Item 7.1 in confidence under section 90(2) and (3)(k) 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.**

Cr Cox seconded

CARRIED

[Cr Cox left the meeting at 5.33 pm]

[Cr Cox resumed the meeting at 5.33 pm]

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Confidential - 2023 Annual Review Confidential Items

MOTION 1

Order to Exclude the Public

Cr Walshaw moved:

1. Pursuant to Sections 90(2) and 90(3) (a), (b), (d), (e), (h), (i) & (k) 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 19.1, excepting the following persons:
 - Ben Gower - Chief Executive Officer
 - Paul Duka – Director Corporate Services
 - Emma Clay – Director Development Services

CM 1023

- Peter Halton – Director Engineering Services
- Catherine Allen – Executive Assistant / Minute Taker

to enable the Council to consider Item 19.1 Confidential – 2023 Annual Review of Confidential Orders 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 Confidential – 2023 Annual Review of Confidential Orders:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- tenders for the supply of goods, the provision of services or the carrying out of works.
- legal advice;
- 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;
- matters affecting the security of the council, members or employees of the Council, or Council property, or the safety of any person;
- 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;
- information relating to actual litigation or litigation that the Council believes on reasonable grounds will take place involving the Council or an employee of the Council.

Specifically, the present matters relate to:

- Information pertaining to unpaid rates; and
- A verbal complaint against an employee of Council and it would be unreasonable to receive, discuss or consider this matter in public; and
- An individual complainant's continuous and sustained vexatious behaviour towards Council; and
- A tender for the construction of Penola-Coonawarra Rail Trail.
- Legal advice from Norman Waterhouse Lawyers with respect to the Local Government Act 1999 and the Freedom of Information Act 1991; and
- Council's New Administration Building – Architectural Services; and
- Council's New Administration Building – Subconsultants Services; and
- Information pertaining to the personal affairs of staff within the Council; and
- Land for use as a public carpark; and
- A tender for kerb and stormwater upgrades on South Terrace, Foster Street

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- and French Street in Beachport; and
 - A tender for rectification of compliance issues at Millicent Saleyards; and
 - A tender for replacement of roof and walls at Penola Stadium; and
 - A tender for the purchase of two motor graders; and
 - A tender to purchase a new Wheeled Loader; and
 - A tender evaluation for Rymill Hall storage shed, McCorquindale Park, Penola; and
 - A tender for the design and construction of a replacement staircase at Wendy's Walk in Beachport; and
 - A tender for Boat Ramp pontoons at Beachport; and
 - A tender for the design and construction of a new workshop shed at the Millicent Works Depot; and
 - A tender to develop detailed designs for Main Streetscaping Millicent and Penola township centres; and
 - A tender to purchase of tractor reach mower and spray unit combination; and
 - A tender to purchase of a tilt tray truck; and
 - A tender for the location. Flushing and condition assessment of wastewater and stormwater services; and
 - Enforcement action taken; and
 - Negotiation of a new lease agreement for the Beachport Medical Centre.
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 Brodie seconded

CARRIED**MOTION 2****New order: Review of Eligible Section 184 – Sale of Properties for Unpaid Rates**

Cr Dunicliff moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **15 January 2019 and reviewed on 9 April 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under section 90(2) and (3)(a) of the *Local Government Act 1999*, pursuant to Section 91(7) of that Act, 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)(a) of the Act:
- **The Attachments of Item 19.1 Review of Eligible Section 184 – Sale of Properties for Unpaid Rates of 15 January 2019 Ordinary Council Meeting**

On the grounds that the document contains:

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

Specifically, the present matter relates to information pertaining to unpaid rates.

The disclosure of this information would be unreasonable because the information is sensitive / confidential and is not a matter of public knowledge.

This order shall operate **until further order of the Council** and will be reviewed

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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

MOTION 3

New order: Verbal Complaint Report

Cr Muhovics moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 April 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under section 90(2) and (3)(a) of the *Local Government Act 1999*, 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)(a) of the Act:

- **The Minutes, Report and Attachments of Item 19.4 Verbal Complaint Report of 9 April 2019 Ordinary Council Meeting**

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

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 a verbal complaint against an employee of Council, and it would be unreasonable to receive, discuss or consider this matter in public.

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

Cr Cox seconded

CARRIED

MOTION 4

New order: Confidential – Unreasonable Customer Conduct

Cr Cox moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **10 December 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under Section 90(2) and (3)(a),(e) & (h) of the *Local Government Act 1999*, 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),(e) & (h) of the Act:

- **Minutes, Report and Attachments of Item 19.3 Confidential Unreasonable Customer Conduct of 10 December 2019 Ordinary Council Meeting**

CM 1026

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

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

matters affecting the security of the Council, members or employees of the Council, or Council property, or the safety of any person; and legal advice.

Specifically, the matter relates to an individual complainant's continuous and sustained vexatious behaviour towards Council.

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

Cr Cassidy seconded

CARRIED

MOTION 5

New order: Confidential – Review of Eligible Section 184 – Sale of Properties for Unpaid Rates

Cr Drew moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **10 December 2019, 14 April 2020, 13 April 2021 and 12 April 2022** under Section 90(2) and (3)(a) of the *Local Government Act 1999*, 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) of the Act:

- **The Attachment of Item 19.5 Confidential Review of Eligible Section 184 – Sale of Properties for Unpaid Rates of 10 December 2019 Ordinary Council Meeting**

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

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 unpaid rates. The disclosure of this information would be unreasonable because the information is sensitive / confidential and is not a matter of public knowledge.

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 Brodie seconded

CARRIED

MOTION 6**Recommend for Release: Confidential – Penola / Coonawarra Rail Trail - Tender Evaluation Report**

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 September 2021 and 12 April 2022** under section 90(2) and 90 (3)(k) of the *Local Government Act, 1999*, pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders **that the following document(s) (or part) shall be released**, 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)(k) of the Act:

- **The Report of Item No. 19.1 of 14 September 2021**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender for the construction of Penola-Coonawarra Rail Trail.

Cr Walshaw seconded

CARRIED

MOTION 7**New order: Confidential – Freedom of Information (FOI)**

Cr Cassidy moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 September 2021 and 12 April 2022**, under Section 90(2) and 90(3)(h) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999*, the Council orders **that the following document shall be kept confidential**, being a document relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act:

- **The Report with respect to Item No 19.4 of 14 September 2021**

On the grounds that the document contains legal advice from Norman Waterhouse Lawyers with respect to the *Local Government Act 1999* and the *Freedom of Information Act 1991*.

This order shall operate **until further order of the Council** and will be reviewed at least annually in accordance with the *Local Government Act 1999*.

Cr Brodie seconded

CARRIED

MOTION 8**New order: Confidential – New Administration Building – Architectural Services**

Cr Muhovics moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **12 October 2021 and 12 April 2022**, under Section 90(2) and 90(3)(b) of the

CM 1028

Local Government Act 1999, 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)(b) of the Act:

- **The Report and Attachments of Item No. 19.1 of 12 October 2021**

On the grounds that the document(s) (or part):

- (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 Council's New Administration Building – Architectural Services.

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 Walshaw seconded

CARRIED

MOTION 9

New order: Confidential – New Administration Building – Subconsultants Services

Cr Drew moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 November 2021 and 12 April 2022** under Section 90(2) and (3)(b) of the *Local Government Act 1999*, Council varies the order to substitute “90(3)(b)” with “90(3)(k)”.
2. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 November 2021 and 12 April 2022**, under Section 90(2) and 90(3)(k) of the *Local Government Act 1999*, 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)(k) of the Act:

- **The Report of Item No. 19.1 of 9 November 2021**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to Council's New Administration Building – Subconsultants Services.

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

CM 1029

3. 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**MOTION 10****Recommend for Release: Confidential – Organisational Structure Review**

Cr Price moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 December 2021 and 12 April 2022**, under Section 90(2) and 90(3)(a) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act, 1999*, Council orders **that the following shall be released**, 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) of the Act:

- **Report and Attachments of Item 19.1 of 14 December 2021**

On the grounds that the document(s) (or part) relates to information pertaining to the personal affairs of staff within the Council.

Cr Brodie seconded

CARRIED**MOTION 11****Recommend for Release: Confidential – Carpark – Penola**

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **18 January 2022 and 12 April 2022** under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999* Council orders **that the following document(s) (or part) shall be released**, 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)(b)(d) of the Act:

- **The Minutes, Report and Attachment of Item No. 19.1 of 18 January 2022**

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

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:

CM 1030

- (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 land for use as a public carpark.

Cr Brodie seconded

CARRIED

MOTION 12

Recommend for Release: Confidential – Carpark - Penola

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **15 March 2022 and 12 April 2022** under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act 1999* Council orders **that the following document(s) (or part) shall be released**, 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)(b)(d) of the Act:

- **The Minutes, Report and Attachment of Item No. 6.1 of 15 March 2022**

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

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 land for use as a public carpark.

Cr Cox seconded

CARRIED

MOTION 13

New order: Confidential – Significant Enforcement Action Update

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **9 August 2022**, under Section 90(2) and 90(3)(a)(i) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act, 1999*, **Council orders that the following document(s) (or part) shall be kept confidential**,

CM 1031

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)(i) of the Act:

- **The Report of Item 19.5 of 9 August 2022**

On the grounds that the document(s) (or part) relates to information relating to actual litigation or litigation that the Council believes on reasonable grounds will take place involving the Council or an employee of the Council.

Specifically, the present matter relates to enforcement action taken.

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 Cassidy seconded

CARRIED

MOTION 14

New order: Confidential – Significant Enforcement Action Update

Cr Brodie moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **11 October 2022**, under Section 90(2) and 90(3)(a)(h)(i) of the *Local Government Act 1999*, 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 Report of Item 19.1 of 11 October 2022**

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

- (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.

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

- (h) legal advice

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

- (i) information relating to actual litigation or litigation that the Council believes on reasonable grounds will take place involving the Council or an employee of the Council.

CM 1032

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 Cassidy seconded

CARRIED

MOTION 15

New order: Confidential – Beachport Medical Centre

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **17 January 2023**, under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, 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)(b)(d) of the Act:

- **The Report of Item 19.1 of 17 January 2023**
- **The Minutes of Item 19.1 of 17 January 2023**

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

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

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

CM 1033

the revocation of this order as soon as possible after such revocation has occurred.

Cr Price seconded

CARRIED**MOTION 16****New order: Confidential Meeting of Council – 17 January 2023 (CM 1009 – CM 1011) – Minutes - Not Fully Released – 19.1 Beachport Medical Centre**

Cr Dunnicliff moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 February 2023**, under Section 90(2) and 90(3)(b)(d) of the *Local Government Act 1999*, 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)(b)(d) of the Act:

- **The Minutes of Item 5.2 (in relation to Item 19.1 Beachport Medical Centre) of 14 February 2023**

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

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

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 Cassidy seconded

CARRIED**MOTION 17****New order: Confidential – Significant Enforcement Action Update**

Cr Walshaw moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 February 2023**, under Section 90(2) and 90(3)(a)(h)(i) of the *Local Government Act 1999*, 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 Cassidy seconded

CARRIED

MOTION 18

New order: Confidential – Beachport Medical Centre

Cr Cassidy moved:

1. Pursuant to Section 91(9)(a), having reviewed the confidentiality order made on **14 March 2023**, under Section 90(2) and 90(3)(k) of the *Local Government Act 1999*, pursuant to Section 91(7) of the *Local Government Act, 1999*, **Council orders that the following document(s) (or part) shall be kept confidential**,

CM 1035

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)(k) of the Act:

- **The Minutes of Item 19.2 of 14 March 2023**
- **The Report of Item 19.2 of 14 March 2023**
- **The Attachment/s of Item 19.2 of 14 March 2023**

On the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works.

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.

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 Muhovics seconded

CARRIED

MOTION 19

Order regarding this report Item 19.1 Confidential – 2023 Annual Review Confidential Items and minutes for this item

Cr Drew moved:

1. That having considered Item 19.1 Confidential – 2023 Annual Review Confidential Orders in confidence under Section 90(2) and (3) (a), (b), (d), (e), (h), (i) & (k) 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.**

Cr Brodie seconded

CARRIED

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

5.3 Audit & Risk Committee Meeting - 11 April 2023 (Folio 10504 - 10507)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. Audit & Risk Committee Minutes 110423 [5.3.1 - 4 pages]

RECOMMENDATION

That the Minutes of the Audit & Risk Committee dated 11 April 2023 be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Audit & Risk Committee Meeting of Wattle Range Council held in the Supper Room, Millicent War Memorial Civic & Arts Centre, Ridge Terrace, Millicent on Tuesday, 11 April 2023 at 2.33 pm.

1. PRESENT

Committee Members

Mr Michael Schultz (Presiding Member)
His Worship the Mayor (Des Noll)
Cr John Drew
Cr David Walshaw

Council Staff

Mr Ben Gower (Chief Executive Officer)
Mr Paul Duka (Director Corporate Services)
Mr Aaron Peek (Finance Manager)
Mr Peter Halton (Director Engineering Services)
Ms Claire O'Loughlin (Human Resources & Risk Manager)
Miss Lauren Newman (Minute Taker)

Attendees

Nil

2. APOLOGIES

Nil

3. DISCLOSURE OF INTERESTS

NIL

4. CONFIRMATION OF THE MINUTES

4.1 Audit & Risk Committee Meeting Minutes – 14 March 2023 (Folio 10487 – Folio 10491)

Cr Drew moved that the Minutes of the Audit & Risk Committee held on 14 March 2023 be taken as presented and confirmed.

Mayor Noll seconded

CARRIED

5. MATTERS ARISING FROM THE MINUTES

NIL

6. REPORTS

6.1 Prevention of Bullying and Harassment Procedure

Cr Walshaw moved that the Audit & Risk Committee receive and note the updated Prevention of Bullying and Harassment Procedure and report.

Cr Drew seconded

CARRIED

6.2 Internal Control Policy

Mayor Noll moved that the Audit & Risk Committee:

1. Receive and note the revised Internal Control Policy.
2. Recommend to Council that the revised Internal Control Policy be endorsed for operation.

Cr Walshaw seconded

CARRIED

6.3 Review of Terms of Reference

Mr Schultz (Presiding Member) moved that the Audit & Risk Committee:

1. Receive and note the report and the changes to membership of the Terms of Reference.

Cr Drew seconded

CARRIED

6.4 Asset Management Strategy

Cr Drew moved that the Audit & Risk Committee:

1. Receive and note the report.
2. Recommend to Council the adoption of the Asset Management Strategy.

Mayor Noll seconded

CARRIED

6.5 Audit & Risk Committee Annual Work Plan

Mr Schultz (Presiding Member) moved that the Audit & Risk Committee:

1. Receive and note the updated Audit & Risk Committee Annual Work Plan.

Mayor Noll seconded

CARRIED

6.6 Remuneration of Committee Independent Members

Cr Walshaw moved that the Audit & Risk Committee:

1. Receive and note the report.
2. Recommend to Council that allowances for the:
 - Independent Presiding Member be set at \$450 per meeting; and
 - Independent Members be set at \$400 per meeting,

and that the allowances be indexed annually by Adelaide CPI March quarter for the term of the current Council concluding November 2026.

Cr Drew seconded

CARRIED

6.7 Public Interest Disclosure Procedure

Mr Schultz (Presiding Member) moved that the Audit & Risk Committee:

1. Receive and note the updated Public Interest Disclosure Procedure.

Mayor Noll seconded

CARRIED

6.8 Long Term Financial Plan 2023-2033

Cr Drew moved that the Audit & Risk Committee:

1. Recommend to Council that the Draft Long Term Financial Plan 2023-2033 be released for public consultation, as amended.

Cr Walshaw seconded

CARRIED

6.9 Council Investments & Loans

Cr Drew moved that the Audit & Risk Committee:

1. Receive and note the report on Council's Loans and Investments.

Mr Schultz (Presiding Member) seconded

CARRIED

6.10 Strategic Plan 2023-2027

Mayor Noll moved that the Audit & Risk Committee:

1. Receive and note the report.
2. Recommend that Council endorse the draft Strategic Plan 2023-2027 for public consultation, for a period of 21 days, as amended.

Cr Walshaw seconded

CARRIED

7. RISK MANAGEMENT REPORTS FROM OFFICERS

7.1 Verbal Discussion on Risk & Internal Controls

Cr Drew moved that a report be prepared around the options for internal audit function models and their reporting lines.

Mayor Noll seconded

CARRIED

8. CORRESPONDENCE

NIL

9. GENERAL BUSINESS

NIL

10. ITEMS FOR CONSIDERATION IN CONFIDENCE

NIL

11. MEETING CLOSURE

Meeting closed at 4:31 pm.

Taken as presented and confirmed.

.....
CHAIRPERSON

.....
DATE

5.4 Special Meeting of Council - 2 May 2023 (Folio 10531 - Folio 10535)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 020523 - Special [5.4.1 - 5 pages]

RECOMMENDATION

That the Minutes of the Special Council Meeting dated 2 May 2023 be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Special Meeting of Wattle Range Council held in the Millicent Council Chamber, George Street, Millicent on 2 May 2023 at 5.00 pm.

In the absence of His Worship the Mayor D Noll, Deputy Mayor P Dunnicliff presided at the Meeting.

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

2. **PRESENT**
- Deputy Mayor P Dunnicliff (Acting Principal Member / Acting Presiding Member)
- Cr D Agnew
Cr C Brodie
Cr R Cassidy
Cr E Castine
Cr S Cox
Cr J Drew
Cr D Muhovics
Cr M Neagle
Cr D Price
Cr D Walshaw

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

3. **APOLOGIES**
- His Worship the Mayor D Noll
Cr S Cox
Mr PA Duka (Director Corporate Services)

4. DISCLOSURE OF INTERESTS

NIL

5. QUESTIONS WITHOUT NOTICE

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

6. URGENT MOTIONS WITHOUT NOTICE

NIL

7. ITEMS FOR CONSIDERATION IN CONFIDENCE

7.1 Confidential – Southern Ocean Tourist Park – REOI Evaluation

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90(3)(h)(k) 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 7.1, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- 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 7.1 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 7.1 legal advice, and tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to legal advice provided by Norman Waterhouse Lawyers and tenders, specifically expressions of interest received for the operation and management of the Southern Ocean Tourist Park.

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 Agnew left the meeting at 5.10 pm]

Cr Muhovics moved that Council:

1. Receive and note the report.

[Cr Agnew resumed the meeting at 5.10 pm]

Cr Cassidy seconded

CARRIED

Cr Price moved that Council:

2. Authorise the Chief Executive Officer to negotiate a twenty-one (21) year lease agreement with Belgravia Leisure Pty Ltd for the management of the Southern Ocean Tourist Park and that the outcomes of the negotiation be brought back to Council for consideration as soon as possible.

Cr Walshaw seconded

CARRIED

Cr Walshaw 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)(h)(k) of the Act:

- **The Report of Item 7.1 of 2 May 2023**
- **The Attachments of Item 7.1 of 2 May 2023**

On the grounds that the document(s) (or part) relates to legal advice and tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to legal advice provided by Norman Waterhouse Lawyers and tenders, specifically expressions of interest received for the operation and management of the Southern Ocean Tourist Park.

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 Brodie seconded

CARRIED

7.2 Confidential – Chief Executive Officer’s Annual Performance Review

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.2, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- 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 7.2 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 7.2 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to quotations for the carrying out of the Chief Executive Officer’s performance review by a Human Resources Consultant.

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 Brodie seconded

CARRIED

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Agnew seconded

CARRIED

Cr Drew moved that Council:

2. Select Respondent 1 – McArthur as a suitably qualified Human Resource Consultant to assist with the Chief Executive Officer’s Performance Review for 2023.

Cr Agnew seconded

CARRIED

Folio 10534

Cr Brodie moved that:

1. Having considered Item 7.2 in confidence under Section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council, pursuant to Section 91(7) of the Act orders **that the Report and Minutes related to this item be released to the public.**

Cr Walshaw seconded

CARRIED

7.3 Confidential – Beachport Medical Centre

Cr Cassidy moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.3, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Halton – Director Engineering Services
- Mrs EF Clay - Director Development Services
- Ms C Allen – Executive Assistant / Minute Taker

To enable the Council to consider Item 7.3 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 7.3 tenders for the supply of goods, the provision of services or the carrying out of works.

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

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 Muhovics seconded

CARRIED

Cr Brodie moved that Council:

1. Receive and note the report.

Cr Castine seconded

CARRIED

Cr Walshaw moved that Council:

2. Authorise the Chief Executive Officer to execute a Lease Agreement with the Medical Clinic Millicent for the Beachport Medical Centre facility with an annual rent of \$1.

Cr Cassidy seconded

CARRIED

Cr Muhovics moved that:

1. Having considered Item 7.3 Confidential – Beachport Medical Clinic in confidence under Section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council, pursuant to Section 91(7) of the Act orders **that the Report and Minutes related to this item be released to the public.**

Cr Brodie seconded

CARRIED

Meeting closed at 6.15 pm.

Taken as presented and confirmed.

.....
DEPUTY MAYOR

.....
DATE

5.5 Confidential Special Meeting of Council - 2 May 2023 (CM 1036 - CM 1039) - Fully Released

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin con council 020523 - Special - Fully Released [5.5.1 - 4 pages]

RECOMMENDATION

That the Minutes of the Confidential Special Meeting dated 2 May 2023 be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Confidential Special Meeting of Wattle Range Council held in the Millicent Council Chamber, George Street, Millicent on 2 May 2023 at 5.00 pm.

In the absence of His Worship the Mayor D Noll, Deputy Mayor P Dunnicliff presided at the Meeting.

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

2. **PRESENT**
- Deputy Mayor P Dunnicliff (Acting Principal Member / Acting Presiding Member)
- Cr D Agnew
Cr C Brodie
Cr R Cassidy
Cr E Castine
Cr S Cox
Cr J Drew
Cr D Muhovics
Cr M Neagle
Cr D Price
Cr D Walshaw

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

3. **APOLOGIES**
- His Worship the Mayor D Noll
Cr S Cox
Mr PA Duka (Director Corporate Services)

7. ITEMS FOR CONSIDERATION IN CONFIDENCE

7.1 Confidential – Southern Ocean Tourist Park – REOI Evaluation

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90(3)(h)(k) 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 7.1, excepting the following persons:
 - Mr BJ Gower – Chief Executive Officer
 - 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 7.1 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 7.1 legal advice, and tenders for the supply of goods, the provision of services and the carrying out of works.

CM 1037

Specifically, the present matter relates to legal advice provided by Norman Waterhouse Lawyers and tenders, specifically expressions of interest received for the operation and management of the Southern Ocean Tourist Park.

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 Agnew left the meeting at 5.10 pm]

Cr Muhovics moved that Council:

1. Receive and note the report.

[Cr Agnew resumed the meeting at 5.10 pm]

Cr Cassidy seconded

CARRIED

Cr Price moved that Council:

2. Authorise the Chief Executive Officer to negotiate a twenty-one (21) year lease agreement with Belgravia Leisure Pty Ltd for the management of the Southern Ocean Tourist Park and that the outcomes of the negotiation be brought back to Council for consideration as soon as possible.

Cr Walshaw seconded

CARRIED

Cr Walshaw 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)(h)(k) of the Act:

- **The Report of Item 7.1 of 2 May 2023**
- **The Attachments of Item 7.1 of 2 May 2023**

On the grounds that the document(s) (or part) relates to legal advice and tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to legal advice provided by Norman Waterhouse Lawyers and tenders, specifically expressions of interest received for the operation and management of the Southern Ocean Tourist Park.

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 Brodie seconded

CARRIED

CM 1038

7.2 Confidential – Chief Executive Officer’s Annual Performance Review

Cr Price moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.2, excepting the following persons:
 - Mr BJ Gower – Chief Executive Officer
 - 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 7.2 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 7.2 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to quotations for the carrying out of the Chief Executive Officer’s performance review by a Human Resources Consultant.

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 Brodie seconded

CARRIED

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Agnew seconded

CARRIED

Cr Drew moved that Council:

2. Select Respondent 1 – McArthur as a suitably qualified Human Resource Consultant to assist with the Chief Executive Officer’s Performance Review for 2023.

Cr Agnew seconded

CARRIED

Cr Brodie moved that:

1. Having considered Item 7.2 in confidence under Section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council, pursuant to Section 91(7) of the Act orders **that the Report and Minutes related to this item be released to the public.**

Cr Walshaw seconded

CARRIED

7.3 Confidential – Beachport Medical Centre

Cr Cassidy moved that:

CM 1039

1. Pursuant to Sections 90(2) and 90(3)(k) 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 7.3, excepting the following persons:

- Mr BJ Gower – Chief Executive Officer
- Mr PA Halton – Director Engineering Services
- Mrs EF Clay - Director Development Services
- Ms C Allen – Executive Assistant / Minute Taker

To enable the Council to consider Item 7.3 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 7.3 tenders for the supply of goods, the provision of services or the carrying out of works.

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

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 Muhovics seconded

CARRIED

Cr Brodie moved that Council:

1. Receive and note the report.

Cr Castine seconded

CARRIED

Cr Walshaw moved that Council:

2. Authorise the Chief Executive Officer to execute a Lease Agreement with the Medical Clinic Millicent for the Beachport Medical Centre facility with an annual rent of \$1.

Cr Cassidy seconded

CARRIED

Cr Muhovics moved that:

1. Having considered Item 7.3 Confidential – Beachport Medical Clinic in confidence under Section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council, pursuant to Section 91(7) of the Act orders **that the Report and Minutes related to this item be released to the public.**

Cr Brodie seconded

CARRIED

Taken as presented and confirmed.

.....
DEPUTY MAYOR

.....
DATE

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	{report-type}
Author	Mayor Noll
File Reference	GF/9.24.1/2
Attachments	1. Mayoral Communication - May 2023 [8.1.1 - 1 page]

RECOMMENDATION

That the Mayoral Communications be taken as presented and confirmed.



Mayoral Communication – 9th May 2023

ANZAC DAY: The ODE – They shall grow not old, as we that are left grow old, Age shall not weary them, nor the years condemn. At the going down of the sun and in the morning, *We will remember them.*

South Australia Coastal Councils Alliance Committee: (SACCA) I have been elected to this Committee representing the Limestone Coast Local Government Association. Mayor Kylie Boston from Grant District Council is the proxy. I am looking forward to having an active part within this Committee. It is interesting to note that there are thirty-four Coastal Councils covering some five thousand kms of coastal management within South Australia and a range of coastal erosion issues.

Local Government Association Ordinary General Meeting: A keynote address for the AGM was delivered by Mick Sherry, Electoral Commissioner, for the Electoral Commission of SA. Commissioner Sherry reviewed the Elected Member Nomination Gift Declaration.

Business Items of the General Meeting:

Recommendation Reports from the GAROC Committee

8.1 Environmentally Sustainability Development (City of Unley) – I voted against the motion. **Motion Carried**

8.2 State of Climate Emergency (City of Mitcham) – I voted against the motion. **Motion Carried.**

Recommendation Report from the LGA Board of Directors

9.1 First Nations Voice to Parliament (LGA Secretariat) – I voted and spoke against the motion. Asking why it was put forward by the LGA secretariat and not a Council. This is a personal decision. No recommendation from my chamber of elected council members. **Motion Carried.**

Awards: It was a pleasure to receive an award on behalf of Council – Certificate of Merit for the WRC's work on Building Resilience. Our own Catherine Allen was the architect of this project. Thank You Catherine for a job well done. A financial prize of \$5,000 and a very nice certificate and trophy. Sponsored by LGA Mutual Services.

United call for \$500M annually: Councils and public works engineers are calling for permanent funding in the upcoming Federal Budget to improve the liveability and productivity of Australian communities. The Australian Local Government Association (ALGA), with support from the Institute of Public Works Engineers Australasia (IPWEA), is urging the Federal Government to make the highly successful Local Roads and Community Infrastructure (LRCI) program permanent, with \$500 million per year ongoing and funding indexed annually.

Attended

- Audit and Risk Committee meeting – 11/4/23
- Local Government Association Ordinary General Meeting – Adelaide Convention Centre - 14/4/23

9 Deputations

9.1 Deputation - Stand Like Stone - Mr Roger Babolka & Mr Steve Duldig - Sponsorship Request for 2023/24

Report Type	Deputations
Organisation	Stand Like Stone
Representative	Roger Babolka – Chief Executive Officer Steve Duldig
File Reference	GF/9.24.1/2
Attachments	1. WRC Sponsorship Letter Feb 2023 [9.1.1 - 1 page] 2. Wattle Range Council presentation [9.1.2 - 5 pages]

Mr Roger Babolka and Mr Steve Duldig will make a presentation to Council requesting ongoing support of the Stand Like Stone Foundation throughout 2023/23.

27th February 2023

Mr Ben Gower, CEO
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Sponsorship Request – 2023/24 Financial Period

Dear Ben,

Stand Like Stone would like to take this opportunity to thank Council for its generous support of the Foundation last year.

As the only community foundation in the Limestone Coast, we have proudly supported the Limestone Coast region since 2004, delivering charitable grants and educational scholarships to its people and projects.

I am pleased to inform you that we have once again directly supported the Wattle Range Council community during the 2022/23 period through scholarships, community grants and the FRRR Back-to-School program, totaling in excess of \$59,000. It should be noted that with regards to the Back-to-School program, over the last 2years the Foundation has been able to distribute 1,920 vouchers across the region totaling \$96,000, assisting local families with the costs of returning to school. In addition, the Foundation also supported the Penola Coonawarra community in raising funds for the 'Generosity of Spirit' sculpture, through enabling all donations to be tax-deductible.

As you would expect, the Board and staff of Stand Like Stone continue to work hard to keep operational costs as low as possible. However, we continue to rely on fund raising and sponsorship for our major source of operational funding. Therefore, we are seeking your continued support of \$2,000 for the 2023/24 financial period, helping us to realise our vision of inspiring community kindness and courage across the Limestone Coast. I would also appreciate an opportunity to provide your new Council with a brief presentation on the activities of Stand Like Stone in the very near future.

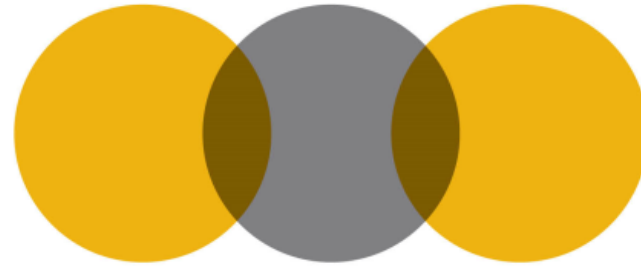
We sincerely thank you for your ongoing support of the Stand Like Stone Foundation, and look forward to supporting the Wattle Range Council community again throughout the 2023/24 period.

Yours sincerely



Roger Babolka
Chief Executive Officer





Stand Like Stone

Inspiring kindness and courage



Stand Like Stone

Inspiring kindness and courage

BOARD OF DIRECTORS



Robert Mock
(Chair)

April 2012 to present
Bordertown



Donna Jaeschke
(Company Secretary and Public Officer)

April 2012 to present
Mount Gambier



Sally Klose
(Deputy Chair)

November 2017 to present
Lucindale



Kathryn Facy

November 2017 to present
Mount Gambier



Rhett McDonald

July 2015 to present
Penola



Steve Duldig

July 2019 to present
Millicent



Peta Crewe

November 2020 to present
Penola



Jeanette Emery

November 2020 to present
Robe



Ann Aldersey

June 2021 to present
Naracoorte

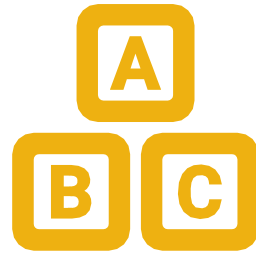


Stand Like Stone

Inspiring kindness and courage

OUR YEAR OF GIVING

In 2021/22 Stand Like Stone has provided **\$213,255** in grants, scholarships, programs and fundraising support to the Limestone Coast.



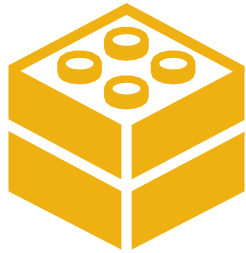
34

local students supported with \$71,878 in educational scholarships



920

\$50 FRRR Back to School vouchers to 40 local schools totalling \$46,000



3

charitable projects supported with \$50,000 from the OneFortyOne Community Grants



14

local charitable projects supported with \$45,377 in grants



1

FRRR ABC Heywire Youth Innovation Grant auspiced



1

local communities helped with fundraising support



3

Flexible Learning Centres supported through the Wyatt Trust Stay at School Program



Stand Like Stone

Inspiring kindness and courage

STAND LIKE STONE IN THE WATTLE RANGE COMMUNITY

\$70,915 has been granted to the Wattle Range Council area in 2022/23

- Small Grants

- \$5,000 to the Penola Coonawarra Music Gathering Association
- \$2,148 to the Penola Terra Rossa SACWA
- \$5,000 to Imagine Millicent
- \$7,460 to the Millicent United Soccer Club
- \$807 to the Millicent High School Pathways program
- \$10,000 to the Rapid Relief Team

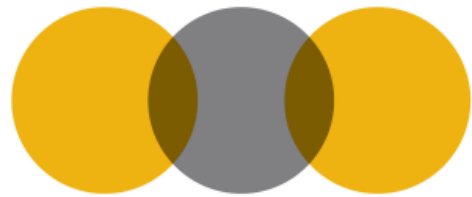
- FRRR Back to School Program

- \$9,700 (194 vouchers to 11 schools)

- Educational Scholarships

- 6 students have been assisted totalling \$30,800





Stand Like Stone

Inspiring kindness and courage

THANK YOU

**Life is mostly froth and bubble,
Two things stand like stone,
KINDNESS in another's trouble,
COURAGE in your own**

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

No Questions with Notice have been received at the point of publishing the Agenda.

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

Report Type	Reports from Council Committees
Committee	Lake McIntyre Management Committee
File Reference	GF/16.14.1/9
Attachments	1. Lake McIntyre April 2023 GF16 14 1 9 EI2023 212709 [14.1.1 - 3 pages]

RECOMMENDATION

That the Minutes of the Meeting dated 12 April 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 12th April 2023 at 7.00pm

1. PRESENT: Dennis Muhovics, John Drew, Brian McIntyre, Deirdre Tiddy, John Wright, Noel Boyle, Sheila Boyle, Rosey Pounsett, Angela Jones
2. APOLOGIES: Peter Halton
3. CONFIRMATION OF THE MINUTES:
 - 3.1 Lake McIntyre Management Committee Meeting 8th March 2023

Rosey/Dennis
CARRIED
4. MATTERS ARISING FROM THE MINUTES:
 - 4.1 Roof Signs – Signs have been picked up from Cocky’s and Brian has put them up. We can start working on the signs for the next BBQ now!
 - 4.2 Islands Working Bee –
 - 4.3 New Container – This has been referred to the budget for consideration of funding. In the interim the CEO has requested that if volunteers are seeking to access items behind the mower that the mower be moved out of the current container.
5. CORRESPONDENCE:
6. FINANCIALS:
 - 6.1 11/4/2023 Kain & Shelton Diesel \$39.44
7. GENERAL BUSINESS
 - 7.1 Meeting Procedures Update – John Wright led us through the changes made to the Local Government Act - Section 41 Committees. He reminded us that we should go through the Terms of Reference to ensure it is still relevant for our committee.
We can keep the extra items on our Agenda and Minutes as they suit our purpose.
The Volunteer hours should include all hours (gate duties, signs etc) and be noted each month.
The Financial aspect of our committee was discussed in some depth. It was agreed that we need to keep records of our spending to ensure we stay well within our budget allocation. Both John and Dennis saw the need for us to have access to our budget figures. They will follow up on this once the Council finance software package is running smoothly.

- 7.2 Fish In Lake – There was a query that came via a member of the public to Council asking about the possibility of putting fish into the lake. The answer was no, nothing should be put into the lake.
- 7.3 Car Stickers – The Committee recommends that Council look into producing stickers and/or other promotional material advertising Lake McIntyre. Brian will get a cost from Cocky for volunteer stickers.
- 7.4 Cleaning – Clarification was given on the allocation of the Council budget regarding the cleaning of the toilets and BBQs. A discussion ensued on the possibility of the need to include the extra mid-week cleaning through winter because of the perceived increase in use. Noel is to keep an eye on the usage of the BBQs over the next month or so.
- 7.5 Any Other Business –
- 7.5.1 Due to the upkeep, and to make cleaning the toilets easier, it was suggested that Council line the toilet walls.
Moved Noel, Seconded Angela that the walls be lined - Carried.
- 7.5.1 A farewell was held at Lake McIntyre on the 28 March for Peter Sayers. Peter had been a valuable volunteer at the lake for 12 years. It was due to Peter's determination that a number of weeds have been eliminated around Lake McIntyre. The Mayor, Des Noll, presented Peter with a certificate acknowledging his service at the lake. He and the other volunteers were pleased to see Peter Halton in attendance at the BBQ. Deb provided a beautiful cheesecake for celebration.
- 7.5.2 Water Level - 0.69m with 0.58 this time last year
- 7.5.3 Bird Count – Wednesday 26th April 8.00am

8. JOBS CARRIED OUT

- The ride -on lawn mower had mechanical problems but is now working O.K.
- A dead swan was found on a small island near the bird hide but it wasn't one of our resident swans.
- Work was carried out on the trees in front of a bird hide that were restricting the view.
- Gates opened and closed each day.
- Angela Jones took students from the Newbery Park School on an excursion to the lake.
- Claire O'Loughlin, Matt Gregetic, and Eddy Ross attended a meeting to discuss safety matters and check if they were able to help in anyway. Claire also kindly supplied egg and Bacon sandwiches for the volunteers.
- Regular daily checks on the lake area during the month for rubbish and fallen branches.
- Weeding carried out in various part of the lake.
- Spraying weeds without the use of round up.
- Numerous trips to the transfer station.
- Maintenance of the chain saws by a volunteer.
- Damage to several panels of a bird hide rectified.

- Area walked in the large grass area on Mil-land side to check for low branches that could affect the safety of the driver on the larger ride-on mower.
- Branches removed from Frog Hollow.
- Brochures replenished at the Tourist Centre and the Interpretive Centre at the lake.
- 2 informative signs erected on the inside roof of BBQ2.
- Sheila met with two keen birdos out at the lake and the couple managed to sight an Australasian bittern flying over - that they had disturbed. First record for Lake McIntyre.
- Mowing various areas around the lake with the newly acquired ride on from Council.
- Push lawnmower used in areas inaccessible to the ride on.

9. SIGHTINGS

Australasian Bittern
Black-winged Stilts
Hardhead

10. GATE ROSTER

Saturday 15th April - Brian

Saturday 22nd April – Pounsett

Saturday 29th April – Boyles

Saturday 6th May – Boyles

Meeting Closed 8.25pm

Next Meeting – Wednesday 10th May

15 Reports From Council Officers

15.1 Chief Executive Officer

15.1.1 Monthly Project Status Report

Report Type	Officer Report
Department	Executive
Author	Craig Turner, Program Manager.
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. April 23 Report 2 [15.1.1.1 - 8 pages]

Purpose of Report

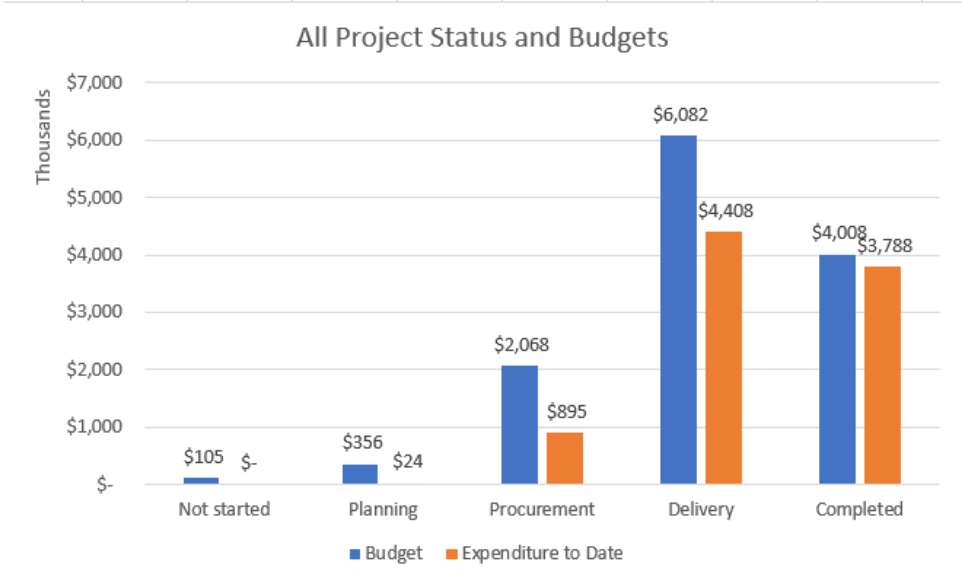
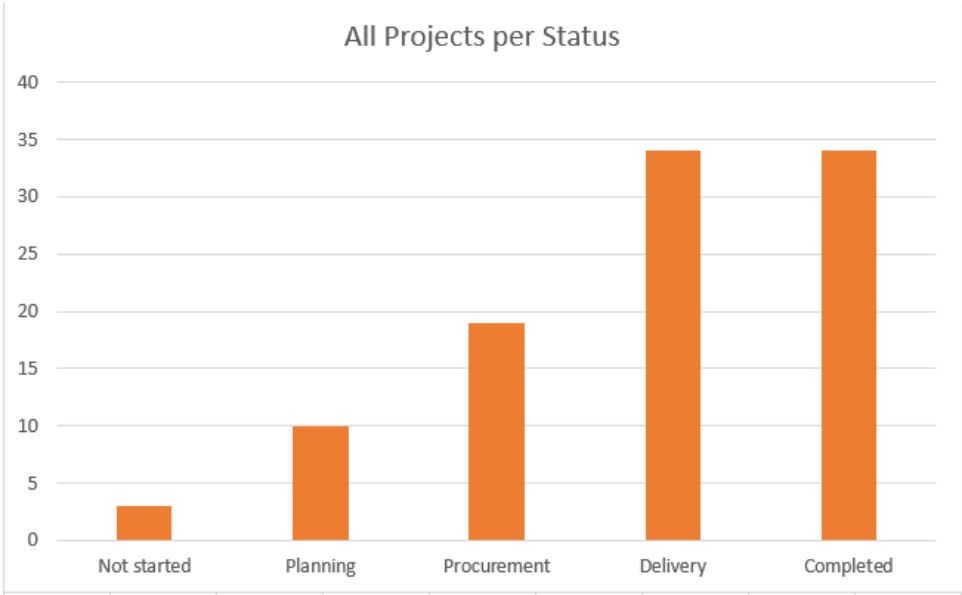
To provide an update on the progress of works and status of Council's capital projects.

Report Details

As of the 28th of April 2023, Council had resolved to fund 115 projects worth \$14,526,476 via its 2022/23 Annual Business Plan. Budget Review Two (BR2) was accepted by Council reducing the 2022/23 projects to 100 worth \$12,619,423.

Of these 41 projects were carried over from the previous year worth \$5,873,286 and 73% of these carried over projects have been expended. Of the remaining 59 new projects 72% have also been expended or committed for expenditure.

The combined expenditure total is \$9,114,261 of the \$12,619,423 (2022-23) BR2 budget giving an overall expenditure rate of 72%.



Projected Commitments

Current listed commitments as of 28th April consist of \$1,771,882. They majority of the commitment have been grouped with examples of projects to assist Council.

- Delivery of Plant and Fleet (items on order) = \$726k,
- Work in Progress (Millicent Depot) = \$332k,
- Projects nearing completion (Dergholm Road) = \$215k,
- Final reports required for project completion (Wendys Walk) = \$44k,
- Work yet to begin (Rymill Hall) = \$205 and
- Work on hold (Saleyards) = \$100k

All current commitments are expected to be completed this financial year.

