



*Wattle Range - a great place to live and work*

**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 17 January 2023 at 5:00 PM.

Ben Gower

**CHIEF EXECUTIVE OFFICER**

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



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

## **Civic Prayer**

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

## **Acknowledgement of Country**

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

## **Recording of Meetings**

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

## **2 Present**

### 3 Apologies

Mr Paul Duka – Director Corporate Services

Ms Emma Clay – Director Development Services

### 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 - 13 December 2022 (Folio 10392 - Folio 10406)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 131222 with Appendix [5.1.1 - 15 pages]

#### RECOMMENDATION

That the Minutes of the Ordinary Meeting dated 13 December 2022 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 13 December 2022 at 5.00 pm.

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

#### 2. PRESENT

His Worship the Mayor D Noll

Cr D Agnew

Cr C Brodie

Cr R Cassidy

Cr E Castine

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

NIL

#### 4. DISCLOSURE OF INTERESTS

Cr Price disclosed that he had a General Conflict of Interest in regard to Item 15.1.2.

#### 5. CONFIRMATION OF THE MINUTES

5.1 Ordinary Meeting of Council – 29 November 2022 (Folio 10377 – Folio 10391)

Cr Drew moved that the Minutes of the Ordinary Meeting dated 29 November 2022 be taken as presented and confirmed.

Cr Cox seconded

**CARRIED**

#### 6. MATTERS ARISING FROM THE MINUTES

Item 15.1.2 – Council Committee Appointments

##### **Beachport Recreation Centre Management Committee**

Cr Cassidy asked why in the call for nominations, Beachport Recreation Centre Management Committee was not included.

Mr Paul Duka, Director Corporate Services advised that as per the resolution Council needs to conduct a consultation with the Beachport Community in the first instance. The feedback from the consultation will be brought back to Council for a determination of whether or not



the Committee will remain or will cease.

## 7. ADJOURNMENTS

NIL

## 8. MAYORAL COMMUNICATIONS

### 8.1 Mayoral Communications

Cr Muhovics moved that Mayoral Communications be received and noted.

Cr Walshaw seconded

**CARRIED**

## 9. DEPUTATIONS

NIL

## 10. PETITIONS

NIL

## 11. REPORTS FROM COUNCIL MEMBERS

Cr Cassidy advised that on 5 December 2023 he and the Chief Executive Officer attended the Lake George Management Committee. Cr Cox was an apology. The Committee is looking to be incorporated. One issue that was highlighted was that there are no speed signs on the road.

## 12. QUESTIONS WITH NOTICE

### 12.1 Question on Notice - Railway Terrace Beachport – Cr Sharon Cox

Cr Sharon Cox submitted the following Question(s) with Notice:

#### **Question**

Can we please have an update on when the safety inspection of the pavers in Railway Terrace, Beachport will take place?

#### **Answer**

An initial inspection was carried out in October and remedial works were carried out. A further inspection was carried out on 7 December 2022 and further works will be done next week prior to Christmas.

### 12.2 Question on Notice - Self Service Fuel Station – Cr Deb Agnew

Cr Deb Agnew submitted the following Question(s) with Notice:

#### **Question**

Regarding the proposed self-service fuel station on the corner of Ridge Terrace and Cattle Bridge Road, which has recently received planning approval, what was the assessment process for this planning application? And how will the current traffic and pedestrian infrastructure be impacted by this development?

**Answer**

An application for an unstaffed fuel outlet was lodged with Council in November 2021. The proposal included the following aspects:

- Provision of underground fuel storage tanks
- Provision of a canopy (6.8m total height) over the proposed refuelling area.
- Price board to advertise with a total height of 2.4m, and
- Provision of onsite carparking.

The application was supported with a planning report prepared by URPS, engineering plans prepared by Epic Projects and Consulting and a traffic report prepared by Cirqa.

Referrals to the Commissioner of Highways (DIT) and The Environment Protection Authority (EPA) were required and undertaken as part of the assessment process.

Both agencies raised no objection to the proposal, subject to conditions being imposed on any approval decision. DIT required multiple changes to the plans during the assessment process to eventually land on the plan that was approved. The major changes that occurred were related to ensuring pedestrian footpaths were considered and maintained with the design and suitable safe and convenient access was achieved to the site.

The application was publicly notified for a 15 working day period ending on July 29, 2022. The public notification process in accordance with Section 107 of the *Planning, Development and Infrastructure Act 2016* required the Council to write to all land owners / tenants within 60m of the subject land and for a sign with details of the proposal to be placed on the subject land during the public notification period. Two representations against the proposal were received during the notification period, with one representor wishing to be heard.

Because a representor desired to be heard in support of their objection, the Regional Assessment Panel remained the relevant authority for a decision. A detailed report that considered the proposal against the policies of the Planning and Design Code, with a recommendation was provided to the Panel to assist with their determination. The September 6, 2022 agenda can be accessed via:

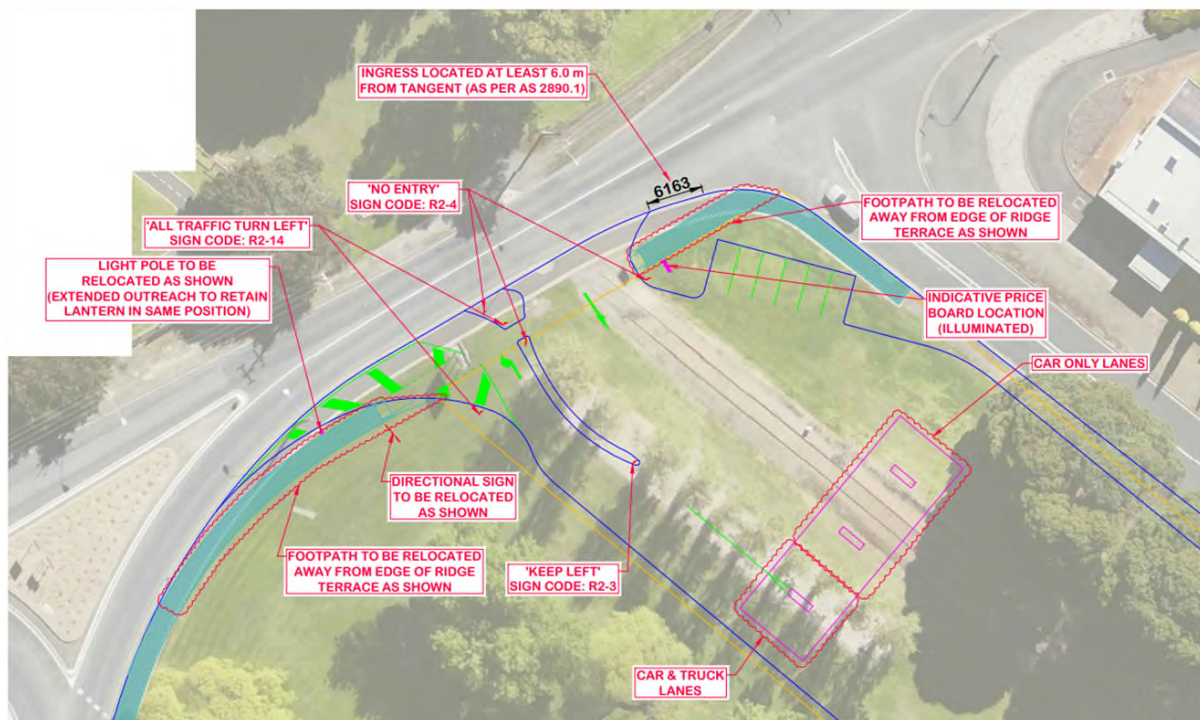
[https://www.wattlerange.sa.gov.au/\\_data/assets/pdf\\_file/0013/1204150/Limestone-Coast-Southern-Regional-Assessment-Panel-Agenda-06092022-PDF-Website.pdf](https://www.wattlerange.sa.gov.au/_data/assets/pdf_file/0013/1204150/Limestone-Coast-Southern-Regional-Assessment-Panel-Agenda-06092022-PDF-Website.pdf)

A copy of the planning decision is also attached for your benefit.

With respect to the impact on traffic and pedestrian infrastructure, the development requires a certain width access to support fuel trucks and private vehicles to enter and exit the site in a forward direction (refer diagram below), which is to occur from Ridge Terrace only for fuel trucks, whilst private vehicles can also exit the site via Cattle Bridge Road. There is a one-way entry and a one way exit to minimise disruption on the movement of traffic along Ridge Terrace and for the safety of pedestrians utilising the footpath network. Further, the largest vehicle that will access the site will be able to complete their turning movements internal to the site to enable them to leave in a forward direction. The footpaths which are shown in blue are to be modified but can still support pedestrian movement through the access points and ultimately, pedestrian movements along Ridge Terrace will be preserved with the development.

Any costs required to create the access are to be borne by the applicant developer. To ensure pedestrian movement is still supported, a condition has been imposed on the approval that requires a final plan of the changes to the existing footpath network be

provided to Council's Engineering Department for approval prior to development approval being granted. These plans will be required to include/ illustrate a new pram ramp crossing from the north side of Ridge Terrace to the southern side.



### 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 4 October 2022 and 8 November 2022

Cr Brodie moved that the Minutes of the Greenrise Lake Advisory Committee Meeting dated 4 October 2022 and 8 November 2022 be received and noted.

[Cr Cox left the meeting at 5.30 pm]

Cr Castine seconded

**CARRIED**

### 15. REPORTS FROM COUNCIL OFFICERS

15.1 Chief Executive Officer

15.1.1 Monthly Project Status Report

Cr Price moved that Council receive and note the report.

[Cr Cox resumed the meeting at 5.31 pm]

Cr Dunnicliff seconded

**CARRIED**

## 15.1.2 Glencoe Progress Association – Lake Leake

**Cr Price advised that he had a General Conflict of Interest in regard to the Glencoe Progress Association as he is a Member.**

**Cr Price advised the Chamber that his contribution would add value and therefore asked fellow Councillors for permission to participate.**

**Cr Price remained in the chamber for the first motion.**

Cr Price moved that Council:

1. Receive and note the report.

Cr Brodie seconded

**CARRIED**

**Cr Price voted in the affirmative.  
The majority of the members voted in the affirmative.**

**Cr Price left the chamber prior to the second and third motion.**

[Cr Price left the meeting at 5.53 pm]

Cr Drew moved that Council:

2. Revise its Annual Operating Grant to the Glencoe Progress Association to the value of \$ 9,000 for the maintenance of facilities in Glencoe and Lake Leake.
3. That the Glencoe Progress Association report back to Council on the acquittal of the annual operating grant.

Cr Walshaw seconded

**CARRIED**

**Cr Price did not vote.  
The majority of the members voted in the affirmative.**

[Cr Price resumed the meeting at 5.57 pm]

[Cr Neagle left the meeting at 5.57 pm]

## 15.2 Director Corporate Services

## 15.2.1 Monthly Financial Performance Report

Cr Dunncliff moved that Council receive and note the 2022/23 November Financial Performance Report.

Cr Castine seconded

**CARRIED**

## 15.2.2 4th Quarter Report on Financial Results for 2021/22

Cr Cassidy moved that Council pursuant to Regulation 10 of the Local Government Financial Management Regulations 2011 endorse the adoption of the 2021/22 fourth quarter report as presented.

[Cr Neagle resumed the meeting at 5.59 pm]

Folio 10397

Cr Cox seconded **CARRIED**

## 15.2.3 Annual Report 2021/2022

Cr Dunnicliff moved that Council pursuant to Section 131 and Schedule 4 of the *Local Government Act 1999*, adopt the Wattle Range Council Annual Report for the financial year ending 30 June 2022 as presented.

Cr Agnew seconded **CARRIED**

## 15.2.4 Section 989, Fifth Street, Millicent, Hundred of Mount Muirhead

Cr Muhovics moved that Council:

1. Accepts to purchase from the Minister for Climate, Environment and Water, Section 989, Hundred of Mount Muirhead, being land comprised in Crown Record Volume 5666 Folio 386 for the purchase price of \$71,500 (GST inclusive); and
2. Pursuant to Section 193 (4) of the *Local Government Act, 1999* exclude Section 989, Hundred of Mount Muirhead, being Crown Record Volume 5666 Folio 386 from classification as Community Land.

Cr Agnew seconded **CARRIED**

## 15.2.5 Revocation of Community Land Classification (Allotment 203, Cullens Road Southend and Allotment 9, 22 Campbell Street, Millicent)

Cr Castine moved that Council:

1. Pursuant to Section 194 (2) of the *Local Government Act 1999*, agree to commence the formal public consultation process to revoke the community land classification of land situated at:
  - Allotment 302, Cullens Road, Southend, CT 5291/66

Cr Drew seconded **CARRIED**

[Cr Agnew left the meeting at 6.16 pm]

Cr Dunnicliff moved that Council:

1. Pursuant to Section 194 (2) of the *Local Government Act 1999*, agree to commence the formal public consultation process to revoke the community land classification of land situated at:
  - Allotment 9, 22 Campbell Street, Millicent CT 5248/722

Cr Walshaw seconded **CARRIED**

[Cr Agnew resumed the meeting at 6.17 pm]

[Cr Walshaw left the meeting at 6.18 pm]

## 15.2.6 Delegations

Cr Muhovics moved that Council:

1. Receive and note this report.

Cr Brodie seconded

**CARRIED**

Cr Brodie moved that Council:

2. That Council resolves to grant the delegation of powers and functions of the Council as provided for in the attached instrument of delegation (Attachment 1).
3. That Council resolves to grant the sub-delegation of powers under the Road Traffic Act as provided for in (Attachment 4):
  - a. In accordance with the Instrument of General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Transport and Infrastructure (General Approval), Council authorises the following person pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General Approval provided that such person shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements:
    - Peter Halton, Director, Engineering Services.
  - b. In accordance with Clause A.7 of the General Approval, Council is of the opinion that Peter Halton, Director, Engineering Services, is an experienced traffic engineering practitioner for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval.
  - c. In accordance with Clause A.7 of the General Approval, Council is of the opinion that Peter Halton, Director, Engineering Services, has an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans.

Cr Castine seconded

**CARRIED**

[Cr Walshaw resumed the meeting at 6.20 pm]

## 15.3 Director Development Services

## 15.3.1 Quarterly Development Services Performance Update

Cr Neagle moved that Council receive and note the report.

Cr Agnew seconded

**CARRIED**

## 15.3.2 Planning Code Amendments

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Price seconded **CARRIED**

Cr Walshaw moved that Council:

2. Authorise the CEO to engage a Planning Consultant / Practitioner to commence the 'immediate' code amendments as recommended in the 25 Year Strategic Land Use Plan Action Plan and outlined on the table within this report.

Cr Brodie seconded **CARRIED**

#### 15.3.3 Local Events Request – Reoccurring Funding

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Agnew seconded **CARRIED**

Cr Muhovics moved that Council:

2. Gives in-principal approval for recurring funding in Council's Annual Business Plans for the events, sponsorship values and periods outlined in the table below (subject to available future budgets)

Event	Sponsorship Amount	Period	Commencement Year
Teagle Excavations ARB Pines Enduro	\$2,000	4 Years	22/23
Penola Rodeo	\$3,000	4 Years	22/23

3. Gives approval for the ongoing in-kind support for both events, for activities such as road closures, waste management and use of Council infrastructure

Cr Brodie seconded **CARRIED**

#### 15.3.4 Public Art on Private Assets - Grant application

Cr Agnew moved that Council:

1. Receive and note the report.

Cr Cassidy seconded **CARRIED**

Cr Cox moved that Council:

2. Having assessed applications in accordance with the Public Art on Private Assets Grants Guidelines, award grants to the value of \$7,550 to the following:

Ignition Fitness	\$5,000
Beachport Brewing Company (applicant Kate Wheal)	\$2,550

Cr Brodie seconded **CARRIED**

## 15.4 Director Engineering Services

**NIL****16. CORRESPONDENCE**

## 16.1 Office for Recreation Sport and Racing - STARCLUB

Cr Agnew moved that the correspondence from Kylie Taylor dated 28 November 2022 regarding the discontinuance of the STARCLUB program from 30 April 2023 be received and noted.

Cr Drew seconded

**CARRIED**

Cr Drew moved that Council write to the Minister for Recreation, Sport and Racing regarding its concern at the loss of STARCLUB and the minimal support proposed in the new arrangements for clubs and associations.

Cr Dunnicliff seconded

**CARRIED**

## 16.2 Nick McBride MP - Shadow Cabinet Tour of the Limestone Coast

Cr Walshaw moved that the correspondence from Nick McBride MP dated 30 November 2022 regarding involvement in the recent Shadow Cabinet Tour of the Limestone Coast be received and noted.

Cr Price seconded

**CARRIED**

## 16.3 Southend Coastal Erosion - Hon Susan Close MP, Deputy Premier to Tony Pasin, Member for Barker

Cr Cassidy moved that the correspondence from Hon Susan Close, MP – Deputy Premier dated 21 November 2022 regarding coastal erosion at Southend be received and noted.

Cr Castine seconded

**CARRIED**

## 16.4 SA Boating Facility Advisory Committee - Nominate

Cr Price moved that:

1. The correspondence from the Local Government Association dated Monday, 5 December 2022 regarding nominating for the SA Boating Facility Advisory Committee be received and noted.
2. Council endorse Deputy Mayor Peter Dunnicliff's desire to nominate for a position on the South Australian Boating Facility Advisory Committee for a two-year term commencing January 2023.

Cr Agnew seconded

**CARRIED**

## 16.5 Congratulations letter from Hon David Speirs, MP

Cr Agnew moved that the correspondence from Hon David Speirs MP dated 2 December 2022 congratulating Mayor Noll on his election to Mayor of Wattle be received and noted.



Cr Cassidy seconded **CARRIED**

#### 16.6 Bedford Group Millicent

Cr Dunicliff moved that the correspondence from Mr Myron Mann, CEO dated 7 December 2022 regarding closure of the laundry and gardening operations in Millicent be received and noted.

Cr Brodie seconded **CARRIED**

Cr Walshaw moved that Council respectfully request that the Mayor write back and insist that the CEO of Bedford visit Millicent and attend a public meeting to address the families and clients affected by this decision.

Cr Agnew seconded **CARRIED**

### 17. MOTIONS ON NOTICE

#### 17.1 Civic Prayer and Acknowledgement of Country – Cr Dale Price

Cr Price moved Council adopt the following wording for the:

##### **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.

Cr Brodie seconded **CARRIED**

Cr Price moved Council adopt the following wording for the:

##### **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.

Cr Castine seconded **CARRIED**

#### 17.2 Planning System Implementation Review – Cr John Drew

Cr Drew moved Council submit feedback to the Planning System Implementation Review stating this Council's concern with the following:

1. The Regional Assessment Panel does not sufficiently familiarise itself with the sites it is assessing, when often meetings are held in different towns to the application being assessed.
2. Use the proposed unstaffed fuel outlet development on the corner of Ridge Terrace and Cattle Bridge Road as an example to highlight a process that fails too:
  - (a) sufficiently allow for negative visual and aural impact and loss of amenity for residents;
  - (b) take into account the negative impact of bringing 30m vehicles into a residential area for the sole purpose to refuel;

- (c) take into account damage to community infrastructure;
  - (d) consider safety for children and other pedestrians.
3. A consultation process that can be improved e.g. signs that are small and not easily read by passing motorists, ability for the public (who haven't submitted a representation) to attend RAP meetings, ask questions and express their concerns.

Cr Agnew seconded

**CARRIED**

**18. URGENT MOTIONS WITHOUT NOTICE**

**NIL**

**19. ITEMS FOR CONSIDERATION IN CONFIDENCE**

**NIL**

Meeting closed at 7.27 pm.

Taken as presented and confirmed.

.....  
**MAYOR**

.....  
**DATE**

**Attachment 1****WATTLE RANGE COUNCIL****Instrument of delegation**

1. The Wattle Range Council (**Council**) delegates each function or power of the Council:
  - (a) listed in the attached tables to the delegate or delegates identified in respect of the function or power.
2. The delegations are granted pursuant to section 44 of the *Local Government Act 1999*, excepting that the functions and powers of the Council:
  - (a) as an administering agency under the *Environment Protection Act 1993* are delegated pursuant to section 18C of the Environment Protection Act;
  - (b) set out in Division 8, Part 4 of the *Fire and Emergency Services Act 2005* are delegated pursuant to section 93 of the Fire and Emergency Services Act;
  - (c) acting as an enforcement agency under the *Food Act 2001* are delegated pursuant to section 91 of the Food Act;
  - (d) acting as a road manager under the *Heavy Vehicle National Law* are delegated pursuant to section 22B of the *Heavy Vehicle National Law (South Australia) Act 2013*;
  - (e) acting as a relevant authority under the *Safe Drinking Water Act 2011* are delegated pursuant to section 43 of the Safe Drinking Water Act; and
  - (f) under the *Supported Residential Facilities Act 1992* are delegated pursuant to section 9(2) of the Supported Residential Facilities Act.
3. The delegations granted pursuant to:
  - (a) the Local Government Act to the Council's Chief Executive Officer (**CEO**) may be sub-delegated by the Chief Executive Officer in accordance with sections 44(4)(b) and 101 of the Local Government Act, but subject to section 44(3a) of the Local Government Act;
  - (b) the Fire and Emergency Services Act may be sub-delegated by the delegate;
  - (c) the Food Act may be sub-delegated by the delegate;
  - (d) the Heavy Vehicle National Law (South Australia) Act may be sub-delegated by the delegate;
  - (e) the Safe Drinking Water Act may be sub-delegated by the delegate; and
  - (f) the Supported Residential Facilities Act may be sub-delegated by the delegate.
4. If two or more delegates are nominated in respect of a power or function, then each nominated person is granted a delegation and may exercise the power or function independently of any other delegate.

5. The delegations are granted subject to the following conditions and limitations:
  - (a) the delegate must exercise a delegated function or power in accordance with:
    - (i) applicable legislative and other legal requirements; and
    - (ii) due regard to relevant policies and guidelines adopted by the Council;
  - (b) in regard to the following delegations under the Local Government Act:
    - (i) section 133: the power to obtain funds does not extend to imposing rates, borrowing money or obtaining other forms of financial accommodation or fixing or varying fees under sections 188(1)(d) to 188(1)(h) of the Local Government Act;
    - (ii) section 137: the power to expend funds in the performance or discharge of the council's powers, functions or duties in accordance is limited to funds allocated as part of a budget adopted by the Council;
    - (iii) section 143(1): the power to write off debts is limited to debts not exceeding \$10,000;
    - (iv) section 188(3): the powers in regard to fees and charges are limited to fees and charges imposed under sections 188(1)(a), 188(1)(b) and 188(1)(c);
  - (c) in regard to the delegation under section 137 of the Local Government Act and in addition to condition 5(b)(ii) above: the power to expend funds in the performance or discharge of the Council's powers, functions or duties is limited to expenditure not exceeding \$150,000 per acquisition.
6. Each delegation of a power or function granted under this instrument is independent of, and severable from, every other delegation granted under this instrument.
7. If a delegation of a power or function under this instrument is determined to be invalid or unlawful, the invalid or unlawful delegation will be deemed to be severed from this instrument and the remaining delegations will continue to operate according to their terms.
8. The delegations provided for in this instrument of delegation will come into operation on the day following the date of the Council resolution being 14 December 2022.
9. Previous delegations granted by the Council of the powers and functions delegated by this instrument are revoked with effect from the date on which the delegations provided for in this instrument come into operation.
10. The delegations granted by this instrument will remain in force until varied or revoked by resolution of the Council.

By resolution of the Council

on: 13 December 2022

**Attachment 4****WATTLE RANGE COUNCIL****Instrument of sub-delegation**

1. The Minister for Transport and Infrastructure granted:
  - (a) approvals to the Council for the purposes of specific powers under sections 17 and 20 of the *Road Traffic Act 1961*; and
  - (b) appointed the Council as the Minister's delegate in respect of specific powers under sections 17 and 33(1) of the Road Traffic Act,by the Instrument of General Approval and Delegation (dated 22 August 2013) (**General Approval**).
2. Pursuant to the General Approval, the Council sub-delegates to the Chief Executive Officer the power under section 33(1) of the Road Traffic Act to declare an event to be an event to which section 33 of the Road Traffic Act applies and make orders directing:
  - (a) that specified roads (being roads on which the event is to be held or roads that, in the opinion of the delegate, should be closed for the purpose of the event) be closed to traffic for a specified period; and
  - (b) that persons taking part in the event be exempted, in relation to the specified roads, from the duty to observe the following provisions of the *Australian Road Rules*:
    - (i) rule 221: using hazard warning lights;
    - (ii) rule 230: crossing a road – general;
    - (iii) rule 231 crossing a road at pedestrian lights;
    - (iv) rule 232: crossing a road at traffic lights;
    - (v) rule 234: crossing a road on or near a crossing for pedestrians;
    - (vi) rule 237: getting on or into a moving vehicle (provided that the speed of the vehicle does not exceed 5 km/h);
    - (vii) rule 238: pedestrians travelling along a road (except in or on a wheeled recreational device or toy);
    - (viii) rule 250: riding on a footpath or shared path;
    - (ix) rule 264: wearing of seat belts by drivers (provided that the speed of the vehicle does not exceed 25 km/h);

- (x) rule 265: wearing of seat belts by passengers 16 years old or older (provided that the speed of the vehicle does not exceed 25 km/h);
  - (xi) rule 266: wearing of seat belt by passengers under 16 years old (provided that the speed of the vehicle does not exceed 25 km/h);
  - (xii) rule 268: how persons must travel in or on a motor vehicle; (provided that the speed of the vehicle does not exceed 25 km/h)
  - (xiii) rule 269: opening doors and getting out of a vehicle etc (provided that the speed of the vehicle does not exceed 5 km/h); and
  - (xiv) rule 298: driving with a person in a trailer (provided that the speed of the vehicle does not exceed 25 km/h).
3. The delegation granted in this instrument is subject to the conditions set out in Clause G of the General Approval and the following conditions:
- (a) the sub-delegate must ensure that the delegated powers are exercised in accordance with relevant legislative requirements and relevant policies and guidelines adopted by the Council.

By resolution of the Council

on: 13 December 2022

## **6 Matters Arising From The Minutes**

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

## **7 Adjournments**

No adjourned reports are included in this Agenda.



# 8 Mayoral Communications

## 8.1 Mayoral Communications

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

### RECOMMENDATION

That the Mayoral Communications be taken as presented and confirmed.



### Mayoral Communication – January 2023

**The Future of Local Government – Embracing connectivity and customer expectations:** Local Government organisations today face an important opportunity to revolutionise how they function and how they meet the fast-evolving needs and expectations of their communities in the digital era, services, and community expectations.

Local Government organisations now find themselves poised to drive progress into a new area of customer-centric services. They are already building on the limited but real momentum they have created to date – momentum that has clearly accelerated amid the global pandemic’s dramatic impact. Local Government organisations have been catapulted into a new model of public service, brought about under emergency circumstances that have unmistakably revealed the exciting and inevitable way forward in providing a modern customer service experience that today’s communities, ratepayers and businesses expect from local government organisations.

As a Local Government organisation, we are uniquely positioned to identify and respond to the ever-changing needs of our local communities. The organisation must serve as a viable and proactive community-based platform, one connected to all constituents and respond to their specific needs quickly and reliably.

Our future as Local Government is clearly digitally enabled, data driven, and community based as never before. The current transformation journey unfolding in our Datascape project is about breaking down traditional local government silos and becoming more connected, putting the customer at the very centre of everything a modern local government organisation does.

A fully connected Local Government organisation is vitally important in enabling and supporting the shifting role of local government community leadership, ideally extending our arsenal of capabilities, capacity, and reach, and ultimately helping to ensure inclusion, prosperity, resilience, and vibrancy within our community.

Within Wattle Range Council every person, being a staff member or elected member has a responsibility for the successful transformation of our journeys future outcomes by serving and building a vibrant community.

It is important to understand that our traditional processes and services will be challenged in the future. An example of this is that we currently own an Early Learning Centre and staff it with professional educators that provide our community with quality childcare and education. Council also owns a medical centre building - should Council be planning and developing a business model to strategically and financially fund a General Practitioner (GP) to provide medical services to our community? Is there a community expectation that Council will provide a GP and run the medical centre? There could be an expectation of Local Government providing these services, as the reliance on State and Federal Governments to resolve these community service gaps gets wider and wider. As a Council, I believe we need to have this conversation.

**OneFortyOne Community Grants:** Newbery Park Primary School \$1,500; Nangwarry Primary School \$5,000; Penola Swim Club \$7,000; Kalangadoo Primary School \$10,000; Mary Mackillop Centre \$2,500. Congratulations to these grant recipients. Thank You to OneFortyOne for supporting these recipients through its Community Grants program.

### **Attended**

- Millicent Pathways Education end of year Presentations – (Formally known at Millicent Community Learning Centre) – 13/12/22
- Penola High School Presentation Night – 14/12/22
- Millicent / Penola & Wattle Range Community Christmas Hamper distribution – 15/12/22
- Citizenship Ceremony – 16/12/22
- Penola Christmas Street Party – 16/12/22
- Millicent Market Day at Show Grounds – 17/12/22
- Staff of Bedford's Millicent Community Barbecue – Centennial Park – 18/12/22
- Millicent Outdoor Movie Night – Sponsored by Wattle Range Council – 18/12/22
- Glencoe Football / Netball Club Christmas Party & Raffle Draw – 22/12/22
- Southend Community Club Christmas Dinner & Raffle Draw – 23/12/22
- Invitation to Funeral Service of the late Ronald John Walker, long time Millicent resident and spoke on behalf of the Walker family and community – 29/12/22
- Beachport - New Year's Eve Fireworks – 31/12/22
- Beachport Market Day – 7/1/23

## **9 Deputations**

No deputations have been requested at the point of publishing the Agenda.

