



Wattle Range  
COUNCIL

Wattle Range - a great place to live and work

 WATTLE RANGE COUNCIL 2022 / 2026 



Des Noll OAM  
Mayor



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



Ben Gower  
Chief Executive Officer

Cr Moira Neagle resigned from Council on 19 November 2023

## 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 16 January 2024 at 5:00 PM.

Ben Gower

**CHIEF EXECUTIVE OFFICER**

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

GF/9.24.1 – 3.1 GDS:40



# ORDER OF BUSINESS

**Tuesday 16 January 2024**

<b>1</b>	<b>Opening of the Meeting - Civic Prayer - Acknowledgement of Country - Recording of Meetings .....</b>	<b>5</b>
<b>2</b>	<b>Present .....</b>	<b>6</b>
<b>3</b>	<b>Apologies .....</b>	<b>6</b>
<b>4</b>	<b>Disclosure of Interests.....</b>	<b>6</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>7</b>
5.1	Ordinary Meeting of Council - 12 December 2023 (Folio 10938 - Folio 10949) .....	7
<b>6</b>	<b>Matters Arising from the Minutes .....</b>	<b>20</b>
<b>7</b>	<b>Adjournments .....</b>	<b>21</b>
<b>8</b>	<b>Mayoral Communications.....</b>	<b>22</b>
8.1	Mayoral Communications .....	22
<b>9</b>	<b>Deputations.....</b>	<b>25</b>
9.1	Lions Park Working Group - Dave Taylor (President - Millicent Lions Club), Anthony Thomas (Millicent Homeowner) and Jacqui Matthews (Unity Housing Company Tenant Engagement Officer and Millicent Homeowner).....	25
<b>10</b>	<b>Petitions .....</b>	<b>33</b>
<b>11</b>	<b>Reports from Council Members .....</b>	<b>34</b>
<b>12</b>	<b>Questions with Notice.....</b>	<b>35</b>
<b>13</b>	<b>Questions without Notice .....</b>	<b>36</b>
<b>14</b>	<b>Reports from Council Committees .....</b>	<b>37</b>

<b>15 Reports from Council Officers .....</b>	<b>38</b>
15.1 Chief Executive Officer .....	38
15.1.1 Monthly Project Status Report.....	38
15.1.2 Electric Vehicle Report (Costs Associated with Purchasing a new vehicle).....	50
15.2 Director Corporate Services .....	53
15.2.1 Monthly Financial Performance Report.....	53
15.2.2 Mobile Food Vendor Operating Guidelines and Operating Rules Guidelines ....	58
15.2.3 Revocation of Community Land Classification - Allotment 301, Cullens Road, Southend .....	85
15.2.4 Wattle Range Youth Development Foundation .....	89
15.2.5 Wattle Range Youth Development Foundation Section 41 Committee Review.	96
15.2.6 2023/24 Community Grants Program - Round 2.....	120
15.3 Director Development Services .....	131
15.3.1 Quarterly Development Services Performance Update .....	131
15.4 Director Engineering Services .....	147
15.4.1 12th December 2023 Storm Event .....	147
15.4.2 Beachport Adaptation Strategy .....	154
<b>16 Correspondence.....</b>	<b>222</b>
16.1 Limestone Coast Local Government Association - Meeting Summary - 8 December 2023.....	222
16.2 Letter from Hon Nat Cook MP, Minister for Human Services - 2024 Nominations for the South Australian Volunteer Awards - Open 15 January 2024 to 10 March 2024 .....	225
16.3 Letter from Hon Nick Champion MP, Minister for Planning re Initiative designed to address the shortage of skilled para planners in South Australia - the Para Planner Cadet Program .....	227
16.4 Email from Linda Scott, President - Australian Local Government Association - Annual Conference - 2 to 4 July 2024 - Canberra .....	233

16.5	Letter from Craig Holden, Chair - State Planning Commission - Initiation of the State-wide Flood Hazard Code Amendment .....	260
16.6	Email from Jan Chorley - Chief Executive Officer - Australia Day Council of South Australia - Public Service Medal for the King's Birthday Honours 2024 .....	291
16.7	2023-24 Coast Protection Grant - Successful Projects - Southend Sand Replenishment (\$80,000) and Beachport Groyne Repairs (\$240,000) .....	294
16.8	Thank you letter - Her Excellency the Honourable Frances Adamson AC - Governor of South Australia .....	296
<b>17</b>	<b>Motions on Notice .....</b>	<b>298</b>
17.1	Motion on Notice - Cr John Drew - Millicent Museum .....	298
<b>18</b>	<b>Urgent Motions without Notice .....</b>	<b>299</b>
<b>19</b>	<b>Items for Consideration in Confidence .....</b>	<b>300</b>
19.1	Significant Enforcement Action Update .....	300
<b>20</b>	<b>Meeting Closure .....</b>	<b>327</b>

# **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

Cr Dennis Muhovics

## 4 Disclosure Of Interests

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

### **General Conflicts of Interest**

A member of a council has a **general conflict of interest** in a matter to be discussed at a meeting of the council if an impartial, fair-minded person might consider that the member's private interests might result in the member acting in a manner that is contrary to their public duty.

### **75B – Dealing with General Conflicts of interest**

If a member of a council has a general conflict of interest in relation to a matter to be discussed at a meeting of the council, the member must deal with the interest in a transparent and accountable way and, in particular, must inform the meeting of—

- (a) the member's interest in the matter; and
- (b) whether or not the member proposes to participate in the meeting in relation to the matter; and
- (c) if the member proposes to participate in the meeting in relation to the matter—
  - (i) how the member intends to deal with the general conflict of interest, including whether the member intends to vote on the matter; and
  - (ii) the member's reasons for participating (and, if relevant, voting) in relation to the matter.

### **Material Conflicts of Interest**

A member of a council has a **material conflict of interest** in a matter to be discussed at a meeting of the council if any persons related or known to the member as per the list S75(1) (on back of this form) would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting.

### **75C – Dealing with Material Conflicts of Interest**

- (1) If a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council, the member must—
  - (a) inform the meeting of the member's material conflict of interest in the matter; and
  - (b) leave the meeting room (including any area set aside for the public) such that the member cannot view or hear any discussion or voting at the meeting and stay out of the meeting room while the matter is being discussed and voted on.

For further information please consult the *Local Government Act 1999* via this link: [Local Government Act 1999](#)

## 5 Confirmation Of Minutes

### 5.1 Ordinary Meeting of Council - 12 December 2023 (Folio 10938 - Folio 10949)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 121223 [5.1.1 - 12 pages]

#### RECOMMENDATION

That the Minutes of the Ordinary Meeting dated 12 December 2023 be taken as presented and confirmed subject to the following amendment (in bold):

Item 19.3 Confidential Backhoe

Cr Muhovics moved that Council:

2. Delegate to the Chief Executive Officer (CEO) to enter into a contract with Tenderer 3, Onetrak for the purchase of Hidromek HMK102S Supra Backhoe Loader with the inclusion of the five-finger rotating grab for a cost of \$214,065.00 **exclusive of GST**.

Cr Agnew seconded

**CARRIED**

## WATTLE RANGE COUNCIL

Minutes of the Ordinary Meeting of Wattle Range Council held in the Millicent Council Chamber, George Street, Millicent on 12 December 2023 at 5.00 pm.

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

[Cr Cox attended the meeting at 5.01pm]

### 2. PRESENT

His Worship the Mayor D Noll  
 Cr D Agnew  
 Cr R Cassidy  
 Cr E Castine  
 Cr S Cox [attended at 5.01 pm]  
 Cr J Drew  
 Cr P Dunicliff  
 Cr D Muhovics  
 Cr D Price  
 Cr D Walshaw

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

### 3. APOLOGIES

Cr C Brodie

### 4. DISCLOSURE OF INTERESTS

NIL

### 5. CONFIRMATION OF THE MINUTES

#### 5.1 Audit & Risk Committee Meeting – 14 November 2023 (Folio 10923 – 10925)

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

Cr Drew seconded

**CARRIED**

#### 5.2 Ordinary Meeting of Council – 14 November 2023 (Folio 10926 – Folio 10936)

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

Cr Cassidy seconded

**CARRIED**

#### 5.3 Special Meeting of Council – 30 November 2023 (CM 10937)

Cr Cassidy moved that the Minutes of the Confidential Meeting dated 30 November 2023 be taken as presented and confirmed.

Cr Castine seconded

**CARRIED**



**6. MATTERS ARISING FROM THE MINUTES**

NIL

**7. ADJOURNMENTS**

NIL

**8. MAYORAL COMMUNICATIONS****8.1 Mayoral Communications**

Cr Castine moved that Mayoral Communications be received and noted.

Cr Agnew seconded

**CARRIED**

**9. DEPUTATIONS**

[David Wheaton & Lauren Oxlade commenced their deputation at 5.16 pm]

**9.1 Regional Development Australia Limestone Coast – Activities and Statistics of the Region**

David Wheaton, Chief Executive Officer and Lauren Oxlade, Manager Investment and Infrastructure made a presentation to Council in regard to the activities and statistics of the region.

[David Wheaton & Lauren Oxlade ended their deputation at 5.40 pm]

[Kate Napper & Colin Byles commenced their deputation at 5.40 pm]

**9.2 Limestone Coast Local Government Association – Activities and Statistics of the Region**

Kate Napper, Destination Development Manager and Colin Byles (Interim EO) – made a presentation to Council in regard to the activities and statistics of the region.

*Mayor Noll congratulated Colin Byles on his 6 month term as Interim Executive Officer for the Limestone Coast Local Government Association and wished him well in his future endeavours.*

[Kate Napper & Colin Byles ended their deputation at 6.07 pm]

**10. PETITIONS**

NIL

**11. REPORTS FROM COUNCIL MEMBERS**

Cr Cassidy attended the Beachport District Development Association Meeting held on 22 November 2023 where the issue about lack of General Practitioners was raised.

Cr Cassidy and Cr Cox attended the Rendelsham Hall Committee Meeting held on 11 December 2023.

**12. QUESTIONS WITH NOTICE**

NIL

**13. QUESTIONS WITHOUT NOTICE**

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

**14. REPORTS FROM COUNCIL COMMITTEES**

## 14.1 Greenrise Lake Advisory Committee - Minutes of Meeting held on 20 November 2023

Cr Castine moved that the Minutes of the Greenrise Lake Advisory Committee Meeting dated 20 November 2023 be received and noted.

Cr Cassidy seconded

**CARRIED**

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

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

Cr Muhovics seconded

**CARRIED****15. REPORTS FROM COUNCIL OFFICERS**

## 15.1 Chief Executive Officer

## 15.1.1 Monthly Project Status Report

Cr Walshaw moved that Council receive and note the report.

Cr Agnew seconded

**CARRIED**

## 15.1.2 Resignation of Councillor Moira Neagle

Cr Dunnicliff moved that Council:

1. Receive and note the report.

Cr Cassidy seconded

**CARRIED**

Cr Cox moved that Council:

2. Write to Moira Neagle thanking her for her representation of the Corcoran Ward during her term as Councillor.
3. Advise Millicent and District Health Advisory Council of Moira Neagle's resignation and nominate the following Elected Member as Council's representative Cr Richard Cassidy.
4. Approve a budget variation of \$15,000 to conduct the Supplementary Election.

Cr Price seconded

**CARRIED**

## 15.2 Director Corporate Services

## 15.2.1 Monthly Financial Performance Report

Cr Castine moved that Council receive and note the 2023/24 November Financial Performance Report.

Cr Agnew seconded

**CARRIED**

## 15.2.2 4th Quarter Report on Financial Results for 2022/23

Cr Dunnicliff moved that Council pursuant to Regulation 10 of the *Local Government Financial Management Regulations 2011* endorse the adoption of the 2022/23 fourth quarter report as presented.

Cr Walshaw seconded

**CARRIED**

## 15.2.3 Wattle Range Youth Development Foundation

Cr Walshaw moved that Council provide financial assistance of \$200 to each of the following:

- Emily Denton to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 16 – 20 January 2024.
- Sebella Coghlan to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 16 – 20 January 2024.
- Indiana Coghlan to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 16 – 20 January 2024.
- Jack Haggett to assist with costs to attend the 2024 Under 20 Australian Junior Basketball Champions being held in Ballarat, Victoria from 30 January – 4 February 2024.
- Archer Virtanen to assist with costs to attend the Victorian U16 Cricket Victoria Country Cup, being held in Geelong and Melbourne, Victoria from 10 December – 22 December 2023.

Cr Cox seconded

**CARRIED**

## 15.2.4 Revocation of Council Policies

Cr Cassidy moved that Council:

1. Receive and note the report.
2. Revoke the operation of the following:
  - Smoke-Free Workplace Policy
  - General Environmental Policy
  - Sponsorship of Events Policy
  - Applications to Council for Funding Assistance Policy

- Building Inspections Policy

Cr Agnew seconded

**CARRIED**

15.2.5 Community Grants, Scholarship and Sponsorship Programs Guideline Review

Cr Muhovics moved that Council:

1. Receive and note the report.
2. Approve the updated Community Grants Scholarship Sponsorship Programs Guideline for operation.

Cr Cassidy seconded

**CARRIED**

15.2.6 Naming of Roads Policy

Cr Agnew moved that Council:

1. Receive and note the Naming of Roads Policy report as amended.
2. Approve the release of the Naming of Roads Policy for public consultation.

[Cr Dunicliff left the meeting at 6.56 pm]

[Cr Dunicliff resumed the meeting at 6.57 pm]

Cr Castine seconded

**CARRIED**

15.2.7 Proposed Road Closure & Sale, Sixth Street, Hatherleigh

Cr Agnew moved that Council approves the progression of the closure of the road reserve, being that portion of unmade road reserve immediately adjacent 6 Third Street, Hatherleigh, Hundred of Mount Muirhead, to Mr David Smith.

Cr Walshaw seconded

**CARRIED**

15.2.8 Proposed Road Closure & Sale, Lossie Road (Lane), Millicent

Cr Dunicliff moved that Council approves the progression of the sale of the unmade walkway located on Lot 41 Lossie Road (Lane), Millicent to Mr Eli Strother & Ms Emma Cartwright.

Cr Muhovics seconded

**CARRIED**

15.2.9 Audit & Risk Committee Performance 2022/23

Cr Castine moved that Council receive and note the Annual Performance Report for the Audit & Risk Committee 2022/23.

Cr Dunicliff seconded

**CARRIED**

## 15.2.10 Local Government Reform Next Stage

Cr Cassidy moved that Council note the Local Government Reforms changes implemented effective from 30 November 2023.

Cr Castine seconded

**CARRIED**

## 15.3 Director Development Services

## 15.3.1 Enforcement Compliance and Order Making Policy - Consultation Feedback

Cr Walshaw moved that Council:

1. Receive and note the report.
2. Endorse the Enforcement, Compliance and Order Making Policy as presented.

Cr Castine seconded

**CARRIED**

## 15.3.2 Youth Advisory Council Update

Cr Cassidy moved that Council:

1. Receive and note the report.
2. Endorse the continuation of Wattle Range Youth Advisory Council in 2024.

Cr Castine seconded

**CARRIED**

## 15.4 Director Engineering Services

## 15.4.1 Art Installation (Craypot) Beachport

Cr Cassidy moved that Council:

1. Receive and note the report.
2. Undertake public consultation in Council Engage website to vote on the various proposed sites.

Cr Castine seconded

**CARRIED**

**16. CORRESPONDENCE**

## 16.1 Commencement of Community Engagement - Statewide Bushfire Hazards Overlay Code Amendment

Cr Drew moved that correspondence from Craig Holden dated 23 November 2023 regarding community engagement on the State-wide Bushfire Hazards Overlay Code Amendment be received and noted.

Cr Castine seconded

**CARRIED**

## 16.2 Local Government Road Funding - Response to The Independent Strategic Review

Cr Castine moved that correspondence from Hon Catherine King MP and Hon Kristy McBain MP dated 22 November 2023 regarding funding boost for Local Government roads be received and noted.

Cr Cassidy seconded

**CARRIED**

## 16.3 Wattle Range Council UniSA Study Grant

Cr Castine moved that correspondence from Dr Colin Taylor dated 18 October 2023 regarding Madison Fennell be received and noted.

Cr Agnew seconded

**CARRIED**

## 16.4 Flinders University - Wattle Range Council - Hon Terry Roberts MLC Memorial Student Scholarship

Cr Agnew moved that correspondence from Flinders University received recently regarding the donation by the Wattle Range Council to the Hon Terry Roberts MLC Memorial Student Scholarship be received and noted.

Cr Cassidy seconded

**CARRIED**

## 17. MOTIONS ON NOTICE

## 17.1 Motion on Notice - Cr Sharon Cox - Coastal Lakes Review and Lake George

Cr Cox moved that Council support its local communities and ratepayers along with the Lake George Management Committee and Beachport District Development Association with the position of the local community control of Lake George.

Cr Cassidy seconded

**CARRIED**

## 18. URGENT MOTIONS WITHOUT NOTICE

**NIL**

## 19. ITEMS FOR CONSIDERATION IN CONFIDENCE

## 19.1 Confidential - Vibratory Roller

Cr Price moved that:

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

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

To enable the Council to consider Item 19.1 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the

Folio 10945

public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.1 tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to a tender for a new vibrating roller.

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

Cr Agnew seconded

**CARRIED**

***Mayor Noll stated:***

***To all members of the gallery, I advise that Council has resolved that this matter is to be considered in confidence pursuant to section 90 of the Local Government Act 1999 because the matter relates to a tender for a new vibrating roller.***

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

***Thank you***

Cr Dunnicliff moved that Council:

1. Receive and note the report.

Cr Muhovics seconded

**CARRIED**

Cr Dunnicliff moved that Council:

2. Delegate to the Chief Executive Officer (CEO) to enter into a contract with Tenderer 4, Construction Equipment Australia for the purchase of Dynapac CA3500D Roller for a cost of \$191,500.00.

Cr Cassidy seconded

**CARRIED**

Cr Cassidy moved that:

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

- **The Report of Item 19.1 of 12 December 2023**

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

Specifically, the present matter relates to a tender for a new vibrating roller.

This order shall operate until **12 December 2024** and will be reviewed at least annually in accordance with the Act.

Folio 10946

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

Cr Agnew seconded

**CARRIED**

## 19.2 Confidential – Grader

Cr Muhovics moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) of the *Local Government Act 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.2, excepting the following persons:

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

To enable the Council to consider Item 19.2 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.2 tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to a tender for new grader.

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

Cr Price seconded

**CARRIED**

Cr Cassidy moved that Council:

1. Receive and note the report.

Cr Dunicliff seconded

**CARRIED**

Cr Price moved that Council:

2. Delegate to the Chief Executive Officer (CEO) to enter into a contract with Tenderer 1, Cav Power for the purchase of one Caterpillar 140 grader for a cost of \$497,500.00.

Cr Cassidy seconded

**CARRIED**

Cr Cassidy moved that:

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



- **The Report of Item 19.2 of 12 December 2023**

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

Specifically, the present matter relates to a tender for new grader.

This order shall operate until **12 December 2024** and will be reviewed at least annually in accordance with the Act.

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

Cr Price seconded

**CARRIED**

### 19.3 Confidential – Backhoe

Cr Muhovics moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) of the *Local Government Act 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.3, excepting the following persons:
  - Mr BJ Gower – Chief Executive Officer
  - Mr PA Duka – Director Corporate Services
  - Mr PA Halton – Director Engineering Services
  - Ms EF Clay – Director Development Services
  - Ms C Allen – Executive Assistant / Minute Taker

To enable the Council to consider Item 19.3 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.3 tenders for the supply of goods, the provision of services and the carrying out of works.

Specifically, the present matter relates to a tender for a backhoe.

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

Cr Castine seconded

**CARRIED**

Cr Walshaw moved that Council:

1. Receive and note the report.

Cr Castine seconded

**CARRIED**

Cr Muhovics moved that Council:

Folio 10948

2. Delegate to the Chief Executive Officer (CEO) to enter into a contract with Tenderer 3, Onetrak for the purchase of Hidromek HMK102S Supra Backhoe Loader with the inclusion of the five-finger rotating grab for a cost of \$214,065.00.

[Cr Walshaw left the meeting at 7.48 pm]

[Cr Walshaw resumed the meeting at 7.49 pm]

Cr Agnew seconded

**CARRIED**

Cr Castine moved that:

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

- **The Report of Item 19.3 of 12 December 2023**

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

Specifically, the present matter relates to a tender for a backhoe loader.

This order shall operate until **12 December 2024** and will be reviewed at least annually in accordance with the Act.

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

Cr Cassidy seconded

**CARRIED**

#### 19.4 Confidential - Asset Valuation Service Tender

Cr Castine moved that:

1. Pursuant to Sections 90(2) and 90(3)(k) of the *Local Government Act 1999* the Council orders that the public be excluded from attendance at the part of this meeting relating to Item 19.4, excepting the following persons:

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

To enable the Council to consider Item 19.4 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.4 tenders for the supply of goods, the provision of services and the carrying out of works.

Folio 10949

Specifically, the present matter relates to a tender for Asset Valuation Services for the Wattle Range Council.

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

Cr Agnew seconded

**CARRIED**

Cr Dunnicliff moved that Council:

1. Receive and note the asset valuation services tender report.

Cr Castine seconded

**CARRIED**

Cr Agnew moved that Council:

2. Approve the CEO to enter into a contract with (Tenderer 1), iinsights Pty Ltd for a contract term of three (3) years for a lump sum value of \$144,550 which equates to an annual value cost of \$48,183.33, with an option of a further three (3) years subject to appropriate performance.

Cr Cassidy seconded

**CARRIED**

Cr Walshaw moved that:

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

- **The Report of Item 19.4 of 12 December 2023**

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

Specifically, the present matter relates to a tender for the Asset Valuation Services for the Wattle Range Council.

This order shall operate until **12 December 2024** and will be reviewed at least annually in accordance with the Act.

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

Cr Dunnicliff seconded

**CARRIED**

Meeting closed at 7.50 pm.

Taken as presented and confirmed.

.....  
**MAYOR**

.....  
**DATE**

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

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

## **7 Adjournments**

No adjourned reports are included in this Agenda.

# 8 Mayoral Communications

## 8.1 Mayoral Communications

Report Type	Mayoral Report
Author	Mayor Noll
File Reference	GF/9.24.1/2
Attachments	1. Mayoral Communication - January 2024 [8.1.1 - 2 pages]

### RECOMMENDATION

That the Mayoral Communications be taken as presented and confirmed.



### Mayoral Communication – 16<sup>th</sup> January 2024

**Help to Manage Risk of Psychological Harm:** From 25 December 2023, new regulations came into force to help workers and employers manage the risk of psychological injuries and illnesses in the workplace. The regulations under the *Work Health and Safety Act 2012* will help provide better guidance to workers and employers.

There has been growing recognition that psychological illnesses have a significant effect on workers' health, as well as business productivity, and the need to address this in the work health and safety framework.

**Federal Government Financial Commitment to Limestone Coast Telstra Connectivity Program:** The Federal Government has committed \$15M to the Limestone Coast Telstra Connectivity Program. The State Labor Government has also announced it will provide \$5.5M to support the program. OneFortyOne has also committed financially to this program. Thank you to the Limestone Coast Councils for being part of this program both collaboratively and financially. The new towers will increase mobile coverage, wireless broadband, and data sharing capabilities.

**New Rural Doctor Support Available by State Government:** A rural attraction payment of up to \$10,000 offered to encourage new doctors into country towns including Bordertown, Kingston, Millicent and Penola. The agreement was negotiated between the Australian Medical Association South Australia, the Rural Doctor's Service on behalf of SA Health's six regional health networks.

#### **Lifeline Suicide Statistics: A Community Issue**

Suicide has a devastating impact on families, friends, and whole communities.

8.6 Australians die every day by suicide. That's more than double the road toll.

75% of those who take their own life are male.

An unknown number of Australians attempt suicide every year, with some estimates suggesting this figure may be over 65,000.

Suicide is the leading cause of death for Australians between the ages of 15 and 44.

The suicide rate in Aboriginal and Torres Strait Islander peoples is twice that of their non-Indigenous counterparts.

People in rural populations are two times more likely to take their life by suicide.

LGBTIQ+ community members report having attempted suicide in the past twelve months at a rate 10 times higher than the general Australian population.

Beyond the tragic loss of a person, the impact of suicide deaths are felt by up to 135 people, including family members, work colleagues, friends, first responders at the time of death.

Males aged 85 and older experience the highest age-specific rate of suicide.

Suicide community network groups around South Australia are working hard to continually have this conversation with their respective communities. This is a community responsibility.

**Department of Infrastructure and Transport - Princes Highway Corridor Upgrade – Works Update:** Upgrading the Princes Highway Corridor, from Meningie to South Australian/Victorian border to improve long term safety and efficiency for all road users. The \$190M Princes Highway Corridor program is jointly funded by the Australian (80%) and South Australian (20%) governments. Mount Gambier Roundabouts, Walkers Tin Hut Junction, Bells Road, Overtaking Lane, Tantanoola. Works completion is expected in March 2024.

**Cycling For Mental Health “Supporting Talk Out Loud”:** Riding from Goolwa to Mount Gambier. Sponsored by 5THEFM and the Grand Hotel. Riders and support team were met at the Grand Hotel and welcomed to Millicent. Thank You to the Grand Hotel for their sponsorship of accommodation and meals for the cycling team.



### Attended

- Phone Link Up meeting with Hon Clare Scriven MLC. Minister for Primary Industries, Regional Development and Forestry – Re Federal Government Limestone Coast Telstra Tower \$15M Funding – 11/12/23
- Millicent Gymnastics Club Meeting – Hon Tony Pasin MP for Barker attending - 12/12/23
- Meeting: Glencoe Hall Secretary, Rebecca Alexander re Council funding – 13/12/23
- Green Triangle Freight Action Plan Implementation Group Meeting – 14/12/23
- Meeting with recently appointed EO, LCLGA, Mr Adrian Maywald – 15/12/23
- 5THEFM Christmas BBQ – 15/12/23
- MBCA Christmas Function – 15/12/23
- Millicent RSL – AGM – 15/12/23
- Millicent Christian Churches Assoc. Christmas Fair – 16/12/23
- Nangwarry Museum Christmas Visit to Museum Volunteers – 18/12/23
- LCLGA Mayoral Lunch & Interim EO Farewell Lunch – Mount Gambier - 20/12/23
- Glencoe Football & Netball Club Christmas Event – 21/12/23
- Funeral of the Late John Alexander Walker – 100 years of age - 22/12/23
- Kalangadoo Hotel – Kalangadoo Lions Club Christmas Raffle Draw – 22/12/23
- Cycling for Mental Health Group “Talk Out Loud” arrival in Millicent – Riding from Goolwa to Mount Gambier raising funds for Mental Health – 30/12/23
- Millicent Men’s Shed – Shed Opening for 2024 – 2/1/24
- Beachport Market Day – 6/1/24
- ESCOSA – Essential Services Commission meeting – 8/1/24

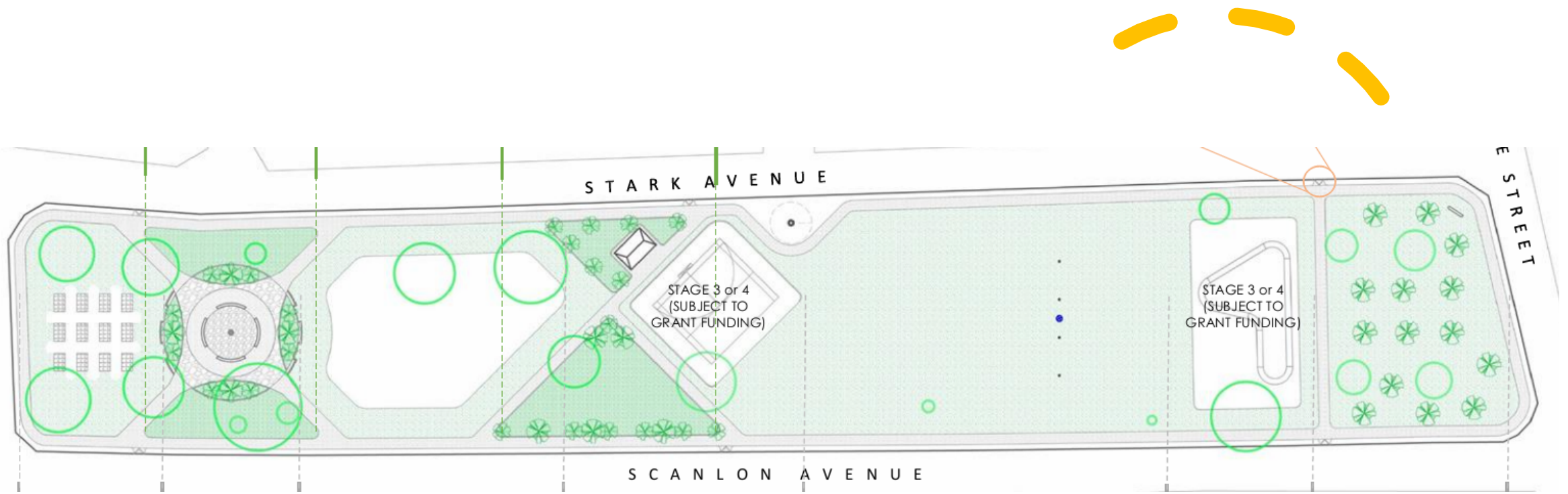


## 9 Deputations

### 9.1 Lions Park Working Group - Dave Taylor (President - Millicent Lions Club), Anthony Thomas (Millicent Homeowner) and Jacqui Matthews (Unity Housing Company Tenant Engagement Officer and Millicent Homeowner)

Report Type	Deputations
Organisation	Lions Park Project
Representative	Dave Taylor (President – Millicent Lions Club) Anthony Thomas (Millicent Homeowner)
File Reference	GF/9.24.1/2
Attachments	1. Lions Park Project deputation 1 [9.1.1 - 7 pages]

The Lions Park Working Group will be providing a Deputation in regard to the Lions Park Project.



# Lions Park Project

Presented by Dave Taylor, President Millicent Lions Club and Anthony Thomas, Millicent homeowner

Created by Jacqui Matthews, Unity Housing Company Tenant Engagement Officer and Millicent homeowner

# Project outline

Wattle Range Council, Unity Housing, and Millicent Lions Club have joined together with local community members, to form a working group with the aim of re-imagining and facilitating an upgrade to the Lions Park and transforming it into a functional multi-use area, for all abilities and age demographics.

In 2021, we asked local community for their feedback on Lions Park, and the following was the feedback received.

**When we spoke to local community, ideas for improving Lions Park included:**

- Playground equipment
- Outdoor gym equipment
- BBQ facilities
- Shade structures
- Toilets
- Increased planting
- Public Art
- Improved accessibility for prams and those with special mobility needs
- Sports playing surfaces
- A continuous pathway (full circuit)
- Seating areas
- Drinking fountain
- Dog waste bags
- Community Garden



# Collaboration and Partnerships

Partnering with community groups and external stakeholders to achieve a positive outcome for the Millicent community.

- Wattle Range Council
- Unity Housing Company
- Millicent Lions Club
- Tenants, homeowners and Millicent Community
- Millicent High School
- Burrandies Aboriginal Community Controlled Organisation
- Local businesses



# Why is the Lions Park upgrade important?

- **Social inclusion for residents and Millicent community:** Many residents of the area surrounding the Lions Park find it difficult to access other playgrounds in Millicent such as the Domain. Also having a facilities at the Lions Park that differ from other recreational areas within the town will encourage community members from outside the immediate vicinity to visit and interact.
- **Improved health and wellbeing outcomes:** Providing infrastructure that encourages physical activity and social inclusion will improve outcomes, particularly important in an area of town where there is a high percentage of social housing and lower socio-economic households
- **Community contributions and ownership:** By involving the community in the upgrade (working group, consultation and small projects), a sense of ownership and connection to the park is created. This creates a sense of place and a special connection to Millicent.
- **Inclusivity including cultural representation:** The concept design has something for everyone, including pathways and seating suitable for wheelchairs; modern and engaging play area, for all ages and abilities; a culturally appropriate meeting place for both First Nations and the wider population; and a community garden with raised beds, suitable for the elderly and less-mobile population.



# Budget and Funding

- The concept design was completed by in-house by Council's Planning Officer, therefore not incurring additional costs to the Council
- Council staff will utilise the \$20,000 in the current budget to reconnect water to the site, plant fruit trees and erect AFL goal posts.
- Millicent Lions Club have committed \$5,000 towards play equipment.
- Local and national grants are being researched, to contribute to building of garden beds and towards toilet facilities.
- The Millicent Lions Club are willing to undertake a large-scale project from the concept design in the 2024/25 financial year



# 2024/25 WRC Business Case Proposals

## 1. Construction of footpath network around and across the Lions Park

- Lions Club in Millicent willing to project manage this work, including committing a large contribution of volunteer labour
- Council to take ownership of the footpaths upon completion of the project
- Estimated cost **\$137,000**

## 2. Community Garden installation

- A cash contribution to materials only, potentially matched by a grant
- To be installed as a small community project involving local residents
- The Millicent High School, Lions Club and Men's Shed have expressed interest in being involved/ The Lions Club have provided garden bed designs.
- Estimated cost **\$5,000**

### LIONS CLUB OF MILLICENT

#### ESTIMATE

ph 0417348341  
dave@bigpond.com  
bigpond.com

PO BOX 11,  
Mount Burr, SA 5279

ABN 5981 0466191

B Lic 24251

Attention: WATTLE RANGE COUNCIL

Project Title: LIONS PARK  
Project Description: CONCRETE FOOTPATHS  
est 570 Metres by 1800 wide

LIONS CONTACT DAVE TAYLOR

Description	Quantity	Unit Price	Cost
concrete	112m3	\$285.00	\$31,920.00
F72 mesh	70	\$140.00	\$9,800.00
chairs	28 bags	\$42.50	\$1,190.00
contract to lay concrete	1026 m2	\$18.00	\$18,468.00
Set up labour	400	30	\$12,000.00
Excavator and bobcat hire			\$9,600.00
Dig out 190 m3 of grass and soil			
remove 100 m3 off site (grass)	? Council	Mulch	\$3,250.00
90 m3 retained for gardens			
135 m3 sand fill	135 m3	\$26 +DEL	\$4,360.00
Vib Roller	est 4 days	\$280	\$1,120.00
Concrete cutter	est		\$600.00
Porta Loo	est		\$600.00
Disposal of concrete	6 Tonnes		\$460.00
			\$93,368.00

Description	Quantity	Unit Price	Cost
Pedestrian Access points			
Priced by Council	6	\$2,500.00	\$15,000.00
Heavy Access Driveway	1		\$3,750.00
Internal Foot Paths	155 lm	off plan	\$24,800.00
Not included, Meeting place and toilet concrete.		Subtotal	\$43,550.00
GST Inclusive		Total	\$43,550.00

# Come and Play Colour Run

Thursday 18<sup>th</sup> January 2024 at 10am, come down to Lions Park for the 'Come and Play Colour Run and BBQ' as part of the WRC Full Throttle in Wattle School Holiday program

The BBQ will be cooked by the Millicent Lions Club!