Projects Status

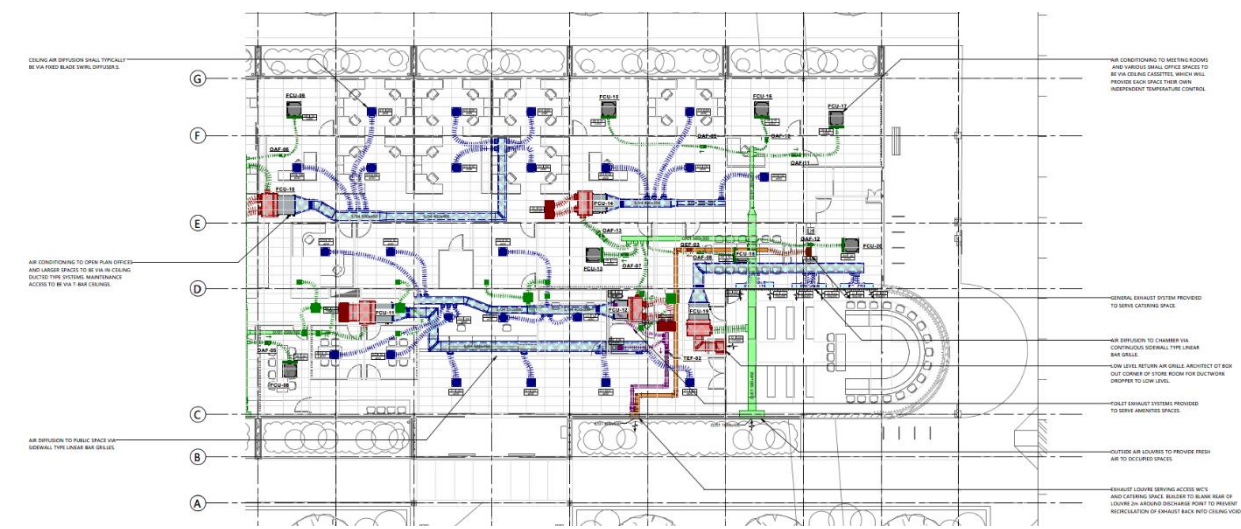
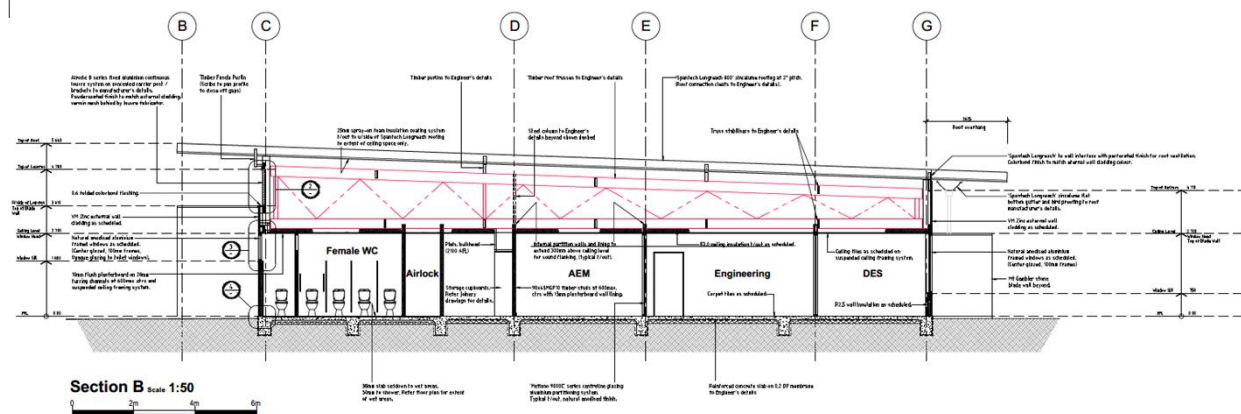
Major Projects

Council Administration Building – Chris Sale Consulting pre-tender costing has been received and reviewed.

The Prudential Management Plan (RFQ) has now been awarded to Jeff Tate Consulting Pty Ltd, and the contract has been signed. Officers have met with Norman Waterhouse to discuss the development of contract and tender documentation.

The Staff Representative group has been re-established for increased communication and feed back to work groups. The group has had its first meeting and recommended landscaping design number three as the preferred option and will now communicate this back through staff ready for ELT and council approval.

Final design drawings from all consultants have been received are require full review prior to sign off acceptance.



Examples of detailed design

Millicent Depot Shed – The construction is well underway; Blackbird have erected both the sign shed and main workshop. The cladding has been fitted to most walls, fire check to begin on office/ toilet end and once completed the internals will begin.



Millicent Depot Shed progress

Projects which have progressed since last report period

Millicent Depot gates – All footings are now completed, awaiting the gates to return from galvanizers for installation.



Aberle Street access gates

Beachport Museum Fire Upgrade – Both the machinery shed, and main museum fire proofing has been a little challenging, finding a suitable product that offers a cost-effective solution as well as trades to complete this work. Currently comparing costs on two different options prior to seeking quotes. We must gain approval from Heritage SA prior to commencing any work.



Machinery shed wall

Wendy's Walk – Contractors close to completion with final sign off by structural engineering the only outstanding issue.



Wendy's Walk nearing completion

Streetscape Penola and Millicent – Sprutt continue to develop the detailed designs with direction from council officers. Sprutt are making contact with Mt Gambier SAPOL due to lack of support from the SAPOL Assets Division in Adelaide.

Beachport Boat Ramp Pontoons – Pontoons on fingers two and three are reconditioned and have had the gangways fitted. Due to a manufacturing delay, we are awaiting the arrival of the floating devices for finger one to complete the project. Expected delivery is the first week in May 23.



Fingers 2 and 3

South Terrace Drainage Beachport – Work now planned to commence 8th May.

Childcare Babies Room, Quiet Room and Storage – Throughout April the Engineering Maintenance Team have undertaken the renewal of the flooring, replacement of doors, updated kitchen facilities and extra storage space, including painting and fitting of soundproof material on the walls. Project is on track for completion the first week in May.



Beachport Depot – Scope reviewed and working with preferred supplier to get works addressed under allowable budget amount. If unsuccessful, we will have to re tender this project this could impact achieving completion this financial year.

Centennial Park Hit Up Wall – works now completed.



Hit up wall

Arthur Street Toilets - Tenders have been received and officers are now negotiating with the preferred supplier, with the aim of reducing the project cost to under the budgeted amount.

Green Rise Toilets and Power – Tenders have been received.

Library Roof and Airconditioning – Posted on SA tenders.

Redundant Plant and Equipment Auction – 31st of March was our Auction at the Italian Club Millicent. JC Livestock ran the Auction with approximately 70 people in attendance. Most stock was sold, raising \$103,820.50 on the day with the biggest item being the old low loader selling for \$74,000 ex gst. Some smaller items remain so we will open the doors for the public to collect for free any remaining items.



Auction day

Projects at risk of delivery in 2023

- Civic and Arts centre upgrade design – University students have been invited to have input into the design of this space as a class learning challenge. Previous design drawings forwarded to university.
- Centennial Park Beachport Stormwater – sourcing quotes on proposed work this will continue to impact on delivery of this project.
- 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.
- Millicent Museum Transportable Building - further consultation required with State National Trust.

Various Plant Renewals

Mechanics Ute ordered

One zero turn mower has now been deferred to June 23 due to delay in supply

Front deck 72" full Cab mower has been ordered expected delivery July 23

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

Risk Assessment: Medium

Assessed as a reputational risk. Determined as Moderate severity with a likelihood of possible. Risk reduction action is fortnightly review with engineering services to monitor status on each project and detailed monthly report for Council.

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						
CARRY OVER PROJECTS 2021/22						
Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
Beachport Medical Centre roof and awning	Roofing Renewal and Awning	Renewal	Planning	\$ 14,270	\$ -	5%
Mount Burr Signage & Entrance Signs	Provision of new entrance signage for Mount Burr Township	New	Procurement	\$ 30,000	\$ -	5%
Millicent Domain Rotunda Repair	Refurbish of rotunda and provision of lighting	Renewal	Procurement	\$ 33,000	\$ 10,689	20%
Kalangadoo Hall	Toilet Renewal Works	Renewal	Procurement	\$ 27,500	\$ 7,782	90%
Council Service Centre	Detailed Design and Documentation for New Administration Building	New	Procurement	\$ 371,258	\$ 378,707	60%
Beachport Depot Shed	Beachport Depot Shed Replacement	Renewal	Procurement	\$ 275,000	\$ 75	20%
Millicent Depot Upgrade	New Mechanical Workshop and Stores	New	Delivery	\$ 1,283,000	\$ 1,036,947	30%
Millicent Depot Access Gates	Installation of automatic gate for three entrances to depot	New	Delivery	\$ 55,000	\$ 75,457	60%
McLaughlin Park	Fire Service Upgrade - McLaughlin Park (Design only)	Upgrade	Delivery	\$ 40,000	\$ 38,700	50%
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	\$ 30,000	\$ 31,028	50%
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	\$ 183,896	\$ 171,519	20%
Dergholm Road	Dergholm Road Intersection Upgrade (SLRP Funding)	Upgrade	Delivery	\$ 150,000	\$ 143,303	90%
Wendy's Walk	Wendy's Walk Path Replacement	Renewal	Delivery	\$ 172,000	\$ 173,411	50%
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%
Millicent Saleyards Lighting Upgrade	New public lighting of Millicent Saleyards	Upgrade	Delivery	\$ 51,357	\$ 31,093	80%
Beachport Boat Ramp	Provision of replacement pontoons and new gang plank and handrail	Renewal	Delivery	\$ 133,750	\$ 107,879	60%
Millicent Swimming Lake Lighting	Replacement of one lighting tower and light for Millicent Swimming Lake	Renewal	Delivery	\$ 25,000	\$ 24,015	80%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
Border Road	Detailed Design of Border Road from Dergholm Road to Old Telegraph Road (1.8km section)	Upgrade	Delivery	\$ 25,234	\$ 25,234	50%
Building Maintenance Van P254	Replacement of ford Ute with Van (Building Maintenance)	Renewal	Delivery	\$ 45,000	\$ 28,902	80%
Penola Town Entrance Signage	Completion of the Penola Township Entrance Signage	New	Delivery	\$ 22,000	\$ 2,637	80%
Millicent Swimming Lake Amenities	Roof Replacement and upgrade to change room	Renewal	Delivery	\$ 19,171	\$ 20,093	95%
Intersection Upgrade HVSP Border and Casterton Road	Design of intersection to address road safety issues	Upgrade	Delivery	\$ 117,726	\$ 91,214	50%
Kalangadoo Hall	Roof Renewal Works (supper room)	Renewal	Delivery	\$ 20,101	\$ 7,209	95%
Penola Stadium	Roofing Renewal and toilet Upgrade Works	Renewal	Delivery	\$ 282,260	\$ 204,515	80%
Anne Street Drainage Reserve - Kalangadoo	installation of bore and drainage to address flooding issue	New	Completed	\$ 5,050	\$ 2,354	100%
Centennial Park Basketball and Hit up Wall	Installation of new rebound wall and basketball ring	New	Completed	\$ 11,000	\$ 3,310	100%
Geltwood Anchor Shelter	Geltwood Anchor Shelter Repairs	Renewal	Completed	\$ 26,000	\$ 8,272	20%
Penola Depot Fencing	Replacement of rear boundary fence	Renewal	Completed	\$ 22,000	\$ 5,050	100%
Cemetery Lifting Device	Supply of lifting device and trailer	New	Completed	\$ 31,000	\$ 28,318	100%
Fifth St Millicent crown land (purchase)	Purchase of Section 989 Hundred of Mount Muirhead	New	Completed	\$ 65,000	\$ 65,315	100%
Reach Mower P4056	Purchase of replacement Reachmower - current unit Noremat	Renewal	Completed	\$ 84,612	\$ 84,612	100%
Small wheeled loader (skid Steer) P4022	Purchase of Replacement Skid Steer - current unit New Holland (NVP_793)	Renewal	Completed	\$ 109,788	\$ 109,788	100%
Small Twin Cab Tipper P4027	Replacement of P4027 - Isuzu F series truck (SB9-4AM)	Renewal	Completed	\$ 264,592	\$ 264,592	100%
Agars Road - Glencoe Resheet	Unsealed Road Resheet	Renewal	Completed	\$ 52,000	\$ 28,512	100%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
Dow Road - Glencoe Resheet	Unsealed Road Resheet	Renewal	Completed	\$ 43,000	\$ 22,102	100%
GSELC Pantry	Supply and installaiton of new pantry	Renewal	Completed	\$ -	\$ 5,143	100%
Mount Burr RV Dump Point	Installation of new waste water disposal unit for caravans and RV's	New	Completed	\$ 11,142	\$ 12,590	100%
CWMS Renewals- Southend	Replacement of pump station buildings	Renewal	Completed	\$ 65,000	\$ 64,468	100%
Mount Burr Service Roads	Stage Two service road sealing	Upgrade	Completed	\$ 107,189	\$ 88,827	100%
Beach Road Beachport Pedestrian Crossing	New safe pedestrian crossing point on Beach Road near Railway Tce roundabout	New	Completed	\$ 21,235	\$ 21,234	100%
Coonawarra Rail Trail	New shared path from Penola to Coonawarra	New	Completed	\$ 571,130	\$ 496,785	100%
			Sub Total	\$ 5,873,286	\$ 4,289,553	73%
2022/23 PROJECTS						
Glencoe West/Telfer place sealed bellmouth		Upgrade	Not Started	\$ 5,000		0%
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%
Glencoe west road dairy crossing repairs		Upgrade	Not Started	\$ 50,000		0%
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	Planning	\$ 6,000	\$ -	10%
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	Planning	\$ 165,000	\$ -	10%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
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	Planning	\$ 50,000	\$ -	10%
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	\$ 1,704	5%
Pump station 2 controller Southend		New	Planning	\$ 15,000	\$ 11,970	20%
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%
Sprinkler (Salesyard)	Purchase new sprinkler head that is easy to change to different locations around the paddocks	New	Planning	\$ 10,000	\$ -	5%
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%
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	\$ 15,000	\$ 9,829	5%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
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%
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%
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	\$ 2,700	10%
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	Procurement	\$ 120,000	\$ 59,453	80%
New Tilt tray Truck	New Tilt Tray Truck see attached for description	New	Procurement	\$ 252,000	\$ 204,595	70%
6 ton excavator	New six ton excavator see attached	New	Procurement	\$ 149,700	\$ 149,700	30%
Susan Wilson Playground - additional play equipment	additional play equipment for younger children	New	Procurement	\$ 39,000	\$ 35,309	50%
Ford Mondeo LX Wagon	Replacement	Renewal	Procurement	\$ 45,000	\$ 21,239	20%
Camry	Replacement Chris Tully	Renewal	Procurement	\$ 35,000	\$ -	0%
Camry Hybrid	Replacement Mayor	Renewal	Procurement	\$ 45,000	\$ 11,658	10%
Iseki 72" SF370 Front Deck Mower with cabin	Replacement	Renewal	Procurement	\$ 66,000	\$ -	10%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
Toyota Hilux Single Cab Utility	Replacement	Renewal	Procurement	\$ 43,000	\$ -	0%
Tantanoola BBQ upgrade	upgrade existing facility	Renewal	Procurement	\$ 15,000	\$ 103	20%
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	Procurement	\$ 240,000	\$ 12,667	10%
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	\$ 9,772	70%
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	Delivery	\$ 132,000	\$ 114,056	30%
Toyota Hilux Single Cab 4WD	Replacement	Renewal	Delivery	\$ 45,000	\$ 40,319	90%
Kerb renewal program	Renewal of kerb to meet asset management program and Council's asset sustainability ratio	Renewal	Delivery	\$ 180,200	\$ 61,524	50%
New footpath construction	Construction of new footpaths to improve amenity of facilities for WRC residents / tourists	New	Delivery	\$ 95,000	\$ 99,280	80%
Footpath renewal program	Footpath renewal program to comply with Asset Management Plans and council's asset sustainability ratio.	Renewal	Delivery	\$ 131,062	\$ 75,949	80%
Renewal Road Resheet Program	Resheet of unsealed roads to meet asset management plan and Council's assets sustainability ratio.	Renewal	Delivery	\$ 960,532	\$ 370,459	70%
New Road Resheet Program	Upgrade of roads to seven metre width while resheeting is occurring to improve road safety within WRC	New	Delivery	\$ 332,612	\$ 663,447	70%
Drainage renewal program	Renewal of drainage assets to meet asset management plan and Council's asset sustainability ratio	Renewal	Delivery	\$ 100,000	\$ 12,705	20%
Millicent Street scape	WAXX 13 stage street beautification town centers	New	Delivery	\$ 55,000	\$ 37,644	60%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
Penola Street scape	WAXX 13 stage street beautification town centers	New	Delivery	\$ 55,000	\$ 37,644	60%
Rendelsham Hall Renewal Works	Renewal works at Rendelsham Hall including replacement of the flooring and doors from the foyer to the hall, replacement of the lower 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.	Renewal	Delivery	\$ 20,000	\$ 3,865	50%
New Depot Ute	Additional Ute for additional employees at the depot	New	Delivery	\$ 49,500	\$ 46,504	50%
New Front Mounted Flail mower, 85HP Tractor and a 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	\$ 153,782	\$ 153,782	80%
Toyoto Prado	Replacement	Renewal	Delivery	\$ 74,647	\$ 74,647	80%
Kubota ZD1011-54AU Zero Turn Mower SN10284 - Millicent	Replacement	Renewal	Delivery	\$ 24,900	\$ 25,007	50%
Caterpillar 12H Motor Grader	Replacement	Renewal	Completed	\$ 427,500	\$ 434,805	80%
Kubota ZD1011-54AU Zero Turn Mower Diesel, SN10251 Penola	Replacement	Renewal	completed	\$ 24,900	\$ 24,900	100%
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%
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	\$ 12,992	100%
Lake leake Glencoe toilet	Toilet and BBQ upgrade	Renewal	Completed	\$ 10,000	\$ 807	100%
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%

Project Name	Description	Type	Project Status	YTD Budget	Actuals	% Complete
SOTP Dryer install	Installation of new dryer at southern Ocean Tourist park	Renewal	Completed	\$ 8,000	\$ 4,238	100%
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%
Road Reseals	Annual Road Reseals Budget	Renewal	Completed	\$ 799,790	\$ 799,661	100%
Swimming Lake Playground Renewal Work	Replacement of aging playground equipment	Renewal	Completed	\$ 68,574	\$ 68,574	100%
Elected Member Computer Equipment	New Computer Equipment for Elected Members	New	Completed	\$ 12,000	\$ 11,391	100%
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%
Swimming lake sail shade		Upgrade	Completed	\$ 25,866	\$ 25,866	100%
Toyota Landcruiser Cab Chassis Traytop	Replacement	Renewal	Completed	\$ 55,703	\$ 55,703	100%
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	\$ 694,397	\$ 694,202	100%
Volvo L60F Wheel Loader	Replacement	Renewal	Completed	\$ 254,445	\$ 254,445	100%
SOTP	Replace hot water system	Renewal	Completed	\$ 43,387	\$ 43,387	100%
			Sub Total	\$ 6,746,137	\$ 4,824,708	72%
			GRAND TOTAL	\$ 12,619,423	\$ 9,114,261	72%

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 April 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 30 April 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 30 April 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 ten (10) 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 \$12.931M of which \$9.241M 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 \$3.22M.

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 April Financial Performance Report.



WATTLE RANGE COUNCIL
2022/23 MONTHLY BUDGET REPORT
AS AT
30-April-2023

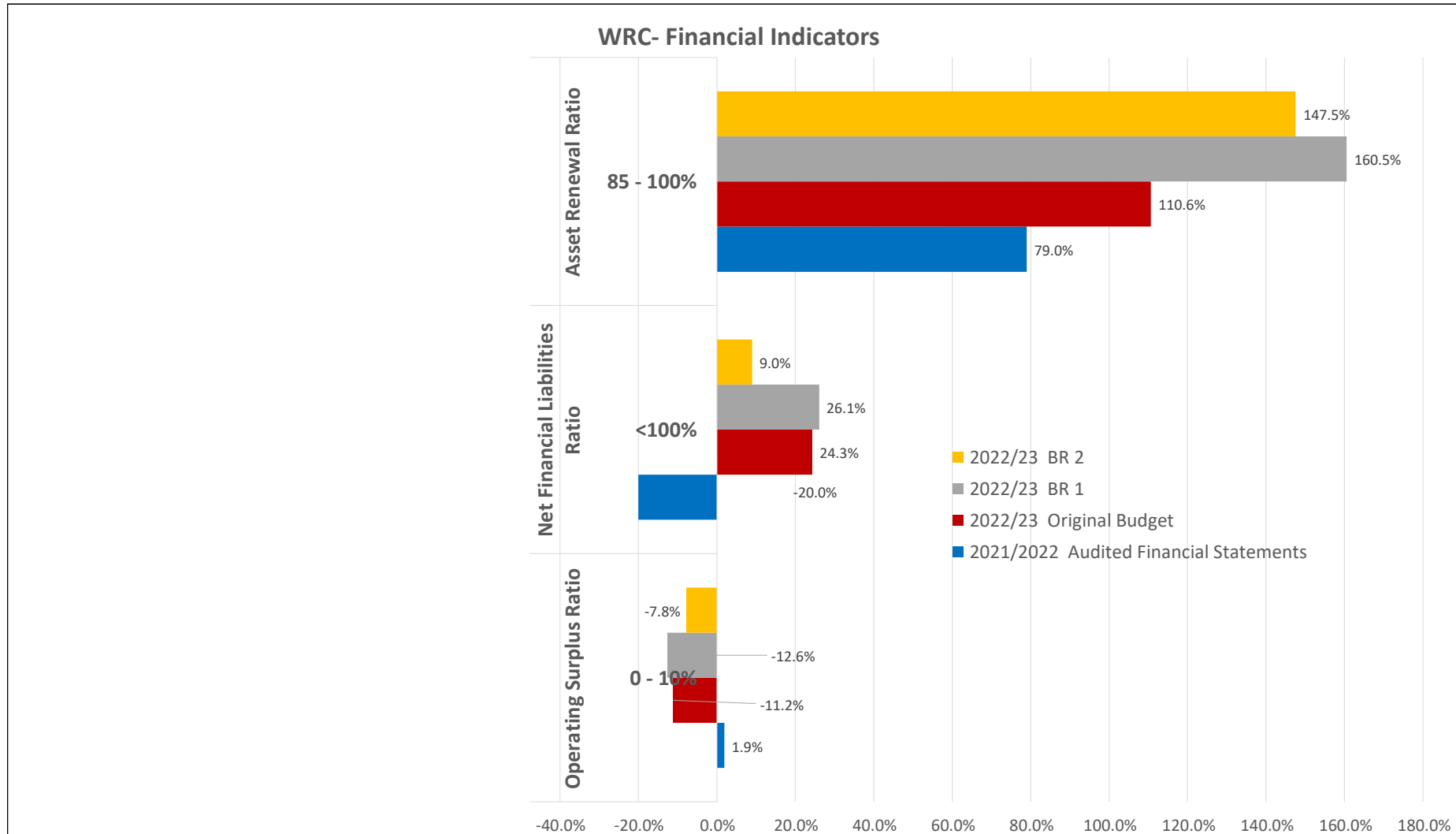
			OPERATING ACTIVITIES			
Annual Plan Budget	Budget Review 1	Budget Review 2				
			YTD 2022/23 BUDGET \$'000	YTD 2022/23 ACTUAL \$'000	YTD 2022/23 VARIANCE \$'000	YTD 2022/23 VARIANCE %
2022/23 \$'000	2022/23 \$'000	2022/23 \$'000	A	B	C=A-B	NOTE
			OPERATING INCOME			
20,480	20,480	20,473	20,473	20,470	4	(0.02%)
300	300	337	281	367	(86)	30.4%
2,452	2,452	2,712	2,260	2,562	(302)	13.4%
4,696	4,696	5,622	4,685	2,370	2,314	(49.4%)
83	83	303	252	268	(16)	6.3%
272	272	347	289	267	23	(7.8%)
28,282	28,282	29,794	28,241	26,304	1,937	(6.9%)
			OPERATING EXPENSES			
13,953	13,953	13,551	11,293	9,581	1,712	(15.2%)
10,869	11,274	11,765	9,804	9,114	690	(7.0%)
276	276	278	231	160	71	(30.6%)
6,341	6,341	6,537	5,447	4,379	1,068	(19.6%)
31,439	31,844	32,131	26,776	23,235	3,540	(13.2%)
			OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS			
(3,157)	(3,561)	(2,336)	1,465	3,068	(1,603)	(109.4%)
			CAPITAL ACTIVITIES			
			Net Outlays in Existing Assets			
5,547	8,170	7,336	6,114	3,668	2,446	(40.0%)
(6,341)	(6,341)	(6,537)	(5,448)	(4,379)	(1,068)	(19.6%)
(18)	(18)	(18)	(15)	(277)	262	1748.8%
(812)	1,811	781	651	(989)	1,640	(251.8%)
			Net Outlays on New and Upgraded Assets			
3,334	6,182	5,594	4,662	3,065	1,597	(34.3%)
(82)	(82)	(143)	(119)	(45)	(74)	(62.2%)
-	-	-	-	-	-	-
3,252	6,100	5,451	4,543	3,020	1,523	(33.5%)
			Net Lending / (Borrowing) for Financial Year (A-B-C)			
(5,597)	(11,472)	(8,569)	(3,729)	1,037	(4,766)	(127.8%)



WATTLE RANGE COUNCIL
2022/23 MONTHLY BUDGET REPORT
AS AT
30-April-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 22- April 23 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	Wages currently tracking under budget due to various staff vacancies.		No Action Required
5	Dog registration fees & planning fees have significantly contributed to the difference. - Timing issues with dog registration income in the forecast budget compared to actual income.		No Action Required
6	Higher investment income received than anticipated due to high interest rates.		No Action Required
7	Higher trade-in amount received than anticipated. Update to occur in BR3		To be adjusted
8	Budgeted grants for halls, buildings and Penola stadium not yet received		No Action Required



15.2.2 Internal Control Policy

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	Low
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/2
Attachments	<ol style="list-style-type: none">1. Internal Control Policy Clean Copy [15.2.2.1 - 5 pages]2. Internal Control Policy Tracked Changes [15.2.2.2 - 5 pages]

Purpose of Report

To review and adopt the revised Internal Control Policy.

Report Details

Council is committed to maintaining an effective internal control framework and environment, which supports the development of a proactive risk management culture.

Internal Controls form a critical part of Council's risk management and corporate governance framework. These controls cover a broad spectrum of areas and comprise procedures which mitigate risks and provide reasonable assurance that:

- operations are efficient and effective,
- assets are safeguarded,
- legislation and Council policies/rulings are complied with,
- financial reporting is accurate and reliable.

It is recognised that all risks cannot be eliminated however when internal controls are applied effectively, they will reduce the likelihood of a risk occurring to an agreed, acceptable level.

Over the past few years, Council staff have undertaken considerable work into the operation of these model financial internal controls, including their incorporation into Council's SharePoint registers. Through this mechanism, these internal controls are maintained, reviewed and reported against on a regular basis and on an annual basis the external auditor reviews the effectiveness of the internal controls.

The Internal Control Policy forms part of the Internal Controls framework and was last reviewed in 2019. The Policy is now due for a review and minor changes have been identified. In summary the proposed changes to the Policy relate to:

- A change to the reference in risk management standards from AS/NZS ISO 31000:2009 to AS/NZS ISO 31000:2018.
- Update of the naming of the Audit Committee to the Audit & Risk Committee.

- Update to references to include Risk Management Policy, Risk & Internal Controls Registers.

Financial Considerations

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

There are no known financial implications related to these matters. However, the operation of the Internal Control Policy will assist in improving Council's procedures and financial management processes.

Risk Considerations

There are no known risk management implications related to this report. However, the existence of an updated Internal Control Policy is an important part of Council's risk management framework.

Policy Considerations

1-11 Risk Management Policy
SALGFMG Better Practice Model – Internal Financial Control

Legislative Considerations

- *Local Government Act 1999* – Sections 125, 126, 129 and 130
- Local Government (Financial Management) Regulations 2011

Environmental / Sustainability Considerations

There are no known environmental or sustainability impacts related to these matters.


Communication & Consultation Considerations

The Policy was reviewed by staff and has been brought to the Audit & Risk Committee for comment and review and referral to Council for formal adoption.

RECOMMENDATION

That Council:

1. Receive and note the Report.
2. Adopt the Internal Control Policy as presented.

 Wattle Range COUNCIL	POLICY 1.46	Version:	DRAFT
	Internal Control	Date Adopted:	
		Next Review Due:	

1. STATEMENT

Internal Controls form a critical part of Council's risk management and corporate governance framework. These controls cover a broad spectrum of areas and comprise procedures which mitigate risks and provide reasonable assurance that; operations are efficient and effective, assets are safeguarded, legislation and Council policies/rulings are complied with, and financial reporting is accurate and reliable.

2. DEFINITIONS

There are no known definitions related to this Policy.

3. PRINCIPLES

3.1 Scope

Council is committed to maintaining an effective internal control framework and environment which supports the development of a proactive risk management culture. This will be assisted through the development of a set of internal controls that;

- a) Identifies risks relating to the stewardship of public resources.
- b) Conveys to staff, their responsibility for establishing, documenting, maintaining and adhering to internal controls across the Council.
- c) Ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

It is recognised that all risks cannot be eliminated however when internal controls are applied effectively, they will reduce the likelihood of a risk occurring to an agreed acceptable level.

3.2 Roles and Responsibilities

3.2.1 Chief Executive Officer

Is responsible for developing and maintaining an internal control framework, which ensures Council objectives are achieved efficiently and effectively.

3.2.2 Executive Leadership Team

Is responsible for adopting a risk management approach to identifying and assessing risks and applying cost/benefit analysis in the development of internal controls ensuring that:


- Financial records and other relevant databases completely and accurately reflect the actual operational activities;
- Financial reports are prepared on a timely basis;
- Assets are safeguarded from unauthorised use or disposition, or loss; and
- Legislative compliance is maintained.

3.2.3 Employees

Are responsible for conducting their duties in accordance with internal control policies, procedures and practices of Council. They are also responsible for reporting to management instances where they consider that internal control procedures are inadequate or are not being met.

Council employees must conduct their duties in accordance with internal control policies procedures and practices of Council.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial 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	POLICY 1.46	Version:	DRAFT
	Internal Control	Date Adopted:	
		Next Review Due:	

3.2.4 Audit & Risk Committee

Is responsible for reviewing action / work plans and progress reports on the implementation of the internal control framework and providing feedback on the internal control framework.

3.2.5 External Auditor

Is responsible under s129 of the *Local Government Act 1999* to provide an audit opinion on Council's internal controls and whether they have been applied appropriately for the entire financial year.

3.3 Elements of an Internal Control Framework

The essential elements of an effective internal control framework are:


- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance; and
- Risk identification and assessment.

3.4 The Nature of Internal Controls

Policies and procedures which have been put in place as an internal control are either proactive or reactive in nature. They can be described as follows:

- a) Preventative in nature: Processes are put in place to avoid undesirable events from occurring.
- b) Directive in nature: Processes are put in place to encourage a desirable event to occur.
- c) Detective in nature: Processes are put in place to detect and subsequently correct undesirable events that have already occurred.

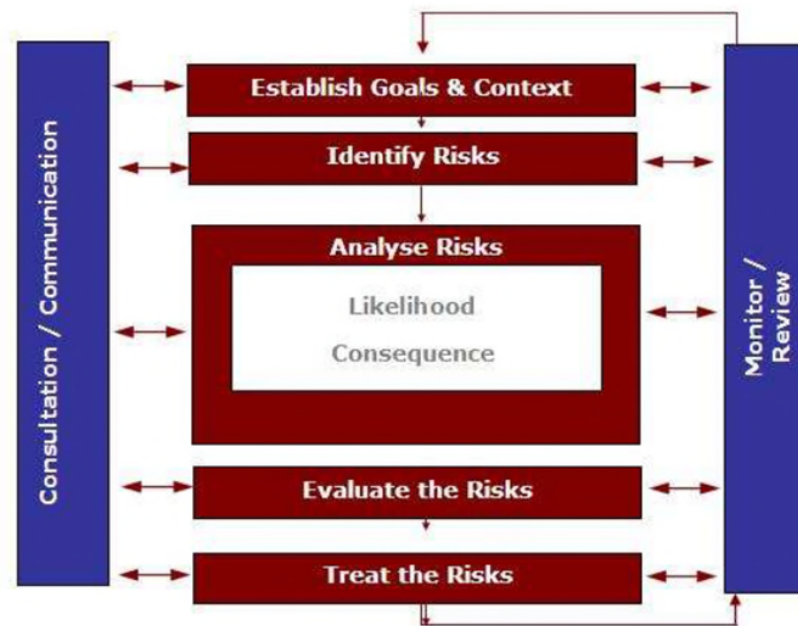
File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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 Wattle Range COUNCIL	POLICY 1.46	Version:	DRAFT
	Internal Control	Date Adopted:	
		Next Review Due:	

3.5 The Risk Management Process

3.6 The process followed by Council in developing the framework appears below in diagrammatic form extracted from Australian/New Zealand Standard AS/NZS ISO 31000:2018.

The Risk Management Process



Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.

Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.

Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.

Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the effectiveness of risk treatments and report progress to the Executive Leadership Team and the Audit & Risk Committee at regular intervals.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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 Wattle Range COUNCIL	POLICY 1.46	Version:	DRAFT
	Internal Control	Date Adopted:	
		Next Review Due:	

4. REVIEW

This Policy will be reviewed every four years. Upon review, ELT, Audit & Risk Committee and Council must be consulted.

5. AVAILABILITY

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 126, 129 and 130; • <i>Local Government (Financial Management) Regulations 2011</i>
Relevant Policies / Procedures / Guidelines	This Policy should be read in conjunction with: - <ul style="list-style-type: none"> • Council's Internal Control Procedures; • SALFMG – Better Practice Model – Financial Internal Control • Risk Management Policy • Risk Register & Internal Controls Register

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	14 July 2015	Council	Adopted	Folio 6115; Item 11.2.8
2	28 June 2017		Adapted into new format	-
3	9 October 2018	Audit Committee	Policy Review – Wording Change	Folio 7976; Item 6.7
4	9 April 2019	Council	Amended and Adopted	Folio 8464; Item 15.2.4
5	Xx XXXXX 2023	Council	Change risk reference to AS/NZS ISO 31000:2018. Change Audit Committee to Audit & Risk Committee. Include risk references – Risk Management Policy, Risk & Internal Control register	Folio XXX; Item XX.X

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial 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	POLICY 1.46	Version: 4DRAFT
	Internal Control	Date Adopted: 9 April 2019
		Next Review Due: April 2023

1. STATEMENT

Internal Controls form a critical part of Council's risk management and corporate governance framework. These controls cover a broad spectrum of areas and comprise procedures which mitigate risks and provide reasonable assurance that; operations are efficient and effective, assets are safeguarded, legislation and Council policies/rulings are complied with, and financial reporting is accurate and reliable.

2. DEFINITIONS

There are no known definitions related to this Policy.

3. PRINCIPLES

3.1 Scope

Council is committed to maintaining an effective internal control framework and environment which supports the development of a proactive risk management culture. This will be assisted through the development of a set of internal controls that;

- a) Identifies risks relating to the stewardship of public resources.
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- c) Ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

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- Financial records and other relevant databases completely and accurately reflect the actual operational activities;
- Financial reports are prepared on a timely basis;
- Assets are safeguarded from unauthorised use or disposition, or loss; and
- Legislative compliance is maintained.

3.2.3 Employees

Are responsible for conducting their duties in accordance with internal control policies, procedures and practices of Council. They are also responsible for reporting to management instances where they consider that internal control procedures are inadequate or are not being met.

Council employees must conduct their duties in accordance with internal control policies procedures and practices of Council.

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GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
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 Wattle Range COUNCIL	POLICY 1.46	Version: 4DRAFT
	Internal Control	Date Adopted: 9 April 2019
		Next Review Due: April 2023

3.2.4 Audit & Risk Committee

Is responsible for reviewing action / work plans and progress reports on the implementation of the internal control framework and providing feedback on the internal control framework.

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Is responsible under s129 of the *Local Government Act 1999* to provide an audit opinion on Council's internal controls and whether they have been applied appropriately for the entire financial year.

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The essential elements of an effective internal control framework are:


- Structure and culture of Council;
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- Policies and procedures;
- Trained and properly qualified staff;
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- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance; and
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3.4 The Nature of Internal Controls

Policies and procedures which have been put in place as an internal control are either proactive or reactive in nature. They can be described as follows:

- a) Preventative in nature: Processes are put in place to avoid undesirable events from occurring.
- b) Directive in nature: Processes are put in place to encourage a desirable event to occur ~~e.g. Treasury Management Policy.~~
- c) Detective in nature: Processes are put in place to detect and subsequently correct undesirable events that have already occurred ~~e.g. two signatories for all cheques disbursed.~~

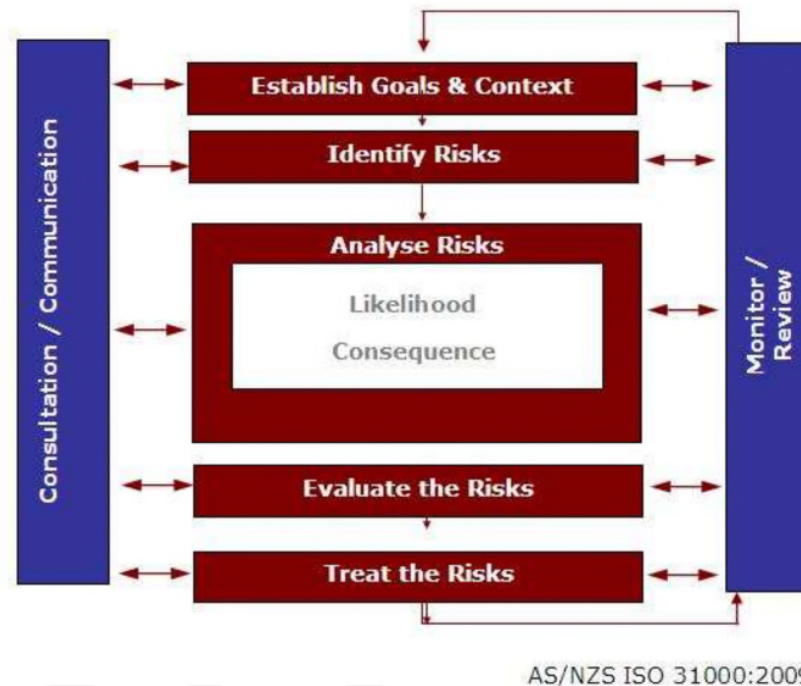
File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	POLICY 1.46	Version: 4DRAFT
	Internal Control	Date Adopted: 9 April 2019
		Next Review Due: April 2023

3.5 The Risk Management Process

3.6 The process followed by Council in developing the framework appears below in diagrammatic form extracted from Australian/New Zealand Standard AS/NZS ISO 31000:2009/2018.

The Risk Management Process



Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

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Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the effectiveness of risk treatments and report progress to the Executive Leadership Team and the Audit & Risk Committee at regular intervals.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 1.46	Version: 4DRAFT
	Internal Control	Date Adopted: 9 April 2019
		Next Review Due: April 2023

4. REVIEW

This Policy will be reviewed every four years.

Upon review, ELT, Audit & Risk Committee and Council must be consulted.

5. AVAILABILITY

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- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	•
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 126, 129 and 130; • <i>Local Government (Accountability Framework) Amendment Act 2009</i> – Schedule 1 cl. 2; • <i>Local Government (Financial Management) Regulations 2011</i>
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Council's Internal Control Procedures; • SALFMG – Better Practice Model – Financial Internal Control • Risk Management Policy • Risk Register & Internal Controls Register

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:
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2	28 June 2017		Adapted into new format	-
3	9 October 2018	Audit Committee	Policy Review – Wording Change	Folio 7976; Item 6.7
4	9 April 2019	Council	Amended and Adopted	Folio 8464; Item 15.2.4
<u>5</u>	<u>Xx XXXXX 2023</u>	<u>Council</u>	<u>Change risk reference to AS/NZS ISO 31000:2018. Change Audit Committee to Audit & Risk Committee.</u>	<u>Folio XXX; Item XX.X</u>

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 <p>Wattle Range COUNCIL</p>	POLICY I.46	Version: 4DRAFT
	Internal Control	Date Adopted: 9 April 2019
		Next Review Due: April 2023

			Include risk references – Risk Management Policy, Risk & Internal Control register	
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DRAFT

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 7.14.1/1	Public	Corporate Services	Manager Financial Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.2.3

Public Interest Disclosure Procedure

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	GF/12.29.1/3 & GF/9.63.1/4
Attachments	<ol style="list-style-type: none">1. Public Interest Disclosure Procedure Clean Copy [15.2.3.1 - 8 pages]2. Public Interest Disclosure Procedure Tracked Changes [15.2.3.2 - 8 pages]

Purpose of Report

To review and adopt the updated Public Interest Disclosure Procedure.

Report Details

The *Public Interest Disclosure Act 2018* (the Act) came into operation on 1 July 2019 replacing the *Whistleblower Protection Act 1993*.

The Act strengthened transparency and accountability in government by establishing a scheme that encourages and facilitates the appropriate disclosure of public interest information to certain persons or authorities (including to Council Members, Council employees or officers (including contractors)). In addition, the Act provides protections for some persons who make an appropriate disclosure of public interest information in accordance with the Act and sets out processes for dealing with such disclosures.

With the Act commencing in 2019, Council developed a procedure which steps out the processes for:

- a person who wants to make an appropriate disclosure of public interest information to Council; and
- officers and employees of Council dealing with such a disclosure.

As prescribed the procedure also outlines:

- clear obligations on Council and its officers and employees to take action to protect informants; and
- risk management steps for assessing and minimising—
 - detrimental action against people because of public interest disclosures; and
 - detriment to people against whom allegations are made in a disclosure.

Recently, a review of the Public Interest Disclosure Procedure was conducted, and the following changes were made:

- update of the responsible officers and
- changes made to the references section where reference document names were updated.

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

There are no known risk considerations related to this report.

Policy Considerations

- Policy Framework
- Fraud and Corruption Prevention Policy
- Customer Experience Policy
- Compliments and Complaints Handling Procedure
- Behavioural Management Policy – Elected Members
- Code of Conduct for Council Employees
- Code of Conduct for Volunteers

Legislative Considerations

- *Public Interest Disclosure Act 2018*
- *Independent Commissioner Against Corruption 2012*

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. Adopt the Public Interest Disclosure Procedure as presented.

 Wattle Range COUNCIL	PROCEDURE 446	Version:	DRAFT
	Public Interest Disclosure	Date Adopted:	
		Next Review Due:	

This Procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the *Public Interest Disclosure Act 2018* (PID Act).

1. STATEMENT FROM THE CEO

As CEO of Wattle Range Council I have caused the preparation of this procedure that sets out the process for making and dealing with appropriate disclosures of public interest information.

Council is committed to the protection of informants, as well as to the genuine and efficient consideration and action of appropriate disclosures of public interest information made under the Act.

I expect that all appropriate disclosures of public interest information made to a relevant authority at the Council will be dealt with in the strictest confidence and with the utmost priority.

In preparing this Procedure, the Council is giving effect to its obligations under the Act to encourage and facilitate disclosures of public interest information by ensuring that proper procedures are in place for making and dealing with such disclosures and by providing protections, in accordance with the Act, for persons who make disclosures.

2. DEFINITIONS

Informant - A person who makes an *appropriate disclosure of public interest information* is referred to in this procedure and throughout the PID Act as an informant.

Public officer - The term *public officer* is defined in Schedule 1 of the ICAC Act. The most common categories of *public officer* can be found in the appendices of the PID Guidelines. Council Members and employees (including contractors) are *public officers*.

Corruption, misconduct and maladministration – refer to ICAC Act or PID Guidelines Appendices

3. PROCEDURE

3.1 Scope

This procedure applies to all Council Members, Employees and Officers (including contractors).


3.2 Responsible Officers

The CEO will designate in writing, the responsible officers for the purposes of the PID Act.

The role of responsible officers is as per the PID Act. The CEO will ensure that responsible officers have received the training required by the PID Act.