# 10 Petitions

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

# 11 Reports From Council Members

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

# 12 Questions With Notice

## 12.1 Millicent Saleyard's Throughput

Report Type	Questions on Notice
Author	Cr Dale Price
File Reference	GF/9.24.1/2
Attachments	Nil

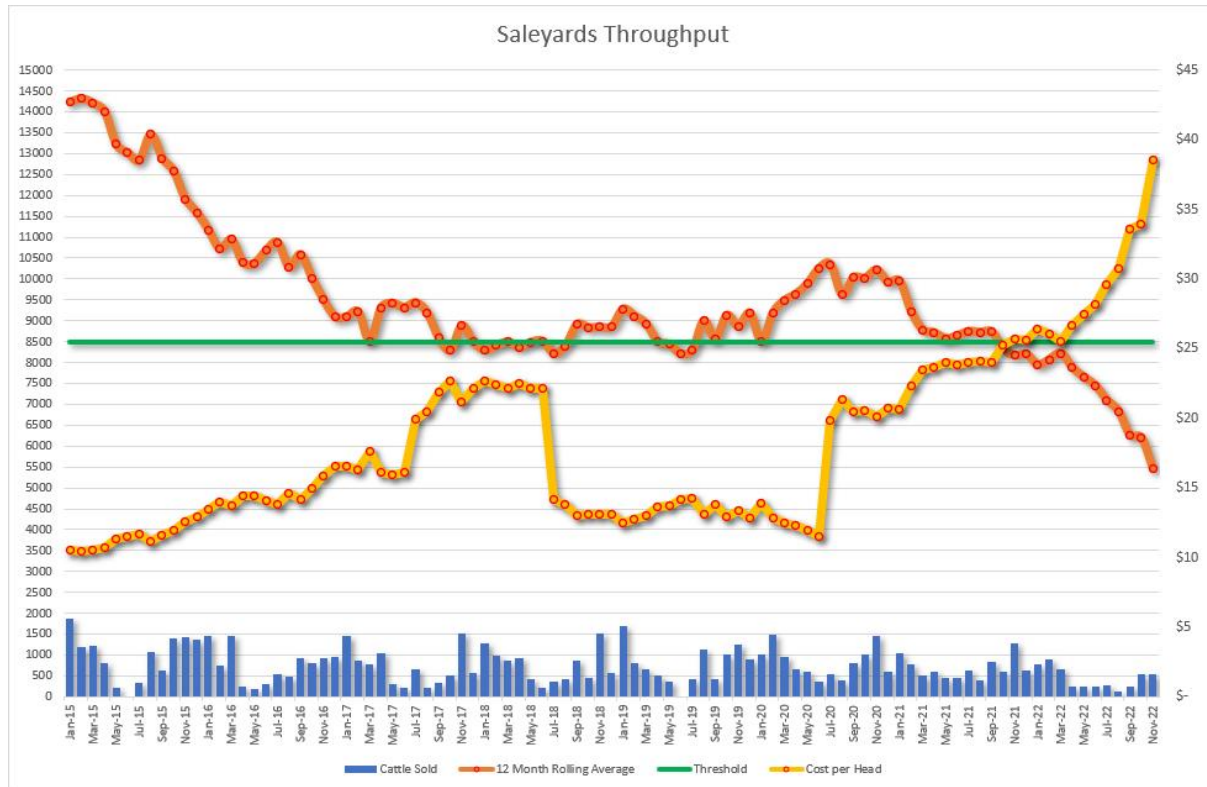
Cr Dale Price submitted the following Question(s) with Notice:

### Question

What is the throughput figures for the Millicent Saleyards?

### Answer

As at the 31<sup>st</sup> of December our Saleyard throughput numbers were 5,223 head for the 2022 calendar year.



## 12.2 Capital Projects

Report Type	Questions on Notice
Author	Mayor Des Noll
File Reference	GF/9.24.1/2
Attachments	Nil

Mayor Des Noll submitted the following Question(s) with Notice:

### Question

1. Can the CEO please advise if the Wattle Range Council can sustain the capacity to deliver the current capital projects identified in the 2022/23 Annual Business Plan valued at \$14,344.478?

### Answer

The current Capital Project expenditure rate is unsustainable.

Over the last five years, Wattle Range Council has steadily increased its capital expenditure rate from \$5.5 Million in 2017/18 to \$14.3 Million in the current fiscal year. While it is difficult to quantify because of the complex and diverse mixture of projects we are tasked to complete each year, Wattle Range Council currently has the human resources to complete between \$7 and \$8 million of capital projects in any given year. The last few years have stretched our human resources beyond the organisation's capacity, and we have a considerable back log of work that has grown in line with Council's appetite to grow the capital works budget.

As per the advice provided in the lead up to the last two budget cycles, we need to significantly limit our capital project expenditure to enable the organisation to catch up, and we need to ensure that our capital expenditure is focussed on the Council's key infrastructure priorities as outlined in our Strategic and Asset Management Plans.

### Question

2. What financial responsibility does the Council have to reduce the Capital Project Expenditure back to its original \$8.88 million?

### Answer

The Local Government Act prescribes several key principles and functions of a Council that include the requirement to:

- "seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers."

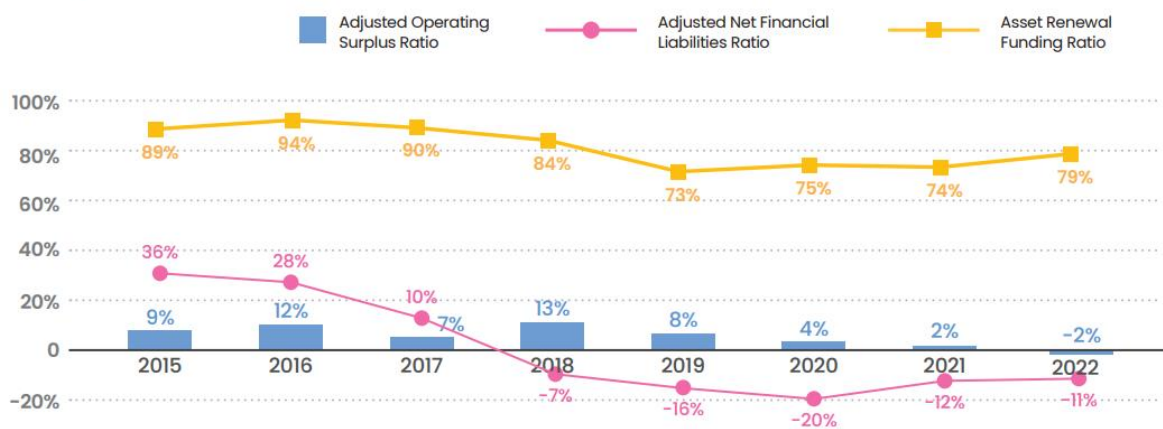


- “ensure the sustainability of the Council’s long term financial performance and position”

One of the key financial metrics that is used to assist Council in the governance of these principles is our Asset Renewal Funding Ratio which measures our ability to replace existing assets and infrastructure as they fall due. While we aspire to achieve a 100% Renewal Ratio, we have fallen short over the past few years because of an increased focus on new capital projects and our inability to complete each year's capital project list due to a lack of resources. This has led to lower Asset Renewal Funding Ratios and means that our existing assets are not being renewed in a timely manner. The current state of a number of Council’s civic buildings is an excellent example of this.

Council needs to rationalise its current list of assets and capital projects to balance its financial and organisational capacity with community needs. The current appetite for new Capital Projects is stretching the organisation beyond its limits. This has the potential to create a similar outcome to the State Government’s regional road and drainage network which has accumulated a 20 year back log of work that is now beyond its reach. The only options are to increase our operational budget through the employment of additional resources or limit our capital expenditure to the renewal of essential assets and infrastructure until we can clear the backlog of work. Our Asset Management Plans and Long-Term Financial Plan are the key to long-term sustainability.

## Key Financial Indicators



# 13 Questions Without Notice

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

# 14 Reports From Council Committees

No Reports from Council Committees have been received at the point of publishing the Agenda.

# 15 Reports From Council Officers

## 15.1 Chief Executive Officer

### 15.1.1 Monthly Project Status Report

Report Type	Officer Report
Department	Executive
Author	Peter Halton, Director Engineering Services
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	<b>Theme 1 - Community Vibrancy &amp; Presentation</b> 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.  <b>Theme 4 - Infrastructure &amp; Asset Sustainability</b> 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.  <b>Theme 5 - Organisational Excellence</b> 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. 2022-2023 Programs List [ <b>15.1.1.1</b> - 30 pages]

#### Purpose of Report

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

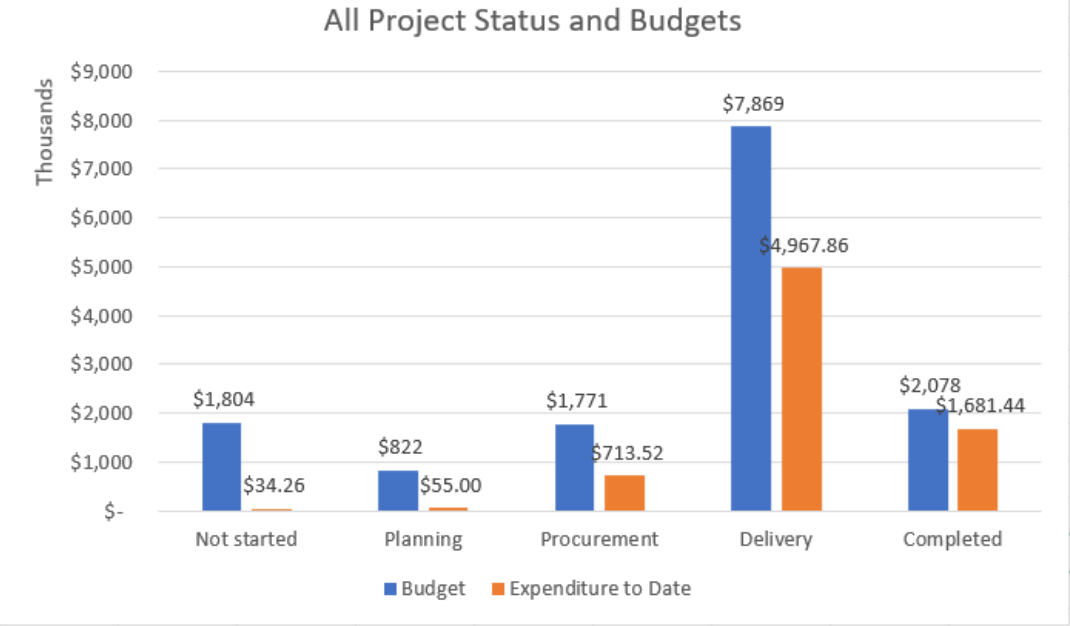
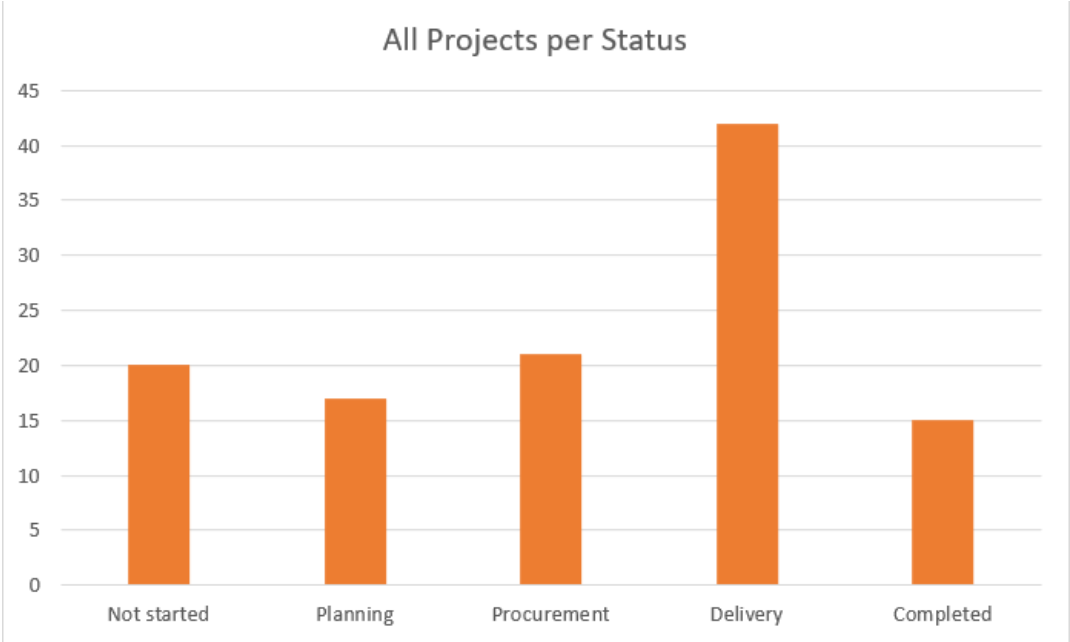
#### Report Details

As of the 31st of December 2022, Council had resolved to fund 115 projects worth \$14,344,478 via its 2022/23 Annual Business Plan.

49 of these projects were carried over from the previous year worth \$6,114,053. 60% of these carried over projects have been expended.

Of the remaining 66 new projects 46% have been expended.

The combined expenditure total is \$7,452,083 of the \$14,344,478 (2022-23) budget giving an overall rate of 52%.



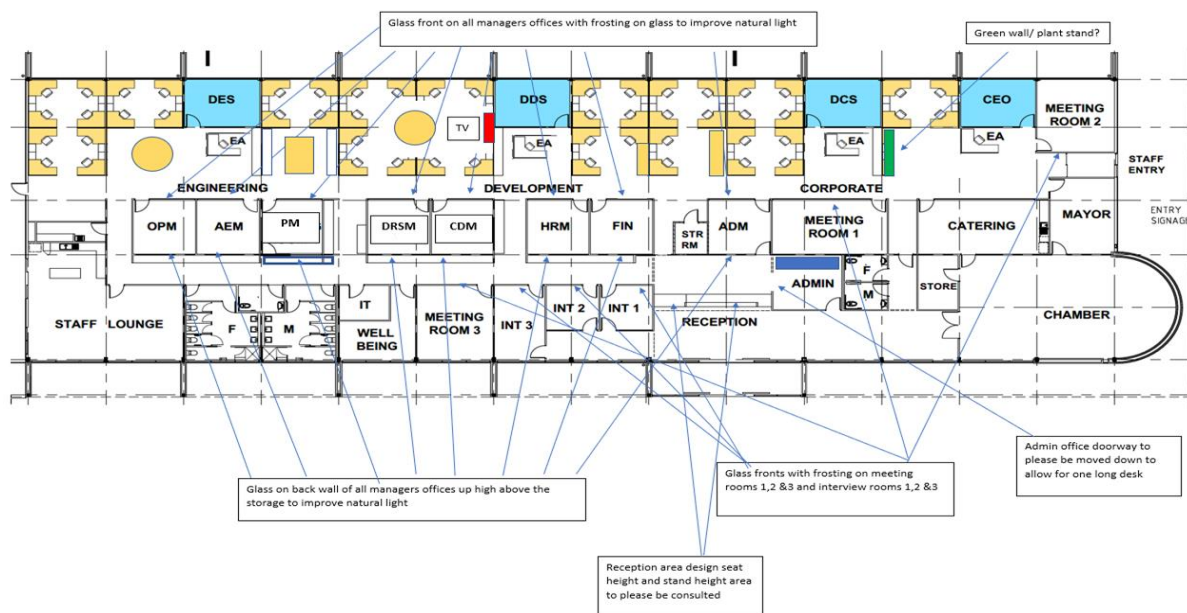
### Projected Commitments

2022	2023							
Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
\$ 498,000.00	\$ 147,000.00	\$ 1,157,000.00	\$ 567,000.00	\$ 152,000.00	\$ 220,000.00	\$ 100,000.00	\$ 100,000.00	\$ 2,941,000.00

## Projects Status

### Major Projects

**Council Administration Building** – The landscape RFQ has been awarded to Michael Smith and Associates from Melbourne, a contract is being prepared and the three concept designs will be available to view March 2023 with final shovel ready design April 23. Workstation layout and seating details have been finalised for Chapman Herbert to review and address the acoustic requirements and for sub consultants to prepare their detailed drawings. All sub consultants are planning to complete documentation for tender by the end of March and have pricing finalised by end of June 2023.



*WRC Administration proposed seating plan*

**Millicent Depot Shed** – The depot site clean-up has been underway late December in preparation for the rock cutting saw to commence Tuesday the 10th of Jan. Trees have been removed and the fence has been taken down to allow full access around the perimeter of the new shed. The entire area will be levelled and a base prepared for the shed footings the area will be fenced off to restrict access prior to the construction work commencing. Development application has been lodged by Blackbirds with planning Chambers to assess.

Awaiting final pricing for site sewer and storm water easement/connection and the electrical feed/supply from SA power network to the new depot shed to accommodate the workshop power feed requirements. As previously mentioned, these two variations will future proof the site and meet statutory requirement for management of off-site disposal of wastewater and appropriate management of stormwater for the new workshop development.

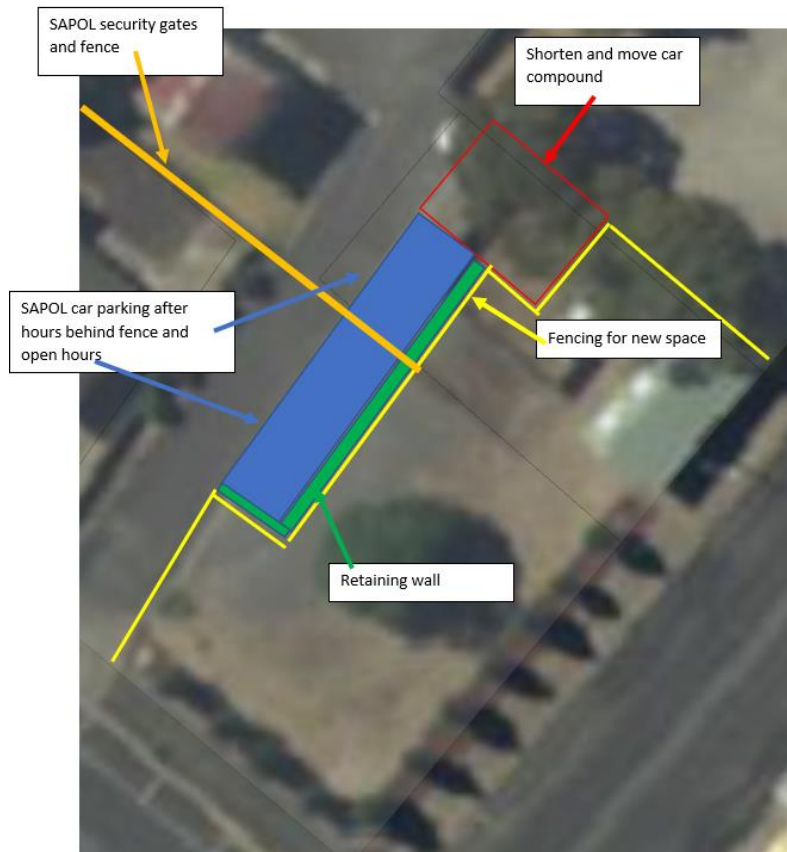


*Millicent Depot Clean up and site preparation*

**Beachport Depot Shed Replacement** – Blackbirds as the preferred supplier will be providing updated pricing for the provision of lunchroom and toilets facilities for the new shed. These are to be quoted at ground level rather than at a mezzanine level to get costs closer to the budget. Last month highlighted the financial constraints due to cost escalations.

**Projects which have progressed since last report period**

**Millicent & Penola Streetscape** – Council officers have had a very positive meeting with the Officer in charge at the Millicent Police Station regarding the redevelopment of the land on the corner of Davenport and Glenn Street Millicent. Both parties are comfortable with the proposal. Sprutt have met with the SAPOL assets department in Adelaide to discuss the acquisition/lease of the land.



*Millicent SAPOL site proposal*

**Gladys Smith Early Learning Centre** - Planning is almost complete for the Koala Room upgrade. Work includes, remove and replace door furniture to meet current standards, alterations to brickwork to include window between nap room and koala room, new kitchen cupboards, removing existing floor tiles and replace with suitable surface and install blinds and acoustic panelling. Work is planned for May 2023.



*Kitchenette Concept*



## Projects at risk of delivery in 2023

Buildings	<b>Glen Street Toilets</b>	External Upgrade	Renewal	Not Started	\$ 11,000	\$ 11,000	\$ -	0%	VO.1121	Craig Turner	Andrew Thorne
Buildings	<b>Beachport Cinema</b>	Air Conditioner Refurbishment and roof repairs	Renewal	Not started	\$ 11,000	\$ 11,000	\$ -	0%	VO.1436	Craig Turner	Jono Kilsby
Buildings	<b>Civic &amp; Arts Centre</b>	Civic & Arts Centre Upgrade (Design)	Renewal	Not started	\$ 22,000	\$ 22,000	\$ -	0%	VO.1484	Craig Turner	Andrew Thorne
Stormwater	<b>Centennial Park Beachport-Stormwater pump</b>	Installation of new weir and pump	Renewal	Not started	\$ 165,000	\$ 164,761	\$ 167	0%	VO.1474	Craig Turner	Johno Kilsby
Structure	<b>McLaughlin Park</b>	Fire Service Upgrade - McLaughlin Park ( <b>Design only</b> )	Upgrade	Not started	\$ 322,000	\$ 322,000	\$ -	0%	VO.1482	Craig Turner	Nish Parihar
Buildings	<b>Beachport Depot Shed</b>	Beachport Depot Shed Replacement	Renewal	Procurement	\$ 275,000	\$ 275,000	\$ -	20%	VO.1118	Nick Serle	Matt Crowden
Buildings	<b>Council Service Centre</b>	Detailed Design and Documentation for New Administration Building	New	Procurement	\$ 450,000	\$ 345,860	\$ 341,880	60%	VO.1435	Peter Halton	Craig Turner
Structures	<b>Fire Hydrant-McCorquindale Park (Penola)</b>	Installation of new tanks and fire services to provide coverage for Fyrrill Hall, Show Society Shed and Penola Sports Stadium	Upgrade	Delivery	\$ 72,000	\$ 72,000	\$ 26,028	10%	VO.1483	Craig Turner	Nish Parihar
Structures	<b>Salegards Infrastructure</b>	Upgrade of 4 fixed ramps and replacement of double height ramp, upgrade of truck wash area, renewal or replacement of officefamenity building	New	Delivery	\$ 984,500	\$ 977,025	\$ 408,984	50%	VO.1662	Nick Serle	Nish Parihar

This group of projects have been highlighted as at risk of delivery. Various factors contribute to these projects not being complete this financial year including availability of trades, supply of material, approvals and lead times as some of these projects are still in planning phase. Alignment with other projects and seasonal access to some assets has caused delays. Access to specialist consultants, the amount and size of some projects will see them rollover to into the next financial year, noting that officers will continue to work on these projects to ensure they are completed.

## Various Plant Renewals



New CAT Skid steer and Kabota tractor has arrived through the month of December 2022

The second zero turn mower to now arrive Feb 2023.

Team Leader Mechanical Services has tendered for the following:

- 5.5t excavator (awaiting approval)
- Front deck 72" full Cab mower (evaluating)

- Library car & Health car consultation
- Mechanics Ute
- Development Camry and Mayors car to soon be tendered

### **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 February 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

### **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 January 2023.

The 2<sup>nd</sup> Sprint will occur after all other modules are LIVE.

### **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	\$0

### **Risk Considerations**

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

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

There are no known legislative considerations related to this report.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

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

### **RECOMMENDATION**

That Council receive and note the report.

**WATTLE RANGE COUNCIL  
2022/2023 CAPITAL BUDGET**

**CARRYOVER PROJECTS 2021/22**

Project Name	Description	Type	Project Status	Total Budget	YTD Budget	Actuals	% Complete
<b>Glen Street Toilets</b>	External Upgrade	Renewal	Not Started	\$ 11,000	\$ 11,000	\$ -	0%
<b>Suzuki Van</b>	Replacement of P228 - Suzuki Van	Renewal	Not started	\$ 28,600	\$ 28,600	\$ -	0%
<b>Beachport Cinema</b>	Air Conditioner Refurbishment and roof repairs	Renewal	Not started	\$ 11,000	\$ 11,000	\$ -	0%
<b>Civic &amp; Arts Centre</b>	Civic & Arts Centre Upgrade (Design)	Renewal	Not started	\$ 22,000	\$ 22,000	\$ -	0%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Centennial Park Beachport- Stormwater pump</b>	Installation of new weir and pump	Renewal	Not started	\$ 165,000	\$ 164,761	\$ 167	0%
<b>McLaughlin Park</b>	Fire Service Upgrade - McLaughlin Park (Design only)	Upgrade	Not started	\$ 322,000	\$ 322,000	\$ -	0%
<b>Millicent Town Entrance</b>	Replacement of picture board signage for Millicent	Upgrade	Not started	\$ 20,000	\$ 20,000	\$ -	5%
<b>Mount Burr Signage &amp; Entrance Signs</b>	Provision of new entrance signage for Mount Burr Township	New	Not started	\$ 30,000	\$ 30,000	\$ -	5%
<b>Beachport Medical Centre roof and awning</b>	Roofing Renewal and Awning	Renewal	Planning	\$ 14,270	\$ 14,270	\$ -	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Millicent Domain Rotunda Repair</b>	Refurbish of rotunda and provision of lighting	Renewal	Planning	\$ 33,000	\$ 33,000	\$ 461	5%
<b>Millicent Lions Park</b>	Millicent Lions Park - Master Plan and Stage 1 Survey and Design Upgrade	Upgrade	Planning	\$ 20,000	\$ 20,000	\$ 214	5%
<b>Beachport Depot Shed</b>	Beachport Depot Shed Replacement	Renewal	Procurement	\$ 275,000	\$ 275,000	\$ -	20%
<b>Council Service Centre</b>	Detailed Design and Documentation for New Administration Building	New	Procurement	\$ 450,000	\$ 345,860	\$ 341,880	60%
<b>Kalangadoo Hall</b>	Toilet Renewal Works	Renewal	Procurement	\$ 27,500	\$ 27,500	\$ -	10%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Railway Terrace (Beachport Anchorage ) Carpark &amp; Community Space</b>	Design for upgrade of car park	New	Procurement	\$ 20,000	\$ 20,000	\$ -	30%
<b>Geltwood Anchor Shelter</b>	Geltwood Anchor Shelter Repairs	Renewal	Procurement	\$ 26,000	\$ 26,000	\$ 1,637	20%
<b>Fire Hydrant- McCorquindale Park (Penola)</b>	Installation of new tanks and fire services to provide coverage for Rymill Hall, Show Society Shed and Penola Sports Stadium	Upgrade	Delivery	\$ 72,000	\$ 72,000	\$ 26,028	10%
<b>Saleyards Infrastructure</b>	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	\$ 984,500	\$ 977,025	\$ 408,984	50%
<b>Millicent Depot Upgrade</b>	New Mechanical Workshop and Stores	New	Delivery	\$ 1,133,000	\$ 1,133,000	\$ 883,364	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Penola Depot Fencing</b>	Replacement of rear boundary fence	Renewal	Delivery	\$ 22,000	\$ 22,000	\$ -	10%
<b>Dergholm Road</b>	Dergholm Road Intersection Upgrade (SLRP Funding)	Upgrade	Delivery	\$ 150,000	\$ 150,000	\$ 142,370	10%
<b>Beachport Boat Ramp</b>	Provision of replacement pontoons and new gang plank and handrail	Renewal	Delivery	\$ 133,750	\$ 133,750	\$ 107,470	60%
<b>Cemetery Lifting Device</b>	Supply of lifting device and trailer	New	Delivery	\$ 33,000	\$ 31,000	\$ 21,501	50%
<b>Millicent Depot Access Gates</b>	Installation of automatic gate for three entrances to depot	New	Delivery	\$ 55,000	\$ 55,000	\$ 48,959	20%



WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Wendy's Walk</b>	Wendy's Walk Path Replacement	Renewal	Delivery	\$ 165,000	\$ 165,000	\$ 170,680	40%
<b>Anne Street Drainage Reserve - Kalangadoo</b>	installation of bore and drainage to address flooding issue	New	Delivery	\$ 10,000	\$ 5,050	\$ 4,950	60%
<b>Border Road</b>	Detailed Design of Border Road from Dergholm Road to Old Telegraph Road (1.8km section)	Upgrade	Delivery	\$ 53,100	\$ 31,624	\$ 25,234	50%
<b>Building Maintenance Van P254</b>	Replacement of ford Ute with Van (Building Maintenance)	Renewal	Delivery	\$ 45,000	\$ 45,000	\$ 40,319	80%
<b>Centennial Park Basketball and Hit up Wall</b>	Installation of new rebound wall and basketball ring	New	Delivery	\$ 11,000	\$ 11,000	\$ 3,310	50%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Fifth St Millicent crown land (purchase)</b>	Purchase of Section 989 Hundred of Mount Muirhead	New	Delivery	\$ 65,000	\$ 65,000	\$ -	90%
<b>Intersection Upgrade HVSP Border and Casterton Road</b>	Design of intersection to address road safety issues	Upgrade	Delivery	\$ 100,000	\$ 73,487	\$ 91,214	50%
<b>Kalangadoo Hall</b>	Roof Renewal Works (supper room)	Renewal	Delivery	\$ 33,000	\$ 20,101	\$ 4,813	80%
<b>Millicent Saleyards Lighting Upgrade</b>	New public lighting of Millicent Salesyards	Upgrade	Delivery	\$ 88,000	\$ 51,357	\$ 30,362	80%
<b>Millicent Swimming Lake Amenities</b>	Roof Replacement and upgrade to change room	Renewal	Delivery	\$ 55,000	\$ 12,726	\$ 19,170	95%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Millicent Swimming Lake Lighting</b>	Replacement of one lighting tower and light for Millicent Swimming Lake	Renewal	Delivery	\$ 6,600	\$ 25,000	\$ 10,847	80%
<b>Mount Burr RV Dump Point</b>	Installation of new waste water disposal unit for caravans and RV's	New	Delivery	\$ 15,000	\$ 10,468	\$ 11,107	90%
<b>Penola Stadium</b>	Roofing Renewal and toilet Upgrade Works	Renewal	Delivery	\$ 240,500	\$ 216,241	\$ 204,373	60%
<b>Penola Town Entrance Signage</b>	Completion of the Penola Township Entrance Signage	New	Delivery	\$ 12,408	\$ 22,000	\$ 2,637	80%
<b>South Terrace Beachport Drainage</b>	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	\$ 165,000	\$ 155,896	\$ 9,103	20%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Agars Road - Glencoe Resheet</b>	Unsealed Road Resheet	Renewal	completed	\$ 52,000	\$ 52,000	\$ 11,934	100%
<b>Dow Road - Glencoe Resheet</b>	Unsealed Road Resheet	Renewal	completed	\$ 43,000	\$ 43,000	\$ 22,158	100%
<b>Coonawarra Rail Trail</b>	New shared path from Penola to Coonawarra	New	completed	\$ 2,064,648	\$ 571,130	\$ 493,270	100%
<b>Small wheeled loader (skid Steer) P4022</b>	Purchase of Replacement Skid Steer - current unit New Holland (NVP_793)	Renewal	Completed	\$ 110,000	\$ 99,909	\$ 109,908	100%
<b>Mount Burr Service Roads</b>	Stage Two service road sealing	Upgrade	Completed	\$ 330,000	\$ 107,189	\$ 135,301	100%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Small Twin Cab Tipper P4027</b>	Replacement of P4027 - Isuzu F series truck (SB9-4AM)	Renewal	Completed	\$ 264,461	\$ 264,330	\$ 135,301	100%
<b>Beach Road Beachport Pedestrian Crossing</b>	New safe pedestrian crossing point on Beach Road near Railway Tce roundabout	New	Completed	\$ 33,000	\$ 33,000	\$ 21,234	100%
<b>Reach Mower P4056</b>	Purchase of replacement Reachmower - current unit Noremat	Renewal	Completed	\$ 84,612	\$ 84,612	\$ 84,612	100%
<b>GSELC Pantry</b>	Supply and installaiton of new pantry	Renewal	Completed	\$ 9,310	\$ 4,167	\$ 5,143	100%
<b>CWMS Renewals-Southend</b>	Replacement of pump station buildings	Renewal	Completed	\$ 65,000		\$ 64,468	100%
			<b>Sub Total</b>		<b>\$ 6,114,053</b>	<b>\$ 3,694,483</b>	<b>60%</b>