SAPOL will announce their Rider Safe initiative, with a brief presentation.

A great opportunity to see how this park is utilized and the potential to increase community numbers.

Almost 100 children have registered for this event!

We hope to see you there!





# 10 Petitions

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

# 11 Reports From Council Members

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

# 12 Questions With Notice

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

# 13 Questions Without Notice

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

# 14 Reports From Council Committees

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

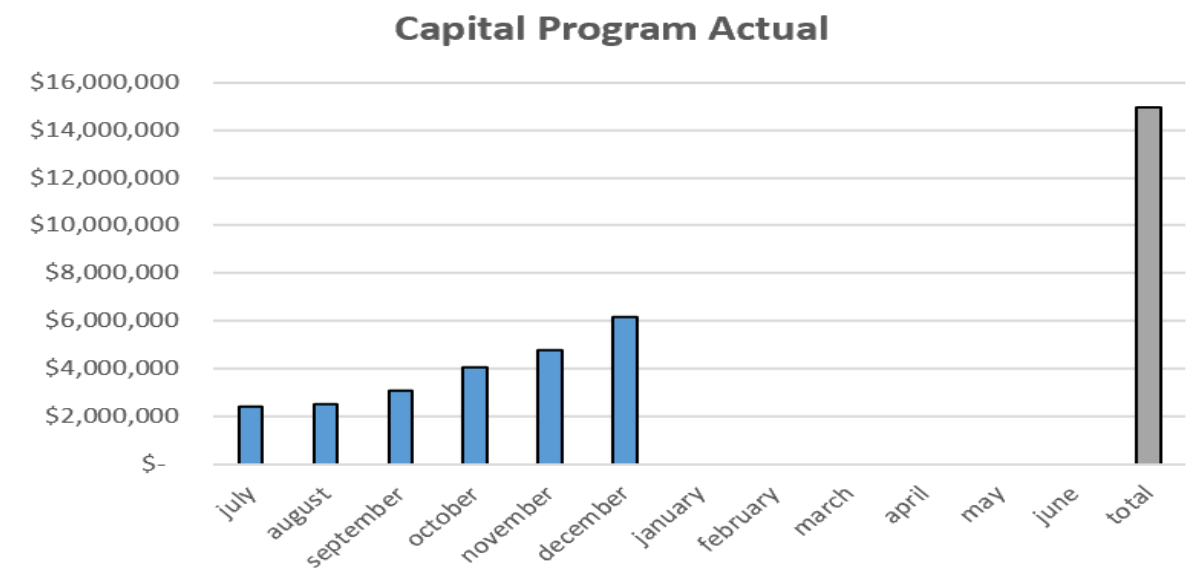
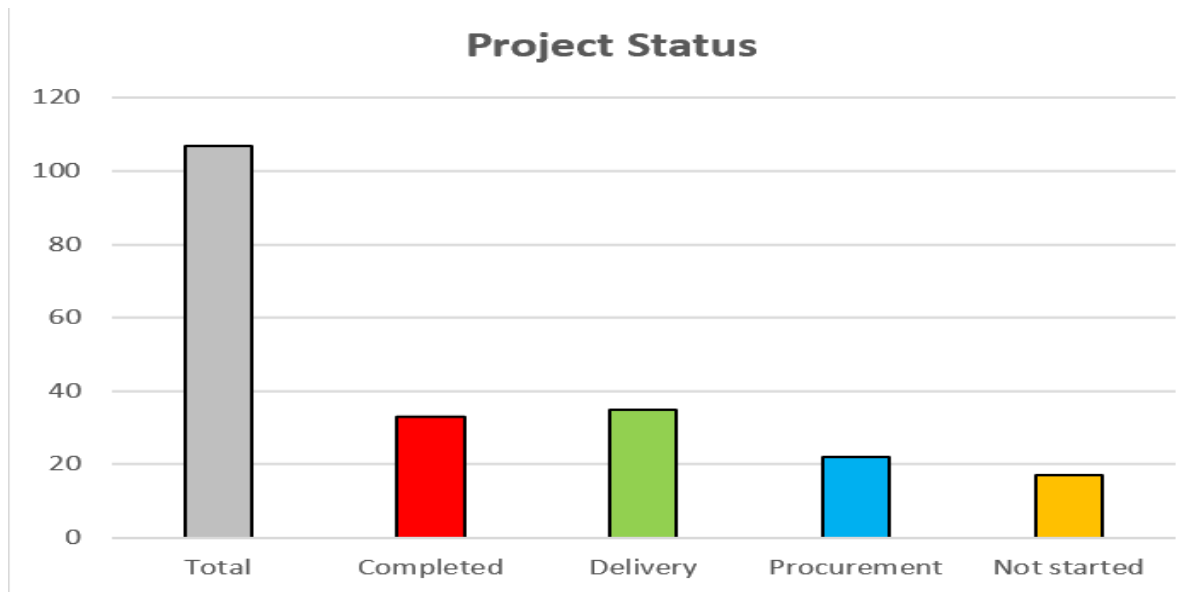
Report Type	Officer Report
Department	Executive
Author	Craig Turner, Program Manager
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	<p><b>Theme 1 - Community Vibrancy &amp; Presentation</b></p> <p>1.1 Maintain and enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas.</p> <p>1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area.</p> <p>1.3 Continue to provide sustainable, vibrant community facilities.</p> <p><b>Theme 3 - Infrastructure &amp; Asset Sustainability</b></p> <p>3.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p> <p>3.2 Plan and provide for a safe local road network that meets the future and current needs of our community.</p> <p>3.4 Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of community.</p> <p>3.5 Plan for the expansion and replacement of Council's stock of footpaths, walkways and trails, to meet the future and current needs of our community.</p> <p><b>Theme 4 - Organisational Excellence</b></p> <p>4.2 Govern in a responsible and responsive way.</p>
File Reference	GF/7.73.1/4
Attachments	1. Dec 23 \$ [15.1.1.1 - 4 pages]

#### Purpose of Report

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

#### Report Details

Through the first budget review (BR1) process for the 2023/24 financial year Council is delivering a total of 107 capital projects with a total value of \$14,954,404. As of 31st December, \$6,145,209 or 41% of the total is presently committed, 31% of the projects are completed, 35% in delivery, 21% are in the procurement phase and 17% have not yet been started.

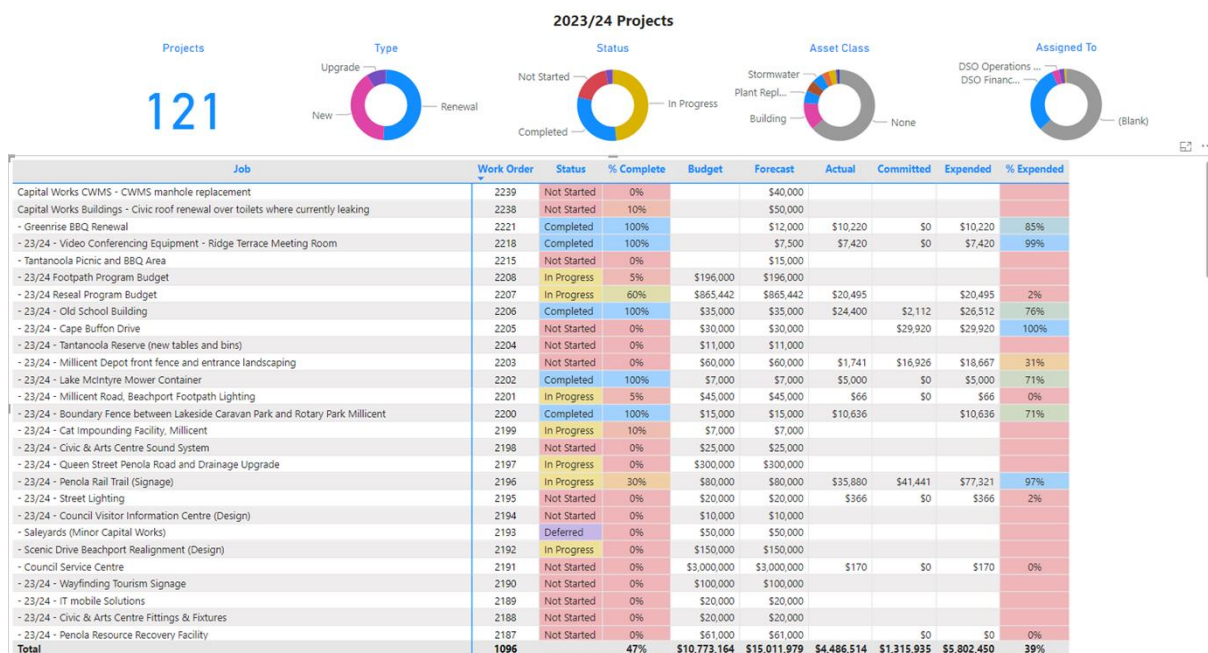


Several projects remain to be at risk of completion in 2023/24 FY and are expected to roll into 2024/25 FY. These have total value of \$5.96M.

Several factors create this situation such as resourcing, timing and supply of goods and services. All these projects are larger scale complex projects and as such are always likely to run over several financial years:

- Scenic Drive Beachport \$150k
- Centennial Pump Beachport \$165k (civil work has begun)
- Fire Services Upgrade McLaughlin Park Millicent \$282k
- Beachport Shed \$284k (due to start April 24)
- Saleyards Infrastructure \$709k (truck wash upgrade begun)
- Replacement of various vehicles, plant and equipment \$1.37M (availability of replacement stock)
- Council Service Centre \$3.0M (Stage 1)

## 2023/24 Capital Program



### Projects Status

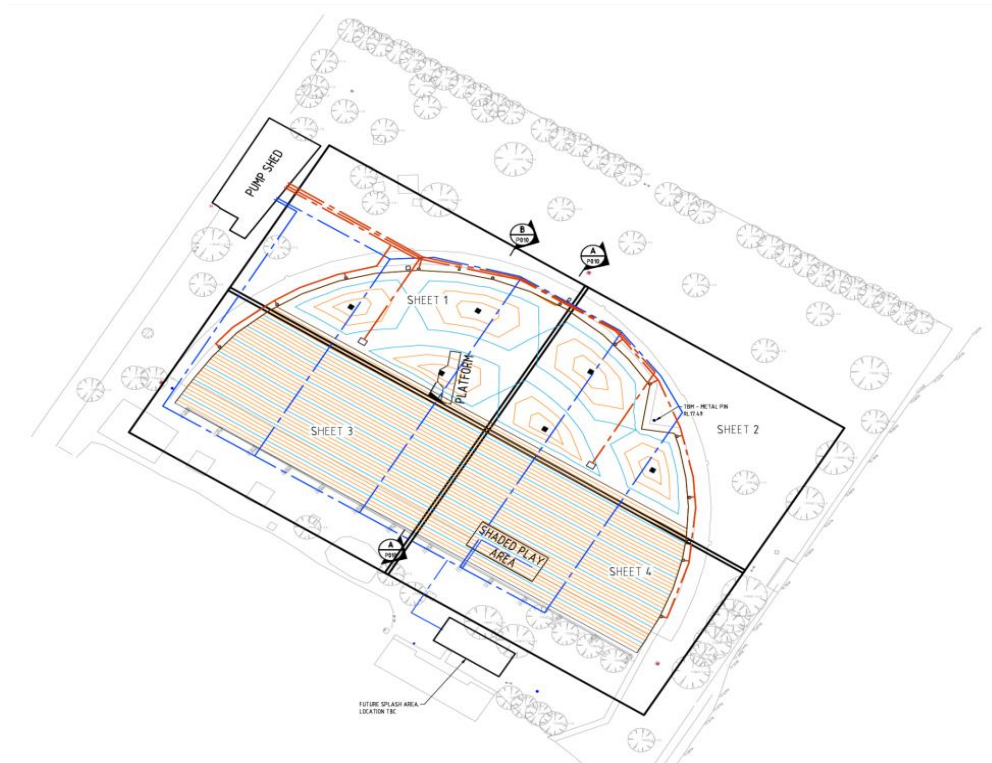
#### Major Projects

**Millicent – Swimming Lake Refurbishment** – FMG Engineering has supplied a set of preliminary design plans for review. The design plans incorporate 49 separate concrete slabs with unique pool floor construction joints, six floor drains and two new surface skimmer filter elements. Officers have supplied comments as requested as well as proposed positioning of the swimming lanes and two options for the splash pad location. EOI has been posted for design and supply of the splash pad and has received good interest on SA Tenders with the assessment panel selecting PV Technologies as the preferred supplier. Both FMG and PV Technologies will work together to finalise detail design ready for QC pricing prior to tendering.

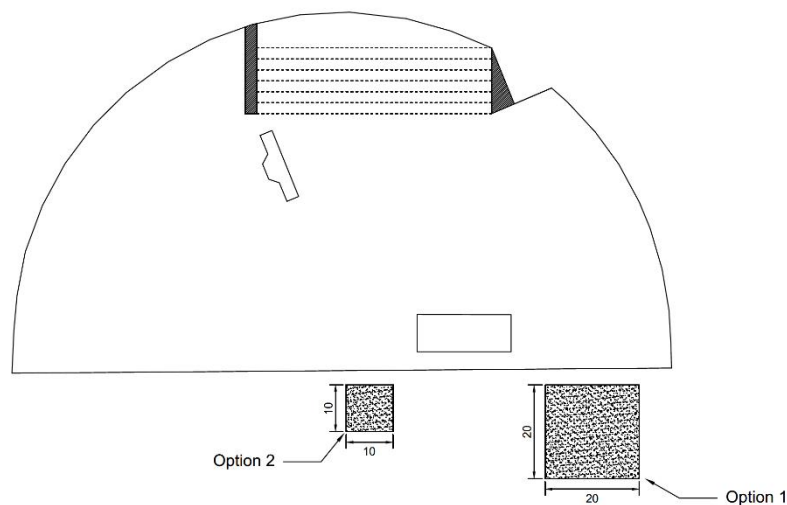
As FMG continue to work on the hydraulic engineering requirements to complete the detailed design into January 2024, the initial estimated tendering target period will be slightly delayed. Due to this delay there is now an opportunity to keep the lake open for an extended length of time for the summer period.

Officers propose to keep the lake open until the end of February 2024 subject to Council's approval of the recommendation in this report.





*filtration system preliminary design*



*proposed swimming lane and splash pad locations*

**Millicent Depot Shed** – The easement has now been planned by SA Water and is expected to be completed prior to 20<sup>th</sup> February 2024. The upstairs office furniture has now been constructed and set into position.

**Council Service Centre** – The draft contract and tender documents have been reviewed. Due to the Christmas period the Tender will now be posted Mid-January 2024 targeting the end of February for tender period closing. This will allow a clear period outside of the Christmas break for interested tenderers to respond.

## Projects which have progressed since last report period

**Beachport – Footpath Lighting** – A new solar bollard light has been installed by the Eastern end of the Beachport Caravan Park on Millicent Road to trial its effectiveness as an option for the upgrade of stage one.



*Footpath bollard light*

**Beachport - Boat Ramp Pontoons** – Officers are trialling the first pontoon during the current summer period whilst investigating alternative floating pontoons to be fitted under the existing deck to reduce the height of the deck.



*Boat ramp pontoon popular over summer break*

**Penola - Arthur Street Toilets** – Contractors have completed the female toilets and the rear access path with the family room and disabled toilet planned for early in the new year.



*Female toilets*

**Beachport Museum** – The Request for quotation has closed with limited response. Officers will now contact local trades with the aim to engage a contractor to undertake the work.

**Beachport – Centennial Park Pump** – Civil work has commenced to level the area in preparation for the pump relocation.



*Civil work at centennial park*

**Millicent Saleyards Upgrade** – Work has begun on the truck wash upgrade at the Millicent Stock Transfer Facility. Both the walkway platforms and access steps have been installed and the concrete path to the control station is completed. The wash bay handrails will be fixed into position early in the new year.



*Truck wash upgrade*

**Beachport - Recreational Hall Carpark** – Building Maintenance Officers will address leaking issues on the plumbing infrastructure under the car park. This pipe work has caused numerous issues in the past and requires an upgrade prior to awarding tenders.

### **Various Plant Renewals**

Tilt Tray Truck expected delivery Feb 24

Sealed Road Maintenance Truck (Flocon) has been ordered and expected delivery is 18 months.

Replacement Backhoe, Grader and Vibrating Roller have been ordered following a decision of Council at the December meeting. The Backhoe and Vibrating Roller are to be delivered by end of February.

### **Financial Considerations**

Budget	\$14,954,404
Budget Spent to Date (including commitments)	\$6,145,209

### **Risk Considerations**

Risk Assessment: Medium

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

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

There are no known legislative considerations related to this report.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

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

### **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Approve the extension of the Millicent Swimming Lake operation for a further period from the 29 January 2024 until 29 February 2024.

WATTLE RANGE COUNCIL 2023/2024 CAPITAL BUDGET							
WO#	Project Name	Description	Type	Project Status	Budget	Actual	% Complete
WO.1997	Glencoe West/Telfer place sealed bellmouth		Upgrade	Not Started	\$5,000	\$0.00	0%
WO.1802	Southern Ocean Tourist Park (Electrical renewal)	Replacement of main switchboard and submains cable to enable further electrical works in the park in the future. SA Power Networks have replaced the transformer on the site to enable Council to undertake electrical works to improve supply across the park.	Renewal	Not Started	\$48,000	\$0	0%
WO.2169	Heavy Vehicle replacement program	Tip Truck Hino (SB35BI) P4028	Renewal	Not Started	\$161,472	\$0.00	0%
WO.2187	Penola Resource Recovery Centre	Concrete by Metal storage space	Renewal	Not Started	\$61,000	\$0.00	0%
WO.2153	Beachport Treatment Facility	Replacement of failed sprinklers	Renewal	Not Started	\$20,000	\$0.00	0%
WO.2154	Penola Treatment Facility	Replacement of all sprinklers	Renewal	Not Started	\$80,000	\$0.00	0%
WO.2188	Civic and Arts Centre Fittings and Fixtures	Replacement of heavy, round tables ( 50 years old and no longer WHS compliant and very difficult to manipulate) to lighter more functional round tables.	Renewal	Not Started	\$20,000	\$0.00	0%
WO.2215	Tantanoola Picnic and BBQ Area	purchase and fit a second BBQ under the shelter with stainless steel bench with power and water and two new picnic tables and bench seats.	New	Not Started	\$15,000	\$0.00	0%
WO.2204	Tantanoola Reserve (new tables and bins)	Supply and fit new bench seat, table and rubbish bin at the Childrens playground North Tce Tantanoola. Some form of shade or plantings for sun protection.	New	Not Started	\$11,000	\$0.00	0%
WO.2189	Information Systems	Pursue mobile IT solutions that improve remote connectivity and productivity in the field	New	Not Started	\$20,000	\$0.00	0%
WO.2190	Wayfinding Tourism Signage	Implementation of standard Wayfinding capability for the broad range of tourism assets on offer in the Council area	New	Not Started	\$100,000	\$0.00	0%
WO.2191	Council Service Centre	Staged funding for the construction phases of the new Council office	New	Not Started	\$3,000,000	\$170	0%
WO.2193	Saleyards (Minor Capital Works)	Ensure that the Millicent Saleyards are maintained to a safe, compliant and sustainable standard, and that their ongoing use is actively promoted by the Stock Agents that are licenced to operate it. Funding to allow for continued replacement of failed assets.	Renewal	Not Started	\$50,000	\$0.00	0%
WO.2194	Council Visitor Information Centre (Design)	Commence the evolution of Council's VICs into community hub facilities that allow for best practices in visitor service models, enhancing visitor destination experiences and provide a functional space for local community members to enjoy	Renewal	Not Started	\$10,000	\$0.00	0%
WO.2195	Street Lighting	Review current street lighting network and identify any priority black spot areas for infill and/or expansion	Renewal	Not Started	\$20,000	\$366	0%
WO.1432	Annual Computer Replacement (Public)	Annual computer replacement for public computers based on 20 All in One Desktops over 5 years	Renewal	Not Started	\$5,500	\$0	100%
WO.2198	Civic and Arts Centre Fittings and Fixtures	Upgrade the Sound system in the Civic Centre. If the Centre is to become multi-functional there must be the ability to hold films, conferences, meetings and community functions and promote the centre as a contemporary space.	New	Not Started	\$25,000	\$0.00	0%
WO.2192	Scenic Drive Beachport Realignment (Design)	Retreat from coastal erosion at the Salmon Hole and Post Office Rocks and realign Scenic Drive around the Pool of Siloam. Funding to complete detailed design.	New	Procurement	\$150,000	\$0.00	0%
WO.1796	Beachport Visitor Information Centre (Building Works)	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	\$0.00	0%
WO.1806	Beachport Museum Fire Upgrades	The Building Fire Safety Committee have raised concerns about the Beachport Museum and have informally requested that additional work be completed. No formal advice has been received about the scope of works, but it is understood that there needs to be investment in the roof adjoining Bompas, as well as the two sides of the machinery shed that are on boundaries.	Upgrade	Procurement	\$50,000	\$2,027	10%
WO.1822	Susan Wilson Playground - additional play equipment	additional play equipment for younger children	New	Procurement	\$48,532	\$35,502	50%
WO.1450	Mount Burr Signage & Entrance Signs	Provision of new entrance signage for Mount Burr Township	New	Procurement	\$30,000	\$25,182	30%
WO.1118	Beachport Depot Shed	Beachport Depot Shed Replacement	Renewal	Procurement	\$284,925	\$80	90%
WO.1474	Centennial Park Beachport-Stormwater pump	Installation of new concrete weir and stormwater pump in the Centennial Park Wetlands	Renewal	Procurement	\$165,000	\$6,681	10%

WO#	Project Name	Description	Type	Project Status	Budget	Actual	% Complete
WO.1499	Millicent Town Entrance Signs	Replacement of two picture board signs on the Princes Hwy on the approach to Millicent, if funding allows also replace the smaller sign on Mt Burr Rd	Renewal	Procurement	\$20,000	\$164	30%
WO.1823	Beachport Recreation Hall (Carpark Works)	Upgrade of the existing car park including kerb, drainage, line marking and sealed surface	New	Procurement	\$165,000	\$3,935	10%
WO.2197	Queen Street Penola Road and Drainage Upgrade	Provision of Drainage, new kerbing and road construction (Phase 1, multi year project)	New	Procurement	\$300,000	\$0	0%
WO.2182	Gladys Smith Early Learning Centre	Update Wallaby Room, replace back fence and air conditioner	Renewal	Procurement	\$125,000	\$31,989	0%
WO.2199	Cat Impounding Facility, Millicent	Seeking to transform cleaning storage shed located directly next to the pound into a cat holding facility.	New	Procurement	\$7,000	\$0	10%
WO.2201	Beachport Footpath Lighting on Millicent Road,	Installation of solar light towers to light the footpath in Beachport. Estimated to be \$7,500 per light and installation 50m apart.	New	Procurement	\$45,000	\$66	5%
WO.2185	Domain Playground	Replacement of existing Softfall (rubber soft fall)	Renewal	Procurement	\$90,000	\$0	0%
WO.2166	Heavy Vehicle replacement program	Backhoe Loader Caterpillar 432E (S56SUW) P4041	Renewal	Procurement	\$220,000	\$214,065	0%
WO.2167	Heavy Vehicle replacement program	Motor Grader Caterpillar 12M (S35SYL) P4040	Renewal	Procurement	\$450,000	\$497,500	0%
WO.2168	Heavy Vehicle replacement program	Self Propelled Vibrating Roller Caterpillar (NVP-092) P4023	Renewal	Procurement	\$200,000	\$221,500	0%
WO.2151	Millicent Swimming Lake Valve Replacement	Replacement of valve	Renewal	Procurement	\$7,000	\$0	10%
WO.2174	Light Vehicle replacement program	Ford Ranger (includes lifting device) (S744BOS) P266	Renewal	Procurement	\$65,000	\$0	0%
WO.2184	Millicent Swimming Pool	Repairs to concrete and address major leak	Renewal	Procurement	\$732,000	\$74,579	10%
WO.2155	Penola Pump Station	Replacement of controller units in all pump stations, replacement of two pumps, renewal of three concrete chambers	Renewal	Procurement	\$170,000	\$0	0%
WO.2157	Beachport Pump Station	Replacement of several pumps, controller and new switch board	Renewal	Procurement	\$45,000	\$0	0%
WO.2205	Cape Buffon Drive	Supply Concept Design for footpath, Bridges drive	Upgrade	Delivery	\$30,000	\$27,200	50%
WO.2156	Kalangadoo Pump Station	Replacement of pump stations including new switch board and controllers	Renewal	Delivery	\$90,000	\$22,856	0%
WO.1978	Replacement of P282	Camry Hybrid (S173-BYK) (new No P309)	New	Delivery	\$46,800	\$11,658	20%
WO.1908	Drainage renewal work	Mount Burr retention	Renewal	Delivery	\$6,869	\$200	5%
WO.1795	Library Roof and Air Conditioning	There are significant leaks in the library roof, particularly over the children's library and due to the box gutters. The heating and cooling units are also at end of life and it is necessary to remove them to replace the roof underneath.	Renewal	Delivery	\$261,496	\$243,721	30%
WO.1444	Millicent Depot Upgrade	New Mechanical Workshop and Stores	New	Delivery	\$375,652	\$254,741	90%
WO.1662	Saleyards Infrastructure	Upgrade of 4 fixed ramps and replacement of double height ramp, upgrade of truck wash area, renewal or replacement of office/amenity building	New	Delivery	\$709,348	\$123,087	75%
WO.1426	Border Road	Detailed Design of Border Road from Dergholm Road to Old Telegraph Road (1.8km section)	Upgrade	Delivery	\$25,234	\$25,234	50%
WO.1099	Intersection Upgrade HVSPB Border and Casterton Road	Design of intersection to address road safety issues	Upgrade	Delivery	\$113,866	\$87,354	50%
WO.1116	Penola Stadium	Roofing Renewal and toilet Upgrade Works	Renewal	Delivery	\$83,314	\$44,856	80%
WO.1979	Iseki 72" SF370 Front Deck Mower with cabin	Replacement	Renewal	Delivery	\$76,073	\$65,165	10%
WO.1818	New Tilt tray Truck	New Tilt Tray Truck see attached for description	New	Delivery	\$252,000	\$252,323	70%
WO.1794	Arthur Street Toilet Upgrade	Renewal of the men's, ladies, disabled and baby change to incorporate a new family friendly facility with accessibility for all.	Renewal	Delivery	\$209,064	\$212,325	60%
WO.1798	Millicent RRC Office & CCTV	Renewal works on the entrance to the office building at the Millicent Resource Recovery Centre (RCC) including replacement of wall, door frames, door, deck and installation of a veranda to protect it in future.	Renewal	Delivery	\$30,228	\$0	70%
WO.1435	Council Service Centre	Detailed Design and Documentation for New Administration Building	New	Delivery	\$201,823	\$83,020	80%
WO.1793	Rendelsham Hall Renewal Works	Renewal works at Rendelsham Hall including replacement of the flooring and doors from the foyer to the hall, replacement of the lower windows, repairs to the roof, replacement of the water damaged ceiling in the toilets and repairs to the emergency exit door in the hall.	Renewal	Delivery	\$14,384	\$8,174	90%
WO.1977	Camry	Replacement Chris Tully	Renewal	Delivery	\$45,000	\$26,531	80%
WO.2017	Small plant purchases	Capital Small Plant Purchases	New	Delivery	\$40,000	\$7,124	10%

WO#	Project Name	Description	Type	Project Status	Budget	Actual	% Complete
WO.2021	Southend information shelter	Southend Tourist Information Shelter	Renewal	Delivery	\$1,274	\$1,739	50%
WO.1482	Fire Service - McLaughlin Park, Millicent	Detailed design and associated approval to address water supply issues to comply with Building Fire Services requirement for the existing buildings	Renewal	Delivery	\$282,000	\$26,204	95%
WO.1483	Fire Services - McCorquindale Park, Penola	Detailed design and associated approval to address water supply issues to comply with Building Fire Services requirement for the existing buildings	Renewal	Delivery	\$42,000	\$19,792	95%
WO.2207	ROAD RESEALS	Annual Road Reseals Budget	Renewal	Delivery	\$865,442	\$807,111	85%
WO.2203	Millicent Depot front fence and entrance landscaping	Due to installation of new security access gates and the condition of current fence an upgrade to the front fence is required for safety and security purposes. A new concrete path from PA gate to office entrance for visitor access and improved landscaping and sealing of carpark spaces and entrances.	Renewal	Delivery	\$60,000	\$17,128	10%
WO.2149	Reseal (2nd coat) Kennedy Road Glencoe	A second coat reseal is required to complete the upgrade of Kennedy Road Glencoe	New	Delivery	\$357,007	\$384,548	10%
WO.2165	Heavy Vehicle replacement program	Flocon - Isuzu FVD 1000 (S859KS) P4051	Renewal	Delivery	\$373,290	\$373,290	50%
WO.2173	Light Vehicle replacement program	Ford Ranger Crew cab 4WD (S764B05) P264	Renewal	Delivery	\$46,755	\$46,755	50%
WO.2208	FOOTPATH RENEWAL PROGRAM	Footpath renewal program to comply with Asset Management Plans and council's asset sustainability ratio.	Renewal	Delivery	\$196,000	\$11,062	5%
WO.2164	KERB RENEWAL PROGRAM	Renewal of kerb to meet asset management program and Council's asset sustainability ratio	Renewal	Delivery	\$220,000	\$100,701	40%
WO.2175	Minor Plant Renewal	Minor plant replacement program to meet the asset management plan and Council's asset sustainability ratio.	Renewal	Delivery	\$40,000	\$9,995	40%
WO.2170	RENEWAL ROAD RE SHEET PROGRAM	Resheet of unsealed roads to meet asset management plan and Council's assets sustainability ratio.	Renewal	Delivery	\$1,330,945	\$594,533	45%
WO.2152	Drainage renewal program	culvert renewal on various un sealed roads	Renewal	Delivery	\$30,000	\$19,881	30%
WO.2150	Nangwarry Stormwater Retention Basin	Increase the size of the current retention basin to address flooding issue	New	Delivery	\$30,000	\$15,221	10%
WO.2238	Civic and Arts Centre	Civic roof renewal over toilets where currently leaking	Renewal	Delivery	\$50,000	\$0	0%
WO.2239	CWMS	CWMS manhole replacement	Renewal	Delivery	\$40,000	\$0	0%
WO.2196	Penola Rail Trail (Signage)	In conjunction with the DIT, SATC, and the Coonawarra Vignerons Association, pursue funding opportunities to construct a walking/cycling trail within the rail corridor between Penola and Coonawarra (finalise signage installation)	New	Delivery	\$80,000	\$73,554	20%
WO.1995	Pump Station Southend	Pump station 2 controller Southend	Renewal	Completed	\$15,000	\$11,970	80%
WO.1455	SOTP	Solar Bollard lights	New	Completed	\$4,943	\$4,545	75%
WO.1123	Beachport Medical Centre (Building Works)	Repairs to the roof and awning to the building	Renewal	Completed	\$14,270	\$1,583	80%
WO.1807	Domain Electrical Repairs and Power Supply for Events	Replacement of the main switchboard in the Domain to reduce overloading and provide a new power supply for events at the Skate Park end of the Domain.	Renewal	Completed	\$11,000	\$13,357	80%
WO.1980	Kubota ZD1011-54AU Zero Turn Mower SN10284 - Millicent	Replacement	Renewal	Completed	\$25,007	\$24,900	80%
WO.1448	Beachport Boat Ramp	Provision of replacement pontoons and new gang plank and handrail	Renewal	Completed	\$79,411	\$58,170	90%
WO.1994	Tantanoola BBQ upgrade	upgrade existing facility	Renewal	Completed	\$2,794	\$2,174	100%
WO.1800	Childcare Babies Room, Quiet Room and Storage	Renewal of the Babies Room, Quiet Room and Storage Area at Gladys Smith Early Learning Centre	Upgrade	Completed	\$47,071	\$21,448	100%
WO.1801	Eyre Street Showers and Toilets Southend	Minor works to renew the 2x shower blocks and 1x toilet block that are at end of life including tiling floor, painting, new fixture, recladding front of toilet	Renewal	Completed	\$6,713	\$6,454	100%
WO.1985	Toyota Hilux Single Cab Utility	Replacement	Renewal	Completed	\$43,000	\$20,713	10%



WO#	Project Name	Description	Type	Project Status	Budget	Actual	% Complete
WO.1792	Greenrise Toilet Upgrade	An upgrade to the toilets at Greenrise in Penola, including electricity to the building	Upgrade	Completed	\$90,858	\$90,348	80%
WO.1821	RV Dump Point in Kalangadoo	Installation of an RV dump point in Kalangadoo to encourage self contained motor homes to stay in the town and support local businesses.	New	Completed	\$21,500	\$14,354	99%
WO.1451	Millicent Domain Rotunda Repair	Refurbish of rotunda and provision of lighting	Renewal	Completed	\$17,564	\$9,414	100%
WO.1541	South Terrace Beachport Drainage	Installation of kerbing at intersections of Foster St and South Terrace and French St and South Tce and undertake drainage works on Foster Street	Renewal	Completed	\$208,549	\$201,234	100%
WO.1115	Kalangadoo Hall	Roof Renewal Works (supper room)	Renewal	Completed	\$13,594	\$0	100%
WO.1096	Millicent Swimming Lake Amenities	Roof Replacement and upgrade to change room	Renewal	Completed	\$3,219	\$816	100%
WO.1117	Kalangadoo Hall	Toilet Renewal Works	Renewal	Completed	\$23,747	\$4,532	100%
WO.1452	Rymill Hall Storage Facility and Stage Access	Construction of a storage area for Rymill Hall to remove the risk of tables falling on users, reduce fire hazard and access issues at the back of the stage and maximise the floor space available for hire.	Upgrade	Completed	\$95,897	\$77,954	100%
WO.1819	6 ton excavator	New six ton excavator see attached	New	Completed	\$149,700	\$149,519	100%
WO.1976	Ford Mondeo LX Wagon	Replacement	Renewal	Completed	\$33,000	\$32,312	100%
WO.1808	Penola Main Park - Subsurface Irrigation	Replacement of sprinklers in the Main Park in Penola with subsurface irrigation to reduce the staining on buildings. The groundwater in Penola has a very high iron content, causing orange staining on buildings, monuments, paths and other park infrastructure.	Upgrade	Completed	\$44,154	\$53,746	100%
WO.1445	Millicent Depot Access Gates	Installation of automatic gate for three entrances to depot	New	Completed	\$3,557	\$6,400	100%
WO.1975	Toyota Prado	Replacement	Renewal	Completed	\$74,647	\$74,647	100%
WO.1436	Beachport Cinema (Building Works)	Repairs to wall and ceiling following Air Conditioner refurbishment and roof repairs	Renewal	Completed	\$9,000	\$8,555	10%
WO.2183	Beachport Recreation Centre	Replacement of sections rusted roof and walls to main hall	Renewal	Completed	\$60,000	\$11,000	95%
WO.2221	Green rise BBQ	Greenrise BBQ Renewal	Renewal	Completed	\$12,000	\$10,220	100%
WO.2202	Lake McIntyre Mower Container	supply and fit into position a second-hand container to be used to safely house the volunteer's lawn mower. To remove the risk of slips trips and falls due to current work practice and storage restrictions.	New	Completed	\$7,000	\$5,000	100%
WO.2186	Mount Burr BBQ	Replacement of BBQ and works to repair shelter	Renewal	Completed	\$15,000	\$7,192	100%
WO.1433	Annual Computer Replacement (Staff)	Annual computer replacement based on 46 Surface Pro's & 41 Desktops over 5 years	Renewal	Completed	\$35,000	\$34,971	100%
WO.2218	Ridge terrace	23/24 - Video Conferencing Equipment - Ridge Terrace Meeting Room	New	Completed	\$7,500	\$7,420	100%
WO.2200	Boundary Fence between Lakeside Caravan Park and Rotary Park Millicent	Remove Overgrown vegetation, remove old fallen fence, and fit new fence to existing fence and to boundary	Renewal	Completed	\$15,000	\$10,636	100%
WO.2206	Old School House, Millicent	replace box gutters, flashing and carpet	Upgrade	Completed	\$35,000	\$26,320	60%
WO.2171	Light Vehicle replacement program	Toyota Rav4 GXL (S160CCZ) P284	Renewal	Completed	\$32,416	\$32,416	100%
Count	<b>107</b>	<b>TOTAL</b>			<b>\$14,954,404</b>	<b>\$6,145,209</b>	<b>41%</b>

## 15.1.2 Electric Vehicle Report (Costs Associated with Purchasing a new vehicle)

Report Type	Officer Report
Department	Executive
Author	Ben Gower
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	N/A
Strategic Plan Reference	<b>Theme 2 - Environmentally Sustainable</b> 2.1 Protect Council's natural assets through proactive planning in climate adaptation and structured infrastructure replacement and enhancements.
File Reference	GF/8.55.1
Attachments	Nil

### Purpose of Report

To update Council on the viability and financial cost of disposing of the CEO's current Electric Vehicle for a Hybrid Vehicle.