In making any determination or taking any action pursuant to this procedure or the PID Act: the responsible officer may seek legal advice from Council's lawyers and/or guidance from SAPOL, Ombudsman or OPI in relation to the most appropriate course of action to pursue; and is authorised to incur costs in accordance with the Council's Budget for that purpose.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 446	Version:	DRAFT
	Public Interest Disclosure	Date Adopted:	
		Next Review Due:	

3.3 Making a Public Interest Disclosure

Anyone wanting to disclose public interest information related to Council can seek advice of a responsible officer. Information is also available on the on the ICAC / Office for Public Integrity (OPI) website (www.icac.sa.gov.au).


To gain the protections provided by the PID Act Informants must make an *appropriate public interest disclosure*.

Appropriate Public Interest Disclosures	
<p style="text-align: center;">Environmental & Health Information <i>raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public</i></p> <p>Disclosure can be made by: Any Person, that</p> <ul style="list-style-type: none"> believes on reasonable grounds that the information is true; or are not in a position to form a belief on reasonable grounds about the truth of the information but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated 	<p style="text-align: center;">Public Administration Information <i>raises a potential issue of corruption, misconduct or maladministration in public administration</i></p> <p>Disclosure can only be made by: A Public Officer, that</p> <p>reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration</p>
<p>and it must be disclosed to a Relevant Authority*.</p> <p>Appropriate disclosures should generally, and wherever possible, be directed in the first instance to a Responsible Officer in person, by telephone or in writing. Other Relevant Authorities at Council may include:</p>	
<p>Where it relates to a location within the Wattle Range Council area:</p> <ul style="list-style-type: none"> an officer or employee of Council*; or a Council Member; <p>*Council's Responsible Officers are employees of Council</p>	<p>Where it relates to a Public Officer:</p> <ul style="list-style-type: none"> a responsible officer a person responsible for the management / supervision of the public officer
<p>*There are a number of Relevant Authorities that can receive appropriate disclosures, depending on the nature of the disclosure. A full list of Relevant Authorities are listed in the Public Interest Disclosure Guidelines issued by ICAC. The choice of Relevant Authority is to be made by the Informant at their discretion.</p>	

Responsible Officers	Contact	
<p>Paul Duka Director Corporate Services</p> <p>John Wright Governance Officer</p> <p>David Ryan Governance Officer</p>	<p>Telephone 08 8733 0900</p> <p>In Person Civic Centre George St, Millicent</p>	<p>Email disclosures@wattlerange.sa.gov.au subject: Public Interest Disclosure</p> <p>Mail CONFIDENTIAL PID Responsible Officer PO Box 27 Millicent SA 5280</p>

An Informant may remain anonymous, but where insufficient information is provided in a disclosure, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 446	Version:	DRAFT
	Public Interest Disclosure	Date Adopted:	
		Next Review Due:	


3.4 Complaints

If an Informant believes that their disclosure is not being dealt with appropriately or in accordance with this procedure, they should contact a responsible officer.

If an Informant is dissatisfied with a determination, it is open to the Informant to report to another relevant authority external to the Council.

DRAFT

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 <p>Wattle Range COUNCIL</p>	PROCEDURE 446	Version: DRAFT
	Public Interest Disclosure	Date Adopted:
		Next Review Due:

3.5 Secure Receipt and Handling of a Disclosure

SECURE RECEIPT & HANDLING OF A PUBLIC INTEREST DISCLOSURE

The below process flow:

- Outlines the steps that will be taken to securely receive and store public interest disclosures;
- provides criteria that will be applied in assessment of a disclosure.

The following documents may need to be referred to during the process:

 <p>Public Interest Disclosure Act</p> <p>(s#(#)) = a reference to a specific section in the Act</p>	 <p>Public Interest Disclosure Guidelines issued by ICAC</p> <p>(G#.#) = a reference to a specific clause in this guideline</p>
--	---

GENERAL INFORMATION: CONFIDENTIALITY & VICTIMISATION

IMPORTANT INFORMATION THAT APPLIES AT ALL STAGES OF THE PROCESS

The identity of an Informant must be maintained as confidential in accordance with the PID Act. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:

- the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person; (G3.1(a))
- the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI; (G3.1(b))
- the Informant consents to his/her identity being disclosed (s8(1) PID Act)

The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure recipients should be mindful of the prohibition against Victimisation in the PID Act.

It is an offence under the PID Act to victimise a person that has or intends to make a public interest disclosure. This includes causing detriment such as:

- Loss or damage (including to reputation); or
- Injury or harm (including psychological harm); or
- Intimidation or harassment; or Discrimination, disadvantage or adverse treatment in relation to a person's employment; or
- Threats of reprisal (whether express or implied or conditional or unconditional).

GENERAL INFORMATION: SECURE STORAGE


Records relating to a disclosure will be securely stored in Council's record management system. The file will be marked confidential and only Responsible Officers are authorised to access the file. Hard copy files will be kept in a secure location.

When processing incoming mail, Records Officers will:

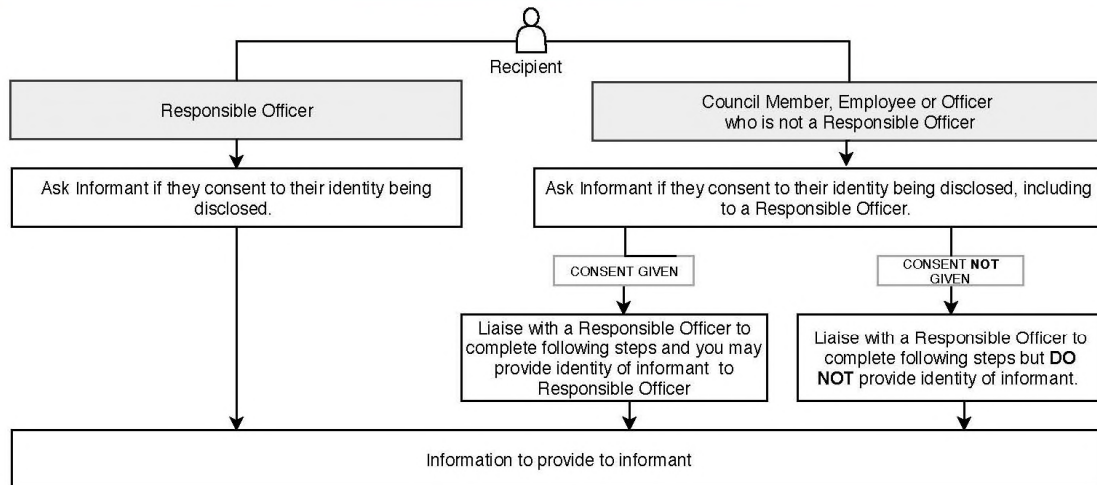
- not open any mail marked Confidential and addressed to a Public Interest Disclosure Responsible Officer; and
- hand the mail directly (in person) to one of the Responsible Officers.

The email address that disclosures are directed to (disclosures@wattlerange.sa.gov.au) is fully accessible by Responsible Officers. It may be accessed by the IT Officer to provide IT support services only.

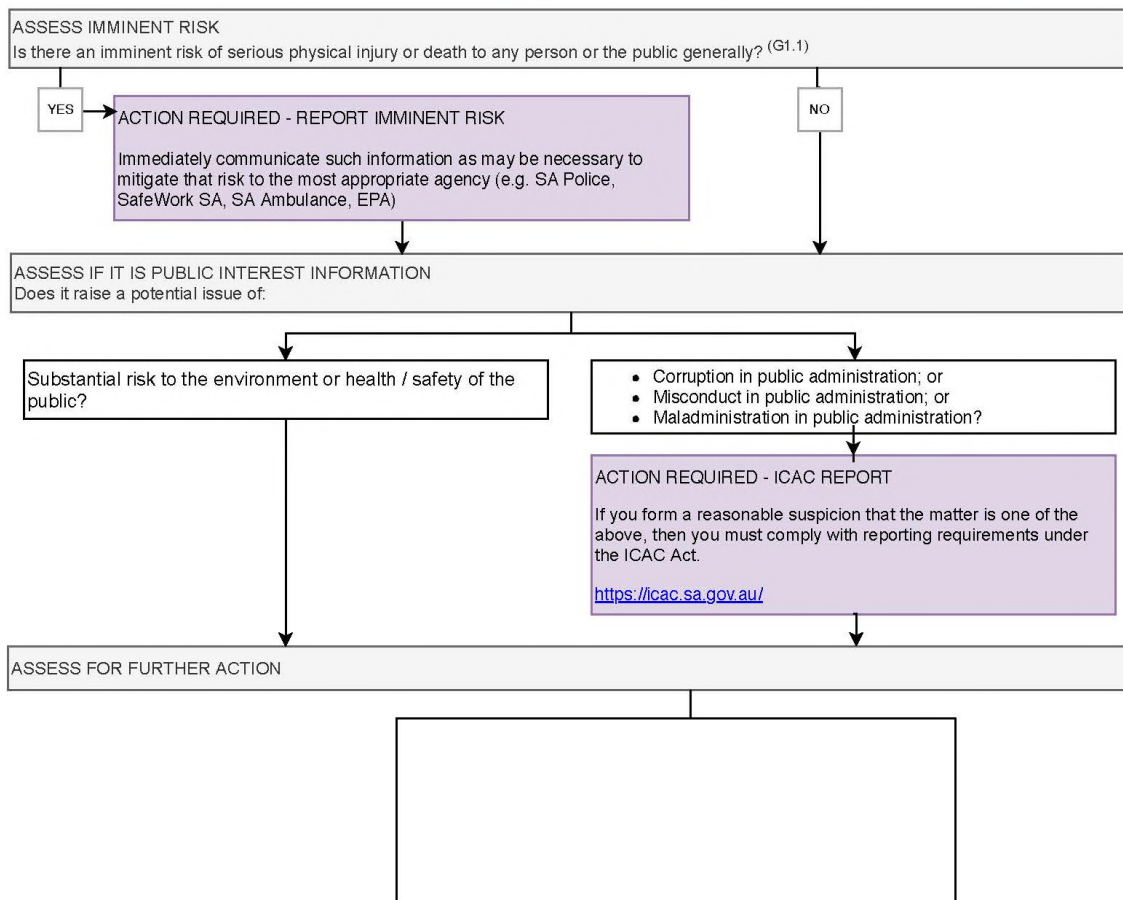
File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly
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 <p>Wattle Range COUNCIL</p>	PROCEDURE 446	Version: DRAFT
	Public Interest Disclosure	Date Adopted:
		Next Review Due:

STEP 1: RECEIVING A DISCLOSURE




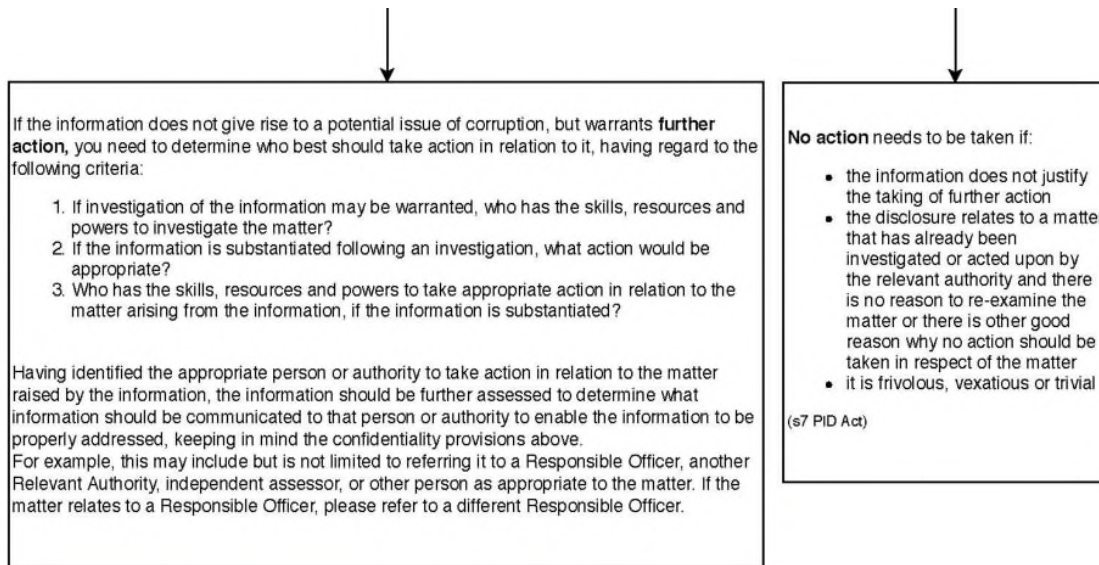
STEP 2: INITIAL ASSESSMENT Recipient to complete




File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly

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 <p>Wattle Range COUNCIL</p>	PROCEDURE 446	Version:	DRAFT
	Public Interest Disclosure	Date Adopted:	
		Next Review Due:	



STEP 3: NOTIFICATIONS Recipient to complete


 complete this step within
30 DAYS
 from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION to INFORMANT

If identity of Informant is known, take action to notify them in writing (preferably by email) with the following information:


If further action being taken:

- that an assessment of the information has been made; and
- the action being taken in relation to the information

If no further action being taken:

- that an assessment of the information has been made;
- that no action is being taken in relation to the information; and
- the reasons why no action is being taken in relation to the information.

If the identity of the Informant is known and this step is not completed within 30 days, then the Informant may have the right to make a disclosure to a journalist or member of Parliament.


 complete this step
AS SOON AS REASONABLY PRACTICABLE
 from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION TO OPI

Take action to complete reporting requirements to the OPI via the online form <https://icac.sa.gov.au/public-interest-disclosures>

Refer to the PID Guidelines for full details required to be reported, these are summarised below ^(G1.4):


- Date Received
- Recipient Name and Contact
- Summary of Disclosure
- Assessment of Disclosure
- Action taken details
- Referral Details (date, who referred to, manner, action to be taken)
- Reasons for no action
- Whether the Informant's identity has been disclosed to others and why

Keep a record of the unique reference number and provide to anyone the disclosure is referred to ^(G1.5).



File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly

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 Wattle Range COUNCIL	PROCEDURE 446	Version:	DRAFT
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		Next Review Due:	

STEP 4: OUTCOMES OF ACTION

Recipient or if disclosure referred, the person to whom it has been referred must complete

INVESTIGATION OBJECTIVES

Undertake investigation or take other action as required by the circumstances of the relevant disclosure to ensure that the matter or subject of the disclosure is properly addressed.
Outcomes of any investigation will be provided to the CEO

EXTEND NOTIFICATION TIMEFRAME

OPTIONAL ACTION

If it will take longer than 90 days to reach the outcomes of the Action, you can write (preferably by email) to the Informant specifying the time period in which they can expect the notification in Step 5 below.

STEP 5: NOTIFICATIONS

Recipient or if disclosure referred, the person to whom it has been referred must complete



complete this step within
90 DAYS
(or as specified in notice to Informant) from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION to INFORMANT on ACTION TAKEN

If identity is known, take reasonable steps to notify Informant in writing (preferably by email) of the outcome of the action.

If the identity of the Informant is known and this step is not completed within 90 days or other specified time, then the Informant may have the right to make a disclosure to a journalist or member of Parliament.



complete this step AS SOON AS REASONABLY PRACTICABLE from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION TO OPI on ACTION TAKEN

Take action to complete reporting requirements to the OPI via the online form <https://icac.sa.gov.au/public-interest-disclosures>


Refer to the PID Guidelines for full details required to be reported, these are summarised below ^(G2):

- Unique ID issued by OPI from first notification (obtain from Recipient of Disclosure)
- Notifier Name and Contact
- Name and Contact of who responsible for action
- Any findings
- Nature of any action taken
- Whether the Informant's identity has been disclosed to others and why
- When & How the Informant has been notified.

ACTION REQUIRED - If disclosure was received from/via a Minister

Take action to notify the Minister of action taken in relation to the information and outcome of the action.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly
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		Next Review Due:	

4. REVIEW

This Procedure will be reviewed at least once every four years.

The CEO will authorise updates to the details of Responsible Officers in accordance with designations made.

5. AVAILABILITY

This Procedure is available for inspection without charge at the following locations during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the procedure may be purchased from Council Offices upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING


References	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Guidelines issued by the Independent Commissioner Against Corruption</i>
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Act 2018</i> • <i>Local Government Act 1999</i>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Fraud & Corruption Prevention Policy • Code of Conduct for Council Employees • Code of Conduct for Volunteers • Behavioural Management Policy – Elected Members • Customer Experience Policy • Compliments & Complaint Handling Procedure • Internal Review of Decisions Procedure

7. 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:
1	12/09/2019	ELT	Procedure required by <i>Public Interest Disclosure Act</i>	Item 9.2
2	17/04/2023	ELT	Update responsible officers and References updated	Item 11.2
3	09/04/2023	Council	Changes endorsed and adopted by Council	TBA

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 Wattle Range COUNCIL	PROCEDURE 446	Version: 4 DRAFT
	Public Interest Disclosure	Date Adopted: 12 Sept 2019
		Next Review Due: Sept 2023

This Procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the *Public Interest Disclosure Act 2018* (PID Act).

1. STATEMENT FROM THE CEO

As CEO of Wattle Range Council I have caused the preparation of this procedure that sets out the process for making and dealing with appropriate disclosures of public interest information.

Council is committed to the protection of informants, as well as to the genuine and efficient consideration and action of appropriate disclosures of public interest information made under the Act.

I expect that all appropriate disclosures of public interest information made to a relevant authority at the Council will be dealt with in the strictest confidence and with the utmost priority.

In preparing this Procedure, the Council is giving effect to its obligations under the Act to encourage and facilitate disclosures of public interest information by ensuring that proper procedures are in place for making and dealing with such disclosures and by providing protections, in accordance with the Act, for persons who make disclosures.

2. DEFINITIONS

Informant - A person who makes an *appropriate disclosure of public interest information* is referred to in this procedure and throughout the PID Act as an informant.

Public officer - The term *public officer* is defined in Schedule 1 of the ICAC Act. The most common categories of *public officer* can be found in the appendices of the PID Guidelines. Council Members and employees (including contractors) are *public officers*.

Corruption, misconduct and maladministration – refer to ICAC Act or PID Guidelines Appendices

3. PROCEDURE

3.1 Scope

This procedure applies to all Council Members, Employees and Officers (including contractors).


3.2 Responsible Officers

The CEO will designate in writing, the responsible officers for the purposes of the PID Act.

The role of responsible officers is as per the PID Act. The CEO will ensure that responsible officers have received the training required by the PID Act.

In making any determination or taking any action pursuant to this procedure or the PID Act: the responsible officer may seek legal advice from Council's lawyers and/or guidance from SAPOL, Ombudsman or OPI in relation to the most appropriate course of action to pursue; and is authorised to incur costs in accordance with the Council's Budget for that purpose.

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	Public Interest Disclosure	Date Adopted: 12-Sept-2019
		Next Review Due: Sept-2023

3.3 Making a Public Interest Disclosure

Anyone wanting to disclose public interest information related to Council can seek advice of a responsible officer. Information is also available on the on the ICAC / Office for Public Integrity (OPI) website (www.icac.sa.gov.au).


To gain the protections provided by the PID Act Informants must make an *appropriate public interest disclosure*.

Appropriate Public Interest Disclosures	
<p style="text-align: center;">Environmental & Health Information</p> <p style="text-align: center;"><i>raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public</i></p> <p>Disclosure can be made by: Any Person, that</p> <ul style="list-style-type: none"> • believes on reasonable grounds that the information is true; or • are not in a position to form a belief on reasonable grounds about the truth of the information but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated 	<p style="text-align: center;">Public Administration Information</p> <p style="text-align: center;"><i>raises a potential issue of corruption, misconduct or maladministration in public administration</i></p> <p>Disclosure can only be made by: A Public Officer, that</p> <p>reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration</p>
<p>and it must be disclosed to a Relevant Authority*.</p> <p>Appropriate disclosures should generally, and wherever possible, be directed in the first instance to a Responsible Officer in person, by telephone or in writing. Other Relevant Authorities at Council may include:</p>	
<p>Where it relates to a location within the Wattle Range Council area:</p> <ul style="list-style-type: none"> • an officer or employee of Council*; or • a Council Member; <p>*Council's Responsible Officers are employees of Council</p>	<p>Where it relates to a Public Officer:</p> <ul style="list-style-type: none"> • a responsible officer • a person responsible for the management / supervision of the public officer
<p>*There are a number of Relevant Authorities that can receive appropriate disclosures, depending on the nature of the disclosure. A full list of Relevant Authorities are listed in the Public Interest Disclosure Guidelines issued by ICAC. The choice of Relevant Authority is to be made by the Informant at their discretion.</p>	

Responsible Officers	Contact	
<p>Paul Duka Director Corporate Services</p> <p>John Wright Governance Officer</p> <p>David Ryan <u>Governance Officer</u></p>	<p>Telephone 08 8733 0900</p> <p>In Person Civic Centre George St, Millicent</p>	<p>Email disclosures@wattlerange.sa.gov.au subject: Public Interest Disclosure</p> <p>Mail CONFIDENTIAL PID Responsible Officer PO Box 27 Millicent SA 5280</p>

An Informant may remain anonymous, but where insufficient information is provided in a disclosure, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

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		Next Review Due: Sept-2023

3.4 Complaints

If an Informant believes that their disclosure is not being dealt with appropriately or in accordance with this procedure, they should contact a responsible officer.

If an Informant is dissatisfied with a determination, it is open to the Informant to report to another relevant authority external to the Council.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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3.5 Secure Receipt and Handling of a Disclosure

SECURE RECEIPT & HANDLING OF A PUBLIC INTEREST DISCLOSURE

The below process flow:

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The following documents may need to be referred to during the process:

 <p>Public Interest Disclosure Act</p> <p>(s#/#) = a reference to a specific section in the Act</p>	 <p>Public Interest Disclosure Guidelines issued by ICAC</p> <p>(G#.#) = a reference to a specific clause in this guideline</p>
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GENERAL INFORMATION: CONFIDENTIALITY & VICTIMISATION

IMPORTANT INFORMATION THAT APPLIES AT ALL STAGES OF THE PROCESS

The identity of an Informant must be maintained as confidential in accordance with the PID Act. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:

- the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person; (G3.1(a))
- the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI; (G3.1(b))
- the Informant consents to his/her identity being disclosed (s8(1) PID Act)

The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure recipients should be mindful of the prohibition against Victimisation in the PID Act.

It is an offence under the PID Act to victimise a person that has or intends to make a public interest disclosure. This includes causing detriment such as:

- Loss or damage (including to reputation); or
- Injury or harm (including psychological harm); or
- Intimidation or harassment; or Discrimination, disadvantage or adverse treatment in relation to a person's employment; or
- Threats of reprisal (whether express or implied or conditional or unconditional).

GENERAL INFORMATION: SECURE STORAGE


Records relating to a disclosure will be securely stored in Council's record management system. The file will be marked confidential and only Responsible Officers are authorised to access the file. Hard copy files will be kept in a secure location.

When processing incoming mail, Records Officers will:

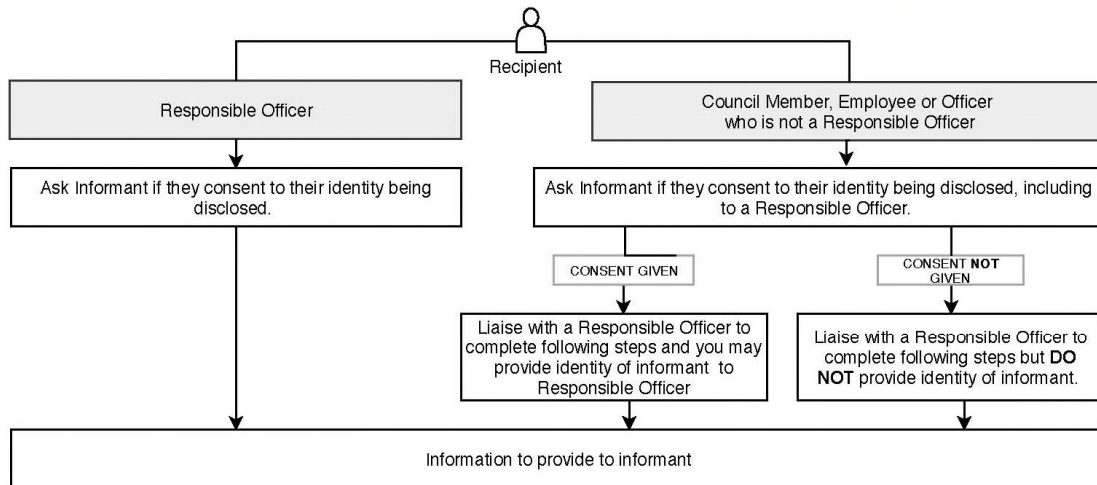
- not open any mail marked Confidential and addressed to a Public Interest Disclosure Responsible Officer; and
- hand the mail directly (in person) to one of the Responsible Officers.

The email address that disclosures are directed to (disclosures@wattlerange.sa.gov.au) is fully accessible by Responsible Officers. It may be accessed by the IT Officer to provide IT support services only.

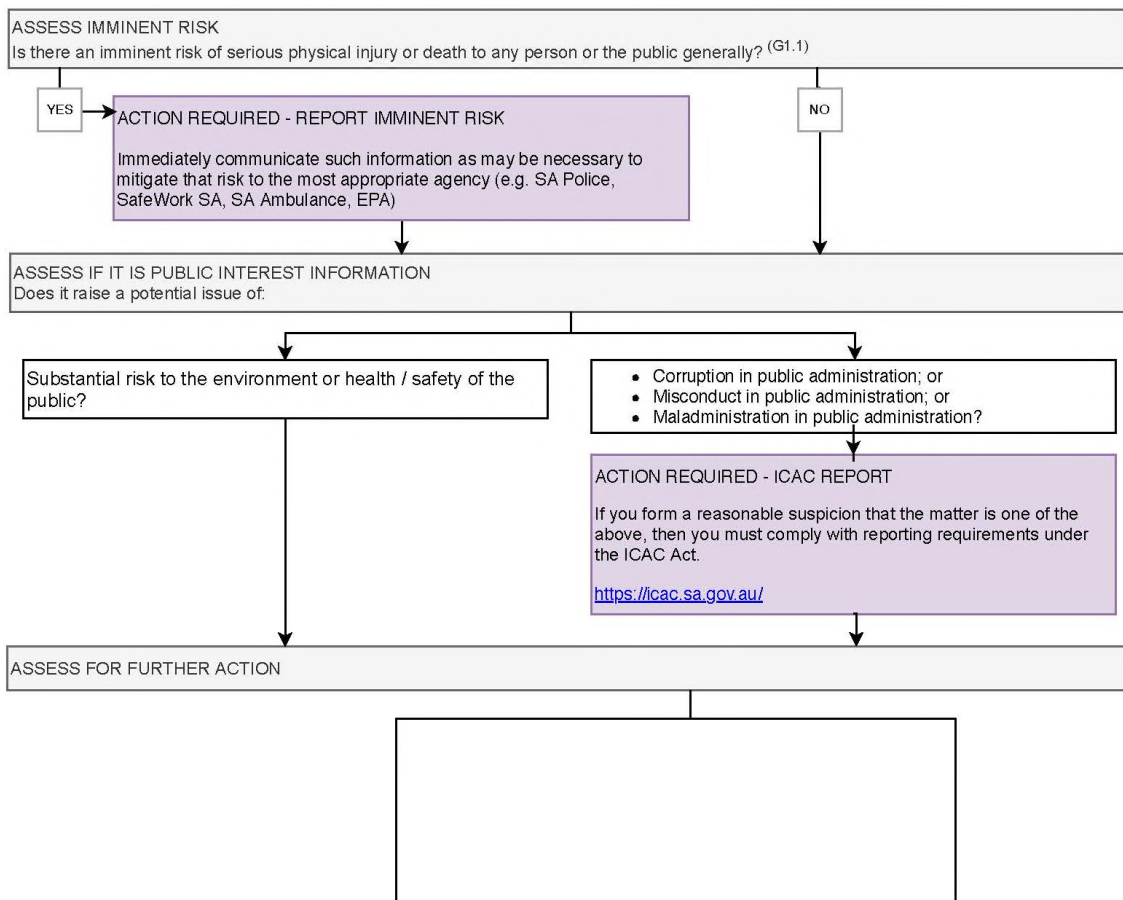
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		Next Review Due: Sept-2023

STEP 1: RECEIVING A DISCLOSURE




STEP 2: INITIAL ASSESSMENT Recipient to complete



File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly

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	PROCEDURE 446	Version: 4DRAFT
	Public Interest Disclosure	Date Adopted: 12-Sept-2019
		Next Review Due: Sept-2023

If the information does not give rise to a potential issue of corruption, but warrants **further action**, you need to determine who best should take action in relation to it, having regard to the following criteria:

1. If investigation of the information may be warranted, who has the skills, resources and powers to investigate the matter?
2. If the information is substantiated following an investigation, what action would be appropriate?
3. Who has the skills, resources and powers to take appropriate action in relation to the matter arising from the information, if the information is substantiated?

Having identified the appropriate person or authority to take action in relation to the matter raised by the information, the information should be further assessed to determine what information should be communicated to that person or authority to enable the information to be properly addressed, keeping in mind the confidentiality provisions above.


For example, this may include but is not limited to referring it to a Responsible Officer, another Relevant Authority, independent assessor, or other person as appropriate to the matter. If the matter relates to a Responsible Officer, please refer to a different Responsible Officer.

No action needs to be taken if:

- the information does not justify the taking of further action
- the disclosure relates to a matter that has already been investigated or acted upon by the relevant authority and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter
- it is frivolous, vexatious or trivial

(s7 PID Act)

STEP 3: NOTIFICATIONS  Recipient to complete


 complete this step within
30 DAYS
 from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION to INFORMANT

If identity of Informant is known, take action to notify them in writing (preferably by email) with the following information:


If further action being taken:

- that an assessment of the information has been made; and
- the action being taken in relation to the information

If no further action being taken:

- that an assessment of the information has been made;
- that no action is being taken in relation to the information; and
- the reasons why no action is being taken in relation to the information.

If the identity of the Informant is known and this step is not completed within 30 days, then the Informant may have the right to make a disclosure to a journalist or member of Parliament.


 complete this step
AS SOON AS REASONABLY PRACTICABLE
 from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION TO OPI

Take action to complete reporting requirements to the OPI via the online form <https://icac.sa.gov.au/public-interest-disclosures>

Refer to the PID Guidelines for full details required to be reported, these are summarised below ^(G1.4):

- Date Received
- Recipient Name and Contact
- Summary of Disclosure
- Assessment of Disclosure
- Action taken details
- Referral Details (date, who referred to, manner, action to be taken)
- Reasons for no action
- Whether the Informant's identity has been disclosed to others and why


Keep a record of the unique reference number and provide to anyone the disclosure is referred to ^(G1.5).

IF FURTHER ACTION BEING TAKEN
Continue to Step 4

END of PROCESS IF NO FURTHER ACTION BEING TAKEN

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly

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	Public Interest Disclosure	Date Adopted: 12-Sept-2019
		Next Review Due: Sept-2023

STEP 4: OUTCOMES OF ACTION

Recipient or if disclosure referred, the person to whom it has been referred must complete

INVESTIGATION OBJECTIVES

Undertake investigation or take other action as required by the circumstances of the relevant disclosure to ensure that the matter or subject of the disclosure is properly addressed.
Outcomes of any investigation will be provided to the CEO

EXTEND NOTIFICATION TIMEFRAME

OPTIONAL ACTION

If it will take longer than 90 days to reach the outcomes of the Action, you can write (preferably by email) to the Informant specifying the time period in which they can expect the notification in Step 5 below.

STEP 5: NOTIFICATIONS

Recipient or if disclosure referred, the person to whom it has been referred must complete



complete this step within
90 DAYS
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ACTION REQUIRED - NOTIFICATION to INFORMANT on ACTION TAKEN

If identity is known, take reasonable steps to notify Informant in writing (preferably by email) of the outcome of the action.

If the identity of the Informant is known and this step is not completed within 90 days or other specified time, then the Informant may have the right to make a disclosure to a journalist or member of Parliament.



complete this step AS SOON AS REASONABLY PRACTICABLE from receipt of Disclosure

ACTION REQUIRED - NOTIFICATION TO OPI on ACTION TAKEN

Take action to complete reporting requirements to the OPI via the online form <https://icac.sa.gov.au/public-interest-disclosures>

Refer to the PID Guidelines for full details required to be reported, these are summarised below ^(G2):


- Unique ID issued by OPI from first notification (obtain from Recipient of Disclosure)
- Notifier Name and Contact
- Name and Contact of who responsible for action
- Any findings
- Nature of any action taken
- Whether the Informant's identity has been disclosed to others and why
- When & How the Informant has been notified.

ACTION REQUIRED - If disclosure was received from/via a Minister

Take action to notify the Minister of action taken in relation to the information and outcome of the action.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly

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4. REVIEW

This Procedure will be reviewed at least once every four years.

The CEO will authorise updates to the details of Responsible Officers in accordance with designations made.

5. AVAILABILITY

This Procedure is available for inspection without charge at the following locations during ordinary business hours:

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

6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Guidelines issued by the Independent Commissioner Against Corruption</i>
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Act 2018</i> • <i>Local Government Act 1999</i>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Fraud & Corruption Prevention Policy • Code of Conduct for Council Employees • Code of Conduct for Volunteers • Behavioural Management Policy – Elected Members • Customer Experience Policy • Compliments & Complaint Handling Procedure • Internal Review of Decisions Procedure

7. 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:
1	12/09/2019	ELT	Procedure required by <i>Public Interest Disclosure Act</i>	Item 9.2
2	17/04/2023	ELT	Update responsible officers and References updated	Item 11.2
3	09/04/2023	Council	Changes endorsed and adopted by Council	TBA

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.29.1/3 9.63.1/2	Public	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.2.4 Rendelsham Community Hall Management Committee

Report Type	Officer Report
Department	Corporate Services
Author	David Ryan
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 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way. 5.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.
File Reference	GF/16.14.1/21
Attachments	<ol style="list-style-type: none"> 1. Graeme Smith Nomination Redacted [15.2.4.1 - 1 page] 2. Cherie Foran Nomination Redacted [15.2.4.2 - 1 page] 3. RCHAC Terms of Reference - Amended - Clean Copy [15.2.4.3 - 9 pages] 4. RCHAC Terms of Reference - Amended - Tracked Changes [15.2.4.4 - 18 pages] 5. RCHMC Charter - Current Version [15.2.4.5 - 6 pages]

Purpose of Report

To approve the appointment of two community member representatives and changes to the Terms of Reference of the Rendelsham Community Hall Management Committee.

Report Details

Background

Section 41 of the *Local Government Act 1999* (the Act) enables Councils to establish Committees to assist and advise them in the performance of their functions. Committees established under this provision are referred to as 'Section 41 Committees'.

The membership of Section 41 Committees is determined by Council. The term of office for the members of these Committees aligns with the four-year term of Council. As a result of this, the positions on the Council's Section 41 Committees ceased with the declaration of the November 2022 periodic election.

At the first meeting of the new Council on 29 November 2022, Council agreed to retain the Rendelsham Community Hall Management Committee (Committee) as a Council Section 41 Committee:

During December 2022 and January 2023 Council called for nominations to the Committee. Nominations closed on Monday 23 January 2023. The nominations were considered by Council at its meeting on 14 February 2023 and Council appointed the following members to the Committee:

RENDELSHAM COMMUNITY HALL MANAGEMENT COMMITTEE			
Membership Structure	Person Appointed	Nominations Received	Term of Office/Expiry
Council Member	Cr Richard Cassidy		Coincides with four-year term of Council (expires November 2026)
Council Member	Cr Sharon Cox		
Community Representative	Vacant	Lynette Brooks	
Community Representative	Vacant	Edwin Hann	
Community Representative	Vacant	Garth Huppatz	
Community Representative	Vacant	Randall Stiles	
Community Representative	Vacant		
Community Representative	Vacant		

Which left two (2) community representative vacancies on the Committee:

The Rendelsham Community Hall Management Committee held its first meeting following the periodic Council election on 21 March 2023.

At that meeting, the Committee members agreed that they would discuss with the Rendelsham Sport and Progress Association, at the 11 April 2023 meeting, whether to continue as a Section 41 Committee in view of the drop in membership and the administrative requirements. The Committee members also agreed to explore recruiting additional Committee members.

On 25 April 2023, Presiding Member, Ed Hann advised Council staff that the outcome of the discussion with the Rendelsham Sport and Progress Association which was to continue with the Section 41 Committee.

Subsequent to the meeting Council received two community representative nominations from Mr Graeme Smith and Ms Cherie Foran, who are both residents of the Rendelsham. Although these nominations were received after Council's closing date for Committee nominations, it is recommended that Council endorse the appointment of Mr Smith and Ms Foran.

Further, the Committee "Terms of Reference" was updated to ensure currency and consistency with other Section 41 Committee Terms of References and legislative compliance. In summary the changes were extensive and broadly can be summarised as follows:

- Change the document from a "Charter" to a "Terms of Reference" for consistency with all other Section 41 Committees.
- Change of title from Rendelsham Community Hall Management Committee to Rendelsham Hall Advisory Committee. As per the *Local Government Act 1999* (The Act). Section 41 Committees are largely advisory in nature and the change in name reflects this purpose.

- The purpose of the Committee was changed to the following: “to provide advice to Council about the care, protection, and improvement of the Rendelsham Community Hall” which better reflects the Committee’s allowable purpose.
- The functions were changed to better reflect authorities allowable under its purpose.
- The powers were limited to those allowable to be delegated under *the Act*. In particular, Section 41 Committees have no delegated authority under *the Act* to expend funds, procure or make contractual commitments, the changes to the Terms of Reference reflect this.
- Membership of the Committee was reduced from 10 to 8 (6 Community Representatives and 2 Elected Member Representatives).

Financial Considerations

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

Risk Considerations

Please refer to Wattle Range Council’s SharePoint Register – Section 41 Committee Legislative Compliance – Low.

Policy Considerations

Community Engagement Policy.
 Council Member Allowances and Benefits Policy.
 Volunteer Code of Conduct.
 Volunteer Policy.

Legislative Considerations

Local Government Act 1999.
Local Government (Procedures at Meetings) Regulations 2013.
Local Government (Members Allowances and Benefits) Regulations 2010.

Environmental/Sustainability Considerations

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

Communication & Consultation Considerations

If Council endorses the proposed appointments, the nominees will receive a letter from the Chief Executive Officer advising of their appointment to the Committee and Council staff will provide them with induction training.

RECOMMENDATION

That Council:

1. Receives and notes the report.
2. Approves the change in name of the Committee to the Rendelsham Community Hall Advisory Committee and adopts the amended Terms of Reference as presented.

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

- Graeme Menzies Smith Community Representative
- Cherie Marie Foran Community Representative

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



Nomination for Member of Council Committee

Please use this form to nominate for a section 41 Committee position.
Additional pages may be attached if further space required.

Please Note: Nominations are provided to Council for consideration. Information provided on this nomination form may be included in a Council meeting agenda, which is a publicly available document. **If you do not wish certain information to be publicly available, please indicate this on your form.**

Committee Name	Rendelsham Hall Committee
Committee Position (refer to Committee Charter/Terms of Reference)	Committee

Applicant Full Name	Graeme Menzies Smith
Applicant Contact Details:	
Postal Address	[REDACTED]
Telephone	[REDACTED]
Mobile	[REDACTED]
Email	[REDACTED]

Reasons for Applying Please tell us why you are interested in joining the committee.	Supporting a community building, where many events are held.
--	--

Information Supporting Your Application E.g. relevant qualifications, experience, key achievements	Previous Committeeman, Past Sport + progress member at current Treasurer Rendelsham cricket club
--	--

Applicant Signature & Date	[REDACTED] 14/4/23
---------------------------------------	--------------------

SEND COMPLETED FORM TO:

Mail Wattle Range Council
PO Box 27 MILLICENT SA 5280
Email council@wattlerange.sa.gov.au

COUNCIL USE ONLY

Receipt Acknowledged
Council Meeting Ref:
Notification of Outcome

File Ref:	Classification:	Position Responsible:	Date Adopted:	Review Due:
9.63.1/4	Public	Director Corporate Services	7 December 2022	Nov 2026



Nomination for Member of Council Committee

Please use this form to nominate for a section 41 Committee position.
Additional pages may be attached if further space required.

LETTER NO: 1213072	REFER TO: 60-JW DR
FILE GF/ 16-14-1/21 PF/	
DATE 26 APR 2022	
DES	FILE

Please Note: Nominations are provided to Council for consideration. Information provided on this nomination form may be included in a Council meeting agenda, which is a publicly available document. **If you do not wish certain information to be publicly available, please indicate this on your form.**

Committee Name	Rendelsham Community Hall Management Committee
Committee Position (refer to Committee Charter/Terms of Reference)	Secretary

Applicant Full Name	Cherie Foran
Applicant Contact Details:	
Postal Address	
Telephone	
Mobile	
Email	

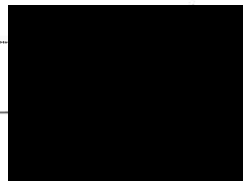
Reasons for Applying
Please tell us why you are interested in joining the committee.

Desire to help out in the community

Information Supporting Your Application

E.g. relevant qualifications, experience, key achievements

Applicant Signature & Date



SEND COMPLETED FORM TO:

Mail Wattle Range Council
PO Box 27 MILLICENT SA 5280

Email council@wattlerange.sa.gov.au


COUNCIL USE ONLY

Receipt Acknowledged

Council Meeting Ref

Notification of Outcome

File Ref:	Classification:	Position Responsible:	Date Adopted:	Review Due:
9.63.1/4	Public	Director Corporate Services	7 December 2022	Nov 2026

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

1. NAME

The name of the Committee is the Rendelsham Community Hall Advisory Committee ('the Committee').

2. ESTABLISHMENT

1. The Committee was originally established by the Wattle Range Council ('the Council') pursuant to section 199 of the *Local Government Act 1934*.
2. Following the introduction of the *Local Government Act 1999* ('the Act'), the Committee was established under section 41 of that Act.
3. As required by section 41 of the Act, the operation of the Committee has been reviewed by Council after each periodic election on:
 - a) 8 November 2005 (Refer to Folio 3564; Item 1.16);
 - b) 11 August 2010 (Refer to Folio 4421; Item 11.1.6);
 - c) 10 February 2015 (Refer to Folio 5666; Item 11.2.10)
 - d) 29 November 2022 (Refer to Folio 10381; Item 15.1.2).

3. PURPOSE

The purpose of the Committee is to provide advice to Council about the care, protection and improvement of Rendelsham Community Hall ('the Hall') located at Lot 76, 77 and 78, Julia Moore Street, Rendelsham.


Please note that Community Land Management Plans 7 and 14 apply to the land.

4. FUNCTIONS

The functions of the Committee include, but not be limited to:

- a) actively promoting the use of the Hall so its facilities are well utilised
- b) liaising and consulting with persons, groups and organisations in relation to the operation of the Hall
- c) carrying out any research or inquiries in relation to the facilities and amenities provided at the Hall
- d) considering the requirements of all users of the Hall, including patrons, hirers, artists and staff
- e) reviewing the fees for use of the Hall and making recommendations to Council
- f) promoting the rules, regulations or By-Laws applicable within the Hall so they are complied with by persons and groups using the Hall
- g) advising Council of any suggested changes to existing rules, regulations or By-Laws applicable to the Hall's operation
- h) carrying out such other tasks as directed by Council.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

5 POWERS

1. The Committee has no legal identity or authority separate from the Council.
2. The Committee cannot commit the Council to anything directly or indirectly.
3. The Committee will present the details of all recommendations for actions to Council for approval before any action is taken.

6 MEMBERSHIP

1. Council determines that the Committee shall comprise the following members:


Membership Position	Number of Positions	Conditions of Appointment
Community Representative	6	Preferred to be a person from the Wattle Range Council community or with significant interest in the Hall (determined by resolution of the Council).
Council Members	2	Must be a member of the Wattle Range Council (determined by resolution of the Council).