**WATTLE RANGE COUNCIL  
2022/2023 CAPITAL BUDGET**

<b>Nissan Patrol Traytop</b>	trade in	Renewal	Not Started	\$ -	\$ -	\$ -	0%
<b>Renewal of seawall Beachport Harbourmaster's</b>	<p>The seawall in front of the Harbourmaster's Cottage on the Beachport foreshore requires renewal. This will involve restacking the existing rocks and adding additional armour to protect the coastline from further erosion.</p> <p>A Council footpath and private property are likely to be impacted by storm damage.</p> <p>Council was successful in obtaining a grant from the Coast Protection Board in 2019-20, however due to the late notification of the works (December 2019) . No confirmation of carry forward was received in 2020/21. An application has been made to Coast Protection Board for matching grant funding in 2022/23.</p>	Renewal	Not Started	\$ 104,000	\$ 104,000	\$ -	0%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Millicent Museum Transportable Building Renewal</b>	Renewal / replacement of the transportable buildings at the rear of the Millicent Museum that pose a significant safety risk and are currently occupied by the National Trust. Option was put forward in 2021 for transfer of these buildings from Council ownership to National Trust, which would negate the need for expenditure	Renewal	Not Started	\$ 520,000	\$ 520,000	\$ -	0%
<b>Beachport Museum Fire Upgrades</b>	The Building Fire Safety Committee have raised concerns about the Beachport Museum and have informally requested that additional work be completed. No formal advice has been received about the scope of works, but it is understood that there needs to be investment in the roof adjoining Bompa's, as well as the two sides of the machinery shed that are on boundaries. Further advice from Development Department needed to inform costing.	Upgrade	Not Started	\$ 50,000	\$ 50,000	\$ -	0%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Penola Main Park - Subsurface Irrigation</b>	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	\$ 50,000	\$ -	0%
<b>Septic Tank Risers</b>	Councils has septic tanks without risers which makes difficult to be found and desludged when required by the Contractor. Some are completely buried underground making access a problem. A riser provides easy access to the septic tank, as it fits over the tank and raises the access cover to the ground level so that the tank is fully accessible.	Upgrade	Not Started	\$ 6,000	\$ 6,000	\$ -	0%



WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Pedestrian Wayfinding</b>	Implementation of Pedestrian Wayfinding Signage as recommended in Wayfinding Strategy. Priority implementation for Millicent and Penola (reflecting recommendations of the Main Street Masterplan Projects).	New	Not Started	\$ 150,000	\$ 150,000	\$ -	0%
<b>Glencoe west road dairy crossing repairs</b>		Upgrade	Not Started	\$ 50,000	\$ 50,000		0%
<b>Glencoe West/Telfer place sealed bellmouth</b>		Upgrade	Not Started	\$ 5,000	\$ 5,000		0%
<b>Sealing Beachport Recreation Hall Car Park</b>	Upgrade the existing car park at the Beachport Recreation Hall to sealed standard to improve safety, longevity of the asset and reduce dust impacting neighbouring properties	New	Not Started	\$ 165,000	\$ 165,000	\$ -	0%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Greenrise Toilet Upgrade</b>	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	Planning	\$ 120,000	\$ 120,000	\$ -	10%
<b>Greenrise Lighting</b>	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	Planning	\$ 12,000	\$ 12,000	\$ -	10%
<b>RV Dump Point in Kalangadoo</b>	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	\$ 21,500	\$ -	0%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Kerb renewal program</b>	Renewal of kerb to meet asset management program and Council's asset sustainability ratio	Renewal	Planning	\$ 180,404	\$ 180,404	\$ 1,220	5%
<b>Arthur Street Toilet Upgrade</b>	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	Planning	\$ 150,000	\$ 150,000	\$ -	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Childcare Babies Room, Quiet Room and Storage</b>	Renewal of the Babies Room, Quiet Room and Storage Area at Gladys Smith Early Learning Centre including flooring, doors, blinds, lighting, painting, kitchenette, (not windows or structural), adjoining quiet room and gutting old storage / bathroom to provide custom storage solutions. Identified in 10 year plan for Childcare centre and in building renewal plan for 22-23.	Renewal	Planning	\$ 120,000	\$ 120,000	\$ 90	10%
<b>SOTP Electrical renewal - Stage 1</b>	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	\$ 48,000	\$ 1,150	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Sprinkler (Salesyard)</b>	Purchase new sprinkler head that is easy to change to different locations around the paddocks	New	Planning	\$ 22,000	\$ 22,000	\$ -	5%
<b>Pump station 2 controller Southend</b>		New	Planning	\$ 15,000	\$ 15,000		0%
<b>Construction of a Cat impound facility at the Millicent Dog pound</b>	To construct a short term holding facility for cats that need to be impounded while the owner is located or before rehoming	New	Planning	\$ 11,000	\$ 11,000	\$ 9,675	5%
<b>Domain Electrical Repairs and Power Supply for Events</b>	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	\$ 11,000	\$ -	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Beachport VIC external wall, sign and painting</b>	One external wall on the Beachport Visitor Information Centre needs to be replaced as it is no longer waterproof. The remaining walls are of a different material and are weatherproof. The project will include internal and external painting (only the new wall) and replacement of the large sign.	Renewal	Procurement	\$ 20,000	\$ 20,000	\$ -	10%
<b>Tantanoola BBQ upgrade</b>	upgrade existing facility	Renewal	Procurement	\$ 15,000	\$ 15,000	\$ -	20%
<b>Millicent RRC Office &amp; CCTV</b>	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	Procurement	\$ 40,000	\$ 40,000	\$ 43	40%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Penola RRC Office</b>	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	Procurement	\$ 10,000	\$ 10,000	\$ 727	10%
<b>Replacement of Chlorine Dosing Analysers at Swimming Pools</b>	The chlorine dosing analysers at the Millicent Swimming Lake, Penola Pool and Nangwarry Pool are outdated and are past end of life. Council has a statutory requirement to ensure chlorine levels are safe for public swimming at all times. The current units do not meet the standards for data logging and there is no remote access so there is a significant delay in being aware of a chlorine issue. This impacts on community as the pool may need to be closed if there is insufficient or too much chlorine. There is also a risk to public safety if the chlorine levels change during public opening times. The new systems will include remote access and alarms to minimise the risk to Council and public safety. Included in Building Renewal plan for 22-23.	New	Procurement	\$ 132,000	\$ 132,000	\$ -	30%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
Camry	Replacement	Renewal	Procurement	\$ 35,000	\$ 35,000	\$ -	0%
Toyota Hilux Single Cab Utility	Replacement	Renewal	Procurement	\$ 43,000	\$ 43,000	\$ -	0%
Ford Ranger PU XL Crew Cab 4WD	Replacement	Renewal	Procurement	\$ 45,000	\$ 45,000	\$ -	0%
Camry Hybrid	Replacement	Renewal	Procurement	\$ 45,000	\$ 45,000	\$ -	0%
Ford Mondeo LX Wagon	Replacement	Renewal	Procurement	\$ 45,000	\$ 45,000	\$ -	0%



WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Iseki 72" SF370 Front Deck Mower with cabin</b>	Replacement	Renewal	Procurement	\$ 60,000	\$ 60,000	\$ -	50%
<b>Susan Wilson Playground - additional play equipment</b>	additional play equipment for younger children	New	Procurement	\$ 39,000	\$ 39,000	\$ -	10%
<b>Rymill Hall Storage Facility and Stage Access</b>	Construction of a storage area for Rymill Hall to remove the risk of tables falling on users, reduce fire hazard and access issues at the back of the stage and maximise the floor space available for hire. In addition, the design will incorporate safe access to the back stage area and remove the high risk, spring loaded loading ramp that is currently in place. This project would deliver significant safety upgrades for known risks to Council. It also increases the amenity of the facility, which will increase usage. Included in building renewal for 22-23.	Upgrade	Procurement	\$ 132,000	\$ 132,000	\$ 96	10%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>New Tilt tray Truck</b>	New Tilt Tray Truck see attached for description	New	Procurement	\$ 252,000	\$ 252,000	\$ 204,595	70%
<b>6 ton excavator</b>	New six ton excavator see attached	New	Procurement	\$ 143,000	\$ 143,000	\$ 149,700	10%
<b>New footpath construction</b>	Construction of new footpaths to improve amenity of facilities for WRC residents / tourists	New	Delivery	\$ 95,000	\$ 95,000	\$ 112,548	80%
<b>Kubota ZD1011-54AU Zero Turn Mower SN10284 - Millicent</b>	Replacement	Renewal	Delivery	\$ 35,000	\$ 35,000	\$ 24,900	50%
<b>Kubota ZD1011-54AU Zero Turn Mower Diesel, SN10251 - Penola</b>	Replacement	Renewal	Delivery	\$ 35,000	\$ 35,000	\$ 24,900	50%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Toyota Hilux Single Cab 4WD</b>	Replacement	Renewal	Delivery	\$ 45,000	\$ 45,000	\$ 40,319	90%
<b>Toyoto Prado</b>	Replacement	Renewal	Delivery	\$ 80,000	\$ 80,000	\$ 74,647	80%
<b>Caterpillar 12H Motor Grader</b>	Replacement	Renewal	Delivery	\$ 410,000	\$ 410,000	\$ 427,657	80%
<b>New Depot Ute</b>	Additional Ute for additional employees at the depot	New	Delivery	\$ 49,500	\$ 49,500	\$ -	50%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>New Front Mounted Flail mower, 85HP Tractor and a 3point linkage spray unit</b>	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 spay unit could be mount on the rear of the tractor for spraying along the trail	New	Delivery	\$ 165,000	\$ 165,000	\$ 153,782	80%
<b>Eyre Street Showers and Toilets Southend</b>	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	Delivery	\$ 32,000	\$ 32,000	\$ 8,189	95%
<b>Penola Street scape</b>	WAXX 13 stage street beautification town centeres	New	Delivery	\$ 55,000		\$ -	60%
<b>Millicent Street scape</b>	WAXX 13 stage street beautification town centeres	New	Delivery	\$ 55,000		\$ -	60%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Drainage renewal program</b>	Renewal of drainage assets to meet asset management plan and Council's asset sustainability ratio	Renewal	Delivery	\$ 100,000	\$ 100,000	\$ 4,134	0%
<b>Rendelsham Hall Renewal Works</b>	Renewal works at Rendelsham Hall including replacement of the flooring and doors from the foyer to the hall, replacement of the louver windows, repairs to the roof, replacement of the water damaged ceiling in the toilets and repairs to the emergency exit door in the hall. The Rendelsham Hall Committee have asked for these works over the past 12 months and are preparing for the 100th anniversary of the Hall in 2024.	Renewal	Delivery	\$ 20,000	\$ 20,000	\$ 1,096	15%
<b>Footpath renewal program</b>	Footpath renewal program to comply with Asset Management Plans and council's asset sustainability ratio.	Renewal	Delivery	\$ 128,500	\$ 128,500	\$ 112,548	80%
<b>Library Roof and Air Conditioning</b>	There are significant leaks in the library roof, particularly over the children's library and due to the box gutters. The heating and cooling units are also at end of life and it is necessary to remove them to replace the roof underneath.	Renewal	Delivery	\$ 240,000	\$ 240,000	\$ 12,667	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Renewal Road Resheet Program</b>	Resheet of unsealed roads to meet asset management plan and Council's assets sustainability ratio.	Renewal	Delivery	\$ 1,096,618	\$ 1,096,618	\$ 184,195	20%
<b>New Road Resheet Program</b>	Upgrade of roads to seven metre width while resheeting is occurring to improve road safety within WRC	New	Delivery	\$ 393,563	\$ 393,563	\$ 200,412	20%
<b>Elected Member Computer Equipment</b>	New Computer Equipment for Elected Members	New	Completed	\$ 12,000	\$ 12,000	\$ 11,391	5%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Lake McIntyre - Table and Chair Replacement</b>	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	\$ 20,240	\$ 14,844	100%
<b>Annual Computer Replacement (Public)</b>	Annual computer replacement for public computers based on 20 All In One Desktops over 5 years	Renewal	Completed	\$ 5,500	\$ 5,500	\$ 4,555	5%
<b>Annual Computer Replacement (Staff)</b>	Annual computer replacement based on 46 Surface Pro's & 41 Desktops over 5 years	Renewal	Completed	\$ 26,400	\$ 26,400	\$ 26,242	80%
<b>Road Reseals</b>	Annual Road Reseals Budget	Renewal	Completed	\$ 849,200	\$ 889,200	\$ 825,803	100%

WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET							
<b>Volvo L60F Wheel Loader</b>	Replacement	Renewal	Completed	\$ 260,000	\$ 260,000	\$ 254,634	100%
<b>SOTP</b>	Replace hot water system	Renewal	Completed	\$ 50,000	\$ 50,000	\$ 43,387	100%
<b>Swimming Lake Playground Renewal Work</b>	Replacement of aging playground equipment	Renewal	Completed	\$ 82,000	\$ 82,000	\$ -	100%
<b>Grader, Roller, Tractor, 2wd utility</b>	New grader, tractor, roller and two wheel drive utility to achieve increased road maintenance as considered at December Council Meeting	New	Completed	\$ 960,000	\$ 960,000	\$ 726,388	100%
<b>Toyota Landcruiser Cab Chassis Traytop</b>	Replacement	Renewal	Completed	\$ 100,000	\$ 100,000	\$ 12,976	100%



<b>WATTLE RANGE COUNCIL 2022/2023 CAPITAL BUDGET</b>							
<b>SOTP Dryer install</b>	Installation of new dryer at southern Ocean Tourist park	Renewal	Completed	\$ 8,000.00	\$ 8,000	\$ 4,801	100%
<b>Lake leake Glencoe toilet</b>	Toilet and BBQ upgrade	Renewal	Completed		\$ 10,000	\$ 807	100%
<b>Swimming lake sail shade</b>		Upgrade	Completed	\$ 15,000	\$ 15,000	\$ 82,482	100%
			<b>Sub Total</b>		<b>\$ 8,230,425</b>	<b>\$ 3,757,600</b>	<b>46%</b>
			<b>GRAND TOTAL</b>		<b>\$ 14,344,478</b>	<b>\$ 7,452,083</b>	<b>52%</b>

## 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	<b>Theme 5 - Organisational Excellence</b> 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. Datascope December 2022 [ <b>15.2.1.1</b> - 3 pages]

#### Purpose of Report

Council consideration of the Monthly Financial Performance Report.

#### Report Details

The attached Financial Performance report for the year to 31 December 2022 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 31 December 2022. 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 six (6) months of the 2022/23 financial year, Council is within its overall budget parameters and is expected to remain so at year end when accounts are completed.

#### Capital Expenditure

Council's current capital budget is \$14.351M of which \$7.667M has been spent and/or committed for expenditure.

#### Balance Sheet

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

## **Financial Considerations**

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

The financial implications are as detailed in the attached report.

## **Policy Considerations**

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

## **Legislative Considerations**

There are no known legislative considerations related to this report.

## **Environmental / Sustainability Considerations**

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

## **Communication & Consultation Considerations**

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

## **RECOMMENDATION**

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



**WATTLE RANGE COUNCIL**  
**2022/23 MONTHLY BUDGET REPORT**  
**AS AT**  
**31-December-2022**

**OPERATING ACTIVITIES**

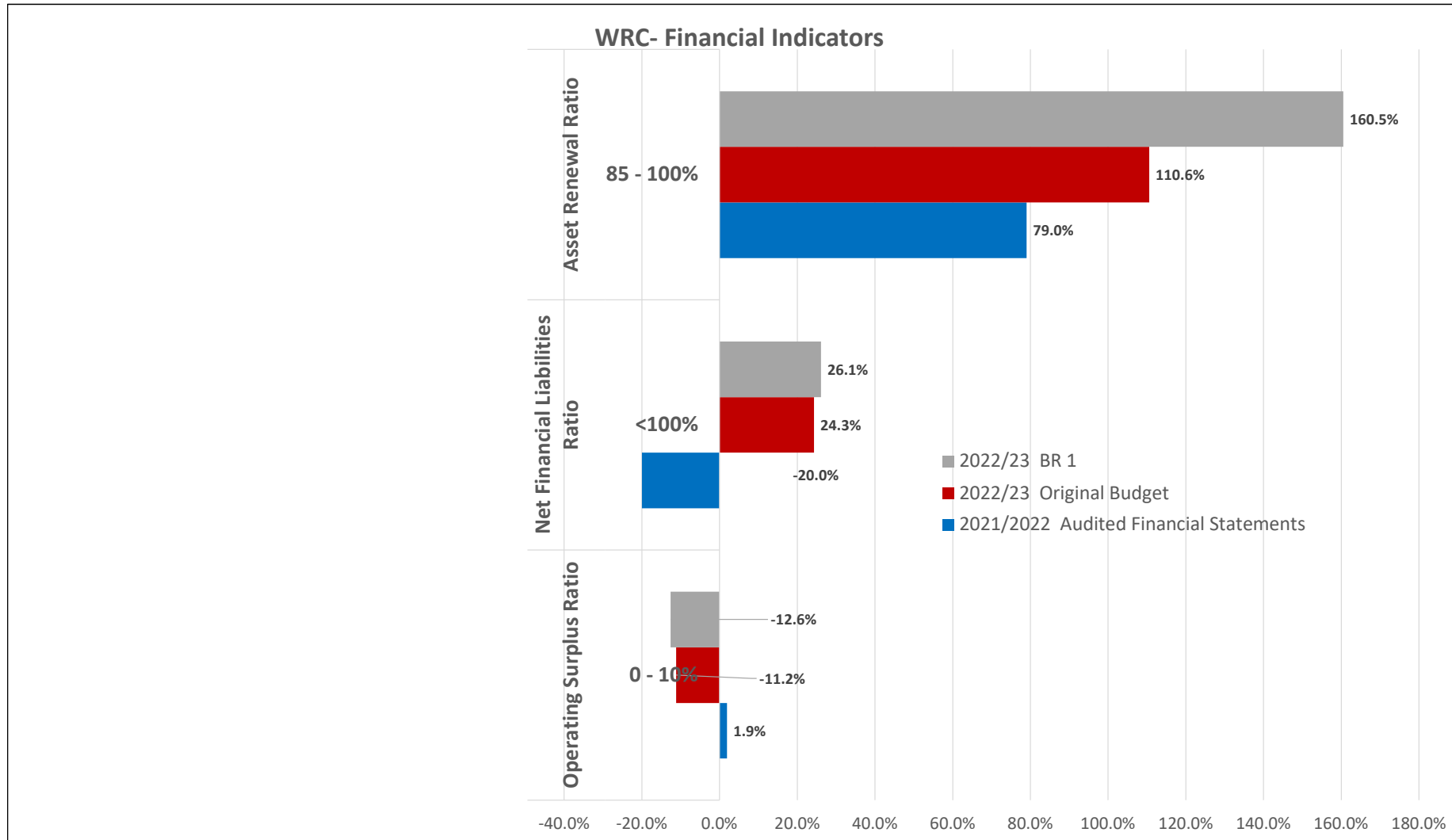
Annual Plan Budget 2022/23 \$'000	Budget Review 1 2022/23 \$'000		YTD	YTD	YTD	YTD	NOTE
			2022/23 BUDGET \$'000	2022/23 ACTUAL \$'000	2022/23 VARIANCE \$'000	2022/23 VARIANCE %	
			A	B	C=A-B		
<b>OPERATING INCOME</b>							
20,480	20,480	Rates	20,480	20,451	29	(0.1%)	
300	300	Statutory Charges	150	258	(108)	72.3%	7
2,452	2,452	User Charges	1,226	1,378	(152)	12.4%	5
4,696	4,696	Grants Subsidies and Contributions	2,348	1,673	675	(28.8%)	1
83	83	Investment Income	41	182	(141)	340.5%	4
272	272	Other	136	135	1	(0.8%)	1
<b>28,282</b>	<b>28,282</b>	<b>Total Operating Income</b>	<b>24,381</b>	<b>24,077</b>	<b>304</b>	<b>(1.2%)</b>	
<b>OPERATING EXPENSES</b>							
13,953	13,953	Wages and Salaries	6,977	5,776	1,201	(17.2%)	6
10,869	11,274	Materials, contracts & other expenses	5,637	4,653	983	(17.4%)	1
276	276	Finance Costs	138	118	20	(14.5%)	3
6,341	6,341	Depreciation, amortisation & impairment	3,170	1,471	1,699	(53.6%)	2
<b>31,439</b>	<b>31,844</b>	<b>Total Operating Expenses</b>	<b>15,922</b>	<b>12,019</b>	<b>3,903</b>	<b>(24.5%)</b>	
<b>(3,157)</b>	<b>(3,561)</b>	<b>OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>8,459</b>	<b>12,059</b>	<b>(3,600)</b>	<b>(42.6%)</b>	
<b>CAPITAL ACTIVITIES</b>							
<b>Net Outlays in Existing Assets</b>							
5,690	8,170	Capital Expenditure on renewal and replacement of Existing Assets	4,085	1,578	2,507	(61.4%)	1
(6,341)	(6,341)	Depreciation, Amortisation and Impairment	(3,170)	(1,471)	(1,699)	(53.6%)	2
(204)	(204)	Proceeds from Sale of Replaced Assets	(102)	-	(102)	(100.0%)	
<b>(855)</b>	<b>1,625</b>		<b>812</b>	<b>107</b>	<b>706</b>	<b>(86.9%)</b>	
<b>Net Outlays on New and Upgraded Assets</b>							
3,191	6,182	Capital Expenditure on New and Upgraded Assets	3,091	1,321	1,770	(57.3%)	1
(82)	(82)	Amounts received specifically for New and Upgraded Assets	(41)	(45)	4	9.8%	
-	-	Proceeds from Sale of Surplus Assets	-	-	-	-	
<b>3,109</b>	<b>6,100</b>		<b>3,050</b>	<b>1,276</b>	<b>1,774</b>	<b>(58.2%)</b>	
<b>(5,410)</b>	<b>(11,286)</b>	<b>Net Lending / (Borrowing) for Financial Year (A-B-C)</b>	<b>4,597</b>	<b>10,677</b>	<b>(6,080)</b>	<b>(132.3%)</b>	
<b>Net Operating Surplus / Deficit (A+B+D+E)</b>			<b>11,407</b>	<b>13,335</b>	<b>(1,928)</b>	<b>16.9%</b>	



**WATTLE RANGE COUNCIL**  
**2022/23 MONTHLY BUDGET REPORT**  
**AS AT**  
**30-December-2022**

**NOTES**

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



## 15.2.2 Wattle Range Youth Development Foundation

Report Type	Officer Report
Department	Corporate Services
Author	Cathy Bell
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	<b>Theme 1 - Community Vibrancy &amp; Presentation</b> 1.6 Promote and support the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range area.
File Reference	GF/7.41.3/1
Attachments	1. Wattle Range Youth Development Foundation Charter [15.2.2.1 - 5 pages]

### Purpose of Report

To consider the provision of funding to the following youth development funding applications;

- Olive Thorne - has been selected in the Under 14 girls SA Country Development Team to attend and compete in the 2023 Australian Country Junior Basketball Cup from 17-21 January 2023 in Albury, NSW.
- Jackson Bowden – has been selected in the Under 18 boys SA Country Development Team to attend and compete in the 2023 Australian Country Junior Basketball Cup from 17-21 January 2023 in Albury, NSW.
- Poppy Venn – has been selected in the Under 18 girls SA Country Development Team to attend and compete in the 2023 Australian Country Junior Basketball Cup from 17-21 January 20223 in Albury, NSW.
- Ashlee Dean – has been selected in the Under 15 girls SA Country Development Team to attend and compete in the 2023 Southern Cross Challenge from 20 – 23 January. 2023 in Melbourne, VIC.

### Report Details

Council has established the Wattle Range Youth Development Foundation to provide assistance to youth within the Wattle Range Council area who have been selected from locally based community, educational and sporting organisations to participate in an officially accredited event at the State, State Country or National level.

Any financial assistance provided is to assist with expenses incurred in travelling, accommodation, equipment and training towards the principle event.

Council provides an allocation of \$7,000 to the Wattle Range Youth Development Foundation to assist with the operation of the Foundation.

3 applications have been received from Olive Thorne, Jackson Bowden and Poppy Venn who have been selected in their respective teams to compete in the 2023 Australian Country Junior Basketball Cup in Albury from 17 – 21 January 2023.

A further application has been received from Ashlee Dean who has been selected to compete in the Southern Cross Challenge in Melbourne from 20 – 23 January 2023

In reviewing the information provided, the applications meet the eligibility of the Youth Development Foundation as detailed in the Charter (refer attached). It is recommended that the provision of financial assistance be granted.

### **Financial Considerations**

Budget Allocation	\$7,000
Budget Spent to Date	\$1,000
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**

There are no known legislative considerations related to this report. Applications have been assessed in line with the Wattle Range Youth Development Charter.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

A cheque presentation following advice to the applicants will be arranged at a mutually convenient time with details distributed to the local media.

### **RECOMMENDATION**

That Council provide financial assistance of \$200 to:

1. Olive Thorne, Jackson Bowden and Poppy Venn to assist with costs to attend the 2023 Australian Junior Country Basketball Cup in Albury from 17-21 January 2023; and
2. Ashlee Dean to assist with costs to attend the Southern Cross Challenge in Melbourne from 20 – 23 January 2023.



GF/7.41.3/1

## CHARTER

### WATTLE RANGE YOUTH DEVELOPMENT FOUNDATION

1. **Name**

The name of the Authority shall be the Wattle Range Youth Development Foundation, (hereinafter called 'the Committee').

2. **Establishment**

2.1 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 on 8<sup>th</sup> September 1997 (Refer to Folio 129, Item 6.1.4.10).

2.2 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 8<sup>th</sup> November 2005 (Refer to Folio 3569; Item 1.38).

2.3 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 13<sup>th</sup> November 2007 (Refer to Folio 3942; Item 11.2.3).

2.4 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 12<sup>th</sup> June 2012 (Refer to Folio 4766; Item 11.1.2).

3. **Purpose**

The Wattle Range Youth Development Foundation is established to provide assistance to youth within the Wattle Range Council area who have been selected from locally based Community, Educational and Sporting Organisations to participate in an officially accredited event at the State, State Country or National level.

4. **Functions**

4.1 To enquire into and report to Council on the possible provision of financial assistance that shall be rendered to youth who have been selected from locally based Community, Educational or Sporting Organisations, association, clubs or leagues etc. (or selected on Individual merit) to represent the State of South Australia (including State Country or Country South Australia) in an officially accredited/recognised state, national or international event, and a statement to that effect is provided by that event's State Administrator (herein referred to as a selected youth).

The financial assistance may be in the form of a cash contribution from the Council towards the expenses involved in travelling, accommodation, equipment and training. It is not envisaged that the Council would pay all expenses but would pay a contribution to defray some of the expenses involved.

4.2 To receive, consider, process and approve applications that shall be rendered to such selected youth.

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Adopted 13th November 2007  
Adopted Amended 12<sup>th</sup> June 2012 (Folio 4766; Item 11.1.2)

## 5. Applications

- 5.1 All applications for financial assistance to any selected youth shall be made in writing using the application form provided by Council, by that youth's local Organisation, association, school, club or league (or in the case of an individual person, by the individual person concerned), and demonstrate that the selected person has:-
- (i) been selected to participate or train in an official team/squad specifically chosen as a state country, state, national or international team;
  - (ii) been selected in a state country, state, national or international team which will compete within Australia or overseas;
  - (iii) the desire to compete in a state country, state, national or international event and has the ability to perform to the standards expected in such championship;
  - (iv) unless the context otherwise requires the terms "state country, state, national or international team" or "state, national or international event" in the foregoing sub-paragraphs means teams or events that have been officially accredited/recognised as being "national or international teams or events" and a statement to that effect is provided by that event's State Administrator.
- 5.2 In the case of an individual youth, the individual youth concerned shall also provide evidence to the Committee that the individual youth cannot be represented by an existing local Organisation, association, school, club or league and that no other avenues are available for that individual youth to make application for financial assistance other than as an individual youth.
- 5.3 All applications as required by clause 5.1 above shall:-
- (i) provide complete details as to the name, residential address and age of the selected youth, and if the youth is under the age of eighteen (18) years, shall be authorised by a parent or guardian of the said youth.
  - (ii) provide complete details as to the event(s) to be competed in by that youth (including proposed or intended dates of practice and training sessions leading up to the principal event); the location of the principal event or practice and training sessions, estimated costs to be incurred in attending such events or sessions, details of other assistance that is or could be available to the selected youth.
  - (iii) provide complete details of all other relevant matters which may assist the Committee in assessing the application.
  - (iv) provide full details of all expenses that could be incurred in the following areas:-
    - (a) Travel costs;
    - (b) Accommodation/meals;
    - (c) Equipment/training.
  - (v) be accompanied by the prescribed non-refundable application fee of an amount determined by the Council on an annual basis.

- 5.4 The Committee will examine all applications and each application will be treated individually and upon its merits. The Committee will inform the Council as to the amount be paid (if any) which it feels is appropriate to the application, taking into consideration any circumstances.
- 5.5 An application that has been approved by the Committee in one instance may not necessarily be approved in another. A youth who has received assistance from the Committee will be eligible for further assistance, but the decision of the amount to be allocated a second time, if any, will be at the discretion of the Committee.
- 5.6 The Committee will not consider any application for assistance for a past event.

6. **Membership of the Committee**

The Committee shall be the Members of Council.

7. **Meetings of the Committee**

- 7.1 The Committee shall meet as and when determined by the Chairman.
- 7.2 At all meetings of the Committee, one half of members, plus one shall constitute a quorum. If within thirty minutes after the time appointed for any meeting a quorum shall not be present then such meeting shall not be present then such meeting shall be adjourned until such time as may than be determined by the members present. If at any meeting so adjourned a quorum shall not be present the members then present shall be deemed to form a quorum.
- 7.3 In the absence of the Chairman at any meeting, another member of the Committee shall be elected as Chairman and shall preside. The Chairman and Acting Chairman shall be entitled to a casting vote only.
- 7.4 The Committee may act notwithstanding any vacancy in their body.
- 7.5 In addition to the provisions of Clause 7.1, a meeting of the Committee shall be convened at such other time or times upon a request in writing signed by not less than three members being delivered to the Chairman and upon receipt of and such request the Chairman shall call the Committee to hold formal meetings for the purpose of resolving any matter of urgency provided however that any decision taken otherwise than at a formal meeting shall be confirmed and ratified at the meeting of the Committee next ensuring after such decision is taken.
- 7.6 Minutes of all resolutions and proceedings at meetings of the Committee shall be kept for all meetings of the Committee.