### Report Details

In March 2023, Council adopted its first Climate Change Action Plan that included an action to achieve a 100% electric/hybrid light vehicle fleet by 2030. The CEO's Toyota Prado was scheduled for replacement as part of the 2022/23 Annual Business Plan and Budget, and it was decided that it would be replaced with an electric vehicle (EV) to trial this emerging technology. The purpose of the trial was to ascertain whether electric vehicles were a suitable light vehicle alternative and to guide future advocacy and/or investment in electric vehicle infrastructure.

In November 2023 a report was provided to Council on the performance of the CEO's newly acquired Kia EV6. The vehicle has proven to be extremely cost effective to operate with

significantly reduced fuel cost per kilometre (<50% of the 4-cylinder diesel Toyota Prado), discounted registration costs, Fringe Benefits Tax exemptions, and almost no maintenance costs. The downside is its reduced range and a current lack of fast charging station infrastructure in regional Australia.

Since tabling the November 2023 report, the RAA’s Chargefox network has installed an additional fast charging station in Kingston SE, and their Limestone Coast Infrastructure Manager recently advised that the installation of additional fast charging stations in Mt Gambier is imminent.

At the November 2023 meeting it was resolved that... *“the CEO investigate the viability and financial cost of disposal of his current Electric Vehicle for a more suitable Hybrid Vehicle and report back to Council with those figures.”*

Advice was sought from the local Kia dealership on trade in prices for the EV6 who stated that it would be very difficult to provide an accurate figure given the relative immaturity of the Australian EV market but suggested that it would be approximately \$20,000 less than the purchase price paid six months ago.

Switching to a Hybrid vehicle would also increase operating costs by approximately \$5,000 per annum. Switching to a Plug in Hybrid, which operates like a pure EV for the first 50km, has the potential to halve those additional operating costs. Over the projected four-year life of the vehicle this would amount to an increased operating cost of \$20,000 (Hybrid) and \$10,000 (PHEV) respectively.

For clarity, the CEO has no desire to dispose of the EV6 and is happy to continue driving it for the primary reason it was purchased – to continue to test the performance of electric vehicles in a regional environment and to guide future advocacy and investment in EV infrastructure.

**Financial Considerations**

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

There are no known financial considerations related to this report.

**Risk Considerations**

There are no 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**

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

## **RECOMMENDATION**

That Council:

1. Receive and note the report.

## 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 4 - Organisational Excellence</b> 4.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. Datascope December - 2023 [15.2.1.1 - 3 pages]

#### Purpose of Report

Council consideration of the Monthly Financial Performance Report.

#### Report Details

The attached Financial Performance report for the year to 31 December 2023 shows that the Council is currently within its approved 2023/24 budget based on current expenditure and income trends.

The 2023/24 Financial Performance Report provides a snapshot of Council's financial performance for the period to 31 December 2023. The report includes the year-to-date actual expenditure and income for both operating and capital comparative to the adopted 2023/24 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 months of the 2023/24 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 \$15.24M of which \$6.45M has been spent and/or committed for expenditure.

#### Balance Sheet

Council did not budget to borrow any funds in 2023/24. Repayment of existing loans is scheduled for various times throughout 2023/24. Council's current loan principal is \$2.953M.

## **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 2023/24 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 2023/24 December Financial Performance Report.



WATTLE RANGE COUNCIL  
2023/24 MONTHLY BUDGET REPORT  
AS AT  
31-December-2023

		OPERATING ACTIVITIES				
Annual Plan Budget 2023/24 \$'000	Budget Review 1 2022/24 \$'000					
		YTD 2023/24 BUDGET \$'000	YTD 2023/24 ACTUAL \$'000	YTD 2023/24 VARIANCE \$'000	YTD 2023/24 VARIANCE %	
		OPERATING INCOME			C=A-B	NOTE
22,162	22,162	22,162	22,172	(9)	0.04%	
358	358	245	227	18	(7.4%)	1
2,883	2,883	1,442	1,241	201	(13.9%)	2
5,886	5,886	2,943	459	2,484	(84.4%)	1 & 3
195	195	97	207	(109)	112.3%	4
32	32	16	80	(64)	393.5%	5
151	151	76	126	(50)	66.4%	1
<b>31,667</b>	<b>31,667</b>	<b>26,981</b>	<b>24,510</b>	<b>2,470</b>	<b>(9.2%)</b>	
		OPERATING EXPENSES				
13,397	13,397	6,717	6,300	417	(6.2%)	6
13,250	13,641	6,593	5,395	1,199	(18.2%)	1
255	255	126	107	19	(14.7%)	7
7,028	7,028	3,514	3,677	(163)	4.6%	8
<b>33,930</b>	<b>34,322</b>	<b>16,950</b>	<b>15,479</b>	<b>1,471</b>	<b>(8.7%)</b>	
<b>(2,263)</b>	<b>(2,655)</b>	<b>10,030</b>	<b>9,032</b>	<b>999</b>	<b>(10.0%)</b>	A
		CAPITAL ACTIVITIES				
		Net Outlays in Existing Assets				
6,425	9,013	4,506	2,241	2,266	(50.3%)	1
(7,028)	(7,028)	(3,514)	(3,677)	163	4.6%	8
(385)	(385)	(193)	(73)	(120)	(62.2%)	1
<b>(988)</b>	<b>1,599</b>	<b>800</b>	<b>(1,509)</b>	<b>2,309</b>	<b>(288.6%)</b>	B
		Net Outlays on New and Upgraded Assets				
4,349	5,942	2,971	1,732	1,239	(41.7%)	1
-	-	-	-	-		
-	-	-	(200)	200	100.0%	9
<b>4,349</b>	<b>5,942</b>	<b>2,971</b>	<b>1,532</b>	<b>1,439</b>	<b>(48.4%)</b>	C
<b>(5,624)</b>	<b>(10,196)</b>	<b>6,260</b>	<b>9,008</b>	<b>(2,749)</b>	<b>(43.9%)</b>	
		Net Lending / (Borrowing) for Financial Year (A-B-C)				

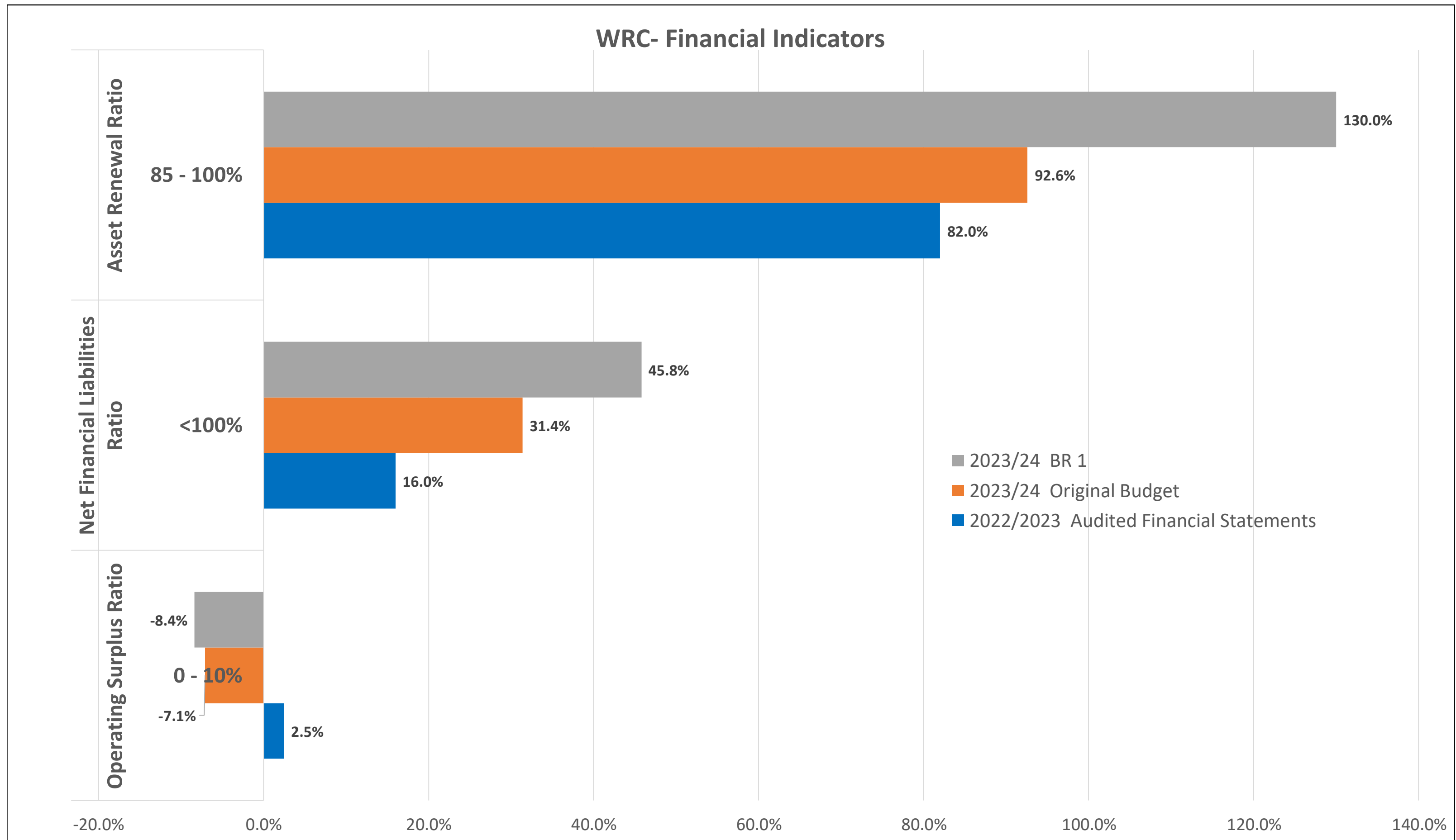


WATTLE RANGE COUNCIL  
2023/24 MONTHLY BUDGET REPORT  
AS AT  
31-December-2023

**NOTES**

#	Description	Status	Action Required
1	Some timing issues between forecasted budget and actuals.		No Action Required
2	Income from Southern Ocean Tourist Park is lower than budgeted, occupancy numbers are less than last year. A review is to be carried out after the festive peak period to see if the revenue will catch up.		Review to be undertaken
3	YTD Budget includes Federal assisted grants that were prepaid in June 2023. Assumption is that part of 2024/2025 FAG's will be prepaid in June 2024		No Action Required
4	Higher investment income received than anticipated due to higher interest rates.		Adjust Budget at BR2
5	Increase in reimbursements year to date related to reimbursement contribution towards the Penola Stadium Toilet and refund of Software Subscriptions -Subscribe HR		Adjust Budget at BR2
6	Wages tracking under budget due to: job vacancies, timing issues, more capital work was carried out and the on costs were recovered against the wage expenses.		No Action Required
7	Timing issues on finance cost , this is expected to smooth out as interest payments are made during 23/24.		Year end process
8	Depreciation expense is more than budgeted due to timing issues on some asset classes and more capital works were finished and capitalised earlier than anticipated. A review is to be completed at year-end.		Year end process
9	Income from sale of surplus land that had not been budgeted for, an adjustment to be completed in the next budget review		Adjust Budget at BR2





## 15.2.2 Mobile Food Vendor Operating Guidelines and Operating Rules Guidelines

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 4 - Organisational Excellence</b> 4.2 Govern in a responsible and responsive way. 4.3 Increase community input into Council decision making, through adoption of quality Community Engagement principles and practices.
File Reference	GF/18.63.2
Attachments	<ol style="list-style-type: none"> <li>1. Mobile- Food- Vendors- Policy [<b>15.2.2.1</b> - 3 pages]</li> <li>2. Mobile- Food- Vendors- Location- Rules [<b>15.2.2.2</b> - 7 pages]</li> <li>3. Mobile- Food- Vendors- Operating- Guidelines [<b>15.2.2.3</b> - 14 pages]</li> </ol>

### Purpose of Report

To approve the revocation of operation of both the Mobile Food Vendors Policy and Mobile Food Vendor Location Rules and to consider delegation of the authorisation of the Mobile Food Vendor Operating Guidelines to the Chief Executive Officer.

### Report Details

The Wattle Range Council welcomes the operation of mobile food vendors at specified locations within the Council area to complement existing food businesses, promote economic activity and build vibrant communities. Section 222 of the *Local Government Act 1999* requires that persons wishing to operate a business on a public road and/or associated land owned or managed by Council must obtain a permit.

At present Council has a separate Mobile Food Vendors Policy (refer to Attachment 1) and Mobile Food Vendors Location Rules (refer to Attachment 2). The policy explains the operating principles and permit requirements for mobile food vendors and the location rules describe the locations where mobile food vendors can trade and the operating conditions for each site (e.g. hours of operation, number of vendors permitted).

The policy and location rules were both authorised by Council.

At the Ordinary Council meeting held 12 October 2021 Council received a report that outlined the changes to the *Local Government Act 1999* and supporting Regulations. Contained within this report was details of the impending changes to the Act which would take effect from November 2021. One of the changes highlighted was the removal of provisions surrounding mobile food vending including the associated location rules.

The change in effect makes the requirement to maintain a Mobile Food Vending Policy and Location Rules optional. Council at the 12 September 2023 Ordinary Council Meeting

updated its fees and charges schedule to continue to accept mobile food vending applications as the policy and location rules had not been revoked or altered.

Officers have now reviewed the policy and location rules as part of the rationalisation of Council policies and procedures and are recommending the revocation of both the policy and location rules and replace these with a new Mobile Food Vending Guideline.

The new guideline combines both the Mobile Food Vendors Policy and the Mobile Food Vendors Location Rules (refer to Attachment 3) into one document. Further the guideline also provides more detailed information about the operating requirements for mobile food vendors and how to apply for a permit.

Given the largely operational nature of the guidelines it is recommended that the approval of and any future changes to the guidelines inclusive of the location rules should be delegated to the Chief Executive Officer ongoing.

### **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**

The risk rating is medium – Policy and Procedure Review Cycle.

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

There are no known legislative considerations related to this report.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**


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

### **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Revoke the operation of the Mobile Food Vendor Policy (Policy 3.11) and Mobile Food Vendor - Location Rules.

3. Authorise the Chief Executive Officer to approve the operation of the Mobile Food Vendor Guidelines.

 Wattle Range COUNCIL	<b>POLICY 3.11</b>	Version:	2
	<b>Mobile Food Vendors</b>	Date Adopted:	11/12/2018
		Next Review Due:	December 2022

## 1. STATEMENT

This policy provides a framework under which a mobile food vendor may apply to Council for a permit, and for Council to comply with its obligations under the *Local Government Act 1999* (the Act).

## 2. DEFINITIONS

**mobile food vending business** or **mobile food vendor** means a business involving the sale of food or beverages from a vehicle (within the meaning of the Road Traffic Act 1961) <sup>(s4 LG Act)</sup>

**fixed food business** is a business, the primary purpose of which is the retail sale of food or beverages that is carried on at fixed premise <sup>(r25C(4))</sup>. Fixed food businesses include cafes, restaurants, delicatessens, takeaway food businesses, bakeries, greengrocers, health food shops, butchers, supermarkets and, in some cases, service stations.

## 3. POLICY

### 3.1 Principles

The following principles guide this policy:

- Council supports the appropriate use of public roads and reserves for mobile food vendors to operate at approved locations whilst considering public safety, the local economy, fixed food business operators and residential amenity.
- To allow for the operation of trading activities in a manner that does not interfere or conflict with a towns permanent retail and service traders.
- To ensure that the operation of mobile food vendors are appropriate for the area and do not cause any nuisance to the surrounding residents or businesses.
- To ensure the amenity of the area is protected whilst enhancing the area's vibrancy and encouraging visitors and residents to the town or special event.
- To ensure that operations are conducted in accordance with the *Local Government Act 1999*, and relevant Regulations and Council by-laws.

### 3.2 Scope

This policy applies to all mobile food vending businesses operating on Council public roads within the Wattle Range Council Area.

### 3.3 Mobile Food Vendor Location Rules

Council will develop, amend and implement location rules in accordance with the Act and *Local Government (General) Regulations 2013 (the Regulations)* <sup>(s225A, s225B & r25C)</sup>.

#### 3.3.1 Location rules disputes

If an operator of a food business or a mobile food vendor in the Council area is directly and or adversely affected by these location rules then the operator may apply to the Small Business Commissioner for a review of the location rules <sup>(s225B LG Act)</sup>.


### 3.4 Mobile Food Vendor Permits

A mobile food vending business requires a permit issued under section 222 of the *Local Government Act 1999* to operate a business on a public road in the Council area.

The permit is to be carried at all times while trading and produced upon request by an authorised Council representative or Police Officer.

A Mobile Food Vendor Permit is not required if the vendor is:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF 18.63.2	Public	Development Services	Director of Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>POLICY 3.11</b>	Version:	2
	<b>Mobile Food Vendors</b>	Date Adopted:	11/12/2018
		Next Review Due:	December 2022

- a) operating (by invitation) as part of an event on community land or road related area where a Special Event Permit has already been issued to the Event Holder; or
- b) trading on privately owned land in accordance with clause 5(2)(ab) in schedule 3 of the *Development Regulations 2008*.

### 3.4.1 Permit Application

Council will ensure that a Mobile Food Vendor Permit Application Form is available.

Persons requiring a Mobile Food Vendor Permit must complete the application form in full and submit to a Council office.

Application can be made for a monthly or annual permit.

All applications will be considered on an individual basis.

### 3.4.2 Permit Fees

A Mobile Food Vendor Permit Application Form must be accompanied by the relevant fee as per Council's Schedule of Fees and Charges.

Requests for a reduction or waiver of fees will only be considered upon written application to the Chief Executive Officer. The Chief Executive Officer may at his or her discretion reduce or waive the permit fee.

### 3.4.3 Permit Conditions

Council may include conditions it considers appropriate when approving a permit, including any that the Act or Regulations require (s224 LG Act and r25A).

Applicants must comply with all conditions of a permit (s224A LG Act).

A condition consistent with the location rules adopted by council does not apply in relation to a permit for the purposes of a mobile food vending business primarily engaged in the sale of ice cream (s224(4) LG Act).

### 3.4.4 Permit Cancellation

Council may cancel a permit in accordance with the requirements of the Act.

## 3.5 Policy Implementation

Council's Chief Executive Officer may develop, amend, review and implement procedures and forms to help implement this Policy.

## 4. REVIEW

This policy will be reviewed every 4 years.

## 5. AVAILABILITY

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

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF 18.63.2	Public	Development Services	Director of Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>POLICY 3.11</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 11/12/2018
		Next Review Due: December 2022

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

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

## 6. REFERENCES & FURTHER READING

<sup>(s)</sup> is a reference to the relevant section in the *Local Government Act 1999*

<sup>(r)</sup> is a reference to the relevant regulation in the *Local Government (General) Regulations 2013*


References	•
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999 – s222 -225B</i></li> <li>• <i>Local Government (General) Regulations 2013 – r25A-25C</i></li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• Mobile Food Vendor Location Rules</li> <li>• Mobile Food Vendor Permit Application Form</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	08/10/2013	Council	Adopted	Folio 5239; Item 12.3.1
2	11/12/2018	Council	Name change (formerly Itinerant Traders and Mobile Vendors – Council Land) Amended due to legislation changes	Folio 7997; Item 15.3.3

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF 18.63.2	Public	Development Services	Director of Development Services	4 Yearly
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 Wattle Range COUNCIL	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

This document sets out a Location Rules for the purposes of Section 225A of the *Local Government Act 1999* and regulation 25C of the *Local Government (General) Regulations 2013*.

## 1. DEFINITIONS

There are no known definitions related to this document.

## 2. INTRODUCTION

A mobile food vending business requires a permit to be issued by Council under Section 222 of the *Local Government Act 1999* where the business operates on a public road in the Council area. In order for the permit to be granted and to determine where designated locations where these businesses can operate on these public roads Council must adopt location rules to assist with the operation of these permits.

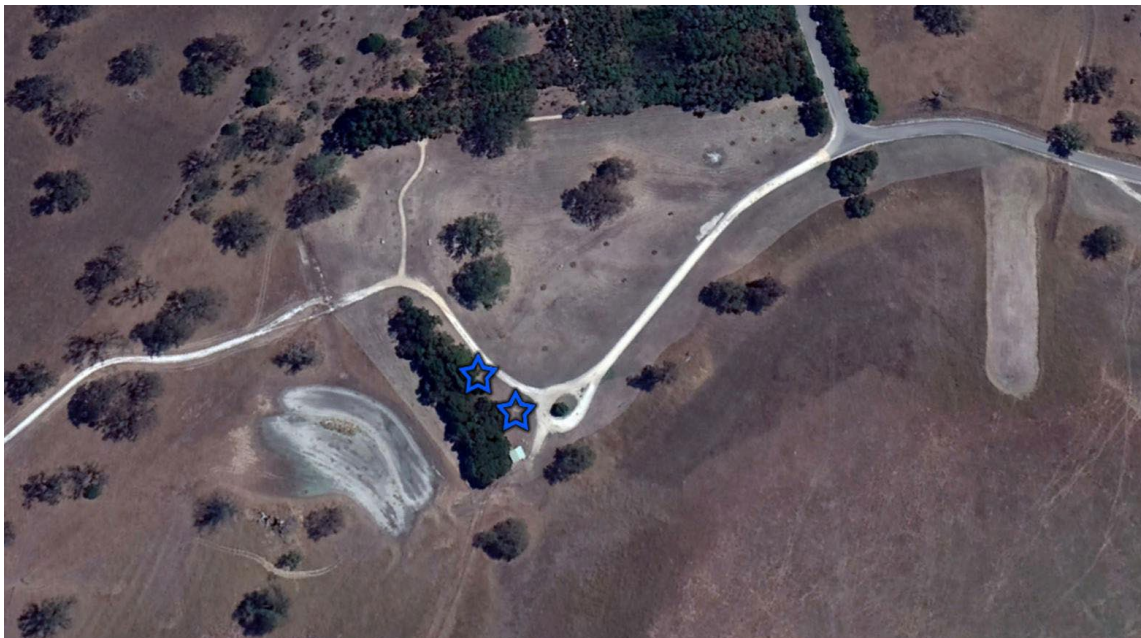
A mobile food vending business holding a permit issued by the Council may operate in locations where mobile food vending businesses are approved subject to complying with these location rules and any other requirements of its permit.

## 3. LOCATIONS

The Council has determined that mobile food businesses may operate from the sites shown on the attached map.


### Penola – Greenrise Lake Reserve.

- Only two (2) mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated.
- Hours of operation 10 am to Sunset.



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18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 <p>Wattle Range COUNCIL</p>	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

**Nangwarry - (Hunkin Terrace)**




- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 10 am to Sunset.

**Kalangadoo (Rail lands)**



- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 10 am to Sunset.

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18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 <p>Wattle Range COUNCIL</p>	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

**Beachport – Beach Road**




- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 11 am to 10 pm.

**Beachport –Centennial Park**

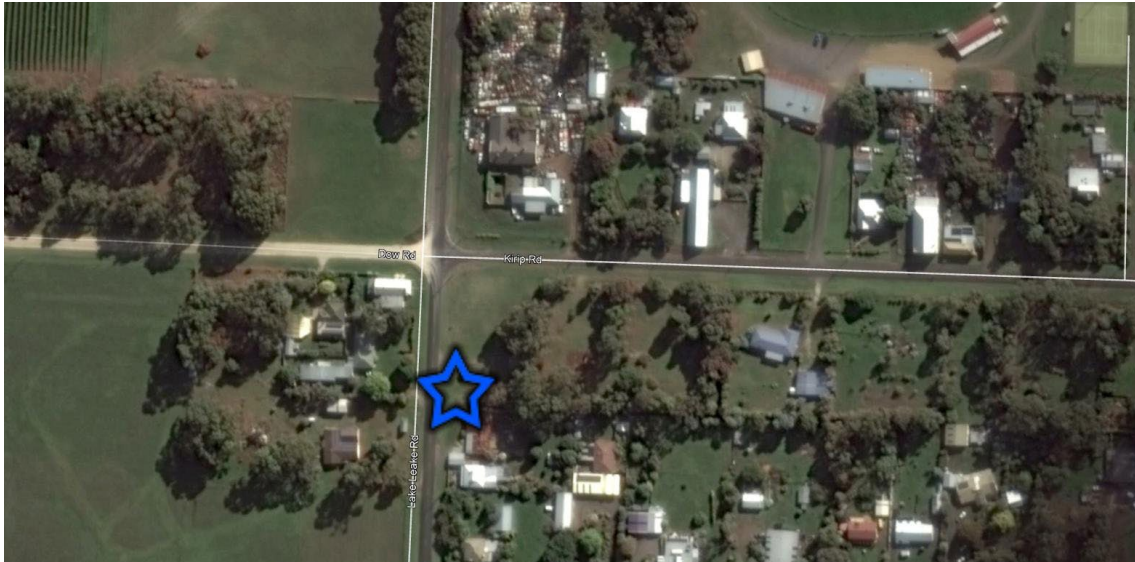


- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 11 am to 10 pm.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 <p>Wattle Range COUNCIL</p>	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

**Glencoe - Kirrip Road Reserve**




- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 10 am to Sunset.

**Tantanoola**



- Only 2 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 10 am to Sunset.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 Wattle Range COUNCIL	<b>Location Rules</b>	Version:	2
	<b>Mobile Food Vendors</b>	Date Adopted:	12 November 2019
		Next Review Due:	November 2020

### Millicent Carpark at rear of Civic & Arts Centre




- Only 3 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the areas indicated above.
- Hours of operation 10 am to 10pm.

### Southend



- Only 2 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the areas indicated above.
- Hours of operation 10 am to Sunset.

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18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 Wattle Range COUNCIL	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

### Rendelsham



- Only 2 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the areas indicated above.
- Hours of operation 10 am to Sunset.

### 4. DISPUTES

If an operator of a food business or a mobile food vendor in the Council area is directly and or adversely affected by these location rules then the operator may apply to the Small Business Commissioner for a review of the location rules.

### 5. AMENDMENT TO THE RULES

The location rules may be amended from time to time by the Council. The location rules must be amended by the Council if directed by to so by the Small Business Commissioner or to satisfy a requirement of the Minister for Local Government.

### 6. REVIEW

These location rules will be reviewed in June 2019 and thereafter annually.


### 7. AVAILABILITY

These location rules are available for inspection without charge at the following location during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au)

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 Wattle Range COUNCIL	<b>Location Rules</b>	Version: 2
	<b>Mobile Food Vendors</b>	Date Adopted: 12 November 2019
		Next Review Due: November 2020

## 8. REFERENCES & FURTHER READING


References	•
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999, Section 222, 224, 224A, 225, 225A</i></li> <li>• <i>Local Government (General) Regulations 2013</i></li> </ul>
Relevant Policies / Procedures / Guidelines	These location rules should be read in conjunction with: - <ul style="list-style-type: none"> <li>• Mobile Food Vendor Policy</li> <li>• Permit Guidelines</li> <li>• Fees and Charges Schedule</li> </ul>

## 9. 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 Dec 2018	Council	Adopted	Folio 7997; Item 15.3.3
2	12 November 2019	Council	Removed Pool of Siloam Added Beach Rd	Folio 8697; Item 15.3.1

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18.63.2	Public	Corporate Services	Director Corporate Service	Annually
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

## 1. STATEMENT

- 1.1 The Wattle Range Council welcomes the operation of mobile food vendors at specified locations within the Council area to complement existing food businesses and provide more vibrant community spaces.
- 1.2 An active mobile food vendor sector can grow the local economy by increasing business opportunities, help to showcase the food, wine and produce of the region and increase visitations by offering a more diverse visitor experience.

## 2. SCOPE

- 2.1 These guidelines have been prepared to assist mobile food vending businesses that wish to operate in the Wattle Range Council area at locations that have been approved by Council.
- 2.2 The guidelines describe the procedure for obtaining a mobile food vendor permit, as required by section 222 of the *Local Government Act 1999*, (Local Government Act) and outline the approved mobile food vendor sites and location rules in the Wattle Range Council area.

## 3. DEFINITIONS

**Council** means Wattle Range Council.

**Handling of food** includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.

**Mobile food vendor** is the operator of a business involving the sale of food or beverages from a vehicle within the meaning of the *Road Traffic Act 1961* (see definition below.)

**Mobile ice cream vendor** refers to a mobile food vendor that is primarily engaged in the sale of ice cream. These vendors only stop as hailed by customers and primarily service residential homes.


**Sell** means:

- Offer or attempt to sell
- Receive for sale
- Display for sale
- Have in possession for sale
- Dispose of by any method for valuable consideration
- Dispose of by way of raffle, lottery or other game of chance
- Offer as a prize or reward.

**Vehicle**, within the meaning of the *Road Traffic Act 1961*, includes a motor vehicle, trailer, tram, a bicycle, an animal-drawn vehicle and an animal that is drawing a vehicle.

**Vending** means selling and renting any article, including any food article.

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[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:


**Vending vehicle** includes any vehicle, whether mobile or stationary, used for the purpose of preparing, handling and/or selling any article, including any food article (within the meaning of the) either free of charge or at a cost.

#### 4. OPERATING PRINCIPLES

- 4.1 Council supports the appropriate use of public roads and reserves for mobile food vendors to operate at approved locations and for mobile ice cream vendors to traverse Council streets whilst giving appropriate consideration to public safety, the local economy, fixed food business operators and residential amenity.
- 4.2 The locations in this document where mobile food vendors are permitted to trade supports Council's objective to complement existing food businesses, cultivate a vibrant community and promote economic activity whilst ensuring that mobile food vendors do not unreasonably compromise the amenity of the area or cause an obstruction to vehicle and pedestrian traffic.
- 4.3 Council's guidelines are structured to enable a merit-based assessment of applications that supports the appropriate use of public roads and reserves.
- 4.4 Mobile ice cream vendors will be assessed on an individual basis and are **not** subject to the location rules as described in these guidelines unless applying to trade at any of the Council's approved mobile vendor locations (refer to Appendix 1).
- 4.5 For mobile food vendors to set up and operate a food vending business on a public road, a condition of the permit is for the permit holder to comply with the location rules as outlined in these guidelines. The location rules consider the effect of the operation of the mobile food vending business on:
- 4.5.1 vehicle and pedestrian traffic, footpaths, driveways, access points to buildings and parking areas for people with disabilities
  - 4.5.2 the availability of parking spaces, and
  - 4.5.3 residents and businesses in the vicinity of the location.
- 4.6 The locations approved by Council have taken into consideration the opening hours and proximity to fixed food businesses.
- 4.7 Mobile food vendor vehicles may be restricted at certain locations depending on their size and/or vehicle type and/or the size of the parking area in an approved location.
- 4.8 A mobile food vendor may display one 'A' frame sign to advertise their within a maximum of five metres from the vehicle. The construction of the sign must comply with Council's Moveable Signs By-Law No. 2.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

## 5. GUIDELINES FOR MOBILE FOOD VENDORS

### 5.1 Operating Guidelines

- 5.1.1 A mobile food vendor must hold a valid permit to operate within the Wattle Range Council area pursuant to section 222 of the Local Government Act and Council By-Law No. 4.
- 5.1.2 Permit holders are only permitted to trade at Council's designated locations or as approved by Council staff.
- 5.1.3 Most sites allow for only one mobile food vendor unless specified otherwise on the individual site-specific conditions.
- 5.1.4 Occupation of an approved site is on a 'first in' basis.
- 5.1.5 The hours of operation hours for each approved location are specified in the Location Rules.
- 5.1.6 There is no minimum or maximum stay limit within the listed hours of operation of the approved locations.
- 5.1.7 The permit holder must not use or allow the area to be used for any other purpose or activity other than that authorised by the permit.
- 5.1.8 Where an approved location has more than one parking area to operate from, the operator is able to choose the area to use subject to it not already being occupied.
- 5.1.9 The permit holder must not leave a mobile food vending vehicle unattended at an approved location (i.e. a vehicle must not be left overnight at approved location so as to secure a location for trading).
- 5.1.10 Exclusive use of an area is not permitted and areas cannot be reserved.
- 5.1.11 The permit holder must not sell, serve or provide alcohol without prior Council approval.
- 5.1.12 The permit does not include the right to sell or provide cigarette, tobacco and e-cigarette products.
- 5.1.13 All liquid waste, including waste water and waste oil, must be contained and removed or disposed of appropriately.
- 5.1.14 No waste or other material is to be deposited into the storm water system.
- 5.1.15 The use of amplified noise is prohibited without prior Council approval.
- 5.1.16 All sign boards and other equipment used in connection with the operation of the mobile food vending business should be placed so as not to cause a hazard to members of the public.
- 5.1.17 All equipment used for cooking and must be adequately screened to prevent accidental burn injuries to staff and members of the public.
- 5.1.18 The permit holder must provide a bin/s for the use of their customers and keep the site clean and free of litter and other waste materials.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

5.1.19 The permit holder is responsible for the removal and disposal of all rubbish and must not dispose of rubbish in Council bins.