2. The Council has appointed the Mayor as an ex officio member of the Committee (29 November 2022, Folio 10381 Item 15.1.2) The Mayor will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee.
3. At the Council meeting on 29 November 2022, Council also increased Council representation on the Committee from one Council Member to two Members.
4. Any person appointed pursuant to sub clause 1 shall be appointed for a term coincident with the four (4) year term of the Council.
5. A vacancy arises when any person appointed pursuant to sub clause (1) ceases to hold office or resigns. A further person may be nominated for appointment by the Council to fill the casual vacancy for the balance of the term of the person ceasing to hold office.
6. Members are required to act in accordance with the general duties requirements of section 62 of the Act and Volunteer Code of Conduct.
7. Following appointment, each member of the Committee will be required to complete an induction.

7. PRESIDING MEMBER

1. The Committee shall, by motion, appoint a Presiding Member from its membership. The Presiding Member will hold office for such term as determined by the Committee (and not exceeding the length of the Member's term).
2. The role of the Presiding Member is to:
 - a) call all meetings of the Committee in accordance with the Act, these Terms of Reference and as determined by the Committee

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

- b) preside at all meetings at which he or she is present and ensure that the business of the Committee is conducted with propriety (including use of powers in accordance with regulations 28, 28A and 29 of the Local Government (Procedures at Meetings) Regulations)
- c) be the official spokesperson of the Committee to Council.

8. SECRETARY

1. The Committee shall, by motion, appoint a Secretary from the Committee's membership. The secretary will hold office for such term as determined by the Committee (not exceeding the length of the Member's term).
2. The role of the Secretary is to:
 - a) prepare the agenda and take the minutes of all meetings of the Committee;
 - b) forward a copy of each agenda and minutes to:
 - a. each member of the Committee and
 - b. the Council (council@wattlerange.sa.gov.au);
 - c) attend to all correspondence and deal with it as instructed by the Committee;
 - d) deal with the business referred by the Presiding Member of the Committee;
 - e) keep such records as instructed by the Committee

9. MEETING PROCEDURES

Procedures to be observed in relation to the conduct of Committee meetings will be (in priority order):

- a) as prescribed by the Act and *Local Government (Meeting Procedures) Regulations*; then
- b) as determined by Wattle Range Council (e.g. these Terms of Reference and any Council policy or procedure); then
- c) as determined by the Committee.

9.1 CALLING OF MEETINGS


Ordinary Meetings

1. The Members of the Committee will meet at least four (4) times per year at a time and place decided by the Committee (taking into account the availability and convenience of the members and purpose of the Committee).

Special Meetings

1. The Chief Executive Officer must call a special meeting of the Committee at the request of:
 - a) the presiding member of the Committee; or
 - b) at least two members of the Committee.
2. A special meeting of the Committee may be held at any time.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

9.2 NOTICE OF MEETINGS

1. Notice of meetings of the Committee will be given in accordance with sections 87 and 88 of the Act and regulations 23 and 24 of *Local Government (Procedures at Meetings) Regulations 2013*.
2. The agenda for Ordinary meetings of the Committee will follow the format provided by Council.
3. Notice of Ordinary meetings:
 - a. Will be given in writing (by email) to:
 - i. every Member
 - ii. Council (council@wattlerange.sa.gov.au)
 at least three clear days prior to the meeting date.
 - b. The notice will include the date, time and place of the meeting and the meeting agenda outlining the business to be transacted.
4. Notice of Special meetings must be provided to Committee members at least four hours before the commencement of the meeting.

9.3 QUORUM

1. No business shall be transacted at a meeting of the Committee unless a quorum is present.
2. A quorum for a meeting is the number of members (ignoring any vacancy) of the committee divided by 2 (ignoring any fraction resulting from the division) and adding 1.


<i>EXAMPLE</i>	<i>Total number of members</i>	<i>= 8</i>
	<i>Quorum</i>	<i>= (8 ÷ 2) + 1</i>
		<i>= 5</i>

3. If there is not a quorum present within 30 minutes after the time appointed for a meeting or if, at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to a future meeting to be advised in the usual manner.

9.4 PROCEEDINGS OF MEETINGS

1. The Presiding Member shall preside at all meetings of the Committee.
2. In the event the Presiding Member is absent from a meeting, the members present shall appoint (by motion) a member who shall preside for that meeting or until the Presiding Member is present.
3. In the event of the Secretary being absent from a meeting, the members present shall appoint (by motion) a member who shall act as Secretary for that meeting or until the Secretary is present.
4. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is cancelled, at the subsequent meeting.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

5. Meetings of the Committee shall be conducted in a place open to the public, except in those circumstances described in point 6 below.
6. Items may only be considered in confidence if the Committee considers it necessary and appropriate to receive, discuss or consider any information or matter that meets the criteria set out in section 90 of the *Local Government Act 1999*. Guidance from Council's Chief Executive Officer must be sought in relation to any items proposed to be considered in confidence. The Committee may order (through a motion) that the public be excluded from attendance at a meeting for the consideration of an item/s in confidence.

9.5 VOTING

1. Only persons appointed as members of the Committee are entitled to vote at Committee meetings.
2. All matters arising for a decision at a meeting of the Committee shall be decided by the majority of votes cast by the members present and entitled to vote on the matter.
3. Council Member's present at a meeting must vote on a question arising for decision at a meeting, subject to a provision in the Act to the contrary.
4. The Presiding Member has a deliberate vote on a question arising for decision at a meeting but does not have a second or casting vote.
5. In the event of a tied vote, the status quo will apply.

9.6 CONFLICT OF INTEREST

1. A Committee Member must not make improper use of their position to gain an advantage for themselves or another person with whom they are associated.
2. Committee Members are required to declare general and material conflicts of interest in accordance with sections 73-75D of the Local Government Act.
3. A disclosure of a conflict of interest must be recorded in the Committee minutes.


9.7 ADJOURNMENTS

1. The Committee Members present at a meeting may (by motion) adjourn the meeting to a specified date, time and location.

9.8 MEETING MINUTES

1. Minutes of meetings should follow the format of the template provided by Council.
2. The Minute must include:
 - a) the names of the Committee members present at the meeting
 - b) each motion carried at the meeting
 - c) any disclosure of a conflict of interest made by a member, and
 - d) details of the making of an order to keep information confidential (including the duration or circumstances that the order will cease (thereby releasing the information) and the reason for making it.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

3. A copy of the Minutes of a meeting must be provided to the Council (emailed to council@wattlerange.sa.gov.au) within 5 clear days after a Committee meeting so they can be placed on the Council's website.

10 DIRECTION BY COUNCIL

The Committee is subject to the direction and control of the Council. A direction given by the Council (or its delegate) must be in writing.

11 RISK MANAGEMENT & WHS

1. The Committee shall operate in accordance with and adhere to Council's Policies, Procedures and other relevant documents.
2. Council may undertake a risk assessment of a Committee event to ensure that all risks are accounted for and reduced to be as low as reasonably practicable.
3. Committee Members shall notify Council in all instances where:
 - a) a Committee Member or volunteer is involved in an incident where they suffer an injury or a near miss while undertaking a volunteer task; or
 - b) a member of the public is involved in an incident where they suffer an injury or near miss in the vicinity of the Hall.
4. In accordance with section 41(12) and (13) of the Act, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. Such a liability that would attach to a member of a Committee attaches instead to the Council.

12 OTHER LEGISLATIVE CONSIDERATIONS


1. The provisions of Chapter 5; Part 4; Division 1 of the Act regarding Register of Interests do not apply to members of the Committee.
2. The Committee is not subject to the operation of Part 2 of the Local Government (Procedures at Meetings) Regulations 2013.

13 REVIEW

These Terms of Reference will be reviewed at least once every four years, preferably following a general election.

These Terms of Reference may be amended, altered or added to by resolution of the Council.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Terms of Reference	Version:	DRAFT
	Rendelsham Community Hall Advisory Committee	Date Adopted:	
		Next Review Due:	

14 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Amended	Folio 5666; Item 11.2.10
			Reviewed and amended to be consistent with amendments to the <i>Local Government Act 1999</i> . Changed to Terms of Reference. Updated member numbers according to Council resolution (Folio 10381; Item 15.1.2). Amended based on changes discussed at Committee Meeting on 21 March 2023. Name changed to reflect advisory role.	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				



Wattle Range

COUNCIL

RENDELSHAM COMMUNITY HALL ADVISORY COMMITTEE

NOTICE OF MEETING:

A Meeting of the Rendelsham Community Hall Advisory Committee will be held at <Name of Building and Full Street Address of Meeting Location>, on <Day> <Date> at <Time>.

.....
PRESIDING MEMBER/SECRETARY

DISTRIBUTION LIST:

1. Committee Members:

- | | |
|--------------------|---------------------------------------|
| 1. Lynette Brooks | (Community Representative) |
| 2. Edwin Hann | (Community Representative) |
| 3. Garth Huppertz | (Community Representative) |
| 4. Randall Stiles | (Community Representative) |
| 5. Graeme Smith | (Community Representative) |
| 6. Cherie Foran | (Community Representative) |
| 7. Richard Cassidy | (Wattle Range Council Representative) |
| 8. Sharon Cox | (Wattle Range Council Representative) |

2. Wattle Range Council - council@wattlerange.sa.gov.au

3. Peter Halton, Wattle Range Council Director of Engineering Services –
peh@wattlerange.sa.gov.au

AGENDA

1. PRESENT:
2. APOLOGIES:
3. CONFLICT OF INTEREST DISCLOSURE – General & Material Conflicts
4. CONFIRMATION OF THE MINUTES:
 - 3.1 Rendelsham Community Hall Advisory Committee Meeting; <Date of meeting>

RECOMMENDATION: That the minutes be taken as presented and confirmed.
5. MATTERS ARISING FROM THE MINUTES:
6. CORRESPONDENCE:
 - 6.1 <Correspondence Title>

<general description of correspondence>.
7. GENERAL BUSINESS:
 - 7.1 <General Business Title>

<general description of general business>
8. NEXT MEETING:

The next meeting of the Rendelsham Community Hall Advisory Committee will be held on <Day>, <Date> at the <Name of Building and Full Street Address of Meeting Location> at <Time>.

 Wattle Range COUNCIL	Terms of Reference ID258	Version: DRAFT 2020_01
	Rendelsham Community Hall Management Advisory Committee	Date Adopted:
		Next Review Due:

1. NAME

The name of the Committee ~~is shall be~~ the Rendelsham Community Hall **Management Advisory** Committee (~~hereinafter called~~ 'the Committee').

2. ESTABLISHMENT

~~1.~~ The Committee ~~was originally a controlling authority~~ established by the Wattle Range Council (~~hereinafter called~~ 'the Council') pursuant to ~~s~~Section 199 of the *Local Government Act, 1934*.

~~4-2.~~ Following the introduction of the *Local Government Act 1999* ('the Act'), the Committee was established under section 41 of that Act.

~~3.~~ As required by section 41 of the Act, tThe operation of the Committee has been ~~was further reviewed by Council after each periodic election by the Council pursuant to s~~Section 41 of the *Local Government Act, 1999* (~~hereinafter referred to as~~ 'the Act') on:

~~2-a)~~ _____ ~~8th~~ November 2005 (Refer to Folio 3564; Item 1.16);:-

~~a)~~ The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 11th August 2010 (Refer to Folio 4421; Item 11.1.6):-

~~b)~~ ;

~~c)~~ The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 10th February 2015 (Refer to Folio 5666; Item 11.2.10)

~~d)~~ 29 November 2022 (Refer to Folio 10381; Item 15.1.2).

~~3.~~

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED

~~The purpose of the Committee is to provide advice to Council about Rendelsham Community Hall Management Committee is an advisory management authority charged with the responsibility of the care, protection, management, operation and improvement of Rendelsham Community Hall ('the Hall') located at Lot 76, 77 and 78, Julia Moore Street, Rendelsham, (hereinafter called the 'the Hall').~~

Please note that Community Land Management Plans 7 and 14 apply to the land.

4. FUNCTIONS

The functions of the Committee ~~shall be to undertake any action, as appropriate, in pursuance of the above purposes. Such actions will include, but not be limited to, the following:-~~

~~a) To actively promoting the use of the Hall so its facilities are well utilised; and do all in its power to have its facilities fully utilised.~~

~~b) To liaising and consulting with persons, groups and organisations in relation to the operation of the Hall.;~~

~~a)c) To carrying out any research or, investigation, survey or inquiries y in relation relative to the facilities and amenities provided at the Hall.;~~

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

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	Rendelsham Community Hall Management Advisory Committee	Date Adopted:
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- ~~d) To considering the requirements of all users of the Hall, including (but without limiting the extent of this clause) patrons, hirers, artists and staff.;~~
- ~~e) reviewing the fees for use of the Hall and making recommendations to Council~~
- ~~f) To ensure that all users of the Hall abide by promoting the rules, any regulations or By-Laws, regulations or rules applicable within the Hall so they are complied with by persons and groups using the Hall.;~~
- ~~—a~~
- ~~—To liaise with Council administration;~~
- ~~—Regarding all bookings for the hire, use and utilisation of the Hall and its facilities;~~
- ~~g) To advise Council of in relation to any suggested changes to existing rules, regulations or By-Laws applicable to the Hall's operation:~~
- ~~—The requirements of the all users of the Hall's facilities;~~
- ~~—The facilities provided at the Hall (e.g. advise of any fee or charge for service, maintenance works, or budget allocation for work or equipment); or~~
- ~~—and to advise the Council in respect of any suggested Amendments to applicable By-Laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Hall's operation.~~
- ~~b)~~
- ~~e) To liaise and consult with persons, groups and organisations in relation to the operation of the Hall.~~
- ~~d) To actively promote the use of the Hall and do all in its power to have its facilities fully utilised.~~
- ~~e) To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes and the Halls operation.~~
- ~~f) To ensure that all users of the Hall abide by any by laws, regulations or rules applicable within the Hall, and to advise the Council in respect of any suggested laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Halls operation.~~
- ~~h) To carrying out such other tasks as directed by Council.~~
- ~~g) To carry out such other acts, and to do all such other things as are incidental to, or conducive to the attainment of the objects and the exercise of the powers of the Committee.~~

4. 5 POWERS

1. The Committee has no legal identity or authority separate from the Council.
2. The Committee cannot commit the Council to anything directly or indirectly.

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3. The Committee will present the details of all recommendations for actions to Council for approval before any action is taken.

The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Halls operation within the limits of the Halls budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Hall.
3. Authorise the purchase of materials, as appropriate, and required for the Halls operation.
4. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Hall, its buildings and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Hall and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.

6 MEMBERSHIP

1. Council determines that the Committee shall comprise the following members:

<u>Membership Position</u>	<u>Number of Positions</u>	<u>Conditions of Appointment</u>
<u>Community Representative</u>	<u>69</u>	<u>Preferred to be a person from the Wattle Range Council community or with significant interest in the Hall (determined by resolution of the Council).</u>
<u>Council Members</u>	<u>24</u>	<u>Must be a member of the Council Member of the Wattle Range Council (determined by resolution of the Council).</u>

2. The Council has appointed the Mayor as an ex officio member of the Committee (297 November 202248, Folio 103817984 Item 153.1.24) The Mayor will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee.

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3. At the Council meeting on 29 November 2022, Council also increased Council representation on the Committee from one Council Member to two Members.

~~1. The Committee shall consist of up to ten (10) persons, who shall be appointed by Council following an invitation for public nominations for Committee members from the community being:-~~

~~a) Nine (9) persons from the community; and; and~~

~~b) One (1) elected member appointed by Council.~~

2.4. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident with the four (4) year term of the Council.

5. A vacancy may arises when any person appointed pursuant to sub clause (1) hereof ceases to hold office or resigns. A further person may be nominated, for appointment by the Council, to fill the casual vacancy for the balance of the term of the person so ceasing to hold office.

6. Members are required to act in accordance with the general duties requirements of section 62 of the Act and Volunteer Code of Conduct.

~~3. Any person appointed pursuant to sub clause (1) hereof shall cease to hold office if the organisation they represent goes into recess or is wound up or dissolved in accordance with the provisions of the Associations Incorporation Act 1985, or if that person ceases to be a member of the organisation they represent.~~

~~4. Provided, however, that upon any person appointed pursuant to sub clause (1) hereof ceasing to hold office, a further person nominated by the respective organisation shall be appointed by the Council to fill the casual vacancy for the balance of the term of the person so ceasing to hold office.~~

~~5. The Committee shall have the power to co opt additional members, with the approval of the Council, for any specific purpose.~~

7. Following appointment, each member of the Committee will be required to complete an induction.

7. PRESIDING MEMBER

~~6. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:~~

~~4.1 Committee Charter~~

~~4.2 Risk Management, (Refer to Clause 22)~~

~~4.3 Occupation Health Safety and Welfare requirements, including the LGAMLS Claim Process (refer to Clause 23).~~

5. REGISTER OF INTEREST

~~The provisions of Chapter 5; Part 4; Division 2 of the Local Government Act, 1999 do not apply to members of the Committee.~~

6. PRESIDING MEMBER

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	Rendelsham Community Hall Management Advisory Committee	Date Adopted:
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1. The Committee shall, by motion, appoint a Presiding Member from its membership. The Presiding Member will hold office for such term as determined by the Committee (and not exceeding the length of the Member's term).

2. The role of the Presiding Member shall is to:—

a) ~~c~~ Call all meetings of the Committee in accordance with ~~Clause 10~~ the Act, these Terms of Reference and as determined by the Committee.;

b) ~~p~~ Preside at all meetings of the Committee at which he or she is present and ensure that the business of the Committee is conducted with propriety preserve order (including use of powers in accordance with regulations 28, 28A and 29 of the Local Government (Procedures at Meetings) Regulations), there at so that the business may be conducted in due form and with propriety;

==

~~b~~ Upon confirmation of the minutes sign them in the presence of the meeting; and

~~c~~ Be the an official spokesperson of for the Committee, to Council.

~~The Committee shall, by motion, appoint a Presiding Member to be chosen by from the Committee Mmembership of the Committee from amongst their own number and shall hold office for such term as may be determined by the Committee (not exceeding the length of the members' term).~~

~~1.~~

~~2.7. The Presiding Member shall preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member who shall preside for that meeting or until the Presiding Member is present.~~

~~7. DUTIES OF THE PRESIDING MEMBER~~

~~7. The Presiding Member shall—~~

~~a)7. Call all meetings of the Committee in accordance with Clause 10;~~

~~b)7. Preside at all meetings of the Committee at which he or she is present and preserve order there at so that the business may be conducted in due form and with propriety;~~

~~c)7. Upon confirmation of the minutes sign them in the presence of the meeting; and~~

~~8. Be an official spokesperson for the Committee. SECRETARY~~

1. The Committee shall, by motion, appoint a Secretary from the Committee's membership. The secretary will hold office for such term as determined by the Committee (not exceeding the length of them Member's term).

2. The role of the Secretary is to:

a) ~~p~~ Prepare the agenda and take the minutes of all meetings of the Committee (~~templates in Appendix 1 & 2~~);

b) ~~f~~ Forward a copy of each agenda and minutes to:

a. each member of the Committee and

b. the Council (council@wattlerange.sa.gov.au);

c) ~~a~~ Attend to all correspondence and deal with it as instructed by the Committee;

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- d) ~~d~~Deal with the business referred by the Presiding Member of the Committee;
- e) ~~k~~Keep such records as instructed by the Committee ~~from time to time~~.

~~The Committee shall, by motion, appoint a Secretary to be chosen by from the Committee membership of Committee from amongst their own number. The secretary who shall hold office for such term (not exceeding four years) as maybe determined by the Committee decides (not exceeding the length of the members' term).~~

~~In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.~~

DUTIES OF THE SECRETARY

~~The Secretary shall:~~

~~Attend all meetings of the Committee;~~

~~Attend to all correspondence and deal with it as instructed by the Committee;~~

~~Deal with the business referred by the Presiding Member of the Committee;~~

~~Keep the minutes of all meetings of the Committee setting out all reports received and resolutions passed out other business transacted by the Committee and forward a copy to each member of the Committee and the Council;~~

~~Keep such records as instructed by the Committee from time to time.~~

9. MEETING PROCEDURES

Procedures to be observed in relation to the conduct of Committee meetings will be (in priority order):

- a) ~~as prescribed by the Act and Local Government (Meeting Procedures) Regulations;~~
then
- b) ~~as determined by Wattle Range Council (e.g. these Terms of Reference and any Council policy or procedure); then~~
- c) ~~as determined by the Committee.~~

~~d) 9.1~~

8. CALLING OF MEETINGS

Ordinary Meetings

~~1. The Members of the Committee will shall meet at least four (4) times per year at a time and place decided by the Committee (taking into account the availability and convenience of the members and purpose of the Committee). The decision expires at the next general election. The Members of the Committee shall meet at least four (4) times per year.~~

~~1. The Members of the Committee shall meet at least four times per year at a time and place decided by the Committee (taking into account the availability and convenience of the members and purpose of the Committee). The decision expires at the next general election.~~

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Special Meetings

1. The Chief Executive Officer must call a special meeting of the Committee at the request of:
 - a) ~~t~~The presiding member of the Committee; or
 - a)b) aAt least two members of the Committee.
2. A special meeting of the Committee may be held at any time.

9.2

NOTICE OF MEETINGS

1. Notice of meetings of the Committee will be given in accordance with sections 87 and 88 of the Act and regulations 23 and 24 of *Local Government (Procedures at Meetings) Regulations 2013*.
2. The agenda for Ordinary meetings of the Committee will follow the format provided by Council in Appendix 4.
3. Notice of Ordinary meetings:
 - a. Will shall be given in writing (by email) to:
 - i. every Member
 - ii. Council (council@wattlerange.sa.gov.au)
at least three clear days prior to the meeting date.
 - b. The notice will include the date, time and place of the meeting and the meeting agenda outlining the business to be transacted.
4. Notice of Special meetings must be provided to Committee members at least four hours before the commencement of the meeting.

9.3 Q

The Committee shall present copies of their Notice of Meeting and Agenda in the format provided by Council to the Council no less than 3 clear days for information and consideration.

~~2. The Presiding Member may convene a special meeting of the Committee at his or her own volition and shall convene a meeting upon the written demand of at least two members of the Committee.~~

~~3. Subject to the provisions of Clause (4) hereof, notice of every meeting shall be given in writing to every member at least four (4) days prior to such meeting. Notice shall be deemed to have been given a day following posting, or delivery of such notice. The notice shall contain the date, time and place of the meeting and the business to be transacted thereat.~~

~~4. The Presiding Member may call a special meeting of the Committee at any time provided that notice of such meeting shall be given to all members at least four hours before the commencement of the meeting.~~

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9. QUORUM

1. No business shall be transacted at a meeting of the Committee unless a quorum one more than half the members, if there is an even number of members, or a majority of the whole number, if there is a uneven number of members, is present.
2. A quorum for a meeting is the number of members (ignoring any vacancy) of the committee divided by 2 (ignoring any fraction resulting from the division) and adding 1.

<i>EXAMPLE</i>	<i>Total number of members</i>	<i>= 840</i>
	<i>Quorum</i>	<i>= (840 ÷ 2) + 1</i>
		<i>= 56</i>

3. If there is not a quorum present within 30 minutes after the time appointed for a meeting or if, at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to a future meeting to be advised in the usual manner.

10. 9.4 PROCEEDINGS OF MEETINGS

1. The Presiding Member shall preside at all meetings of the Committee.
2. and in the event the Presiding Member is absent from a meeting, the members present shall appoint (by motion) a member who shall preside for that meeting or until the Presiding Member is present.
3. In the event of the Secretary being absent from a meeting, the members present shall appoint (by motion) a member who shall act as Secretary for that meeting or until the Secretary is present.
4. The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is cancelled/omitted, at the a subsequent meeting.
5. Meetings of the Committee shall be conducted in a place open to the public, except in those ese circumstances described in point 6 below.
6. Items may only be considered in confidence if the Committee considers it necessary and appropriate to receive, discuss or consider any information or matter that meets the criteria set out in section 90 of the Local Government Act 1999. Guidance from Council's Chief Executive Officer must be sought in relation to any items proposed to be considered in confidence. The Committee may order (through a motion) that the public be excluded from attendance at a meeting for the consideration of an item/s in confidence.

The meeting procedures of the Committee may be determined by the Committee.

1. Every meeting of the Committee shall be open to the public but, if the Presiding Member is of the opinion that a matter should be discussed in private, he or she may, after advising all present at such meeting of the reasons for forming such opinion and with the agreement of a simple majority of members present at the meeting, cause all persons not being representatives or officers or others attending at the Presiding Member's pleasure to withdraw from the meeting.

11. 9.5 VOTING

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1. Only persons appointed as members of the Committee are entitled to vote at Committee meetings.
2. All matters arising for a decision at a meeting of the Committee shall be decided by the majority of votes cast by ~~Committee the~~ members present and entitled to vote on the matter.
- 4.3. Council Member's present at a meeting must vote on a question arising for decision at a meeting, subject to a provision in the Act to the contrary.
- 4.4. Every member of the Committee shall have a deliberate vote at meetings of the Committee. In the event of an equality of votes, the Presiding Member shall have has a casting vote in addition to his or her deliberate vote on a question arising for decision at a meeting but does not have a second or casting vote.
5. In the event of a tied vote, the status quo will apply.

9.6 CONFLICT OF INTEREST

1. A Committee Member must not make improper use of their position to gain an advantage for themselves or another person with whom they are associated.
2. Committee Members are required to declare general and material conflicts of interest in accordance with sections 73-75D of the Local Government Act. Chapter 5, Part 4, Division 4 of the Act.
3. A disclosure of a conflict of interest must be recorded in the Committee minutes.

~~2.~~ 9.7

~~12.~~ **ADJOURNMENTS**

1. The ~~representatives~~ Committee Members present at a meeting may (by motion) adjourn the meeting to a specified date, time and location.
2. If at any meeting there is not a quorum present within 30 minutes after the time appointed for the meeting or if, at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to a future meeting to be advised in the usual manner.

~~13.~~ 9.8 **SECRETARY**

1. ~~The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as may be determined by the Committee.~~
2. ~~In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.~~

~~14.~~ **DUTIES OF THE SECRETARY**

~~The Secretary shall;~~

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- ~~1. Attend all meetings of the Committee;~~
- ~~2. Attend to all correspondence and deal with it as instructed by the Committee;~~
- ~~3. Deal with the business referred by the Presiding Member of the Committee;~~
- ~~4. Keep the minutes of all meetings of the Committee setting out all reports received and resolutions passed out other business transacted by the Committee and forward a copy to each member of the Committee and the Council;~~
- ~~5. Keep such records as instructed by the Committee from time to time.~~

~~15. NOTICE OF MEETING~~

~~The Committee shall present copies of their Notice of Meeting and Agenda in the format provided by Council to the Council no less than 3 clear days for information and consideration.~~

~~16. MEETING MINUTES~~

- ~~1. Minutes of meetings should follow the format of the template provided by Council. in Appendix 2.~~
- ~~2. The Minute must include:

 - ~~a) the names of the Committee members present at the meeting~~
 - ~~b) each motion carried at the meeting~~
 - ~~c) any disclosure of a conflict of interest made by a member, and~~
 - ~~d) details of the making of an order to keep information confidential (including the duration or circumstances that the order will cease (thereby releasing the information) and the reason for making it.~~~~
- ~~3. A copy of the Minutes of a meeting must be provided to the Council (emailed to council@wattlerange.sa.gov.au) within 5 clear days after a Committee meeting so they can be placed on the Council's website.~~

~~10 The Committee shall present copies of their meeting minutes in the format provided by Council to the Council no more than 5 clear days for information and consideration.~~

~~17. ANNUAL BUDGET~~

~~The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Hall during the financial year ending on 30th June next and to submit them to the Council by 30th April.~~

~~The estimates shall show;~~

- ~~a) proposed capital expenditure;~~
- ~~b) a detailed proposed operating expenditure;~~

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- c) ~~proposed income from all sources;~~
 d) ~~proposed scale of fees and charges.~~

18. ANNUAL REPORT

~~The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.~~

19. DIRECTION BY COUNCIL

The Committee is subject to the direction and control of the Council. ~~A direction given by the Council (or its delegate) must be in writing.~~

20. 11 RISK MANAGEMENT & WHS

1. The Committee shall operate in accordance with and adhere to Council's Policies, Procedures and other relevant documents.
2. Council may undertake a risk assessment of a Committee event to ensure that all risks are accounted for and reduced to be as low as reasonably practicable.
3. Committee Members shall notify Council in all instances where:
 - a) a Committee Member or volunteer is involved in an incident where they suffer an injury or a near miss while undertaking a volunteer task; or
 - b) a member of the public is involved in an incident where they suffer an injury or near miss in the vicinity of the Hall.
4. In accordance with section 41(12) and (13) of the Act, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. Such a liability that would attach to a member of a Committee attaches instead to the Council.

~~12 refer s41(12)&(13) LG Act|The Committee shall comply with and adhere to Council's Risk Management Policy, Volunteer Code of Conduct and Volunteer Policy.~~

~~Council may undertake a risk assessment of a Committee event to ensure that all risks are reduced to a minimum and accounted for.~~

21. INDEMNITY & OHS&W

~~The Committee shall notify Council in all instances where –~~

- ~~a) A Committee Member is involved in an accident where they suffer an injury or an incident that could have resulted in an injury while undertaking a Committee task; or
 A Member of the public is involved in an accident where they suffer an injury or an incident that could have resulted in an injury in the vicinity of the Committee's responsible area.~~
OTHER LEGISLATIVE CONSIDERATIONS

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1. The provisions of Chapter 5; Part 4; Division 1 of the Act regarding Register of Interests do not apply to members of the Committee.
2. The Committee is not subject to the operation of Part 2 of the Local Government (Procedures at Meetings) Regulations 2013.

b) ~~13~~

22. AMENDMENTS, ALTERATIONS AND ADDITIONS TO THE RULES ~~REVIEW~~

These Terms of Reference will be reviewed at least once every four years, preferably following a general election.

These Terms of Reference may be amended, altered or added to by resolution of the Council. ~~These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.~~

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	Rendelsham Community Hall <u>Management</u> <u>Advisory</u> Committee	Date Adopted:
		Next Review Due:

23. 14 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Amended	Folio 5666; Item 11.2.10
			Reviewed and amended to be consistent with amendments to the Local Government Act 1999. Changed to Terms of Reference. Updated member numbers according to Council resolution (Folio 10381; Item 15.1.2). Amended based on changes discussed at Committee Meeting on 21 March 2023. Name changed to reflect advisory role.	

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Wattle Range

COUNCIL

RENDELSHAM COMMUNITY HALL ADVISORY COMMITTEE

NOTICE OF MEETING:

A Meeting of the Rendelsham Community Hall Advisory Committee will be held at <Name of Building and Full Street Address of Meeting Location>, on <Day> <Date> at <Time>.

.....
PRESIDING MEMBER/SECRETARY

DISTRIBUTION LIST:

1. Committee Members:

1. Lynette Brooks (Community Representative)
2. Edwin Hann (Community Representative)
3. Garth Huppatz (Community Representative)
4. Randall Stiles (Community Representative)
5. Graeme Smith (Community Representative)
6. Cherie Foran (Community Representative)
7. Richard Cassidy (Wattle Range Council Representative)
8. Sharon Cox (Wattle Range Council Representative)

2. Wattle Range Council - council@wattlerange.sa.gov.au

3. Peter Halton, Wattle Range Council Director of Engineering Services – peh@wattlerange.sa.gov.au

AGENDA

1. PRESENT:
2. APOLOGIES:
3. CONFLICT OF INTEREST DISCLOSURE – General & Material Conflicts
4. CONFIRMATION OF THE MINUTES:
 - 3.1 Rendelsham Community Hall Advisory Committee Meeting; <Date of meeting>
RECOMMENDATION: That the minutes be taken as presented and confirmed.
5. MATTERS ARISING FROM THE MINUTES:
6. CORRESPONDENCE:
 - 6.1 <Correspondence Title>
<general description of correspondence>.
7. GENERAL BUSINESS:
 - 7.1 <General Business Title>
<general description of general business>
8. NEXT MEETING:

The next meeting of the Rendelsham Community Hall Advisory Committee will be held on <Day>, <Date> at the <Name of Building and Full Street Address of Meeting Location> at <Time>.



Wattle Range COUNCIL

~~RENDELSHAM COMMUNITY HALL MANAGEMENT COMMITTEE~~

~~NOTICE OF MEETING:~~

~~A Meeting of the Rendelsham Community Hall Management Committee will be held at <Name of Building and Full Street Address of Meeting Location>, on <Day><Date> at <Time>.~~

.....
~~PRESIDING MEMBER / SECRETARY~~

~~DISTRIBUTION LIST:~~

~~Committee Members
Wattle Range Council council@wattlerange.sa.gov.au
Wattle Range Council Officers~~

AGENDA

~~1. PRESENT:~~~~2. APOLOGIES:~~~~3. CONFIRMATION OF THE MINUTES:~~

~~3.1 Rendelsham Community Hall Management Committee Meeting: <Date of meeting>~~

~~RECOMMENDATION: That the minutes be taken as presented and confirmed.~~

~~4. MATTERS ARISING FROM THE MINUTES:~~~~5. CORRESPONDANCE:~~

~~5.1 <Correspondence Title>~~

~~<general description of correspondence>~~

~~6. GENERAL BUSINESS:~~

~~6.1 <General Business Title>~~

~~<general description of general business>~~

~~7. NEXT MEETING:~~

~~The next meeting of the Rendelsham Community Hall Management Committee will be held on <Day>, <Date> at the <Name of Building and Full Street Address of Meeting Location> at <Time>.~~

GF 16.14.1/21

Appendix 2 – Minutes Template

GF 16.14.1/21

RENDELSHAM COMMUNITY HALL MANAGEMENT COMMITTEE

Minutes of the Rendelsham Community Hall Management Committee Meeting held at <Name of Building and Street Address> on <Day> <Date> at <Time>.

1. PRESENT: <Committee Members Names>

<Councillors>

<Wattle Range Council Staff>

2. APOLOGIES: <Names>

3. CONFIRMATION OF THE MINUTES:

3.1 Rendelsham Community Hall Management Committee Meeting: <date of meeting>

<Name> moved that the minutes be taken as presented and confirmed.

<Name> seconded. CARRIED

4. MATTERS ARISING FROM THE MINUTES:

5. CORRESPONDANCE:

5.1 <Correspondence Title>

<General description of correspondence>.

6. GENERAL BUSINESS:


6.1 <General Business Title>

<General description of general business>.

7. NEXT MEETING:

The next meeting of the Rendelsham Community Hall Management Committee will be held on <Day>, <Date> at the <Name of Building and Full Street Address of Meeting Location> at <Time>.

Meeting Closed at <Time>.

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

1. NAME

The name of the Committee shall be the Rendelsham Community Hall Management Committee (hereinafter called 'the Committee').

2. ESTABLISHMENT

- 1 The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934.
- 2 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 8th November 2005 (Refer to Folio 3564; Item 1.16).
- 3 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 11th August 2010 (Refer to Folio 4421; Item 11.1.6).
- 4 The Committee was further reviewed by the Council pursuant to Section 41 of the Local Government Act, 1999 (hereinafter referred to as 'the Act') on 10th February 2015 (Refer to Folio 5666; Item 11.2.10).

3. PURPOSE FOR WHICH THE COMMITTEE IS ESTABLISHED


Rendelsham Community Hall Management Committee is a management authority charged with the responsibility of the care, protection, management, operation and improvement of Rendelsham Community Hall located at Lot 76, 77 and 78, Julia Moore Street, Rendelsham (hereinafter called the 'the Hall')

4. FUNCTIONS

The functions of the Committee shall be to undertake any action, as appropriate, in pursuance of the above purposes. Such actions will include, but not be limited to, the following:-

1. To carry out any research, investigation, survey or inquiry relative to the facilities and amenities provided at the Hall.
2. To consider the requirements of all users of the Hall, including (but without limiting the extent of this clause) patrons, hirers, artists and staff.
3. To liaise and consult with persons, groups and organisations in relation to the operation of the Hall.
4. To actively promote the use of the Hall and do all in its power to have its facilities fully utilised.
5. To regularly report to, and consult with, the Council on the progress and performance of the Committee and its purposes and the Halls operation.
6. To ensure that all users of the Hall abide by any by-laws, regulations or rules applicable within the Hall, and to advise the Council in respect of any suggested laws, regulations or rules, or amendments to any existing by laws, regulations or rules applicable to the Halls operation.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

7. To carry out such other acts, and to do all such other things as are incidental to, or conducive to the attainment of the objects and the exercise of the powers of the Committee.

5. POWERS


The Council pursuant to Section 41 (2d) of the Act delegates to the Committee, for the purpose of achieving its objects, and subject always to the provisions of the Act, the following powers;

1. Expend funds in relation to the Halls operation within the limits of the Halls budget as adopted by the Council.
2. Establish, alter, vary or amend any fees and any charges for the use of the Hall.
3. Authorise the purchase of materials, as appropriate, and required for the Halls operation.
4. The Committee may with the consent and approval of the Council, employ/contract, such staff as is deemed necessary for the functions of the Committee and such persons employed by the Committee shall be deemed employees/contractors of the Council, the work to be performed, hours of work and weekly rates of pay and the date from which employment commenced to be approved by the Council.
5. To employ, engage or retain professional advisers, if required.
6. To enter into contracts for the supply of goods and services for the purpose of running and maintaining of the Hall, its buildings and improvements.
7. To make and have control over all bookings for the hire, use and utilisation of the Hall and its facilities.
8. To operate in accordance with the provisions of any Regulations, as adopted by the Council.

6. MEMBERSHIP

1. The Committee shall consist of up to ten (10) persons, who shall be appointed by Council following an invitation for public nominations for Committee members from the community being:-
 - a) Nine (9) persons from the community; and; and
 - b) One (1) elected member appointed by Council.
2. Any person appointed pursuant to sub clause (1) hereof shall be appointed for a term coincident with the four (4) year term of the Council.
3. Any person appointed pursuant to sub clause (1) hereof shall cease to hold office if the organisation they represent goes into recess or is wound up or dissolved in accordance with the provisions of the Associations Incorporation Act 1985, or if that person ceases to be a member of the organisation they represent.
4. Provided, however, that upon any person appointed pursuant to sub clause (1) hereof ceasing to hold office, a further person nominated by the respective organisation shall be appointed by the Council to fill the casual vacancy for the balance of the term of the person so ceasing to hold office.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

5. The Committee shall have the power to co opt additional members, with the approval of the Council, for any specific purpose.
6. Each member of the Committee will undergo an induction once appointed, which will include (but not limited to) an explanation of the following matters:
 - 6.1 Committee Charter
 - 6.2 Risk Management, (Refer to Clause 22)
 - 6.3 Occupation Health Safety and Welfare requirements, including the LGAMLS Claim Process (refer to Clause 23).

7. REGISTER OF INTEREST

The provisions of Chapter 5; Part 4; Division 2 of the Local Government Act, 1999 do not apply to members of the Committee.

8. PRESIDING MEMBER

1. The Committee shall appoint a Presiding Member to be chosen by the members of the Committee from amongst their own number and shall hold office for such term as may be determined by the Committee.
2. The Presiding Member shall preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member who shall preside for that meeting or until the Presiding Member is present.

9. DUTIES OF THE PRESIDING MEMBER


The Presiding Member shall –

1. Call all meetings of the Committee in accordance with Clause 10;
2. Preside at all meetings of the Committee at which he or she is present and preserve order there at so that the business may be conducted in due form and with propriety;
3. Upon confirmation of the minutes sign them in the presence of the meeting; and
4. Be an official spokesperson for the Committee.

10. CALLING OF MEETINGS

1. The Members of the Committee shall meet at least four (4) times per year.
2. The Presiding Member may convene a special meeting of the Committee at his or her own volition and shall convene a meeting upon the written demand of at least two members of the Committee.
3. Subject to the provisions of Clause (4) hereof, notice of every meeting shall be given in writing to every member at least four (4) days prior to such meeting. Notice shall be deemed to have been given a day following posting, or delivery of such notice. The notice shall contain the date, time and place of the meeting and the business to be transacted thereat.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

- The Presiding Member may call a special meeting of the Committee at any time provided that notice of such meeting shall be given to all members at least four hours before the commencement of the meeting.

11. QUORUM

No business shall be transacted at a meeting of the Committee unless one more than half the members, if there is an even number of members, or a majority of the whole number, if there is a uneven number of members, is present.

12. PROCEEDINGS OF MEETINGS

- The meeting procedures of the Committee may be determined by the Committee.
- Every meeting of the Committee shall be open to the public but, if the Presiding Member is of the opinion that a matter should be discussed in private, he or she may, after advising all present at such meeting of the reasons for forming such opinion and with the agreement of a simple majority of members present at the meeting, cause all persons not being representatives or officers or others attending at the Presiding Member's pleasure to withdraw from the meeting.

13. VOTING

- All questions arising at a meeting of the Committee shall be decided by the majority of votes cast by Committee members present at such meeting.
- Every member of the Committee shall have a deliberate vote at meetings of the Committee. In the event of an equality of votes, the Presiding Member shall have a casting vote in addition to his or her deliberate vote.


14. ADJOURNMENTS

- The representatives present at any meeting may from time to time adjourn such a meeting.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the meeting or if, at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to a future meeting to be advised in the usual manner.

15. SECRETARY

- The Committee shall appoint a Secretary to be chosen by the members of Committee from amongst their own number who shall hold office for such term (not exceeding four years) as maybe determined by the Committee.
- In the event of the Secretary being absent from a meeting, the members present shall appoint a member who shall act as Secretary for that meeting or until the Secretary is present.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

16. DUTIES OF THE SECRETARY

The Secretary shall;

1. Attend all meetings of the Committee;
2. Attend to all correspondence and deal with it as instructed by the Committee;
3. Deal with the business referred by the Presiding Member of the Committee;
4. Keep the minutes of all meetings of the Committee setting out all reports received and resolutions passed out other business transacted by the Committee and forward a copy to each member of the Committee and the Council;
5. Keep such records as instructed by the Committee from time to time.

17. NOTICE OF MEETING

The Committee shall present copies of their Notice of Meeting and Agenda in the format provided by Council to the Council no less than 3 clear days for information and consideration.

18. MEETING MINUTES

The Committee shall present copies of their meeting minutes in the format provided by Council to the Council no more than 5 clear days for information and consideration.

19. ANNUAL BUDGET

The Committee shall each year prepare its annual estimated of the amount of moneys required for the running of the Hall during the financial year ending on 30th June next and to submit them to the Council by 30th April.

The estimates shall show;

- a) proposed capital expenditure;
- b) a detailed proposed operating expenditure;
- c) proposed income from all sources;
- d) proposed scale of fees and charges.

20. ANNUAL REPORT

The Committee shall prepare an annual report. A copy of the report is to be presented to the Council by 31st July following each operating year.


21. DIRECTION BY COUNCIL

The Committee is subject to the direction and control of the Council. A direction given by the Council must be in writing.

22. RISK MANAGEMENT

The Committee shall comply with and adhere to Council's Risk Management Policy, Volunteer Code of Conduct and Volunteer Policy.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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 Wattle Range COUNCIL	CHARTER #7	Version:	3
	Rendelsham Community Hall Management Committee	Date Adopted:	10 February 2015
		Next Review Due:	November 2018

Council may undertake a risk assessment of a Committee event to ensure that all risks are reduced to a minimum and accounted for.

23. INDEMNITY & OHS&W

The Committee shall notify Council in all instances where –

- a) A Committee Member is involved in an accident where they suffer an injury or an incident that could have resulted in an injury while undertaking a Committee task; or
- b) A Member of the public is involved in an accident where they suffer an injury or an incident that could have resulted in an injury in the vicinity of the Committee's responsible area.

24. AMENDMENTS, ALTERATIONS AND ADDITIONS TO THE RULES

These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.

25. 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	7 November 2006	Council	Adopted	
2	10 August 2010	Council	Adopted Amendment	Folio 4421; Item 11.1.6
3	10 February 2015	Council	Amended	Folio 5666; Item 11.2.10

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/16.14.1/21	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.2.5 Remuneration of Committee Independent Members

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	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	7.14.1/1
Attachments	Nil

Purpose of Report

To review the allowances for the Independent Presiding Member and Independent Members of the Audit & Risk Committee.