8. **Funding**

- 8.1 The Council shall include an amount of money in its annual budget to meet the cost of providing financial assistance to selected persons as approved by the Committee.

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- 8.2 All applications for financial assistance must be accompanied by a non refundable application fee, set by Council each Financial Year, which will be used toward funding of financial assistance provided to selected youth.
- 8.3 Council will maintain a Wattle Range Youth Development Foundation investment reserve account into which any unallocated budget amounts for a Financial Year will be credited (net of application fees received).
- 8.4 In the case of Council exceeding the budgeted amount for the provision of financial assistance in a Financial Year (net of application fees received), additional funding will be drawn from the Wattle Range Youth Development Foundation investment reserve account.

9. **Sponsorship**

- 9.1 The Council may seek out and obtain sponsorship, donations and/or assistance from any other individual, group or company which may wish to contribute to the operation of the Foundation upon such terms and conditions agreed upon the Council and the other individual, group or company.
- 9.2 The cash proceeds from any such sponsorship, donations and/or assistance shall be paid to the credit of the investment reserve by Council but Council is not obliged to make a contribution to the investment reserve of an amount equal to the value of the sponsorship, donations and/or assistance.

10. **Powers**

The Council, pursuant to Section 44 (1)(b) of the Act, delegates to the Committee, for the purpose of achieving its Purpose and Functions, and subject always to the provisions of the Act, the following powers ;

- 10.1 Expend funds for the purpose of awarding financial assistance within the limits of the annual Wattle Range Youth Development Foundation budget and the investment reserve.
- 10.2 Establish, alter or amend any fees and charges associated with the operation of the Wattle Range Youth Development Foundation.

11. **Definitions**

"The Committee" means the Committee which has the name "Wattle Range Youth Development Foundation".

"A selected youth" means a youth who has been selected from locally based Community, Educational or Sporting Organisations, association, clubs or leagues, or who has been selected on Individual merits (and is unable to be affiliated with any locally based Organisations), to represent the State of South Australia or the country of Australia in an officially accredited/recognised national or international event (as the case may require) and a statement to that effect is provided by that event's State Administrator. A selected youth must be a resident of the area of Wattle Range Council to qualify for financial assistance from the Wattle Range Youth Development Foundation.

"Individual Youth" means a youth who is resident of the area of Wattle Range Council.

"Youth" means any individual aged between the age 5 years to 25 years.

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"In singular" means the plural.

"The Council" means the Wattle Range Council.

"The Chairman" means the Chairman of the Committee.

"Member" means a member of the Committee and includes the Chairman.

"The Secretary" means the Secretary of the Committee.

"Financial Year" means the period of twelve months ending on 30th day of June.

The masculine gender shall include reference to the feminine.

12. **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.

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Adopted 13<sup>th</sup> November 2007  
Adopted Amendment 12<sup>th</sup> June 2012 (Folio 4766; Item 11.1.2)

## 15.2.3 2022/23 Community Grants Program - Round 2

Report Type	Officer Report
Department	Corporate Services
Author	Cathy Bell
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Nil
Strategic Plan Reference	<b>Theme 1 - Community Vibrancy &amp; Presentation</b> 1.6 Promote and support the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range area.
File Reference	GF/7.41.3/3 & GF/7.41.3/2
Attachments	<ol style="list-style-type: none"> <li>1. FAGs Guidelines 2223 [<b>15.2.3.1</b> - 4 pages]</li> <li>2. Community Financial Assistance Grant Program 2022 2023 R2 Assessment [<b>15.2.3.2</b> - 1 page]</li> <li>3. Sport and Recreation Financial Assistance Grant Program 2022 2023 R2 Assessment [<b>15.2.3.3</b> - 1 page]</li> </ol>

### Purpose of Report

To consider and endorse the Round 2 Financial Assistance Grant applications for local community based and sport and recreation organisations.

### Report Details

Council allocates \$55,000 per financial year to its Financial Assistance Grants programs for distribution in two separate grant funding rounds. Grants of up \$2,000 are awarded on a dollar-for-dollar basis unless special circumstances apply.

Grants are offered in two (2) separate funding categories as follows: -

- Community Financial Assistance Grants  
A total of \$30,000 is available for allocation to eligible Community groups and organisations to foster and assist in the development of a broad range of community-based services and events within the Wattle Range Council area.
- Sport and Recreation Financial Assistance Grants  
A total of \$25,000 is available for allocation to eligible Sport & Recreation groups and organisations to foster and assist in the development of sport and recreational infrastructure, services and events within the Wattle Range Council area.

The Round 1 applications were considered and awarded in September 2022. Round 2 applications were invited via local media advertising and Council's website. Both categories opened in late November 2022 and closed on 3 January 2023.

A total of 14 applications were received during Round 2 of Council's Community Grants Program.

An extensive assessment has been undertaken against the Financial Assistance Grants Guidelines and it is recommended that 8 applications be awarded grants to assist their

respective community organisations / sport and recreation groups with projects and/or events.

### **Community Financial Assistance Grant Program**

A total of \$30,000 is offered annually through the Community Financial Assistance Grant Program for eligible community groups to assist in the development of a broad range of projects and events in the Wattle Range Council area.

Round 1 applications were considered in September 2022 with no grants being awarded.

A total of \$30,000 is available for allocation towards Round 2 applications. The types of projects that are considered eligible under the program guidelines are as follows:

- Community projects, community initiatives and/or the maintenance and improvement of existing human service activities.
- Projects which encourage the development of self-help activities particularly those which represent new approaches to meeting community needs.
- Projects which are concerned with increasing the community usage of local facilities. Funding for renovation, repair, equipment or programme development may be considered.
- Once off projects which encourage people towards active participation in community services and activities.
- Projects indicating evidence of general community benefit and promotion of the Council area.
- Support to special events (including major events) which create community and/or economic benefits for the Council area.

A total of 6 applications for financial assistance to the value of \$9,362.50 towards community projects and events valued at \$57,827.00 were received from community groups. A detailed assessment against the Grant Program Guidelines was undertaken and resulted in 2 community groups being recommended for grants totalling \$4,000 (refer attached assessment summary and guidelines).

### **Community Sport and Recreation Grant Program**

A total of \$25,000 is offered annually through the Community Sport and Recreation Grant Program for sporting and recreational groups to assist with the development of sport and recreation projects and events in the Wattle Range Council area.

The Round 1 applications were considered in September 2022 with \$2,000 being awarded to one community group.

A total of \$23,000 is available for allocation towards Round 2 applications. The types of projects that are considered eligible under the program guidelines are as follows:

- The purchase of furniture, tools or equipment aimed at improving the quality or range of activities or level of use of the facilities.
- The renovation, overhaul or repair of existing equipment, buildings or facilities to extend the life or usability of the overall facilities to the community.
- In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities, consistent with Council's Community Plan pertaining to infrastructure.

- Support for the hosting of special sporting or recreation events (including major events) which create community and/or economic benefits for the council area.
- Projects which are aimed at increasing the community usage of specific sport or recreation facilities.

8 applications for financial assistance to the value of \$13,669.50 towards sport and recreation projects and events valued at \$42,534.50 were received from sport and recreation groups. A detailed assessment against the Grant Program Guidelines was undertaken and resulted in 6 sport and recreation groups being recommended for grants totalling \$9,459.50 (refer attached assessment summary and guidelines).

All Grants, in both programs, have been awarded on the basis of the grant being at least 50% of the total project/event cost and does not exceed the maximum \$2,000 limit per application in line with the Grant Guidelines.

### **Financial Considerations**

Budget Allocation	\$55,000 (\$30,000 Community; \$25,000 Sport & Recreation)
Budget Spent to Date	\$2,000 (Community Grants (\$30,000 Unallocated); (\$2,000 Sport & Recreation Grants spent (\$23,000 unallocated)
Budget Variation Requested	Nil

The recommended allocations for both grant programs are within the budget allocated in Council's 2022/23 operating budget.

### **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**

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 media release will be issued following the awarding of the Community Financial Assistance Grant and Community Sport and Recreation Grant Round 2 applications.



## RECOMMENDATION

That Council:

1. Having assessed applications in accordance with the Community Financial Assistance Grants Program Guidelines, award grants to the value of \$4,000 to the following 2 Community groups:

Millicent North Kindergarten	\$2,000.00
Beachport Surf Life Saving Club	\$2,000.00

2. Having assessed applications in accordance with the Community Sport and Recreation Grants Program Guidelines, award grants to the value of \$9,459.50 to the following 6 Sport and Recreation groups:

Rivoli Bay Sailing Club	\$1,487.50
Penola Tennis Club	\$1,192.00
Millicent United Soccer Club Inc.	\$2,000.00
Tantanoola Football Club	\$990.00
Rendelsham Cricket Club	\$1,790.00
Millicent & Districts Pony Club	\$2,000.00

# FINANCIAL ASSISTANCE GRANTS GUIDELINES



## ABOUT THE FINANCIAL ASSISTANCE GRANTS

Wattle Range Council is committed to...

**'Promoting and supporting the establishment of strong, sustainable clubs and volunteer organisations throughout the Wattle Range area.'**



Through the Council's Financial Assistance Grants program we are looking to fund projects and/or purchases that help us to achieve our strategic plan, with a primary focus on creating...



**'Community vibrancy, through advocacy and maintenance of community services and enhanced public facilities'**

## WHAT FUNDING OPTIONS ARE THERE?

Council allocates approximately \$55,000\* per financial year to its Financial Assistance Grants programs for distribution in two separate grant funding rounds.

Grants of up to \$2,000 are awarded on a dollar for dollar basis unless special circumstances apply.

**Grants are offered in two (2) separate funding categories:**

### Community Financial Assistance Grants

A total of \$30,000 is available for allocation to eligible Community groups and organisations to foster and assist in the development of a broad range of community based services and events within the Wattle Range Council area.

### Sport & Recreation Financial Assistance Grants

A total of \$25,000 is available for allocation to eligible Sport & Recreation groups and organisations to foster and assist in the development of sport and recreational infrastructure, services and events within the Wattle Range Council area.

**Each of the two (2) grant funding rounds will operate as follows:**

	ROUND 1	ROUND 2
Applications open	July	December
Applications close	August	January
Outcomes advised	September	February

**Applications will not be considered outside of the respective grant funding round periods.**

Refer to Council's Financial Assistance Grants Application Form for specific dates.

\*Financial year funding is subject to Council budget. All grants are subject to availability of funds and eligibility requirements.

## AM I ELIGIBLE TO APPLY?

	COMMUNITY	SPORT & RECREATION
Not-for-profit incorporated group, organisation or club	✓	✓
Voluntary association	✓	✓
Unincorporated bodies/groups with a community focus	✓	✓
Individuals	✗	✗
Profit making organisations including commercial entities, businesses and sole traders	✗	✗
Organisations with outstanding debts such as rates, fees or charges to the Council	✗	✗
Organisations that do not provide a satisfactorily completed evaluation/accquital form for any previous funding recieved from Council	✗	✗
Organisations that DO NOT have an ABN	✗	✗
Organisations who are able to contribute at least 50% of the total cost of the project, unless extenuating circumstances can be demonstrated	✓	✓
Primary or secondary schools unless they are able to demonstrate that their sport/recreation project or event is predominantly for the benefit of the wider community		Unlikely
Organisations that have already received funds from Council under Grant Programs in the same financial year		Unlikely

## WHAT IS NOT ELIGIBLE FOR GRANT FUNDING?

- Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.
- Projects which have already been commenced or completed prior to grants being awarded.
- Individual (single person) event participation or projects.
- Events or functions which are held on an annual or other regular basis.

## THINGS TO REMEMBER

- Organisations must be able to contribute at least 50% of the total cost of the project, unless extenuating circumstances can be demonstrated.
- In any given grant round, multiple applications will not be considered from the same organisation.
- All applicants must possess an Australian Business Number (ABN)
- Council only provides grant funds via Electronic Funds Transfer (EFT). Applicants must provide bank account details in the same name as the group or organisation that is the applicant under this Grants Program. Funding will only be paid to the applicant of the grant.
- All grants must be completed and claimed by 30 June of each financial year.

## HOW WILL MY APPLICATION BE ASSESSED?

The first stage is an eligibility check where we will consider your application against the eligibility criteria (see 'Am I eligible to apply?' on page 3)

If the application meets all eligibility criteria it will proceed to the assessment stage where we evaluate how the proposed activity will deliver outcomes for our community.

Both the eligibility and assessment stages are undertaken by Council staff. The decision of awarding grants will be made by Council at the next available meeting following the close of applications.

### ASSESSMENT CHECKLIST

- Does your project meet the eligibility criteria?
- Are you able to contribute 50% of the project cost?
- Do you have a current ABN?
- Is this the only funding you will receive from Council this financial year?
- Have you provided a copy of the most recent annual financial statement? (Does not need to have been audited)
- Have you provided all bank statements for the last 3 months?
- Will your organisation be able to proceed if a lower grant is awarded?

## ACQUITTALS & REPORTING REQUIREMENTS

Grant funds will be paid to successful applicants following receipt of a completed Claim Form, accompanied by evidence clearly demonstrating that the project or event has been completed and funds expended (must include tax invoices (subject to GST), a brief report, photographs of completed project (if applicable). If the grant recipient is registered for GST, a tax invoice must accompany the Claim Form.

Council may consider, on written application, a claim for payment of grant funds for projects which are not fully completed by the claim deadline date.

Payment will not be made for a completed project which is not the project detailed in the grant application.

Claims for payment of grant funds must be submitted to Council by the grant claim deadline as advised to the successful grant recipient, or the grant may be forfeited.

Claims for payment of a grant which are received by Council after 30 June will not be considered under any circumstances.

## HOW DO I APPLY?

Completed applications can be submitted by email to [council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au), by post to PO Box 27, MILLICENT SA 5280 or in person at any Wattle Range Council office.

## WHO CAN I TALK TO?

Cathy Bell  
**Manager Administration**

e: [council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au)  
 t: 08 8733 0900

**WATTLE RANGE COUNCIL  
COMMUNITY FINANCIAL ASSISTANCE GRANT PROGRAM  
2022/2023 : Round 2**

No	Pages	Records No.	Organisation	Purpose	Project Cost \$	Grant Sought \$	Could < full grant be awarded (Y/N)	Bank Statements	Financial Statement	Quotations	Other Council Funding	Comments	Recommend Allocation
1	1-19	EI2022/208882	Millicent North Kindergarten	New structure for outdoor learning space	\$32,472.00	\$2,000.00	Y	Y	Y	Y	N	The Millicent North Kindergarten are seeking to purchase a new fixed structure to be built in their outdoor learning space. The club are seeking 6% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
2	20-34	EI2022/208688	Millicent Racing Club	Purchase a 800 litre gold acres fire fighter project	\$3,850.00	\$1,925.00	Y	Y	N	Y	N	The Millicent Racing Club are seeking to purchase a firefighting unit. The club are seeking 50% of the total project cost. Recommend no grant be awarded due to all mandatory information not supplied (Financial	\$ 0.00
3	35-46	I209222	Imagine Millicent	Millicent Hospital Palliative Care Mural	\$ 3,330.00	\$ 1,500.00	N	Y	N	Y	N	Imagine Millicent are seeking funding for the painting of a Mural for the Palliative Care courtyard at Millicent Hospital. The club are seeking 45% of the total project cost. Recommend no grant be awarded due to all mandatory information not supplied (Financial Statement).	\$ 0.00
4	47-55	EI2022/209383	Mount Burr Trails Incorporated	Purchase of battery operated whipper snipper and cord	\$ 675.00	\$ 337.50	N	Y	N	Y	N	Mount Burr Trails Incorporated are seeking funding for the purchase of a battery operated whipper snipper and cord. The club are seeking 50% of the total cost. Recommend no grant be awarded due to all mandatory information not supplied (Financial Statement).	\$ 0.00
5	56-73	EI2023/209390	Beachport Surf Life Saving Club	Painting of Mural (paint and labour). Artificial turf with sand base.	\$ 9,900.00	\$ 2,000.00	Y	Y	Y	Y	N	Beachport Surf Life Saving Club are seeking funding for the painting and labour of a mural depicting the club ethos and laying of artificial grass where members can sit and train on rather than hard rubble scalp. The club are seeking 20% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
6	74-89	EI2023/209396	National Trust Glencoe Woolshed Branch	Works for water management via trenches and sumps and trenching for automatic irrigation system.	\$ 7,600.00	\$ 1,600.00	N	Y	N	Y	N	National Trust Glencoe Woolshed Branch are seeking funds for works for water management via trenches and sumps and trenching for automatic irrigation system for even safe green grounds for visitors. The club are seeking 21% of the total cost. Recommend no grant be awarded due to all mandatory information not supplied (Financial Statement).	\$ 0.00
					\$57,827.00	\$9,362.50							\$ 4,000.00

**WATTLE RANGE COUNCIL  
SPORT RECREATION FINANCIAL ASSISTANCE GRANT  
2022/2023 : Round 2**

No	Pages	Records No.	Organisation	Purpose	Project Cost \$	Grant Sought \$	Could < full grant be awarded (Y/N)	Bank Statements	Financial Statement	Quotations	Other Council Funding	Comments	Recommend Allocation
1	1-17	EI2022/207999	Glencoe Football Club	Purchase a new 6x4 single axle tradesman trailer.	\$5,050.00	\$2,000.00	Y	Y	Y	Y	Y	The Glencoe Football Club are seeking to purchase a tradesman trailer. The Club are seeking 40% of the total project cost. Whilst all of the mandatory information was supplied it is noted that the club received \$19,800 through Council's Community Infrastructure Grant Program. Recommend no grant be awarded due to other funding received this financial year.	\$ 0.00
2	18-40	EI2022/208862	Rivoli Bay Sailing Club	Replace balcony door as door leaks and allows water in.	\$2,975.00	\$1,487.50	N	Y	Y	Y	N	The Rivoli Bay Sailing Club are seeking to purchase a new balcony door. The Club are seeking 100% of the total project cost. All mandatory information has not been received. Recommend no grant be awarded due to all mandatory information not supplied.	\$ 1,487.50
3	41-51	EI2022/208706	Penola Tennis Club	Purchase of new tennis nets.	\$ 2,384.00	\$ 1,192.00	Y	Y	Y	Y	N	The Penola Tennis Club are seeking to purchase new tennis nets - current nets 18yrs old. The Club are seeking 50% of the total project cost. All mandatory information was supplied - application notes a grant has been applied for resurfacing of tennis-netball courts. Recommend awarding grant sought.	\$ 1,192.00
4	52-64	I209358	Millicent United Soccer Club Incorporated	Replacement of field goal and moveable goal nets and replacement of gas BBQ.	\$ 4,700.00	\$ 2,000.00	Y	Y	Y	Y	N	The Millicent United Soccer Club Incorporated are seeking to purchase replacement field goal, moveable goals nets and gas BBQ. The Club are seeking 43% of the total project cost. Recommend awarding grant sought.	\$ 2,000.00
5	65-72	I209210	Mount Burr United Cricket Club	Removal of old training pitches, redo of concrete and laying of new cricket pitch matting.	\$ 14,929.50	\$ 2,000.00	N	N	N	Y	N	The Mount Burr United Cricket Club are seeking to remove old unsafe training pitches and to redo concrete and laying of new cricket pitch matting. The Club are seeking 13% of the total project cost. All mandatory information has not been received. Recommend no grant be awarded due to all mandatory information not supplied. (Bank Statements and Financial Statement)	\$ 0.00
6	73-88	EI2023/209410	Tantanoola Football Club	Upgrade of video and sound facilities in Clubrooms by installing projector, speakers, microphone and cabling.	\$ 1,980.00	\$ 990.00	Y	Y	Y	Y	N	The Tantanoola Football Club are seeking to upgrade their video and sound facilities in clubrooms by installing projector, speakers, microphone and cabling. The Club are seeking 50% of the total project cost. Recommend awarding grant sought.	\$ 990.00
7	89-98	EI2023/209414	Rendelsham Cricket Club	Removal and replacement of existing roof / verandah	\$ 3,580.00	\$ 2,000.00	Y	Y	Y	Y	N	The Rendelsham Cricket Club are seeking funds for removal and replacement of existing roof / verandah to provide shelter for all types of weather as current roof is in urgent need of repair. The Club are seeking 56% of the total project cost. Recommend awarding a reduced amount equivalent to 50% of the total project cost.	\$ 1,790.00
8	99-121	I/209486	Millicent and Districts Pony Club	New bounce surface arena	\$ 6,936.00	\$ 2,000.00	N	Y	Y	Y	N	The Millicent & Districts Pony Club are seeking funds to establish a new arena area with a bounce surface. The Club are seeking 29% of the total project cost. Recommend awarding grant sought.	\$ 2,000.00
					\$42,534.50	\$13,669.50							\$ 9,459.50

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

Report Type	Officer Report
Department	Corporate Services
Author	John Wright
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	<b>Theme 5 - Organisational Excellence</b> 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	<ol style="list-style-type: none"> <li>1. Access Council Committee Meetings Documents with track changes [<b>15.2.4.1</b> - 17 pages]</li> <li>2. Access Council Committee Meetings Documents without track changes [<b>15.2.4.2</b> - 17 pages]</li> </ol>

### Purpose of Report

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

### Report Details

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

The Code of Practice describes:

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

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

Council last reviewed the Code of Practice in January 2020 (Folio 8922-23; Item 15.2.6). (Note: This does not include amendments that were made in April 2020 due to COVID-19 (Folio 8948; Item 4.1.2) and subsequently rescinded in June 2022 when the Emergency Declaration ended (Folio 10203; Item 15.1.3)). Since that time, s90(3) of the Act has been amended and an additional reason has been included for excluding members of the public from Council and Council Committee meetings. Section 90(3) now allows Council or a Council Committee to exclude the public when there is discussion of information relating to a proposed award recipient before the presentation of the award (see s90(3)(o)).



Section 90 of the Act has also been amended to remove the provisions in relation to informal gatherings or discussions (s90(8)-s90(e)) and a new s90A has been added regarding information or briefing sessions. This new section enables Council or the Chief Executive to convene information or briefing sessions to enhance Council decision making by providing the opportunity to be better informed about issues prior to making of a decision at a formally constituted Council meeting.

It is recommended that Council review the attached *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* and approve it for public consultation. Following the public consultation, the Code of Practice will be brought back to Council for consideration of the public feedback and final 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 the Wattle Range Council's Share Point Register – Policy and Procedure Review Cycle – Medium.

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

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

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

As per the requirements of s92(5) of the *Local Government Act 1999*, Council must undertake public consultation on the code of practice before it can be adopted.


The Chief Executive will ensure that public consultation is carried out in accordance with Council's Community Engagement Policy and then bring the code of practice (including any revisions resulting from the consultation) back to Council for review and adoption.

### **RECOMMENDATION**

That Council:

1. Receive and note the report.

2. Approve the release of the *Public Access to Council and Committee Meetings and Associated Documents Code of Practice* for public consultation.

 Wattle Range COUNCIL	<b>CODE OF PRACTICE 6</b>	Version: 9
	Public Access to Council and Committee Meetings and Associated Documents	Date Adopted: 24/06/2022
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## 1. STATEMENT

The Wattle Range Council (Council) supports open and transparent decision making and engaging with the community. This Code sets out the Council's commitment to provide public access to meetings and associated documents of Council and Council Committees ~~established under section 41 of the Local Government Act 1999 (the Act).~~

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

This Code has been developed to meet the requirements of section 92 of the Act ~~which requires Councils to prepare a code of practice for access to Council and Council Committee meetings and documents.~~

## 2. DEFINITIONS

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

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

**The Act** refers to the *Local Government Act 1999*

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

## 3. PRINCIPLES


### 3.1 Scope

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

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

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

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- grievances about the use of the code by Council.

### 3.2 Public access to meetings

#### 3.2.1 Ordinary meetings of Council or Council Committees

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

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

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

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

- Millicent Office – 'Civic Centre' George Street, Millicent
- Council's website [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

until the completion of the relevant meeting.

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

#### 3.2.2 Special meetings of Council or Council Committees

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

#### 3.2.3 Information or briefing sessions


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

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

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

An information or briefing session must be open to the public, however section 90A(4) permits the Council or Chief Executive to close a session to the public if it is agreed that a

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matter needs to be considered in confidence. The permissible reasons for excluding the public are outlined in 3.4.2 below.

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

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

### 3.2.4 Recording Council or Committee Meetings

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

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

## 3.3 Public access to documents

### 3.3.1 Public access to the Notice of Meeting and agenda

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

- Millicent Office – 'Civic Centre' George Street, Millicent
- Council's website [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

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

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

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


### 3.3.2 Public access to minutes

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

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

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

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### 3.3.3 Public access to other documents

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

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

## 3.4 Excluding public access to meetings or documents

### 3.4.1 Principles for the use of confidentiality provisions

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

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

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


### 3.4.2 Powers to exclude the public from meetings

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

- (a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
- (b) *information the disclosure of which -*
  - (i) *could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
  - (ii) *would, on balance, be contrary to the public interest;*
- (c) *information the disclosure of which would reveal a trade secret;*
- (d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which -*
  - (i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
  - (ii) *would, on balance, be contrary to the public interest;*
- (e) *matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;*

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- (f) *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
- (g) *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
- (h) *legal advice;*
- (i) *information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;*
- (j) *information the disclosure of which—*
- (i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and*
  - (ii) *would, on balance, be contrary to the public interest;*
- (k) *tenders for the supply of goods, the provision of services or the carrying out of works;*
- (m) *information relating to a proposed amendment to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act;*
- (n) *information relevant to the review of a determination of a council under the Freedom of Information Act 1991*
- (o) *information relating to a proposed award recipient before the presentation of the award.*

Commented [JW1]: This is new.

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


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

Where discussion of a matter in public may—

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

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

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

### 3.4.3 Powers to make orders of confidentiality over documents

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

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

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

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

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

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

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


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

### 3.4.4 Public Requests for Information to be Confidential

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

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### 3.4.5 Process to exclude the public

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

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

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

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

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

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

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

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

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


### 3.5 Review and release of Confidentiality Orders

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

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

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

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### 3.6 Accountability and reporting to the community

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

- Number of occasions each of the provisions for excluding the public were utilised;
- Subject of the confidential item;
- Number of occasions that information originally declared confidential has subsequently been made publicly available; and
- Any other information that the Act or Regulations require to be reported.

### 4. REVIEW

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

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

### 5. AVAILABILITY

This Policy is available without charge on the Wattle Range Council website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

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

### 6. REFERENCES & FURTHER READING

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


### 7. ADOPTION & AMENDMENT HISTORY

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

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12/12/2006	Council	Adopted	Folio 3789; Item 18.1.1
2	14/12/2010	Council	Reviewed	Folio 4496; Item 16.1.7

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3	08/05/2012	Council	Amended	Folio 4574; Item 11.1.2
4	11/12/2012	Council	Reviewed	Folio 4847; Item 11.1.9
5	08/04/2014	Council	Amended	Folio 5284; Item 12.2.9
6	08/11/2016	Council	Amended	Folio 6936; Item 13.2.3
7	21/01/2020	Council	Amended	Folio 8922; Item 15.2.6
8	14/04/2020	Council	Amended – LG Act changes due to COVID-19	Folio 8948; Item 4.1.2
9	24/06/2022	Council	Amended due to end of Emergency Declaration	Folio;10203; Item15.1.3

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## APPENDIX 1 - CONFIDENTIAL ITEM RECOMMENDATIONS

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

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

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

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

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

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

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

#### Recommendation 1

That:

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

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

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

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


[GROUND(S)]

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

### TEMPLATE FOR MAKING REPORT RECOMMENDATION

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

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**Recommendation 2**

That Council:

1. Receive and note the report.
2. XXX

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

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

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

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

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

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

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

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

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

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

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


**Recommendation 3**

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

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

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

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That:

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

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

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

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

- The **Report** of ...


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

[GROUNDS]

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

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

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

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

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

REASON    GROUNDS

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

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

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

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

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

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


[AND/OR]

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

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

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REASON GROUNDS

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

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

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

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

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

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

[AND/OR]

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

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

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]


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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

- (h) legal advice;

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

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

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

information the disclosure of which:

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


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

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

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]


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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

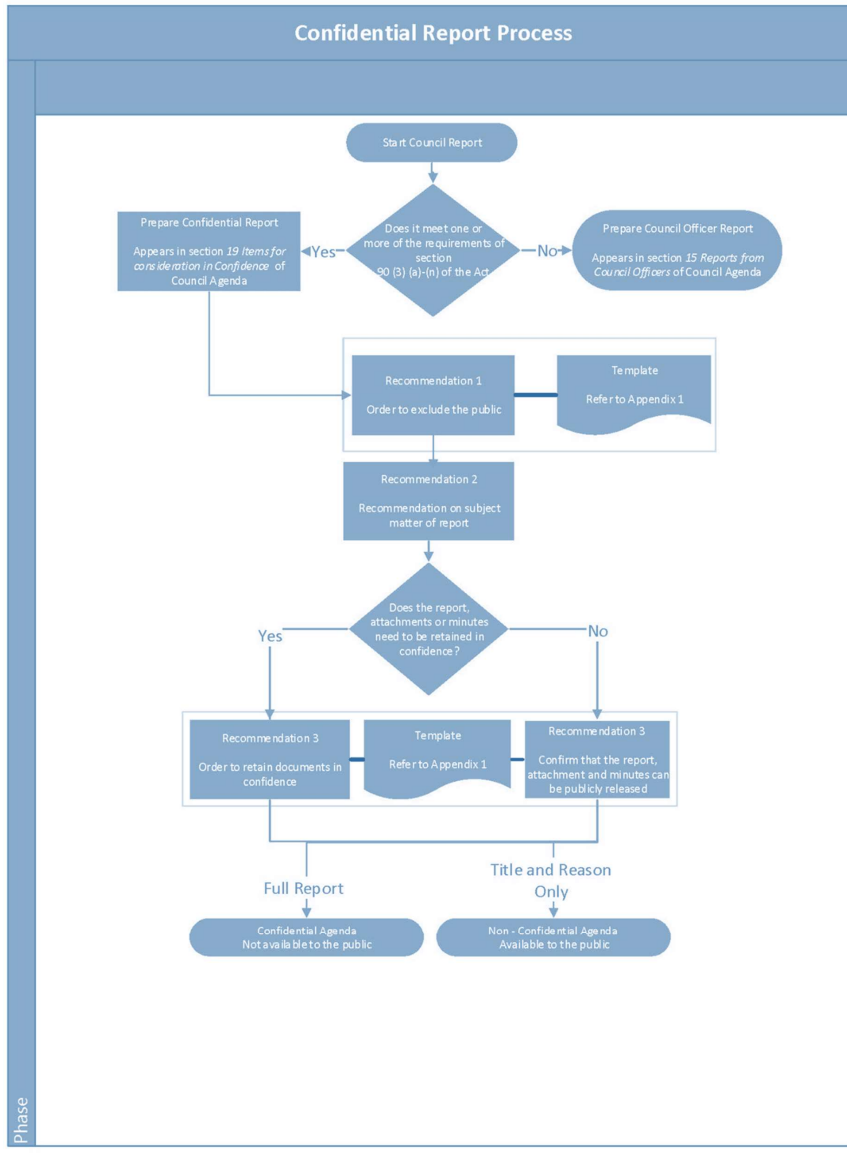
- (o) information relating to a proposed award recipient before the presentation of the award.