## 5.2 No interference with other vehicles or road infrastructure

5.2.1 The operation of a mobile food or mobile ice cream vending business must not unduly interfere with:

5.2.1.1 vehicles driven on roads

5.2.1.2 vehicles parking or standing on roads

5.2.1.3 parking areas for people with disabilities (within the meaning of rule 203 of the Australian Road Rules)

5.2.1.4 public transport and cycling infrastructure including bus zones, taxi zones and bike lanes

5.2.1.5 other road related infrastructure

5.2.1.6 infrastructure designed to give access to roads, footpaths and buildings.

## 5.3 Permit fee

5.3.1 A permit fee is payable before an approved permit is issued.

5.3.2 Fees are determined as per Council's Fees and Charges Schedule, which is reviewed annually and available on the Council's website:  
[www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

5.3.3 Permits are not transferable if a business changes ownership.


## 5.4 Compliance with legislation

5.4.1 All permit holders must comply with all relevant Legislation, Laws, Regulations and By-laws and hold all relevant licences and registrations required in the operation of a mobile food or mobile ice cream vending business.

5.4.2 Legislation includes but is not limited to:

- *Local Government Act 1999*
- *Food Act 2001*
- *Food Regulations 2017*
- *South Australian Public Health Act 2011*
- *Environment Protection Act 1993*
- *Local Nuisance and Litter Control Act 2016*
- *Motor Vehicles Act 1959*
- *Road Traffic Act 1961*
- Council By-laws
- Legislation relating to electrical or gas installations or appliances
- Relevant legislation relating to health, safety and the environment
- Also refer to the SafeWork SA website.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version:	DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:	
		Next Review Due:	

## 5.5 Enforcement

- 5.5.1 A permit holder must make available for inspection a current permit when requested by an Authorised Officer and must comply with any direction provided by such an officer.
- 5.5.2 Any breach of the conditions of the permit may result in further action by the Council, including the issuing of an infringement notice and/or cancellation of the permit.
- 5.5.3 A Council may, under section 225 of the Local Government Act and Wattle Range Council By-law1, by notice in writing to the permit holder, cancel a permit if a breach is sufficiently serious to justify cancellation of the permit.

## 5.6 Disputes

- 5.6.1 If an operator of a similar permanent business in the Council area is directly affected by Council's location rules, they are able to put in writing a request to Council for a review of the location rules.
- 5.6.2 The operator may also apply to the SA Small Business Commissioner for a review of the location rules.

## 5.7 Amendment of the location rules

- 5.7.1 The location rules may be amended from time to time.
- 5.7.2 Permit holders should check the Council website regularly for the current location rules.

## 5.8 Approved locations and site specific conditions

- 5.8.1 The maps for the approved locations and the site-specific conditions are detailed in Appendix 1 of this document and are available on Council's website.

## 6. APPLYING FOR A PERMIT

### 6.1 What the permit allows


- 6.1.1 The permit allows a mobile food vending business to operate a mobile food vehicle at approved locations or a mobile ice cream vendor within the Council area provided it meets the criteria outlined in these Guidelines.
- 6.1.2 The permit is for the mobile food vehicle as shown on the permit application form.
- 6.1.3 A Mobile Food Vendor Permit does not confer any exclusive right, entitlement or proprietary interest in the permit area and does not derogate from Council's powers under the Local Government Act.

### 6.2 Where to apply

- 6.2.1 A permit application form can be obtained from Council's office or online at [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

### 6.3 How to apply for a permit

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

6.3.1 The following information is required for an application for a Mobile Food or Ice Cream Vendor Permit:

6.3.1.1 a completed application form

6.3.1.2 a current copy of public liability insurance policy for a minimum of \$20,000,000 (twenty million dollars) against all actions, costs, claims charges and expenses whatsoever to property or persons arising out of or connected with the activities undertaken in respect of the permit. The policy must not be allowed to lapse during the period of the permit and must include the Wattle Range Council as an interested party

6.3.1.3 provide proof of notification of a food business to the Council's Environmental Health Officer (i.e., Food Business Number (FBN))

6.3.1.4 a photographic image of the registered mobile food vehicle/s and proposed set up including any signage

6.3.1.5 a copy of the vehicle registration certificate

6.3.1.6 evidence of a police clearance

6.3.1.7 payment of the prescribed fee

6.3.1.8 Mobile ice cream vendors need to supply information on any audible or visual devices that are proposed to be used to attract customers.

#### 6.4 Permit approval

6.4.1 Permits are assessed for approval by Council with reference to these guidelines. If approved, Council staff will notify the applicant and issues a written permit.

6.4.2 The permit becomes valid when all of the following have been completed:

6.4.2.1 all information and fees are received and the application approved

6.4.2.2 an executed permit has been issued to the applicant.

6.4.3 Permits are not transferable to a new proprietor.

#### 6.5 Schedule of permit fees

6.5.1 Fees associated with the issuing of a Mobile Food Vendor Permit are set out in Council's Fees and Charges Schedule, which is available on the Council's website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

6.5.2 Fees are reviewed annually.

#### 6.6 Permit holder responsibilities


6.6.1 Permit holders must:

6.6.1.1 Comply with the permit conditions

6.6.1.2 ensure that the operation of the mobile food vendor business conforms to the criteria specified in these guidelines.

6.6.2 The permit holder must not cause, suffer or permit any damage to Council land or property.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

6.6.3 The permit holder is liable to pay to Council the cost of rectifying any damage to Council land/property in connection with the mobile food vending activities authorised by the permit. This includes pavement repairs and/or cleaning that Council considers to be necessary as a result of the permit holder's use of the permit area. These costs may be recovered as a debt from the permit holder.

6.6.4 The permit holder must notify Council as soon as practicable of any damage to Council owned land/property.

## 6.7 Removal or relocation of an operating food vendor vehicle

6.7.1 The Council reserves the right to request a mobile food vendor to remove or relocate the mobile food vending vehicle if, in the opinion of an authorised/delegated Council officer:

- there is any hazard or obstruction or there is likely to be a hazard or obstruction arising from the location of the vehicle
- removal is considered necessary to facilitate occasional events such as road or footpath works, parades or events
- the permit conditions have not been complied with
- the food vendor operator does not have an approved permit for the vehicle.

## 7. LEGISLATION AND COMPLIANCE

### 7.1 Legislation

7.1.1 Section 5 above provides information about legislation relevant to the operation of a mobile food vendor business.

### 7.2 Compliance

7.2.1 Using a public road for business purposes without a permit issued by Council is an offence under section 222 of the Local Government Act and carries a maximum penalty of \$2500 or an expiation fee of \$210.

7.2.2 A person who commits a breach of any By-Law of the Council is guilty of an offence and may be liable to a penalty as specified by the Local Government Act.

7.2.3 An offence occurs when an area of a public road or Council reserve is used by a mobile food vendor that is outside the boundary of an approved location.

7.2.4 Any breach or continued breach of the permit conditions may result in the permit being cancelled pursuant to section 225 of the Local Government Act and Wattle Range Council By-Law 1.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

## 8. MOBILE FOOD VENDOR APPROVED LOCATIONS AND LOCATION RULES

### 8.1 Approved locations

- 8.1.1 There are currently ten approved locations in the Wattle Range Council area for mobile food vendors.
- 8.1.2 These are listed in Appendix 1 to these guidelines and are available on the Wattle Range Council website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).
- 8.1.3 Locations may be subject to change and permit holders should check Council's website regularly for updates.

### 8.2 Standard conditions applying to approved locations

- 8.2.1 The following standard conditions apply to all approved locations unless otherwise stipulated in the individual site-specific conditions shown in Appendix 1:
- 8.2.1.1 only one (1) mobile vendor is permitted at each location unless otherwise stipulated
- 8.2.1.2 approved locations cannot be booked and occupation of a site is on a 'first in' basis. A permit holder must not leave a mobile vending vehicle unattended at a site or leave a mobile vending vehicle overnight to secure a location for trading
- 8.2.1.3 there is no minimum or maximum stay limit between to permitted hours of operation
- 8.2.1.4 mobile food vendors should serve away from moving traffic and serve towards footpaths, reserves or the beach
- 8.2.1.5 mobile food vendors must not restrict other users from accessing parking areas
- 8.2.1.6 mobile food vendors may be excluded from certain locations depending on the size and movability of the vehicle
- 8.2.1.7 mobile food vendors must be self-sufficient and provide their own water, power and cooking fuel.

### 8.3 Amendment to the location rules and operating conditions

- 8.3.1 The location rules and operating conditions may be amended from time to time by the Executive Leadership Team (ELT) . They must be amended by the ELT if directed by the Small Business Commissioner or to satisfy a requirement of the Minister for Local Government.

## 9. REVIEW

- 9.1 These guidelines will be reviewed every four years or earlier if required.

## 10. AVAILABILITY

These guidelines are available without charge on the Council website:

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

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

## 11. REFERENCES & FURTHER READING

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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 Wattle Range COUNCIL	<b>GUIDELINES</b>	Version: DRAFT
	<b>MOBILE FOOD VENDOR OPERATING GUIDELINES</b>	Date Adopted:
		Next Review Due:

References	•
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i></li> <li>• <i>Food Act 2001</i></li> <li>• <i>Food Regulations 2017</i></li> <li>• <i>South Australian Public Health Act 2011</i></li> <li>• <i>Environment Protection Act 1993</i></li> <li>• <i>Local Nuisance and Litter Control Act 2016</i></li> <li>• <i>Motor Vehicles Act 1959</i></li> <li>• <i>Road Traffic Act 1961</i></li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• Fees and Charges Schedule</li> <li>•</li> </ul>

## 12. 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:
		ELT		Folio <b>INSERT FOLIO #</b> ; Item <b>INSERT ITEM #</b>

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
[Document Number]	[File Reference]	Public	Corporate Services	Director Corporate Services	4-Yearly
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## Appendix 1: MOBILE FOOD VENDOR APPROVED LOCATIONS

### Location 1 - Penola – Greenrise Lake Reserve

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to sunset</li> </ul>	<ul style="list-style-type: none"> <li>Only two (2) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>



### Location 2 - Nangwarry - Hunkin Terrace

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to sunset</li> </ul>	<ul style="list-style-type: none"> <li>Only one (1) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>



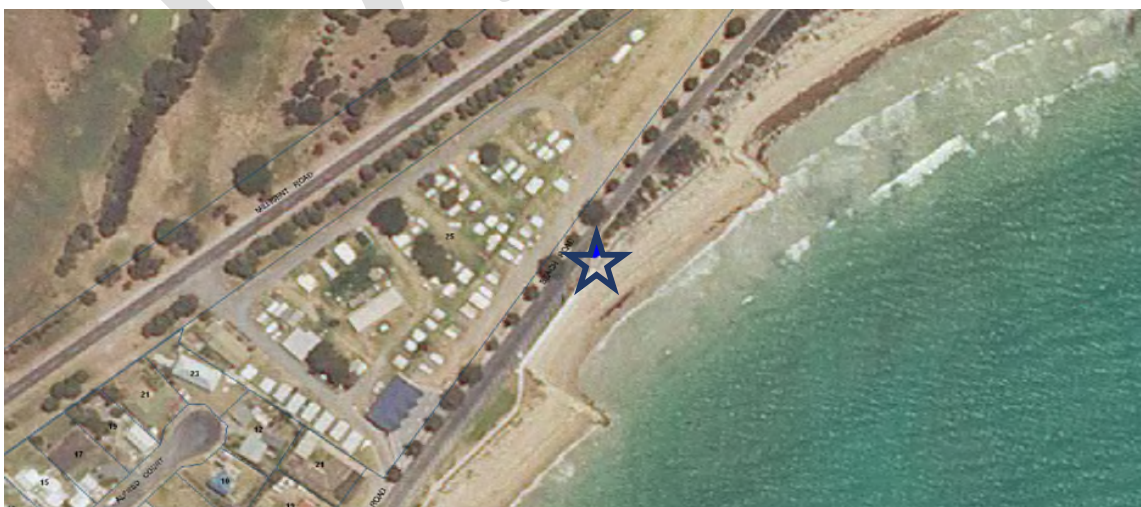


**Location 3 - Kalangadoo - Rail Lands**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to sunset</li> </ul>	<ul style="list-style-type: none"> <li>Only one (1) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendor must operate from the area shown on the map.</li> </ul>

**Location 4 - Beachport – Beach Road**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>11 am to 10 pm</li> </ul>	<ul style="list-style-type: none"> <li>Only one (1) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendor must operate from the area shown on the map.</li> </ul>



**Location 5 - Beachport –Centennial Park**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>11 am to 10 pm</li> </ul>	<ul style="list-style-type: none"> <li>Only one (1) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>



**Location 6 - Glencoe - Kirrip Road Reserve**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to sunset</li> </ul>	<ul style="list-style-type: none"> <li>Only one (1) mobile food vendor permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>



**Location 7 - Tantanoola – Railway Terrace West**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to sunset</li> </ul>	<ul style="list-style-type: none"> <li>Only two (2) mobile food vendors permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>

**Location 8 - Millicent – Western Carpark behind Civic and Arts Centre**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"> <li>10 am to 10 pm</li> </ul>	<ul style="list-style-type: none"> <li>Only three (3) mobile food vendors permitted to operate at any one time.</li> <li>Mobile food vendors must operate from the area shown on the map.</li> </ul>



**Location 9 - Southend – Bridges Drive Car Park**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"><li>• 10 am to sunset</li></ul>	<ul style="list-style-type: none"><li>• Only two (2) mobile food vendors permitted to operate at any one time.</li><li>• Mobile food vendors must operate from the area shown on the map.</li></ul>



**Location 10 - Rendelsham – Southern Ports Highway Car Park**

Operating hours	Site-specific conditions
<ul style="list-style-type: none"><li>• 10 am to sunset</li></ul>	<ul style="list-style-type: none"><li>• Only two (2) mobile food vendors permitted to operate at any one time.</li><li>• Mobile food vendors must operate from the area shown on the map.</li></ul>



## 15.2.3 Revocation of Community Land Classification - Allotment 301, Cullens Road, Southend

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	<b>Theme 4 - Organisational Excellence</b> 4.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.
File Reference	GF/16.16.2
Attachments	1. 23 MINL G-0712 - Ministerial Correspondence - GOWE R, Ben [15.2.3.1 - 1 page]

### Purpose of Report

To consider the final approval of the revocation of the community land classification for Allotment 301, Cullens Road, Southend.

### Report Details

At its Ordinary Council meeting held 14 March 2023, Council resolved to commence the formal community land revocation process for Allotment 301, Cullens Road, Southend, for the purpose of allowing Council to dispose of the property by way of public auction or private treaty.



The formal process commenced with an initial community consultation period being held, whereby 2 submissions were received from the Southend community, both of which were largely supportive of the revocation process occurring.

At the Ordinary Council meeting held 13 June 2023, Council resolved to commence a secondary public consultation process for the property to eliminate any perceived confusion on the Certificate of Title referencing for the property. Following this secondary consultation period, no submissions were received from the community.

At the Ordinary Council meeting held on 12 September 2023, Council considered the 2 submissions from the two consultation processes and resolved to continue with the formal revocation process by submitting a report on the submissions made as part of the public consultation process to the Minister for Local Government for consideration.

A formal report was prepared in accordance with the provisions of the *Local Government Act 1999* and submitted to the Ministers Office for review and approval.

Correspondence was received on 15 December 2023 from the Minister for Local Government advising that following consideration of Council's proposal, the Minister believes the revocation will be more positive than not in its effect, and therefore has consented to Council's application to revoke the community land classification of Allotment 301, Cullens Road, Southend.

If Council wishes to finalise this revocation proposal, there is a requirement to make a formal resolution to revoke the community land classification. Alternatively, Council can resolve not to proceed with the formal application, which will result in no change to the current land status.

However, if Council resolves to formally revoke the community land status, to complete the process, an advertisement will be required to be placed in the Government Gazette and or in the local newspaper.

Additionally, officers will be required to make a formal application to the Lands Title Office, to update the Title, with the removal of the designation of "reserve". Once this is completed the property can be placed on the open market for sale.

### **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**

N/A

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

*Local Government Act 1999* – Section 194 – Revocation of Community Lands

### **Environmental / Sustainability Considerations**

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

## **Communication & Consultation Considerations**

An advertisement will be placed in the Government Gazette or local newspaper if Council resolves to proceed with the revocation of the community land classification for the land.

## **RECOMMENDATION**

That Council:

1. Pursuant to Section 194 (3)(b) of the *Local Government Act 1999*, revoke the community land classification of the land known as Allotment 301 in Deposited Plan 55711, Hundred of Rivoli Bay, contained in Certificate of Title Volume 5921 Folio 66 - (Cullens Road, Southend).

OFFICIAL

Hon Geoff Brock MP

Government  
of South Australia

23MINLG-0712

Mr Ben Gower  
Chief Executive Officer  
Wattle Range Council  
PO Box 27  
MILLICENT SA 5280  
[bjg@wattlerange.sa.gov.au](mailto:bjg@wattlerange.sa.gov.au)

Dear Mr Gower

A handwritten signature in black ink that reads 'BEN'.

Thank you for your correspondence seeking my approval of the Wattle Range Council's (the Council) proposal to revoke the classification as community land of Allotment 301 contained in Deposited Plan 55711, held in Certificate of Title Volume 5921 Folio 66 (the Subject Land).

After carefully considering the effect of the revocation of the Subject Land on the area and the local community, I am of the opinion that, on balance, the revocation will be more positive than not in its effect. I approve the Council's proposal to revoke the classification as community land of Allotment 301 contained in Deposited Plan 55711, held in Certificate of Title Volume 5921 Folio 66.

If the Council wishes to proceed with the revocation, it will need to pass a motion to revoke the community land classification pursuant to section 194(3)(b) of the *Local Government Act 1999*.

Thank you again for your correspondence.

Yours sincerely

A handwritten signature in black ink that reads 'Brock'.

Hon Geoff Brock MP  
**MINISTER FOR LOCAL GOVERNMENT**

14/12/2023

Minister for Local Government | Minister for Regional Roads | Minister for Veterans Affairs

Level 10, 81 – 95 Waymouth Street Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 | DX 171  
Tel +61 8 7133 1200 | Email [minister.brock@sa.gov.au](mailto:minister.brock@sa.gov.au)



## 15.2.4 Wattle Range Youth Development Foundation

Report Type	Officer Report
Department	Corporate Services
Author	Diana McDonald
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 [15.2.4.1 - 5 pages]

### Purpose of Report

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

- Oliver Braun, Poppy Venn, Ashlee Dean – who have been selected into the SA Country Basketball Emerging Athlete Development Program (EADP) to attend and compete in the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales.
- Jackson Bowden – has been selected into the SA State Performance Program and the SA Under 20 Men State team to attend and compete in the Under 20 Men National Championships – Australian Basketball competition being held in Ballarat, Victoria.

### 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 principal event.

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

Applications have been received from Oliver Braun, Poppy Venn and Ashlee Dean who have been selected to compete in the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 14 – 20 January 2024. Also, Jackson Bowden has been selected to compete in the 2024 Under 20 Men National Championships – Australian Basketball being held in Ballarat, Victoria from 30 January – 4 February 2024.

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	\$1,200
Budget Variation Requested	Nil

### **Risk Considerations**

There are no known risk considerations related to this report.

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

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 each of the following:

1. Oliver Braun to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 14 – 20 January 2024.
2. Poppy Venn to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 14 – 20 January 2024.
3. Ashlee Dean to assist with costs to attend the Australian Junior Country Basketball Cup being held in the Lauren Jackson Sports Centre, Albury New South Wales from 14 – 20 January 2024.
4. Jackson Bowden to assist with costs to attend the 2024 Under 20 Men National Champions – Australian Basketball competition being held in Ballarat, Victoria from 30 January – 4 February 2024.

 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

## 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

## 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 subparagraphs 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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.

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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.

"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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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*.

## 13. 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	13 November 2007	Council	Adopted	
2	12 June 2012	Council	Adopted Amended	Folio 4766; Item 11.1.2
3	29 November 2022	Council	No changes made. Council reaffirmed the membership of the Committee to comprise the members of Council.	Folio 10381; Item 15.1.2

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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## 15.2.5 Wattle Range Youth Development Foundation Section 41 Committee Review

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	<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/7.43.3/1
Attachments	<ol style="list-style-type: none"> <li>1. Wattle Range Youth Development Foundation Charter [15.2.5.1 - 5 pages]</li> <li>2. 2023-12-12 v 5 Community- Grants- Scholarship- Sponsorship- Programs- Guideline [15.2.5.2 - 16 pages]</li> </ol>

### Purpose of Report

To consider the removal of the Section 41 Committee of Council for the Youth Development Foundation.

### Report Details

Council has powers under Section 41 of the *Local Government Act 1999* to form Committees of Council. The Youth Development Foundation Section 41 Committee was established in September 1997 under this provision. The purpose of the Committee as denoted in the Committees Charter is:

*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.*

As part of a recent review of Section 41 Committees it was highlighted that the Youth Development Foundation grants are listed within Council's Community Grants, Scholarship and Sponsorship Program Guidelines document.

Developed in October 2020 the purpose of the Community Grants, Scholarship and Sponsorship Program Guideline was to provide guidance on the application and assessment process of a range of grant, scholarship, and sponsorship opportunities provided by Council, including the Youth Development Foundation grant.

After a recent assessment of requirement for the Section 41 Committees, Council officers found that the current Section 41 Committee for the Youth Development Foundation grants added unnecessary administrative complexity and that the same results could be achieved with some minor changes to the Youth Development Foundation application form and Community Grants, Scholarship and Sponsorship Program Guideline without the necessity of maintaining and reporting on Section 41 Committees.



Whilst serviceable the current Section 41 Committee structure and operation has some drawbacks these include:

- The whole of Council being members of the Committee. This requirement has the same effect of convening a Council meeting to discuss the matter of Youth Development Foundation grants on every application.
- The functions of the Section 41 Committee as per its Charter are not being directly achieved by the Committee:

*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.*

In addition, the purpose of the Committee loosely fits into the purpose of a Section 41 Committee of Council as stated by Section 41(2) of *the Local Government Act 1999*;

#### **41—Committees**

*(2) A committee may, according to a determination of the council (and subject to the operation of this Act), be established—*

*(a) to assist the council in the performance of its functions;*

*Examples—*

- *To carry out a project on behalf of the council.*
- *To manage or administer property, facilities or activities on behalf of the council*
- *To oversee works on behalf of the council.*

*(b) to inquire into and report to the council on matters within the ambit of the council's responsibilities.*

*(c) to provide advice to the council;*

*(d) to exercise, perform or discharge delegated powers, functions or duties.*

Given the current duplication and potential confusion between operation of the Community Grants, Scholarship and Sponsorship Program Guideline and the Youth Development Foundation Section 41 Committee, it is recommended that:

1. the operation of the Section 41 Committee be discontinued; and
2. the Community Grants, Scholarship and Sponsorship Program Guideline and application form for Youth Development Foundation be updated to ensure all current application conditions listed within the Section 41 Charter are captured, to ensure consistency of assessment of future grant applications.

### **Financial Considerations**

Budget Allocation	\$7,000
Budget Spent to Date	\$1,200
Budget Variation Requested	N/A

### **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**

*Section 41 - The Local Government Act 1999 SA*

### **Environmental / Sustainability Considerations**

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


### **Communication & Consultation Considerations**

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

### **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Discontinue the operation of the Section 41 Youth Development Foundation Committee.

 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

## 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
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 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

## 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 subparagraphs 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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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.

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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.

"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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>CHARTER 330</b>	Version:	3
	Wattle Range Youth Development Foundation	Date Adopted:	29/11/2022
		Next Review Due:	November 2026

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*.

## 13. 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	13 November 2007	Council	Adopted	
2	12 June 2012	Council	Adopted Amended	Folio 4766; Item 11.1.2
3	29 November 2022	Council	No changes made. Council reaffirmed the membership of the Committee to comprise the members of Council.	Folio 10381; Item 15.1.2

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
7.41.3/1	Public	Corporate Services	Director Corporate Services	4
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

## 1. STATEMENT

This document provides guidance on the application and assessment process of a range of Council financial assistance programs that are available to individuals and community groups within the Wattle Range Council area.

## 2. DEFINITIONS

**Not for profit** - is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

**Donation** – is a cash contribution to an individual or organisation that may be associated with a particular event, purpose or project but does not carry with it any specific guidelines for use, or any acquittal requirements.

**Sponsorship** - is a cash contribution to an individual or organisation for a specific purpose or event where the Wattle Range Council receives public recognition for its contribution and where the funded organisation will be required to present a financial acquittal and end of sponsorship project report to the Council.

**Grant** – is a cash contribution made to an individual or organisation for the sole purpose of the delivery of a one-off project and which must be fully financially and qualitatively acquitted to the Council at the conclusion of the project.

**In - Kind** - an in-kind donation is a donation of services and/ or resources where no cash is exchanged. In-kind requests include but are not limited to subsidised waived fees and venue hire, administrative or operational services, and various applications of staff time and other resources.

**Acquittal** - is the process of ensuring that any funds have been fully expended for the purpose for which the funds were initially granted.

**Shovel ready** – A shovel ready project is one that has a mature scope of work, robust cost estimates, planning approvals (if required), and can proceed within three months of any funding being awarded by Council.

## 3. PRINCIPLES


### 3.1 Scope

Council receives a large number of requests from individuals and community groups for grants, scholarships, sponsorship and in-kind support. This guideline is a strategic tool aimed at supporting the community through various means of financial support with the aim of building community capacity, supporting innovation and addressing community needs in line with the Council's strategic objective of promoting community vibrancy.

This guideline provides an equitable, efficient, transparent and sustainable framework for the allocation of Council' financial assistance programs available to the broader Wattle Range community.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
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 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027


#### 4. Funding Categories

Council provides an allocation from its annual rates revenue to a range of grants, scholarships and sponsorships. To ensure that these funds are distributed in a rational way, a range of criteria are used for the assessment and prioritisation of applications to be funded.

The funds allocated to local community groups, organisations and individuals are to assist in the provision of activities and services that benefit the local community. The following funding categories encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount per application	Approval
<b>Category A</b> Community Infrastructure Grants	One-off infrastructure projects that provide broad benefits to a township or community	Twice a year- July 1 – 31 November 1 – 30	\$50,000	Council
<b>Category B(i)</b> Community Financial Assistance Grants	To foster and assist in the development of a broad range of community-based services and events within the Wattle Range Council area.	Twice a year, in August and December	\$2,000	Council
<b>Category B(ii)</b> Sport & Recreation Financial Assistance Grants	To foster and assist in the development of sport and recreational infrastructure, services and events within the Wattle Range Council area.	Twice a year, in August and December	\$2,000	Council
<b>Category C</b> Local Heritage Restoration Grants	The program promotes and supports the conservation of local heritage buildings and structures, by reimbursing property owners with a proportion of costs involved in retaining, reinforcing or re-instating their heritage significance.	Upon Application	\$2,500	Delegated Authority
<b>Category D</b> Youth Development Foundation Grants	Provide financial 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.	Upon Application	\$200 for representation within Australia and \$400 for representation outside of Australia	Council
<b>Category E (i)</b> Flinders University Scholarships	The Terry Roberts MLC Memorial student scholarship has been established to assist students from the Wattle Range Council area to commence undergraduate study at Flinders University.	Upon Application to Flinders University	2 x Scholarships valued at \$5,000 each	Delegated Authority
<b>Category E (ii)</b> University SA Study Grants	This grant provides encouragement and support for talented students from the Wattle Range Council area as they commence a University SA undergraduate degree program.	Upon application to UniSA	2 x Scholarships valued at \$2,500 each	Delegated Authority

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	<b>Community Grants, Scholarship and Sponsorship Programs</b>	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

<b>Category E (iii)</b> Dianne Manhood Commitment to Excellence in the Early Years Award	This peer nominated award is dedicated in memory of one of the region's most highly respected early years professionals, Dianne Manhood. The award is given towards on-going professional development activities for the recipient.	Upon Application	\$500	Delegated Authority
<b>Category E (iv)</b> Youth Leadership Development Program	Provide eligible youth with a 50% contribution to the costs of undertaking leadership training. The training shall enhance the leadership skills of the recipient with the objective of either advancing the recipients career in an existing Wattle Range business or advancing a community initiative within the Wattle Range region.	Upon Application	Up to \$1,000	Council
<b>Category F</b> Local Event Support	Financial and/or in-kind support to cultural/arts activities which will generate tourism or economic benefit for the Wattle Range Council area.	Upon Application	Up to \$3,000 (excluding in-kind support)	Delegated Authority (seed, one-off and in-kind) or Council (perpetual)
<b>Category G</b> Shop Façade Upgrade Program	One-off infrastructure projects that specifically upgrade and beautify shop fronts or make shops more disability friendly	Upon Application	Up to \$4,000	Delegated Authority
<b>Category H</b> Public Art on Private Assets Grants	One-off grants that assist private building and land owners to install professional artwork for public enjoyment	Upon Application	Up to \$5,000	Council


#### 4.1 Category A - Community Infrastructure Grants

The Community Infrastructure Grant (CIG) is a program that is provided to community and sporting groups to assist with co-funding major infrastructure projects. The grant is available to all community and sporting groups across the Council area. The CIG program assists community projects that provide direct benefits to residents of Wattle Range with a maximum Council contribution of \$50,000.

Council's total allocation to this program (refer Schedule 1). This program has a focus on health and wellbeing, access and inclusion, community participation and environmental sustainability. This includes infrastructure that supports any recreational, sport or cultural activities, including projects that:

- Build new infrastructure in response to an identified community need.
- Upgrade or improve existing community infrastructure.
- Improve accessibility of community facilities to increase use and promote inclusion.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

Projects can involve improvement to infrastructure that can result in:

- Improved community health and wellbeing.
- Enhanced and diverse participation by the community.
- Improved community safety.
- Improved environmental sustainability or address environmental issues and concerns.

The total grant pool (refer Schedule 1) is an annual allocation that will be available to sporting and community groups who have infrastructure projects that are *shovel ready*.

The following is a list of conditions and guidelines for the grant applicant:

- Applicants can apply for amounts up to \$50,000 for their project.
- Applicants must be able to contribute at least 50% of the Council's contribution from their own, existing accounts. These funds may not come directly or indirectly from other grant sources for the project in question.
- Applicants should be aware that the grant process is competitive, and funding may not be guaranteed.
- If an application is being supported by an auspicing body on behalf of another organisation, the application form must have written approval of the auspicing body submitted with the application, or the application must be submitted by the auspicing body.
- Only one CIG application per financial year will be considered.

Eligibility criteria includes:

- Not for profit incorporated group, organisation or club; or
- Voluntary association; or
- Unincorporated bodies/groups with a community focus; and
- Applicants must be able to contribute at least 50% of the total cost of the project; and
- Applicants must have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO); and
- An organisation may only submit one application per grant funding round; and
- Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project or event is predominantly for the benefit of the wider community.

#### 4.2 Category B - Financial Assistance Grants


Subject to the Council budget approval, Council allocates \$55,000 annually to its Financial Assistance Grants programs. The program has two separate rounds commencing in August and December annually.

These financial assistance grants are offered in two (2) separate funding categories:

##### (i) Community Financial Assistance Grants

A total of \$30,000 is available per annum 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.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

## (ii) Sport & Recreation Financial Assistance Grants

A total of \$25,000 is available for allocation to eligible Sports & 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.

Eligibility criteria includes:

- Not for profit incorporated group, organisation or club; or
- Voluntary association; or
- Unincorporated bodies/groups with a community focus; or
- Individuals; and
- Applicants must be able to contribute at least 50% of the total cost of the project; and
- Applicants must have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO); and
- An organisation may only submit one application per grant funding round; and
- Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project or event is predominantly for the benefit of the wider community.

The types of project which would be considered appropriate for funding would include:


- 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;
- 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;
- Programs that encourage and support equity of access to community facilities; programs and activities for all citizens within the Wattle Range Council area, particularly those people who are economically or socially disadvantaged or have disabilities;
- Projects or programs that increase the range of, and access to, quality community recreational, social and cultural activities;
- Projects that address the needs of mature age residents and people with disabilities.

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 Strategic Plan pertaining to infrastructure.

### 4.3 Category C - Local Heritage Grants

The Council area is endowed with a diversity of historic architecture, significant sites and cultural heritage. The conservation of our built heritage will preserve outstanding places and connection to the local history of the community and helps to promote tourism within the region.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

Council allocates funding through its Annual Business Plan and Budget (as per Schedule 1) to its Local Heritage Grants (LHG) program. Applications are accepted throughout the year and are only applicable to premises that are listed on Council's Local Heritage Register.

The LHG program promotes and supports the conservation of local heritage buildings and structures, by reimbursing property owners with a proportion of costs involved in retaining, reinforcing or re-instating their heritage significance.