Report Details

At the 14 March 2023 Audit & Risk Committee meeting, a motion was moved for officers of Council to provide a report to the Audit & Risk Committee on comparative remuneration for Audit & Risk Committee Independent Members and Presiding Members.

The rationale for this request was to obtain benchmark allowances of other Councils in order to inform the setting of allowances for both the Independent Presiding Member and Independent Members of the Committee.

In order to benchmark the allowances paid, the neighbouring Limestone Coast Councils were contacted for a response regarding their remuneration paid to their respective Audit Committee Independent Members. The table below outlines the information received and highlights the comparison to Wattle Range Council:

Council	Rate per meeting	Rate per special meeting	Extra travel allowance
Wattle Range Council	\$400 – Independent Member	No change	Nil
City of Mount Gambier	\$200 – Independent Member \$300 - Chairperson	\$100 – Independent Member \$150 – Chairperson	Nil
District Council of Robe	\$300 – Independent Member	No change	Nil
Kingston District Council	\$300 – Independent Members	No change	Nil
District Council of Grant	\$200 – Independent Member*	No change	Nil
Naracoorte Lucindale Council	\$290 – Presiding Member* \$230 – Independent Members*	No change	Nil
Tatiara District Council	\$150 – Independent Members	No change	\$0.72 per km 30-50 km from Council - \$30 50-100 km from Council - \$50

*Information retrieved from the relevant Council's 2021/22 Annual Report.

From the table above, it is noted that the average remuneration for Independent Members (excluding Wattle Range) is \$256 per meeting across the Limestone Coast. It is further noted that two Councils offer alternate sitting fees for their Chairperson/Presiding Members comparative to Independent Members.

It is also noted that one Council pays an additional remuneration to their Independent Members/Chairperson for travel allowance for attending a special meeting in lieu of a lower allowance.

The above information was assessed by the Audit & Risk Committee at the meeting held on 11 April 2023, where the Audit & Risk Committee resolved the following;

Recommend to Council that allowances for the:

- Independent Presiding Member be set at \$450 per meeting; and
- Independent Members be set at \$400 per meeting,

and that the allowances be indexed annually by Adelaide CPI March Quarter for the term of the current Council concluding November 2026.

The Audit & Risk Committee acknowledged that whilst Council is remunerating more for independent members comparative to other Councils in the area, any reduction of the allowance would not assist in attracting further independents to the Committee. Further the current remuneration goes only part way to offsetting the time in attending meetings through work hours and reading materials in preparation for meeting.

In addition, the Committee acknowledged that the Chair has more responsibility than other independent members and should be remunerated at a higher rate and that the allowances should be indexed annually for the term of the Committee to keep pace with inflation.

Financial Considerations

Budget Allocation	\$2,000
Budget Spent to Date	\$1,200
Budget Variation Requested	Nil

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

The Local Government Act 1999 SA Section 126

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 allowances for the:
 - Independent Presiding Member be set at \$450 per meeting and
 - Independent Members be set at \$400 per meeting.

And that the allowances be indexed annually by Adelaide CPI March quarter for the term of the current Council concluding November 2026.

15.2.6 Employee Behavioural Standards

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/12.63.1/1
Attachments	1. Corporate- Standards-for- Employees [15.2.6.1 - 6 pages]

Purpose of Report

To consider whether to develop behavioural standards for Council employees pursuant to Section 120A of the *Local Government Act 1999*.

Report Details

Background

The 2021 amendments to the *Local Government Act 1999* (the Act) included the addition of Section 120A, which relates to the development of behavioural standards for Council employees. Under this section, Councils can develop and adopt standards that specify the behaviour that must be observed by Council employees.

The development of employee behavioural standards under this section is optional as Section 120(A)(1) of the Act states that 'A Council **may** prepare and adopt standards ... '.

Whilst the preparation of standards is discretionary, Section 120A(5) requires that within six months after the conclusion of each periodic election Councils must:

- a. in the case of a Council that has employee behavioural standards under the section – review the operation of the employee behavioural standards; or
- b. in any other case – consider whether it should adopt employee behavioural standards.

To meet the requirements of Section 120A(5), Council must consider whether it wants to adopt behavioural standards for Council employees under Section 120A.

Discussion

In 2020 the Wattle Range Council developed a Corporate Standards for Employees document that sets out the workplace behaviours that are to be observed by all Council employees (refer to Attachment A). It also describes organisational values, employee responsibilities and has information about tackling inappropriate employee behaviour.

These Standards were prepared following a comprehensive consultation process involving all Council employees.

Since their implementation, the Standards have been an effective measure for maintaining appropriate workplace behaviours in conjunction with Council's other employee behaviour-related policies and codes (e.g. Code of Conduct for Council Employees, Prevention of Bullying and Harassment Policy).

It is therefore recommended that Council does not develop additional employee behavioural standards under Section 120A of the Act at this time because the existing arrangements are sufficient.

It should be noted that the Local Government Association is in the process of developing Model Employee Behavioural Standards, however these have yet to be finalised. When the model standards are released, they will be reviewed to see if there is content that could be included in Council's Corporate Standards for Employees.

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

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

Policy Considerations

There are no additional policy considerations related to this report.

Legislative Considerations

Consideration of the implementation of Employee Behavioural Standards is a requirement of Section 120A of the *Local Government Act 1999* and must be considered by Council after each periodic election.

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.

 Wattle Range COUNCIL	STANDARD	Version:	1
	Corporate Standards for Employees	Date Adopted:	18 February 2020
		Next Review Due:	2024

1. STATEMENT

Wattle Range Council is committed to developing and maintaining an organisational culture where appropriate workplace behaviours are integrated into all practices and across all departments. This culture of trust, teamwork and fun has a positive impact on staff morale and personal well-being.

These Corporate Standards are to be read in conjunction with the mandatory 'Code of Conduct for Council Employees' which is to be observed by all Council employees.

2. DEFINITIONS

Supervisor for the purposes of this standard this term will imply to the immediate supervisor or line manager of the employee.

Employee for the purposes of this standard includes all people working for Council on a full time, contractual, part time or casual basis and includes a person working for the council on a temporary basis.

3. PRINCIPLES

3.1 Scope

Council's Corporate Standards for Employees sets the foundation for behaviours to be observed by all Council employees.

Given this Wattle Range Council employees are committed to:

- Serving in the best interests of the community that Council represents
- Discharge their duties conscientiously and to the best of their ability
- Acting honestly in every aspect of their work and be open and transparent when making decisions or providing advice to their Council and their broader community
- Performing their official duties in such a manner as to ensure that public confidence and trust in the integrity and impartiality of their Council is strong
- Respecting the law, and the resolutions made by the Council
- Making reasonable endeavours to ensure that they have such current knowledge of both statutory requirements and best practices relevant to their position.

Council's Chief Executive Officer will make reasonable endeavours to ensure that employees have current knowledge of both statutory requirements and best practices relevant to their position.

Please note that these Standards are not applicable to complaints or grievances that are unlawful under legislation e.g. bullying, sexual harassment and discrimination. Where people feel they have experienced any of these behaviours they should refer to the Human Resources Policy and Prevention of Bullying and Harassment Policy.


3.2 Organisational Values

Council's Organisational Values provide the framework for how we treat one another at work. They provide us with guidelines for behaviour and are the 'essence' of our culture, setting the 'do's' and 'don'ts' within the workplace.

Our Organisational Values are:

Trust - This is the glue that binds us together as a community. Doing what we say we are going to do and being honest and transparent in both our intentions and actions helps build trusted relationships.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	STANDARD	Version:	1
	Corporate Standards for Employees	Date Adopted:	18 February 2020
		Next Review Due:	2024

Teamwork - This is the cornerstone of high performing organisations, embracing the diversity of thoughts and experiences that exist within a team generates a broader range of innovative ideas and leads to better decision making. Individuals perform better when they are a valued member of a team, they are more confident, they have more fun and they are more productive. We become more resilient when we know that someone is watching our back, and we are more likely to cope under stressful or difficult circumstances.

Fun - The importance of enjoying what we do and how we do it should never be underestimated. Having fun at work builds stronger teams and enhances relationships. Recognising and celebrating our successes no matter how big or small they are encourages the right behaviours in the workplace and ultimately enhances our performance.

3.3 Responsibilities as an Employee of Council


- Comply with all Council policies, codes and resolutions that are relevant to their particular role.
- Deal with information received in their capacity as a Council employee in a responsible manner.
- Provide accurate information to the Council and public at all times.
- Take all reasonable steps to ensure that the information upon which employees make decisions or actions is factually based and that all relevant information has been obtained and is considered.
- Not release or divulge information that the Council, Council Committees or Chief Executive Officer has ordered be kept confidential, or that the Council employee should reasonably know is information that is confidential, including information that is considered by the Council or the Chief Executive Officer in confidence, subject to the *Ombudsman Act 1972* and the *Independent Commissioner Against Corruption Act 2012*.
- Not make improper use of information, including confidential information, acquired by virtue of their position.
- Ensure that relationships with external parties do not inappropriately interfere or influence judgement, decisions and/or actions.
- Report any perceived or actual conflicts of interest to the CEO as per section 120 of the Local Government Act.
- Comply with all lawful and reasonable directions given by a person with the relevant authority and/or delegation to give such directions.
- Only make public comment in relation to their duties when specifically authorised to do so and restrict such comment to factual information and professional advice.
- Refrain from discussing operational matters with elected members of Council unless expressly authorised to do so from a member of the Executive Leadership Team (ELT).

3.4 Behaviours

Council employees will:

- Act honestly in the performance of official duties at all times, as required by Section 109(1) of the *Local Government Act 1999*.
- Act with reasonable care and diligence in the performance of official duties, as required by Section 109(2) of the *Local Government Act 1999*.
- Discharge duties in a professional manner.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	STANDARD	Version:	1
	Corporate Standards for Employees	Date Adopted:	18 February 2020
		Next Review Due:	2024

- Act in a way that generates community trust and confidence in the Council.
- Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.
- Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.
- Comply with all Council policies, procedures, guidelines and legislative requirements.

3.4.1 What are positive behaviours?

Be aware of other people's feelings, including listening and seeking common ground as an initial point for dialogue when differences occur, while at the same time recognising that differences are enriching. Through positive, respectful communication, one person has the power to improve morale, productivity and teamwork.

Wattle Range Council encourages many positive behaviours in the workplace. These include but are not limited to:

- Honesty
- Respect
- Teamwork
- Positive attitude
- Fun
- Pride
- Encouragement
- Recognition
- Accountability
- Self-discipline
- Confidentiality


3.4.2 What are un-acceptable behaviours?

Unacceptable behaviours are those that are inconsistent with our Organisational Values.

These include but are not limited to:

- Laziness
- Dishonesty
- Lying
- Bullying
- Backstabbing
- Silence (lack of communication and inaction)
- Whinging
- Wandering eyes
- Gossiping

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	STANDARD	Version:	1
	Corporate Standards for Employees	Date Adopted:	18 February 2020
		Next Review Due:	2024

3.5 Addressing Workplace Behaviour Issues

If any staff member is concerned about workplace behaviour they are encouraged to pursue one of the following resolutions:

1. Self-Resolution

Where a person feels comfortable in doing so, they should attempt to resolve the matter themselves via a conversation with any other parties involved.

Tips for ensuring the conversation remains positive and productive include:

- Meet in an appropriate neutral and private location.
- Try to imagine the other persons perspective, and how it is affecting their work and life.
- Try not to be defensive.
- Listen without interrupting.
- Really listen – do not plan your response until the person is finished talking.
- Reflect back on what you have heard.
- Ask clarifying questions.
- If you do not understand what they would like you to change, ask.
- Remember, if they have to come to you, it is important to them.
- If you feel your behaviour has been misunderstood, explain.
- Try to agree on future interactions.

The focus on self-resolution is to encourage a culture where honest and constructive dialogue is valued.

Any self-resolution must be undertaken within our values and in accordance with this standard. Council does not condone people behaving in a confrontational, aggressive or abusive way.

2. Seeking Support

If you would like to resolve the situation yourself but are unsure of how to approach the person concerned, you may seek guidance from your immediate Supervisor or the Human Resource and Risk Manager.

As per the Employee Assistance Procedure, you may also seek assistance by contacting the **Employee Assistance Program (EAP)** for guidance.


3. Management Assistance

Where a person does not feel comfortable addressing a concern with the person involved, or where they have attempted to resolve the matter themselves without success, they are encouraged to approach their immediate Supervisor.

Where the Supervisor is not available or not appropriate, the matter may be addressed to another Supervisor or escalated to a higher level dependent on the issue. Where there are no Departmental Managers available, the HRRM may be asked to facilitate the process.

The Supervisor will assist the employee with the issue using the relevant Council policies and procedures and assist in initiating discussions with the Supervisor of the other employee and without passing judgement, agree to a course of action.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	STANDARD	Version:	1
	Corporate Standards for Employees	Date Adopted:	18 February 2020
		Next Review Due:	2024

This course of action is likely to:

1. Supervisors meet together with each employee (and workplace representatives), and without passing judgement seek comment / response, and seek a way forward from the employee i.e. assurance that the alleged behaviour will not continue.
2. Supervisors will highlight requirement for confidentiality.
3. Each employee will be advised of support available through EAP.
4. Supervisors meet to discuss a way forward.
5. Supervisors meet with each employee in regard to advising resolution / joint agreement. Managers will make clear the expectations regarding behaviour / actions and the requirements of Council's Human Resources Policy, Code of Conduct for Employees, Organisational Values and Corporate Standards to each employee.

4 REVIEW

Corporate Standards for Employees shall be reviewed by ELT every four years in consultation with employees.

5 AVAILABILITY

These Corporate Standards are available for inspection without charge at the following location during ordinary business hours:


- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the Corporate Standards may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6 REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Wattle Range Council 2018 Australian Workers Union Enterprise Bargaining Agreement • Wattle Range Council 2018 Australian Services Union Enterprise Bargaining Agreement • Customer Experience Policy and related procedures 	<ul style="list-style-type: none"> • South Australian Municipal Salaried Officers Award • Local Government Employees Award • Local Government Cafes, Restaurants and Snack Bars Award
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Independent Commissioner Against Corruption Act 2012</i> 	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Act 2018</i>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Code of Conduct for Council Employees • Gifts and Benefits Guideline • Declaring a Gift or Benefit Procedure • Declaring a Gift or Benefit Form • Human Resources Policy 	<ul style="list-style-type: none"> • Prevention of Bullying and Harassment Policy • Employee Assistance Procedure • Public Interest Disclosure Procedure • Register of Interest Declaration • Register of Interest Procedure

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
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 Wattle Range COUNCIL	STANDARD	Version: 1
	Corporate Standards for Employees	Date Adopted: 18 February 2020
		Next Review Due: 2024

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	18 February 2020	ELT	Adopted as a standard by ELT	

8 EMPLOYEE ENDORSEMENT

I _____ have read, understood and received a copy of the Wattle Range Council Corporate Standards and acknowledge the required standard of my performance and behaviour.

Signed: _____

Date: _____

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.2.7 Behavioural Support Policy

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/9.63.2/1
Attachments	1. Behavioural Support Policy [15.2.7.1 - 5 pages]

Purpose of Report

To seek Council approval to release the draft Behavioural Support Policy for public consultation.

Report Details

Background

The 2021 amendments to the *Local Government Act 1999* (the Act) included changes to strengthen the provisions for managing inappropriate behaviour by Council members.

The changes included a requirement for all Councils to have a Behavioural Management Policy (refer to Section 262 of the Act) and the option for Councils to have a Behavioural Support Policy (refer to Section 75F of the Act). Behavioural support policies are intended to facilitate appropriate behaviour by Council members by specifying behaviours that need to be observed by Council members. These are in addition to the Behavioural Standards for Council members established by the Minister for Local Government pursuant to Section 75(E) of the Act (refer to SA Government Gazette, 17 November 2022. P. 6658).

Section 75F(7) of the Act requires that within six months after a periodic election:

- a Council that has a behavioural support policy must review its operation, and
- a Council that does not have a behavioural support policy must consider whether to prepare one.

Section 75F(6) states that before a Council adopts or alters a behavioural support policy it must undertake a public consultation.

Discussion

At the Council meeting on 29 November 2022, Council endorsed the development of a Behavioural Support Policy (refer to Folio no. 10387, Item no. 15.1.7.4).

A draft Behavioural Support Policy has been prepared for Council's consideration (refer to Attachment 1). It is based on a model policy developed by the Local Government Association (refer to LG Equip, Model Behavioural Support Policy, March 2023).

The draft policy sets out behaviour that Council members agree to observe in addition to the behavioural standards determined by the Minister for Local Government that apply to all Council members in South Australia (referenced above). A breach of the Behavioural Support Policy will be dealt with in accordance with Council's Behavioural Management Policy, which Council adopted on 29 November 2022 (refer to Folio no. 10387, Item no. 15.1.7.2).

The principles underlying the draft policy are to foster an environment where Council members work together respectfully and constructively for the best interests of the Wattle Range community.

Council is asked to consider the draft Behavioural Support Policy and discuss approving its release for public consultation. Following the public consultation, the policy will be brought back to Council for adoption.

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 Wattle Range Council's SharePoint Register – Policy and Procedure Review Cycle – Medium.

Policy Considerations

The adoption of a Behavioural Support Policy is at the discretion of Council, unlike the Behavioural Management Policy, which is mandatory for all Councils. Having a Behavioural Support Policy is a practical measure that specifies the standards of behaviour expected from Council Members.

Legislative Considerations

The Behavioural Support Policy is part of the Behavioural Management Framework, which is a package of reforms that were included in the *Statutes Amendment (Local Government Review) Act 2021*.

Environmental/Sustainability Considerations

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


Communication & Consultation Considerations

If Council approves the draft Behavioural Support Policy, it is a requirement of Section 75(F)(6) of the Act to undertake a public consultation on the draft before it can be adopted by Council. Consultation will be carried out in line with Council's Community Engagement Policy.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Approve the release of the draft Behavioural Support Policy for public consultation.

 Wattle Range COUNCIL	POLICY [Document Number]	Version:	1
	Behavioural Support	Date Adopted:	[Authorisation Date]
		Next Review Due:	

1. STATEMENT

This Behavioural Support Policy has been prepared pursuant to section 75F of the *Local Government Act 1999* (the Local Government Act).

The policy is intended to support appropriate behaviour by Council members and forms part of the Behavioural Management Framework that resulted from the *Statutes Amendment (Local Government Review) Act 2021*. The policy sets out the behaviour that members of the Wattle Range Council agree to observe in addition to the statutory Behavioural Standards published by the Minister for Local Government (refer SA Government Gazette, 17 November 2022, p. 6658).

A breach of the Behavioural Support Policy will be dealt with in accordance with the Council's Behavioural Management Policy and may be referred to the Behavioural Standards Panel in accordance with section 262Q of the Local Government Act.

2. DEFINITIONS

Behavioural Management Framework – The framework comprises the following four components, the:

1. Legislative framework within which all Council members must operate
2. Behavioural Standards for Council members, determined by the Minister for Local Government, which apply to all Council members in South Australia
3. Mandatory Behavioural Management Policy relating to the management of the behaviour of Council members pursuant to section 262B of the Local Government Act. (This policy was adopted by Council at its meeting on 29 November 2022, Folio 10387; Item 15.1.7.)
4. Optional Behavioural Support Policy (this document) designed to support appropriate behaviour by Council members pursuant to section 75F of the Local government Act.

Behavioural Standards for Council Members – established by the Minister for Local Government and published as a notice in the SA Government Gazette specifying the standards of behaviour to be observed by Council members.


Council meeting – includes a Council meeting, a meeting of a Council subsidiary and applies to a Council member at any other meeting where the person is performing duties as a Council member.

3. PRINCIPLES

Council members in South Australia have an obligation to serve the best interests of the people within the community they represent and to discharge their duties conscientiously, to the best of their ability, and for public, not private, benefit at all times.

To serve the community well, Council members must work together constructively as a Council. This will foster community confidence and trust in the Council and local government more generally.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[File Reference]	SELECT CLASSIFICATION	SELECT DEPARTMENT RESPONSIBLE	INSERT TITLE OF RESPONSIBLE OFFICER	[Review Frequency (years)]
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 Wattle Range COUNCIL	POLICY [Document Number]	Version:	1
	Behavioural Support	Date Adopted:	[Authorisation Date]
		Next Review Due:	

Council members will make every effort to ensure they have current knowledge of both statutory requirements and the required standards of practice relevant to their position. Wattle Range Council is committed to providing training and education opportunities that will assist Council members to meet their responsibilities under the Local Government Act.

4. POLICY STATEMENT

We, the Council members of Wattle Range Council, commit to the following statement of values and behaviours:


1. *Value and Respect* – We engage with each other in a respectful manner at all times. We listen to others' views and direct our comments to the issue and not the person/s.
2. *Optimism* – We are positive, constructive and creative in our problem solving. We are open minded and willing to learn from each other and from the advice provided by Council staff.
3. *Integrity* – We are well prepared, read background papers and reports and stay focused on agreed strategic priorities. We uphold the decisions of Council. When a Council decision is not unanimous, we respectfully communicate the decision to others.
4. *Connected* – We ensure we provide a safe and supportive environment where people are listened to and where communication is open, courteous and transparent.
5. *Excellence* - We value leading clear strategic goals and implementing outcomes that benefit the community as a whole.

4.1 Council member commitments

To support our shared values and behaviours, we, the Council members of the Wattle Range Council agree:

1. That as the currently elected custodians, entrusted to oversee the affairs of the Wattle Range Council, we have a duty to put the interests of the community before our own interests.
2. As most Council members will serve at least a four-year term together on Council, it is important to spend time building and maintaining positive and constructive relationships and participating in workshops and undertaking training together.
3. To fulfill our duties, we will establish and maintain relationships of respect, trust, confidentiality, collaboration and cooperation with other Council members and Council employees.
4. As a democratic tier of government in South Australia, we acknowledge our role in representing a diversity of viewpoints within the community. We:
 - a. recognise that it is appropriate and important for a range of views to be expressed at Council meetings.
 - b. accept we are likely to disagree at times but we will always show respect in our differences.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 Wattle Range COUNCIL	POLICY [Document Number]	Version:	1
	Behavioural Support	Date Adopted:	[Authorisation Date]
		Next Review Due:	

- c. undertake that when we do disagree, we will do so respectfully. In particular, we undertake that when disagreeing with others we will focus on the merits of the arguments and not make personal or derogatory remarks about other Council members or Council employees.
5. At Council meetings we will engage with each other in a respectful and polite manner, and we will exercise care in expressing views regarding the conduct of other Council members and Council employees to ensure any comments are respectful.
6. The Mayor has the primary role in maintaining good order at Council meetings. However, all Council members will demonstrate supportive and constructive behaviour in Council decision making.
7. If relationships between Council members become strained, all Council members will work collegially and constructively to resolve the conflict and restore positive relationships.
8. When engaging and communicating with Council employees, we will do so in accordance with the requirements of the Chief Executive Officer and relevant legislation, recognising the separation of powers between Council members and the Chief Executive Officer and the importance of working together to achieve positive outcomes for the community.

To support the undertakings made above, the members of the Wattle Range Council additionally commit to participating in activities to monitor and review the shared values and behaviours throughout the term of Council.


5. AGREED COUNCIL MEMBER BEHAVIOUR

We, the Council members of the Wattle Range Council, agree that all Council members will act in accordance with the following specific obligations:

5.1 Media

1. The Local Government Act provides that the Mayor is the principal spokesperson for Council unless the Council has appointed another Council member to act as its principal spokesperson either at all times or on specific issues.
2. Subject to this section, Council members should refrain from making any public comment that is inconsistent with the resolutions of Council.
3. Council members may express their individual personal views through the media. When this occurs, it must be clear that any such comment is a personal view and does not represent the position of Council.
4. If Council members choose to express dissent in the media, they should address the policy issues in relation to their disagreement and not make personal criticism of other Council members or Council staff. Any such commentary should not include any remarks that could reasonably be construed as being derogatory, defamatory or insulting to any person.
5. For clarity, this policy does not prevent robust public debate on issues considered by Council but provides guidance on how views should be expressed.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[File Reference]	SELECT CLASSIFICATION	SELECT DEPARTMENT RESPONSIBLE	INSERT TITLE OF RESPONSIBLE OFFICER	[Review Frequency (years)]
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	POLICY [Document Number]	Version:	1
	Behavioural Support	Date Adopted:	[Authorisation Date]
		Next Review Due:	

5.2 Social Media

1. Council recognises that social media is an important platform for communication and public engagement and, as such, Council members may establish and maintain their own social media sites.
2. Wattle Range Council's website is the principal source of Council's public information, supported by social media platforms.
3. Council members may link and disseminate key information from official Council media platforms in messaging to the community but should not change the information.
4. Council members should refrain from linking or disseminating information that is inconsistent with the resolutions of Council.

5.3 Communication and Engagement

Council is open and transparent in its decision making. Council members, as representatives of Council, will communicate and engage with the community on Council's key directions, providing factual information on the challenges and opportunities respectfully and in accordance with the resolutions of Council.

6. AVAILABILITY


This Policy is available free of charge on the Council's Website: www.wattlerange.sa.gov.au.

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

7. REVIEW

Pursuant to Section 75F of the Local Government Act, Council must review the operation of this policy within 12 months after the conclusion of each periodic election.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[File Reference]	SELECT CLASSIFICATION	SELECT DEPARTMENT RESPONSIBLE	INSERT TITLE OF RESPONSIBLE OFFICER	[Review Frequency (years)]
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	POLICY [Document Number]	Version: 1
	Behavioural Support	Date Adopted: [Authorisation Date]
		Next Review Due:

8. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> Local Government Association of SA (2022), Local Government Behavioural Management Framework
Relevant Legislation:	<ul style="list-style-type: none"> Local Government Act 1999
Relevant Policies/ Procedures/ Guidelines	<ul style="list-style-type: none"> Behavioural Management Policy (Policy 592)

9. 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:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[File Reference]	SELECT CLASSIFICATION	SELECT DEPARTMENT RESPONSIBLE	INSERT TITLE OF RESPONSIBLE OFFICER	[Review Frequency (years)]
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.3 Director Development Services

15.3.1 Youth Advisory Council

Report Type	Officer Report
Department	Corporate Services
Author	Caroline Hill
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. 5.3 Increase community input into Council decision making, through adoption of quality Community Engagement principles and practices.
File Reference	GF/17.14.1/9
Attachments	<ol style="list-style-type: none">1. Youth Advisory Council Poster FINAL Feb 23 [15.3.1.1 - 1 page]2. Draft Youth Advisory Council Terms of Reference [15.3.1.2 - 4 pages]

Purpose of Report

To provide Council with an update on the Wattle Range Council Youth Advisory Council 2023.

Report Details

At the Ordinary Meeting of Council held on the 17 of January 2023, Council considered a report on the Youth Advisory Council where Council moved that the Youth Advisory Council take the form of a Mayoral and Youth Representative Discussion Group and that the Chief Executive Officer bring back a report with a draft Terms of Reference (Minute Reference: Folio 10413 Item 15.3).

Expressions of Interest for the Youth Advisory Council (YAC) were called for in March 2023 and this opportunity was marketed through various online mediums and promoted to all schools enrolling students from the Wattle Range area. Eleven expression of interest applicants were subsequently invited to a launch day on the 25 March 2023 at the Millicent Library.

The YAC launch day included a brief on the intentions of the YAC with care givers and young people, documentation completion, a team building scavenger hunt within the Millicent precinct, and activities to establish group norms and values, and brainstorm some dreaming projects. At the conclusion of activities, the young people shared lunch and confirmed their interest in representation on the YAC and were presented with an acceptance letter and information pack.

The Youth Advisory Council membership includes an engaged mix of young people of various ages, backgrounds, genders and residential location within the Wattle Range. The 2023 YAC Members are:

Alexis Else	Rochelle Crawford
Aya Jones	Katie Leyden
Brogan Wright	Starla Perry
Chad Cockrum	Rose Fry
Taine Wright	Caelan Tsigros
Sophie Tilley	

A YAC Round Table dinner was held on the 31 March 2023, at the end of Youth Week at Asia House in Millicent with invitations to Mayor Noll and Deputy Mayor Dunnicliff. Local Federal and State members of Parliament were also invited to attend, however were unfortunately unavailable. At the dinner, the newly established YAC updated the Council representatives on their ideas for the youth in the region, potential youth projects and discussed values and group norms. It was evident from this event that the group had quickly established a bond and were confident in advocating for the needs of their peers and opportunities for engaging youth in the region.

The YAC determined their meetings would occur at the first of every month from 4.30pm to 6.00pm in Millicent. The first meeting was held on 3 April 2023 where members were introduced to meeting formats, an overview of Local Government and the Wattle Range Organisational Structure. The YAC decided to rotate the Chair for each meeting and requested Mayor Noll who attended the first meeting to demonstrate this role. The YAC continued to reflect on the list of potential projects they had developed at their first meeting and further discussion on designs for the group representative apparel.

The meeting on 1 May 2023 was chaired independently by Alexis Else. At this meeting, a Terms of Reference was adopted, and planning commenced for a youth event to coincide with Halloween.

Financial Considerations

In March 2023 Council was awarded a \$2000 Youth Week grant for various activities including the launch of the Youth Advisory Council.

Council was also successful in receiving a small grant of \$5,000 from the Commissioner for Children and Young People to contribute to the development and facilitation of the 2023 YAC program with activities outlined in the previous report.

The grant will allow a reduction of the 22/23 internal budget by \$5,000. However, an ongoing annual commitment of \$10,000 would be required in future Council operational budgets to ensure the program continues.

Risk Considerations

There are no significant risk considerations related to this report

Policy Considerations

Community Engagement Policy

Legislative Considerations

Local Government Act 1999

Child Safety (Prohibited Persons) Act 2016

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

It is planned that the YAC will be supported in group communication through the Engage Wattle Range medium.

A marketing and communications plan draft will be developed with the new Youth Advisory Council, to ensure its actions, activities and success are highlighted.

RECOMMENDATION

That Council:

1. Receive and note the report.

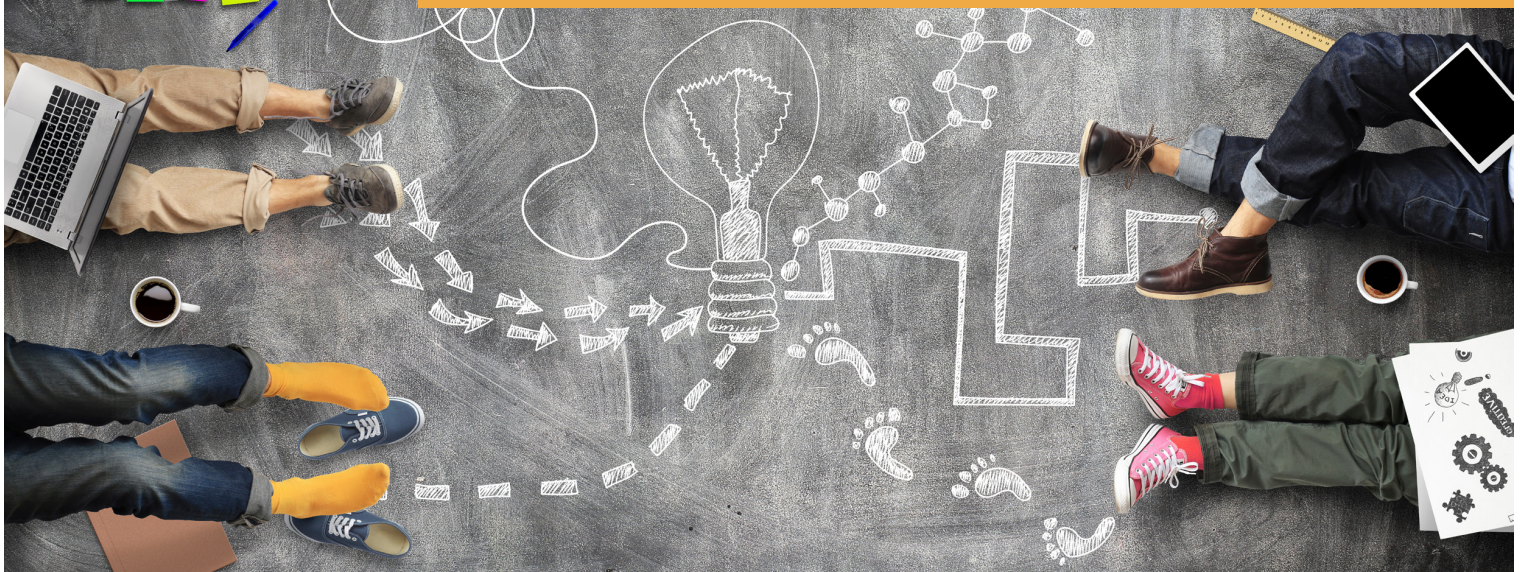


Wattle Range
COUNCIL

YOUTH ADVISORY COUNCIL

Call for Expressions of Interest

Wattle Range Council is looking for young people aged 12-24 who live in the Council area to join its Youth Advisory Council.



Are you?

- Aged between 12 & 24 years
- Living in the Wattle Range Council area
- Interested in the wellbeing of young people, youth events and activities, leadership and helping others in the community
- Able to think 'big picture'

Whats in it for you?

- Free training in topics such as public speaking, media training/awareness, leadership, resilience and overcoming adversity, financial literacy (budgeting)
- Team building session at Noorla-Yo Long
- Get involved in your local community
- Meet other young people passionate about youth wellbeing, services & events
- Influence Council decisions
- Be mentored by the Mayor and senior Council staff
- Receive gift vouchers, certificate of achievement & personal references
- It will be fun, great for your resume` and personal development and a great excuse to meet new people

What do you have to do?

- Commit to regular meetings (up to monthly)
- Be the voice of youth in your community
- Be inclusive and considerate of the needs of all young people within the community
- Be willing to be actively involved in conversations and contribute to discussions
- Be willing to assist with planning and running youth events

Questions?

 08 8733 0900

 council@wattlerange.sa.gov.au

**FIND
OUT
MORE**



Young people who are Aboriginal & Torres Strait Islanders, culturally & linguistically diverse, living with a disability and members of the LGBTIQ+ community are welcome to apply

Wattle Range Council
Youth Advisory Council
Terms of Reference

Adopted [insert date]

1. BACKGROUND

- 1.1 The Wattle Range Council Youth Advisory Council (**YAC**) was appointed as a Mayoral and Youth Representative Discussion Group by resolution of the Wattle Range Council (**the Council**) on 17 January 2023.

2. PURPOSE

The YAC is an advisory body to Wattle Range Council who strive to make the Wattle Range region a great place for young people to live.

The purpose of the Youth Advisory Council is:

- 2.1 To feedback advice to Council on youth issues
- 2.2 To develop and implement strategic objectives including events and activities that will increase youth community participation and engagement with Council.
- 2.3 To raise the profile of young people in Wattle Range Council and to provide youth with leadership and governance skills.
- 2.4 To have fun.

3. MEMBERSHIP OF YAC

Appointment of Members

- 3.1 The YAC will comprise of young people aged 12-24 years who live in the Wattle Range Council area. The numbers of members of this discussion group will not exceed eleven (11).

Expression of Interest

- 3.2 Calls for expressions of interest to become a YAC Member will commence in February of each year.
- 3.3 The Council representative may reappoint an existing member for a second term if it does not receive a minimum of eleven (11) suitable expressions of interest.

Chairperson and Acting Chairperson

- 3.4 The Council representative will schedule a roster allowing each YAC Member the opportunity to be the Chairperson or Co-Chair of each meeting.

- 3.5 In the event that the Chairperson is not present at a meeting (or part thereof) an Acting Chairperson will be appointed by those YAC Members who are present at the meeting.

Term of Appointment

- 3.6 YAC Members will be appointed for a term of nine (9) months commencing in March until November of that same year.

4. VACANCY IN MEMBERSHIP

- 4.1 In the event of a vacancy arising a Council representative will review waitlisted applicants before commencing a second Expression of interest process.

5. ROLES AND RESPONSIBILITIES

The role of the YAC is to:

- 5.1 Attend all scheduled YAC Meetings
- 5.2 Share all communications and information across all discussion group members
- 5.3 Make timely decisions and take actions
- 5.4 Identify/consider the opportunity for improvements;
- 5.5 Consult with local youth and identify strategies that are representative of the wider young community.

Members of the YAC will expect:

- 5.6 Open and honest discussions
- 5.7 Confidentiality for all matters discussed amongst members
- 5.8 Listening to others
- 5.9 Respectful conversation
- 5.10 Supporting each other
- 5.11 Safe space to speak freely
- 5.12 Have Fun!

6. QUORUM

- 6.1 A minimum of half plus one of the voting members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

7. CONFLICT OF INTEREST

- 7.1 In the case of matters being considered by the YAC, members are expected to declare their interest and, unless otherwise resolved by the YAC, or absent themselves from the discussion and decision-making process.

8. DISPUTE RESOLUTION

- 8.1 In the instance that any disputes or grievances may arise, members are required to discuss the matter with a Council representative who will decide on the fairest and most effective way to proceed.

9. MEETINGS

- 9.1 The YAC will meet on the first Monday of each month or call an interim meeting in situations where this may be required. Meetings will aim to be held for ninety (90) minutes.
- 9.2 Agenda ideas must be forwarded to the Council representative by Close of business seven (7) days prior to the next scheduled meeting.
- 9.3 The agenda and relevant papers will be distributed at least seven (7) days prior to the next scheduled meeting.
- 9.4 YAC members will not be paid for their duties related to the YAC, however a gift to the value of \$30 may be provided for each meeting they attend, limited to one gift per month.
- 9.5 The Chairperson will encourage participation by all members, allow all relevant views and information to be discussed, summarise points and recommendations and test for agreement.
- 9.6 The YAC will aim for consensus but accepts that some decisions will be put to a vote and decided by simple majority. All decisions will be recorded in the minutes.
- 9.7 The Council representative/s will have right to veto any proposed actions or ideas that contravene Council policy or Council's organisational values and objectives.

Minutes

9.8 The Council representative shall take minutes for each meeting and shall circulate the minutes with relevant attachments to members no later than seven (7) days after the meeting.

10. **REVIEW**

10.1 The terms of reference, membership and meeting frequency will be reviewed annually.

DRAFT

15.3.2 Wattle Range Council Wayfinding Signage Strategy - Consultation Summary

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	Medium
Strategic Plan Reference	<p>Theme 1 - Community Vibrancy & Presentation 1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area.</p> <p>Theme 2 - Economic Prosperity 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.</p> <p>Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p>
File Reference	GF/7.81.4/148
Attachments	Nil

Purpose of Report

To provide Council with a summary of the feedback received from the public consultation on the draft Wayfinding Signage Strategy and associated documents and for Council to consider adopting the strategy and associated documents.

Report Detail

At the Ordinary Meeting of Council held on 14 February 2023, Council considered a report on the Wattle Range Council Draft Wayfinding Signage Strategy and moved to endorse the draft Wattle Range Council Wayfinding Strategy, Audit and Implementation Plan and Style Guide for public consultation (Minute Reference: Folio 10425 Item 15.3).

The consultation commenced on Friday 24 February 2023 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 on the draft documents.

The desired outcomes of the consultation were:

- Determine the level of community support for the draft Wayfinding Signage Strategy;
- Ascertain support for each of the draft documents individually; and
- Provide suggestions from the public on possible improvements.

This consultation was one of the first conducted on Council's new engagement platform, Engage Wattle Range.

Participants also had the opportunity to provide feedback by completing a survey or uploading a written submission on Engage Wattle Range.

Hard copies of the documents including the survey and links to the online engagement platform were on display at all Council Offices and at Millicent Public Library.

Summary of Engagement

There was a total of 97 visits to the community consultation page for the draft Wayfinding Signage Strategy with a maximum of 15 visitors per day. Participants were not required to register with Engage Wattle Range to participate in this consultation, there were no new registrations on the engagement platform as a result of this particular consultation.

Awareness was successfully raised with 80 participants visiting at least one page during the consultation.

47 members of the community were informed with 38 downloading a document and 32 visiting multiple project pages.

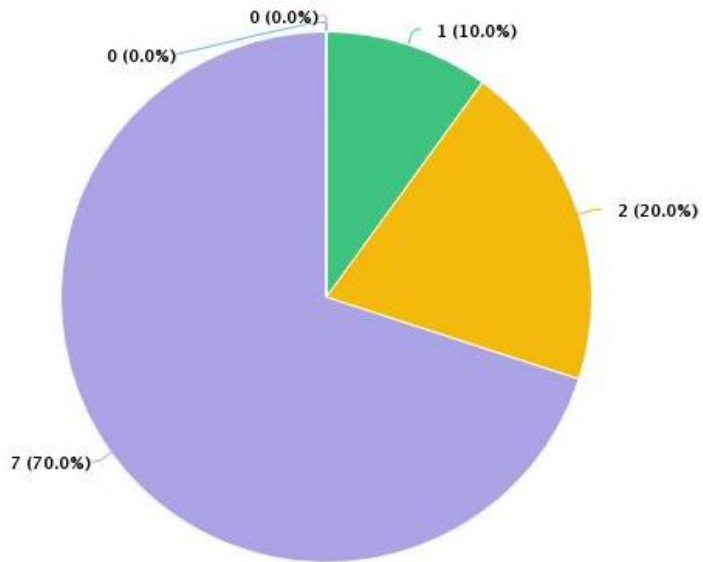
10 participants are classified as engaged, contributing to the consultation by completing the survey. No written submissions were uploaded on Engage Wattle Range and no formal submissions were received via mail or email.

The most downloaded document was the Draft Wayfinding Signage Strategy which was downloaded 26 times. Followed by the Draft Wayfinding Signage Style Guide downloaded 20 times and the Draft Wayfinding Signage Audit and Implementation Plan which was downloaded 15 times.

Survey Response Report

During the consultation period 10 people completed the survey on Engage Wattle Range. No hard copy surveys were received. The survey included 10 questions; a summary of the responses is listed below:

Q1 Do you agree with the direction and intent of the Wayfinding Signage Strategy?



● Neutral ● Moderately agree ● Strongly agree ● Strongly disagree ● Moderately disagree

Q2 Please explain why you feel this way about the Wayfinding Signage Strategy.

Screen Name Redacted
2/24/2023 12:27 PM

Anything that helps & engages visitors to Wattle Range is a good thing

Screen Name Redacted
2/26/2023 08:31 AM

Consistency and branding a sense of place and community

Screen Name Redacted
2/27/2023 01:17 PM

This is a brilliant Strategy it streamlines signage and stops confusion and clutter with the excessive signage that is in place at the moment particularly in the Town of Beachport.

Screen Name Redacted
2/27/2023 02:37 PM

The money has been spent on the audit anyway. Might as well go ahead with it.

Screen Name Redacted
3/06/2023 12:59 PM

too many old signs, need consistency

Screen Name Redacted
3/07/2023 11:16 AM

The strategy is important as there is no consistent signage style throughout the area. Many are in disrepair and some are out of date. A consistent strategy will present a more professional appearance to visitors and will hopefully highlight attractions in the region.

Screen Name Redacted
3/14/2023 09:48 PM

pointing tourists clearly to where they need to be makes, particularly the city folks, more comfortable about not getting lost. Locals can have their services met to best ability also.