Specifically, the present matter relates to [DESCRIBE INFORMATION]


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**APPENDIX 3: COUNCIL OFFICER REPORTING OF CONFIDENTIAL ITEMS**



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## 1. STATEMENT

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

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

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

## 2. DEFINITIONS

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

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

**The Act** refers to the *Local Government Act 1999*

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

## 3. PRINCIPLES


### 3.1 Scope

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

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

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

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## 3.2 Public access to meetings

### 3.2.1 Ordinary meetings of Council or Council Committees

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

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

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

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

- Millicent Office – 'Civic Centre' George Street, Millicent
- Council's website [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

until the completion of the relevant meeting.

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

### 3.2.2 Special meetings of Council or Council Committees

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

### 3.2.3 Information or briefing sessions


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

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

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

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

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

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

### 3.2.4 Recording Council or Committee Meetings

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

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

## 3.3 Public access to documents

### 3.3.1 Public access to the Notice of Meeting and agenda

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

- Millicent Office – ‘Civic Centre’ George Street, Millicent
- Council's website [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

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

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

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

### 3.3.2 Public access to minutes

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


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

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

### 3.3.3 Public access to other documents

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

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

### 3.4 Excluding public access to meetings or documents

#### 3.4.1 Principles for the use of confidentiality provisions

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

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


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

#### 3.4.2 Powers to exclude the public from meetings

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

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

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

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

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

Where discussion of a matter in public may—


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

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

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

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### 3.4.3 Powers to make orders of confidentiality over documents

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

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

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

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

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

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

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

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

### 3.4.4 Public Requests for Information to be Confidential


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

### 3.4.5 Process to exclude the public

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

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

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

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

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

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

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

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

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

### 3.5 Review and release of Confidentiality Orders

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

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


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

### 3.6 Accountability and reporting to the community

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

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

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

#### 4. REVIEW

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

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

#### 5. AVAILABILITY

This Policy is available without charge on the Wattle Range Council website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

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

#### 6. REFERENCES & FURTHER READING


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

#### 7. ADOPTION & AMENDMENT HISTORY

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

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


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

DRAFT

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## APPENDIX 1 - CONFIDENTIAL ITEM RECOMMENDATIONS

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

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

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

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

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

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

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

### Recommendation 1

That:

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

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

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

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


[GROUNDNS]

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

### TEMPLATE FOR MAKING REPORT RECOMMENDATION

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

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## Recommendation 2

That Council:

1. Receive and note the report.
2. XXX

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

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

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

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

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

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

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

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

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

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

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


## Recommendation 3

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

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

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

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That:

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

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

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

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

- The **Report** of ...


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

[GROUNDS]

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

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

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

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

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

REASON    GROUNDS

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

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

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

information the disclosure of which:

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

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

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


**[AND/OR]**

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

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

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REASON GROUNDS

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

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

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

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

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

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

**[AND/OR]**

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

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


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

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

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

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

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

- (h) legal advice;

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

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

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

information the disclosure of which:

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


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

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

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]


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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

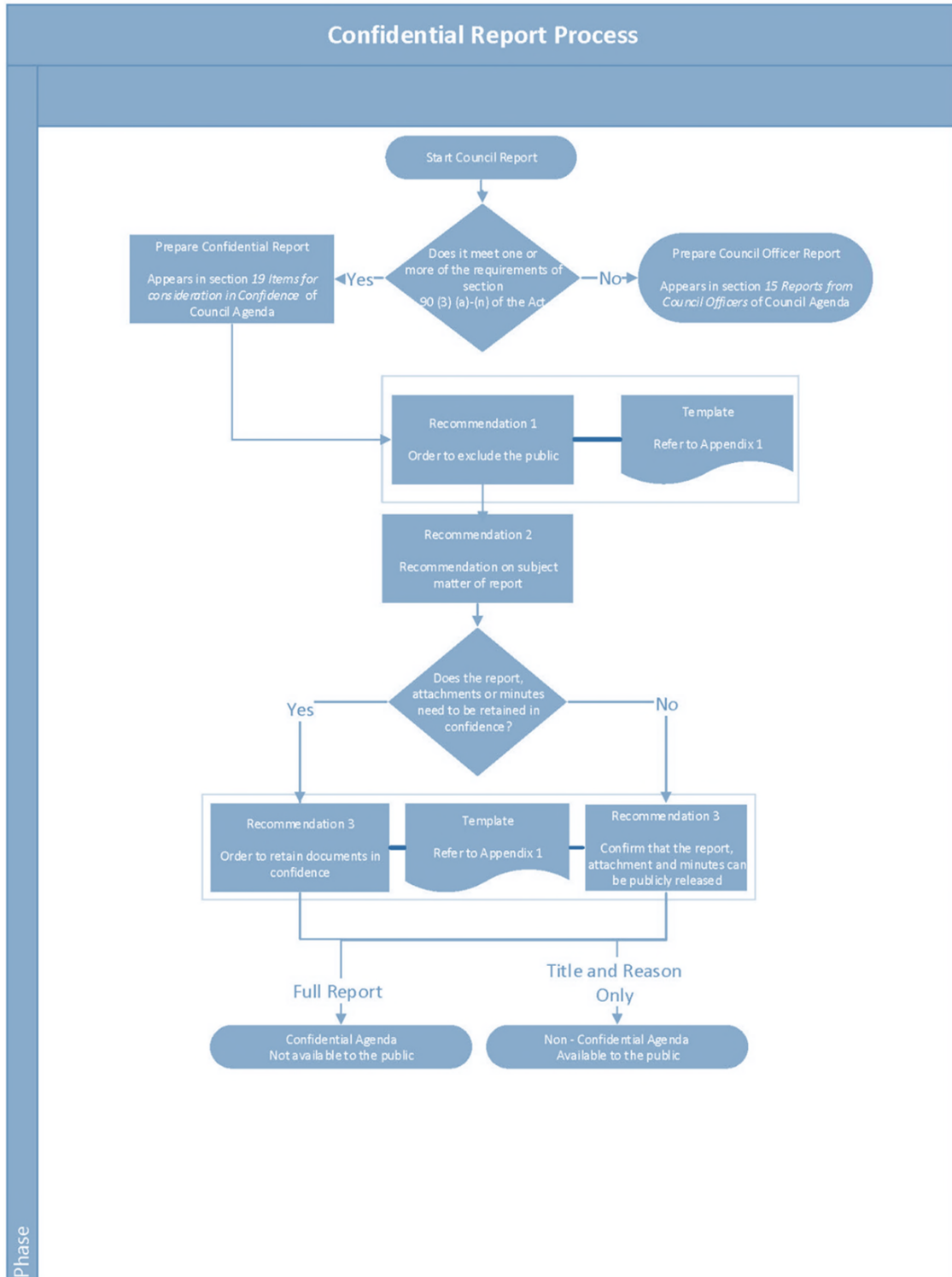
- (o) information relating to a proposed award recipient before the presentation of the award.

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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**APPENDIX 3: COUNCIL OFFICER REPORTING OF CONFIDENTIAL ITEMS**



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## 15.2.5 Council Member Training and Development

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	<b>Theme 5 - Organisational Excellence</b> 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.33.1/2; GF/9.33.1/1
Attachments	<ol style="list-style-type: none"> <li>1. LGA Training Standards for Council Members [<b>15.2.5.1</b> - 12 pages]</li> <li>2. CouncilMemberTrainingDevelopmentPolicy [<b>15.2.5.2</b> - 5 pages]</li> <li>3. CouncilMemberTrainingDevelopmentPolicy Track changes [<b>15.2.5.3</b> - 5 pages]</li> <li>4. Council Member Training Development Plan [<b>15.2.5.4</b> - 4 pages]</li> </ol>

### Purpose of Report

To review the Council Member Training and Development Policy and Plan.

### Report Details

Section 80A of the *Local Government Act 1999* (the Act) requires Council to prepare and adopt a Training and Development Policy for its members. Section 80A(2) of the Act states that the policy:

- must be aimed at assisting members in the performance and discharge of their functions and duties.
- must incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations.
- may specify other requirements relating to the conduct and completion of training and development by members.

Regulation 8AA of the *Local Government (General) Regulations 2013* (the Regulations) requires that the Training and Development Policy:

- provides that members must undertake regular training in accordance with the Policy; and
- complies with the LGA training standards.

The LGA training standards pursuant to Regulation 8AA are provided for reference in Attachment 1.

Council has previously adopted a Training and Development Policy and Plan, which are now due for review following the periodic election.

Section 80A(3) of the Act allows Council to alter its Policy, or substitute a new policy. The Policy has been reviewed and updated. Attachment 2 is the draft Policy and Attachment 3 is the draft Policy showing track changes. The following amendments are proposed:

- Page 1: Text has been added to section 3.2 noting that failure to comply with mandatory training requirements in the LGA Training Standards will result in the suspension of the Council Member until the training has been completed unless there are good reasons for non-compliance. This is a new provision in the Act (see s80A(2b)).
- Page 2: The wording of section 3.3.1 has been amended to note that all Council Members (continuing and new) must complete the mandatory training.
- Page 2: New section 3.3.2 has been included regarding mid-term Council leadership refresher training. This has been added to the Policy because it is in the LGA Training Standards for Council Members (see page 4 of that document).
- Page 2: The reference in section 3.3.3 to the Code of Conduct has been deleted because it has been removed from the Act (it was s63) and has been replaced by behavioural standards (s75E).
- Page 4: The wording of section 5 has been altered in-line with amendments to s132(1) of the Act, which no longer require documents to be available for inspection at Council's principal office.

The Training and Development Plan referred to in the Policy has been reviewed and updated to align with the LGA Training Standards for Council Members document released by the LGA in October 2022. A draft of the Plan is included as Attachment 4.

Through the Annual Business Plan and Budget process, Council has allocated a budget for elected member training and development. Please refer to the Financial Considerations section below.

In addition to the legislative requirements, Council is also required to report to the Local Government Association Mutual Liability Scheme on an annual basis. Part of this reporting requires Council to declare that it has in place access to appropriate training and information sessions to ensure Council Members are aware of, and comply with, their roles and responsibilities (see s62 of the Act).

### **Financial Considerations**

Budget Allocation	\$10,000
Budget Spent to Date	\$900
Budget Variation Requested	N/A

### **Risk Considerations**

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

### **Policy Considerations**

Council Member Allowances and Benefits Policy.

## **Legislative Considerations**

*Local Government Act 1999* (particularly section 80A)

*Local Government (General) Regulations 2013* (particularly regulation 8AA)

*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**

Sections 80A(4) and (5) of the Act required that the Training and Development Policy was made available to the public, however these sections were deleted by the *Statutes Amendment (Local Government Review) Act 2021* (see s43(2) of that Act).

Although there is no longer a requirement to make the Policy available to the public, it is suggested for reasons of transparency and good governance that it is still made available as per the wording in section 5 'Availability' in the Policy.

## **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Adopt the Council Member Training and Development Policy as amended.
3. Adopt the Council Member Training and Development Plan.

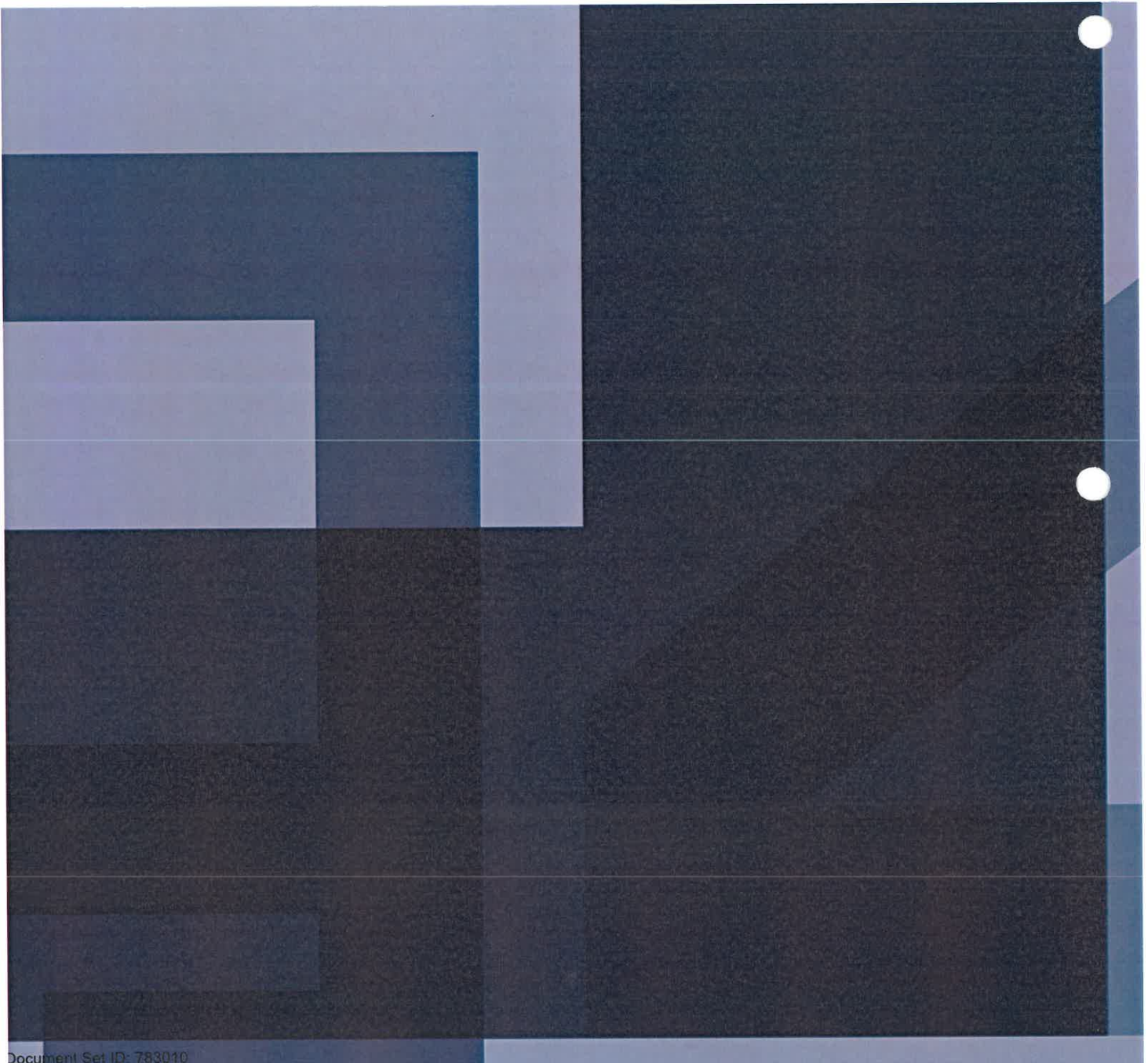
# LGA Training Standards for Council Members

## Pursuant to Regulation 8AA of the Local Government (General) Regulations 2013

The LGA Training Standards will come into operation when section 43(1) of the Statutes Amendment (Local Government Review) Act 2021 comes into operation to amend section 80A of the Local Government Act.

Published on 5 October 2022





## Council Member Mandatory Training Requirements

### Legislative Framework

Section 80A of the *Local Government Act 1999* (the Local Government Act) and Regulation 8AA of the *Local Government (General) Regulations 2013* (the General Regulations), sets out the legal requirements for training and development for council members.

A council member must comply with the prescribed mandatory requirements, which includes the LGA training standards set out in this document. Failure to comply will result in a suspension of the council member by Council (unless the member satisfies the council there were good reasons for the failure to comply).

There are further requirements relating to public notice, suspension of allowances and access to facilities and support and application to SACAT for disqualification if a member does not address the failure to comply.

### Council Policy

Section 80A of the Local Government Act requires a Council to prepare and adopt a training and development policy for its council members.

- (1) A council must prepare and adopt a training and development policy for its members.
- (2) The policy—
  - (a) must be aimed at assisting members in the performance and discharge of their functions and duties; and
  - (b) must incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations; and
  - (c) may specify other requirements relating to the conduct and completion of training and development by members.
- (2a) A training and development policy of a council may make different provision according to different members of the council.

Regulation 8AA of the *Local Government (General) Regulations 2013* prescribes that a training policy must comply with the LGA training standards<sup>1</sup>.

<sup>1</sup> The LGA training standards means the document entitled *LGA training standards for council members* approved by the Minister for the purposes of regulation 8AA (*Local Government (General) Regulations 2013*) and published on a website maintained by the LGA.

## LGA Training Standards for Council Members

The LGA Training Standards provides a community leadership competency framework, defining the key capabilities required to perform the council member role, the core modules and anticipated learning objectives and outcomes.

The framework responds to the legislative requirements and community expectations of council members. The local government sector has a strong aspiration to build and develop capabilities and the performance of council members and in return, achieve great outcomes for local communities.

The framework defines community leadership competencies in four parts:

<b>Behaviour</b>	To identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance.
<b>Civic</b>	To develop knowledge of the Australian system of government and how Councils fulfil the objectives of the Local Government Act to deliver reputable community outcomes.
<b>Legal</b>	To develop the knowledge and skills required to meet the legal responsibilities of a council member.
<b>Strategy &amp; Finance</b>	To develop the knowledge of integrated strategic and annual business planning and the skill to manage public funds appropriately.

The LGA Training Standards provides for the knowledge and skills of council members to be developed as part of induction program, council leadership workshop and training modules. Completion of this training will satisfy the mandatory training requirements. In addition, this Standard provides guidance to on-going personal and professional development.

## Induction Program

Given the breadth of responsibilities held by council members, participation in a formal induction program provides the support and resources to effectively perform in the role.

The chief executive officer (CEO) will arrange an orientation and induction process for a new council which complements the completion of mandatory training. The induction program may include (but not limited to):

- information on administrative facilities/CEO support, council member allowances and benefits, training, and development
- a tour of the council area and facilities
- information on the organisational and operational structure including, an overview of each of the functions or department; and introduction to key staff
- a schedule of briefings on key strategic issues.

An induction program is important in building effective working relationships between council members. It is, therefore, the responsibility of all council members to participate in the induction program.

## Council Leadership workshop

Upon election, council members are required to serve the overall public interest, put any personal differences aside and provide community leadership.

The community expects council members to focus on the work of council and effectively engage and work with each other and council employees in a respectful and professional manner.

Section 59 of the Local Government Act sets out the roles of members of councils and includes an obligation to ensure positive and constructive working relationships within the council.

All council members must attend a workshop designed to assist in building effective working relationships and focus on Councils strategic purpose.

The CEO will arrange a workshop that may include (and not limited to):

- An opportunity to build connections (between council members and council members with CEO/key staff)
- Identify shared values and aspirations for delivering outcomes for the community
- Provide an overview of existing strategic priorities, plans and strategies of Council
- Establish effective working relationships and team culture in the context of defined roles and responsibilities.

To ensure leadership effectiveness in working to deliver Councils strategic purpose, it is incumbent on all members to be well informed and engage in information or briefing sessions throughout the term.

## Mayoral Leadership

Section 58 of the Local Government Act sets out the specific roles of principal members or Mayors. These include key responsibilities, as leader of the council, to provide leadership and guidance and lead the promotion of positive and constructive working relationships. To support performance in this leadership role, 'Mayoral Leadership training' must be completed by all Mayors. The Standard sets out the additional competencies required of a Mayor (in addition to the council member requirements).

## Training & Timeframe

This document contains the training requirements for council members. These requirements are mandatory, and every council member must undertake the Mandatory Training within the first 12 months of their four-year term.

## Training Participation & Records

Completion of mandatory training is a statutory obligation for all (continuing and new) council members. Records of council members participation in mandatory training, including leadership workshops must be kept by the council CEO in a register of training and development.

## Training Delivery

Council CEOs' may use internal expertise or training providers to deliver the required mandatory training. It is important that training providers have the appropriate expertise to support the required training outcomes and/or workshop facilitation.

Mandatory training should engage all council members in an interactive learning experience to build shared leadership in fulfilling their role on Council. Alternative delivery methods may be used to complement full Council engagement in face-to-face training.

## Mid-term Council Leadership Refresher

A mid-term refresher workshop and update training will be required. This will include (and not limited to):

- A mid-term Council workshop in the maintenance of effective working relationships amongst council members and with CEO/key staff.
- Legal and financial responsibilities.
- Effective Council meetings and procedures.

## Ongoing Personal and Professional Development

To be effective and reputable, new and returning council members, are encouraged to continue their personal and professional development throughout the term.

This standard includes a guide for additional learning and development relevant to council members roles and responsibilities and leadership effectiveness, which does not form part of the mandatory training requirements.

Core	Modules	Learning objectives	Learning outcomes
<p align="center"><b>Behaviour</b></p> <p><b>Council member</b> <b>Leadership competency framework</b></p>	<p><b>Values, ethics &amp; behaviour</b></p> <ul style="list-style-type: none"> <li>- Understanding values &amp; ethics</li> <li>- Behavioural Standards for Council Members</li> <li>- WHS, Bullying &amp; Harassment</li> </ul>	<p>To develop the knowledge, skills and attitudes required to meet Behavioural Standards and work, health, and safety obligations for council members</p>	<ul style="list-style-type: none"> <li>- Define and distinguish values, ethics &amp; behaviour</li> <li>- Identify the constructive behaviours to work effectively with others and meet community expectations</li> <li>- Explain work, health, and safety obligations that Council members must comply with.</li> <li>- Identify conduct that would amount to bullying and/or harassment.</li> </ul>
	<p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>- Effective communication</li> <li>- Negotiating and influencing</li> </ul>	<p>To develop communication skills for effective working relationships and constructive ways to negotiate and influence others to perform the role.</p>	<ul style="list-style-type: none"> <li>- Define communication</li> <li>- Identify the characteristics of effective communication</li> <li>- Explain strategies that can be used to manage difficult conversations</li> <li>- Describe the process of negotiation and influencing positive outcomes</li> </ul>
	<p><b>Leadership skills</b></p> <ul style="list-style-type: none"> <li>- Strategic thinking</li> <li>- Change management</li> <li>- Building resilience</li> </ul>	<p>To develop the knowledge, skills and attitudes required to effectively perform a community leadership role</p>	<ul style="list-style-type: none"> <li>- Identify the characteristics of a strategic thinker</li> <li>- Define change management in context to Council's complex and integrated business</li> <li>- Identify methods by which strategic and integrated thinking applies</li> <li>- Identify methods and strategies to build resilience to competently fulfil role</li> </ul>

Council member Leadership competency framework	Core	Modules	Learning objectives	Learning outcomes
<b>CIVIC</b>		<b>Introduction to local government</b> <ul style="list-style-type: none"> <li>- The Australian System of Government</li> <li>- Role, functions and objectives of Local Government</li> <li>- Composition and Council Structures</li> <li>- Role of Council to CEO/staff and working together</li> <li>- Council Services</li> </ul>	To develop knowledge of the role and function of local government and how Council can effectively fulfill the objectives in the Local Government Act.	<ul style="list-style-type: none"> <li>- Explain the role of local government in the Australian System of Government</li> <li>- Define and explain the role and function of Council</li> <li>- Define and explain the separate roles of the elected Council to CEO/staff, both the legislative provisions and operational structures that support effective working relationships.</li> </ul>
		<b>Effective council meetings</b> <ul style="list-style-type: none"> <li>- Overview of the types of meetings</li> <li>- Council member preparation and responsibilities</li> <li>- Structure and purpose of meetings</li> <li>- Role of and purpose of information or briefing sessions</li> </ul>	To develop knowledge of the range of council meetings that may be held and to identify the responsibilities of council members to contribute to effective meetings.	<ul style="list-style-type: none"> <li>- List the types of meetings held by a council</li> <li>- Identify how council meetings are structured and the purpose of such meetings</li> <li>- Identify the responsibilities of council members to prepare for council meetings</li> <li>- Define and explain the role of an information or briefing session and effective participation</li> </ul>
		<b>Council meeting procedures</b> <ul style="list-style-type: none"> <li>- Public access</li> <li>- Meeting procedures</li> <li>- Role of the Principal Member</li> <li>- Moving motions, speaking to motions, and voting</li> <li>- Effective presentation and constructive debate</li> <li>- Minutes and upholding decisions of Council</li> </ul>	To define the behaviour and develop the knowledge and skills to contribute to the effective operation of meetings procedures.	<ul style="list-style-type: none"> <li>- Identify meeting procedures that apply to council meetings</li> <li>- Explain the role of the Principal Member at council meetings</li> <li>- Define 'a motion' and explain how motions are moved, spoken to, and voted upon</li> <li>- Identify methods for effectively presenting information and engaging in constructive debate at council meetings</li> <li>- Explain the purpose of Minutes and describe how council decisions are upheld</li> </ul>
		<b>Representing council decisions</b> <ul style="list-style-type: none"> <li>- The role of the Principal Member as Council spokesperson</li> <li>- Related legislative and Council policy responsibilities</li> <li>- Effective use of media channels</li> </ul>	To develop knowledge of the legislative provisions, policies and processes that relate to effective ways Council and council members represent Council meeting decisions.	<ul style="list-style-type: none"> <li>- Explain the role of the Principal Member</li> <li>- Identify different media channels used by Council</li> <li>- Explain the legislative requirements and Council policies relating to media</li> <li>- Define the role of council member and effective ways to use Councils and council members media channels (including social media)</li> </ul>

Council member Leadership competency framework	Core	Modules	Learning objectives	Learning outcomes
	<b>Legal</b>	<b>Role of a council member</b> <ul style="list-style-type: none"> <li>- General duties</li> <li>- Conflict of Interest</li> <li>- Gifts &amp; Benefits</li> </ul>	To develop an ability to interpret and analyse legislative provisions that identify the role of a council member	<ul style="list-style-type: none"> <li>- Define the general duties of a council member</li> <li>- Explain the principles to be observed</li> <li>- Define a conflict of interest and explain the obligations if a conflict of interest exists</li> <li>- Describe the obligations of council members concerning the receipt of gifts or benefits</li> </ul>
	<b>Registers, returns and resources</b> <ul style="list-style-type: none"> <li>- Register of interest</li> <li>- Primary and ordinary returns</li> <li>- Allowances and benefits</li> </ul> <b>Legal protections and oversight</b> <ul style="list-style-type: none"> <li>- Corruption, misconduct and maladministration</li> </ul>	To develop the knowledge of obligations for declaring interests, the resources to support the role of council member and the agencies that have external oversight (Ombudsman SA, OPI, ICAC, Minister for Local Government, District Court and SACAT)	<ul style="list-style-type: none"> <li>- Explain the purpose and obligations of a Register of interest</li> <li>- Define a 'primary' and 'ordinary' return and the information that is contained in such returns</li> <li>- Explain the supporting resources and what legal protections are offered to council members</li> <li>- Explain the different external bodies in providing external oversight in upholding public integrity and council member obligations</li> </ul>	
	<b>Strategy &amp; Finance</b>	<b>Integrated strategic management planning and performance</b> <ul style="list-style-type: none"> <li>- Purpose of strategic, longer financial and asset management planning</li> <li>- Purpose of annual business planning and budgeting</li> <li>- Community engagement and performance reporting</li> </ul>	To develop the knowledge required to undertake integrated strategic management, financial planning, and performance	<ul style="list-style-type: none"> <li>- Define 'integrated strategic management planning'</li> <li>- Describe the purpose of strategic, financial asset management planning</li> <li>- Explain the purpose of annual business planning and budgeting</li> <li>- Identify legislative requirements, Council policy and methods for community engagement and performance reporting</li> </ul>
	<b>Strategic risk management &amp; oversight</b> <ul style="list-style-type: none"> <li>- Strategic risk management in decision making</li> <li>- Role of Audit and Risk Committee</li> <li>- ESCOSA oversight</li> </ul>	To develop the knowledge of strategic risk management and oversight	<ul style="list-style-type: none"> <li>- Identify types of strategic risk and opportunity (ie financial sustainability, climate change)</li> <li>- Identify the features of effective strategic risk management and decision making</li> <li>- Define the role of a council's Audit and Risk Committee</li> <li>- Define and explain the role of ESCOSA</li> </ul>	
		<b>Financial management</b> <ul style="list-style-type: none"> <li>- Managing public funds</li> <li>- Rating, other revenue sources and funding plan</li> <li>- Financial terminology and understanding financial statements and reports</li> </ul>	To develop the knowledge and skill to undertake contribute to effective financial management	<ul style="list-style-type: none"> <li>- Identify appropriate methods for managing public funds and procurement practice</li> <li>- Explain how Councils raise revenue from rating and other sources</li> <li>- Define financial terminology and effectively interpret the purpose of Council financial statements and reports</li> </ul>



As Section 58 of the Local Government Act prescribes specific responsibilities for the Principal Member or Mayor to provide leadership and guidance for Council the following training (in addition to the council member training) is required by the Principal Member or Mayor.

Core	Modules	Learning objectives	Learning outcomes
<b>Principal member Leadership competency framework</b>	<b>Behaviour</b>	<p><b>Effective leadership</b></p> <ul style="list-style-type: none"> <li>- Leadership attributes and resilience</li> <li>- Listening and influencing skills</li> <li>- Establishing trust and effective working relationships</li> <li>- Managing conflict and conflict resolution</li> </ul>	<p>To develop the knowledge, skills and attitudes required to be an effective Principal Member of a Council</p> <ul style="list-style-type: none"> <li>- Identify leadership attributes to perform the role and support resilience</li> <li>- Explain listening and influencing skills that will assist a Principal Member carry out their role</li> <li>- Identify methods for establishing trust and for developing ongoing and effective relationships</li> <li>- Define conflict and explain appropriate methods for managing and resolving conflict</li> </ul>
	<b>Civic</b>	<p><b>Public speaking &amp; media (skills)</b></p> <ul style="list-style-type: none"> <li>- Public speaking skills</li> <li>- Effective media engagement for Councils key spokesperson</li> </ul> <p><b>Meeting procedures (technical knowledge)</b></p> <ul style="list-style-type: none"> <li>- Formal meeting procedures</li> </ul> <p><b>Effective Meetings (Chairing skills)</b></p> <ul style="list-style-type: none"> <li>- To lead a positive and ethical culture within the governing body</li> <li>- Provide guidance on strategic decision making and guide debate for a reputable council.</li> </ul>	<p>To develop the knowledge and skill that will enable a Principal Member to speak confidently and effectively in public on behalf of Council</p> <p>To effectively chair council meetings with the technical knowledge of meeting procedures and the skills to support constructive debate and effective decision making.</p> <ul style="list-style-type: none"> <li>- Define the role of a Principal Member as the key Council spokesperson</li> <li>- Identify the attributes, qualities, and skills of an effective public speaker and media spokesperson</li> <li>- Identify the procedures that formally guide Council meetings (commencement, questions with or without notice, motions, speaking to motions, amendment of motions, formal motion, address to motion, voting, divisions, points of order, interruption of meeting, suspension, and removal of member, deputations and public question time)</li> <li>- Identify skills that will enable a meeting to be chaired effectively and efficiently and that will promote respectful and constructive debate for strategic decision making.</li> </ul>

## On-going personal and professional development

While there are no specific qualifications or experience required to be a council member, to be effective, council members need to demonstrate leadership qualities and a willingness to learn.