Depending on demand for assistance and funds available in the respective financial year, a maximum of 50% of the cost of the conservation work (i.e. matched dollar for dollar by the applicant) up to a total subsidy of \$2,500 may be approved.

LHG funds may be used to cover up to \$1,500 of the costs for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken.

Eligibility criteria includes:

- Applications will only be accepted from the property owner of the Local Heritage listed property;
- Value of works must be in excess of \$1,000;
- Internal works to local heritage items where public access is readily available will be considered;
- Works that ensure the structural integrity of the building;
- Re-instatement of lost elements or fabric of a historical building where physical or archival evidence is available, such as historical photos or drawings, or remnant site fabric of elements. (Conjectural works will only be supported where no prior evidence exists, and a heritage consultant is engaged to achieve an authentic and appropriate outcome).

The following exclusions apply:


- Work that has already been completed or commenced;
- Properties that are in arrears for any unpaid debt with Council;
- State or Australian Government owned buildings;
- Any other exclusions that appears within this Guideline.

#### 4.4 Category D - Youth Development Foundation Grants

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.

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 Council would pay all expenses but would pay a contribution to defray some of the expenses involved.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
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 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

Council will include an amount of money in its annual budget to meet the cost of providing financial assistance for the Youth Development Foundation Grant. Applications will be considered throughout the year. Council Officers will present a report of eligible applications to Council for consideration.

Eligibility criteria includes evidence that the applicant has been selected to participate in, train or compete in a state country, state, national or international team.

#### 4.5 Category E – Scholarships and Study Grants

Council supports and acknowledges the development of youth across the Council area. Council allocates funding through its Annual Business Plan and Budget (as per Schedule 1) to scholarships and study grants in order to support local students in their learning, development and retention in the Council area.

Council partnerships have been developed with local Universities and training providers in South Australia. It is a prerequisite that the students place of origin is from the Wattle Range Council area and in the case of the Youth Leadership Development Program, the recipient must also work in the Wattle Range Council area.

##### (i) Terry Roberts MLC Memorial Student Scholarship

Wattle Range Council has established the Hon Terry Roberts MLC Memorial Student Scholarship to recognise the contribution made by the late Hon Terry Roberts to South Australia, the Wattle Range Council area and the Millicent community. The scholarship has been established to assist students from the Wattle Range Council area to commence undergraduate study at Flinders University. Subject to availability, up to 2 Scholarships valued at \$5,000 each will be awarded annually.

##### (ii) UniSA Wattle Range Study Grants

The Wattle Range Council UniSA Study Grant provides encouragement and support for talented students from the Wattle Range Council area as they commence a UniSA undergraduate degree program.

The grants will be awarded to students who resided in the Wattle Range Council area during Year 12, or in the period immediately prior to lodging an application to study at UniSA. Two grants of \$2,500 are available each year:


- One grant for a Wattle Range Council resident relocating to Adelaide to commence an undergraduate program offered at a UniSA Metropolitan Campus.
- One grant for a Wattle Range Council resident commencing study at the UniSA Mount Gambier Campus.

##### (iii) Dianne Manhood Commitment to Excellence in the Early Years Award

The peer nominated award is dedicated in memory of one of the region's most highly respected early years professionals, Dianne Manhood.

The award is sponsored by Wattle Range Council and the \$500 award money is given towards on-going professional development activities for the recipient.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

#### (iv) Youth Leadership Development Program

The Wattle Range Council Youth Leadership Development Program supports young people aged 35 years and under with a 50% contribution to the costs of leadership training. The training shall enhance the leadership skills of the recipient with the objective of either advancing the recipients career in an existing Wattle Range business or advancing a community initiative within the Wattle Range region. The aims of the Youth Leadership Development Program include:

- Retaining young people in our region longer;
- Providing young people with skills that create opportunities for career progression or advancement of community initiatives;
- Developing leaders locally, rather than seeking candidates for senior leadership positions from outside of the region; and
- Supporting local businesses and volunteer organisations to upskill their existing employees/volunteers to meet their growing needs

Sponsorship is capped at \$1,000 per person, per course, per annum. To be eligible, applicants must live and work/volunteer in the Wattle Range Council area and provide evidence of support of their employer (if employed). Course eligibility is at the discretion of Council.

#### 4.6 Category F – Local Event Support


Council supports and acknowledges the importance of the development and sustainability of community events to the health and vibrancy of our communities. Council allocates funding through its Annual Business Plan and Budget (as per Schedule 1) to support a number of key events which are capable of generating ongoing tourism and economic benefit for the Wattle Range Council area.

It is expected that most sponsorship requests will come from organisations and community groups. However, individuals or unincorporated bodies can submit an application for sponsorship under the auspices of another recognised incorporated body. Under these circumstances, a signed agreement from the auspicing body must accompany the application.

Eligibility criteria includes:

- Appropriateness of the proposed event or activity and the overall suitability for the location;
- Innovation / originality of the concept;
- Timing of the event or festival in relation to its ability to extend the length of the local tourism season;
- Preference should be given to events staged outside peak and public holiday periods,
- Evidence of community support and participation in the event;
- The number of tourists the proposed event will encourage into the town/district,
- Evidence of a well-developed budget and business plan;
- The level of financial or in-kind support contributed to the event from other sources, particularly local sources;
- Evidence of long-term planning for development of the event (if it is not to be a one-off event);
- Marketing strategies;
- Management of past sponsorships;

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

- Demonstrated ability of the organising committee to manage events.

### Seed Funding of New Events

Seed funding is designed to assist an organising body to establish a new recurring event in the Wattle Range Council area until such time that the event becomes self-sustainable. Funding may be provided for the first three years of an event with the annual funding amount significantly decreasing each consecutive year.

### One-off Funding Support

One-off funding support is aimed at new and established events that Council has not previously supported

### In-kind Sponsorship

Council will support new and existing events through in-kind sponsorship subject to available resources. In-kind sponsorship may include the following activities:

- Administrative assistance;
- Printing, mail out and promotional services;
- Assistance with extra waste management services;
- Assistance with road closures;
- Loan and delivery of Council equipment, including grandstands, parklet, fencing and hand sanitiser stations (a refundable deposit may be requested)
- Waiving of hire fees for use of council owned land and buildings subject to compliance with Council policy;
- Waiving of permit and other fees;
- Promotional support through social media platforms.

### Perpetual Sponsorship of Events

Council supports a small number of established events that receive perpetual funding in accordance with its Annual Business Plan (as per Schedule 1). Events seeking perpetual funding must submit a proposal to Council during December, January or February for consideration by Council to include in the following financial year's Annual Business Plan.

### 4.7 Category G - Shop Façade Upgrade Program


Council allocates funding through its Annual Business Plan and Budget (as per Schedule 1) to its Shop Façade Upgrade Program. Applications are accepted throughout the year and are only applicable to premises that operate a business with an open shop and are located in the town centres\* of a Wattle Range Council community (\*zoned Township, Township Activity Centre or Suburban Activity Centre)

The need for shop façade upgrades has been repeatedly highlighted by the community during various consultations related to main street master planning and Community Town Plans. Council's Shop Façade Upgrade Program is aimed at supporting businesses and shop owners to improve the appearance and functionality of shopfronts in community town centres.

A maximum of 50% of the cost of the upgrade work (i.e. matched dollar for dollar by the applicant) up to a total subsidy of \$4,000 may be approved.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					



	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

Eligibility criteria includes:

- Applications will only be accepted from the property owner or with supporting evidence of approval by the property owner;
- Value of works must be in excess of \$1,000;
- The shop must be an open shop and located in the Town Centres of a Wattle Range Council community (Town Centres are zoned Township, Township Activity Centre or Suburban Activity Centre)
- Works must aesthetically improve the shop façade; **and/or**
- Works can improve accessibility for people with a disability

The following exclusions apply:

- Work that has already been completed or commenced;
- Home based businesses or activities;
- Properties that are in arrears for any unpaid debt with Council;
- State or Australian Government owned buildings;
- Any other exclusions that appears within this Guideline.

#### 4.8 Category H – Public Art on Private Assets Grant

Council allocates funding through its Annual Business Plan and Budget (as per Schedule 1) to its Public Art on Private Assets Grant program. Applications are accepted throughout the year.


The Public Art on Private Assets is specifically aimed at businesses and organisations that may not be eligible for other grant opportunities (being for-profit organisations) who wish to undertake a public art project that is in line with Council's themes of wind and water. Council recognises the value of public art in improving public amenity, generating tourism and developing character within communities. The Public Art on Private Assets program offers part funding for one-off projects that support the installation of public art across the district.

A maximum of 50% of the cost of the public art project (i.e. matched dollar for dollar by the applicant) up to a total subsidy of \$5,000 may be approved. Ongoing maintenance of the public art will be the responsibility of the applicant and the applicant will be asked to outline how ongoing maintenance will be managed and funded.

Eligibility criteria includes:

- Local business; or
- Individual; or
- Other organisation, either incorporated or auspiced by an incorporated organisation;
- The applicant must be the owner of the private asset where the art is to be installed;
- Applicants must be able to contribute at least 50% of the total cost of the project;
- The Artwork must be located in an area highly frequented by members of the public;
- Artwork must be aligned with Council's themes of wind and water;
- Artwork must be completed by a professional, renowned artist;
- A proof or concept of the artwork must be submitted with the application for approval by Council;
- An organisation may only submit one application per financial year.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

#### 4.9 Landowner Consent and Letters of Support from Council

Letters of support and/or landowner consent are often required to support an application that relates to Council owned land as they demonstrate to potential funding partners that the application has Council's support.

Council staff will provide a letter of support and/or landowner consent (where applicable) for grant applications where the outcomes align with Wattle Range Council's Strategic Plan.

Requests for letters of support or landowner consent for grant applications must be made in writing with at least 14 days' notice before the document is required. Requests should include:

- Name of organisation
- Email address
- Phone Number
- Funding program details
- Date funding program closes
- Date letter is required
- Details of project
- Reason for applying for funds
- Total cost of project
- Details of how project will be funded including budget and business case, funding partners.

#### 4.10 Development Application Fees and Charges

Community Groups who are recognised as being an incorporated, not-for-profit organisation can apply in writing to the Chief Executive Officer to have development application fees waived. Only Council related fees and charges can be waived. Development application fees such as lodgement fees and fees that are required for external referrals, public notification advertising fees or as a Levy to the State Government or other third-party agencies will not be waived.


#### 4.11 General Considerations

Applications will be considered ineligible if applicants are in arrears in the payment of any rates, fees or charges due to Wattle Range Council at the time of their application.

Applicants **may be required to:**

- Show that they have a limited capacity to raise funds through other sources such as annual income, gate charges or similar.
- Agree in writing with any terms and conditions applying to the grant prior to the receipt of funds.
- Assume all responsibilities including project management, public risk and/or other insurances and any project funding shortfalls.
- Have satisfactorily acquitted any previous grants received from Wattle Range Council.
- Acknowledge Council's assistance in any publications or publicity.
- Have a committee of management that accepts responsibility for the administration of the grant.
- Have an adequate risk management plan in place.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

Applicants **may be required to** detail in writing:

- The purpose for which the requested funds will be utilised;
- Demonstrate that the purpose of the funding request meets a recognised community need or identified gap; and
- Demonstrate that the purpose of the funds will primarily benefit the residents of the Wattle Range Council area.

The applicant **must** comply with all relevant Australian and South Australian legislation, including:

- Accounting and auditing requirements;
- Equal opportunity and anti-discrimination laws;
- Planning and Building Rules (where relevant);
- Human rights laws;
- Privacy, confidentiality and freedom of information laws;
- Registration or accreditation of professional employees;
- Preparation and dissemination of Annual Reports.


Funding will **not** be provided for the purposes that:

- Are considered to be primarily the responsibility of the State or Federal Government;
- Seek to make a financial profit for the applicant;
- Events or functions which are held on an annual or other regular basis that require ongoing financial support;
- Retrospectively – i.e. have already been completed or for costs that have already been expended;
- Have funds available through other appropriate funding sources or avenues;
- Duplicate other locally available services;
- Require regular maintenance and/ or repairs to property where the responsibility is with a private entity, Local, State or Commonwealth Government Department;
- Are for ongoing operational costs such as building maintenance, rates, electricity, staff wages, rent, water, insurance, telephone costs or the purchase of land or the repayment of financial loans;
- Support Political Parties;
- Are for commercial activities, projects or events.

Where an application is made under the **Category A** CIG program - The applicant **must** also provide:

- A copy of the latest audited financial statements for a minimum period of two years;
- A detailed project budget, including proposed project expenditure, project income from all sources and funding assistance sought from Council;
- A copy of their business plan;
- Formal quotes (less than three months old) for all services and products over \$3,000. Quotes must include the suppliers ABN and the GST amount;
- Certificate of Currency for public liability insurance to cover members, contractors, volunteers and the general public, to \$20 million;
- Project plan;
- In the case of sporting associations, evidence of Star Club accreditation levels;
- Other supporting information that may assist Council in assessing the application.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

The successful applicant will be required to spend Council's grant funds within 12 months of the start of their program, project or activity and must abide by any other funding conditions required by Council. A written evaluation report / grant acquittal outlining the outcomes of the program, project or activity, together with an audited financial report on how the grant funds were expensed must be provided to Council within three months of the completion date of the program, project or activity.

The successful applicant must acknowledge Council's assistance in any publications or publicity such as their Annual Report. A draft of any media release mentioning the grant should be sent to Council for review prior to submission to the media.

#### 4.12 Non-conforming Requests for Funding

From time-to-time Council may receive requests for funding and support that do not fit within its existing Community Grants, Scholarship and Sponsorship categories. Non-conforming requests for funding will be presented to Council for consideration.

All non-conforming requests for funding must include the following documentation:

- A detailed project plan, including intended outcomes, timeline, key stakeholders and communication plan;
- A detailed project budget, including proposed project expenditure, project income from all sources and funding assistance sought from Council; and
- A copy of the latest financial statements;
- Other supporting information that may assist Council in assessing the application.

Non-conforming requests for funding are best submitted prior to Council's budget deliberations in January to March each year. Non-conforming requests received outside of the January to March timeframe will be considered by Council, but are less likely to be approved, as a budget variation will be required.

#### 5. REVIEW

This guideline shall be reviewed every four years. Schedule 1 should be updated annually in conjunction with the Annual Business Plan and Budget process.


#### 6. AVAILABILITY

This guideline is available for inspection without charge at the following location

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

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

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

 Wattle Range COUNCIL	<b>GUIDELINE</b>	Version:	5
	Community Grants, Scholarship and Sponsorship Programs	Date Adopted:	12 December 2023
		Next Review Due:	December 2027

## 7. REFERENCES & FURTHER READING

Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i>;</li> <li>• <i>Development Act 1993</i>;</li> <li>• <i>Planning Development &amp; Infrastructure Act 2016</i>.</li> </ul>
Relevant Policies / Procedures / Guidelines	<p>This Guideline should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Wattle Range Council Strategic Plan</li> <li>• Guarantee of Community Loans Policy</li> <li>• Financial Assistance Grants Guidelines</li> <li>• Hall Hire Policy</li> </ul>

## 8. ADOPTION & AMENDMENT HISTORY

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

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	13/10/2020	Council	New guideline	Folio 9037; Item 15.1.2
2	08/03/2022	Council	Minor changes	Folio 9902; Item 15.3.2
3	06/09/2022	Council	Additional Grants have been included into the program.	Folio 10336; Item 17.1
4	13/06/2023	Council	Category E (i) Scholarship value increased from \$2,500 to \$5,000 each.	Folio 10564-1056; Item 15.3.3(3)
5	12/12/2023	Council	Section 4.12 added re non-conforming requests for funding. At this meeting Council agreed to revoke the Sponsorship of Community Events Policy and the Applications to Council for Funding Assistance Policy as they are addressed by these Guidelines.	Folio 10942; Item 15.2.5

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
46	9.63.1/4	Public	Development Services	Director Development Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.					

**SCHEDULE 1: Total Annual Funding Available per Funding Category as per Annual Business Plan and Budget**

<b>Community Funding Category</b>	<b>Description</b>	<b>Maximum amount available per application</b>	<b>Total amount available per financial year</b>
<b>Category A</b> Community Infrastructure Grants	One-off infrastructure projects that provide broad benefits to a township or community	\$50,000	\$100,000
<b>Category B(i)</b> Community Financial Assistance Grants	To foster and assist in the development of a broad range of community-based services and events within the Wattle Range Council area.	\$2,000	\$30,000
<b>Category B(ii)</b> Sport & Recreation Financial Assistance Grants	To foster and assist in the development of sport and recreational infrastructure, services and events within the Wattle Range Council area.	\$2,000	\$25,000
<b>Category C</b> Local Heritage Restoration Grants	The program promotes and supports the conservation of local heritage buildings and structures, by reimbursing property owners with a proportion of costs involved in retaining, reinforcing or re-instating their heritage significance.	\$2,500	\$10,000
<b>Category D</b> Youth Development Foundation Grants	Provide financial 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.	\$200 for representation within Australia and \$400 for representation outside of Australia	
<b>Category E (i)</b> Flinders University Scholarships	The Terry Roberts MLC Memorial student scholarship has been established to assist students from the Wattle Range Council area to commence undergraduate study at Flinders University.	2 x Scholarships valued at \$5,000 each	\$10,000
<b>Category E (ii)</b> University SA Study Grant	This grant provides encouragement and support for talented students from the Wattle Range Council area as they commence a University SA undergraduate degree program.	2 x Scholarships valued at \$2,500 each	\$5,000
<b>Category E (iii)</b> Dianne Manhood Commitment to Excellence in the Early Years Award	This peer nominated award is dedicated in memory of one of the region's most highly respected early years professionals, Dianne Manhood.  The award is sponsored by Wattle Range Council and the \$500 award money is given towards on-going professional development activities for the recipient.	\$500	\$500
<b>Category E (iv)</b> Youth Leadership Development Program	This sponsorship program is for Wattle Range residents who are 35 years old or under. It provides a 50% contribution to costs of personal or professional development courses that will enhance leadership skills for recipients who work or volunteer in an existing Wattle Range business or organisation.	\$1,000	\$10,000
<b>Category F</b> Event Funding Support	Seed Funding: Financial assistance to new events and cultural/arts activities which will generate tourism or economic benefit for the Wattle Range Council area.	\$3,000	\$36,000
	One-off Event Funding: One-off funding support is aimed at new and established events that Council has not previously supported		
	In-kind support to events which are capable of generating tourism and economic benefit for the Wattle Range Council area.		N/A

<b>Category G</b> Shop Façade Upgrade Program	One-off infrastructure projects that specifically upgrade and beautify shop fronts and/or make shops more disability friendly	\$4,000	\$20,000
<b>Category H</b> Public Art on Private Assets Grants	One-off grants that assist private building and land owners to install professional artwork for public enjoyment	\$5,000	\$20,000

## 15.2.6 2023/24 Community Grants Program - Round 2

Report Type	Officer Report
Department	Corporate Services
Author	Diana McDonald
Disclosure of Interest	
Current Risk Rating	Low
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. Financial Assistance Guidelines 2023/2024 [<b>15.2.6.1</b> - 4 pages]</li> <li>2. Sport &amp; recreation financial assistance grant 2023 2024 round 2 [<b>15.2.6.2</b> - 1 page]</li> <li>3. Community financial assistance grant program 2023 2024 round 2 [<b>15.2.6.3</b> - 2 pages]</li> </ol>

### Purpose of Report

To review and award the Round 2 Community Grants Program.

### 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.
- Community Sport & Recreation 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.

Prior to the release of the Grant program, a review was undertaken of the Guidelines and Application Form, resulting in no changes to the guidelines. A copy of the Guidelines is attached for your reference.

Round 2 grant applications opened on 27 November 2023 and closed on 2 January 2024. The grants scheme was advertised in the local print media and on Council's Facebook and website. At the close of the advertising period Council received a total of 9 applications.



An extensive assessment has been undertaken against the Financial Assistance Grants Guidelines and it is recommended that 15 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. An allocation of \$15,000 is offered for 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.

6 applications were received from community groups for financial assistance to the value of \$11,125.00 towards community projects and events valued at \$58,849.00. A detailed assessment against the Grant Program Guidelines was undertaken and resulted in 6 community groups being recommended for grants totalling \$9,978.00 (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. An allocation of \$12,500 is available for 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.

9 applications were received from sport and recreation groups for financial assistance to the value of \$13,664.59 towards sport and recreation projects and events valued at \$42,537.68. A detailed assessment against the Grant Program Guidelines was undertaken and resulted in 9 sport and recreation groups being recommended for grants totalling \$13,664.59 (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.

Based on the above assessments and given the lower than anticipated applications in Round 1 of the Financial Assistance Grants the program is expected to be underspent for 2023/24.

### **Financial Considerations**

Budget Allocation	\$55,000 (\$30,000 Community; \$25,000 Sport & Recreation)
Budget Spent to Date	\$10,608.74 (\$2,500 Community; \$8,108.74 Sport & Rec)
Budget Variation Requested	Nil

### **Risk Considerations**

Low risk has been identified and will be assessed at an operational level.

### **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**

The grants program was advertised in the local print media and advertised on Council's website and Facebook sites. The advertisement period was from the 24 November 2023 and closed on 2 January 2024.

Once the grants are awarded a media release will be issued acknowledging who was successful in obtaining the Community Financial Assistance Grant and Community Sport and Recreation Grants. Link to Council's website [Financial Assistance Grants | Wattle Range Council](#)

## RECOMMENDATION

That Council:

1. Award, Community Financial Assistance Grants to the value of \$9,978.00 to the following 6 Community groups:

National Trust Glencoe Branch	\$1,593.00
Nangwarry Museum & Community Hall Inc	\$2,000.00
Millicent Shooting Starz Girl Guides	\$1,463.00
Southend Progress Association	\$2,000.00
Beachport Surf Life Saving Club	\$2,000.00
Penola PA & H Society	\$922.00

2. Award, Community Sport and Recreation Grants to the value of \$13,664.59 to the following 9 Sport and Recreation groups:

Millicent Cricket Club	\$1,408.09
Millicent Football Netball Club Incorporated	\$2,000.00
Millicent United Soccer Club Incorporated	\$2,000.00
Millicent Bandits Baseball Club	\$1,138.50
Beachport Pony Club	\$2,000.00
South East Field & Game Association Inc	\$2,000.00
Beachport Bowling Club	\$2,000.00
Tantanoola Football Club	\$905.00
Rendelsham Cricket Club	\$213.00

# 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.

### FOR ENQUIRIES CONTACT

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

**WATTLE RANGE COUNCIL**  
**SPORT RECREATION FINANCIAL ASSISTANCE GRANT**  
**2023/2024 : 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	1-12	EI2023/221827	Millicent Cricket Club	Fit out for new cricket facility with new appliances - fridge, TV, TV bracket, rangehood	\$ 2,816.18	\$ 1,408.09	Y	Y	Y	Y	N	Millicent Cricket Club are seeking funding for fit out of new cricket facility with new appliances - fridge, TV, TV bracket and rangehood - to finish off the new facility. The club are seeking 50% of the total cost. Recommend awarding grant sought.	\$ 1,408.09
2	13-59	EI2023/222307	Millicent Football Netball Club Incorporated	Round catering tables with trolleys	\$ 8,020.00	\$ 2,000.00	Y	Y	Y	Y	N	Millicent Football Netball Club Incorporated are seeking funding for round catering tables with trolleys. This will look more professional and attract more functions to increase club revenue. It will also reduce burden on volunteers when setting up for functions and reduce damage to carpet and equipment. The club are seeking 25% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
3	60-86	I/222312	Millicent United Soccer Club Incorporated	Replacement of current under verandah fixed seating with new fixed aluminium bench seating	\$ 5,576.00	\$ 2,000.00	Y	Y	Y	Y	N	Millicent United Soccer Club Incorporated are seeking funding for replacement of current fixed bench seating as it is at the end of its safe, useable life. This is evident by the current cracked, broken seating. Several seats have been removed as they are broken beyond safe use. Many seats have also cracked. The cracks making the seats unsafe for use. It is reasonable to believe someone will experience a 'pinch' to their person when using or touching a seat. The club are seeking 36% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
4	87-97	I/222398	Millicent Bandits Baseball Club	Replacement of galv pipe to pump at Bolton Oval	\$ 2,277.00	\$ 1,138.50	Y	Y	Y	Y	N	Millicent Bandits Baseball Club are seeking funding for the replacement of galv pipe to pump at Bolton Oval. There is leakage in the pipes and not much water pressure to run sprinklers. The club are seeking 50% of the total cost. Recommend awarding grant sought.	\$ 1,138.50
5	98-115	I/222405	Beachport Pony Club	Purchase of a Ride on Mower	\$ 5,909.00	\$ 2,000.00	Y	Y	Y	Y	N	Beachport Pony Club are seeking funding for the purchase of a Ride on Mower. This will enable the club to better maintain grounds without paying a third party to do so. Members are currently using personal equipment to maintain club grounds. This will improve safety of horses and riders by improving ground visibility. It will reduce fire hazards by being able to better maintain grass growth and reduce the presence of snakes by ensuring grass length is more regularly maintained. The club are seeking 34% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
6	116-130	EI2023/222420	South East Field & Game Association Inc	Replacement of Ground Maintenance Tractor	\$ 11,000.00	\$ 2,000.00	Y	Y	Y	Y	N	South East Field & Game Association Inc are seeking funding for the purchase of a replacement Ground Maintenance Tractor. The existing 60 year old International tractor is used to maintain Burrungule Park, the SAPOL approved range of South East Field & Game Association. The engine recently overheated and terminal damage has been done to that motor with repairs likely to exceed the value of the unit. The club are seeking 18% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
7	131-152	EI2024/222448	Beachport Bowling Club	Purchase 8 sets of lawn bowls (coaching bowls)	\$ 4,702.50	\$ 2,000.00	Y	Y	Y	Y	N	Beachport Bowling Club are seeking funding for the purchase of 8 sets of coaching lawn bowls. The club holds social bowls events every Thursday evening during the summer season. This is becoming more popular so more and updated bowls are required. They also run coaching sessions for schools to encourage students to play bowls and become part of a club social environment. The Club are seeking 43% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
8	153-176	EI2024/222449	Tantanoola Football Club	Club laptop, printer, internet and applications	\$ 1,811.00	\$ 905.00	Y	Y	Y	Y	N	Tantanoola Football Club are seeking funding for the purchase of club laptop, printer, internet and applications. Current computer and printer need to be updated as they are quite old and running very slowly which makes basic tasks of lodging team sheets, entering results and undertaking general club administration duties (which in recent years has become increasingly more) take longer than what it needs to. Also needed is an internet dongle as currently hot spotting from personal phones as club do not have internet. The netball club may also use the computer and internet to enter their results every home game. Currently there are multiple personal computers used to undertake various duties for the club so this will enable them to be able to put on one computer for easier access. The club are seeking 50% of the total cost. Recommend awarding grant sought.	\$ 905.00
9	177-181	EI2024/222453	Rendesham Cricket Club	Laptop & Mouse	\$ 426.00	\$ 213.00	Y	Y	Y	Y	N	Rendesham Cricket Club are seeking funding for the purchase of a laptop and mouse. This would be used for cricket scoring, keeping up to date with live scores and better communication. The club look to be seeking 50% of the total cost. Recommend awarding grant sought.	\$ 213.00

\$ 42,537.68 \$ 13,664.59

\$ 13,664.59



**WATTLE RANGE COUNCIL**  
**COMMUNITY FINANCIAL ASSISTANCE GRANT PROGRAM**  
**2023/2024 : Round 2**

No	Pages	Records No.	Organisation	Purpose	Project Cost \$	Grant Sought \$	Could full grant be awarded	Bank Statements	Financial Statements	Quotations	Other Council Funding	Comments	Recommend Allocation
1	1-14	EI2023/221456	National Trust Glencoe Branch	Concrete slab 6 x3 in front of existing toilets	\$ 3,186.00	\$ 2,000.00	Y	Y	Y	Y	N	The National Trust Glencoe Branch are seeking funding to put in place a concrete slab 6 x 3 metres in front of the existing toilets in order to improve safe access. Currently this area accumulates water and becomes slippery and muddy during the wetter parts of the year. Although these toilets are on the same piece of land as the Woolshed they are the only public toilets in Glencoe and are used by approximately 1000 people a year - both individuals and group visitors to the Woolshed, tradies and passers by. The club are seeking 63% of the total cost. Recommend awarding 50% of the grant.	\$ 1,593.00
2	15-33	I/221720-1	Nangwarry Museum & Community Hall Inc	Fence around large equipment display and frame and roof over timber displays	\$ 33,765.00	\$ 2,000.00	Y	Y	Y	Y	Y	The Nangwarry Museum & Community Hall Inc are seeking funding to fence around a very large forwarder that they have been given for display to be on display between the Main Road and Museum. Council have already prepared the site and to build roof (shed) over timber display that are being eroded by the weather. The club are seeking 6% of the total cost. Recommend awarding grant sought.	\$ 2,000.00
3	34-44	I/22021	Millicent Shooting Starz Girl Guides	Giant games trailer refurbishment	\$ 2,925.00	\$ 2,000.00	Y	Y	Y	Y	N	Millicent Shooting Starz Girl Guides are seeking funding for refurbishment (repaint and waterproof) of their games trailer. Girl Guides have owned the Giant Games since 2010 and in that time have provided the games for use at community events. This has been to fundraise to send girls on camps and other activities. It has also provided the games as service activities for not for profit. The Giant Games are a way of fundraising that can safely involve the girls who benefit. The trailer is now showing it's age, the bed is rusty and the canopy leaks. This is damaging the games stored within. The club are seeking 68% of the total cost. Recommend awarding 50% the grant.	\$ 1,463.00
4	45-83	EI2024/222447	Southend Progress Association	Connies Walk Upgrade	\$ 10,440.00	\$ 2,000.00	Y	Y	Y	Y	N	Southend Progress Association are seeking funding for a Connies Walk Upgrade. The Association will replace at least half of the existing walkway next to the drain bank. The track will be ripped and resurfaced with new calps and packed down. Prior to resurfacing etc volunteers will trim the track in readiness for the work. A new entry to the walkway with access by those in wheelchairs, with mobility aids and with prams will be made next to the bridge. The feral Italian box trees, near the outlet pipe, which are too large to be removed by hand will be bulldozed and removed with heavy machinery and a truck, as well as all trimmings of other substantial feral trees and coastal wattle to be removed by volunteers. The front garden bed will have a top layer of soil added ready for planting. Plants will be bought and propagated for this area. Bark chip mulch will be bought and spread. Signage will be added to describe native flora and fauna when future funding becomes available. The group are seeking 19% of the total cost. Recommend awarding grant.	\$ 2,000.00

**WATTLE RANGE COUNCIL**  
**COMMUNITY FINANCIAL ASSISTANCE GRANT PROGRAM**  
**2023/2024 : Round 2**

No	Pages	Records No.	Organisation	Purpose	Project Cost \$	Grant Sought \$	Could full grant be awarded	Bank Statements	Financial Statements	Quotations	Other Council Funding	Comments	Recommend Allocation
5	84-110	EI2024/222494	Beachport Surf Life Saving Club	Water Wise Off Grid Precinct	\$ 6,688.00	\$ 2,000.00	Y	Y	Y	Y	N	Beachport Surf Life Saving Club are seeking funding for a Water Wise Off Grid Precinct. Beachport Surf Life Saving Club currently houses a jetski at the Surf Beach rescue ready and available to and state members qualified for emergency services. IRB (inflatable rescue boats) are also at the Surf Beach for special events including School Nippers Day and the IRB carnival which is on the State calendar again for the coming year. It is important that all our resources are cleaned with rainwater to increase the longevity of our resources. All rescue boards and Nipper resources are rinsed at the end of all sessions. By installing slimline water tanks and plumbing them with access inside the shedding structure (not accessible for public use) this would enable the club to be able to hose down any club equipment using rainwater as opposed to town water. The group are seeking 30% of the total cost. Recommend awarding grant.	\$ 2,000.00
6	111-131	EI2024/222426	Penola PA & H Society	Hydraulic Trolley	\$ 1,845.00	\$ 1,125.00	Y	Y	Y	Y	N	Penola P A & H Society are seeking funding for the purchase of a Hydraulic Trolley. The trolley is required to lift tables and heavy items from the storage shed into the hall safely with no back injuries and also to save time and convenience. The group are seeking 61% of the total cost. Recommend awarding 50% the grant.	\$ 922.00
					\$ 58,849.00	\$ 11,125.00							\$ 9,978.00

## 15.3 Director Development Services

### 15.3.1 Quarterly Development Services Performance Update

Report Type	Officer Report
Department	Development Services
Author	Emma Clay
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	<b>Theme 5 - Organisational Excellence</b> 5.5 Ensure Council has the right people to succeed in delivering outcomes.
File Reference	GF/9.24.1
Attachments	Nil

#### Purpose of Report

This report is to provide Council with an update on the projects and operations of the Development Services Directorate for the period 1 September 2023 to 30 November 2023.

#### Report Details

### Libraries and Cultural Services

#### LIBRARY SERVICES

During the period of this report, we hosted two internationally renowned authors: Chris Hammer, a leading Australian crime fiction novelist and international bestseller and award-winning Australian author Tricia Stringer who launched her new novel "Back on Track". Both of these author events were very well supported, with over 100 attending each event. Author events add a vibrancy to the library and support our readers, enabling them to engage with authors, chat about books and explore new authors.



The Full Throttle in Wattle October School Holiday program provided our young library-attendees with the opportunity to take part in a series of craft activities, explore augmented reality, join in with virtual reality, take part in the switch competitions, join Julie and Carol in the Gallery with painting and art, or just chill out with friends. Over 2200 people passed through the library over these school holidays (an increase of 200 from the Winter school holidays). The library is a hive of activity, and it should be mentioned that many frequently returned for multiple sessions.



The Library and Gallery also supported Senior's month in October, with sessions focussing on art and technology. We held a Virtual Olympics, an introduction to augmented reality and a gaming session. Penola artist Marg Hage conducted an art class for the seniors and further classes will be held in 2024.

Meanwhile our regular programs continue to evolve, with our Playgroup in the Library on Thursday afternoons a partnership with the Gladys Smith Early Learning Centre being well supported, regular visits to and from children from Millicent North Kindergarten, and our Primary Schools. We recently commenced regular visits to the Gladys Smith Early Learning Centre, where our staff read stories and undertook a literacy-based craft activity. Staff have also taken out virtual reality to the Beachport Visitor Information Centre and are in the throes of establishing a Digital Hub at the Centre.