Screen Name Redacted
3/17/2023 11:44 AM

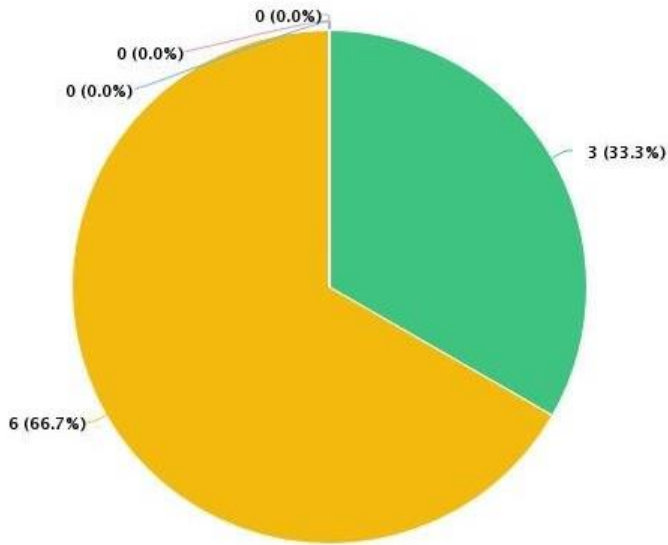
I am disappointed there is no mention of dual naming or that any Indigenous consultation was included. There is very little in the Wattle Range Council district that acknowledges the traditional owners of the land the Buandik. The wayfinding strategy presents the perfect opportunity to introduce traditional names to both locals and visitors to our region.

SENTIMENT SUMMARY



Key:
Negative
Mixed
Neutral
Positive

Q3 Do you agree with the direction and intent of the Signage Audit and Implementation document?



● Moderately agree
 ● Strongly agree
 ● Strongly disagree
 ● Moderately disagree
 ● Neutral

Q4 Please explain why you feel this way about the Signage Audit and Implementation document.

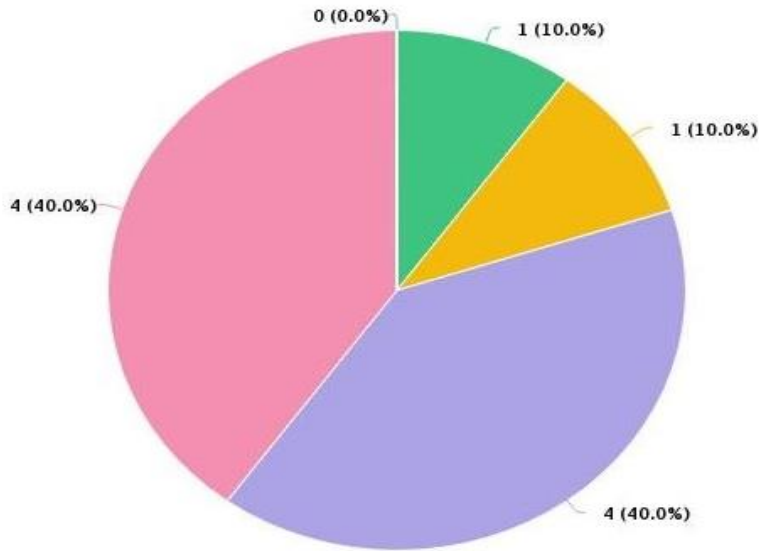
Screen Name Redacted 2/26/2023 08:31 AM	Ownership of place and a good sense of let's tidy up
Screen Name Redacted 3/06/2023 12:59 PM	Too many old redundant signs
Screen Name Redacted 3/07/2023 11:16 AM	The strategy presents and good way forward and, if promoted well within the community, will alleviate concerns that little is being done to support tourism across the region.
Screen Name Redacted 3/14/2023 09:48 PM	This plan brings sufficient info to the public.
Screen Name Redacted 3/17/2023 11:44 AM	As stated before my main concern is the lack of recognition of the Buandik and the opportunity for dual naming of sites in our region.

SENTIMENT SUMMARY



Key:
Negative
Mixed
Neutral
Positive

Q5 Do you agree with the direction and intent of the Style Guide?



● Strongly disagree
 ● Moderately disagree
 ● Moderately agree
 ● Strongly agree
 ● Neutral

Q6 Please explain why you feel this way about the Style Guide.

- Screen Name Redacted
2/24/2023 12:27 PM

I don't agree that the different colours will make any difference
- Screen Name Redacted
2/26/2023 08:31 AM

Consistent
- Screen Name Redacted
3/07/2023 11:16 AM

Good style and easily understood - not out of step with messaging see elsewhere.
- Screen Name Redacted
3/09/2023 05:34 PM

Prefer to see a unique sign design for each major town/area i.e. Millicent, Beachport (seaside) Coonawarra/Penola (vines/farming/roses)
- Screen Name Redacted
3/14/2023 09:48 PM

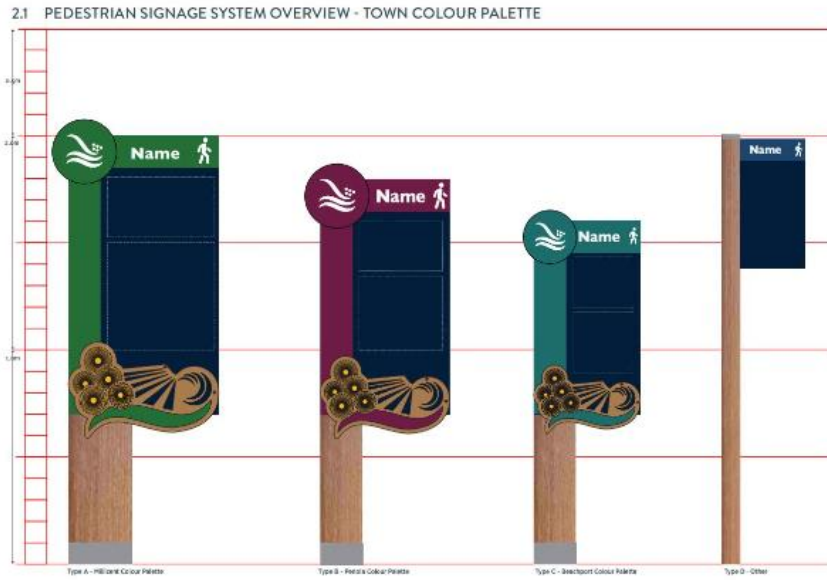
I love it. But the colours need to be less like the roadside colours. fluro. or bright. so you can spot them from the road at 110km/hr or 60 km/hr



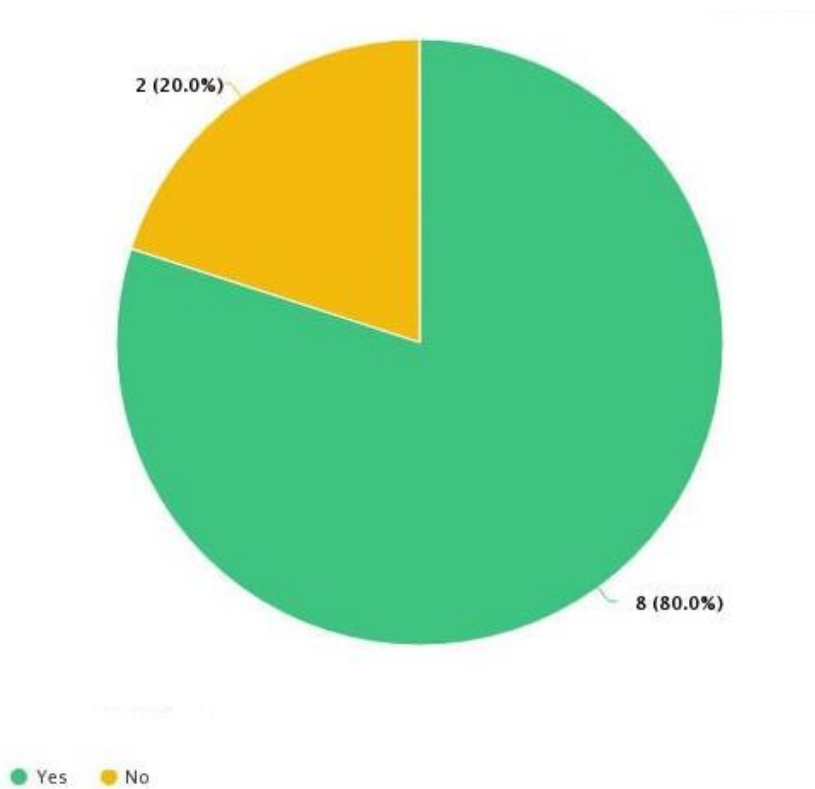
Key:
Negative
Mixed
Neutral
Positive

- 7. The style guide uses three washes of colour and associated patterns, to represent different elements of our region.

The blue of the sea, representing our coastline; the red brown representing our fertile soil; the green and the lines in the logo, representing our viticulture and agricultural industries; and the blooming yellow Wattle, representing the local native flora.



Do you think the themes of the sea, the soil, our prominent industries, and our native flora are representative of our region?



Q8 Would you like to provide any other comments or feedback in relation to the style guide themes?

Screen Name Redacted
2/27/2023 01:17 PM

The style theme needs to be clean and simple maybe the icon of the Wattle Range Council be placed at the bottom of the sign instead of the Flora.

Screen Name Redacted
3/06/2023 12:59 PM

The bit at the bottom is too big

Screen Name Redacted
3/09/2023 05:34 PM

what are the prominent industries? yes to sea. yes to flora.

Screen Name Redacted
3/14/2023 09:48 PM

The colours blend in to the roadside too much

Screen Name Redacted
3/17/2023 11:44 AM

Please include dual naming

SENTIMENT SUMMARY



Key:

- Negative
- Mixed
- Neutral
- Positive

Q9 Where in the region do you feel signage is most needed?

Screen Name Redacted
2/26/2023 08:31 AM

At every town no matter how small makes all of us part of the wattle range family

Screen Name Redacted
2/27/2023 01:17 PM

Throughout the whole Wattle Range District and the signage needs to be all the same but the Blue for Coastal Green for Millicent Mulberry for Penola Teal for Glencoe Mount Burr Nangwary Tantanoola EXTRA

Screen Name Redacted
3/06/2023 12:59 PM

Tourism hot spots

Screen Name Redacted
3/07/2023 11:16 AM

I'm not familiar with issues face by other townships in the region but I think there is a pressing need for consideration of appropriate signage for Penola as the recent completion of the by-pass has had an impact on the town. Highlighting the attractions of the town may see an increase in tourism and visitors to the township.

Screen Name Redacted
3/09/2023 05:34 PM

all tourist areas. Especially by-pass at Penola and particularly East / West entrances.

Screen Name Redacted
3/14/2023 09:48 PM

at the entrance and exits of the towns

SENTIMENT SUMMARY

100%

Key:
Negative
Mixed
Neutral
Positive

Q10 Do you have any other comments you would like to add?

Screen Name Redacted
2/26/2023 08:31 AM

Please don't forget the little towns so we all belong Look at seasonal bunting / flags too

Screen Name Redacted
2/27/2023 01:17 PM

During the Process of the New signage it would be a great idea to change the Beachport Scenic Drive from Bowman to an Indigenous name and maybe this could occur throughout the Wattle Range District.

Screen Name Redacted
3/07/2023 11:16 AM

The entry signs to Penola on all main roads into town are seriously in need of review. Ther new sign to the North and South of the town are amateurish as they are too small, poorly lighted, and look to be unfinished.

Screen Name Redacted
3/09/2023 05:34 PM

1. The Coonawarra signs North and South of town need to read Coonawarra Wine Region - confuses tourists where Penola is located and Coonawarra. They also need to be painted/pressure cleaned. 2. Street/road signs need to be spelt correctly. Is there a register showing all street/road names and the history. Before it gets too late to research. 3. Penola North and South Entrance name more distracting than informative and welcoming. No where near big enough and the post on it is way too small. 4. Encourage travellers to enter town not divert on heavy vehicle by-pass. 5. Signage and neater entrance to Penola from East and West.

Screen Name Redacted
3/14/2023 09:48 PM

great style

Screen Name Redacted
3/17/2023 11:44 AM

Consult local Buandik in regard to dual naming opportunities

SENTIMENT SUMMARY

33.3%

50%

16.7%

Key:
Negative
Mixed
Neutral
Positive

Dual Naming

One participant of the survey mentioned they would like to see dual naming on future signage.

On the 16 of March 2023 a notice was placed in the South Australian Government Gazette by Nick Champion MP, Minister for Planning pursuant to *section 11B(1)(a) of the Geographical Names Act 1991*, assigning dual names to places of public interest within the City of Mount Gambier such as the Blue Lake/Warwar.

This came about after many years of the City of Mount Gambier working alongside the local First Nations community in the process of reconciliation and the development of the Yerkalapata Reconciliation Action Plan. The plan was adopted by Council in 2020 with dual naming being a key action.

If Wattle Range Council would like to pursue dual names, a similar process would need to take place.

In the meantime, an option which could be actioned straight away recognising our local First Nations people as traditional owners could be to include “Boandik Country” or “Pinchunga Country” at the bottom of all new wayfinding signage and update the Wayfinding Signage Strategy to reflect this.

Consultation with the local First Nations community would need to happen before this change is adopted.

Next Steps

A budget has been proposed for the 2023/24 Annual Business Plan for the first tranche of signage as outlined in the Wayfinding Strategy.

Financial Considerations

Budget Allocation	\$30,000.00
Budget Spent to Date	\$22,270.90
Budget Variation Requested	NIL

Risk Considerations

Please refer to Wattle Range Council’s SharePoint Register – Wayfinding Signage Strategy

Policy Considerations

Policy 1.5 Community Engagement Policy

Legislative Considerations

South Australia Local Government Act 1999

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

Consultation with the local First Nations community is recommended before the inclusion of recognition of traditional owners on future signage.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Adopt the Wattle Range Council Wayfinding Strategy, Audit and Implementation Plan and Style Guide.

15.4 Director Engineering Services

15.4.1 Beachport Entry Statement Sign

Report Type	Officer Report
Department	Engineering Services
Author	Peter Halton
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. 1.6 Promote and support the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range area. Theme 2 - Economic Prosperity 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy. 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/20.64.1/5
Attachments	<ol style="list-style-type: none">1. Entry Statement Sign [15.4.1.1 - 1 page]2. Entry Statement Site [15.4.1.2 - 1 page]3. Email re Beachport Entrance Sign [15.4.1.3 - 1 page]

Purpose of Report

Consider a request to accept a new asset in the Beachport Entrance Statement as proposed by the Beachport Rivoli Bay Lions Club.

Report Details

Council has been informed formally (see email attachment) from the current president Mr Keith Sneath of the Beachport Rivoli Bay Lions Club, that they are proposing to install an entrance statement near the Lake George outlet. This is a welcome statement for Beachport similar to those at most other major townships across the Council.

Many of these signs have been developed and built by the community through various groups. In this instance, the Beachport Rivoli Bay Lions Club is offering to complete the project and is seeking Council approval for its installation which will mean Council will accept the future maintenance of the asset.

At this stage the proposal has been presented to the officer for consideration with the Planning Department having received a pre-application for consideration and comment. The ultimate design and location may vary from that currently being considered due to it needing to be assessed through a formal planning application. It should also be noted that in

supporting the recommendation as the ultimate owner of the asset, Council would be the applicant for planning approval.

Financial Considerations

Budget Allocation	\$0
Budget Spent to Date	\$0
Budget Variation Requested	\$0

The financial requirement to accept this asset is considered insignificant. If Council is willing to support the proposal and accept the asset on completion, it will be added to the Building and Structures Asset Management plan and slightly increase the Council depreciation. Council maintains the area with regular mowing and sees only a small amount of additional maintenance on the entrance statement.

Risk Considerations

Medium Risk

The Beachport Entrance Statement sign has been assessed against the financial impact. In accepting the entrance statement as a gifted asset, the financial consequence has been determined as being “insignificant”, with the likelihood assessed as “likely”. The risk assessment is determined as medium risk / financial risk to Council.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

The legislation considered in the provision of the new sign will be dealt with under the *Planning, Development and Infrastructure Act 2016* as the asset will require development approval.

Environmental / Sustainability Considerations

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

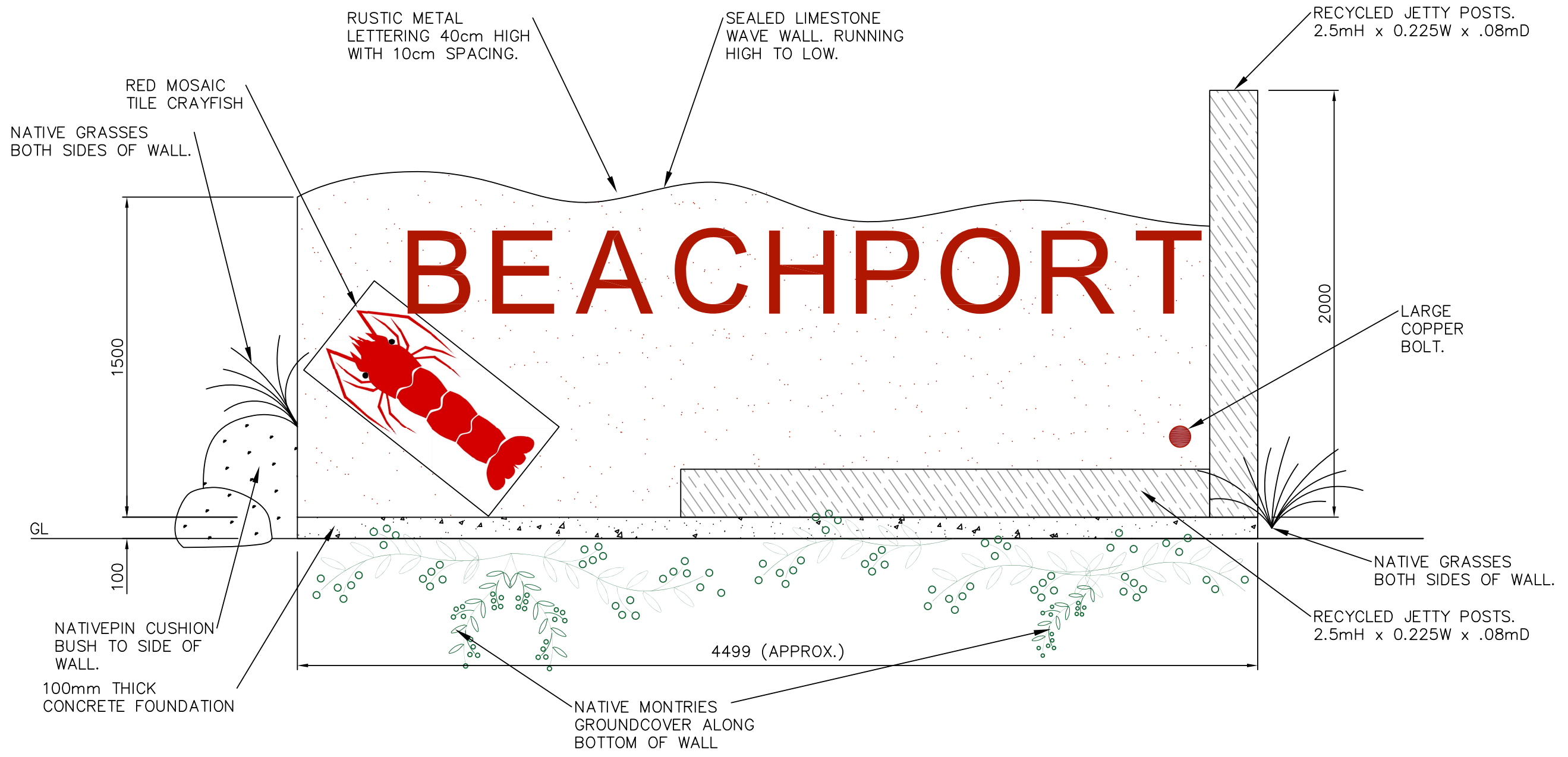
Communication & Consultation Considerations

The Council staff have been in consultation with the Beachport Rivoli Bay Lions Club. Outside of their own consultation with community the proposal has not been more broadly considered through any public consultation.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Support the development of a new Beachport Entrance Statement by the Beachport Rivoli Bay Lions Club and confirm acceptance of the asset on its completion which will include any future maintenance.



ELEVATION
1:20

 <p>KA McMillan Dip. Eng. Civil Contract & Consulting Services • CAD Design & Drafting Engineering • Architectural • Survey</p>	<table border="1"> <tr> <th>NAME</th> <th>DATE</th> </tr> <tr> <td>SURVEY</td> <td></td> </tr> <tr> <td>COORD SYS</td> <td>GDA94</td> </tr> <tr> <td>DRAWN</td> <td>KAMc 11/22</td> </tr> <tr> <td>DESIGNED</td> <td></td> </tr> <tr> <td>SOIL CLASS</td> <td>S</td> </tr> </table>		NAME	DATE	SURVEY		COORD SYS	GDA94	DRAWN	KAMc 11/22	DESIGNED		SOIL CLASS	S	<p>PROPOSED ENTRY SIGN ELEVATION MILLICENT ROAD, BEACHPORT, SA</p> <p>SCALE: AS SHOWN</p>	<p>SHEET A3</p> <p>FILE: PROJECTS(F:)/PROJECT FILES/PROJECTS/202223/202223023-ENTRYSIGN-BEACHPORT/DRAWINGS/ENTRYSIGN-BEACHPORT.DWG</p>	<p>SHEET No A100</p>
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DESCRIPTION	#	DATE															
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SITE PLAN

1: 400

 <p>KA McMillan Dip. Eng. Civil</p> <p>• Contract & Consulting Services • CAD Design & Drafting • Engineering • Architectural • Survey</p>			<table border="1"> <tr> <th>NAME</th> <th>DATE</th> </tr> <tr> <td>SURVEY</td> <td></td> </tr> <tr> <td>COORD SYS</td> <td>GDA94</td> </tr> <tr> <td>DRAWN</td> <td>KAMc 11/22</td> </tr> <tr> <td>DESIGNED</td> <td></td> </tr> <tr> <td>SOIL CLASS</td> <td>S</td> </tr> </table>		NAME	DATE	SURVEY		COORD SYS	GDA94	DRAWN	KAMc 11/22	DESIGNED		SOIL CLASS	S	<p>PROPOSED ENTRY SIGN</p> <p>SITE PLAN</p> <p>MILLICENT ROAD, BEACHPORT, SA</p>		<p>SHEET No</p> <p>A101</p>	
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	DRAWN	KAMc 11/22																		
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DESCRIPTION	#	DATE																		
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From: keith@sshholdings.com.au
Sent: Mon, 17 Apr 2023 14:33:15 +0930
To: Peter Halton
Subject: Beachport Entrance

Hi Peter,

Further to our conversation regards the Beachport Lions Club proposing to install an entrance statement on Millicent Road as per the attached site plans.

This is a project that our Lions Club proposing to deliver, and we are seeking the approval of Council to its installation and for our Council to take on all future maintenance and responsibility of the asset on completion.

Could this matter be put to Council for consideration?

We are also seeking a waiver of any planning and building fees that maybe associated with this project. Whilst our Lions Club are prepared to fund the project, some assistance from WRC would be greatly appreciated.

Our intentions with the state park being a rather large project, this development will be undertaken in financial year 23/24

At this time no plans have been finalized for the park, once completed Council will be fully informed, this project will involve working very much with Council.

The installation of a boat facility to assist those with disabilities or are handicapped in anyway, is still being discussed, Millicent Lions are happy to assist with this project, again Council will be fully briefed.

We sincerely thank Council for permission that allows the Club to use an area in the Beachport Depot.

Many thanks and the Club look forward to a favourable response, Keith.

President Beachport Rivoli Bay Lions Club.

Kind Regards

Keith Sneath
S&S Holdings | Director



P.O. Box 1888, Mt Gambier SA 5291
M 0400 254 777

15.4.2 Wattle Range Council Asset Management Strategy

Report Type	Officer Report
Department	Engineering Services
Author	Laura Burbidge
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. WRC Asset Management Strategy V 1.1 [15.4.2.1 - 30 pages]

Purpose of Report

To review and endorse the adoption of the Wattle Range Council Asset Management Strategy.

Report Details

The Asset Management Strategy is a key document, forming part of the strategic asset management framework of Council. The Asset Management Strategy is prepared to assist Council in improving the way it delivers services from infrastructure including roads, footpaths, kerbs, stormwater, buildings, structures, Community Wastewater Management Systems (CWMS) and plant and equipment. In total these infrastructure assets have a replacement cost of \$332 million as at 30 June 2022.

The purpose of the Asset Management Strategy is to:

- Show how Council's asset portfolio will meet the service delivery needs of its community into the future,
- Enable Council's asset management policies to be achieved,
- Ensure the integration of Council's asset management practices with its Long-Term Financial Plan and Strategic Plan,
- Outlines the framework to guide the planning, construction, maintenance, and operation of the infrastructure essential for Council to provide services to the community,
- Identifies the required Asset Management Plans for the asset categories and details the adopted schedule to update the Asset Management Plans and the future schedule to maintain the currency of the Asset Management Plans, and
- Identifies an improvement plan to current asset management processes to progress maturity of asset management systems and processes within Council.

It should be noted that the strategy document does exclude those asset classes that currently do not warrant or require an asset management plan. This includes Land, Furniture and Fittings, and Office Equipment assets. These asset classes are managed through Council's financial management system Datascape.

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

There is a Low risk to this report.

Policy Considerations

The Asset Policy is supported by the Asset Management Strategy.

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. Adopt the Asset Management Strategy as presented.

Wattle Range Council



ASSET MANAGEMENT STRATEGY

Version 1.1

Wattle Range Council Asset Management Strategy

Document Control

Document Control					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1.1	March 2023	Document content revision and align with latest NAMS+ template	LB	Asset Management Steering Committee	Executive Leadership Team & Audit Committee

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Executive Summary

This Asset Management Strategy is prepared to assist Council in improving the way it delivers services from infrastructure including roads, footpaths, kerbs, stormwater, buildings, structures, Community Wastewater Management Systems (CWMS) and plant and equipment. These infrastructure assets have a replacement cost of \$332 million as at 30 June 2022.

The Asset Management Strategy is to enable Council to:

- Show how its asset portfolio will meet the service delivery needs of its community into the future,
- Enable Councils' asset management policies to be achieved, and
- Ensure the integration of Councils' asset management practices with its Long-Term Strategic Plan.¹

Adopting this Asset Management Strategy will assist Council in meeting the requirements of national sustainability frameworks, South Australia Local Government Act 1999 by demonstrating what level of service can be delivered in a financially sustainable manner.

The Asset Management Strategy is prepared following a review of the Council's service delivery practices, financial sustainability indicators, asset management maturity and fit with Council's vision for the future outlined in the Wattle Range Council Strategic Plan. The Strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required to bring Council to a minimum 'core' level of asset maturity and competence.

Strategy Outlook

1. The organisation aims to fund current infrastructure life cycle costs at current levels of service, noting:
 - a. 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.
 - b. Large capital new/upgrade projects identified in an AMP, which are discretionary in nature, will be considered individually each financial year.
2. The organisation's current asset management maturity is below 'core' level and investment is needed to improve information management, lifecycle management, service management and accountability and direction.

¹ LGPMC, 2009, Framework 2 *Asset Planning and Management*, p 4.

Asset Management Strategies

The asset management strategies identified as part of this document address:

- Alignment of Council's Long Term Financial Plan, Annual Budgets and Asset Management Plans to ensure a sustainable funding position
- Communication of funding decisions on service levels and service risks with timely and accurate reporting
- Rationalisation of assets to ensure a sustainable future

Asset Management Improvement Plan

The program of tasks and resources required to achieve a minimum 'core' asset management maturity was developed in the asset management strategy. In addition to the tasks captured here; the improvement program tasks identified for each asset management plan further assist in working towards a minimum 'core' asset management maturity.

1. Introduction

Assets deliver important services to communities. A key issue facing local governments throughout Australia is the management of ageing assets in need of renewal and replacement.

Infrastructure assets such as roads, drains, bridges, water and sewerage, and public buildings present unique challenges. Their performance and longevity can be difficult to determine. Financing needs can be large, requiring planning for large peaks and troughs in expenditure for renewing and replacing such assets. The demand for new and improved services also adds to the planning and financing challenges.²

The acquisition of new assets also presents challenges in funding the ongoing operating costs necessary to provide the needed service over the assets' full life cycle.³

The national frameworks on asset planning and management and financial planning and reporting endorsed by the Local Government and Planning Ministers' Council (LGPMC) require Councils to adopt a longer-term approach to service delivery and funding comprising:

- A strategic longer-term plan covering, as a minimum, the term of office of the councillors and:
 - bringing together asset management and long-term financial plans,
 - demonstrating how Council intends to resource the plan, and
 - consulting with communities on the plan
- Annual budget showing the connection to the strategic objectives, and
- Annual report with:
 - explanation to the community on variations between the budget and actual results,
 - any impact of such variances on the strategic longer-term plan,
 - report of operations with review on the performance of the Council against strategic objectives.⁴

Framework 2 Asset Planning and Management has seven elements to assist in highlighting the key management practices that promote prudent, transparent, and accountable management of local government assets that introduce a strategic approach to meet current and emerging challenges.

- Asset Management Policy,
- Strategy and planning,
 - Asset Management Strategy,
 - Asset Management Plan,
- Governance and management arrangements,
- Defining levels of service,
- Data and systems,

² LGPMC, 2009, Framework 2 Asset Planning and Management, p 2.

³ LGPMC, 2009, Framework 3 Financial Planning and Reporting, pp 2-3.

⁴ LGPMC, 2009, Framework 3 Financial Planning and Reporting, pp 4-5.

- Skills and processes, and
- Evaluation.⁵

The Asset Management Strategy is to enable Council to:

- Show how its asset portfolio will meet the service delivery needs of its community into the future,
- To enable Council's asset management policies to be achieved, and
- To ensure the integration of Council's asset management practices with its long-term strategic plan.⁶

The goal of asset management is to ensure that services are provided:

- In the most cost-effective manner,
- Through the acquisition, maintenance, operation, renewal, and disposal of assets,
- For present and future consumers.

1.1 Objective

The objective of the Asset Management Strategy is to establish a framework to guide the planning, construction, maintenance, and operation of the infrastructure essential for Council to provide services to the community.

1.2 Scope

The Asset Management Strategy documents the strategies for all infrastructure captured and managed through Council's asset management system and that are spatially represented in Council's Geographic Information System (GIS).

This document does not contain strategies related to assets captured and managed through Council's financial management system including Land, Furniture and Fittings, and Office Equipment.

1.3 Legislative requirements

Wattle Range Council complies with the South Australian legislation wherever practical. This includes:

- *Aboriginal Heritage Act 1988*
- *Development Act 1993*
- *Disability Inclusion Act 2018*
- *Environment Protection Act 1993*
- *Essential Services Commission Act 2002 and Regulations 2019*
- *Heavy Vehicle National Law (South Australia) Act 2013 and associated regulations*
- *Highways Act 1926*
- *Landscape South Australia Act 2019 and associated regulations*

⁵ LGPMC, 2009, Framework 2 *Asset Planning and Management*, p 4.

⁶ LGPMC, 2009, Framework 2 *Asset Planning and Management*, p 4.

- *Local Government Act 1999* and associated regulations
- *Motor Vehicles Act 1959*
- *Natural Resources Management Act 2004*
- *Public Health Act 2011* and *Regulations (Wastewater) 2013*
- *Road Traffic Act 1961*
- *South Eastern Water Conservation and Drainage Act 1992*
- *Water Industry Act 2012* and *Regulations 2012*
- *Work Health and Safety Act 2012* and *Regulations 2012*

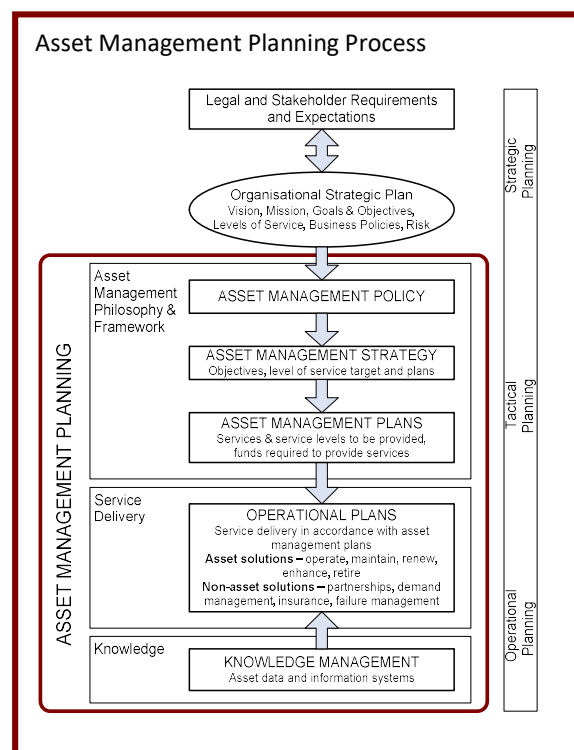
There are a wide range of codes, standards, policies and guidelines relating to the management of Council infrastructure. Where practical, Council seeks to operate within these guidelines. These include but are not limited to:

- Australian Accounting Standards
- Australian Standards
- Building Code of Australia 2019
- Local Government Association of South Australia publications
- Institute of Public Works Engineering Australasia publications
- South Australia, *Environment Protection (Water Quality) Policy 2003*

1.2 Asset Management Planning Process

Asset management planning is a comprehensive process to ensure that assets are managed and maintained in a way that enables affordable services from infrastructure to be provided in an economically optimal way. In turn, affordable service levels can only be determined by assessing Council's financial sustainability under scenarios with different proposed service levels.

Asset management planning commences with defining stakeholder and legal requirements and needs, incorporating these needs into the organisation's strategic plan, developing an asset management policy, strategy, asset management plan and operational plans, linked to a long-term financial strategy and funding plan.



1.1.1 Asset Management Strategic Framework

Council’s Asset Management Strategic Framework (Figure 1) illustrates the relationship of this asset management strategy with relevant Council documentation and Council’s objective of sustainable service delivery.

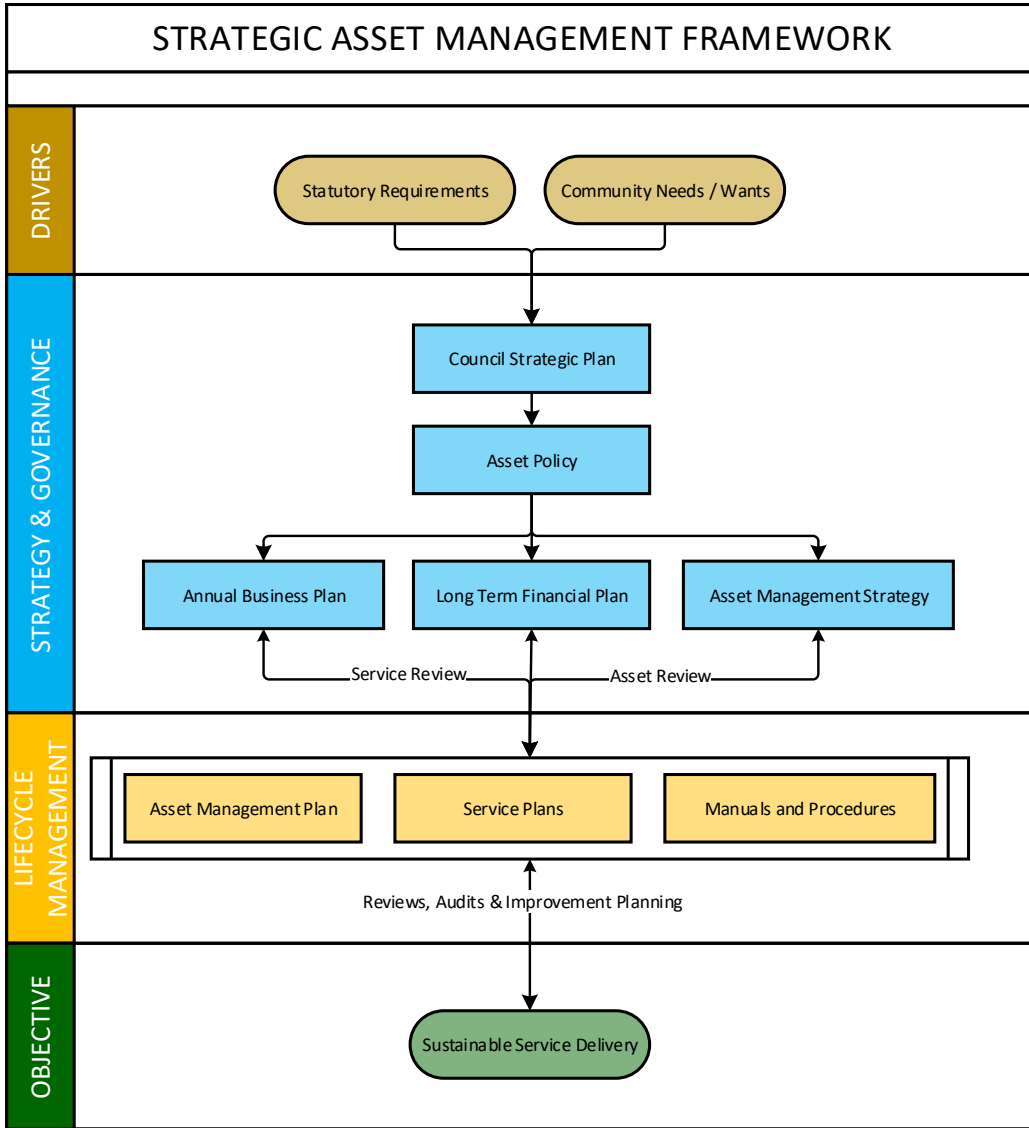


Figure 1 Strategic Asset Management Framework

2. What Assets do we have?

Council uses infrastructure assets to provide services to the community. The range of infrastructure assets and the services provided from the assets is shown in Table 1.

Table 1: Assets used for providing Services

Asset Financial Class	Description	Services Provided
Buildings	<p>All buildings under the ownership, management or control of Council, including buildings on Crown land.</p> <p>Examples:</p> <ul style="list-style-type: none"> • libraries, • Council offices, • public halls, • enclosed sheds (four walls) with roof <p>This excludes buildings that form part of the CWMS as these are included under the CWMS Financial Class.</p>	Community Amenities, Community Facilities, Tourism Information, Public & Private Accommodation, Staff Workplaces, Storage Areas, Community Wellbeing
CWMS	<p>All infrastructure that is related to the operation of the CWMS. This includes:</p> <ul style="list-style-type: none"> • Underground pipes both rising and gravity • Network infrastructure including property connections, maintenance shafts and valves • Pump stations and all related infrastructure including buildings and structures, pumps, switchboards, flowmeters and pipework • Treatment facilities and all related infrastructure including buildings and structures, tanks, pumps, bores, switchboards, pipework, lagoons and chemical dosing systems <p>Irrigation system and all related infrastructure including pipework, pumps and sprinklers</p>	Public Sanitation, Health & Safety
Footpaths	Formed and constructed footpaths, shared use paths, walking tracks and cycleways.	Exercise, Community Network Links, Access
Kerbs	All constructed kerb and channel including earth formation, timber, bluestone, block and concrete construction.	Flood Prevention, Health & Safety

Asset Financial Class	Description	Services Provided
Plant & Equipment	All items of Council Plant, Machinery and Equipment	Transport, Construction, Maintenance, Operations, Service Delivery, Asset Management
Roads	<p>Gazetted roads owned or under the control of Council and internal roads located within Council managed and controlled sites such as cemeteries, caravan parks, reserves, and parks.</p> <p>Infrastructure associated with roads including:</p> <ul style="list-style-type: none"> • Car parks • Signage (street/road name signage, traffic management signage) • Traffic management devices such as traffic islands 	Facilitate Safe Transportation of People/Goods, Provide on-road/off-road car parking, Access, Economic Vibrancy
Stormwater	<p>All stormwater drainage structures constructed by or under the responsibility of Council.</p> <p>Infrastructure includes:</p> <ul style="list-style-type: none"> • Underground pipes • Culverts • Open drains • Pumps • Gross Pollutant Traps • End structures • Pits and sumps • Discharge bores 	Flood Prevention, Health & Safety

Asset Financial Class	Description	Services Provided
Structures	<p>All structures under the ownership, management or control of Council, including structures on Crown land.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Roofed structures such as rotundas, barbeque shelters and non-enclosed sheds (three walls or less) • Shade sails • Lighting servicing streets, parks and sports fields / courts • Fencing • Pool shells • Playground infrastructure including soft fall, play equipment, edging or kerbing • Skate parks • BMX tracks • Sporting facilities such as tennis / netball courts • Street or park furniture including benches, picnic tables / settings and barbeques • Fountains and ponds including all related assets such as pipework and pumps • Viewing platforms and boardwalks • Pedestrian bridges • Irrigation • Landscaping or streetscaping structures such as retaining walls • Signage (information and town entrance signage) • Artwork, on public display in parks or in road reserve such as sculptures and memorials • Airport runway, aprons and lighting • Saleyards • Cemetery infrastructure • Waste transfer station and resource recovery centre infrastructure • Caravan park infrastructure • RV Dump points <p>This excludes structures that form part of the CWMS as these are included under the CWMS classification.</p>	Public Waste Disposal Facilities, Storage Areas, Exercise Equipment, Playground Equipment, Community Wellbeing

3. Our Infrastructure Assets and their Management

3.1 State of the Assets

The financial status of the organisation's assets at 30 June 2022 is shown in Table 2.

Table 2: Financial Status of the Assets

Asset Financial Class	Replacement Cost (\$000)	Depreciated Replacement Cost (\$000)	Accumulated Depreciation (\$000)	Depreciation Expense (\$000)
Buildings	46,693	31,740	14,953	1,033
CWMS	41,361	30,265	11,096	730
Footpaths	10,284	5,959	4,325	333
Kerbs	23,130	13,396	9,735	328
Plant & Equipment	11,850	5,942	5,908	760
Roads	165,638	108,409	57,229	2,559
Stormwater	13,089	8,798	4,292	112
Structures	19,686	13,224	6,461	556
Total	331,731	217,733	113,999	6,411

Figure 2 shows the replacement costs of Council's assets.

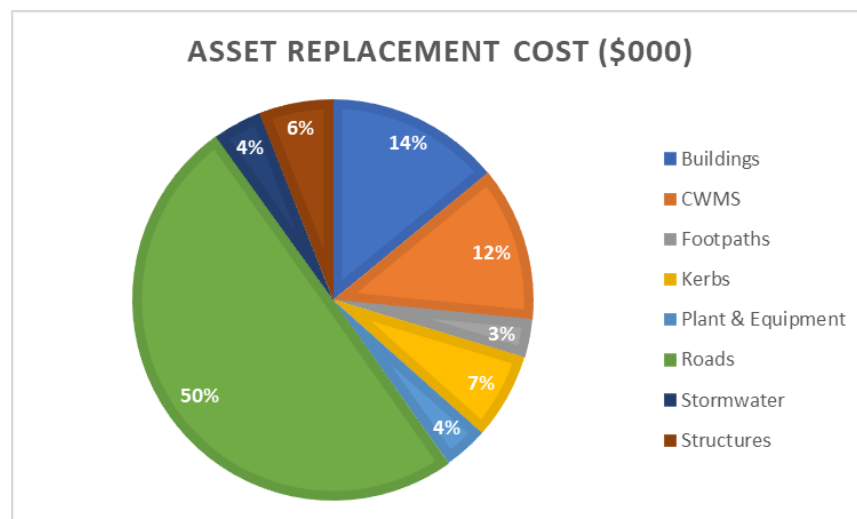


Figure 2: Asset Replacement Costs as at 30 June 2022

The state of the assets in relation to good, fair, and poor condition, function and capacity is detailed and documented within Council's Asset Management Plans.

3.2 Lifecycle Costs

Lifecycle costs (or whole of life costs) are the average annual costs that are required to sustain the service levels over the longest asset life. Lifecycle costs include operations, maintenance, renewal, and acquisition costs. The lifecycle cost for the services is covered in Council's Asset Management Plans.

Lifecycle costs can be compared to the lifecycle funding allocated in the financial plan to give an indicator of sustainability in service provision. The lifecycle planned budget includes operations, maintenance, capital renewal and acquisition expenditure annualised over the planning period. The lifecycle planned budget can vary depending on the timing of asset renewals. The annualised life cycle planned budget is captured in Council's Asset Management Plans and Council's Long-Term Financial Plan.

The lifecycle costs and planned budget comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the lifecycle budget is less than the lifecycle cost, it is most likely that outlays will need to be increased in the budget or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is unavailable will assist Council in providing services to their communities in a financially sustainable manner. This is the purpose of integrating the Asset Management Plans with the Long-Term Financial Plan.