The LGA has developed a Leadership Effectiveness Tool which can assist council members to identify current leadership strengths (attributes, qualities, skills, and knowledge) and areas to further develop as part of a Council Member Professional Development Plan. [insert link]


Below is a guide to additional, optional professional learning and development opportunities that have been identified as valuable to building council member skills and knowledge, in addition to the mandatory training modules.

Many of the opportunities listed under 'Knowledge' will be gained through experience on council. It is not council members role to be subject matter experts or be involved in operational functions. This is the role and support the CEO and administration provide. However, seeking to develop a high-level understanding of these areas of Councils business and services is important in context of Councils community leadership and decision making.

Attributes, Qualities & Skills	
Building emotional intelligence	Effective time management
Building leadership resilience	Ethics & leadership
Complex and integrated decision making	Leading difficult conversations
Communication and presentation skills	Learning to speed read
Digital technology skills	Listening and coaching skills
Effective advocacy & leadership	Negotiation & facilitation skills
Effective community engagement	Presentation skills
Effective social media management	Strategic and critical thinking
Knowledge	
Audit & Risk (for Committee members)	Environment and waste management
Business excellence	Financial management
Climate change and risk	Planning & building
Community development	Procurement process
Community health & safety	Roads, assets & infrastructure
Culture, arts & events	Strategic risk management
Diversity & inclusion	Streetscapes, parks, and open space
Economic development	Understanding sustainable debt

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 Wattle Range COUNCIL	<b>POLICY 1.6</b>	Version:	7
	<b>Council Member Training &amp; Development</b>	Date Adopted:	11 December 2018
		Next Review Due:	December 2022

## 1. STATEMENT

This policy is prepared to meet Council's requirement under section 80A of the *Local Government Act*.

## 2. DEFINITIONS

**Act** is the *Local Government Act 1999*

**Regulations** are the *Local Government (General) Regulations 2013*

**LGA** is the Local Government Association of South Australia

**Council members** includes the Mayor and Councillors

**LGA Training Standards** is the LGA Training Standards for Council Members as prescribed in regulation 8AA of the *Local Government (General) Regulations 2013*

## 3. PRINCIPLES

### 3.1 Scope

This Policy applies to all Council Members (Mayor and Councillors).

### 3.2 Principles

The following principles guide this policy:

- to assist Council Members in the performance and discharge of their functions and duties <sup>(s80A LG Act)</sup>;
- to provide training and development activities for Council Members relevant to their roles and functions, including the mandatory requirements under the LGA Training Standards <sup>(s80A LG Act & r8AA)</sup>;
- Members must undertake regular training in accordance with the policy <sup>(r8AA)</sup>.

Failure to comply with the mandatory training requirements will result in the suspension of the Council Member until the mandatory requirements have been met unless the Member satisfies the Council that there were good reason for the non-compliance <sup>s80A(2b)</sup>. A member who is suspended from is not entitled to an allowance or other forms of support during the period of suspension <sup>s80A(2d)</sup>.


### 3.3 Training & Development Plan

A Training and Development Plan (the Plan) will be developed and adopted by Council at the commencement of each new term following a general election.

The Plan will:

- ensure that training activities are available to all council members
- comply with the *Local Government Act 1999* (the Act) and *Local Government (General) Regulations 2013* (the Regulations)
- contribute to the personal development of the individual and achievement of the strategic and good governance objectives of Council
- contribute to the development of a new team following a general election
- contribute to the orientation of first-time council members.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/9.33.1/1 GF/9.33.1/2	Public	Corporate Services	Director Corporate Services	Four yearly following general election
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>POLICY 1.6</b>	Version:	7
	<b>Council Member Training &amp; Development</b>	Date Adopted:	11 December 2018
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The preparation, review and monitoring of the Plan will consider:

### 3.3.1 Mandatory Training Requirements

The prescribed LGA Training Standards will be prioritised for completion within the first twelve months of appointment to Council.

Completion of the mandatory training is a statutory obligation for all Council Members – continuing and new.

### 3.3.2 Mid-term Council Leadership Refresher Training

Mid-term refresher training will be provided for Council Members. This will include but is not limited to:

- a workshop about the maintenance of effective working relationships amongst Council Members and with the CEO and key Council staff
- legal and financial responsibilities
- effective Council meetings and procedures.

### 3.3.3 Additional Training Requirements

Other training needs may be identified in the plan that are directly related to specific service areas, community issues, environmental, social and economic challenges facing the community. This may include training and development opportunities related to, but not limited to:

- Role and function of Council Members (e.g. committee 3.3memberships)
- Relationship between Council Members, the Chief Executive Officer (CEO) and Staff
- Meeting Procedures
- Conflict of Interest
- Behavioural management and standards
- Interpretation of Financial Reports & Statements
- Information Technology.

### 3.3.4 Identification of Training Needs


A range of strategies will be utilised to identify the training needs of Council Members and these will be assessed against Council's strategic and good governance objectives, including:

- Gap Analysis
- identification of requirement by CEO
- individual member requests for specific training;
- workshops.

### 3.3.5 Training Delivery Methods

The Plan may detail the delivery method for the identified training requirement. A range of delivery methods may be required to support the training needs of Council members, including:

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GF/9.33.1/1 GF/9.33.1/2	Public	Corporate Services	Director Corporate Services	Four yearly following general election
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- in-house workshops, seminars and briefing sessions conducted by the Council with appropriately skilled staff, guest speakers and training providers;
- attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- printed material, including training booklets and discussion papers, that may be distributed for information;
- on-line self-paced learning; and
- CD Rom/DVD information.

### 3.3.6 Monitoring and Review

The Training and Development Plan will be monitored for progress and reviewed on an annual basis.

### 3.4 Annual Budget Allocation

A budget allocation will be provided for during the development of the annual business plan and budget each year. Any further budget allocation will need to be considered as part of the standard budget review process.

### 3.5 Attendance at Training Programs and Activities

Council approves attendance at training and development activities by:

- formally adopting the Plan by resolution; or
- specific resolution at a Council Meeting (for items not included in the Plan).

From time to time, additional training needs and opportunities will emerge that are consistent with this policy. In these cases, the CEO either of his or her own volition or in response to a request from a Council Member(s) may approve training.

Application forms are available from the CEO (or Executive Assistant).

Council Members are encouraged to report on attendance at training activities, including:

- outlining the nature of the training program/activity;
- the benefits gained through attendance;
- feedback on enhancing the program/activity and future training plans.


All training undertaken by Council Members will be recorded in the Council Allowances and Benefits Register.

Failure to complete any prescribed training will be considered a breach of the Behavioural Standards for Council Members (see SA Government Gazette 17/11/22, p. 6658)

### 3.6 Payments and Reimbursements of Costs

Where Council has approved attendance at a training or development activity a Council Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act, Regulations and the *Council Member Allowances and Benefits Policy*.

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GF/9.33.1/1 GF/9.33.1/2	Public	Corporate Services	Director Corporate Services	Four yearly following general election
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As a preference, Council will meet the cost of the training or development activity by direct payment to the provider where practical.

### 3.7 Annual Report

Council's annual report will include training and development activities for members of the council during the relevant financial year as required by the Act (Schedule 4 LG Act).

## 4. REVIEW

This Policy will be reviewed every four years following the general election.

## 5. AVAILABILITY


This Policy is available without charge on the Council website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

A copy of the Policy may be purchased during ordinary business hours 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.

## 6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> <li>• LGA Training &amp; Development Policy and Plan for Council Members – Model Policy</li> </ul>
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i> – Sections 75E and 80A</li> <li>• <i>Local Government (General) Regulations 2013</i> – Regulation 8AA</li> <li>• LGA Training Standards for Council Members (Amended 6/11/2014)</li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• Policy 1.3 Council Member Allowances &amp; Benefits</li> <li>• Register of Allowances &amp; Benefits</li> </ul>

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/9.33.1/1 GF/9.33.1/2	Public	Corporate Services	Director Corporate Services	Four yearly following general election
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>POLICY 1.6</b>	Version: 7
	<b>Council Member Training &amp; Development</b>	Date Adopted: 11 December 2018
		Next Review Due: December 2022

## 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	11 July 2006	Council	Adopted	Folio 3700; Item 11.3.5
2	12 December 2006	Council	Amended	Folio 3789; Item 18.1.1
3	14 December 2010	Council	Reviewed	Folio 4496; Item 16.1.7
4	11 December 2012	Council	Amended	Folio 4847; Item 11.1.9
5	25 November 2014	Council	Reviewed and Adopted	Folio 5640; Item 12.1.3
6	13 October 2015	Council	Reviewed and Adopted	Folio 6139; Item 11.2.7
7	11 December 2018	Council	Adapted into new format. Reviewed.	Folio 7995; Item 15.1.2

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## 1. STATEMENT

This policy is prepared to meet Council's requirement under section 80A of the *Local Government Act*.

## 2. DEFINITIONS

**Act** is the *Local Government Act 1999*

**Regulations** are the *Local Government (General) Regulations 2013*

**LGA** is the Local Government Association of South Australia

**Council members** includes the Mayor and Councillors

**LGA Training Standards** is the LGA Training Standards for Council Members as prescribed in regulation 8AA of the *Local Government (General) Regulations 2013*

## 3. PRINCIPLES

### 3.1 Scope

This Policy applies to all Council Members (Mayor and Councillors).

### 3.2 Principles

The following principles guide this policy:

- to assist Council Members in the performance and discharge of their functions and duties (s80A LG Act);
- to provide training and development activities for Council Members relevant to their roles and functions, including the mandatory requirements under the LGA Training Standards (s80A LG Act & r8AA);
- Members must undertake regular training in accordance with the policy (r8AA).

Failure to comply with the mandatory training requirements will result in the suspension of the Council Member until the mandatory requirements have been met unless the Member satisfies the Council that there were good reason for the non-compliance s80A(2b). A member who is suspended from is not entitled to an allowance or other forms of support during the period of suspension s80A(2d).


### 3.3 Training & Development Plan

A Training and Development Plan (the Plan) will be developed and adopted by Council at the commencement of each new term following a general election.

The Plan will:

- ensure that training activities are available to all council members
- comply with the *Local Government Act 1999* (the Act) and *Local Government (General) Regulations 2013* (the Regulations)
- contribute to the personal development of the individual and achievement of the strategic and good governance objectives of Council
- contribute to the development of a new team following a general election
- contribute to the orientation of first-time council members.

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The preparation, review and monitoring of the Plan will consider:

### 3.3.1 Mandatory Training Requirements

The prescribed LGA Training Standards will be prioritised for completion within the first twelve months of appointment to Council.

~~Completion of the mandatory training is a statutory obligation for all my Council Members – continuing and new, who has not completed the LGA Training Standard must complete the full standard.~~

~~Returning Council Members will undertake LGA Training Standards related to legal responsibilities and financial management as a minimum. Returning Council members may complete other elements of the LGA Training Standards as determined through gap analysis.~~

### 3.3.2 Mid-term Council Leadership Refresher Training

~~Mid-term refresher training will be provided for Council Members. This will include but is not limited to:~~

- ~~• a workshop about the maintenance of effective working relationships amongst Council Members and with the CEO and key Council staff~~
- ~~• legal and financial responsibilities~~
- ~~• effective Council meetings and procedures.~~

**Commented [JW1]:** Note: The mid-term refresher training is specified in the LGA Training Standards on p. 4.

### 3.3.3 Additional Training Requirements

Other training needs may be identified in the plan that are directly related to specific service areas, community issues, environmental, social and economic challenges facing the community. This may include training and development opportunities related to, but not limited to:


- Role and function of Council Members (e.g. committee memberships)
- Relationship between Council Members, the Chief Executive Officer (CEO) and Staff
- Meeting Procedures
- Conflict of Interest
- Behavioural management and standardsCode of Conduct
- Interpretation of Financial Reports & Statements
- Information Technology.

### 3.3.4 Identification of Training Needs

A range of strategies will be utilised to identify the training needs of Council Members and ~~these will be match~~assessed ~~these~~ against Council's strategic and good governance objectives, including:

- Gap Analysis
- ~~i~~Identification of requirement by CEO~~Chief Executive Officer~~
- ~~i~~Individual member requests for specific training;
- wWorkshops.

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### 3.3.5 Training Delivery Methods

The Plan may detail the delivery method for the identified training requirement. A range of delivery methods may be required to support the training needs of Council members, including:

- in-house workshops, seminars and briefing sessions conducted by the Council with appropriately skilled staff, guest speakers and training providers;
- attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- printed material, including training booklets and discussion papers, that may be distributed for information;
- on-line self-paced learning; and
- CD Rom/-/DVD information.

### 3.3.6 Monitoring and Review

The Training and Development Plan will be monitored for progress and reviewed on an annual basis.

### 3.4 Annual Budget Allocation

A budget allocation will be provided for during the development of the annual business plan and budget each year. Any further budget allocation will need to be considered as part of the standard budget review process.

### 3.5 Attendance at Training Programs and Activities

Council approves attendance at training and development activities by:

- formally adopting the Plan by resolution; or
- specific resolution at a Council Mmeeting (for items not included in the Plan).

From time to time, additional training needs and opportunities will emerge that are consistent with this policy. In these cases, the CEO either of his or her own volition or in response to a request from a Council Mmember(s) may approve training.

Application forms are available from the CEO (or Executive Assistant).


Council Mmembers are encouraged to may report on attendance at training activities, including:

- outlining the nature of the training program/activity;
- the benefits gained through attendance;
- feedback on enhancing the program/activity and future training plans.

All training undertaken by Council Mmembers will be recorded in the Council Allowances and Benefits Register.

Failure to complete any prescribed training will be considered a breach of the Behavioural Standards for Council Members (see SA Government Gazette 17/11/22, p. 6658) ~~Failure to complete any~~

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~~prescribed training requirements will be considered as a breach of the Code of Conduct for Council Members.~~

### 3.6 Payments and Reimbursements of Costs

Where Council has approved attendance at a training or development activity a ~~C~~Council ~~M~~Member may seek reimbursement of expenses in accordance with the relevant provisions of the Act, Regulations and the *Council Member Allowances ~~and~~ Benefits Policy*.

As a preference, Council will meet the cost of the training or development activity by direct payment to the provider where practical.

### 3.7 Annual Report

Council's annual report will include training and development activities for members of the council during the relevant financial year as required by the Act <sup>(Schedule 4 LG Act)</sup>.

## 4. REVIEW

This Policy will be reviewed every four years following the general election.

## 5. AVAILABILITY

This Policy is available ~~for inspection~~ without charge on the Council website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au) ~~at the following location during ordinary business hours:~~

~~Principal Office, "Civic Centre", George Street, Millicent~~


~~Council Website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)~~

A copy of the Policy may be purchased during ordinary business hours 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.

## 6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> <li>LGA Training &amp; Development Policy and Plan for Council Members – Model Policy</li> </ul>
Relevant Legislation:	<ul style="list-style-type: none"> <li><i>Local Government Act 1999</i> – Sections <u>75E and 80A</u></li> <li><i>Local Government (General) Regulations 2013</i> – Regulation 8AA</li> <li>LGA Training Standards for Council Members (Amended 6/11/2014)</li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>Policy 1.3 Council Member Allowances &amp; Benefits</li> <li>Register of Allowances &amp; Benefits</li> <li><del>Code of Conduct for Council Members</del></li> </ul>

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 Wattle Range COUNCIL	<b>POLICY 1.6</b>	Version: 7
	<b>Council Member Training &amp; Development</b>	Date Adopted: 11 December 2018
		Next Review Due: December 2022

## 7. ADOPTION & AMENDMENT HISTORY

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

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5	25 November 2014	Council	Reviewed and Adopted	Folio 5640; Item 12.1.3
6	13 October 2015	Council	Reviewed and Adopted	Folio 6139; Item 11.2.7
7	11 December 2018	Council	Adapted into new format. Reviewed.	Folio 7995; Item 15.1.2

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 Wattle Range COUNCIL	<b>GUIDELINE 1.6.1</b>	Version: 1
	<b>Council Member Training &amp; Development Plan</b>	Date Adopted: 11 December 2018
		Next Review Due: December 2022

This Plan relates to the Council Member Training and Development Policy.

## 1. TRAINING PLAN

Details	Attendee <i>Available to:</i>	Provider	Date	Cost
<b>Council Induction</b> Council area familiarisation. Brief overview of functions, role, responsibility, , strategic plan, operational plans, annual business plan, budget, governance, organisational structure, CEO role, conflict of interest, register of interests, gifts and benefits, legislation, meeting procedures, informal gatherings, development plans, asset management, council facilities and services and Team Building Exercise.	<i>All Council Members</i>	In house	25-26 November 2022	
<b>Council Leadership Workshop</b>	<i>All Council Members</i>	LGA	31/1/23	
<b>Behaviour Modules:</b>  <b>Module 1:</b> Values, ethics and behaviour (technical) <b>Module 2: Values,</b> ethics and behaviour (Behavioural) <b>Module 3:</b> Effective communication and negotiating skills <b>Module 4a:</b> Leadership skills – Strategic thinking and change management <b>Module 4b:</b> Leadership skills - resilience	<i>All Council Members</i>	LGA	Modules to be delivered between February and October 2023	
<b>Civic and Legal Modules:</b>  <b>Module 1:</b> Introduction to local government <b>Module 2:</b> Effective Council meetings <b>Module 3:</b> Council meeting procedures <b>Module 4:</b> Representing Council decisions	<i>All Council Members</i>	LGA	26/8/23	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
9.33.1/1 9.33.1/2	Public	Corporate Services	Chief Executive Officer	Four yearly following general election
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 Wattle Range COUNCIL	<b>GUIDELINE 1.6.1</b>	Version: 1
	<b>Council Member Training &amp; Development Plan</b>	Date Adopted: 11 December 2018
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Details	Attendee <i>Available to:</i>	Provider	Date	Cost
<b>Module 5:</b> Role of a Council member <b>Module 6:</b> Registers, returns and resources <b>Module 7:</b> Legal protections and oversights				
<b>Strategy and Financial Management Modules</b>  <b>Module 1:</b> Integrated strategic management and performance <b>Module 2:</b> Strategic risk management and oversight <b>Module 3:</b> Financial management	<i>All Council Members</i>	LGA	April 2023	
<b>Principal Member Forum/Mayoral Leadership Training</b>  This two-day forum includes the following modules: <b>Module 1:</b> Behaviour – Effective leadership <b>Module 2:</b> Behaviour – Public speaking and media <b>Module 3:</b> Civic – Meeting procedures <b>Module 4:</b> Civic – Effective meetings	<i>Mayor</i>	LGA	17-18 February 2023	

### Committee Specific Training

Details	Attendee <i>Available to:</i>	Provider	Date	Cost
Council Assessment Panel Member Training	<i>CAP Members</i>	In house, LGA or Legal Services Provider		
Audit Committee	<i>Audit Committee</i>			
<i>Other Committee specific training sessions</i>	<i>As appropriate</i>			

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
9.33.1/1 9.33.1/2	Public	Corporate Services	Chief Executive Officer	Four yearly following general election
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 Wattle Range COUNCIL	<b>GUIDELINE 1.6.1</b>	Version: 1
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**LGA Education and Training Services**

Details	Attendee <i>Available to:</i>	Provider	Date	Cost
Other relevant training programs provided by LGA	<i>As appropriate</i>	LGA		

**Local Conferences and Seminars**

Details	Attendee <i>Available to:</i>	Provider	Date	Cost
LGA Annual Conference and/or OGM Showcase	<i>All Council Members – nomination by formal resolution of Council</i>	LGA		
<i>Other relevant local conferences that may be identified throughout the year Other relevant short seminars and special interest sessions throughout the year</i>	<i>All Council Members – nomination by formal resolution of Council</i>			

**Interstate Conferences and Seminars<sup>#</sup>**

Details	Attendee <i>Available to:</i>	Provider	Date	Cost
ALGA National General Assembly of Local Government [location]	<i>All Council Members – nomination by formal resolution of Council</i>	ALGA		
<i>Other interstate conferences that may be identified throughout the year</i>	<i>As appropriate – nomination by formal resolution of Council</i>			

**2. REVIEW**

To be reviewed every four years following a general election.

**3. AVAILABILITY**

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	<b>Council Member Training &amp; Development Plan</b>	Date Adopted:	11 December 2018
		Next Review Due:	December 2022

#### 4. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> <li>• LGA Training &amp; Development Policy and Plan for Council Members – Model Policy</li> <li>• LGA Education &amp; Training section of website</li> </ul>
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i> – Section 80A</li> <li>• <i>Local Government (General) Regulations 2013</i> – Regulation 8AA</li> <li>• LGA Training Standards for Council Members (dated 5/10/2022)</li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• Policy 1.3 Council Member Allowances and Benefits</li> <li>• Register of Allowances &amp; Benefits</li> </ul>

#### 5. 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	11/12/2018	Council	Plan for 2018-2022	Folio 7995; Item 15.1.2

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
9.33.1/1 9.33.1/2	Public	Corporate Services	Chief Executive Officer	Four yearly following general election
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## 15.3 Director Development Services

### 15.3.1 Youth Advisory Council

Report Type	Officer Report
Department	Corporate Services
Author	Emma Clay
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	<b>Theme 5 - Organisational Excellence</b> 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/9.24.1/2
Attachments	Nil

#### Purpose of Report

To reconsider a proposal for increased youth engagement with Council through support of a Youth Advisory Council.

#### Report Details

For some time, the Local Government Association of South Australia (LGASA) has been actively promoting to increase the number of youth representatives as Elected Members on Local Government Councils with limited success.

In 2019, the Mayor and CEO attended the Local Government Association Annual General Meeting and heard the 2018 Australian Youth Representative to the United Nations, Amos Washington speak. During this speech, a key recommendation from his [2018 Australian Youth Representative Consultation Report](#) was delivered. Recommendation 7 from the report is relevant to local government:

*“That local and state/territory governments implement inclusive youth consultation strategies. All local governments should have a youth advisory council comprised of a diverse and representative group of young people serving in a consultative capacity. Some councils appoint a Youth Mayor, with a young person working in a leadership role in the interests of young people in the council area. Such positions should have appropriate funding to ensure adequate compensation for the young person’s time...”*

Following this conference, the Mayor and CEO commenced the process of developing a Wattle Range Youth Councillor Program, which included meeting with local school principals and seeking legal advice on the governance structure of a formal Youth Council.

At the Ordinary Meeting of Council on 11 February 2020, Council endorsed the development of a Wattle Range Youth Councillor program and directed the CEO to draft appropriate policies and procedures for Council’s consideration at a future meeting (Folio: 8930 Item: 15.1.2).

The proposed structure of the Youth Councillor Program was as follows:

- Youth Councillors would attend the public section of Ordinary Council meetings (i.e. not including any items held in confidence):
  - Students are seated in the chamber;
  - Students could be asked by Elected Members, through the Mayor, for various opinions on matters considered during the meeting. Elected Members would need to be proactive in engaging the Youth Councillors in the chamber as they would not be able to directly speak due to the strict nature of Council's Meeting Procedures;
  - Youth Councillors would receive the public Council agenda (as any member of the public is also entitled to view, refer to the Act and Council's Code of Practice – Public Access to Council & Committee Meetings and associated documents);
  - Youth Councillors would not participate in voting due to the strict legislative requirements governing this;
  - Youth Councillors would be provided with the same meal that Council Members are provided during meetings.
- Youth Councillors would receive an induction by the CEO and other relevant staff members to assist them in participating in the program;
- Given that some students would be required to travel significant distances to attend meetings, Council may wish to consider whether it is appropriate to allocate a budget for the re-imbursment of actual travel costs (e.g. per kilometre travel reimbursement) of attending meetings as relevant;
- No honorarium payment is admissible. Legally if an honorarium payment is made to these Youth Councillors this could be tantamount to being considered an employee of Council;
- Council Elected Members or Senior Staff may volunteer to mentor both students from a school;
- Students may wear school uniform or Council may wish to consider providing a uniform (e.g. t-shirt or jumper with Youth Councillor Logo) to help identify the Youth Councillors in the chamber (a small budget allocation would be required).

Shortly after Council's resolution to develop the Youth Councillor program, the Covid-19 pandemic hit Australia and numerous barriers prevented the Youth Councillor program from proceeding.

As the Covid-19 pandemic has now reduced in severity, Council staff have reviewed the proposed Youth Councillor Program with a view to commencing the program in 2023. The review has revealed some constraints to achieving strong youth engagement including:

- Youth were not consulted about how they would like to engage with Council in the development of the proposal (e.g., it's unknown if attending Council meetings is something that would interest youth)
- The proposal allowed for an induction, mentoring by Elected Members (or senior staff) and attendance at meetings, but it did not allow time for the Youth Councillors to interact and collaborate with each other, to form and debate ideas, make recommendations, or present united views on topics
- The communication with the Youth through Council's restrictive meeting procedures would be one-way, as they could only speak when asked to do so by the Mayor. There would be limited opportunity for the Youth to speak at their own will
- The proposed Youth Councillor program was not necessarily representative of the wider youth population, as it was to consist of six youth: two students from Penola High School, two students from Kangaroo Inn Area School, and two students from Millicent

High School. This means involvement was restricted from youth who reside in the Wattle Range region but may attend school elsewhere, are home-schooled, or have completed school, which represents a large proportion of the youth in the Wattle Range region.

- With all Council Meetings being held in Millicent, students travelling from Penola or Beachport (or equivalent) would be required to travel home from the meetings, in the dark, potentially quite late on a school night. This would greater burden youth from these areas and therefore interest from these areas may be affected.

The proposed Youth Councillor Program would also require:

- Amendments to the Council’s discretionary meeting procedures
- All Elected Members would need to obtain working with children clearance
- New policy and procedures would need to be developed in relation to the Youth Council’s operation, particularly regarding behaviour standards, appointments, removal from positions.

In the legal advice obtained from Norman Waterhouse regarding the Youth Councillor Program, it was noted that this would be the first time a model such as this was tried in South Australia, and therefore there would be some work in setting up the governance to ensure the model fits within the strict legislative requirements of the Council and the operations of the chamber. An alternative model suggested by Norman Waterhouse was to form a Section 41 Youth Advisory Committee.

Council staff have suggested that a Section 41 Committee could be developed under the existing legislative and governance framework of the Council. Expressions of interest for involvement in a “Youth Advisory Council” could be called for from the whole community and interested Youth could decide how the meetings are set up. For example, a Youth Mayor could be elected for the committee term (one year), or the role could be rotated through the group.

The proposed new annual format of the Section 41 Youth Advisory Council would consist of meetings / activities with a frequency of up to two monthly that align with the School Year:

<b>February</b>	<ul style="list-style-type: none"> <li>• Expressions of interest for the Youth Advisory Council are called.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Team Building Session at Noorla-Yo Long for all interested Youth;</li> <li>• An introduction to the services Council offers; and</li> <li>• A brainstorming session on the Council budget – particularly what local Youth would like to see in it.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Youth Week events including round-table dinner with government representatives, Australia Day Awards youth category winners and an open discussion on Youth issues.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Leadership workshop facilitated by a local, young leader; and</li> <li>• Development of the Youth Advisory Council structure and meeting procedures.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Public speaking workshop facilitated by Council’s CEO or Mayor; and</li> <li>• Development of a 6-month strategic plan, outlining at least one goal and associated actions based on the youth issues raised at the last meeting.</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Meet your Council (at the August Ordinary Meeting of Council) and present the 6-month strategic plan of the Youth Council.</li> </ul>

<b>August</b>	<ul style="list-style-type: none"> <li>• Media training / awareness workshop facilitated by Council's Communications Officer; and</li> <li>• Continue working towards and completing goals and actions of the strategic plan.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Resilience and overcoming adversity workshop facilitated by a local speaker; and</li> <li>• Continue working towards and completing goals and actions of the strategic plan.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Financial Literacy Workshop (budgeting) with a local financial services provider; and</li> <li>• Continue working towards and completing goals and actions of the strategic plan.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Final meeting / celebration. Presentation of certificates of accomplishment and personal references for participants.</li> </ul>

In addition to the above, some time will be made available at each meeting to address any questions that the Council may wish to direct to the Youth Advisory Council to advise on.

It is proposed that the monthly meetings could rotate between the communities of Council so the amount of travel is shared fairly between the participants. Options to video-conference into meetings may also be made available.

The benefits that Council could offer to Youth for their valuable advice and ongoing involvement in the Youth Advisory Council are:

- A \$30 gift voucher to a local store for attendance at each monthly meeting
- A shirt or jumper with branding that identifies their role on the Council
- A meal at each of the meetings.

An indicative annual operational budget for a Youth Advisory Council of up to 12 members is as follows:

<b>Item</b>	<b>Cost</b>
Meeting attendance fees (9 meetings)	\$3,240
Meals and meeting incidentals	\$1,650
Noorla Yo Long venue hire	\$250
Leadership and resilience speakers (x2)	\$500
Budget for Youth Event organised by the Youth Advisory Council	\$1,000
Budget for other goals and activities identified in the Youth Advisory Council Strategic Plan	\$2,000
Shirts or jumpers for up to 12x Council members	\$600
<b>Total</b>	<b>\$9,240</b>

In kind support would also include staff time to ensure the Youth Advisory Council remained on-program and met the requirements of the Section 41 Committee (Agendas and minutes etc).

If more than 12 nominations are received, Council staff will undertake a selection process based on the merits and the location of the applicants. Age will also be considered, as engagement with older youth (16 to 26 years) has been challenging, so a higher weighting will be given to this cohort.

## **Financial Considerations**

Budget Allocation	\$0
Budget Spent to Date	\$0
Budget Variation Requested	\$0

Currently, Council has \$3,500 in unspent funds in the “Old School” Vintage Workshops program. These workshops were held in the lead up to Geltwood Festival and are now completed. These funds could be redirected to fund the Youth Advisory Council up to 30 June 2023.

Council is also applying for a Youth Week Grant to assist in the development of this Youth Advisory Council and to assist with funding the Noorla-Yo Long Event.

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**

Council will communicate with all schools within its boundaries and schools outside of the Council boundaries that run buses to the Wattle Range communities regarding the program and request assistance with promoting and encouraging nominations.

A communications plan 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.
2. Endorse the development of a Wattle Range Youth Advisory Council in accordance with the proposed, new format, commencing with a call for expressions of interest in February 2023.