Our Libraries provide a multifunctional space for our community to interact and learn new skills, a safe and community space that encourages exploration, creation, and collaboration between all members of the broader community, our students, children, and those whom we visit. However, embedded in our philosophy is literacy and access to books and resources, either in print or digital.

## THE MILLICENT GALLERY



A partnership with the Millicent High School Art faculty resulted in the Easels in the Park being refreshed. An excellent outcome with bright, cheerful works and many new themes.

The Gallery has been at capacity with the Geltwood Festival, Wattle Range Photographic Exhibition, and Wattle Range Art Exhibition. Three very successful and well attended exhibitions attracting visitors from across the Limestone Coast and beyond.



Millicent and Beachport have seen an influx of artists join their communities and importantly these artists have supported the exhibitions and added another element. Mount Gambier textile artist Jennie Matthews was the feature artist of the Geltwood Exhibition with a retrospective of her work: 'Following the Threads'.

The Wattle Range Photographic Exhibition was once again digital with the prizewinning photographs framed and hung in the gallery and currently, they are at the Millicent Visitor Centre. 275 entries were received, and the exhibition opened by Mayor Noll attracted around a hundred keen photographers and family members. Every photographer and the winning photographs are represented in the 2024 Wattle Range Calendar.

Another highlight of the Gallery Exhibition program was once again the Wattle Range Art Exhibition. The Gallery was full of colour a vibrant and active place of art, artists, community and reflection. A place to visit, enjoy, reflect, and raise discussion! Wattle Range Council has always supported the arts and understands the positive impact the arts make on our lives and our communities.

This exhibition reflected the active and extensive group of artists and community from across Wattle Range, the Limestone Coast, Western Victoria through to Melbourne and Adelaide who support the gallery and Wattle Range Exhibition.

A record number of entries were received for the Wattle Range Art Exhibition. 225 entries were received, 35 new artists entered, and the Youth category continues to attract a growing number of young artists and this year the Mount Burr Primary School featured their budding artists in the school's category. Congratulations to the younger members of our community and all artists who entered. Many of the new artists have moved to our region and are now part of our community and the arts community which is made richer through their participation.

We were very fortunate to have judges of the calibre of Clare Belfrage and Herman Pekel who both have international reputations. Clare a JAM Factory Icon, has exhibited in our gallery previously in 2021 and was an outstanding success. She has forged an international reputation for her distinguished work with detailed and complex glass drawing on blown glass forms.

Herman Pekel renowned for his watercolours, oils and gouache of the landscape and industrial scenes. A painter of immense talent and insight he continues to exhibit across Australia and internationally and is represented in most regional and state galleries.

Thank you also to the group of dedicated volunteers who support the Gallery and hanging this and other exhibitions: Julie Ann McEwen, Peter Dunn and Carol Baxter supported by Wendy Thompson, Nan Minty and Sharon Hyland. Peter Haggett and Des Frammer support the Gallery on Sundays.

Art makes a vibrant community, and we have art in abundance across Wattle Range and in the gallery. Diversity and complexity equal individuality and once again we were able to enjoy another exhibition of diversity and innovation.

This year long-time supporter of the Exhibition Colin Tenney won the Wattle Range Art Prize and new artist Shaun Trask won the coveted Painting Award. Other award winners were Jenn White, Julianne Woodruff, Libby Altschwager, Heather Lucas, Karen McKenzie, Jane McCumstie and youth artist Kaylei Alcock.



The 2024 Millicent Gallery Program is complete, and we have an exciting program of exhibitions, both local and national.

## Development and Regulatory Services

### DEVELOPMENT - PLANNING AND BUILDING

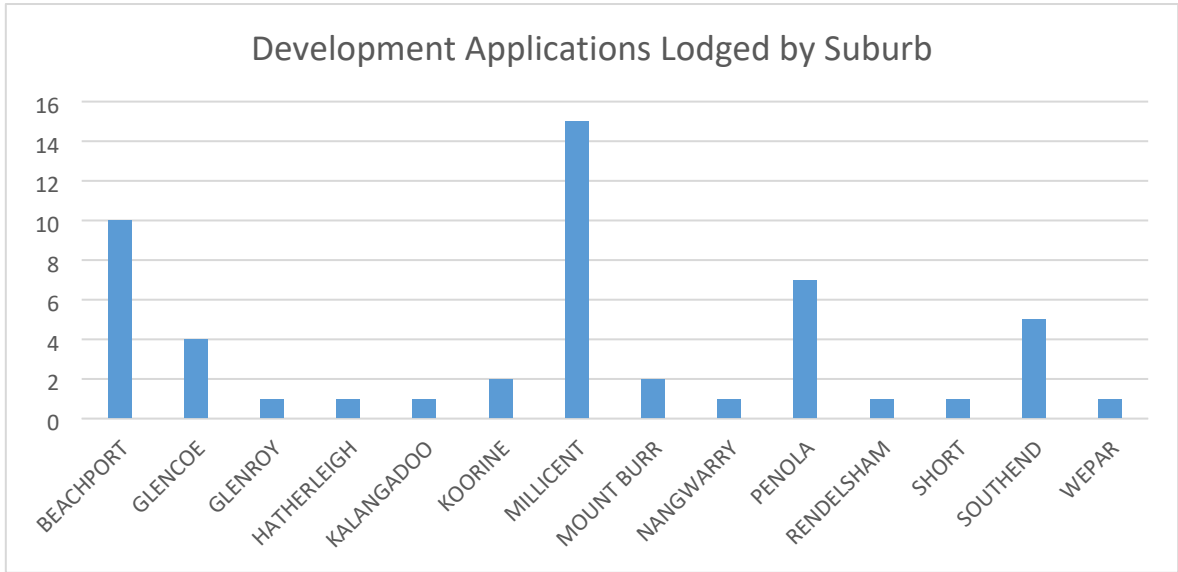
During the period from September to November, the number of development applications has remained consistent compared to the last quarter. Applications related to land divisions, boundary realignment, and subdivisions have seen a notable increase indicating a growing interest in these types of developments. This quarter has also shown an upsurge in applications relating to expansion of enterprises resulting in more commercial – industrial type developments. In this quarter, no development applications were publicly notified.

Section 7 property searches are completed upon request from real estate agents due to potential property sales (relates to Form 1 requirements). Work to prepare a section 7 report is conducted by multiple officers from Corporate Services and Development Services areas of Council. 42 full searches were completed over the last quarter, predominantly related to properties in Millicent and Penola.

Development Statistics for the Quarter (1 September 2023 to 30 November 2023):

<b>Development Applications Lodged</b>	<b>Estimated Development Cost</b>
<b>52</b>	<b>\$4.53 M</b>

The locations of development applications for the last quarter are as follows:



Data Source: Plan SA Council Area Report Applications Dashboard (Underlying Data).

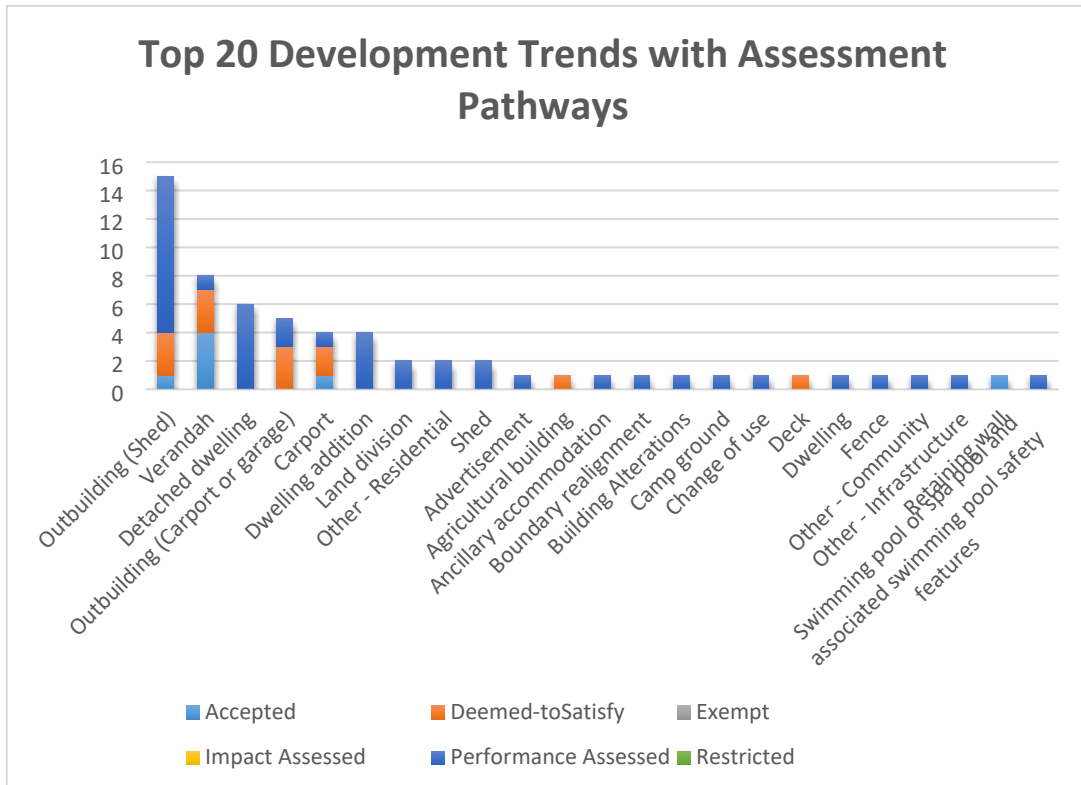
Note: A location is only shown where applications have been lodged during the quarter being reported. Hence, if a suburb is not shown, there are no applications lodged in that suburb for the quarter. E.g. there were no applications lodged in the township of Tantanoola during this quarter.

Plan SA provide a map viewer to show the locations of development applications, below is a screenshot of Wattle Range Council applications over the last quarter. A link to the map viewer is provided here:

<https://dpti.geohub.sa.gov.au/portal/apps/webappviewer/index.html?id=0da2b61ca38f4232acb02b236c6181b6&groupfilter=%7B%22Council%22%3A%5B%22Wattle%20Range%22%5D%7D>

Note there is a disclaimer statement on the Plan SA website regarding accuracy of information.

The top types of development trends and assessment pathways for the quarter are identified on the graph below:



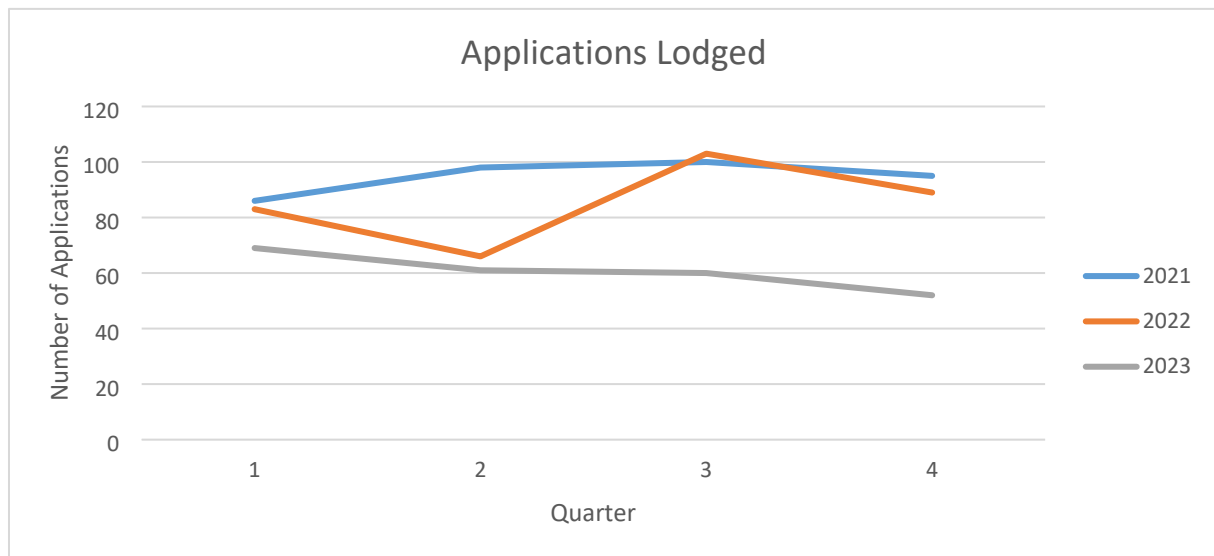
Source: Plan SA Council Area Report Top Development Trends Dashboard,

The below table outlines the average and median days it has taken council officers to complete the various types of consents during the quarter. The legislated timeframe that officers are required to work within is detailed in brackets in the description column. Council is completing assessments well within timeframes required.

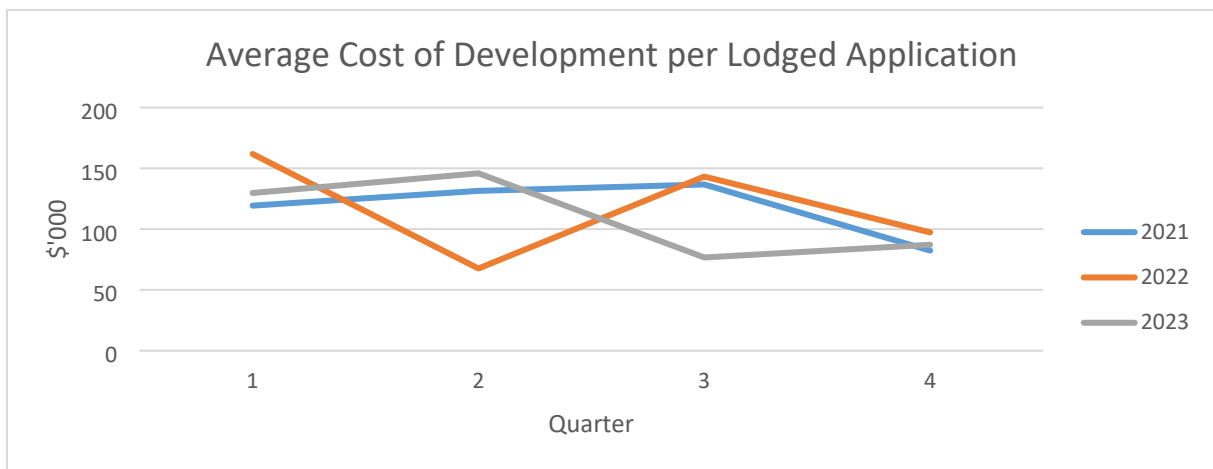
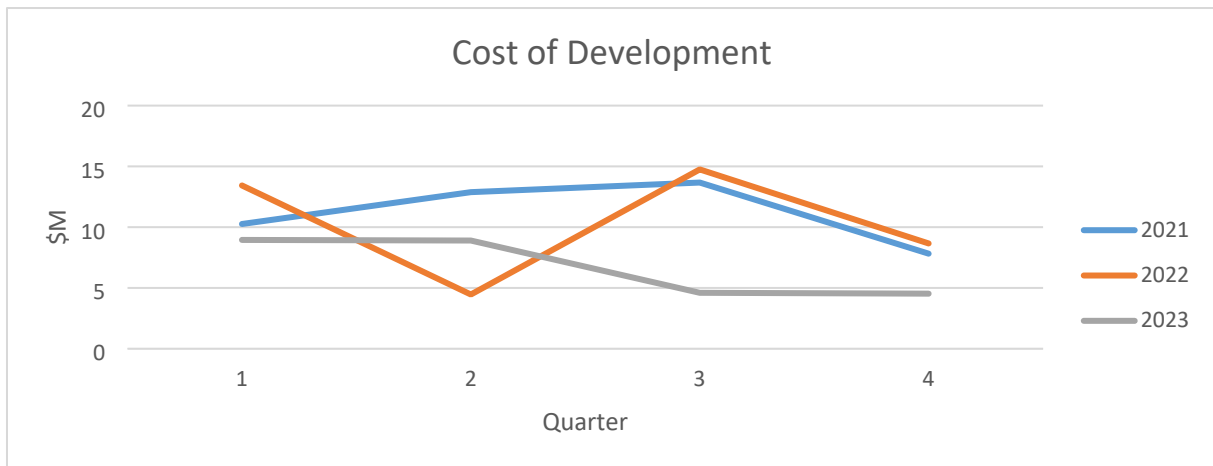
Description	Average (Days)	Median (Days)
<b>Planning Consent</b>		
Deemed To Satisfy (5 Days)	6.59	4.00
Performance Assessed - No Public Notification No Referral (20 Days)	18.43	19.00
Performance Assessed - No Public Notification With Referral Required (50 Days)	58.75	51.00
Performance Assessed - Public Notification No Referral (70 Days)	42.75	51.00
Performance Assessed - Public Notification With Referral Required (60-70 Days)	46.00	36.00
<b>Planning &amp; Land Division Consent</b>		
Deemed To Satisfy (60 Days)	40.00	40.00
Performance Assessed - No Public Notification No Referral (60 Days)	51.14	55.00
<b>Land Division Consent</b>		
Land Division Consent (60 Days)	25.00	25.00
<b>Building Consent</b>		
Assessment Timeframe	9.73	2.00
<b>Development Approval</b>		
Assessment Timeframe	1.27	0.00

Source: Plan SA Workload Management Report (Timeframe), filtered with date range 1 September to 30 November 2023, accessed 22 December 2023.

The following graphs provide an overview looking across the three years of data that the planning portal now has.







Data Source: Plan SA Council Area Report Applications Dashboard,

## PRELIMINARY ADVICE

Planning and Building staff provide preliminary advice daily to customers over the phone or in person to assist residents, business owners and community groups with their development assessment enquiries. 'Meet with the Development Team' sessions enable Officers to be more accessible to the community outside of Millicent. A summary of this quarter's 'Meet with the Development Team' sessions is provided below:

Location	Dates of Sessions	Topics of Interest
<b>Beachport</b>	06 September 2023	4 enquiries were received relating to the development of a deck / verandah, dwelling additions, and sheds.
	04 October 2023	
	01 November 2023	
<b>Penola</b>	20 September 2023	6 enquiries were received relating to change of use, restoration works and shop façade additions to Local and State Heritage Buildings. Enquiries relating to land divisions were also attended during these sessions.
	18 October 2023	
	15 November 2023	

Planning and Building Officers were assisted by Council's Heritage Advisor, who was also available for some appointments during the above sessions and provided advice regarding heritage related matters.

**BUILDING FIRE SAFETY COMMITTEE**

In the last quarter there was one Building Fire Safety Committee (BFSC) meeting. Given the number of existing matters that the committee is currently handling, only existing matters were reviewed, and no new matters were considered at this meeting.

**ENVIRONMENTAL HEALTH**

Location	Inspection Type	Number of Inspections
Penola	Food premises	7
Beachport Millicent	Wastewater#	1

# includes installation inspections and inspections of existing systems requiring upgrade

There have been the following Environmental Health related enquiries during the quarter:

- 6 new applications to obtain a food business notification number
  - 4 businesses were under new management;
  - 1 business was converting to become a food business; and
- 4 customer service requests (mostly relating to septic tank locations).

Council’s Environmental Health Officer was an invited guest to the Liquor Licence Accord Meeting held in Beachport on Wednesday 22 November 23. Information was provided about the new Food Safety Standard 3.2.2A. SA Health has issued checklists to Food Businesses to ensure that they are compliant by 8 December 2023. SA Health also held online training for Council EHOs regarding the new resources and give update on how these changes affects those businesses that are community/charitable groups.

Information on the new Food Safety Standards was also provided to all food businesses inspected or food business enquiries that have been made.

**Wastewater Applications**

Wastewater applications continue with 13 open applications at the time of writing this report. 9 wastewater applications have also been assessed and approval granted during the last quarter.

Wastewater applications require the provision of technical information, when this information is not provided by applicants it can lead to longer processing times. Applicants are sent requests for further information when there is relevant information missing. Some current applications are pending the provision of information from the applicant.

**Community Wastewater Management System – Septic Pump-Out Program**

Council’s Contractor, Jury’s Liquid Waste, has commenced pump-outs in Penola Area 4 from 20 November (which was deferred from last financial year, due to weather issues related to accessing properties and ability to undertake land spreading).

**FIRE PREVENTION**

The fire danger season has been declared from 22 November 2023 until 15 April 2024.

Under the *Fire and Emergency Services Act* (FES Act) owners of private land must take reasonable steps to:

- prevent or inhibit the outbreak of fire on the land; and
- prevent or inhibit the spread of fire through the land; and
- protect property on the land from fire; and
- minimise the threat to human life from a fire on the land.

If property owners fail to take reasonable steps, Council's Authorised Persons may issue a notice under section 105F of the FES Act requiring the owner to take specified action to remedy the issue identified within a specified timeframe. Further failures to comply may then result in the Authorised Officers being able to undertake the works required and recover reasonable costs from the property owner (section 105J FES Act).

Council undertakes annual property inspections of all township areas. If officers identify a property that does not comply with the requirements, a warning letter is issued as a courtesy before formal notices are issued.

Stage of Annual Fire Prevention Inspections	Number of Inspections Undertaken	Number of Letters / Notices Issued	Status of Inspections
<b>First Inspection - Warning Letter Issued</b>	All properties in townships	307	Completed
<b>Second Inspection - Formal 105F Notice Issued</b>	307	80	Completed
<b>Third Inspection - Contractor engaged to undertake works</b>	80	40 non-compliant (in process of working towards engaging contractors)	In progress

Note: Due to some changes within the Fire Prevention Module, the reporting dashboard was not able to be used, hence there may be some slight variation to these numbers. There were also issues this year due to processing times in the field, which lead to some error entries, these are included in the current numbers (there are potentially >20 error entries in the first inspection).

Grassland Curing reporting has continued across Council's 6 sites.

## ANIMAL MANAGEMENT

Type of Matter	Number of Matters
<b>Impounded Dogs</b>	22
<b>Dog Attacks</b>	4

Dog owners who had failed to renew their dog registrations before 31 August 2023, had the late fee applied to their registration. Staff made significant efforts to get in touch with owners who had failed to renew their registration(s) which resulted in further reduction of unregistered dogs. Those who have still failed to renew their dog registration have had an expiation notice issued.

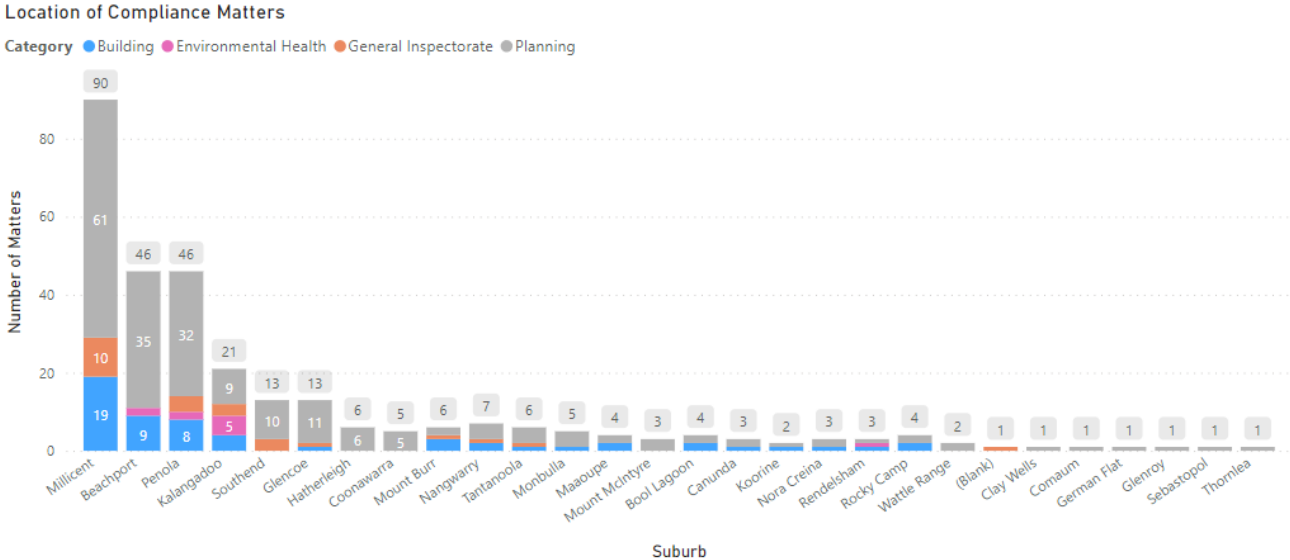
## GENERAL COMPLIANCE

Boat ramp permit compliance inspections were conducted during the quarter.

As reported last quarter, the Development and Regulatory services team have developed and implemented a compliance register to better track matters that require follow-up or investigation. This includes conditions on approval documents, routine inspections, and complaint investigations. Below provides a snapshot to the workload the team have been processing:

Compliance Register Statistics	
<b>Total Number of Open Items as at 28 Nov 2023</b>	249
<b>Total Number of Closed Items as at 28 Nov 2023</b>	127
<b>Items Modified in last 90 days</b>	137
<b>New Items in last 90 days</b>	33

Note: Open items in the register will have different timeframes that follow up is required, some are short term and others may only need follow up in the next 2 years. The register does not include building inspections, food inspections or other health related matters.



Compliance Register Open items by location

## Community Development

### EVENTS

#### Full Throttle in Wattle – Spring School holiday program

A team effort pulled together the October School holiday program with some new well attended events encouraging over **100** youth to get out in nature and explore their creativity. Activities were supported by Banner Mitre 10 in Millicent and Penola Home Hardware, enticing booked out sessions with creations of Fairy and Dinosaur Gardens, pet rocks and bird seed feeders. The regular school holiday movie tested out the Council’s new popcorn machine and the interest was high for the new Lake Leake Kayaking and Landscape Board Creature hunt. Unfortunately, the weather was not agreeable, and the kayaking was re-scheduled for the summer holidays.



## Celebrate Seniors Month

The October 2023 Celebrate Seniors Month events were successful with great feedback, and constructive considerations for future programs. The consensus was that the Seniors really enjoyed the month and appreciated the variety of activities across the Wattle Range, transport, food, and music. Council staff facilitated eighteen events during the month with 5THEFM Open Day, Banksia Open Day, Lions BBQ supported by other working group members.

- Opening Ceremony
- Closing Ceremony
- Cooking Demonstration with Lucky Maduranga
- Easy Paint with Morning Tea by Resthaven
- Dance Demonstration
- Glencoe Woolshed Tour and Talk
- Meditation with Carol
- Lake McIntyre BBQ Lunch and Walk
- Millicent High School Musical Showcase
- Movie and Lunch
- Mt Gambier City Band Plays Penola
- Penola Day Out
- Lions Hearing Dog Talk with Margie Thomas
- Singalong and Lunch
- Kalangadoo Art Day with Ros Pollard, Kalangadoo Primary School, and Afternoon Tea by Kalangadoo Lions
- Cooking Demonstration with Melissa (Shearers Cook)
- Beachport Day Out
- Virtual Sports Day

The calendar of events required a collaborative effort from Development, Tourism, Library staff and community volunteers, who all assisted with event delivery and the transition of the program to on-line bookings. Staff were on hand to assist with the **717** online ticket bookings and the feedback was that it was a lot easier than taking bookings over the phone.

The Senior of the Year nominations were also sought during Seniors Month and Ken Mountford was awarded as Senior of the Year for his initiative in baling and selling hay to raise money for the community as well as serving 25 years on the Penola Show Society.



### **Geltwood Festival 2023**

The Geltwood Festival was planned to provide a range of activities to engage visitors and locals in the vibrancy of Millicent during the Basketball weekend from the 20<sup>th</sup> to the 23<sup>rd</sup> of October. With the aim to maximise the economic potential for the region, the committee determined the date by reflecting on the feedback from the 2022 event and tourism data. Consultation with businesses and the Show Society lead to plans that involved supporting local shopping and the regular market on Saturday at the Showgrounds in the morning and a festival event in the Rotunda area in the evening. Intensive planning and marketing was conducted for the collective activities to ensure awareness and success. Geltwood Facebook achieved a **5,160** Reach and an increase of **473.8%** in visits.

Activities from the 20<sup>th</sup> – 23<sup>rd</sup> October kicked off with good attendance on the Geltwood Opening night at the Millicent Art Gallery. Unfortunately, the numbers for the craft workshops were low and one had to be cancelled due to lack of registrations. The Show Society reported being busier than usual with a variety of stalls and selling out of chips. The Community Art was re-installed in the Domain playground with the innovative designs from the Year 7 to Year 12 High School Students involved in re-vamping the easels. Due to severe weather warnings the twilight festival had to be cancelled, but the Youth Advisory Council Halloween Disco proceeded with great interest from 75 young people all dressed up and dancing all night in the aptly decorated RSL. The IMAG Walk also did not occur with no attendees at the Museum starting point again due to harsh weather, but the MET GALA art display and afternoon tea was a sellout. Happily, the Quilting Convention was also popular with a good show of quilting enthusiasts.

Evaluation of the Geltwood Festival with the committee decided that the original period in March, pre COVID was better for weather and presented a gap in regional activity. Hence, it has been determined that the 25<sup>th</sup> Anniversary of the Geltwood Festival will be held in March 2025. Planning will commence to ensure a vibrant array of popular activities involving local groups such as the Museum, MBCA and local businesses, the model trains, Combined Churches, and a Sunday Street market.

### **Millicent Skate Park Leagues + All Aboard**

YMCA Action Sports were engaged to provide the Skate Park Leagues competitions for the Wattle Range Community. These programs go a long way in showcasing local talent, promoting positive use of council skate parks, and providing a fun day for people of all ages, backgrounds, and abilities. This activity was organised to run during the Geltwood weekend to provide activity alternatives and entertainment for locals and visitors to the region. Despite the poor weather during the weekend the YMCA reported good attendance with the following insights and participation numbers.

- Social Media (Instagram) Reach **925**
- Spectators **40+** estimated people throughout the day

#### Participation

Scoot	BMX	All Aboard	Total	Male	Female	Under 16	Over 16
8	5	6	19	13	6	19	0

#### Millicent Social Issues Gathering

The meeting was delighted to host Minister for Human Services, Nat Cook, for the October meeting. Stakeholders heard from Minister Cook about her life story that developed her passion and understanding for social justice and politics. The attendees discussed concerns and raised questions regarding health, housing, transport, and community centres. The Minister encouraged the gathering to write formally to the Government about regional target for housing affordability future funds, and existing transport services and gaps in services in the region.

#### Central Limestone Coast Liquor License Accord

The November Accord meeting held on Wednesday 22nd November 2023 at the Beachport Hotel catered for twelve local operators and four online members.

Reports were provided by the:

- Office of Consumer and Business Services, on South Australia's Late Night Trading Code of Practice (Late Night Code) under the *Liquor Licensing Act 1997* changed on 1 November 2023.
- South Australian Police, detailed offences for the last 3-month period and response and investigation for the increase in serious offences reminding venues to secure the scene and ensure CCTV footage is retained if a serious offence occurs in local venues.
- Australian Hotel Association SA reminding venues about displaying licences, signage, and responsible person identification.
- Clubs SA on supervising and managing Club's licensed premises, RSA requirements and Food Handling and Hygiene regulations.
- Council reports and updates from District Council of Robe and Wattle Range Council.

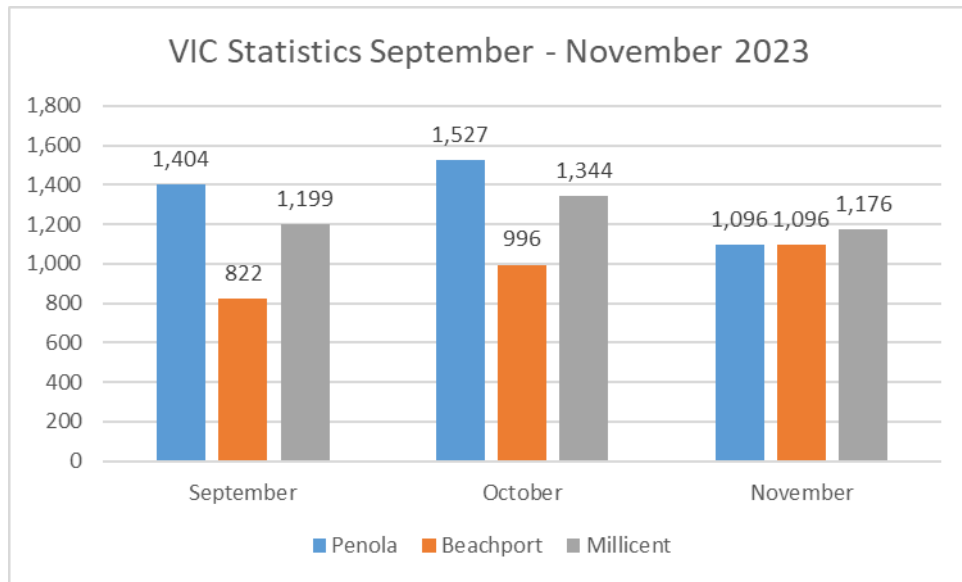
Guest Speaker Catarina Santos, Environmental Health Officer, Wattle Range Council provided information on the Food Safety Standards 3.2.2A coming into effect 8th December 2023 as well as providing tools to assist in readying businesses, including checklists for the varying business categories. Rohan Watts, Community Ambassador NBN and Travis Bates, Engagement Manager NBN covered off on how to find out what upgrades may be available to businesses and the advantages and speed gains that may be possible. Travis also emphasised the importance of emergency preparedness and planning for when systems go down. Rohan detailed how to test and identify where businesses are with cybersecurity and the best approaches to building resilience within a business.

## TOURISM

Total Number of Visitors to the VIC				
	June	July	August	Winter Total
<b>2021</b>	1878	1812	1619	<b>5309</b>
<b>2022</b>	2098	2040	1808	<b>5946</b>
<b>2023</b>	2598	2541	2398	<b>7537</b>

Current visitors to Wattle Range Council Visitor Information Centres:

	Penola	Beachport	Millicent
<b>September</b>	1,404	822	1,199
<b>October</b>	1,527	996	1,344
<b>November</b>	1096	1096	1176



A summary of tourism activities is outlined below:

- SOTP:** Council staff and Park Management conducted a condition assessment of the site on 17<sup>th</sup> October to document the observations made during the inspection and any identified works requiring improvement. Condition ratings were also allocated to each of the locations within the park. A report on this is to be provided to Belgravia Pro. Park Management also identified some areas they wanted prioritised before the end of the year.
- Visitor Information Centre redesign:** Staff consultation has been included in the development of the Request for Quote for the site concept designs for the Beachport and Penola interior redesigns planned for 2024/2025. The RFQ will be advertised in early 2024.
- Mount Burr Entrance Signs**



Approvals from DIT and planning are being finalised and materials are being ordered, with a target for completion of manufacturing and installation by the end of February.