A shortfall between lifecycle costs and planned budgets gives an indication of the lifecycle gap to be addressed in the Asset Management and Long-Term Financial Plans.

Council targets an asset sustainability ratio of greater than 90% but less than 110%.

3.3 Asset Management Structure

Figure 3 illustrates the organisational structure within Council that has the responsibility for the service delivery from the infrastructure. The adopted team structure, outlined in Figure 3, reflects the roles of Council and senior management, including designated staff from a variety of service areas.

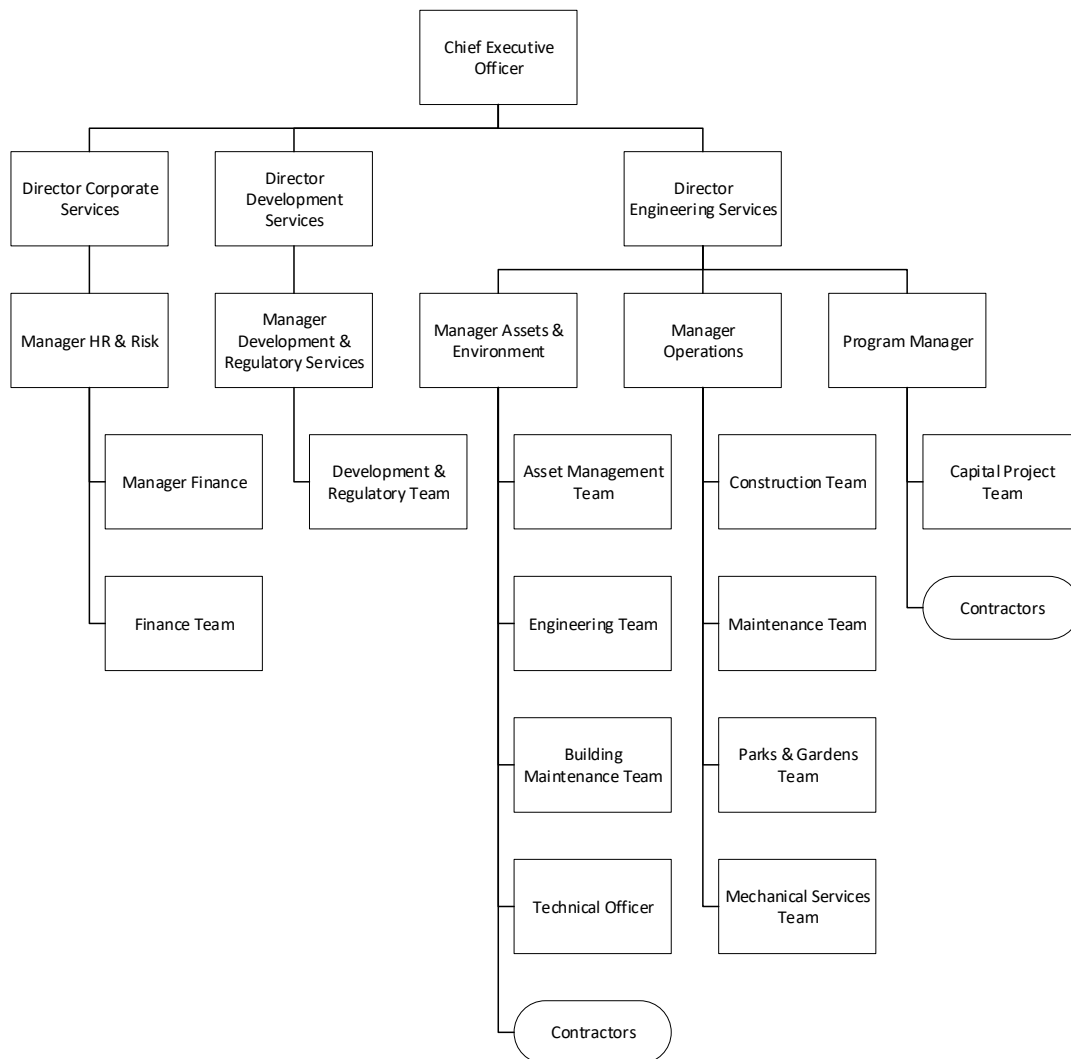


Figure 3 Organisational Structure for Asset Management at Council

3.4 Asset Management Team

A 'whole of organisation' approach to asset management is desirable. The benefits of an asset management team include:

- Demonstrate support for sustainable asset management,
- Encourage buy-in and responsibility,
- Coordinate strategic planning, information technology, and asset management activities,
- Promote uniform asset management practices across the organisation,
- Information sharing across IT hardware and software,
- Pooling of expertise,
- Championing of asset management process,
- Wider accountability for achieving and reviewing sustainable asset management practices.

The role of the asset management team will evolve as the organisation maturity increases over time in several phases.

Phase 1

- Strategy development and implementation of asset management improvement program,

Phase 2

- Asset Management Plan development and implementation,
- Reviews of data accuracy, levels of service and systems plan development,

Phase 3

- Asset Management Plan operation,
- Evaluation and monitoring of asset management plan outputs,
- Ongoing Asset Management Plans review and continuous improvement.

3.5 Financial & Asset Management Maturity

The National Frameworks on Asset Planning and Management and Financial Planning and Reporting define 10 elements. 11 practice areas have been developed from these elements⁷ to assess maturity under the National Frameworks. The core competencies are:

Financial Planning and Reporting

- Strategic Longer-Term Plan
- Annual Budget
- Annual Report

Asset Planning and Management

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plan
- Governance & Management
- Levels of Service
- Data & Systems
- Skills & Processes
- Evaluation

Council is still developing, documenting and collating its asset management documentation and data whilst establishing process and procedures around its asset management practices; therefore a maturity assessment for the core competencies has not been undertaken at the time this strategy was developed. Council will be working towards undertaking a maturity assessment for the next revision of this document.

⁷ Asset Planning and Management Element 2 *Asset Management Strategy and Plans* divided into Asset Management Strategy and Asset Management Plans practice areas.

3.6 Strategy Outlook

3. The organisation aims to fund current infrastructure life cycle costs at current levels of service, noting:
 - a. 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.
 - b. Large capital new/upgrade projects identified in an AMP, which are discretionary in nature, will be considered individually each financial year.
4. The organisation's current asset management maturity is below 'core' level and investment is needed to improve information management, lifecycle management, service management and accountability and direction.

4. Where do we want to be?

4.1 Council's Vision, Mission, Objectives and Strategies

Council has adopted a Vision for the future in the Council Strategic Plan.

'Wattle Range – a great place to live and work'

Council's purpose or reason for existence is set out in the adopted mission statement,

'Strength and Vision from Coast to Border'

along with the Council core values of,

'Trust, Teamwork and Fun'

convey Council's desire to do what we say we are going to do whilst being honest and transparent building trusted relationships and demonstrate Council's desire to be a high performing organisation with innovation, better decision making, high productivity and higher resilience through performing as one team and enjoying our work through celebration of successes and encouraging the right behaviours.

The Strategic Plan sets objectives⁸ and strategies⁹ to be achieved in the planning period through the use of themes that describe the area of focus for the organisation. The objectives set out where the organisation wants to be. The strategies are the steps needed to get there. Objectives and strategies relating to the delivery of services from infrastructure are shown in Table 6.

Table 3: Objectives and Strategies for Infrastructure Services

Theme	Objectives	Strategies
1. Community Vibrancy and Presentation	Generate and support community vibrancy through advocacy and maintenance of community services and enhanced public facilities.	1.1 Maintain and 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 Continue to provide sustainable, vibrant community facilities

⁸ IPWEA template uses the terminology of 'goals' where Council's Strategic Plan utilizes 'objectives' for the same purpose

⁹ IPWEA template uses the terminology of 'objectives' where Council's Strategic Plan utilizes 'strategies' for the same purpose

Theme	Objectives	Strategies
		1.7 Support and advocate for improved infrastructure that enhances and creates economic and opportunities.
2. Environmentally Sustainable	Protect the natural assets and infrastructure of the region by leveraging additional environmental programs that will protect the environment for future generations.	<p>2.1 Protect Council's natural assets, through proactive planning in climate adaptation and structured infrastructure replacement and enhancements.</p> <p>2.2 Maintain strong and positive relationships with Federal and State Government Departments, advocating for increased investment in Coastal and Environmental protection within the Council area.</p> <p>2.3 Minimise the financial impact of Waste Management on the Community and provide a service that meets the current and future needs of the Community.</p>
3. Infrastructure and Asset Sustainability	Provide functional, safe, fit for purpose assets that meet the changing needs of the community.	<p>3.1 Plan and provide for a sustainable and fit-for-purpose stock of assets, with appropriate long term asset planning and optimal use.</p> <p>3.2 Plan to operate and maintain infrastructure assets to meet the future and current needs of our Community.</p> <p>3.3 Advocate for safe and trafficable network of State Roads</p> <p>3.4 Plan for and optimise Councils stock of building assets whilst meeting the future and current needs of Community.</p> <p>3.5 Plan and provide for the expansion and renewal of Council's Infrastructure Assets to meet the future and current needs of our Community.</p>
5. Organisational Excellence	A great place to work where innovation and efficiency is expected and customers are our focus.	<p>4.1 Streamline operational decision making processes through technology based improvements</p> <p>4.2 Govern in a responsible and responsive way.</p>

Theme	Objectives	Strategies
	focus.	<p data-bbox="922 270 1346 338">4.2 Govern in a responsible and responsive way.</p> <p data-bbox="922 348 1346 491">4.3 Increase Community input into Council decision making, through adoption of quality Community Engagement principles and practices</p> <p data-bbox="922 501 1346 609">4.4 Council operation of businesses and assets, to ensure value for money is returned to the Community.</p>

Council's Asset Management Plans define the Council's vision and service delivery objectives for asset management in accordance with legislative requirements, community needs and affordability for each asset financial class.

4.2 Asset Policy

Council's Asset Policy defines the Council's financial management of assets in accordance with the Strategic Plan and applicable legislation and standards.

The Asset Management Strategy is developed to support the asset policy and is to enable Council to:

- Show how its asset portfolio will meet the affordable service delivery needs of the community into the future,
- Enable Councils' Asset Management Policies to be achieved, and
- Ensure the integration of Councils' asset management practices with its Long-Term Strategic Plan.

A copy of Councils' Asset Policy can be found on Council's website (link provided [here](#)).

4.3 Asset Management Vision

To ensure the long-term financial sustainability of Council, it is essential to balance the community's expectations for services with the ability to fund the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle. To assist in achieving this balance, Council aspires to:

Develop and maintain asset management governance, skills, process, systems and data in order to provide the level of service the community need at present and in the future, in the most cost-effective and fit for purpose manner.

In line with this vision, the objectives of the Asset Management Strategy is to:

- Ensure that the Councils' infrastructure services are provided in an economically optimal way, with the appropriate level of service to residents, visitors and the environment determined by reference to Council's financial sustainability,

- Safeguard Council's assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets,
- Adopt the Long-Term Financial Plan as the basis for all service and budget funding decisions,
- Meet legislative requirements for all Council's operations,
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated,
- Provide high level oversight of financial and asset management responsibilities through Audit Committee/CEO reporting to council on development and implementation of Asset Management Strategy, Asset Management Plans and Long-Term Financial Plan.

The program proposed to achieve this position are outlined in Section 5.

5. How will we get there?

5.1 Asset Management Plans

Council's Asset Management Plans' updates have lapsed, therefore, there is a program in place to catch up with the currency of the documents (Table 4). The aim moving forward is to revise an Asset Management Plan within 2 years of the last asset condition audit.

Table 4 Asset Revaluation, Condition Audit and Asset Management Plan Current Program

Financial Class	Last Revaluation	Next Revaluation	Next Asset Condition Audit	Asset Management Plan Revision	
	Past	As per Asset Policy every 4 to 5 years ¹⁰	Prior to revaluation to inform revaluation	Aiming for revision within 2 years from last Asset Condition Audit and/or Appointment of new Council	
				Currently scheduled to catch up	Future Schedule
Footpaths	1/7/2020	1/7/2023	FY23/24	July 2023	By 1/7/2025
Kerbs	1/7/2020	1/7/2023	FY23/24	July 2023	By 1/7/2025
Roads	1/7/2019	1/7/2023	FY23/24	July 2023	By 1/7/2025
Buildings	1/7/2020	1/7/2024	FY24/25	October 2023	By 1/7/2026
Structures	1/7/2020	1/7/2024	FY24/25	October 2023	By 1/7/2026
Stormwater	1/7/2020	1/7/2025	FY25/26	March 2023	By 1/7/2027
CWMS	1/7/2020	1/7/2025	FY25/26	September 2022	By 1/7/2027
Plant & Equipment	No revaluation undertaken.			February 2023	By 1/7/2027

¹⁰ AASB116, Paragraph 34 – “Instead, it may be necessary to revalue the item only every three or five years.”

In addition to the program documented in Table 4 the other changes noted for the revision of the asset management plans include:

- A single combined asset management plan will be developed for roads, footpaths and kerbs.
- Buildings and structures will still be captured in a single combined asset management plan.
- Stormwater, CWMS and Plant & Equipment asset management plans will remain as standalone plans.

5.2 Asset Management Strategy Perpetual Actions

Table 5 captures asset management actions that perpetuate with the implementation of an asset management framework within an organisation. These have been captured along with the lead and support roles identified in Council for the actions.

Table 5: Asset Management Strategies

No	Strategy	Desired Outcome	Lead Role	Support Role
1	Develop Long Term Financial Plan covering at least 10 years incorporating asset management plan expenditure projections with a sustainable funding position outcome.	Sustainable funding model to provide Council services.	Director Corporate Services Manager Finance	Director Engineering Services Manager Assets & Environment Services
2	Incorporate Year 1 of Long Term Financial Plan revenue and expenditure projections into annual budgets.	Long term financial planning drives budget deliberations.	Director Corporate Services Manager Finance	Director Engineering Services Manager Assets & Environment Services
3	Review and update Long Term Financial Plan after adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks.	Council and the community are aware of changes to service levels and costs arising from budget decisions.	Director Corporate Services Manager Finance	Director Engineering Services Manager Assets & Environment Services
4	Report Council's financial position at Fair Value in accordance with Australian Accounting Standards, financial sustainability and performance against strategic objectives in Annual Reports.	Financial sustainability information is available for Council and the community.	Director Corporate Services Manager Finance	Director Engineering Services Manager Assets & Environment Services

No	Strategy	Desired Outcome	Lead Role	Support Role
5	Ensure Council's decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs.	Improved decision making and greater value for money.	Director Engineering Services Manager Assets & Environment Services	Director Corporate Services Manager Finance
6	Report on Council's resources and operational capability to deliver the services needed by the community in the Annual Report.	Services delivery is matched to available resources and operational capabilities.	Director Engineering Services Manager Assets & Environment Services	Director Corporate Services Manager Finance
7	Report six monthly to Council by Audit Committee/CEO on development and implementation of Asset Management Strategy, AM Plans and Long Term Financial Plans.	Oversight of resource allocation and performance.	Director Engineering Services Director Corporate Services	Manager Assets & Environment Services Manager Finance
8	Review assets to identify those that are not providing present or future community benefit and work towards the disposal of the assets	Sustainable asset management	Manager Assets & Environment Services	Director Engineering Services Director Corporate Services
9	Maintain and update asset register	Accurate and current information in asset register	Manager Assets & Environment Services	Director Engineering Services Manager Finance

6. Asset Management Improvement Plan

The tasks required to achieve a 'core' financial and asset management maturity are shown in priority order in Table 6.

Table 6: Asset Management Improvement Plan

Ref	Task	Responsibility	Target Completion Date
1	Implement an Improvement Plan to realise 'core' maturity for the financial and asset management competencies.	Asset Management Team	2025
2	Undertake a review of the existing AM Systems and establish a 3 year plan outlining the future strategy for AM systems and data collection regime. Ensure GIS and Finance system interface are also considered.	Asset Management Team	2024
3	Document the agreed common corporate data framework used across all asset groups. Ensure the data framework is relevant to all users including Finance, Engineers, Operational staff and contractors collecting asset data on Council's behalf.	Asset Management Team	2024
4	Establish and document repeatable methodologies to carry out consistent asset condition surveys and defect identification assessments.	Asset Management Team	2023
5	Document a process to collect and record asset data into an Asset Management system upon the commissioning of new (and/or modified) assets, including built and contributed assets.	Asset Management Team	2023
6	Document a process for the handover of assets to asset custodians/owners.	Asset Management Team	2023
7	Conduct a service review of community buildings and facilities and promote their more effective use through consolidation of user groups and building uses	Director Development Services	2025

Ref	Task	Responsibility	Target Completion Date
8	Develop and implement the pedestrian network construction and maintenance plan focussing on infrastructure for safer movement in high use areas and ensuring compliance with the provisions of the <i>Disability Inclusion Act 2018</i>	Manager Assets & Environment Services	2025
9	Progress the implementation of the GIS system so that all assets spatial information is accurately captured. This is to be undertaken through a staged approach with spatial data for roads, kerbs and footpaths planned to be captured through the next condition assessment scheduled for FY23/24, wastewater and stormwater underground infrastructure will be captured through the CCTV program implementation and sites such as playgrounds, resource recovery centres and buildings to be captured through in-house resources.	Manager Assets & Environment Services	2025
10	Asset useful life review and reflect actual useful life in valuation of the asset	Manager Assets & Environment Services	2024
11	Development and documentation of asset management processes and business rules	Manager Assets & Environment Services	2025

7. References

Australian Accounting Standards Board (AASB), Australian Accounting Standards

Australian Building Codes Board, Building Code of Australia or National Construction Code, 2019

Local Government and Planning Ministries Council (Australia), *Framework 2 Asset Planning and Management*, 2009

South Australia, *Aboriginal Heritage Act 1988*

South Australia, *Development Act 1993*

South Australia, *Disability Inclusion Act 2018*

South Australia, *Environment Protection (Water Quality) Policy 2003*

South Australia, *Environment Protection Act 1993*

South Australia, *Essential Services Commission Act 2002*

South Australia, *Essential Services Commission Regulations 2019*

South Australia, *Heavy Vehicle National Law (South Australia) Act 2013*

South Australia, *Highways Act 1926*

South Australia, *Landscape South Australia Act 2019*

South Australia, *Local Government Act 1999, V. 30.6.2022*

South Australia, *Motor Vehicles Act 1959*

South Australia, *Natural Resources Management Act 2004*

South Australia, *Public Health Act 2011*

South Australia, *Public Health Regulations (Wastewater) 2013*

South Australia, *Road Traffic Act 1961*

South Australia, *South Eastern Water Conservation and Drainage Act 1992*

South Australia, *Water Industry Act 2012*

South Australia, *Water Industry Regulations 2012*

South Australia, *Work Health and Safety Act 2012*

South Australia, *Work Health and Safety Regulations 2012*

Wattle Range Council, Policy 95 – Asset, V. 4, 21/12/2021

Wattle Range Council, Strategic Plan

Appendix A: Glossary of Terms and Definitions

Term	Definition
AASB	Australian Accounting Standards Board
Acquisition	Provides a program of works to create new assets or substantially upgrade existing assets. This is primarily driven by community, growth, social and/or environmental needs/desires.
AM	Asset Management
Asset	A physical item that is owned or controlled by Council, and provides or contributes to the provision of services to the community. A resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council.
Asset Condition Assessment	The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.
Asset Management	The process applied to manage assets over each stage of their service life including asset needs analysis, creation, operation, maintenance, renewal and disposal. 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.
Asset Management Framework	Based on the International Infrastructure Management Manual (IIMM) it covers all legislative and statutory requirements. This framework incorporates all aspects of asset management as outlined in this strategy
Asset Management Strategy	A strategy to provide timeframes and actions for achieving the objectives of the Council's Asset Management Policy.
Council	Wattle Range Council
CWMS	Community Wastewater Management Systems
Depreciation	Depreciation is a measure of the average annual consumption of service potential over the life of the asset. Depreciation is not a measure of required expenditure in any given year.
GIS	Geographic Information System
IIMM	Infrastructure Management Manual
Level of service	The defined service quality for a particular service / activity against which service performance may be measured.
LGPMC	Local Government and Planning Ministries Council (Australia)
Lifecycle Cost	Total expenditure required throughout the life of an asset in order to fund the creation, design, construction, operation, maintenance, renewal and disposal so that the asset can deliver the desired service level over its life.
Operational	Activities undertaken to ensure efficient operation and serviceability of the assets. This will ensure that the assets retain their service potential over the course of their useful life. Includes cleaning and minor repairs, such as stormwater GPT cleaning, street sweeping, and pothole repairs. Includes overheads, such as wages and utility costs incurred during operation activities.
Renewal	Provides a program of progressive renewal of individual assets. Deteriorating asset condition primarily drives renewal needs, with increasing maintenance costs also considered.
SA	South Australia

Term	Definition
Sustainability	Shown as a percent this is the difference between the depreciation of an asset and the renewal budget for the asset

15.4.3 Millicent Swimming Lake

Report Type	Officer Report
Department	Engineering Services
Author	Peter Halton
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	High
Strategic Plan Reference	<p>Theme 1 - Community Vibrancy & Presentation 1.3 Provide sustainable, vibrant community facilities.</p> <p>Theme 3 - Environmentally Sustainable 3.1 Protect Council's natural assets through proactive planning in climate adaptation and structured infrastructure replacement and enhancements.</p> <p>Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p>
File Reference	GF/16.55.1/4
Attachments	Nil

Purpose of Report

Update Council on the issues associated with the Millicent Swimming Lake related to the condition of the asset and the related issue with the groundwater extraction licence used to provide this asset to the community.

Report Details

Council manages and maintains three swimming facilities being the Millicent Swimming Lake and two pools located at Nangwarry and Penola. All three assets have various challenges due to condition and age of each asset and have been the subject of significant financial investment over the years.

All three assets are provided free of charge and are enjoyed by hundreds of members of the public each year.

The Millicent Swimming Lake is currently the most significant challenge due to excess water being used to keep the lake topped up during the swim season due to issues with leaks. This represents a few issues; the major is Council is currently exceeding the water allocation for the bore that is used to fill and top up the lake. Council is also using excess power to run the bore and filtration systems and is using additional chlorine.

The Millicent Swimming Lake contains approximately 11 megalitres of water when full. The Millicent Swimming Lake is typically filled with water in October and emptied in April. The estimated evaporation over this six-month period is 11 megalitres; the Millicent Swimming Lake should theoretically use 22 megalitres of water per year. In comparison the Naracoorte Swimming Lake which is a similar volume and surface area to the Millicent swimming lake uses 28 megalitres of water annually.

The Millicent Swimming Lake has two bores, both are used to fill the lake and during the operation of the asset, one (outside) bore is used to top up the water level with the second (inside) bore used for irrigation. The Council has an extraction water licence through the Department of Environment and Water (DEW) which allows for Council to draw a nominated amount of water for these bores and several other bores within the licence area. The other bores are located at Millicent Saleyards, Lake McIntyre, Centennial Park, Memorial Park, Civic and Arts Centre, Norm Facey Oval, McLaughlin Park and Bolton Oval.

The Council extraction license number is 12892 which has an annual water allocation of 124.953 megalitres.

The two bores at the Millicent Swimming Lake are both registered and metered so we can record the use of water against the licence. They are registered as the “inside” bore – meter number 04-1603 and the “outside” bore – meter number 03-5543. Council employees read the meters on Council bores annually and report the meter reads to Department of Environment and Water by inputting them into the “WaterConnect” website.

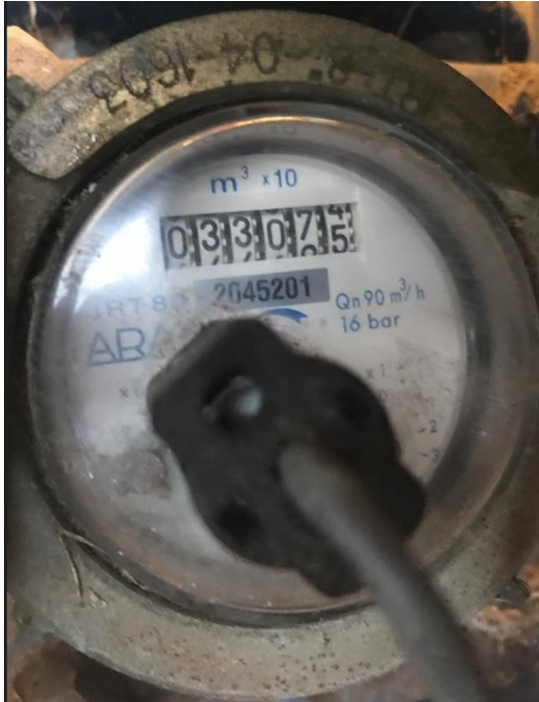
DEW sent an email (attached) to Council stating the 2021/2022 water use for license number 12892 was recorded as using 175.786 megalitres and has significantly exceeded the allocation for water licence of 124.953 megalitres. The correspondence from DEW also stated that a proposed penalty of \$57,949.62 for exceeding the allowance was being considered. The correspondence from DEW also stated if Council believes that there are circumstances that the Department could consider in relation to the record of our water use, we should provide a submission to the Department by close of business 14th December 2022.

Response to DEW’s letter

Council investigation has identified that meter numbers 04-1603 (inside) and 03-5543 (outside) have been incorrectly read and reported by Wattle Range Council to DEW for some time, possibly since installation. This has resulted in the reported water use for these meters being understated by a factor of ten.

This error in reading the meter has resulted in Wattle Range Council not being aware of the quantum of water use at the Lake.

Below are photos of the water meters that officers have been reading and an example of the meter at Lake McIntyre. The three meters all look very similar with the two at the Millicent Swimming Lake having a small x10 next to the unit rate above the reading.



Millicent Swimming Lake (inside) meter



Millicent Swim Lake (outside) meter

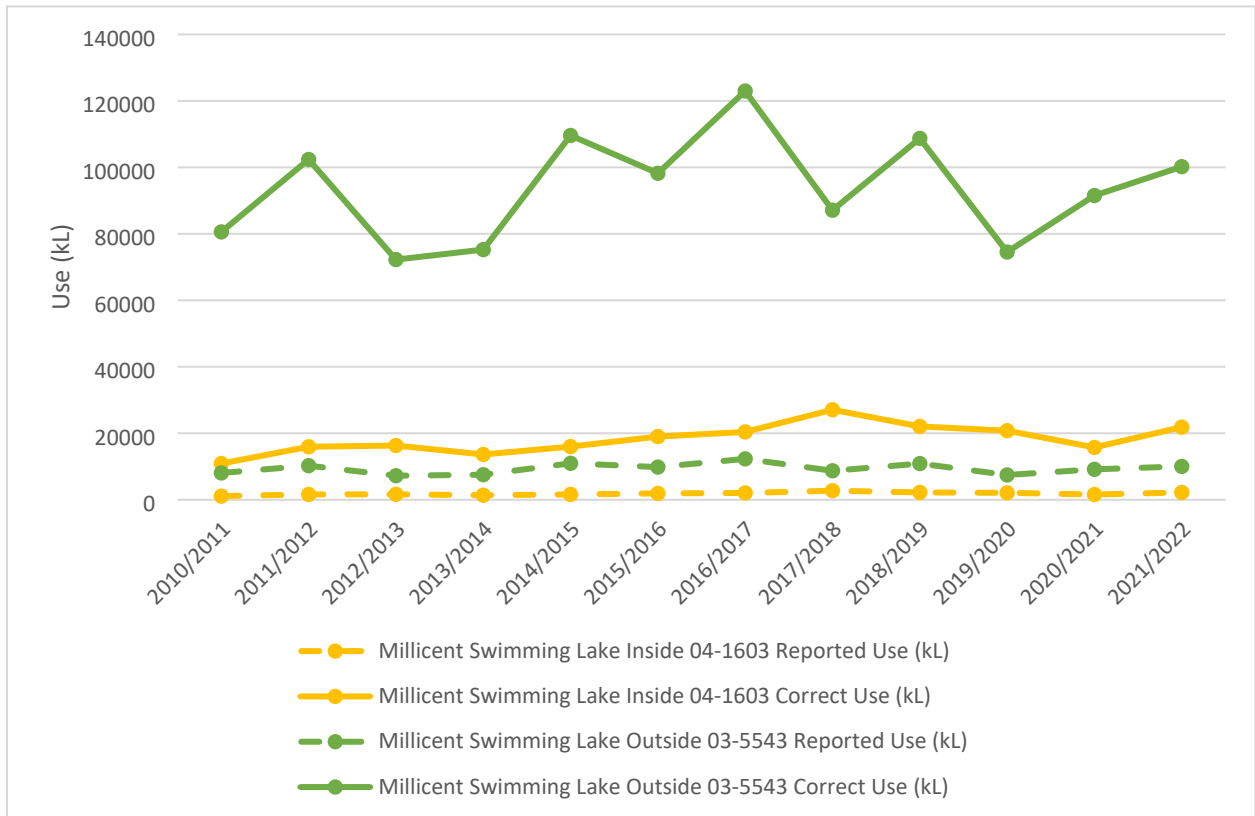


Millicent Lake McIntyre

Council staff had noted long run times on the outside bore to top up the lake during the season, on hot days the bore was running 10 hours to keep the water level high enough to run the filtration systems. Staff were also aware of on-going problems with defects in the shell and we have been completing an annual inspection of the surface and repairing these prior to filling the lake. Whilst both issues were of concern, based on the reported meter data, water use was within an appropriate range.

Council officers did not take any action on the issue in respect to the water licence as we were not aware that we had been exceeding the overall allocation.

Below is a graph of the reported water use for meter numbers 03-5543 and 04-1603 and actuals over past 10 years;



As can be seen the reported data showed use in the order of between 20MI and 30MI which is what should be used annually. It was not until the corrected data was graphed that we could see that the facility was using excess water.

The Acting Director Engineering Services sent a letter to DEW on 14 December 2022 (attached) providing information to DEW and requesting DEW consider transferring “unused” water allocation from other licences held by Council to licence number 12892 to avoid the need to issue the \$57,949.62 penalty.

The Director Engineering Services and Manager Operations met with DEW representatives on 21st December 2022 to discuss the issue of water use exceeding the allocation for licence number 12892 and the potential financial penalty. In this meeting the Council representatives put the following to the DEW representatives.

- Council (and in fact DEW) had not been aware of the water use exceeding the allowance until a meter reading was physically done by DEW employees sometime in quarter three 2022 which identified the error in the reading of the meter by Council which had been occurring for many years.
- Council believes given the Millicent Swimming Lake volume is approximately 11 megalitres and evaporation is estimated to account for another 11 megalitres of water and the only way more than 100 megalitres of water can be pumped into the Millicent Swimming Lake per year is if there are significant leaks in the shell of the Millicent Swimming Lake. Further, if the water is leaking through the shell of the Millicent Swimming Lake and given there is no evidence of water pooling nearby the Millicent Swimming Lake the water is most likely returning to the aquifer.

- Council would commit to investigating and repairing any water leaks in the shell of the Millicent Swimming Lake.

Council asked if it was possible to transfer “unused” water allocation from other licences held by Council to licence number 12892 to avoid the need to issue the \$57,949.62 penalty.

DEW representatives responded with:

- The decision whether to issue the \$57,949.62 penalty is now with the Minister. There will be an opportunity for Council to write to the Minister and put a case to have the penalty removed.
- If Council wishes to increase the water allocation on licence 12892 Council would need to purchase an additional water allocation and meet various requirements (one of which is a hydrological assessment) to have the additional allocation included on licence number 12892. This may resolve the issue in future but will not resolve the overuse in 2021/2022 financial year.
- During the conversation DEW representatives reviewed historic documentation for water licence number 12892 and identified that around November 2013 when “volumetric conversions” (see attachment) took place and water licences were converted from hectares irrigated to megalitres used, water licence 12892 was given a megalitre allowance based on the total area being irrigated. There was no additional allowance given for the Millicent Swimming Lake for the use of the lake (recreation allowance). In comparison at the same time the Naracoorte Lucindale Council was given an allowance for irrigating around the Naracoorte Swimming Lake and an allowance for filling and topping-up the Naracoorte Swimming Lake of a further 30ML per year.

Council is yet to receive further correspondence from DEW, however, does need to consider what its next steps should be in managing the issue

Investigation of the Asset

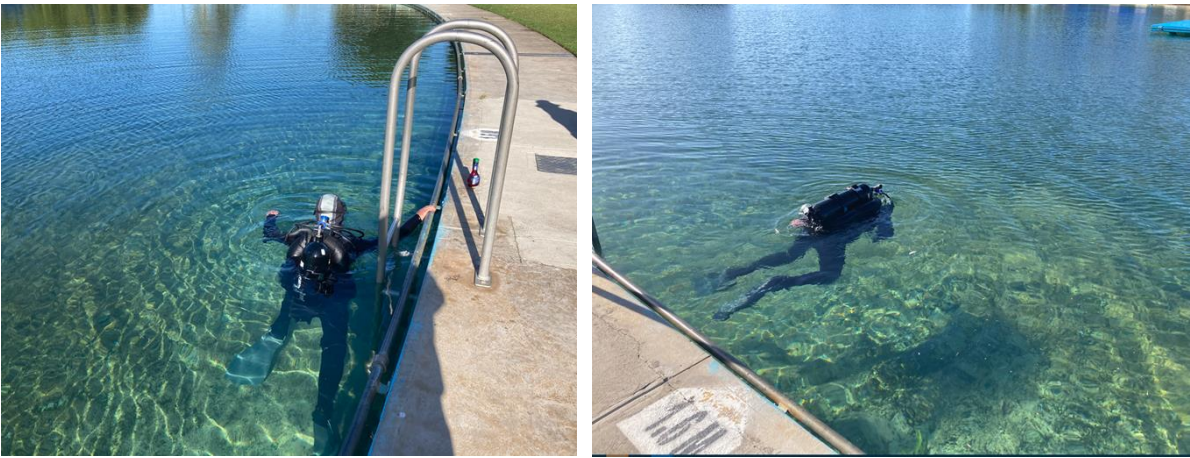
It is clear from the information above that the leaks in the Millicent Swimming Lake are resulting in significant water loss which is the reason for exceeding the extraction licence allocation. The asset is using between 3 and 4 times what it should be using annually based on calculation rates and comparison with a similar facility being the Naracoorte Swimming Lake. It is clear from these results that Council needs to do more than undertake remedial maintenance ie inspect the floor annually and repair any defects as has been undertaken in the past.

On 9th February 2023 one of the Council employees who is also a licenced diver inspected the shell of the Millicent Swimming Lake. It was felt that doing an inspection when it was still full may help identify areas in which excess loss of water was occurring due to high movement of water.

The employee went along the perimeter to check between the wall and floor which is a known joint and location for potential loss of water. The employee inspected around the platform which has several decommissioned return pipes and inspected the joints between material surfaces as the Millicent Swimming Lake is a mixture of concrete, asphalt and spray seal and also areas in which the surface was clear ie showed evidence of water movement.

The diver used his hands to feel the surface and locate areas of concern and had a small amount of ink which he released to confirm the movement of water related to a possible leak.

He identified two points of concern where there is significant water flow into the shell. One in fact was large enough that leaf litter was able for flow “into” the shell of the Millicent Swimming Lake. The inspection did not cover all the surface areas due to the size of the Millicent Swimming Lake and was an attempt to locate when full of water any major leaks.



Next Steps

As the facility is closed for the season, we are in the process of draining the Millicent Swimming Lake. Once we have completely emptied, Council we will further inspect the two locations and excavate the surface in these areas to determine potential cause of the failure. We are also proposing to do a detailed assessment of the remainder of the surface and determine if any other areas should be repaired.

We are also proposing to get technical assessment of the condition of the shell and some advice on potential treatments to resurface the shell. Approximately 14 years ago Council undertook resurfacing of some of the floor using a bitumen undertaken by Council road resealing contractor to address similar issues. This may be an option in this instance however we need to ensure that the treatment addresses the loss of water.

Due to the issues with the water allocation and potential penalties, Council needs to consider the potential that we delay the opening or depending on the scale of works do not open the Millicent Swimming Lake next year. The issue for Council is the window to complete works is very short and during the winter months. At this stage we do not have a cost or solution other than continue to undertake routine maintenance works which has not addressed the underlying issues with the water usage for the facility.

Council allocated funds to replace chlorine dosing systems for the swim facilities at a value of \$132,000, now it is proposed to defer this project and look at reallocating these funds to investigate the issues with the Millicent Swimming Lake which is a greater priority in the preparation of a technical report on options and cost for Council consideration.

Financial Considerations

Budget Allocation	\$132,000
Budget Spent to Date	Nil
Budget Variation Requested	TBD

The financial considerations related to this report are yet to be determined.

Risk Considerations

Risk has been assessed as **High**

The risk assessment has been undertaken against the regulatory risks associated with breach in water licence. The severity has been determined as Major as we face a moderate fine for the breach and the likelihood determined as possible as we may need to pay a fine.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

We are in breach of our current licence which is a breach in the Water Act legislation.

Environmental / Sustainability Considerations

The environmental consideration in this report is that we are exceeding our water extraction licence with Department of Environment and Water and unsustainable water usage.

Communication & Consultation Considerations

The Council will need to consider informing the community that to resolve this issue may delay or result in the Millicent Swimming Lake not opening next year.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Refer funds of \$132,000 from the capital project in renewing the Chlorine Dosing (deferring this project to a future budget) to undertake a detailed assessment of the Millicent Swimming Lake including providing options for addressing any leaks in the surface and associated estimates of cost.
3. Write to the Minister for Climate, Environment and Water the Deputy Premier Susan Close MP:
 - (a) Seeking an increase in the allocation of 30ML for the water licence relating to the recreation use of the Millicent Swimming Lake.
 - (b) Informing the Minister of the issue with the Millicent Swimming Lake and the investigation being undertaken.
 - (c) Seeking the withdrawal of the penalty for the overuse of the water allocation relating to licence 12892.

15.4.4 Millicent Town Entrance

Report Type	Officer Report
Department	Engineering Services
Author	Matthew Crowden
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	<p>Theme 1 - Community Vibrancy & Presentation 1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area.</p> <p>Theme 2 - Economic Prosperity 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.</p>
File Reference	GF/7.81.4
Attachments	Nil

Purpose of Report

To provide direction on what theme should be used for the Millicent Town Entrance picture board sign.

Report Details

Council has allocated funding for two large new entrance photo signs for Millicent.

One is located on the Princes Hwy near Kimberly Clark (KCA) Tantanoola (see image below) and the second on the Princes Hwy near Walkers Tin Hut Road. Both signs are quite old and dated and the images need updating. These signs encourage tourists to visit Millicent and explore the town.



The signage is to align with Department of Infrastructure and Transport (DIT) town entrance sign policies. Unlike the image already in place near KCA, the policy requires town entrance photo signs to use a single image rather than the multi-image. The reason for this is to minimise driver distraction and offer a clear message to the road user.

We are seeking direction from Council on the preferred theme for the image. Once the content has been chosen, we will engage with either a local photographer or Millicent High School to professionally produce an image to go on the signs.

Below are four images of unique local Millicent attractions. We see these as the four main attractions for the town. All four themes would make a great image for a sign, please note the final image is still to be selected, **these images below are provided as an example only.**



Lake McIntyre



Millicent Domain Playground



Financial Considerations

Budget Allocation	\$20,000
Budget Spent to Date	Nil
Budget Variation Requested	Nil

There are no known financial considerations related to this report.

Risk Considerations

Please refer to Wattle Range Council’s SharePoint Register – Acquisition, Contract & Tender Compliance.

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

At this stage the community has not been consulted on the possible content for the sign.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Prepare photographs using the theme of _____ to develop two Millicent entrance photograph signs.

15.4.5 Stormwater Asset Management Plan

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 Version 2.0 [15.4.5.1 - 80 pages]

Purpose of Report

To adopt the Stormwater Asset Management Plan after a period of 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.

No comments were received from the community during the consultation period.

Financial Considerations

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

The Asset Management Plans are 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, renewal, and upgrade), depreciation and lifecycle costs for the assets.

Risk Considerations

The risk rating that has been assessed for this report is Low. The risk was determined from the Regulatory risk category and assessed to have a Minor consequence of non-compliance and Rare likelihood of the non-compliance, i.e. in exceptional circumstances, after the Asset Management Plan is adopted.

Policy Considerations

The Asset Management Plan is consistent with Policy 95 – Assets and consultation was undertaken in accordance with Policy 1.5 – Community Engagement.

Legislative Considerations

The Asset Management Plan is a requirement under the *Local Government Act 1999*.

Environmental / Sustainability Considerations

The Stormwater Asset Management Plan takes into consideration environmental factors and sustainability of the stormwater assets. The associated risks and considerations are documented within the plan.

Communication & Consultation Considerations

The plan was released for a period of public consultation in accordance with Council's Community Engagement Policy. Once adopted, the plan will be available on Council's website (<https://www.wattlerange.sa.gov.au/our-council/plan-and-financial/other-plans>).

RECOMMENDATION

That Council:

1. Receive and note the report.

2. Adopt the Stormwater Asset Management Plan.



ASSET MANAGEMENT PLAN

Stormwater

Version V2.0, May 2023

QUALITY ASSURANCE

Draft: May 2023

Version: V2.0

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	
2.0	May-23	Adopted by Council	BFJ	Council

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 **Error! Reference source not found.**) 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 \$14,293,604 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 \$580,381 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 and defining service levels
- 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.