## 15.3.2 Southern Ocean Tourist Park - Termination of Management Agreement

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><b>Theme 2 - Economic Prosperity</b> 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.</p> <p><b>Theme 5 - Organisational Excellence</b> 5.2 Govern in a responsible and responsive way. 5.5 Ensure Council has the right people to succeed in delivering outcomes.</p>
File Reference	GF/7.81.4/10 & LP 758
Attachments	Nil

### Purpose of Report

To inform Council of the Managers of the Southern Ocean Tourist Park request to terminate the Management Agreement and for Council to consider procurement options for future management of the park.

### Report Details

#### Background

Wattle Range Council operates the Southern Ocean Tourist Park (SOTP) at Beachport. Council engages the services of a suitable contractor to run the day-to-day activities associated with the caravan park, including bookings, grounds maintenance, marketing, cleaning, general maintenance and customers service activities.

In December 2014 Council called for tenders for contractor services for the SOTP. After review of the tenders, and interviews with the top three tenderers, Council resolved to award the SOTP management contract to Dan & Heidi Prouse for the provision of contract services to operate the Southern Ocean Tourist Park on a three-year contract with the option (subject to appropriate performance and both parties agreeing) for an additional two years.

At the Ordinary Meeting of Council held on 19 January 2021 Council considered a report outlining the contractor's performance over the previous five years and considered a request to extend the management agreement. At the meeting Council moved to authorise the Chief Executive Officer to negotiate and enter into a contract with Dan & Heidi Prouse for the provision of contract services to operate the Southern Ocean Tourist Park for a period of three years with the option, subject to appropriate performance and both parties agreeing, for an additional two years. (Minute Reference Folio: 9263 Item: 15.3.2).

The management agreement commenced on 28 April 2021 and was due to expire on 27 April 2026 unless terminated earlier by the Council or the Managers. In this case, the Managers have requested to terminate the agreement.

In accordance with the management agreement, before the agreement comes to an end the Manager will:

- Remove all of the Manager's equipment and repair any damage caused by such removal;
- Complete any repairs which the Manager is obliged to carry out under the agreement such that the Park is left in good and neat condition consistent with its condition as at the commencement date (fair wear and tear excepted); and
- Provide to the Council details of all forward bookings at the park.

### **Procurement and Management Options**

Council may wish to consider if any changes are desired to the ongoing management structure at the Southern Ocean Tourist Park.

In 2019, Council engaged Asia Australis, an independent, strategic management consultancy firm to undertake a review of the business functions of the Southern Ocean Tourist Park. This report outlined possible future management arrangements:

- The current arrangement, where a Manager/s is contracted to run the day-to-day operations of the park and are paid a management fee (base wage + commission) for service. The Managers are responsible for cleaning, minor garden maintenance and housekeeping. All other repairs, maintenance and consumables are the responsibility of the Council.
- A medium-term lease of the site (5-year lease with options for renewal), similar to the Southend Tourist Park, whereby Council is paid an annual lease fee and the lessee retains all business income. The Lessee would also be responsible for all consumables, cleaning, and all maintenance of all assets. Council would be responsible for major infrastructure (e.g. power, water connections) and the capital/renewal of any buildings or building components at end of life.
- The sale of the business and infrastructure assets as a going concern with a long-term lease of the land (up to a 21-year lease with an option for up to a further 21-year renewal). Such an arrangement may entice a major industry participant who is willing to invest into upgrade some of the aging infrastructure at the park. However, consideration would need to be given as to how Council ensures suitable site conditions are maintained and returned to its possession upon completion of the term.

Council is unable to sell the Southern Ocean Tourist Park land, as it is situated on Crown Land.

Council may seek to run an Expression of Interest process which allows for proposals from suitably qualified operators that meet any of the above management models (or variations of each).

### **Financial Considerations**

Budget Allocation	NA
Budget Spent to Date	NA
Budget Variation Requested	NA



Budget allocations exist for contractor's fees and payments.

### **Risk Considerations**

Refer to Council Risk Register Acquisition, Contract and Tender Compliance

### **Policy Considerations**

Policy 1.30 Procurement

### **Legislative Considerations**

Section 202 of the *Local Government Act 1999*

### **Environmental / Sustainability Considerations**

The Wattle Range Council area is wholly in the Schedule of Native Title Determination Applications in relation to an application by the First Nations of the South East No 1. (Reference SC2017/002).

### **Communication & Consultation Considerations**

Nil

### **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Authorise the Chief Executive Officer to commence an Expression of Interest for the submission of proposals for the future management of the Southern Ocean Tourist Park.

## 15.4 Director Engineering Services

### 15.4.1 Poonada Road Tantanoola Request to Reduce Speed Limit

Report Type	Officer Report
Department	Engineering Services
Author	Ahmad Ouban
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	<b>Theme 4 - Infrastructure &amp; Asset Sustainability</b> 4.2 Plan and provide for a safe local road network that meets the future and current needs of our community.
File Reference	GF/20.36.1/6
Attachments	<ol style="list-style-type: none"><li>1. Poonada Road Proposed Speed Limit reduction extents [15.4.1.1 - 1 page]</li><li>2. Traffic Impact Statement Poonada Road [15.4.1.2 - 5 pages]</li></ol>

#### Purpose of Report

A local resident residing on Poonada Road, Tantanoola has expressed safety concerns over the road due to its alignment, design and nature of vehicles traversing the road and has requested a reduction in speed limit from 110 km/h to 100 km/h.

Poonada Road runs from Canunda Frontage Road to Tantanoola Road and forms part of the wind farm scenic drive.

Council's Engineer has investigated the request and found that Poonada Road does not meet most of the criteria for a 110 km/h road when assessed against Speed Limit Guideline for South Australia as provided by the Department of Infrastructure and Transport (DIT).

This report is requesting Council resolution to undertake community consultation with residents about a proposal to write to Department of Infrastructure and Transport about the reduction on Poonada Road from 110 km/h to 100 km/h due to safety concerns from Council.

#### Report Details

Council has received a letter from a resident seeking a reduction in the speed limit along Poonada Road from 110 km/h to 100 km/h.

The request highlighted the following concerns:

- Several homes along Poonada Road have small children living there
- It is a school bus route
- The road is quite narrow and has several bends
- There is frequent heavy vehicle traffic including a B double travelling twice daily along the road and there is often farm machinery on the road

- There are surrounding roads, that have minimal houses on them and have a speed limit of 100 km/h.

A Council staff member conducted a review of the request and assessed the road against the Speed Limit Guideline of South Australia. The Speed Limit Guideline for South Australia states that “the default 100km/h should be the initial consideration for speed limits outside of built-up areas” and that “the need for a non-default speed limit should be obvious to drivers.” Under Table 2.1 of the Guide, the criteria listed for a 110 km/h road includes the road being of high standard, in non-built-up areas with full access control (no direct driveways to the roadway), divided carriageways, sealed shoulders and be a major traffic and primary freight route. It is evident that Poonada Road does not satisfy most of these requirements, because it is not a divided carriageway, does not have sealed shoulders and is not a major traffic and primary freight route. It also does not have access controls for driveways.

Though roadside development is minimal due to the sparsity of houses and relatively long driveways to properties from Poonada Road, a 100 km/h should be the speed limit given the features of the road and the speed limits of nearby roads. Previous traffic count data for Poonada Road has shown average daily traffic (ADT) of 80.1 and 139.3, commercial vehicle percentage of 10.9% and 9.4% and a mean speed of 80.5 km/h and 81.5 km/h. This data was collected from traffic surveys conducted in August 2017 and December 2008 respectively.

These factors and technical data along with the preparation of the traffic impact statement attached to this report all support the Council writing to DIT for a review and reduction of speed limit.

The next step is to undertake community consultation with a report on the feedback received for consideration by Council.

### **Financial Considerations**

Budget Allocation	0
Budget Spent to Date	0
Budget Variation Requested	0

There are no known financial considerations related to this report.

### **Risk Considerations**

Please refer to the Wattle Range Council’s Share Point Register – High.

### **Policy Considerations**

This report is prepared in consideration of Council Communication and Consultation Policy.

### **Legislative Considerations**

This report has been prepared to consider legislation relating to road safety.

### **Environmental / Sustainability Considerations**

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

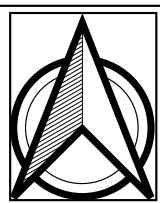
## **Communication & Consultation Considerations**

This report is seeking for Council to undertake community consultation on the speed limit of Poonada Road.

### **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Undertake public consultation in accordance with Council's Community Engagement Policy for a reduction in speed limit from 110km/h to 100km/h for the whole extent of Poonada Road.



Legend:

Map Title:

**Proposed Speed Reduction - Poonada Road,  
Tantanoola**

Datum:	GDA2020	Date:	Jan 2023
Projection:	UTM - MGA2020	Scale on A3L:	1:17,000
Zone:	54	Units:	m
		Sheet:	1 of 1



Wattle Range Council  
Engineering Services Division  
Ph: 08 8733 0901 Fax: 08 8733 4999  
PO Box 27, Millicent, 5290  
This drawing was created for the Wattle Range Council.  
The Council is not liable for any damages resulting from its use.

## TRAFFIC IMPACT STATEMENT AND ENDORSEMENT

**PROJECT:** Poonada Road, Poonada, SA 5280

**DRAWINGS / ATTACHMENTS:** Poonada Road Proposed Speed Limit reduction extents.pdf, Traffic\_Impact\_Statement\_Template\_Poonada Road

**COUNCIL:** Wattle Range Council

**ROAD AUTHORITY:** Wattle Range Council

**LOCATION:** The extent of Poonada Road, starting from Whites Road to Canunda Frontage Road. Approximately 16km Southeast of Millicent.

### BACKGROUND

A resident on Poonada Road expressed safety concerns arising from several factors, as follows:

- Several homes along Poonada Road have small children living there
- It is a school bus route
- The road is quite narrow and has several bends
- There is frequent heavy vehicle traffic including a B double travelling twice daily along the road and there is often farm machinery on the road
- The surrounding roads, namely, Johnson Road and Tantonala Road both have minimal homes along them and have a speed limit of 100 kph.

### INVESTIGATION

The concerns raised by the resident were verified through an onsite inspection by Council's Engineer. The average width of Poonada Road was measured to be 5.5m and an unsealed shoulder of approximately 1.5m.

Traffic count data also indicated average daily traffic (ADT) of 80.1 and 139.3, and a mean speed of 80.5 km/h and 81.5 km/h and commercial vehicle percentage of 10.9% and 9.4% in August 2017 and December 2008 respectively.

A review of the Speed Limit Guideline for South Australia found Poonada Road does not meet several key criteria for a 110 km/h roadway.

It is mentioned under Section 2.4 of the Speed Limit Guideline for South Australia that "the default 100km/h should be the initial consideration for speed limits outside of built-up areas" and that "the need for a non-default speed limit should be obvious to drivers." Under the guideline, the criteria listed for a 110 km/h road includes the road being of high standard, in non-built-up areas with full access control, divided carriageways, sealed shoulders and be a major traffic and primary freight route. It is evident that Poonada Road does not satisfy many of these requirements.

The road does not have a divided carriageway or sealed shoulders (Figure 1). The traffic data does not support this road as a primary freight route (low traffic volume). The assessment also noted no controlled access for the driveways or intersections and whilst low in numbers due to low density of the area several of these access points are around sweeping bends in the road.



**Figure 1: Poonada Road Geometry**

All these factor support a reduction of the speed limit to 100 km/h which also aligns the road and the speed limits of nearby roads. An overview of the road is shown in Figure 2 below.

### **PROPOSAL**

It is proposed to undertake community consultation to advise community that Council is going to write to the State Government Department of Transport and Infrastructure supporting a reduction of the speed limit along Poonada Road from 110 km/h to 100 km/h. Below is a list of the request that would be put to DIT.





The overall safety of the road shall be improved. It is anticipated that the mean speed on Poonada Road will be reduced even further, thus improving the overall safety of the road. There are no anticipated negative impacts from implementing the proposal. The assessment confirms that the road does not meet the speed limit guidelines.

### OUTCOME

List the road safety and traffic management outcomes of the proposal.  
Improved safety for both road users and pedestrians


### CONSULTATION

Provide details of any consultation, and any agreed decisions on the proposal that have occurred, including when and with whom. Consultation may include:

- DIT – Network Management Services
- DIT – Public Transport Operations and Planning
- Adjacent Council:
- Residents affected by the speed limit reduction
- Commercial business
- SAPOL
- Emergency services
- any other stakeholders as required

### ENDORSEMENT

In accordance with the Minister for Transport and Infrastructure's *Instrument of General Approval and Delegation to Council*, this Traffic Impact Statement has been prepared by a person the Council deems to be an experienced traffic engineering practitioner, and endorsed by a person authorised by Council.

<b>PREPARED BY:</b> (Experienced Traffic Engineering Practitioner)  Signed: 	Name: Ahmad Ouban	Date: 7/12/2022
	Position: Engineer	
<b>ENDORSED:</b> (Person authorised by Council) Signed:	Name:	Date:
	Position:	

**NOTE:** If this proposal only contains devices that meet Council's *Instrument*, approval from the Commissioner of Highways is **not** required. Otherwise continue below.

**APPROVAL FROM THE COMMISSIONER OF HIGHWAYS** or authorised delegate is required for devices not conforming to the requirements of, or used in accordance with, the Australian Standards or DIT's *Code of Technical Requirements* ('the Code'), or for devices listed in Appendix A of the Code as requiring a separate approval.

Applications for approval shall be addressed to:

Commissioner of Highways  
 % Manager, Traffic Services  
 Department for Infrastructure and Transport  
 GPO Box 1533  
 Adelaide SA 5001  
 Email: [DIT.TASSAdminSupport@sa.gov.au](mailto:DIT.TASSAdminSupport@sa.gov.au)

and must include this traffic impact statement, any plans and relevant supporting documentation.

APPROVAL FROM COMMISSIONER OF HIGHWAYS (or authorised delegate) – DPTI USE ONLY		
<b>TECHNICAL ENDORSEMENT</b>	Name:	Date:

(Recognised Traffic Engineering Practitioner) Signed:	Position:	
<b>APPROVED</b> (Authorised delegate in accordance with OI 18.3) Signed:	Name:	Date:
	Position:	
File No:	KNet Ref:	

**CONDITIONS**

(Additional conditions may be added to this list)

Approval to install, alter or remove those traffic control devices listed as requiring separate approval from the Commissioner of Highways that are proposed in this traffic impact statement and its attachments is granted subject to the following:

- Devices shall be installed, altered or removed in accordance with the *Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices* where there is no conflict with this traffic impact statement and its attachments, and the conditions of this approval, and
- Devices shall be installed by a council employee or contractor with experience in the placement of traffic control devices, and
- Council must keep records of the times and dates the devices are installed, altered or removed, and
- For speed limit and end speed limit signs, the Department will notify the Commissioner of Police of the approval before signs are installed, altered or removed, and
- For speed limit and end speed limit signs, the temporary 'Speed Limit Changed' (T1-SA109) sign shall accompany the new speed limit for a period of up to 2 months, in accordance with the *Speed Limit Guideline for South Australia*, and
- For speed limit and end speed limit signs, Council must notify the Commissioner of Police of the date of installation, alteration or removal within 20 working days of installation, alteration or removal.

## 15.4.2 Beachport Waste Services

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	<p><b>Theme 1 - Community Vibrancy &amp; Presentation</b> 1.5 Support community events that are sustainable and provide longer term benefit to the community &amp; visitors.</p> <p><b>Theme 2 - Economic Prosperity</b> 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.</p> <p><b>Theme 3 - Environmentally Sustainable</b> 3.3 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>
File Reference	GF/5.36.1/2
Attachments	Nil

### Purpose of Report

To advise Council of the measures implemented in Beachport for the waste management services in order to meet the increased demand over the peak summer holiday period.

### Report Details

Beachport requires additional waste management services each year during the peak summer holiday period (December/January) to effectively manage waste disposed of in street litter and park bins. Discussions with local businesses indicate street litter bins are filled with bagged rubbish from caravaners and campers before leaving town, which then causes overflowing when used for general public use. Council's kerbside collection contractor, Cleanaway, each year conducts daily "Beach Runs" of all street and park litter bins located in Tantanoola, Rendelsham, Southend and Beachport (including Southern Ocean Tourist Park) from 26<sup>th</sup> December until 31<sup>st</sup> January to manage additional use. These daily "Beach Runs" for street litter bin collection are in addition to the weekly residential bin collection service that is provided all year for the Beachport community.

During 2022 Council determined the existing waste arrangements were not sufficient to handle the increased visitation rates and waste created. For this summer Council trialed a Tourist Waste Skip Bin, a general waste skip bin was placed adjacent to the RV Dump Point at the Beachport Visitor Information Centre to accept small bagged rubbish from campers, to divert this from filling or overflowing street bins. The skip bin would be available from Friday 2<sup>nd</sup> December 2022 until Tuesday 31<sup>st</sup> January 2023 and collected on a weekly basis. This system had been trialed during the second and third term school holidays in 2022 and effectively contained the additional waste.

On Friday 30<sup>th</sup> December 2022 Council was notified that the skip was full and needed to be emptied (see photo below). The on-call staff contacted Veolia to see if the skip could be

emptied unfortunately, they indicated that they do not have resources to empty the skip until the following Tuesday. The officer subsequently arranged for 10 wheelie (event) bins to be placed adjacent to the skip to manage the need. These bins are collected daily under the street litter bin program provided by Cleanaway.



Full Skip Bin Beachport Visitor Information Centre (30<sup>th</sup> December 2022)

On Monday 2 January 2023 Council was made aware that the number of tourists utilising the service before leaving town had significantly exceeded the capacity of both the skip bin and wheelie bins and left a huge quantity of waste in bags next to the skip/wheelie bins (see photo below). Council’s Rapid Response Team with assistance from the Beachport Lions Club removed the additional waste and disposed of it safely at the Beachport Waste Transfer Station.



Bags of Rubbish placed at Beachport Visitor Information Centre (2<sup>nd</sup> January 2023)

The skip bin and wheelie bins were emptied in the morning of Tuesday 3 January 2023 around 9am. Council officers were onsite at 9.30am at the Beachport Visitor Information Centre talking to the Visitor Information Officer to check the status of the services and get feedback on the waste issue. At this time the officers observed in a matter of minutes the skip was filled.

The officers spoke to the campers who were using the service to get an understanding of where these people were camping and also who was generating the waste. The camper advised that that were camping in the Coastal Reserve area. That all the waste was from their own camping activity and this was the second trip into town to get rid of waste at this location. They also confirm that large numbers are also camping in the conservation reserve and that most had packed up. It should be noted that camping areas are quite limited in this conservation reserve with an area available on Lake George Road in Beachport i.e. most are camping illegally. A new sign has been installed at the end of Lake George Road (see below image), officers will discuss the illegal camping issue with the Department for Environment and Water as this is a significant part of the waste challenge.



Campers Disposing of Waste (3<sup>rd</sup> January 2023)



Camping Signage at end of Lake George Road Beachport (as you enter conservation reserve)

It confirmed that due to the number of tourists using the service we had a need to greatly increase the services immediately or deal with ongoing issue of people either dumping the rubbish or leaving the material adjacent to waste bins. We had also dealt with waste being left at the surf beach next to the street litter bins and several bins in town being quickly filled such as the bin at the boat ramp and near the rotunda (next to the donut van) we had already arranged after addressing the waste issue addition wheelie (event) bins at these locations.

To ensure the waste management services available for tourist use is suitable for the remainder of the peak summer holiday period the following changes were put in place:

- two additional larger skip bins were delivered onsite at Beachport Visitor Information Centre on Tuesday 3 January 2023 (see photo below). The collection frequency for these new larger skip bins will be twice weekly on Monday and Thursday. Please note we hoped to place the bins closer to where the vehicle is parked however due to overhead powerlines this was not possible.
- the existing skip bin after it's next collection on Tuesday will be relocated to the public car park on Railway Terrace near the pharmacy. Its collection frequency will continue to be weekly on Tuesday.
- Retention of additional wheelie (event) bins at various locations such as the boat ramp, rotunda foreshore and Beach Road.



Location of skip bins at Beachport Visitor Information Centre

The use of the skip bins will be continuously monitored to ensure waste is contained appropriately.

Council has notified the Beachport & Districts Development Association (BDDA) of the three trials of the tourist waste skip bin prior to their implementation. Recent changes to the service have been communicated with the BDDA to ensure they have confidence the waste disposal is being effectively managed for the current holiday period. Feedback on the service and improvements for next peak summer season will be requested at the cessation of this current trial.

The major positive in the additional services is that whilst we may not have met the exceptional and unprecedented demand the waste is being deposited and has been taken to a waste disposal facility. Without the trial we could have seen a significant quantity being dumped illegally or left in the conservation reserve where most of the tourists using the service are camping. We need to consider that the demand for these services over the peak period will need to be formalised and established as part of the waste management program.

It should be noted that whilst not on the same scale we have a similar issue with Southend in Leake Street and have put in place additional wheelie (event) bins at this location to manage the waste from campers on the beach.

### **Financial Considerations**

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

The financial considerations related to this report are operational expenses for the skip bin hire and collections. In addition, if necessary, Council staff time to tidy around the skip bin if they become overfilled and rubbish is left on the ground.

### **Risk Considerations**

The risk associated with this information to be noted is Low. The risks involved with the waste management services are part of the day-to-day operational duties of the contractors who are waste contractors.

### **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**

The implementation of the additional waste management services in Beachport during the peak summer holiday period will assist in minimising the littering of waste at camping sites particularly in the bush or on the beach and the burning of waste by campers as the campers will have an alternative option for the disposal of waste. It will also reduce the overfilling of the street and park litter bins in Beachport reducing the potential for waste to be released into the environment of the parks or into the sea.

### **Communication & Consultation Considerations**

Communication has been undertaken with the BDDA and Beachport Lions Club and will continue with these community groups in relation to the waste management services matter during the peak summer holiday period as they are on-the-ground in Beachport and can provide feedback and recommendations on the measures implemented.

### **RECOMMENDATION**

That Council receive and note the report.



## 16 Correspondence

### 16.1 Coonawarra Running Festival

Report Type	Correspondence
Correspondent	Sandra / Anne-Marie / Coonawarra Running Committing
File Reference	GF/4.38.1 EI2022/208895
Attachments	1. Letter of Thanks [16.1.1 - 1 page]

#### RECOMMENDATION

That the correspondence from the Coonawarra Running Committee dated 17 December 2022 regarding the Coonawarra Running Festival held on 5 November 2022 be received and noted.



Postal: PO Box 173, PENOLA, SA 5277.  
Email: coonawarrarunning@gmail.com  
Mobile: 0427799244 (Sandra)

17<sup>th</sup> December, 2022

Dear Mayor Noll, Mr Ben Gower and Wattle Range Council Staff,

On behalf of the Coonawarra Running Festival Committee we would like to thank Wattle Range Council for their support for our inaugural Festival held 5<sup>th</sup> November, 2022. Your assistance was vital in making the event such a success.

Thank you to Council Staff and especially Nick Serle for all his efforts getting facilities ready for the day.

We were extremely thrilled with the outcome of the event, having 320 registered participants, over 30 market stalls, around 50 show 'n shine vehicles and a huge crowd of spectators.

The Committee is proud to announce that we have presented Breakthrough Mental Health Research Foundation an amount of \$27,000. The amount raised was outstanding but we are also mindful of the importance of awareness for mental health made on the day through various organisations.

Please save the date for the next Coonawarra Running Festival – 4<sup>th</sup> November, 2023.

Sometime in February 2023 we anticipate commencing to organise the 2023 event. It would be great if we could get together and discuss the 2022 event and expectations for the 2023 event .

A quick reminder that we look forward to Ben Gower and Tony Pasin running in the event in 2023 as promised to Sandra!!!

Wishing you all a Merry Christmas and Best Wishes for 2023.

Sandra, Anne-Marie and Coonawarra Running Committee.

## 16.2 Bedford Changing Lives

Report Type	Correspondence
Correspondent	Myron Mann, Chief Executive Officer
File Reference	GF/2.42.2/1 EI2022/209123
Attachments	1. E I 2022 209123 2.42.2 1 [ <b>16.2.1</b> - 2 pages] 2. coulet mayor Bedford 141222 [ <b>16.2.2</b> - 1 page]

### RECOMMENDATION

That the correspondence from Myron Mann, Chief Executive Officer dated 21 December 2022 regarding the closing of the Millicent Laundry Facility be received and noted.



21 December 2022

**Via email**

Mr D Noll OAM  
 Mayor  
 Wattle Range Council  
 PO Box 27  
 MILLICENT SA 5280

Dear Des

I am in receipt of your letter of 14 December 2022 noting that my letter of 7 December was placed before Council. I appreciate as a result of that, you are disappointed that we did not agree to attend a public meeting. Let me explain why.

Bedford has a responsibility to our supported employees and staff to assist them through the closing of our Millicent Laundry facility. Bedford employs trained disability support staff who are professionals in providing support to people with disability, their families and carers. Prior to the announcement, and ongoing since the announcement, we have worked with every supported employee or staff member who have accepted our support or requested other ways to support them. It is their choice to be supported or not. At this time 20 of our 22 total team members have either found work, are quite a way down the path of finding new employment or have engaged with other services in the community – including a transfer to our Mt Gambier timber processing facility which will undergo a \$3 million upgrade and expansion in 2023. Bedford will continue to support all our Millicent team members up to the closing and beyond.

Our supported employees and staff deserve our full support and the dignity of dealing with change in a private manner, not publicly. Bedford has a long history of providing the necessary support and this will continue into the future.

I note we attempted to contact your office multiple times on 8 November 2022 to advise of the pending announcement and were told that Council Senior Management and your office were too busy to take our calls. We tried again on 9 November 2022 and were put in contact with Mr. Peter Halton, who we then sent the formal letter of cessation.

**Head Office**

615 Goodwood Road  
 Panorama SA 5041

PO Box 18  
 Melrose Park SA 50391

t (08) 8275 0211  
 f (08) 8277 0229

facebook.com/BedfordGroup  
 Twitter.com/BedfordGroup

bedfordgroup.com.au  
 Bedford Group Ltd ABN 34 158 717 447



I would like to reiterate we ran a formal Expressions of Interest (EOI) process and we had six organisations look at potentially buying the laundry. None of the six felt it was commercially viable, so discussions did not progress. It was only after the EOI closed; we made the decision to close the facility.

I fully respect there are many stakeholders affected by Bedford's decision beyond our own supported employees, staff and customers, including the town of Millicent. Bedford will put the property on the market for sale post our closure. If you are aware of any interested parties that may wish to purchase the building and keep the laundromat open, as a gesture of goodwill, Bedford will offer to gift the coin operated laundromat equipment to the Council, or the new property owner, to allow that service to continue.

Yours sincerely

**Myron Mann**  
**Chief Executive Officer**

**Head Office**

615 Goodwood Road  
Panorama SA 5041

PO Box 18  
Melrose Park SA 50391

t (08) 8275 0211  
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bedfordgroup.com.au  
Bedford Group Ltd ABN 34 158 717 447

## Office of the Mayor

Our Ref: GF/2.42.2/1  
coulet mayor Bedford 051222

14 December 2022

Mr Myron Mann  
Chief Executive Officer  
Bedford  
615 Goodwood Road  
PANORAMA SA 5041

[bedford@bedfordgroup.com.au](mailto:bedford@bedfordgroup.com.au)

Dear Myron

### Bedford Group Millicent

Thank you for your response dated 7 December 2022 in relation to the closing of the Bedford Group laundry and gardening operations in Millicent.

Your letter was placed before Council at an Ordinary Meeting held on Tuesday, 13 December 2022. Please see below an excerpt from the Minutes of the Meeting:

#### 16.6 Bedford Group Millicent

*Cr Dunncliff moved that the correspondence from Mr Myron Mann, CEO dated 7 December 2022 regarding closure of the laundry and gardening operations in Millicent be received and noted.*

*Cr Brodie seconded*

**CARRIED**

*Cr Walshaw moved that Council respectfully request that the Mayor write back and insist that the CEO of Bedford visit Millicent and attend a public meeting to address the families and clients affected by this decision.*

*Cr Agnew seconded*

**CARRIED**

Council expressed its disappointment that you did not respond to my invitation to visit Millicent and attend a public meeting to address issues with employees and in some cases families from the Bedford Group Millicent.

As originally advised, I am very happy to arrange a meeting for you to attend.

I look forward to your favourable response on this most important community issue.

Yours sincerely



Des Noll OAM  
**MAYOR**

Telephone: (08) 8733 0900  
Email: [mayor@wattlerange.sa.gov.au](mailto:mayor@wattlerange.sa.gov.au)

*Wattle Range - a great place to live and work*



PO Box 27, Millicent SA 5280  
[www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

## 16.3 Letter from the Honourable David Speirs MP - Leader of the Liberal Party re Southend

Report Type	Correspondence
Correspondent	The Hon David Speirs MP Leader of the Liberal Party
File Reference	GF/5.3.2/6 EI2022/209177
Attachments	1. E I 2022 209177 5.3.2 6 Letter from David Speirs MP - Mayor Des Noll [ <b>16.3.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from David Speirs MP dated 20 December 2022 regarding his meeting in Southend to discuss coastal erosion be received and noted.



THE HONOURABLE DAVID SPEIRS MP  
LEADER OF THE LIBERAL PARTY

Mayor Des Noll  
Wattle Range Council

By email: [mayor@wattlerange.sa.gov.au](mailto:mayor@wattlerange.sa.gov.au)

Dear Mayor,

Thank you for meeting with me at South End as part of my most recent trip to the Limestone Coast.

My Grassroots Community Listening Tour, which stretches far beyond just turning up to a regional town, having a single 'town hall' style forum then heading back to Adelaide at the next opportunity. To that end, our discussion and site visit at South End gave me the first-hand experience that will shape my mission to provide a sensible and practical alternate government for all South Australians.

It's clear to me that coastal erosion in the region is a critical issue for multiple communities. As you would be fully aware, a healthy coastline will sustain thriving habitats for native wildlife, offer unique tourism opportunities and support recreation and commercial fishing sectors; all of which provide direct benefits to nearby communities. My team will continue to advocate for investment into addressing coastal erosion and support appropriate opportunities to mitigate the impacts of these issues.

I have copied Mr Nick McBride MP, Member for Mackillop and the Hon. Nicola Centofanti MLC, Shadow Minister for Regional South Australia into this letter as I believe the matters you raised, will be of interest to Nicola as it relates to her shadow portfolio responsibilities and to Nick as your local Member of Parliament. I encourage you to continue liaising with our offices about opportunities where we can strongly advocate on your behalf.

I would welcome an opportunity to meet with you again, until such time, if there is anything I or my team can be of assistance with, please do not hesitate to make contact.