- **Regional Tourism:** Destination Development, LCLGA conducted a Tourism Management Group meeting at the Millicent Visitor Information Centre on the 16<sup>th</sup> November. Updates were provided on the Destination Tourism and Marketing Plan, Limestone Coast Regional Trails Network, Tourism Data Snapshot reports and the Mixed Dozen Wine Trails. An indication of interest was sought from Councils on representation at the 2024 Caravan & Camping Show. Advocacy from the LCLGA team achieved new formats and more regional input into the 2024 Limestone Coast Visitors Guide and Stay Another Day editions. Information was shared by attending council representatives on tourism activities, grants, opportunities, and pending events. The effort from Wattle Range Tourism was acknowledged regarding the commitment to uploading a high number of businesses and events on the ATDW platform for the region.

Wattle Range Development staff also attended the Limestone Coast Tourism Immersion and Networking event at Raidis Estate on 22<sup>nd</sup> November to hear updates from SATC, TiCSA, Australian Tourism Export Council and Tourism Accelerator and network with local operators.

- **VIC Accreditation and Training:** Penola Visitor Information Centre has completed the in-house accreditation for 2023. The design and development of the replacement signage of the Visitor Information Outlets at Beachport and Millicent is being finalised and staff are delighted with the new vibrant flags and signs.



### Financial Considerations

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

There are no known financial considerations related to this report.

### Risk Considerations

There are no known risks to consider relating to this report.

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

There are no known legislative considerations related to this report.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

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

### **RECOMMENDATION**

That Council:

1. Receive and note the report.

## 15.4 Director Engineering Services

### 15.4.1 12th December 2023 Storm Event

Report Type	Officer Report
Department	Engineering Services
Author	Peter Halton
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	High
Strategic Plan Reference	<b>Theme 1 - Community Vibrancy &amp; Presentation</b> 1.3 Continue to provide sustainable, vibrant community facilities.
File Reference	GF/7.41.1
Attachments	1. LGDRA outline- November-2019 [ <b>15.4.1.1</b> - 1 page] 2. Destruction Zone [ <b>15.4.1.2</b> - 1 page]

#### Purpose of Report

To provide Council with an update on the major storm event of the 12<sup>th</sup> of December 2023 which impacted a large section of the Council area from Furner through to Millicent.

#### Report Details

At around 6pm on the 12<sup>th</sup> of December 2023, a major storm occurred that left a trail of devastation from Furner to Millicent. The storm has been described as a mini tornado with significant hail, rainfall, and destructive winds.

The winds uprooted multiple large trees which left a major clean up task for both Council and the community. The storm also resulted in damage to fencing, cars, sheds and homes with one house losing its entire roof.

Attached to this report is a map of the approximate area that was impacted by the storm in Millicent. The storm also impacted several properties along Claywells Road near Furner. The map is provided to show Elected Members the approximate area impacted and is not an exact report of all properties impacted.

Council's outdoor crews, CFS and SES immediately attended the areas impacted by the storm with staff working through the night to clear roads and driveways to many properties. Council deployed loaders and other plant to push larger items out of the way so that roads and driveways could be accessed.

Council's Parks and Gardens Supervisor, Matt Grgetic was on call at the time of the storm and maintained a coordinating role over the first few days. Matt did an excellent job of prioritising tasks and managing resources. Below is a summary provided by Matt of the resources allocated to the initial cleanup. They included staff from a variety of teams including building maintenance and general inspectors and was a great example of our people pulling together in a time of need.

Tuesday 12<sup>th</sup> December 2023 (evening of the storm)

- 11 outdoor Staff
- Small JCB loader
- Large JCB loader
- Backhoe
- John Deer loader

Wednesday 13<sup>th</sup> December 2023

- 17 outdoor staff
- Small JCB loader
- Large JCB Loader
- Backhoe
- Teagle's Chipper
- Coote's Chipper (including 3 contract employees)
- Excavator large (Hire)

Thursday 14<sup>th</sup> December 2023

- 23 outdoor staff
- Teagle's chipper
- Coote's chipper (including 3 contract employees)
- Boom lift (to remove unsafe branches)
- Small JCB Loader
- Large JCB Loader
- Backhoe
- Excavator large (Hire)

Friday 15<sup>th</sup> December 2023

- 7 staff
- Small JCB
- Skidsteer Loader
- Teagle's Chipper
- District Council of Grant's chipper (including 2 staff from DC Grant)
- Excavator large (Hire)
- Boom lift

Monday 18<sup>th</sup> December 2023

- 12 staff
- Teagle's chipper
- City of Mount Gambier's chipper (including 2 staff from City of Mount Gambier)
- Big JCB Loader
- Small JCB Loader
- Boom lift

Tuesday 19<sup>th</sup> December 2023

- 8 staff
- Teagle's chipper
- District Council of Grant's chipper (including a 2 staff)
- Small JCB loader
- Large JCB loader

- Boom lift
- Skid steer

Wednesday 20<sup>th</sup> December 2023

- 6 staff
- Small JCB loader
- Teagle's chipper
- Fenell Forestry Excavator/Tree Falling Machine (including operator and spotter from Fennell Forestry)

Thursday 21<sup>st</sup> December 2023

- 10 staff
- Small JCB loader
- Teagle's chipper
- Skid steer
- Fennell forestry Excavator/Tree Falling Machine (including operator and spotter from Fennell Forestry)

It is estimated that Council has expended approximately \$100,000 in cleaning up the area to date and anticipate we have several months of additional work still to complete. Consideration on how we resource this work is being determined by the Operations Manager as we need to consider the impact on general maintenance work if we continue to allocate resources through day labour (internal staff).

In addition to the works undertaken by outdoor staff we had several staff working in the office responding to calls, inspecting the areas impacted, and planning other support services including communicating with the community.

It was quickly determined that residents needed access to a Council green waste disposal site. The decision was made to extend the hours of operation for the Millicent Waste Facility and waive the requirement for waste vouchers. The Council also opened up an additional green waste disposal site at the Saleyards and allocated a staff member to supervise this activity. This was done as we were concerned that we may run out of space at the transfer station and it provided 7 day a week supervised access for the disposal of green waste across both sites excluding Christmas, Boxing and New Year's Day.

We also consulted with the Millicent Racing Club who offered Council the option of transferring truckloads of fallen tree to this site to be piled up and burned at the conclusion of the fire season. This allows for larger material to be stockpiled that cannot be chipped. This site has also been made available to contractors who have been assisting residents who do not have space to create burn piles on their own property. Council will manage the burning and/or removal of wood from this site on behalf of the community. We are considering the option of allowing controlled access to this wood for heating homes.

On the 3<sup>rd</sup> of January 2024 the CEO and Director Engineering Services spent the day visiting residents in the storm effected area in Millicent. The day was spent knocking on doors and talking to any residents that were home to ask how they were doing following the storm and if they felt Council assistance was needed in any other ways.

Fourteen residents were spoken too during the day which was around a third of the properties inspected. During the visit the residents were asked about the extent of their

damage, and most were happy to provide a tour of their properties. The majority of damage was fallen trees and landscaping followed by damage to fencing. Some had damaged sheds and three had roof damage to their homes.

All the residents spoken to were very impressed with the support offered by Council, and only one resident was unaware of the free waste disposal. Those that were aware of the service were very pleased to hear it would continue to the end of January. Most indicated that they had been able to start cleaning up, but a few were still waiting on insurance assessors.

Many shared that they had already spoken with their insurer with most stating that they thought they would be covered for the removal of trees to make the property safe and for damage to fences, cars, sheds or buildings. That is, their insurance would not cover the general clean-up of trees and yard damage.

Many had started cleaning up and many still had many hours of work in front of them. Most seemed to be in good spirits, and all expressed some level of disbelief in the extent of the damage and wanted to talk about their experiences both during the event and in its aftermath in terms of the level of cleanup they had undertaken.

Some did ask whether Council could offer any assistance with their clean-up. In response, we indicated that this was not normally offered, and that Council still had a major task ahead of it with the ongoing clean-up of the roadsides. Most were provided with a business card to contact the Engineering office if they had any further questions.

One resident on Ruff Rock Road did call back the following day. He indicated that we had spoken to his wife as he was asleep at the time of our visit. This resident indicated that they are both elderly and he is currently unwell with cancer. He did state that whilst he does have family that could assist with the clean-up, they were not local. He asked if Council would consider helping individuals in hardship situations like his. He was advised that this would be put to Council for consideration – noting that it does create some challenges for Council in determining what criteria would be used to ensure consistency of service across the community.

*Local Government Disaster Recovery Assistance*

Attached to this report is the guideline for Local Government Disaster Recovery Assistance. The program is in place to assist local government following events such as that experienced on the 12<sup>th</sup> December 2023. The agency who manages the program has indicated that the current threshold for eligibility is \$391,218. We are still undertaking assessments of the cost and likely future costs to clean up following the storm. We are also seeking further information on what community recovery funds mean as this may present an opportunity to assist in cleanup effort. Further information will be provided to Council on this program in the future.

**Financial Considerations**

Budget Allocation	\$0
Budget Spent to Date	\$100,000 estimate only
Budget Variation Requested	TBD

There significant financial considerations related to this report including seeking support funds through the Local Government Disaster Recovery Assistance Program. We are anticipating at this time we are likely to expend approximately \$500,000 in clean up works.

### **Risk Considerations**

That matters pertaining to this report have been determined a **High** risk in assessing the financial implications of the storm.

This has been determined on the basis that the financial exposure for Council is moderate in terms of severity and almost certain to occur.

The storm also presented a number of others risks to Council and community as during the storm multiple trees fell across roads and properties which was a major risk to road users and the residents in the storm effected areas. We also had significant risk to Council field staff during the initial response who were clearing roads and post the event in the clean-up. The event also has resulted in financial risk to Council who has already incurred approximately \$100,000 in cost and is likely to incur further costs to complete the clean-up.

### **Policy Considerations**

There are no known policy considerations related to this report.

### **Legislative Considerations**

There are no known legislative considerations related to this report.

### **Environmental / Sustainability Considerations**

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

### **Communication & Consultation Considerations**

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

## **RECOMMENDATION**

That Council:

1. Receive and note the report.
2. Write a letter of thanks to both District Council of Grant and City of Mount Gambier on the support provided in the clean-up of the roadsides.

# LOCAL GOVERNMENT DISASTER RECOVERY ASSISTANCE

## OVERVIEW

- The State Government provides financial assistance to local councils to assist with the cost of undertaking eligible activities in response to natural disasters.
- Natural disasters are defined as rapid onset events (storm, flood, earthquake, bushfire, etc).
- Councils are required to make reasonable efforts to mitigate the physical and financial impact of natural disasters.

## ELIGIBLE ACTIVITIES

- Restoration or replacement of an essential public asset (e.g. assets that are an integral part of the council's infrastructure associated with health, education, transport or welfare).
  - Roads and road infrastructure
  - Levees, sea walls protecting essential public assets
  - Council buildings (where not insurable)
  - Temporary road diversions
  - Emergency repairs.
- Counter disaster operations (e.g. activities carried out by councils to protect communities and ensure public health and safety following an event).
  - Sandbagging
  - Bushfire control lines.
- Community recovery funds.

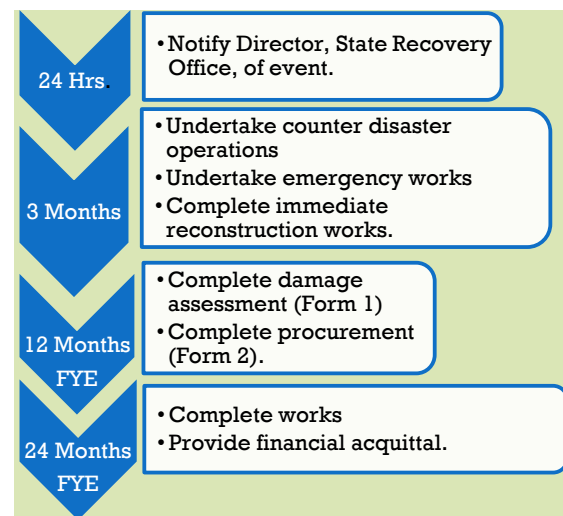
## ELIGIBLE EXPENDITURE

- Expenditure that relates directly to eligible measures in response to a natural disaster that are additional to council's normal operating requirements:
  - Overtime and allowances
  - Machine hire
  - Contractors
  - Backfilling of staff
  - Plant repairs and servicing.

## STATE CONTRIBUTION

- 1st threshold \$150,000 or 2% of rate revenue, state contribution 50%.
- 2nd threshold 3.5% of rate revenue, state contribution 75%.
- Council can seek extraordinary assistance due to limited financial capacity.

## TIMELINE FOLLOWING A DISASTER EVENT



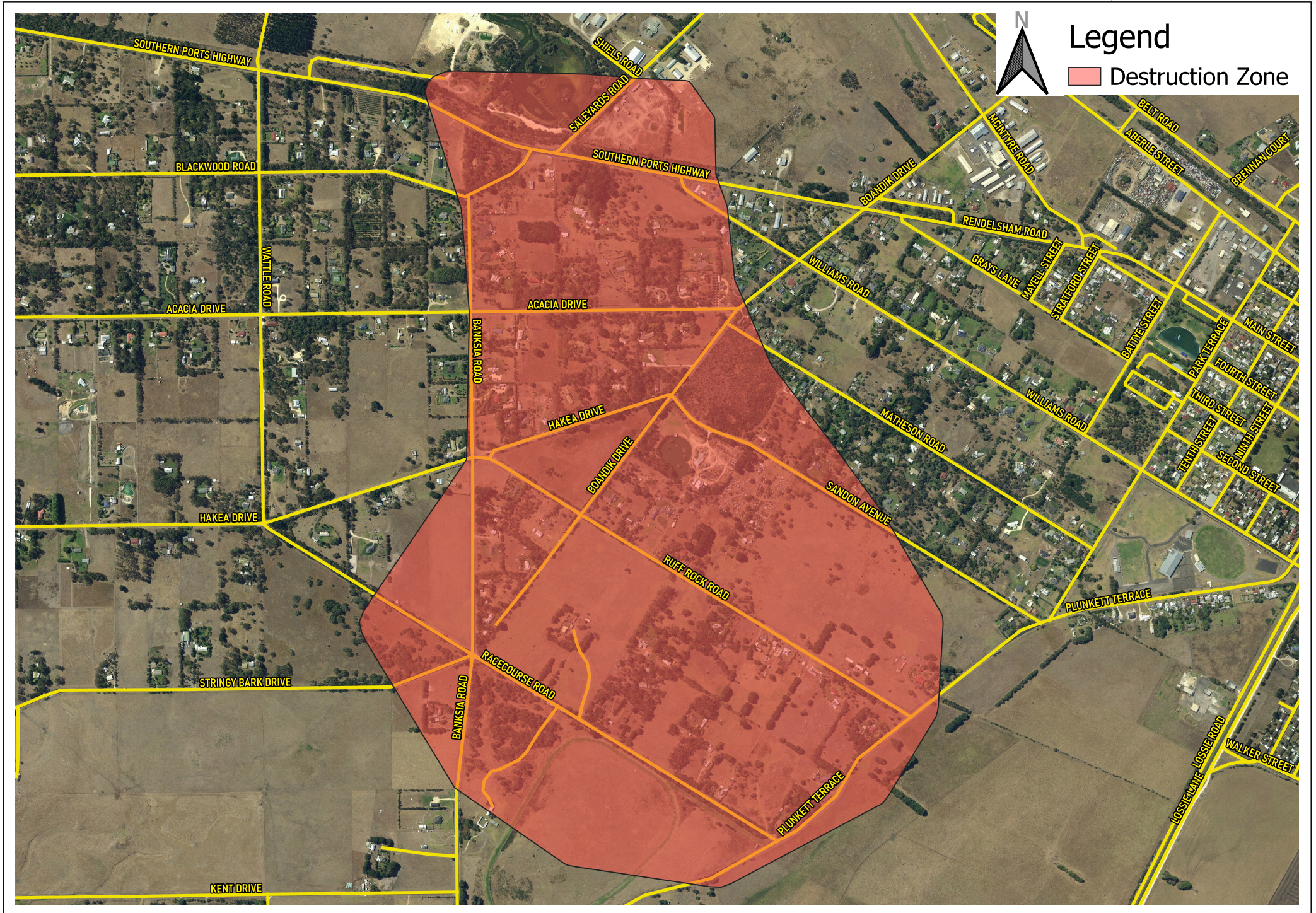
## FORM 1

- Must provide sufficient evidence to demonstrate a clear link between the eligible disaster and the identified asset damage/recovery activities.
- To establish a claim for asset damage, the evidence should include the asset location, function, pre-disaster and post-disaster condition. Please refer to Photographic Evidence Guidelines for assistance.
- A qualified engineer or quantity surveyor shall verify the estimated reconstruction costs for the reconstruction of an essential public asset.

## FORM 2

- Council provides details of procurement processes undertaken.
- The form 2 finalises the cost of the claim and will form the basis of the Government's offer of assistance.





## 15.4.2 Beachport Adaptation Strategy

Report Type	Officer Report
Department	Engineering Services
Author	Peter Halton
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	High
Strategic Plan Reference	<p><b>Theme 2 - Environmentally Sustainable</b> 2.1 Protect Council's natural assets through proactive planning in climate adaptation and structured infrastructure replacement and enhancements.</p> <p><b>Theme 3 - Infrastructure &amp; Asset Sustainability</b> 3.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p>
File Reference	GF/5.3.2/6
Attachments	1. Wattle Range Council DRAFT Coastal Adaption Strategies Report SMALL [15.4.2.1 - 65 pages]

### Purpose of Report

To update Council on the development of the Beachport Coastal Adaptation Plan and endorse community consultation.

### Report Details

Council received funding two years ago from the Coastal Protection Board for the development of adaptation plans for various coastal towns in the Limestone Coast.

The purpose of an adaptation plan is to consider potential risks as a result of impacts from Climate Change and determine trigger points and decisions so we can plan for these eventual impacts rather than react to them.

A decision was made to collaborate, as it was clear we would obtain a better cost appointing one Consultant to work across multiple plans. Wattle Range Council made the application for funding and also tendered to appoint the Consultant to prepare the various plans.

A consultant FSC Range has been appointed and now has completed a draft Adaptation Report with the next stage to commence public consultation on the hazard mapping with the Beachport Community. The purpose of this is to seek the community's feedback on the findings of the hazard mapping and discuss the priorities from this report in terms of assets and environment that need protection in the plan and feed this back to Council so we can take the next step in developing the Adaptation Report.

The intention is to release the draft documentation to the public and then hold a public meeting at Beachport and explain the document and seek comment about the identified long-term risks from the Hazard Mapping and the action the community wants Council to take in dealing with these risks. Options include developing further protection works or retreat from the hazard.

All previous Coastal Studies are available on Council's website:  
<https://www.wattlerange.sa.gov.au/living-here/our-environment/coastalmanagement>

### Financial Considerations

Budget Allocation                      \$20,000 Council contribution (2021/22)  
 Budget Spent to Date                \$0  
 Budget Variation Requested        \$20,000

Council has previously allocated funding as a contribution to the Coastal Protect Board Grant to allow for the development of the plan. The Council contribution and grant application was on the basis that Council would cover 33% of the total cost ie two thirds would be funded through a grant. The funding application was made for the total program by Wattle Range Council with the breakdown of fund detailed below.

Grant Application					
		% of total grant contribution (\$216,500)	Project Cost	Council Contribution	CPB Contribution
WRC		21%	65,000	20,000	45,000
Robe		25%	76,000	22,000	54,000
Grant		48%	150,000	45,000	105,000
Kingston		6%	25,000	12,500	12,500
Council Contribution		31%	316,000	99,500	216,500
Council Contribution with reduced grant		33%	299,500	99,500	200,000

Due to various delays including tendering challenges and changes in staff at Wattle Range Council and the Limestone Coast Local Government Association we have seen significant delays in this project. At this stage the Council allocation has not carried forward and as such a recommendation of the report is to approve a variation to the budget as detailed above. Please note Council has sort extensions to the grant which have been provided by the Coastal Protect Board to complete this important work.

### Risk Considerations

Impacts of Coastal processes (erosion/sand movement) on infrastructure at Rivoli Bay is identified to have a major financial impact and is possible as such the risk is high for 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**

This report is primarily related to environmental or sustainability considerations due to Climate Change and the related impacts these will have due to rising sea levels long-term with the residents of Beachport.

### **Communication & Consultation Considerations**

The report is seeking Council to endorse commencing public consultation on the interim and technical report with the Beachport Community by holding a public meeting.

### **RECOMMENDATION**

That Council:

1. Receive and note the report and the draft Coastal Adaptation Strategy being developed for Beachport as attached.
2. Endorse a budget variation of \$20,000 for Council contribution as per the funding agreement for the grant.
3. Undertake public consultation in accordance with Council's Community Engagement Policy.



Project & Engineering Management  
Engineering Design & Consulting  
Environment & Sustainability

# Technical Report

## Coastal Adaption Strategy

Wattle Range Council

Reference 210205  
Revision B  
Date 22 December 2023

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## TABLE OF CONTENTS

1	Introduction.....	5
1.1	The Project.....	5
1.2	General Approach.....	5
2	Stocktake.....	6
2.1	Purpose.....	6
2.2	Spatial Extent and Key Features.....	6
2.3	Past Work.....	7
2.4	Available Data and Gaps.....	8
2.5	Level of Assessment.....	10
3	Stakeholders.....	11
3.1	Stakeholders.....	11
3.1.1	Project Stakeholders.....	11
3.1.2	Community Stakeholders.....	11
3.2	Engagement strategy.....	11
4	Coastal Processes Description.....	12
4.1	Site Context.....	12
4.1.1	Topography and Bathymetry.....	12
4.1.2	Cross-shore Profiles.....	12
4.1.3	Shoreline Characteristics.....	14
4.2	Water Levels.....	15
4.2.1	Tidal Planes.....	15
4.2.2	Storm Tide.....	15
4.2.3	Sea level rise.....	15
4.3	Waves.....	16
4.4	General Description of Key Processes.....	16
4.4.1	Contemporary Shoreline Position.....	17
5	Coastal Hazards: Inundation.....	18
5.1	Previous Assessments.....	18
5.2	Assessment methodology.....	18
5.3	Mapping considerations.....	19
5.4	Results.....	20
5.4.1	Limitations.....	20
6	Coastal Hazards: Erosion.....	21
6.1	Previous Assessments.....	21

6.2	Assessment methodology .....	21
6.2.1	Short-Term Erosion (S).....	21
6.2.2	Dune Instability (D) .....	22
6.2.3	Medium-Term Fluctuations (M) .....	22
6.2.4	Long-Term Trends (L).....	22
6.2.5	Response to Sea Level Rise (SLR).....	22
6.3	Mapping Considerations .....	24
6.3.1	Mapping areas with coastal protection structures.....	24
6.3.2	Smoothing and expert judgement .....	24
6.3.3	Probabilistic presentation .....	24
6.4	Results .....	25
6.4.1	Limitations .....	25
7	Risk .....	26
7.1	Assessment Methodology .....	26
7.1.1	Consequence Descriptors.....	26
7.1.2	Likelihood .....	26
7.1.3	Risk Rating .....	26
7.2	Mapping Considerations .....	29
7.2.1	Mapping approach.....	29
8	Adaptation options .....	30
8.1	Council Prioritisation Process .....	30
8.2	Adaptation Pathways .....	30
9	Engagement outcomes .....	31
9.1	Risk and Adaptation Workshop.....	31
9.2	Adaptation Plan .....	31
10	Next Steps .....	32
	References .....	33
	Appendix A: Summary of Past Work .....	34
	Appendix B: Asset Register.....	36
	Appendix C: Hazard and Risk Maps .....	37
	Appendix D: Model Configurations .....	38

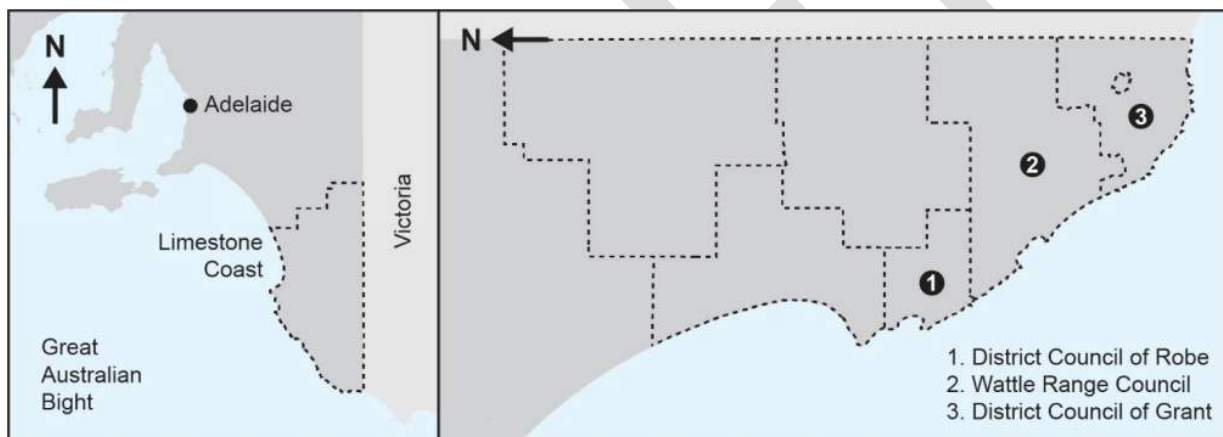


# 1 INTRODUCTION

## 1.1 The Project

Wattle Range Council, District Council of Robe, and District Council of Grant, are undertaking a process to develop coastal adaptation strategies for 11 townships located in the Limestone Coast region (Figure 1-1). The Limestone Coast Local Government Association (i.e., LCLGA), the Coast Protection Board, and Kingston District Council are key stakeholders in this project. The overall objective, to which this project contributes, is to develop a consistent coastal adaptation strategy for the region. The coastline in this region of South Australia has experienced coastal erosion and inundation and it is expected that these hazards are likely to intensify due to sea level rise in future years.

The aim of this project is to identify the coastal hazards and the associated risk up to 2100, and to evaluate potential adaptation options and pathways for implementation for the 11 coastal communities. This project specifically focused on the township of Beachport in Wattle Range Council.



**Figure 1-1: Map of the Limestone Coast region and relevant local government areas**

(left) The location of Limestone Coast in relation to Adelaide. (right) The location of Wattle Range Council, District Council of Robe, and District Council of Grant in relation to the Limestone Coast.

## 1.2 General Approach

The approach used in this assessment is based on the Local Government Association of South Australia's Coastal Adaptation Guidelines (LGASA, 2020). These guidelines present six stages that should be considered as part of any coastal adaptation study:

1. Stocktake
2. Stakeholder engagement
3. Coastal hazard assessment
4. Risk assessment
5. Adaptation options
6. Adaptation strategy development

Each stage forms a separate chapter of this technical report and is described in greater detail within those respective chapters.

## 2 STOCKTAKE

### 2.1 Purpose

The purpose of the stocktake stage is to:

- Establish the scope of the assessment.
- Identify and obtain past work that may be relevant to the project.
- Collate available data and identify any data gaps.
- Determine the appropriate level of assessment.

### 2.2 Spatial Extent and Key Features

The Beachport town boundaries, as defined by the Attorney-General's Department (Government of South Australia, 2023), defines the spatial extent of this coastal adaptation assessment (Figure 2-1).



**Figure 2-1: Map of the town boundaries**

The township of Beachport is indicated by the dashed line.

Beachport occupies approximately 28 km of the South Australian coastline. The Beachport Conservation Park and Lake George occupy a substantial area within the township boundaries. Lake George is connected to Rivoli Bay by a managed drain, which has a gate at the bay interface. Much of the shoreline of the township has been modified by a groyne field, which seeks to control the foreshore shape and retain sand. The town is clustered on the southern and eastern sides of Lake George. Key public assets include a golf course, school, recreational centre and a surf life saving club. Key statistics associated with town are summarised in Table 1.

**Table 1: Key statistics associated with the township**

Population and private dwellings based on the 2021 Census (Australian Bureau of Statistics, 2021). Coastline has been approximated based on aerial imagery (Nearmap, 2023).

Township	Population (no.)	Private Dwellings (no.)	Coastline (m)
Beachport	745	562	27,840

## 2.3 Past Work

Several reports and other relevant documents were provided to FSC Range during this assessment (Appendix A). The key documents that are particularly relevant to this assessment are summarised in Table 2. We note that the Rivoli Bay Study (Worley Parsons, 2015) was particularly relevant to this study, and it describes in detail the coastal processes both short and long term as well as much of the coastal infrastructure along the Rivoli Bay foreshore. The recent study by Baird supplements this assessment.

**Table 2: Past work provided during this assessment.**

Relevant documents identified during this project are summarised in this table, along with a brief comment on its applicability to the current assessment.

Document	Author	Comment
Rivoli Bay Data Collection and Modelling Summary Report	Baird	Report contains extensive metocean data collected, literature review, modelling outputs and recommendations (2021)
Rivoli Bay Summary Report	Wattle Range Council	Coastal processes and management options for Beachport derived from Baird Data Collection Report (2021)
Beachport Boat Ramp - Review of Maintenance Requirements	Wattle Range Council	Report provides sufficient technical insight into coastal processes surrounding the Beachport Boat Ramp (2017)
Sand Management Plan for Beachport Town Beaches	Wattle Range Council	Document identifies Beachport Town beaches with sand stores and deficits, as well as planned actions (2017)
Lake George - Appendix 1 - Tidal Inlet analysis	Worley Parsons	Analysis provides technical context into the Lake George Outlet condition based on coastal data (2015)
Lake George Study - Appendix 2 - Groyne Extension Concept Design	Technical Context	Document contains Beachport simulated local wave data and modelling outputs (2015)
Rivoli Bay Study	Worley Parsons	Study provides Beachport foreshore groyne assessment, including wave modelling and assessment of wave runup and overtopping (2015)
Rivoli Bay - Appendix 1 - Assessment of Existing Coastal Structures	Worley Parsons	Assessment of Beachport Groynes (2015)

## 2.4 Available Data and Gaps

FSC Range identified several datasets that were particularly relevant to this assessment (Table 3). We note that many more datasets exist that could have also been incorporated or used instead of others in this assessment. Our choice was based on what we believe would provide the most robust evaluation within the scope of this assessment.

The key data gap that affected the robustness of this assessment was the lack of high-resolution hydrodynamic and bathymetric data within the assessment area. Some localised surveys were noted in the most recent Baird assessment, along with a reasonably good hydrographic map of key contours. Nevertheless, a higher resolution bathymetry dataset would aid substantially in the estimate of shoreline erosion as well as wave related processes (e.g., setup), particularly over short time scales. Profiles in areas where no data were available were assumed from calculated equilibrium beach profiles and evaluated/adjusted using aerial imagery and engineering judgement.

DRAFT

**Table 3: Data used in this assessment.**

Relevant data that was identified for use in this assessment are summarised. There are many other data sources available that could also be used. These have not been listed.

Data	Source	Comment
<b>Topography</b>		
1m LiDAR DEM	Government of South Australia	Used to resolve important features such as drains.
5m DEM	GeoScience Australia	This includes the Government of South Australia's 1 m LiDAR land cover dataset. Used to define the regional (land) topography.
Merit DEM	University of Tokyo Global Hydrology Group	Multi-Error-Removed Improved-Terrain DEM at approximately 3 sec resolution (~90 m at the equator). Interpolated with the 5 m DEM to fill in data gaps.
<b>Bathymetry</b>		
250m DEM	GeoScience Australia	Only the bathymetric dataset was used and this is relatively coarse and has poor resolution in shallow water depths (<5 m). Hydrographic maps (where available) were used to check and to manually refine this dataset.
<b>Shoreline</b>		
DEA Shorelines	GeoScience Australia	1988 to present was used to assess long term shoreline position variability.
Shoreline Transects	Department of Environment and Water	Various durations and was used to assess typical shoreline profiles and long term position variability.
Characteristics	FSC Range site inspection	On-ground assessment of beach composition, shape, and characteristics to inform erosion mapping.
<b>Water Level Data</b>		
Tidal Planes	Australian Hydrographic Office	Used to define the tidal planes.
Sea Level Rise	Coastal Adaptation Guidelines (2020) Local Government Association of South Australia	References the Coastal Protection Board's Sea Level Rise benchmarks.
Storm Tide	CSIRO CANUTE 3	100-year Annual Recurrence Interval (ARI) storm tide water level includes the contribution of astronomical tide and atmospheric storm surge.
<b>Wave Data</b>		
1% Annual Exceedance Probability (AEP) Storm	CSIRO CANUTE 3 + CAWCR	Cross-checked against entries in the FAST Database (Foreshore Assessment using Space Technology) and used to define the incident storm.
Wave Setup	CSIRO CANUTE 3	100-year Annual Recurrence Interval (ARI) wave setup estimated based on local beach slopes where data available. These were cross-compared with the setup calculated during the erosion analysis.
<b>Other Data</b>		
Asset Data	Aerial Mapping	Cross-referenced on site during site inspection.

## 2.5 Level of Assessment

Based upon the data available at this location as well as the aims of this assessment, the level of assessment adopted is defined in Table 4.

**Table 4: Scales, complexity and resolution of assessment**

The extents and purposes of assessment are outlined below.