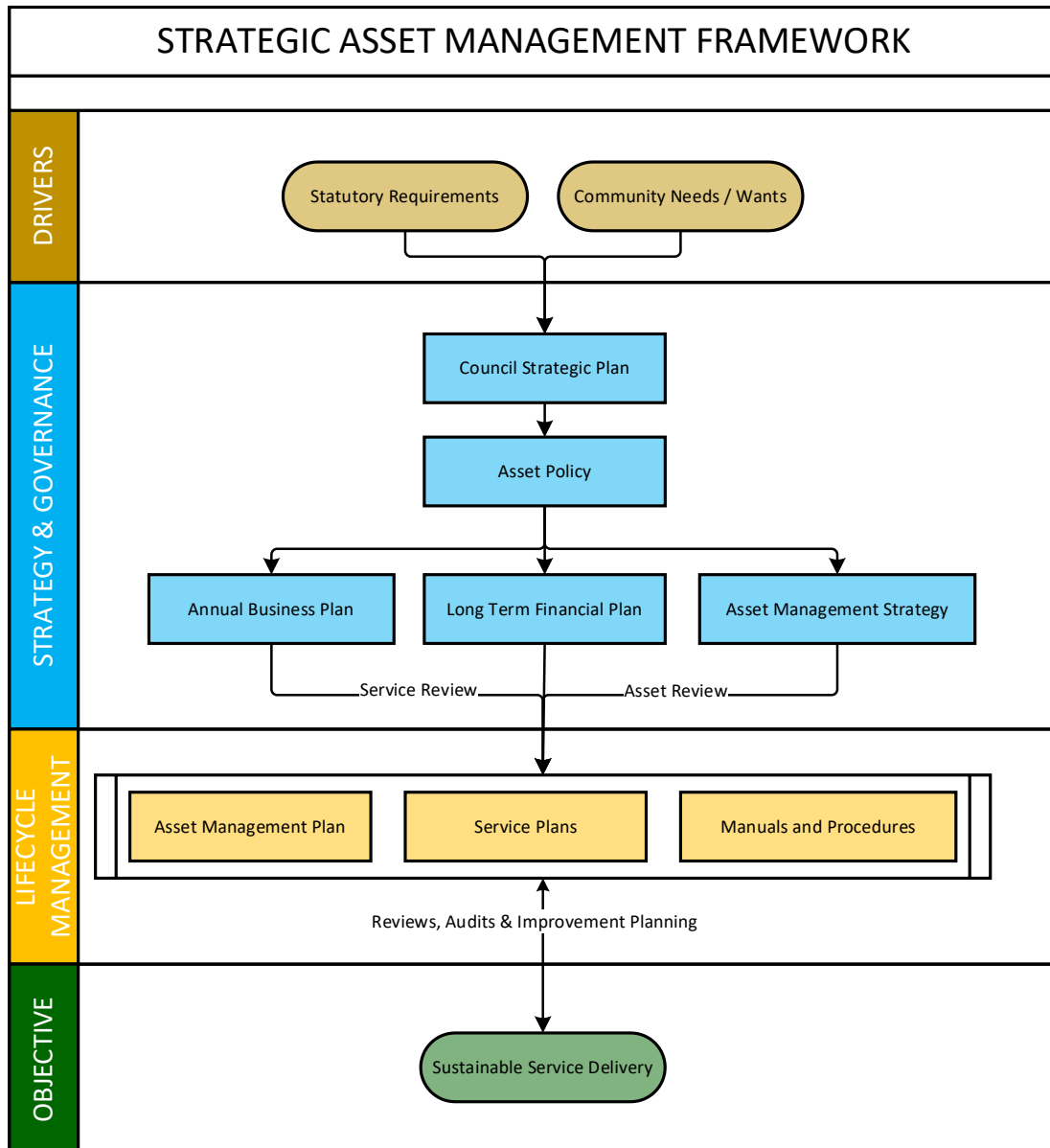


Figure 1: Strategic Asset Management Framework

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	745,868	488,366	257,502	7,301
Coonawarra	6,138	4,808	1,330	49
Glencoe	221,014	138,725	82,290	1,816
Kalangadoo	530,741	332,717	198,024	4,659
Millicent	5,837,407	3,644,901	2,192,507	49,158
Mount Burr	403,280	249,867	153,413	3,283
Nangwarry	389,248	245,880	143,368	3,116
Penola	4,753,538	3,453,977	1,299,560	40,567
Rendelsham	71,601	47,554	24,047	576
Rocky Camp	256,943	158,644	98,299	2,175
Southend	389,976	292,301	97,675	3,120
Tantanoola	687,849	427,999	259,849	5,590
Total	14,293,604	9,485,738	4,807,865	121,409

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

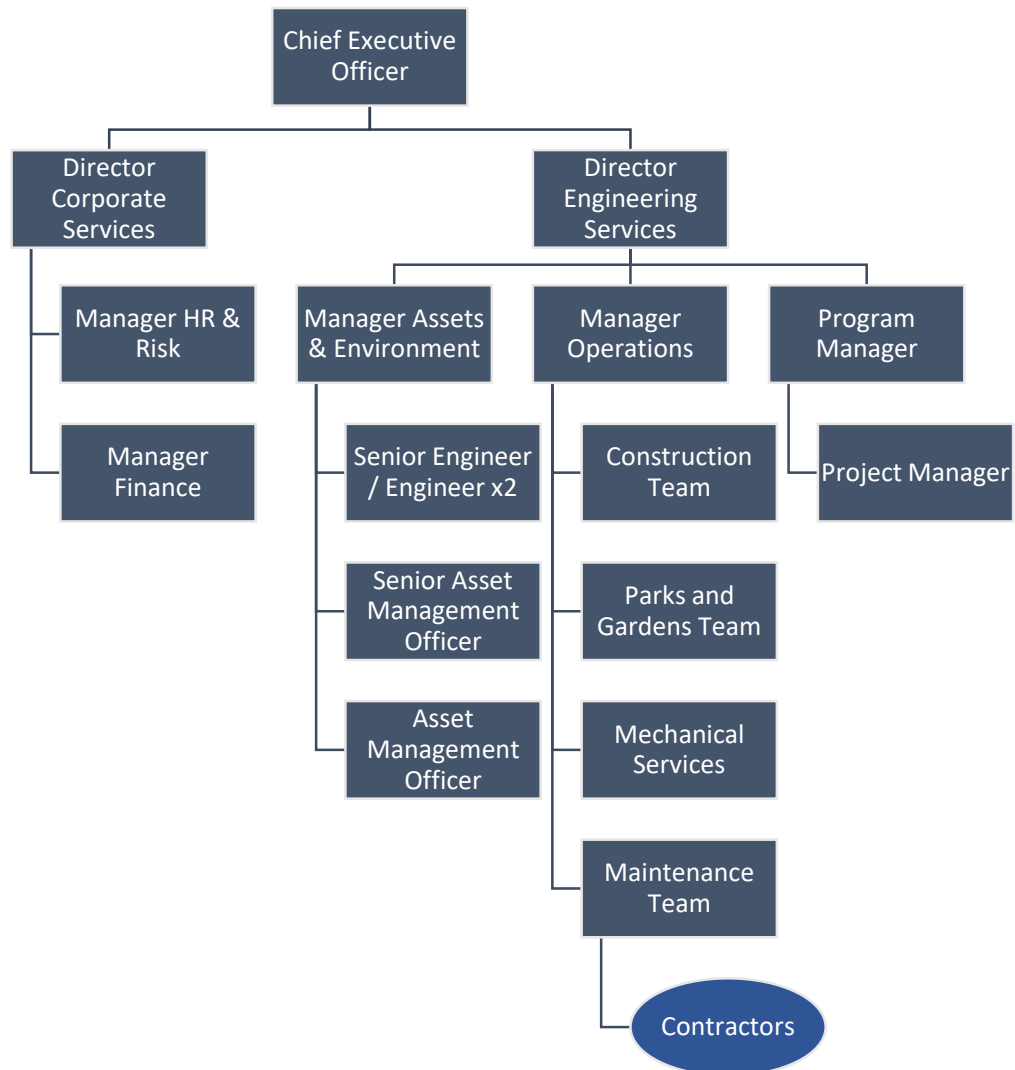
Stakeholder	Responsibilities
Council	To act as stewards for infrastructure assets. To set corporate asset management policy and vision with linkage to the Strategic Plan (available on Council's public website). To set levels of service, risk and cost standards. Ensure the development of asset management 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 networks 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 renewal 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. This implementation will assist 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.

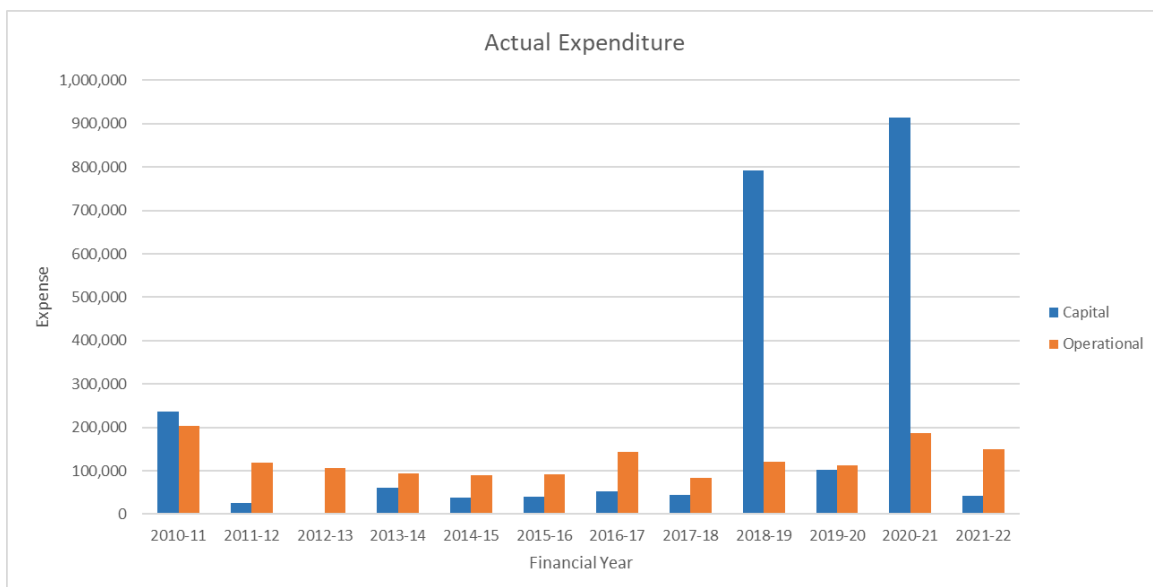


Figure 3: Historic Capital and Operational Expenditure

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 and 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 and 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.

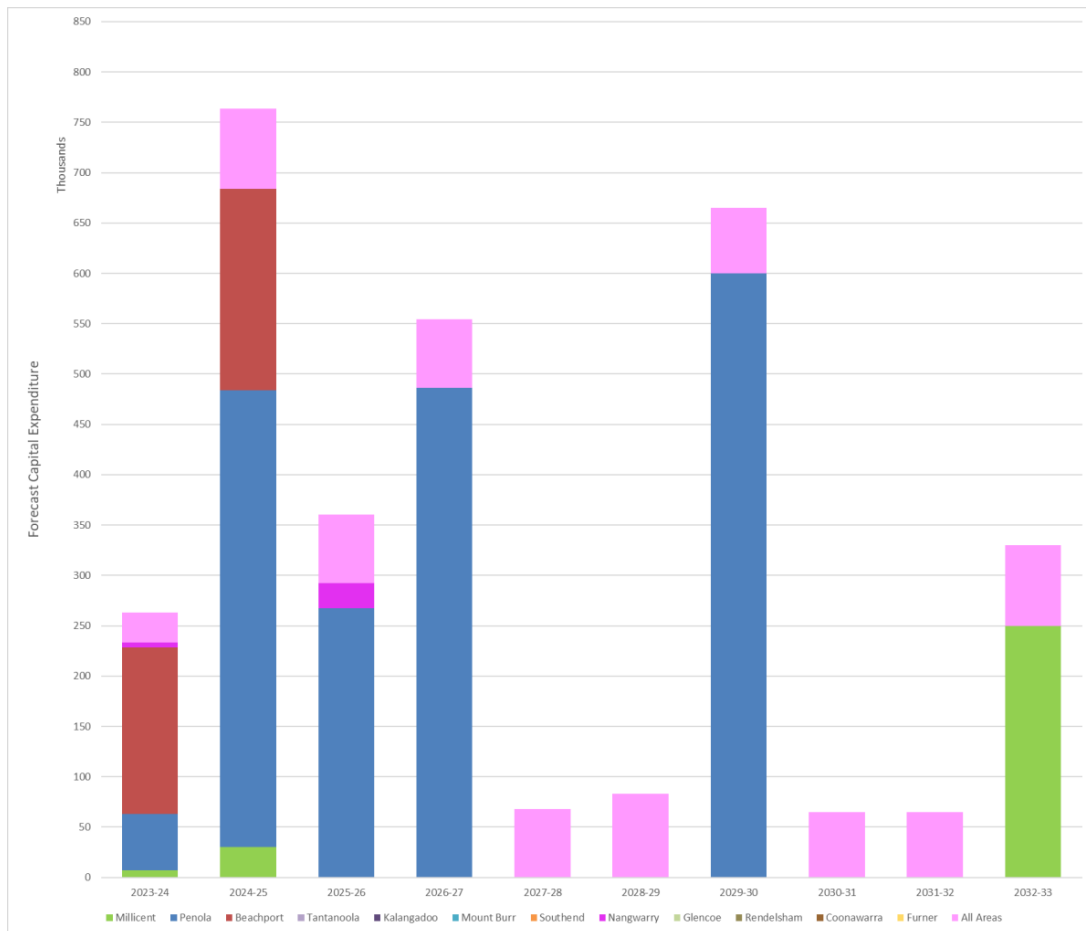


Figure 6: Forecast Capital Expenditure for the next 10 years

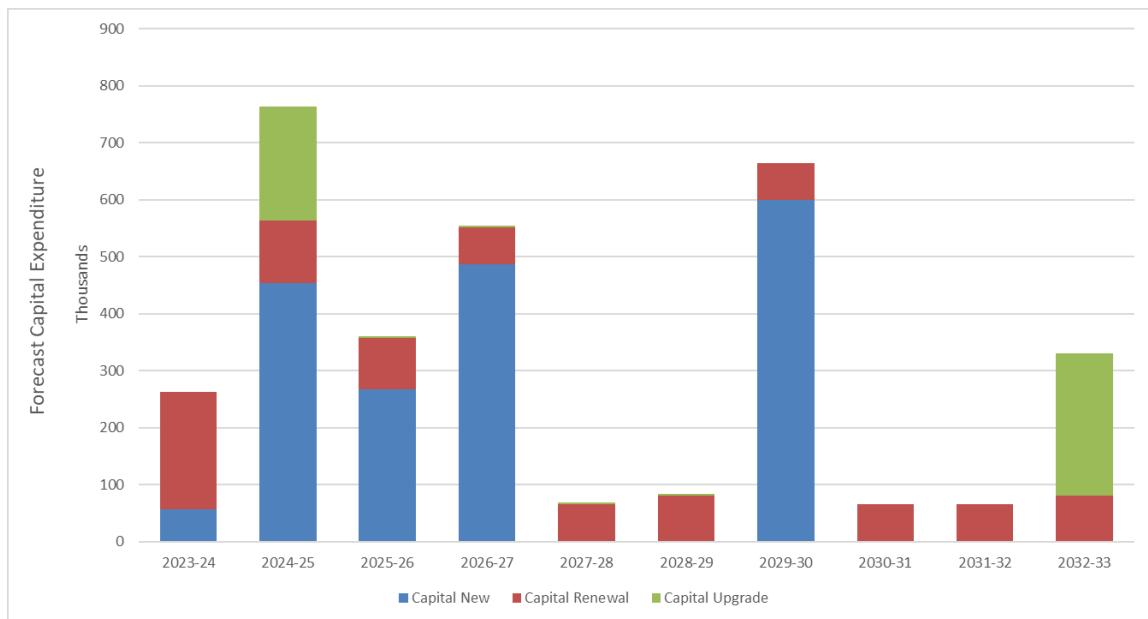


Figure 7: Forecast Capital Expenditure for the next 10 years by New, Upgrade, and Renewal

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
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 Street stormwater construction	2029-30
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
Penola	Stage 1 - Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola	2023-24
Penola	Stage 2 - Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola	2024-25
Penola	Stage 3 - Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola	2025-26
Penola	Stage 4 - Construction of new stormwater infrastructure along Queen Street and South Terrace, Penola	2026-27
Millicent	Bolton Oval/Mount Gambier Road drainage works	2032-33

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.

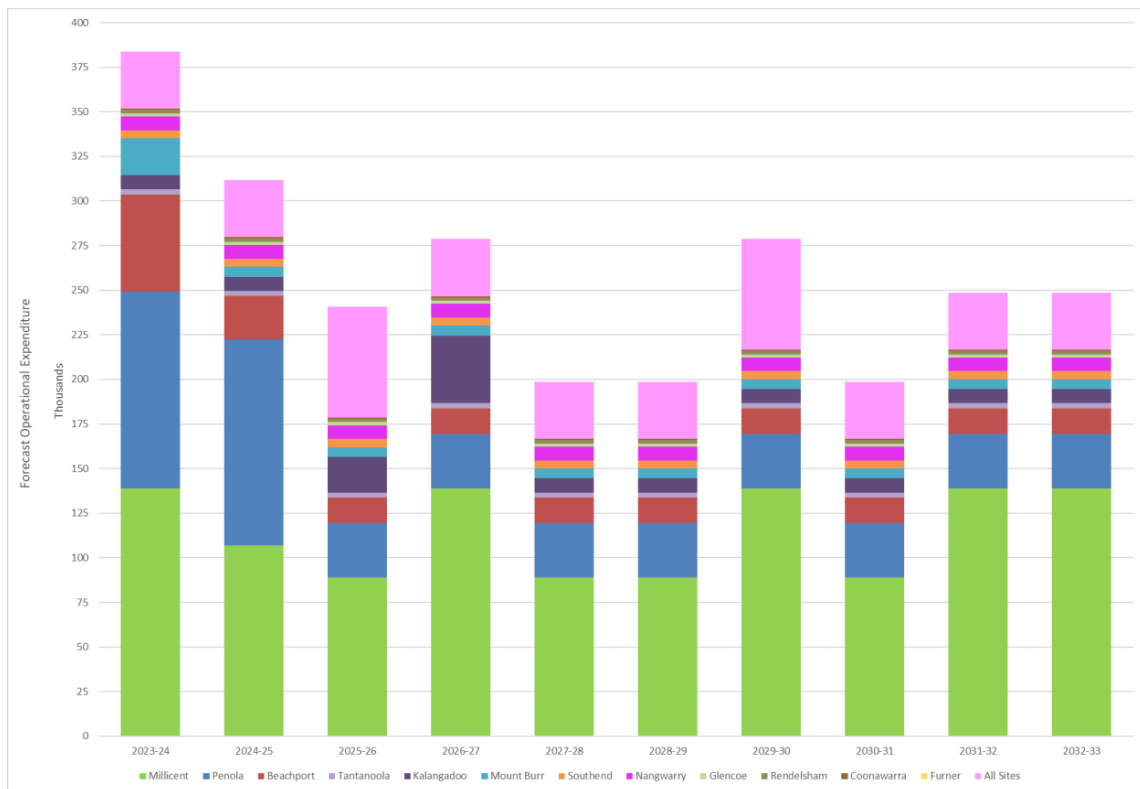


Figure 8: Forecast Operational Expenditure for the next 10 years

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:

- Hidden failures in the network
- Localised flooding during high-intensity rainfall events
- Decrease in community satisfaction and service levels

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:

- 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
- Decrease in Community Levels of Service

We will endeavour to manage these risks within available funding by:

- Routine inspections and proactive maintenance programs
- Timely response to customer requests and defining service levels
- Optimised management and operation of network

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 \$580,381 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 and do no account for CPI.

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 (\$)	Capital Upgrade (\$)	Capital Renewal (\$)	Operational (\$)
2023-24	56,155	-	207,000	383,613
2024-25	453,692	200,000	110,000	311,613
2025-26	267,334	3,000	90,000	240,613
2026-27	486,501	3,000	65,000	278,613
2027-28	-	3,000	65,000	198,613
2028-29	-	3,000	80,000	198,613
2029-30	600,000	-	65,000	278,613
2030-31	-	-	65,000	198,613
2031-32	-	-	65,000	248,613
2032-33	-	250,000	80,000	248,613
Total	2,028,682	462,000	727,000	2,586,126

The forecast depreciation expense taking into account renewals, disposals, and acquisitions has been provided in Figure 9.

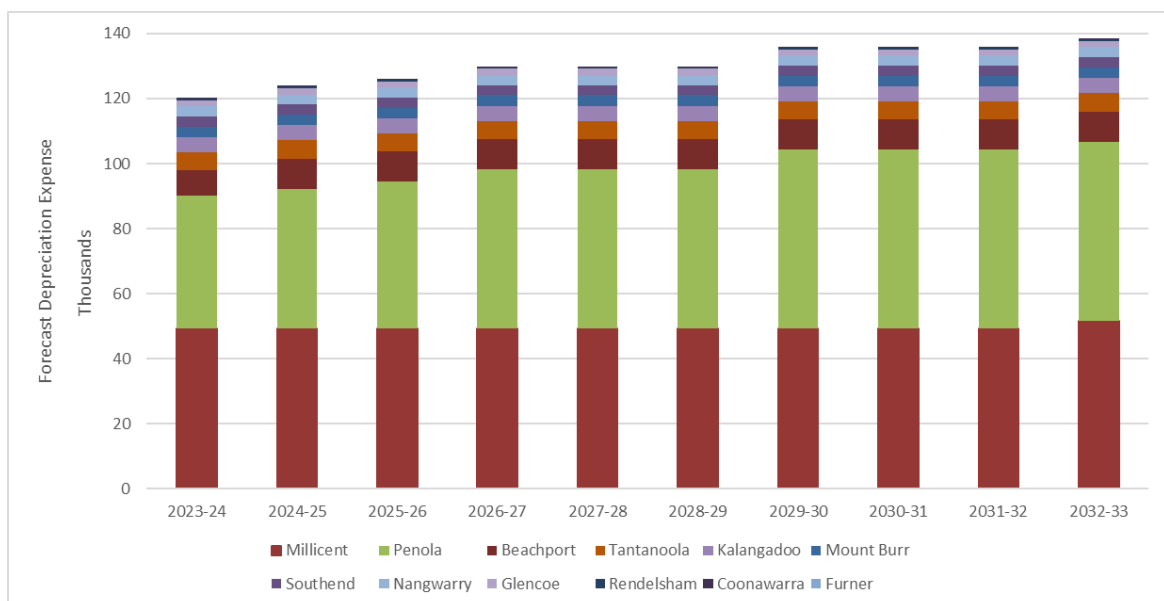


Figure 9: Forecast Depreciation Expense for the next 10 years

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.

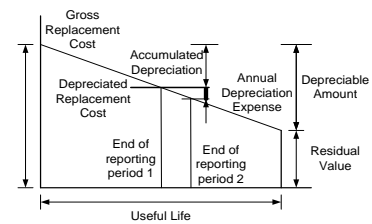
Expenses from operational and capital works are taken from a reserve account that holds excess funds collected through general rates and the cost of loans and loan interest payments are also drawn off the reserve account.

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	\$14,293,604
Depreciable Amount	\$4,807,865
Depreciated Replacement Cost ²	\$9,485,738
Depreciation	\$121,409



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 (1500mm 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%).

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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
LGASA	Local Government Association of South Australia
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
NRMCC	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

Term	Definition
SA	South Australia
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 St to Gordon St 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 reseal 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. A50 - Acquire accurate costings for Queen Street Stormwater Project.
	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 Tce 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 adhoc 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
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

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
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
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

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
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
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

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
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
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
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 Sunnymeade Road for level rise and installation of culverts.	Manager Operations	Manager Operations, Operations Staff	2023-24	Proposed

Task	Task Description	Responsibility	Resources Required	Proposed Commencement Year (FY)	Status
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
A50	Acquire accurate costings for Queen Street Stormwater Project.	Manager Assets and Environment	Manager Assets and Environment, Senior Asset Management Officer, Asset Management Officer	2023-24	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, A50	Staged 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 Personal Mobility Device

Report Type	Correspondence
Correspondent	Hon Joe Szakacs MP
File Reference	GF/10.85.1/9 EI2023/212601
Attachments	1. 23 MR S 0132 - Emailed Response - Mayor Noll - E I 2023 212601 G F 10.85.1 9 [16.1.1 - 2 pages]

RECOMMENDATION

That the correspondence from Hon Joe Szakacs MP dated 11 April 2023 regarding the use of Personal Mobility Devices (PMDs) be received and noted.

Hon Joe Szakacs MP

23MRS0132



Mayor Des Noll
Wattle Range Council

By email: council@wattlerange.sa.gov.au

Dear Mayor

The South Australian Government is committed to consulting with privately owned personal mobility device (PMD) users and the broader community on the desirability of moving beyond the current electric scooter (e-scooter) trials and whether to allow ongoing use of PMDs on roads and in other public areas.

A PMD is currently defined in South Australia as an electric personal transporter which includes devices like:

- E-scooters.
- Electric skateboards (e-skateboards).
- Single wheel self-balancing devices.
- Segways.

In South Australia, PMDs are currently not permitted to be used on public infrastructure (public roads and paths) unless approval has been granted by the Minister for Infrastructure and Transport.

Currently, only fleet-operated e-scooters are approved for use in a partnership between local councils and commercial e-scooter fleet operators. Since the introduction of trials in March 2019, there has been a significant increase in the popularity of e-scooters and other PMDs.

The State Government is seeking feedback from the community on this matter through a YourSAy survey and directly by email. The topics for consultation include:

- whether these kinds of devices should be allowed on public infrastructure;
- if allowed, what kinds of devices should be permitted;
- where should they be used;
- how big should they be;
- how fast should they be allowed to travel;
- what rules should apply to riders; and
- whether they should be registered and/or insured.

As an agency, organisation, group or person who has previously engaged with the South Australian Government about PMDs, or might be interested in this consultation, it would be great to hear from you about your views.

The aim is to ensure that any future framework for the use of PMDs, including for private purposes, on public roads and paths is safe for all road users.

While this consultation is open and feedback is considered, approved trials of e-scooters will continue to operate and be monitored by the Department for Infrastructure and Transport in consultation with key trial stakeholders.

Consultation is open until 21 May 2023, and can be accessed at www.yoursay.sa.gov.au/personal-mobility-device-use.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joe Szakacs', with a stylized flourish extending to the right.

Hon Joe Szakacs MP

Minister for Police, Emergency Services and Correctional Services

11 April 2023

16.2 PIRSA Management Group - Regional Visit to the Limestone Coast

Report Type	Correspondence
Correspondent	Prof Mehdi Doroudi PSM, Chief Executive Department of Primary Industries and Regions
File Reference	GF/4.85.1/3 EI2023/212583
Attachments	1. A 5812460 PIRS Limestone Coast Visit - D. Noll E I 2023 212583 4.85.1 3 [16.2.1 - 1 page]

RECOMMENDATION

That the correspondence from Prof Mehdi Doroudi dated 6 April 2023 thanking Mayor Noll for attending the informal networking function with the PIRSA Management Group during their regional visit to the Limestone Coast on 16 March 2023 be received and noted.



Government of South Australia

Department of Primary Industries
and Regions

A5812460

OFFICE OF THE CHIEF
EXECUTIVELevel 12
25 Grenfell Street
ADELAIDE SA 5000GPO Box 1671
Adelaide SA 5001

DX 667

Tel (08) 8429 2381

www.pir.sa.gov.au

Mayor Des Noll
Wattle Range Council
PO BOX 27
MILLICENT SA 5280

mayor@wattlerange.sa.gov.au

Des

Dear Mr ~~Noll~~

Re: PIRSA Management Group regional visit to the Limestone Coast

I would like to thank you for attending the informal networking function with the PIRSA Management Group during our regional visit to the Limestone Coast on 16 March 2023.

I have been advised by my colleagues that they enjoyed meeting with you and are appreciative of the valuable insights into the good work occurring around the Limestone Coast Region.

I am always grateful for opportunities to visit the regions and personally meet stakeholders to discuss mutual issues and opportunities. I apologise that I was not able to join the Executive on this visit.

Should you have anything further you wish to discuss, I would encourage you to contact our General Manager, Regions Peta Crewe on 0427 012 510 or by email at peta.crewe@sa.gov.au.

Thank you again for your time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mehdi Doroudi', with a stylized flourish at the end.

Prof Mehdi Doroudi PSM
CHIEF EXECUTIVE

6/4/2023

16.3 WHS Best Practice Merit Award 2022/23 - The Resilience Project

Report Type	Correspondence
Correspondent	Tony Gray, Scheme Manager – LGA Workers Compensation Scheme
File Reference	GF/7.41.3 I/212801
Attachments	1. I 212801 GF 7.41.3 [16.3.1 - 1 page]

RECOMMENDATION

That the correspondence from Tony Gray, dated 14 April 2023 congratulating Wattle Range Council as the winner of the 2022/23 WHS Best Practice Merit Award for the Resilience Project be received and noted.



LETTER NO: 1/212801		FILE GF/ 7913 PF/	
DATE RCVD 17 APR 2023		REFER TO: EA	
CEO ✓	DCS	DDS	DES
			FILE

LGA Workers Compensation Scheme

ABN 26 021 015 866

Level 1

148 Frome Street

Adelaide SA 5000

GPO Box 1693

Adelaide SA 5000

Tel (08) 8235 6460

Fax (08) 8235 6448

www.lgrs.com.au

14 April 2023

Mr Ben Gower
 Chief Executive Officer
 Wattle Range Council
 PO Box 27
 MILLICENT SA 5280

Dear Ben,

WHS Best Practice Merit Award 2022/23 – ‘The Resilience Project’

It is with great pleasure that we congratulate you and your Council as the winner of the 2022/23 WHS Best Practice Merit Award.

Thanks to you and your staff for taking the time to submit your nomination.

The amount of \$5,000 will be paid by EFT into your nominated bank account within 14 days.

If you have any queries, please do not hesitate to contact Rizna Farook on 8235 6405 or at rizna.farook@lta.com.au.

Once again congratulations and should you require any information relating to the Awards Program please contact Stevie Sanders on 8235 6485 or at Stevie.Sanders@lta.com.au.

Yours sincerely,

Tony Gray

Scheme Manager
 LGA Workers Compensation Scheme

T: 8235 6408

E: tony.gray@lta.com.au

16.4 Mullins Swamp

Report Type	Correspondence
Correspondent	Kathryn Nicolai Manager, National Parks and Protected Area Program
File Reference	GF/5.16.3/5 EI2023/212759
Attachments	1. Wattle Range Council Mullins Swamp letter E I 2023 212759 5.16.3 5 [16.4.1 - 3 pages]

RECOMMENDATION

That the correspondence from Kathryn Nicolai dated 13 April 2023 advising of a proposal by the Department for Environment and Water to proclaim a new Conservation Park being a wetland known as Mullins Swamp be received and noted.



DEW-D0021014

Date: 13 April 2023

Ben Gower, CEO
Wattle Range District Council
Via email: council@wattlerange.sa.gov.au

Des Knoll, Mayor
Wattle Range District Council
Via email: mayor@wattlerange.sa.gov.au

**National Parks and
Protected Area Program**

81-95 Waymouth St
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001
Australia
Ph: +61 08 8204 1910

www.environment.sa.gov.au

Dear Mr Gower and Mayor Knoll,

In 2022 the Department for Environment and Water invited the Council and the community to engage in workshops on the values, uses and future management of five lakes and Mullins Swamp as part of the South East Coastal Lakes Project. We met directly with Council representatives in March 2022 and Council representatives also attended workshops in May and June 2022. During this process it was identified that the land tenure of Mullins Swamp is different from the other lakes, and for this reason it has been removed from the project and its proposed future management is being consulted on separately.

I am writing to advise you of a proposal by the Department for Environment and Water to proclaim a new Conservation Park under the *National Parks and Wildlife Act 1972*.

The proposed new park is a wetland known as Mullins Swamp, located on the Limestone Coast to the north of Lake Frome Conservation Park. The land comprises a single land parcel of approximately 244 hectares, described as Allotment A, portion of Section 414, Hundred of Rivoli Bay. A map with the proposed land division is attached for your reference.

It is currently Crown land dedicated to the South Eastern Water Conservation and Drainage Board. The Drainage Board currently manages the land and wetland for drainage purposes and it will continue to have access in order to fulfil its statutory duties and undertake any necessary works for the effective management of the drainage system. There is no other public access to Mullins Swamp as it is surrounded by private land. It is not proposed that the new park will provide any additional public access.

The proposed proclamation is in recognition of the significance of the swamp from a biodiversity perspective. It will provide greater legislative protection under the *National Parks and Wildlife Act 1972*, contributing to the conservation of the natural values of the land.

Over 50 species of native flora have been recorded in the area, providing habitat for at least 83 species of native fauna including many that are listed as threatened. Nationally threatened species include the Australasian bittern and the curlew sandpiper, little galaxias, southern pygmy perch and Yarra pygmy perch. State threatened species include the Rufus bristlebird, ruddy turnstone, pectoral sandpiper, black-tailed godwit, glossy ibis, Australasian shoveller, southern emu-wren (south east), beautiful firetail (south east), white-lipped snake, swamp rat,

vulnerable banded stilt and glossy grass skink. The site is an ibis-breeding site and provides critical summer and drought refuge for local waterbirds.

Following the change of land tenure from dedicated Crown land to conservation park, a new park management plan will be developed guiding the future management of Mullins Swamp. We propose that grazing leases may be issued to adjoining landholders who currently use the area for grazing, where it is determined that they continue to have benefits to the management of habitat.

If you have any queries or comments regarding the proclamation, please contact the Protected Area Team via email at DEWProtectedAreaManagement@sa.gov.au before 25 May 2023.

Yours sincerely,

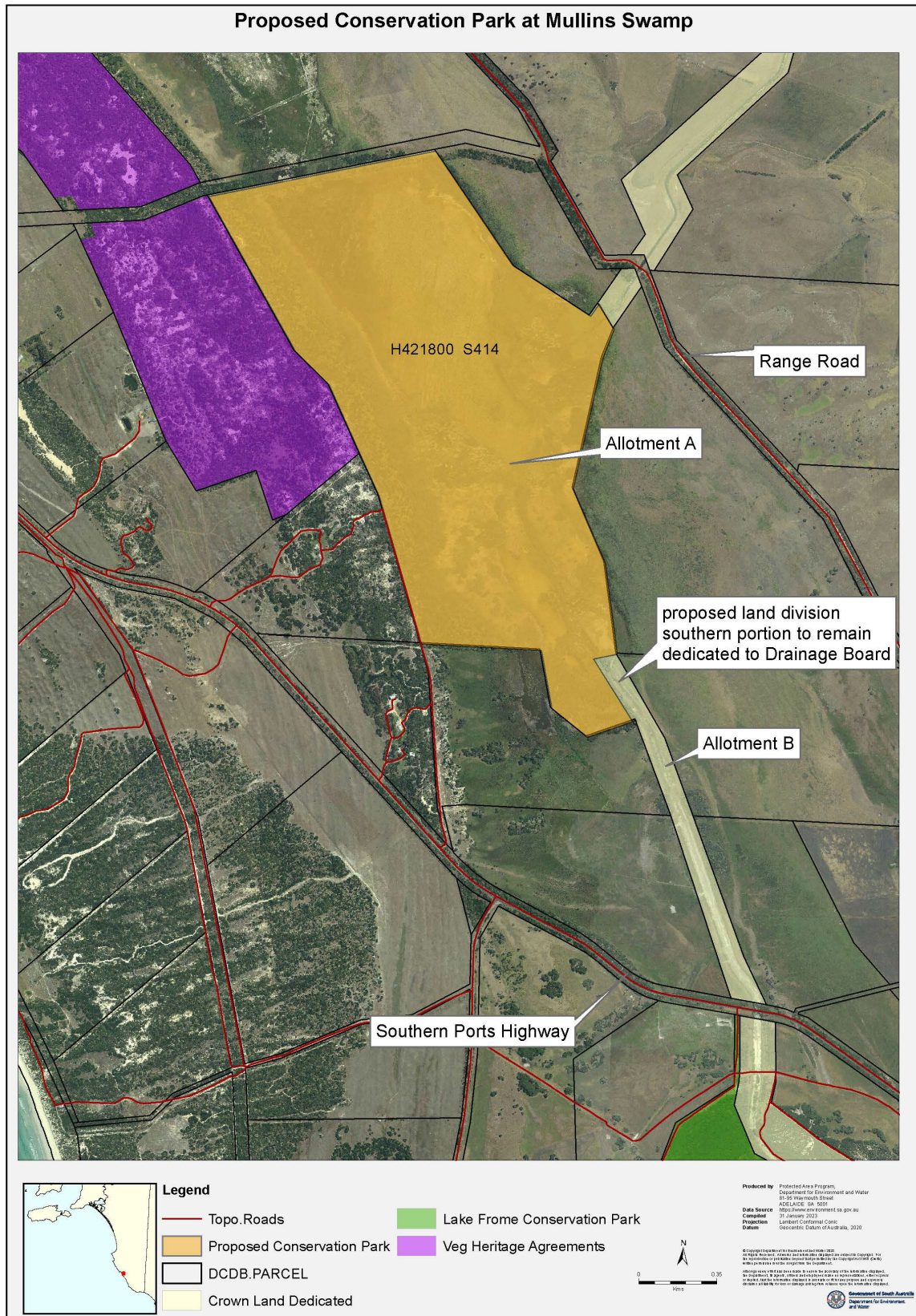


Kathryn Nicolai
MANAGER, NATIONAL PARKS AND PROTECTED AREA PROGRAM

CC: Nicolas McIntyre, National Parks and Wildlife Manager, Limestone Coast

Attachment 1: Map

Attachment 1



16.5 2022 Local Government Periodic Elections - Campaign Donation Returns

Report Type	Correspondence
Correspondent	Hon Geoff Brock MP Minister for Local Government
File Reference	GF/10.85.1 /2 EI2023/213135
Attachments	<ol style="list-style-type: none"> 1. E I 2023 213135 G F 10.85.1 2 23 MINL G-0092 - Ministerial Correspondence - Mayor Des Noll OAM [16.5.1 - 2 pages] 2. coulet mayor Geoff Brock MP 130223 [16.5.2 - 2 pages]

RECOMMENDATION

That the correspondence from Hon Geoff Brock MP dated 24 April 2023 regarding casual vacancies that were caused by some Council Members' failure to submit campaign donations returns with the statutory deadline be received and noted.

OFFICIAL

Hon Geoff Brock MP

Government
of South Australia

23MINLG-0092

Mayor Des Noll OAM
Wattle Range Council
PO Box 27
MILICENT SA 5280
mayor@wattlerange.sa.gov.au

Dear Mayor Noll

Thank you for your correspondence regarding the casual vacancies that were caused by some council members' failure to submit campaign donations returns within the statutory deadline, following the conclusion of the 2022 periodic council elections. I apologise for the delay in responding.

As you are no doubt aware, under section 54 of the *Local Government Act 1999* (the LG Act), the office of a member of a council becomes vacant if the member fails to submit a return under Part 14 of the *Local Government (Elections) Act 1999* (the LGE Act) before the expiration of one month from the end of the period allowed under that Act—30 days after the conclusion of the election.

I am advised that this trigger for an automatic casual vacancy has been in the LG Act since its commencement—more than 20 years. While the Electoral Commissioner advised a number of council members that their positions were vacant, he has no decision-making power or discretion in this matter.

If a council member's office becomes vacant because of the member's failure to submit a return, the South Australian Civil and Administrative Tribunal (SACAT) may—per section 54(4) of the LG Act, and on an application made 'within one month' after the vacation of the office—restore the member to office 'if satisfied that the failure 'arose from circumstances beyond the member's control'.

I note that a member who was elected to the Wattle Range Council (the Council) in 2022—Cr Emma Castine—is one of the 45 members across South Australian who lost their positions as she had not lodged her campaign donation return within the statutory deadline.

While I appreciate your disappointment at potentially losing a valued member of your Council, I am sure you also appreciate that it is critical that all council members disclose any donations that they received during the election, early in their term on council. This ensures transparent and accountable council decisions. It is just as important that all members disclose that they did not receive any gifts if this is the case, so that this is clearly stated to the Council's community and ratepayers.

Although it was the responsibility of each council member to ensure that their campaign donations returns for the 2022 periodic council elections were submitted within the required timeframes, I formed the view that it was not acceptable that communities had to bear the trouble and the cost of potentially replacing these positions.

Minister for Local Government | Minister for Regional Roads | Minister for Veterans Affairs

Level 10, 81 – 95 Waymouth Street Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 | DX 171
Tel +61 8 7133 1200 | Email minister.brock@sa.gov.au



OFFICIAL

I therefore introduced the *Local Government (Casual Vacancies) Amendment Bill 2023* (the Bill) into Parliament on 22 February 2023, which was passed by the House of Assembly on that day.

The Bill was passed by the Legislative Council on 7 March 2023 and received assent from the Governor of South Australia, Her Excellency the Honourable Frances Adamson AC, on 9 March 2023.

The Bill amended section 54 of the LG Act to retrospectively restore to office all members whose positions had become vacant due to the failure to submit their campaign donations return on time.

In recognition of the importance of lodging campaign donations returns, the Bill required defaulting members to lodge their returns within 10 days of the commencement of the amendments—if they had not yet done so—or their offices would again have become vacant.

You have advised in your correspondence that Cr Castine has submitted her second return, albeit past the statutory deadline. As the LG Act has been amended, she did not need to re-submit it.

The amended LG Act does not affect the provisions within the LGE Act that provide that candidates in the election who did not return their campaign donations return within the statutory timeframe, may be liable for a \$10,000 penalty. Of course, it will be open to the Electoral Commissioner to decide whether to pursue this course of action.

The amended LG Act ensures the validity of council acts and decisions during the period of the vacancies, as well as the validity of functions and duties undertaken by defaulting council members during their period of vacancy, and clarifies the members' entitlement to allowances and expenses over this time.

I remain very disappointed that this situation occurred, but I am pleased my parliamentary colleagues supported the Bill and enabled a swift resolution in the best interests of councils' communities. I will be looking at all measures to ensure that this situation is not repeated as part of a review of council elections that will commence shortly.

Thank you again for your correspondence and for taking the time to write to me. I trust this information is of assistance.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR LOCAL GOVERNMENT

24/4/2023

Office of the Mayor

Our Ref: GF/9.34.3
coulet mayor Geoff Brock MP 130223



Wattle Range
COUNCIL

PO Box 27, Millicent SA 5280
www.wattlerange.sa.gov.au

13 February 2023

Hon Geoff Brock MP
Minister for Local Government,
Regional Roads, Veterans Affairs
GPO Box 1533
ADELAIDE SA 5001

BY EMAIL: Minister.Brock@sa.gov.au

Dear Geoff

2022 Local Government Periodic Elections - Campaign Donation Returns

It is with grave concern that I write to you regarding the recent Electoral Commission of South Australia's decision to remove a significant number of Elected Members from office due to the late submission of their campaign donation returns.

It is my preliminary understanding that many of these Elected Members have reported experiencing problems with newly implemented Electoral Commission software; that the vast majority of them had submitted Nil returns; and that these returns were simply submitted late.

This decision has created a significant impost for many South Australian Councils, many of whom may now have to hold supplementary elections. It has also unjustly tarnished the reputation of the Local Government Sector and the Elected Members involved.

Wattle Range Council has now lost a valued member of the community from the Riddoch Ward. Councillor Castine is a first-time Councillor who enthusiastically nominated and participated in the recent Local Government elections. She is a committed and eager Councillor who is on a steep learning curve regarding the complexities of Local Government.

Councillor Castine has reported difficulties with the Electoral Commission software that contributed to her Nil return being submitted late. She has subsequently reported ongoing problems with the Commission's software when attempting to lodge her appeal. Her ability to serve her community professionally and effectively has now been shrouded in chaos and extreme disappointment.


I submit to you that the decision to penalise this local Councillor and many others like her around South Australia needs to be overturned. They have been removed from office without being afforded any natural justice. They were not given the opportunity to explain if there were any extenuating circumstances that may have led to their late submission, and most importantly, their punishment does not fit the crime.

Wattle Range - a great place to live and work

Office of the Mayor

As Minister for Local Government, I urge you to intervene in this matter.

Yours sincerely



Des Noll OAM
MAYOR

Telephone: (08) 8733 0900
Email: mayor@wattlerange.sa.gov.au

Wattle Range - a great place to live and work

16.6 Limestone Coast Regional Grouping Representative to SAROC

Report Type	Correspondence
Correspondent	Clinton Jury, Chief Executive Officer Local Government Association of South Australia
File Reference	GF/10.14.3/1 EI2023/213257
Attachments	1. E I 2023 213257 10.14.3 1 - SAROC [16.6.1 - 1 page]

RECOMMENDATION

That the correspondence from Clinton Jury dated 3 May 2023 regarding Mayor Des Noll's election to the Limestone Coast Regional Grouping of the SAROC Committee 2022-23 be received and noted.

In reply please quote our reference: ECM 787579 TN/MW

3 May 2023

Mr Ben Gower
Chief Executive Officer
Wattle Range Council
PO Box 27
Millicent SA 5280

Emailed: bjg@wattlerange.sa.gov.au

Dear Mr Gower

Supplementary election – Limestone Coast Regional Grouping Representative to SAROC - Finalised

On 30 January 2023 I wrote to Limestone Coast Local Government Association (LCLGA) calling for nominations from its members to fill a casual vacancy in one of the Limestone Coast Regional Grouping positions on the South Australia Regional Organisation of Councils Committee (SAROC).

I wish to advise that at the close of nominations (5.00pm on Wednesday 22 February 2023) I received one nomination from the Limestone Coast Regional Grouping of Members:

- Mayor Des Noll (Wattle Range Council)

As a result of receiving equal nominations to available positions, I hereby declare that in accordance with clause 4.4.3 of the SAROC Terms of Reference Mayor Noll is duly elected to the Limestone Coast Regional Grouping of the SAROC Committee 2022-24.

Mayor Noll will take office, effective immediately for a term concluding at the 2024 LGA Annual General Meeting (AGM). I have written to Mayor Noll and the LCLGA directly advising of the outcome of this election.

If you have any queries in relation to this matter please contact Director Governance Tami Norman on 8224 2037 or email tami.norman@lga.sa.gov.au.

Yours sincerely



Clinton Jury
Chief Executive Officer

Telephone: (08) 8224 2039

Email: cjury@lga.sa.gov.au

17 Motions On Notice

No Motions on Notice have been presented at the point of publishing the Agenda.

18 Urgent Motions Without Notice

Urgent Motions without Notice may be raised at this point of the Meeting.