Yours sincerely,

  
David Speirs MP

Leader of the South Australian Liberal Party

Date: 20/12/22

Cc: Mr Nick McBride MP, Member for Mackillop  
Hon. Nicola Centofanti MLC, Shadow Minister for Regional South Australia

Parliament House, North Terrace, Adelaide, South Australia, 5000  
P | (08) 8237 9137 E | [leaderoftheopposition@parliament.sa.gov.au](mailto:leaderoftheopposition@parliament.sa.gov.au)

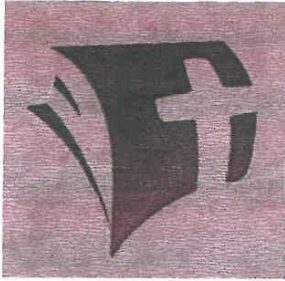


## 16.4 Gay Pride Flag - Flown at Wattle Range Council Civic Centre

Report Type	Correspondence
Correspondent	Millicent Baptist Church Inc
File Reference	GF/2.36.1/2 I/208918
Attachments	1. I 208918 [ <b>16.4.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from the Secretary of the Millicent Baptist Church dated 14 December 2022 regarding the flying of the Gay Pride Flag be received and noted.



## Millicent Baptist Church Inc.

ABN 40 378 009 552

26 Ridge Terrace, Millicent, SA 5280

P.O. Box 933, Millicent, SA 5280

Phone Office: (08) 8733 2690

Email: mbcsec@optusnet.com.au

14 December 2022

Wattle Range Council Elected Members  
PO Box 27  
Millicent SA 5280

LETTER NO:	2.36.1/2-1/208918			
FILE NO:				
DATE RECD:	19 DEC 2022	EA		
✓	CCS	HRF	GRD	FILE

Dear Council Members,

A neighbour of one of the members of our congregation raised the issue of the Gay Pride flag being flown at the Civic Centre Council Office and the congregation member has asked what should be the church's response.

The Leadership Team at Millicent Baptist Church has considered this and this letter is written seeking a change to the policy of this Local Government body flying a flag promoting various sexual lifestyles. This is especially an issue when it was reported in recent times that a third flag pole is being considered at Council to eliminate a sharing arrangement with the Australian Aboriginal Flag.

It is our belief that council should not be in the business of promoting alternative sexual lifestyles - no matter how marginalised it is thought these lifestyles are. Society is being heavily sexualised and there are different opinions regarding the promotion of non-heterosexual sexual lifestyles as opposed to the acceptance of these lifestyles. A flag flown at an official government building sends a message which is different from the holding of street parades, festivals etc. as these latter are considered being temporarily allowed by Council rather than being permanently promoted.

We are of the opinion that it is not the business of Local Council to be flying non-Government flags. If non-Government flags are to be flown then why isn't the tricolour Disability flag flown which represents a minority group which suffers difficulties in society. Arguably other flags could be flown such as the Mental Health flag, the Christian flag, the Buddhist flag, the Hinduism flag, one of the Heterosexual flags, or one of the cancer flags. We do not advocate the flying of these flags.

When it comes to the large array of non-Government flags possible, Council should remain neutral and only fly official Government flags such as the Australian National Flag, the Australian Aboriginal Flag, the Torres Strait Islander Flag, and the South Australian state flag.

Please kindly reconsider your decision in regard to this matter.

Yours faithfully,

David Hallett

Secretary, Millicent Baptist Church

## 16.5 Thank You - Sam Haase

Report Type	Correspondence
Correspondent	Sam Haase
File Reference	GF/7.41.3/1 I/209008
Attachments	1. I 209008 [ <b>16.5.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from Sam Haase dated 19 December 2022 thanking Council for support through the Wattle Range Youth Development Foundation be received and noted.

19 / 12 / 22

To Mr. Gower and the Wattle Range Council,

I would just like to say thank you very much for your support through the Wattle Range Youth Development Foundation.

I was fortunate to be selected into the Under 13 Regional SA State Tennis team. Through this I have played in both Adelaide and Brisbane tournaments.

Both events were a great experience it was really good because I met other people that I did not know and it was fun getting to know my team.

Thanks again for your support regards,  
Sam Haase



LETTER NO. 1/209008 (0109609)  
 REC'D 7.9.3/1  
 DATE 20 DEC 2022  
 FILED EA  
 FILE

## 16.6 Australian Local Government Association - 2023 National General Assembly - Call for Motions

Report Type	Correspondence
Correspondent	Cr Linda Scott ALGA President
File Reference	GF/10.14.3/3 I209361
Attachments	1. I 209361 [ <b>16.6.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from the Australian Local Government Association dated 19 December 2022 regarding the 2023 National General Assembly Call for Motions be received and noted.



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

19 December 2022

Mayor Des Noll  
Wattle Range Council  
PO Box 27 MILLICENT SA 5280  
council@wattlerange.sa.gov.au

LETTER NO. 1209561					
FILE GF/ 10.14.313 PF/					
DATE RCVD				03 JAN 2023	
				REFER TO: EA	
CEO	DCS	DDS	DES		FILE

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

### 2023 National General Assembly Call for Motions

We're excited to let you know that in preparation for our 2023 National General Assembly of Local Government (NGA), your Australian Local Government Association (ALGA) is now calling for councils to submit motions.

The theme of our 2023 NGA will be "Our Communities, Our Future", and it will be held at the National Convention Centre in Canberra next June. We are seeking your motions to guide ALGA's Board, in particular, where they identify opportunities for reforming and creating new Federal Government programs and policies that will support councils to build stronger communities into the future.

We heard and responded to your feedback and, as a result, the ALGA Board has ensured we will allocate additional time for debate on motions in 2023 and made improvements to the criteria to support more focused discussion.

We have also heard from some of you that you prefer presentations and panels to debate on motions, so we will be running concurrent sessions as another option for non-voting delegates during these sessions. The attached discussion paper will help you prepare your council's motions, which can be submitted online at [www.alga.com.au](http://www.alga.com.au) until **Friday 24 March**.

Next year's NGA is shaping up to be even bigger than 2022, and we are working with the Prime Minister and Federal Government towards incorporating the return of the Australian Council of Local Government (ACLG).

The ACLG was originally established by the Federal Government in 2007 as an opportunity for councils to engage directly with the Government and key Ministers. We are thrilled that the Albanese Government has committed to re-establishing this forum, and we look forward to working with them to make it a success, and a key part of our NGA.

We are currently finalising the dates for the 2023 NGA and ACLG and will confirm these dates prior to the opening of registrations early next year.

We look forward to receiving your 2023 NGA motions and welcoming you to Canberra next June.

Thank you all for your dedication to your council and community! I wish you all the best for a wonderful holiday season and a happy and healthy 2023.

Yours sincerely,

*Linda Scott*

Cr Linda Scott  
ALGA President

## 16.7 Tony Pasin MP, Federal Member for Barker - Wattle Range Annual Report for 2021/22

Report Type	Correspondence
Correspondent	Tony Pasin MP – Federal Member for Barker
File Reference	GF/18.68.1 I209362
Attachments	1. I 209362 [ <b>16.7.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from Tony Pasin MP dated 22 December 2022 regarding Wattle Range Council's Annual Report for 2021/22 be received and noted.



# TONY PASIN MP

Federal Member for Barker



22 December 2022

Mr Ben Gower  
Chief Executive Officer  
Wattle Range Council  
PO Box 27  
MILLICENT SA 5280

By email: [ben.gower@wattlerange.sa.gov.au](mailto:ben.gower@wattlerange.sa.gov.au)

Dear Mr Gower,

Thank you for providing me with a copy of Wattle Range Council Annual Report for 2021/2022.

I appreciate you keeping my office informed of Wattle Range Council's long term vision and activities to support the community.

Please pass on my best wishes and thanks to Councillors and staff for their ongoing dedication and commitment to improving the economic prosperity within the Wattle Range Council community.

Yours sincerely

Tony Pasin MP  
Federal Member for Barker  
Shadow Assistant Minister for Infrastructure and Transport  
Ref: TP/NP

LETTER NO: 1209362					
FILE GF/ 18.68.1 PF/					
DATE RCVD			03 JAN 2023		REFER TO: EA
CEO	DCS	DDS	DES		FILE

#### Murray Bridge Office

Shop 5, Murray Bridge Green, Riverview Road, Murray Bridge SA 5253  
Phone (08) 8531 2466 Freecall 1300 301 648

#### Mount Gambier Office

27 Commercial Street East, Mount Gambier SA 5290  
Phone (08) 8724 7730 Freecall 1300 723 935

Email [tony.pasin.mp@aph.gov.au](mailto:tony.pasin.mp@aph.gov.au) Web [tonypasin.com](http://tonypasin.com) f TonyPasinMP @TonyPasin

Tony Pasin MP, Liberal Party of Australia, Mount Gambier SA 5290.



## 16.8 14th Asia Pacific Cities Summit (APCS) & Mayors' Forum - 'Shaping Cities for our Future'

Report Type	Correspondence
Correspondent	Adrian Schrunner, Lord Mayor - Brisbane
File Reference	GF/10.3.2 I209359
Attachments	1. I 209359 [16.8.1 - 2 pages]

### RECOMMENDATION

That the correspondence from Adrian Schrunner, Lord Mayor dated 9 December 2022 regarding and invitation to Mayor Des Noll to attend the 14<sup>th</sup> Asia Pacific Cities Summit (APCS) & Mayors Forum being held in Brisbane from 11 -13 October 2023 be received and noted.



OFFICE OF THE  
LORD MAYOR  
Brisbane

Office  
City Hall  
King George Square  
Brisbane Qld 4000 Australia  
Tel 07 3403 4400  
Fax 07 3403 9930  
LORDMAYOR@brisbane.qld.gov.au  
Postal  
GPO Box 2287  
Brisbane Qld 4001 Australia

9 December 2022

Councillor Des Noll  
Mayor  
Wattle Range Council  
PO Box 27  
MILLICENT SA 5280

LETTER NO: 1209359		FILE GF/ 10-3-2 PFI	
DATE RCVD	03 JAN 2023	REFER TO: EA	
CEO	DCS	DDS	DES
			FILE

My dear Mayor

### 14<sup>th</sup> Asia Pacific Cities Summit (APCS) & Mayors' Forum 'Shaping Cities for our Future'

I am pleased to announce that the 14<sup>th</sup> Asia Pacific Cities Summit (APCS) & Mayors' Forum will be held in **Brisbane** from **11-13 October 2023**, and I invite you to be involved.

The APCS & Mayors' Forum is the largest and most diverse gathering of mayors in the Asia Pacific region. Across its 25-year history, it has been creating lasting impacts for cities and become the region's award winning, landmark event for city leaders. The event brings together city thinkers, makers and innovators to propel urban capability and best practices while connecting government and business to each other. With an alumni of more than 550 cities, the APCS & Mayors' Forum is an internationally recognised event with world-class speakers and a dynamic program designed to challenge your thinking.

#### Summit Themes

The overarching theme of 2023 APCS & Mayors' Forum is **Shaping Cities for our Future**, with three sub-themes to be discussed:

- Cities of connection** - technology, data and the people
- Cities of sustainability** - adapting to growth, inclusivity and wellbeing
- Cities of legacy** - creating events of prosperity and longevity.

#### You will walk away with

- Insights on emerging opportunities and world changing ideas on cities
- Connections to world-class keynote speakers, city leaders and high calibre delegates
- Access to the award-winning APCS network and alumni
- Influence in the conversation on the future of our cities
- Business leads and commercial outcomes for your region.

#### Who will attend?

In 2019, more than 1400 delegates from 140 cities, representing a global population of more than 405 million people participated in the event, including 83 Mayors and Deputy Mayors. The Summit attracts an almost equal mix of public and private sector delegates. Attendees typically represent local government (Mayors, Governors and Commissioners), city managers and executives, key business and industry leaders, policy makers, research leaders and young professionals.

.../2

- 2 -

### **The Mayors' Forum**

This exclusive, **invitation-only** event is an opportunity for Mayors and Deputy Mayors to create their own global network of influential peers and to learn about the latest trends, global best practice and opportunities in city management. Participants are invited to directly contribute to and adopt the 2023APCS Mayors' Accord which represents the outcomes and strategic objectives of the Forum. The 2019APCS Mayors' Accord directly impacted the lives of more than 98 million people.

### **What are the opportunities for my city?**

- **Speaking opportunities** – the Secretariat will invite submissions to speak at the event and encourage submissions by case studies and projects relevant to the Summit sub-themes. Applications will open in April 2023.
- **City Leaders' Forum** – exclusive opportunity for senior public servants of your city to come together, share strategies and insights with their peers and create powerful partnerships.
- **Young Professionals (YPs@APCS)** – invite young professionals from your city to join this program to equip the next generation of leaders.

### **Opportunities for attending delegations**

This is a one in every four-year opportunity for civic and business leaders to expand their networks across the region. The Summit features a business program where delegates can connect and strengthen their global trade and investment links, and drive commercial outcomes through one-on-one business connections, exhibitors showcase and networking events. The secretariat can also assist with introductions for other meetings while visiting Brisbane.

### **About Brisbane, Home of the APCS**

Brisbane is Australia's gateway to the Asia Pacific region and home to a thriving economy worth \$181 billion.

The future host city of the Brisbane 2032 Olympic and Paralympic Games is known for its vibrant multicultural community, innovation-led economy, enviable outdoor lifestyle and is a natural home for business.

### **Contact us**

For further information and to ensure your city's participation in the 2023APCS in Brisbane, please contact **Ms Susie Clowes, APCS Project Manager** in my International Relations and Multicultural Affairs Branch, by email at [AsiaPacific.CitiesSummit@brisbane.qld.gov.au](mailto:AsiaPacific.CitiesSummit@brisbane.qld.gov.au) or by phone on 07 3178 0790. Alternatively, visit the APCS website at [www.apcsummit.org](http://www.apcsummit.org) or by scanning the QR code below.

I sincerely hope that I have the opportunity to welcome you to Brisbane for this landmark event.

Yours sincerely



Adrian Schrinner  
**LORD MAYOR**

Ref: LM05521-2022

Enc.



## 16.9 National Pilot Project - Primary Prevention Program

Report Type	Correspondence
Correspondent	Tyson Brown Project Lead – Plant Youth Australia
File Reference	GF/17.3.2/8 EI2023/209548
Attachments	<ol style="list-style-type: none"><li>1. E I 2023 209548 - 17 3_2 8 - Attn_ Mayor Noll - Planet Youth, Primary prevention program in your Cou [16.9.1 - 2 pages]</li><li>2. PY MAYOR Millicent 6 Jan 23 [16.9.2 - 2 pages]</li><li>3. PY Aus Summary (9) [16.9.3 - 4 pages]</li></ol>

### RECOMMENDATION

That the correspondence from Tyson Brown dated 6 January 2023 regarding Planet Youth – evidence based primary prevention program in your Council area be received and noted.

**Archived:** Tuesday, 10 January 2023 12:51:42 PM

**From:** [Tyson Brown](#)

**Sent:** Friday, 6 January 2023 12:26:33 PM

**To:** [Mayor](#)

**Subject:** EI2023/209548 - 17.3.2/8 - Attn: Mayor Noll - Planet Youth, Primary prevention program in your Council area

**Sensitivity:** Normal

**Attachments:**

[PY\\_Aus\\_Summary \(9\).pdf](#)  [Y\\_MAYOR\\_Millicent\\_6Jan23.pdf](#) 

Good afternoon Mayor Noll

Wishing you a Happy New Year, hoping you had an enjoyable festive season and the year ahead is productive and meaningful for you and your community.

I write with enthusiasm for the opportunity to connect and discuss a national pilot project that is being delivered within the Wattle Range Council area and more broadly throughout the Limestone Coast. It seeks to work alongside community to enhance the wellbeing of young people away from alcohol and other drugs.

See a letter and additional information attached and I welcome the opportunity to discuss with you in greater detail.

Kindest regards

**Tyson Brown** | Project Lead - Planet Youth Australia

M 0410 551 586

W [adf.org.au](mailto:adf.org.au)

Unit 2/15 Fullarton Rd, Kent Town, SA 5067

**The Alcohol and Drug Foundation would like to wish you a safe and happy holiday season.** 

**Our offices nationally will be closed from Thursday 22nd December until 9am Tuesday 3rd January.**

If you need information or assistance during this period, please call the National Alcohol and Other Drug Hotline on 1800 250 015 or visit [adf.org.au/help-support](http://adf.org.au/help-support)



The Alcohol and Drug Foundation acknowledges Traditional Owners of Country throughout Australia. We pay our respects to Aboriginal and Torres Strait Islander cultures; and to Elders past and present.

The ADF is committed to a safe and inclusive environment for all.



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6 January 2023

Des Noll  
Mayor  
Wattle Range Council  
PO Box 27  
Millicent SA 5280  
Via email [mayor@wattlerange.sa.gov.au](mailto:mayor@wattlerange.sa.gov.au)

Dear Mayor Noll,

Re: Planet Youth – Evidence based primary prevention program in your Council area.

Planet Youth is an international evidence-based primary prevention program developed in Iceland and has seen a significant reduction in alcohol and drug use and enhanced health and life outcomes of their young people over many years.



The Alcohol and Drug Foundation (ADF) commenced the pilot in selected communities within NSW and SA in 2019 and your Council area is an important component of the trial, as we seek to ascertain its applicability in our Australian context. It is a community led approach that uses data from year 10 students two yearly. This informs actions created from community services, local business, Local and State Government, educational institutions, local residents and young people. These actions are delivered collaboratively through the local drug action teams (LDAT) and additional stakeholders. In the Wattle Range, Substance Misuse Limestone Coast LDAT is leading the pilot across the Limestone Coast in collaboration with the ADF.

Planet Youth takes a whole population approach rather than targeting specific vulnerable groups. It requires a change in policies, practice and resources and promotes evidence-based approaches using robust data. Primary prevention is about preventing problems before they arise. This means diverting young people away from alcohol and drug use by enhancing their relationships, lifestyles, environment and wellbeing. It is based on the principle that in order to change young people's alcohol and drug behavior we need to understand and focus on the factors that contribute to it. This is achieved by identifying and reducing risk factors and strengthening protective factors in people's lives.

A more detailed background to Planet Youth is attached to this letter.

In mid-2023 we are facilitating the third survey in the Limestone Coast and second survey in the Wattle Range Council area. This will be followed with community workshops in early 2024 where key

**South Australia**  
2/15 Fullarton Road  
Kent Town SA 5067

-  
 0410 415 848  
 [adf@adf.org.au](mailto:adf@adf.org.au)  
[adf.org.au](http://adf.org.au) ABN 66 057 731 192

stakeholders identify community solutions and create a community action plan for delivery. In the first survey in late 2021, significant data for the Wattle Range, Kingston and Robe area included:

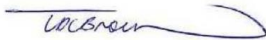
- **62%** of young people surveyed had consumed alcohol once or more in the last 30 days (**28% above SA average**)
- **38%** of young people surveyed had been drunk in the last 30 days (**23% above SA average**)

In addition to contributing to the LDAT and Planet Youth community workshops, local councils are essential to enabling community to foster change on this important work. The ADF has a suite of resources that assist local governments, these can be accessed via:

- <https://community.adf.org.au/run-activities/local-gov-guide/>

I welcome the opportunity to meet with you and relevant delegates to discuss Planet Youth in greater detail and delve deeper into the Wattle Range data. The data provides invaluable insights applicable to many areas of everyone's business. I am keen to explore with you how this can support the great work you are already undertaking with community in our joint pursuit of working alongside residents for healthy, happy, safe and resilient communities.

Sincerely,

A handwritten signature in blue ink that reads 'Tyson Brown'.

**Tyson Brown**

Project Lead – Planet Youth Australia

E [Tyson.brown@adf.org.au](mailto:Tyson.brown@adf.org.au)

0410 551 586

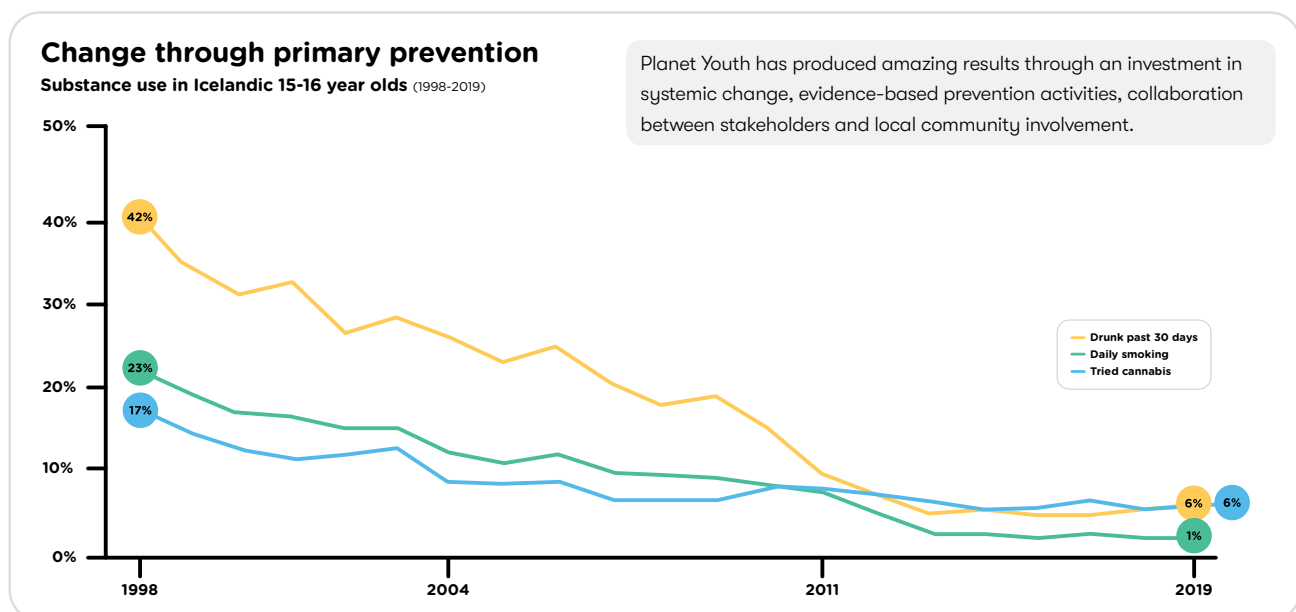


# Planet Youth Australia

## Young people, wellbeing and substance use update

### What is Planet Youth?

Planet Youth is an international evidence-based primary prevention model that has been developed to reduce rates of substance use among adolescents. As seen here:



Initially developed in Iceland, it has been used in over 30 countries including Ireland, Colombia, Argentina, France, Spain, Mexico and Chile – and it's being trialled in Australia by the Alcohol and Drug Foundation (ADF).

Planet Youth works by taking a community-based approach to promoting the protective factors and reducing the risk factors that influence young people's likelihood to use alcohol and other drugs (AOD).

Personal survey data, which is confidentially collected from students in Year 10 (15-16-year-olds), is used to guide communities to develop community-led responses to the data to build protective factors and reduce risks, seeking to prevent and reduce adolescent AOD use.

Michael J. Mann, Associate Professor, Boise State University says:

**“Changing a culture and changing the system and structures that protect youth take a long time, but in really important ways. We don't expect children to rise above terrible circumstances, but instead we expect adults to improve the conditions in which children live”**

This data is collected via a comprehensive questionnaire that covers a wide range of topics about the young person, such as substance use, physical and mental health, physical and leisure activity, family and school experience, bullying, and social media and internet use. There are 59 questions covered in the current Australian Planet Youth questionnaire, which is conducted two yearly.

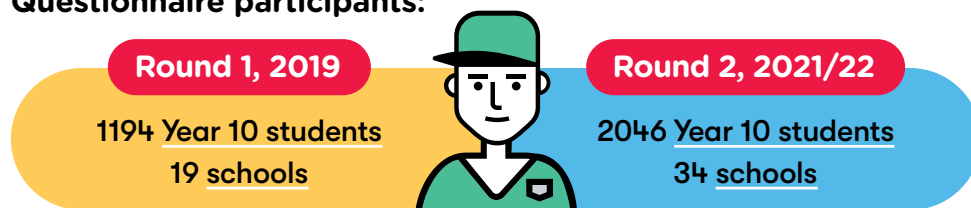
## The Australian pilot of Planet Youth

The Australian Planet Youth pilot is being delivered via the ADF's Local Drug Action Team (LDAT) program<sup>1</sup>. Two rounds of questionnaires have been completed, with another two rounds planned for 2023 and 2025.

The first round of questionnaires was in 2019 and included five communities – two in South Australia (Murray Bridge and Limestone Coast) and three in New South Wales (Blue Mountains, Lithgow and Inner West).

The second round had a total of seven communities, with an additional two communities added in South Australia (Salisbury and Port Pirie). Due to COVID-19 disruptions, the questionnaires were completed in Sept-Oct 2021 in South Australia and in Mar-April 2022 in New South Wales.

### Questionnaire participants:



## What have we learned so far?

The following information highlights data from the 2021/22 questionnaire, with comparisons to the 2019 data, where possible (presented in brackets). This is presented for five key areas covered by the survey: Substance use, Leisure time, Family, School, and Wellbeing and impact of COVID-19.

### Substance use

Alcohol continues to be the most used drug by young people, followed by tobacco (including e-cigarettes). Overall, young people's alcohol use remained stable between 2019 and 2022, except for an increase in the proportion who drink at home (increased by 7%). There has also been a marked increase in the proportion of young people who have smoked an e-cigarette (increased by 10%).



#### Alcohol

**33%** have tried alcohol at the age of 13 or younger (↑ 2%)

**27%** drink at home (↑ 7%)

**26%** drink at the home of others (↑ 1%)

**14%** have been drunk in the last 30 days (↓ 2%)



#### Smoking

**27%** have smoked an e-cigarette (↑ 10%)

**16%** have used cannabis in their lifetime (↓ 4%)

**2%** smoke cigarettes daily (↓ 1%)



**Alcohol remains the greatest cost to our society of all substances at an estimated \$14 billion per year.**

**The earlier a young person uses a substance the more likely it is to cause harm longer term.**

## Leisure time

Participating in extra-curricular activities such as sport, arts and other hobbies is a protective factor, helping reduce the likelihood that young people engage in substance use. Communities can help by setting up positive environments and role models that are accessible to young people, outside of school and the home.

**41%** of teenagers exert themselves physically 3 times a week or more (↓ 9%)

**45%** of teenagers participate in organised leisure activities twice a week or more (new survey question added in 2021-22).

**22%** of girls play sport with a club or team three times a week or more (↑ 5%)

**30%** of boys play sport with a club or team three times a week or more (↓ 7%)



The data suggest a link between time spent on social media and alcohol consumption. Specifically, young people who use social media for 3+ hours per day are more likely to have been drunk in the last 30 days (20%) compared to those who use it for less than 3 hours a day (9%).

## Family

Evidence tells us that parents spending time with their children reduces the likelihood of substance use. However, more than a third of young people reported they 'sometimes', 'seldom' or 'almost never' spend time with their parents during the week (40%) or on weekends (36%).



**46%** of young people report spending three or more hours per day on social media (↑ 7%)

### Parents monitoring their children's whereabouts and knowing their friends' parents is another factor protecting against young people's substance use.

Between 2019 and 2021-22, there has been an increase in young people report either 'doesn't apply to me at all' or 'doesn't really apply to me' to the following:



'My parents know the parents of my friends' - **42%** (↑ 5%)

'My parents know my friends' - **19%** (↑ 4%)

'My parents know who I am with in the evening' - **14%** (↑ 2%)

'My parents know where I am in the evening' - **11%** (↑ 3%)

Based on the evidence, we know that parental rules and a child's receptiveness to parental support are indicators for substance use. Between 2019 and 2021-22, there has been a decline in parents setting definite rules, with the following proportion of young people reporting many family rules 'don't really apply' or 'don't apply at all' to them, specifically:

- **rules about what they can do at home** – 41% (↑ 10%)
- **rules about what they can do outside of the home** – 36% (↑ 7%)
- **rules about when they should be at home in the evenings** – 35% (↑ 6%)



**41%** of young people also report it is 'quite difficult' or 'very difficult' to receive parental support to talk about personal affairs. (↑ 11%)

## School

Evidence suggests that a negative perception and disconnection from school increases the likelihood of substance use.

### The survey findings show a decline in young people's experience and attitude towards school between 2019 and 2021-22.

Some examples of changes in 'often' and 'almost always' responses are:



**71%** feel safe at school (↓ 13%)

**18%** want to change schools (↑ 5%)

**67%** of males (↓ 17%) and 78% of females (↓ 9%) intend to complete Year 12

**25%** of males (↑ 7%) and 19% of females (↑ 9%) find schoolwork pointless.

## Wellbeing and impact of COVID-19

There is a connection between the physical and mental health of young people and substance use.

Young people reported poorer physical and mental health in 2021-22 compared to 2019. For example, in the week leading up to the survey, students reported they 'sometimes' or 'often':

- **cried easily or wanted to cry** – 25% (↑ 7%)
- **felt lonely** – 21% (↑ 5%)
- **had little interest in doing things** – 22% (↑ 3%).

The 2021-22 survey included questions about the impact of the COVID-19 pandemic on young people's lives. One quarter (25%) reported COVID-19 was currently adding a 'medium amount' or 'a lot' of added stress, anxiety and/or depression to their lives. Given this impact of COVID-19 on young people's wellbeing, it's likely that it had a unique influence on their substance use, and the related protective and risk factors, compared to 2019.



Additionally, a significant proportion of **young people reported feeling 'a bit worse' and 'a lot worse'** across a range of wellbeing measures:

- mental health – 47%
- physical health – 34%
- school connections – 26%.

1. The Local Drug Action Team (LDAT) program is run by the ADF and supports community organisations to reduce harms from alcohol and other drugs (AOD) in their local area.

## For more information

If you want more information about the Australian Planet Youth project or would like to help reduce substance use amongst young people in your community, please contact Tyson Brown, Project Lead Planet Youth Australia.

0410 551 586 | [tyson.brown@adf.org.au](mailto:tyson.brown@adf.org.au) | [community.adf.org.au/ldat-planet-youth](http://community.adf.org.au/ldat-planet-youth)

## 17 Motions On Notice

### 17.1 Motion on Notice - Cr Moira Neagle - Former Railway Line between Cattle Bridge Road, Millicent and centre of Tantanoola

Report Type	Motions on Notice
Author	Cr Moira Neagle
File Reference	GF/9.24.1/6
Attachments	Nil

Cr Moira Neagle submitted the following Motion on Notice in regard to the former railway line between Cattle Bridge Road, Millicent to the centre of Tantanoola.

I Moira Neagle, give notice of my intention to move the following motion at the Council Meeting on 17 January 2023

#### **RECOMMENDATION**

That Council negotiate with the State Government to take care and control of the former railway line between Cattle Bridge Road, Millicent to the centre of Tantanoola.

#### *Rationale*

- *This will ensure that we control the former railway line and avoid others purchasing sections of it.*
- *This will allow Council to develop the former railway line as a walking / bike trail within the Millicent township on its determined timeline as one stage of the overall 15km trail. The longer section will create a connection to Millicent for those campers using the railway lands.*
- *Council is better placed to manage the maintenance (mowing) of the former railway line.*
- *The Limestone Coast LGA has a rail trail strategy which would support any grant applications Council made to help fund all stages of such a long-term project.*

# 18 Urgent Motions Without Notice

Urgent Motions without Notice may be raised at this point of the Meeting.