Purpose of Coastal Process Assessment	Spatial Scale	Complexity of Assessment	Pass Equivalence	Applicable Sediment Compartment
<ul style="list-style-type: none"> <li>▪ National trends (or State comparison to national trends)</li> <li>▪ Sensitivity or broad scale assessments to indicate general areas of higher exposure using limited processes</li> </ul>	10 - 100 km	Low	First Pass	Primary
<ul style="list-style-type: none"> <li>▪ Regional or state-wide scoping studies</li> <li>▪ Indicative estimates of broad-scale change to identify trends and future focus areas</li> <li>▪ Regional coastal hazard assessments</li> </ul>	1 - 10 km	Low - Medium	First Pass / Second Pass	Primary / Secondary
<ul style="list-style-type: none"> <li>▪ Local coastal hazard assessments</li> <li>▪ Hotspot studies</li> <li>▪ Adaptation planning</li> <li>▪ Informing planning scheme updates</li> </ul>	10 - 1000 m	Medium – High (Medium Adopted)	Third Pass	Tertiary
<ul style="list-style-type: none"> <li>▪ Site-specific hazard assessment</li> <li>▪ On-ground design and construct of works</li> <li>▪ Informing development consent</li> </ul>	<10 m	High – Very High	-	-
<ul style="list-style-type: none"> <li>▪ <b>Low:</b> Captures the processes in a way that allows for long timescale duration of analysis (forecasting) and/or large spatial scales. Typically, reduced physics or parameterised approaches with lower data requirements.</li> <li>▪ <b>Medium:</b> Balances the need for specific process detail with spatial resolution (and thus computational and data needs). Typical empirical methods or transect based analysis.</li> <li>▪ <b>High:</b> Includes key physical processes with higher data requirement usually for validation and seeks to describe these at spatial and temporal scales that are efficient but informative such as by employing scaling approaches.</li> <li>▪ <b>Very High:</b> Includes the greatest number of physical processes and seeks to describe as much of the physical process as possible in high spatial and temporal resolution. These approaches typically have the highest data requirements for both process resolution and validation.</li> </ul>				

## 3 STAKEHOLDERS

<< THIS SECTION WILL BE INCLUDED IN A FUTURE ISSUE >>

### 3.1 Stakeholders

#### 3.1.1 Project Stakeholders

Stakeholder	Contact Name	Contact Email
Limestone Coast Local Government Association	Tony Wright	twright@lclga.sa.gov.au
Grant County	Aaron Price	aaron.price@dcgrant.sa.gov.au
	Leith McEvoy	leith.mcevoy@dcgrant.sa.gov.au
	Hayley Michell	Hayley.Michell@dcgrant.sa.gov.au
Wattle Range Council	Ben Gower	bjg@wattlerange.sa.gov.au
	Laura Burbidge	llb@wattlerange.sa.gov.au
	Peter Halton	peh@wattlerange.sa.gov.au
Robe Council	James Holyman	james@robe.sa.gov.au

#### 3.1.2 Community Stakeholders

<< TO BE POLULATED AT A LATER DATE >>

### 3.2 Engagement strategy

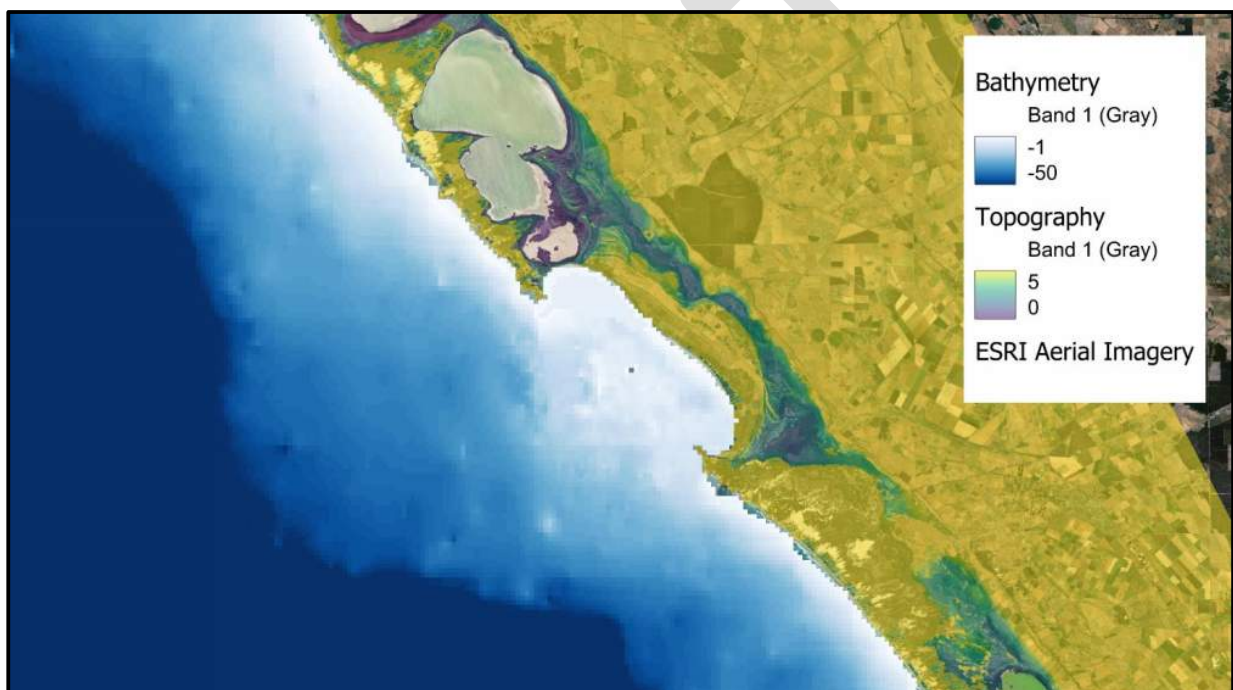
<< TO BE AGREED WITH COUNCIL >>

## 4 COASTAL PROCESSES DESCRIPTION

### 4.1 Site Context

#### 4.1.1 Topography and Bathymetry

Topographic (land) data is available in high resolution (1 m) for the entire study area. Much of the land has an elevation of >5 m. However, a thin narrow strip of land between Lake George and Rivoli Bay is lower in elevation with only a thin narrow dune-type feature. The bathymetric data is of much lower resolution (250 m). While this is suitable for offshore wave transformation, closer to the shoreline in less than 3 m of water, the water-land transition is poorly resolved. This affects the accuracy of the inundation and erosion assessment. The bathymetry of Rivoli Bay is relatively shallow (<5 m).



**Figure 2: Beachport Bathymetry data**

Combined topography and bathymetry data sources used in this assessment. Topography uses the 5 m LiDAR dataset while the bathymetry data uses the 250 m bathymetry dataset. Datasets are interpolated, patched and smoothed prior to use in the inundation and erosion models.

#### 4.1.2 Cross-shore Profiles

Several cross-shore profiles are obtained at various intervals by the Department of Environment, Water and Natural Resources (Table 5). These profiles are not obtained at a temporal resolution that is suitable for shoreline change assessment, however they do provide a clear reference that can be used to quantify typical shoreline movement as well as the profile of the shoreline at these locations. These profiles were used to compile and validate cross-shore profiles that were synthesised for this assessment. Figure 3 shows an example profile adjacent to Railway Terrace at Beachport. Analysis of the available cross-shore data shows that the nearshore profiles are in equilibrium down to a depth of between 2 – 4 m. Beyond these depths, the profile is relatively flat

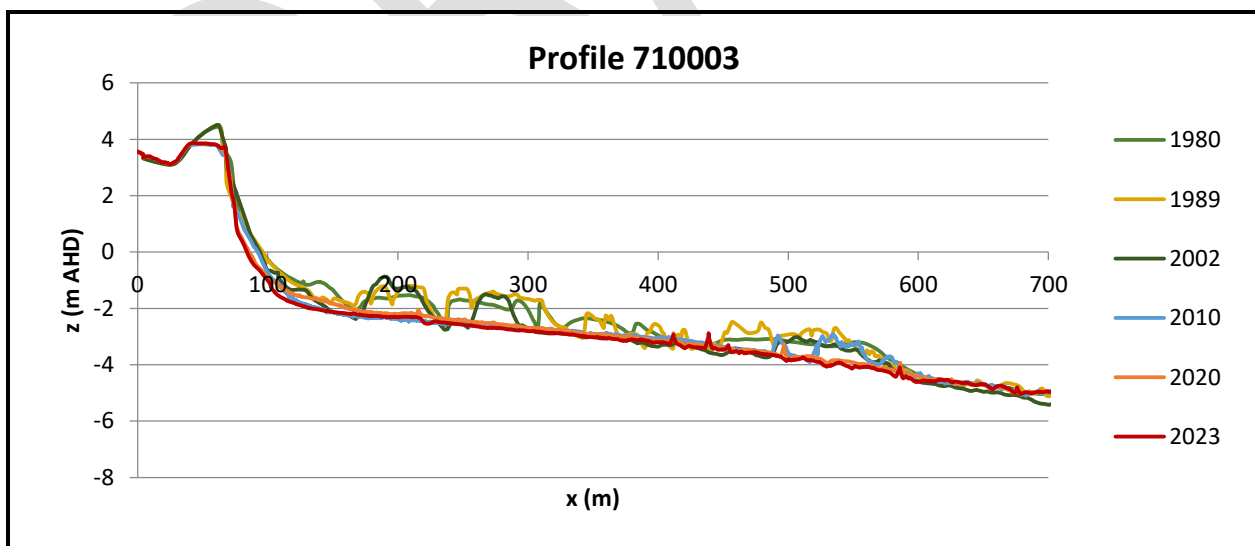


offshore compared with the respective equilibrium beach profile. The bay is relatively shallow with a very wide sand shoal over which waves propagate shoreward, causing onshore sediment transport.

Analysis of historical beach profiles carried out by the Department of Environment has found that long term dune recession has not been occurring at Beachport, due to the ongoing supply of sand from the shallower areas of the Bay and from the coastline to the west. The exception to this is at the area adjacent to Railway Terrace, with long term recession identified there resulting in dune-face recession of around 5 m (Figure 3). Erosion in this area is likely due to waves reflecting off the vertical seawall which may have caused a local deepening of the beach profile here. In addition, studies (Worley Parsons 2015, Baird 2021) have concluded that the long distance between the groynes, incident wave angle, and short length of the groynes in this area does not allow the formation of a beach spanning the entire compartment between these two groynes. Long term shoreline trends are discussed further in section 6.2.4.

**Table 5: Beachport Beach line profile IDs (Nature Maps, 2023)**

Profile ID	Town
710004	Beachport
710003	Beachport
710005	Beachport
710002	Beachport
710034	Beachport
710033	Beachport
710006	Beachport

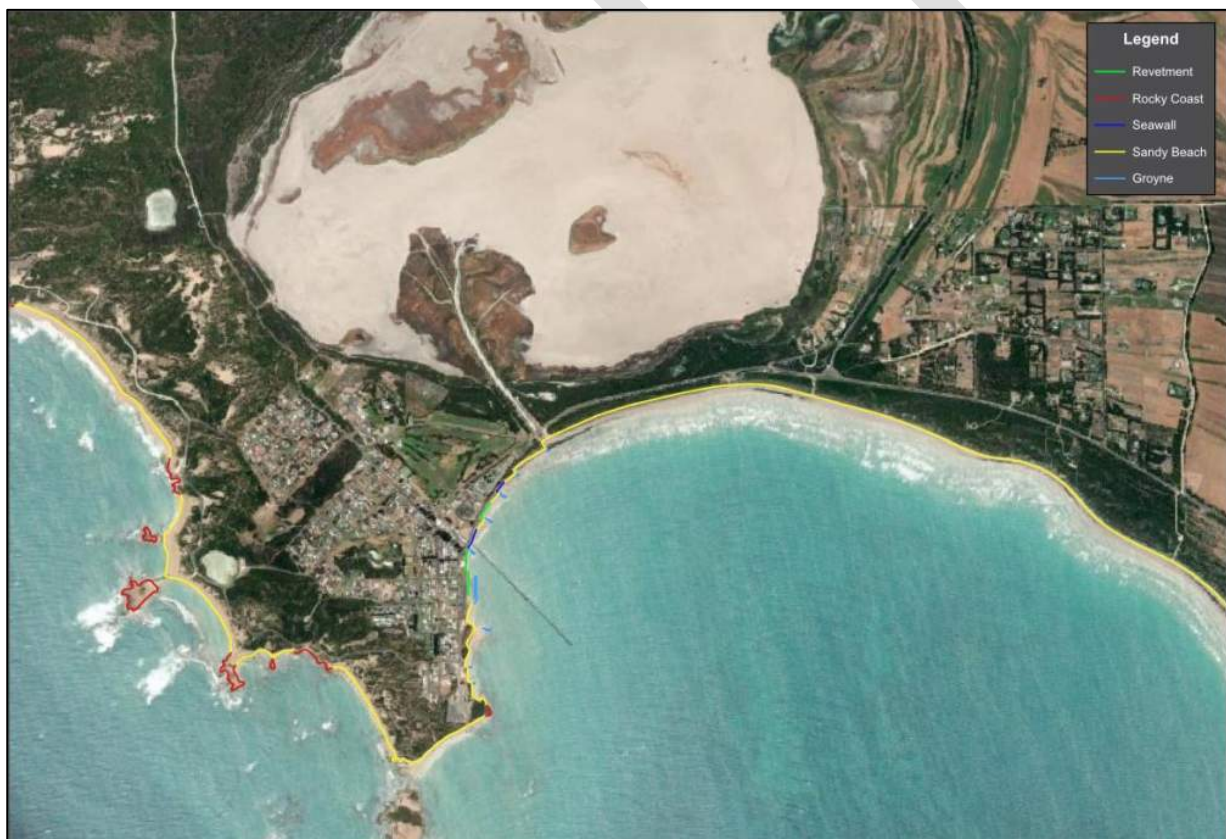


**Figure 3: Cross-shore profile at Profile 710003 (Nature Maps, 2023)**

### 4.1.3 Shoreline Characteristics

Coast Adapt Shoreline Explorer provided diagrams with categorised shorelines by erodibility. That assessment largely classifies the Beachport shoreline as being predominantly ‘*Dominantly sandy shores*’ with very high erodibility. FSC Range has undertaken a high-resolution on-ground shoreline assessment to define the characteristics of the shoreline throughout the primary study area. The shoreline consists of a mix of sandy beach, rocky shoreline and engineered coastline (Figure 4). The engineered coastline is principally located adjacent to the township and was implemented to reduce shoreline erosion and to maintain beach amenity. We note that during our on-site assessment, terminal erosion was observed in some locations, particularly to the east of the town.

In this assessment, where the shoreline is highly erodible (i.e., sandy or similar), we have estimated the likely erosion that may occur (discussed in greater detail in section 6). Where the shoreline was determined to be hard (i.e., rock or limestone), erosion of that section of shoreline was considered to be negligible. Finally for engineered shorelines (i.e., revetments or seawalls), it was assumed that these coastal defences would be maintained over the assessment timeframe.



**Figure 4: Town of Beachport Shoreline Classification**

Shoreline classification based on a visual inspection by FSC Range (Aerial imagery: ESRI).

## 4.2 Water Levels

### 4.2.1 Tidal Planes

The water level variations along this section of coastline are classified as mixed-semidiurnal conditions, and also exhibit diurnal characteristics. There are two high tides and two low tides on some days and only a single high and low tide on other days (Table 6). The typical tidal range is 0.8 m during spring tides and 0.4 m during neap tides. For this assessment, the Mean High High Water was adopted for cases that excluded storm tide. This represents typical conditions.

**Table 6: Beachport Tidal Planes**

The typical tidal range varies from 0.4 to 0.8 m LAT at different tidal phases.

Datum	Tidal Level (m LAT)
Highest Astronomical Tide	1.6
Mean High High Water	1.1
Mean Low High Water	0.9
Mean Sea Level	0.7
Mean High Low Water	0.5
Mean Low Low Water	0.3

### 4.2.2 Storm Tide

A storm tide water level includes the contribution of astronomical tide and atmospheric storm surge. CSIRO CANUTE 3 provides estimates for the 100-year average recurrence interval (ARI) storm tide. DEW also supplied estimates for the 100-year ARI storm tide. To address uncertainties due to limited historical water level data, this assessment adopts the range of values presented in Table 7.

**Table 7: Storm Tide Level**

Relevant data that were identified for use in this assessment are summarised. There are many other data sources available that could also be used. These have not been listed.

Scenario	Storm Tide (m AHD)
100-year ARI	1.27 – 1.40

### 4.2.3 Sea level rise

The state planning policy specifies the sea level rise allowance for coastal flooding and long-term recession effects and planning for coastal development (Table 8). These values are adopted in this assessment.

**Table 8: Sea level rise scenarios**

Relevant data that were identified for use in this assessment are summarised. There are many other data sources available that could also be used. These have not been listed.

Scenario	Sea level rise (m)
Present	0.0
2050	0.3
2100	1.0

### 4.3 Waves

The offshore swell wave climate (wave height and period) has been recorded by the Bureau of Meteorology with a Waverider buoy located at Cape du Couedic, off the south-west coast of Kangaroo Island (approximately 300 km west of Rivoli Bay). This dataset along with the wave buoy data at Cape Bridgewater, approximately 150 km south-east of Rivoli Bay, were reanalysed by WRL (2013). More recently, the future wave climate offshore of Beachport was assessed by CSIRO as well as by the FAST project. The results from all assessments are similar. The predominant wave direction for extreme waves affecting this portion of the coast is from the south-west sector with a typical offshore wave height of approximately 9.8 m and period of ~16 s.

Wave patterns at Beachport are complex and strongly influenced by the shape of Rivoli Bay, as well as by both wave refraction and diffraction around Penguin Island. The relatively shallow water depth in Rivoli Bay limits the height of the incident waves that impact the coast, although we note that substantial storm tide and wave setup occurs due to this same shallow water depth and the embayed nature. For this assessment, the duration of the incident waves is important as the duration of these depth limited waves (rather than the absolute magnitude of the offshore incident waves) drives shoreline erosion. Previous assessments by WRL (2013) have suggested that storm events along this section of coastline have a duration of approximately 43 hours.

### 4.4 General Description of Key Processes

The key hydrodynamic and sediment transport processes within Rivoli Bay have been assessed in both the Worley Parsons (2015) and Baird (2021) studies. These studies demonstrate that the predominant wave climate drives northerly sediment transport towards the Lake George Outlet principally during storms. During these storm events, sand is eroded from the shore and transported offshore and later transported back to the shore by waves during calmer weather. As a result, the beaches in this area are seasonally variable; the beaches are typically wider over summer and narrower in winter. Given the shallow nature of Rivoli Bay, the littoral zone (offshore extent of sediment movement) is considered to extend a significant distance offshore.

Nearshore currents vary at Beachport. Stronger wave-driven currents are directed to the north, which transport sediment along the shoreface (as observed by the orientation of sediment within the groyne compartments). Thus, the width of beaches along the Beachport foreshore is influenced by the shape and dimension of the groynes and their alignment with incoming waves. Further offshore, weak currents travel southward driven by the tidal circulation within Rivoli Bay. Outside of Rivoli Bay, the shoreline is exposed to incident waves that propagate from far offshore and drive sediment transport both along the shoreline as well as offshore during storm events.

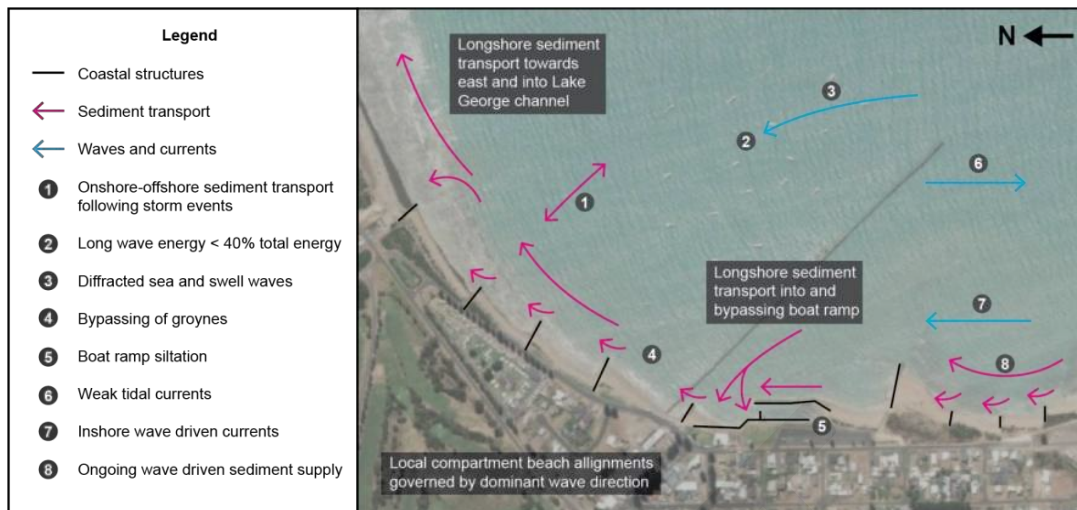


Figure 5 – Conceptual diagram of key coastal processes

#### 4.4.1 Contemporary Shoreline Position

Analysis of the shoreline position (as defined by the land-water interface) using satellite derive data indicates that some sections of the coastline have accreted while other sections of the coastline have eroded (Figure 6). Directly adjacent to the Beachport township, most of the coastline has accreted. Similarly, to the west of the township (within the Beachport Conservation Park) the shoreline has also accreted. However, at Salmon Hole, substantial shoreline erosion has been observed since 1988. This long-term erosive trend appears to be continuing and is likely to breach the dune along this section of the coastline in the coming years. The trends observed in the shoreline have been included in the erosion hazard assessment.

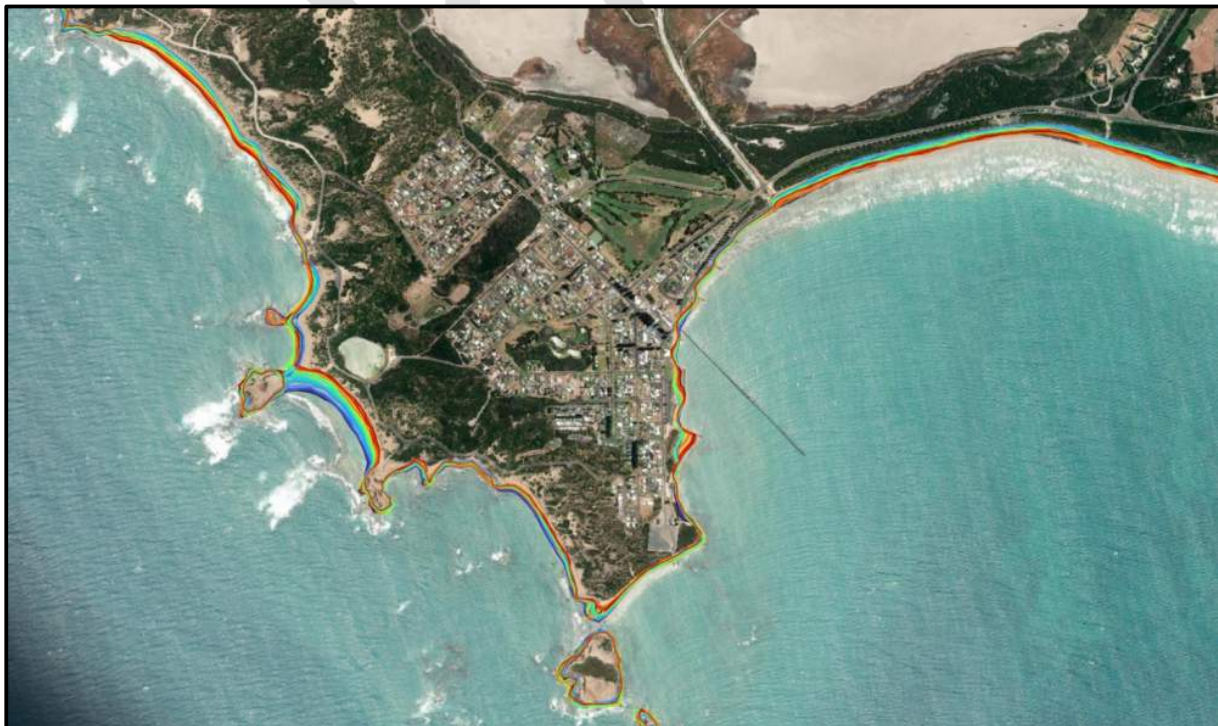


Figure 6: Beachport Coastline Retreat 1988-2021 (Geoscience Australia, 2021)

Several locations exhibit shoreline retreat over the dataset. Warmer colours indicate more recent shoreline position.

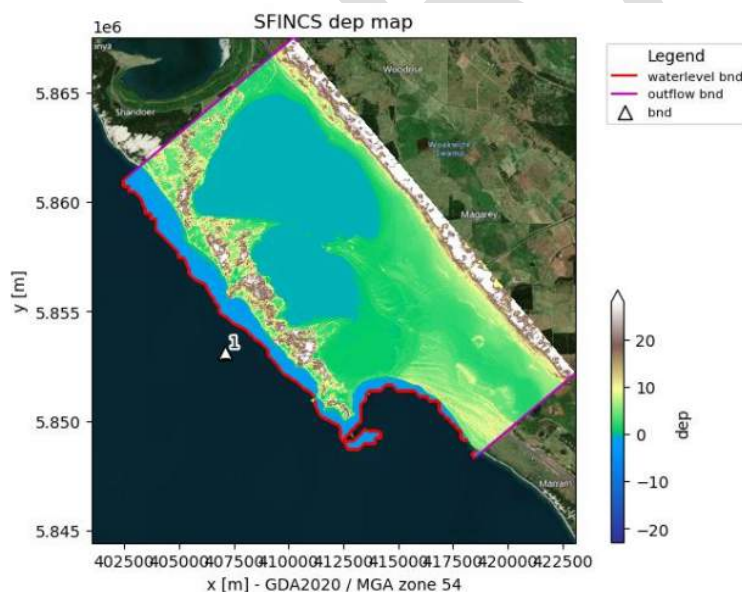
## 5 COASTAL HAZARDS: INUNDATION

### 5.1 Previous Assessments

Past assessments have adopted a Bathtub model approach. This approach draws a horizontal plane across a digital elevation model (DEM) and any area of land that is lower than that plane is identified as being flooded or inundated. There are several limitations associated with the Bathtub model approach with the most prominent being that this approach can overestimate the inundation extents due to the lack of direct flow paths from the coast (connectivity not considered) and the large flood volumes required to fill this area (duration of the inundation event is not considered). Furthermore, for open coasts that are exposed to dynamic wind and wave processes, Bathtub models may under-estimate the potential for flooding from extreme events.

### 5.2 Assessment methodology

In this assessment a dynamic inundation model, the Super-Fast INundation of CoastS (SFINCS) model, was used to quantify the inundation hazard zone for various scenarios. The model was forced offshore of the site and translated to the -2 m contour. A high resolution (10 m) dynamic simulation was then undertaken for a reduced numerical domain (Figure 5-1) for six scenarios (Table 9). Scenarios considered water levels resulting from the 1% AEP Storm Tide plus wave effects (including wave runup and wave setup) plus SLR for the 2050 and 2100 time frames. Scenarios 1 and 2 used data provided by DEW, scenarios 3 and 4 used data provided by DEW with wave setup calculated from SWAN model results, and scenarios 5 and 6 used data from CSIRO CANUTE 3. Scenarios 5 and 6 did not consider an additional component for wave runup as the wave setup estimate provided by CANUTE was seen as an upper limit of potential wave effects on inundation levels. The configuration of the model is summarised in Appendix D.



**Figure 5-1: Inundation model configuration**

The resolution of the model was 10 m x 10 m and was assembled from a range of data sources (Table 3).

**Table 9: Inundation hazard scenarios**

Six scenarios were simulated in this assessment, which considered 1% AEP Storm Tide + 1% AEP wave setup and runup + sea level rise.

Case	Unit	Scenarios						Comment
		1	2	3	4	5	6	
Time reference	Year	2050	2100	2050	2100	2050	2100	Consistent with other assessments in this region
(a) Storm Tide	m	1.4	1.4	1.4	1.4	1.27	1.27	1% AEP Storm Tide includes astronomical tide and storm surge
(b) Wave effects	m	0.8	0.8	1.3	1.3	2.95	2.95	1% AEP Wave Event, values include wave setup and wave runup
(c) Sea level rise*	m	0.3	1.0	0.3	1.0	0.3	1.0	Consistent with other assessments in this region.
(d) 1% AEP Water Level (a + b + c)	m AHD	2.50	3.20	3.00	3.70	4.52	5.22	1% AEP event is specified as a triangular distribution.
(h) 1% AEP Water Level (Duration)	hr	72	72	72	72	72	72	

\* Sea level rise values are relative to 1990 baseline. The data used in this analysis is based on 2005 baseline mean sea level. We have not corrected for this as, when all uncertainty is considered, this difference is not of first order importance. The average rate of sea level rise across South Australia is estimated to be 1.5 mm/yr.

### 5.3 Mapping considerations

The presented results should be interpreted based on the following considerations:

- The analysis results are presented as the maximum inundation extent that occurred over the duration of the event and are relative to the land topography. The extent has been classified as likely, possible and rare. The key process that affects the extent of impact is wave-driven effects (i.e., wave runup and setup).
- The magnitude of the inundation is accounted for in the risk assessment as the absolute magnitude of inundation is only one consideration.
- The spatial resolution of the presented results is 10 m.
- The results are averaged over 10 m and may not fully account for structures or their shape and thus their impact on the flow pathways.

## 5.4 Results

The inundation hazard mapping indicates that by approximately 2050, limited inundation can be anticipated. However, during a 1% AEP wave event, the associated wave setup will substantially increase the water elevation along the shoreline. When wave setup is included in the assessment, there is an increase in the spatial extent of the inundation. This inundation includes areas around the Beachport Lagoon as well as much of the township.

The additional sea level rise up to 2100 is anticipated to result in inundation of areas around the golf course. When for higher wave-induced inundation is included, very large areas of the town are likely to be substantially impacted. This is principally due to the increase in water elevation being able to breach the narrow foreshore dune system during storm events.

### 5.4.1 Limitations

Several assumptions and exclusions affect this inundation assessment:

- Tidal variations were not accounted for in inundation modelling. Neglecting tidal variations was a deliberate choice made to adopt a conservative approach and remain within the project's defined scope. Sensitivity modelling was completed to assess the impact of this approach and it was determined that the impact of tidal variation was small relative to other contributors.
- This assessment includes data gaps, particularly in nearshore bathymetry. Detailed nearshore bathymetry data is necessary to constrain nearshore wave processes and necessary for accurate estimation of wave setup.
- Infiltration and spatially varied roughness were not considered as there was insufficient data available to quantify these values and may affect the rate of inundation propagation and dissipation. Typical values have been used. Infiltration in particular may reduce the overall magnitude of inundation.
- This study intentionally excluded considerations for rainfall and river flow or discharge, which may impact the inundation during compound events (i.e., when a large wave event occurs with high rainfall). Compound modelling was out of scope for the defined coastal hazard assessment.
- The role of drainage systems has been excluded. This is consistent with other coastal hazard assessments.
- This inundation assessment has been undertaken based on the current topography and bathymetry. The inundation and erosion hazards are treated as discrete events. Erosion that may occur at the same time, or prior to, an inundation event may change the results of this assessment.



## 6 COASTAL HAZARDS: EROSION

### 6.1 Previous Assessments

No detailed coastal hazard (erosion) assessments have been undertaken.

### 6.2 Assessment methodology

To define the erosion hazard zone, a probabilistic approach was adopted that combined standard and well-tested deterministic or numerical approaches to estimate various erosion components. This approach recognises that there is inherent uncertainty associated with different physical processes and indeed with the methods used to quantify these processes. The coastal erosion components were then assembled in a building block approach:

$$E = S + D + M + N \times L + SLR$$

Where:

*E* = erosion width (meters)

*S* = short term erosion for the design storm (meters)

*D* = dune instability component associated with short term erosion events (meters)

*M* = medium term shoreline position fluctuations (meters)

*N* = planning period (years)

*L* = long term rate of erosion/accretion (meters per year)

*SLR* = recession due to sea level rise (meters)

Probability distribution functions (pdfs) were defined for key parameters. Where a known pdf was available (i.e., in literature or could be derived from data) these pdfs were used. Otherwise, pdfs were assembled as triangular distributions and approximate a normal distribution. The minimum, maximum and modal values for each pdf is described in the following sections and summarised in Table 10. Parameter values were randomly sampled from the pdfs and the extracted values were used to define a potential coastal erosion hazard zone distance. This process was repeated 10,000 times using a Monte Carlo technique to produce a probabilistic (forecast) distribution of the resultant coastal erosion hazard zone width. Cliffs and rocky coasts (if present) were excluded from the analysis.

#### 6.2.1 Short-Term Erosion (S)

Short-term erosion applies to beaches where rebuilding by wave and aeolian processes follows periods of erosion. Short-term processes include storm erosion caused by singular or clusters of events, seasonal fluctuations in wave climate, or changes in sediment supply and demand. Short-term erosion can be assessed by analysis of: (1) anecdotal evidence of past erosion distances or geomorphological signatures; (2) statistical analysis of change in shoreline position obtained from aerial photographs or beach profile analysis; (3) simple geometric models for beach response or (4) assessment of storm erosion potential using semi process-based models.

In this assessment we use the numerical model SWAN (Appendix D) to transform incident waves from offshore to the 5 m nearshore contour. We then used the numerical model XBeach (Appendix

D) to predict and analyse short-term, storm-induced erosion at transects spaced at approximately 500 m intervals along the shoreline. Transects were generated from the merged bathymetry assembled for the inundation model. In the absence of suitable offshore wave data, a synthetic storm profile was assembled for each event duration / case based on field observations by FSC Range.

### 6.2.2 Dune Instability (D)

On non-consolidated (sandy) beaches, storm erosion results in an over-steepened scarp which must adjust to a stable angle of repose for loose dune sand. This results in an area of potential risk landward of the erosion scarp. In this analysis, we account for this instability by calculating a dune instability width, which is dependent on the height of the existing backshore ( $z$ ) and the angle of repose ( $\alpha$ ) for loose dune sand.

$$D = \frac{z}{2 \tan \alpha}$$

Values for  $z$  were derived from LiDAR data along the coastline, and  $\alpha$  ranged from 30-34° for beach sand and 25-30° for beach gravel.

### 6.2.3 Medium-Term Fluctuations (M)

Some beaches may exhibit medium-term fluctuations, which may be due to fluctuations in sediment supply or climate cycles over shorter periods (i.e., 10-25 years) around a mean. In this analysis, the medium-term trends for beaches have been derived from the DEA Coastlines dataset (Bishop-Taylor, et al. 2021) or cross-shore profile data where available and included where appropriate.

### 6.2.4 Long-Term Trends (L)

The long-term movement of the beach profile may be driven by changes in relative mean sea level, in coastal sediment supply, by anthropogenic influences, or associated with long-term climatic cycles. This combination of processes may result in erosion, accretion or both. In this analysis, the long-term trends have been derived from the DEA Coastlines dataset (Bishop-Taylor, et al. 2021). Where cross-shore profile data was available, long-term trends were compared and judgement used to reconcile any differences.

### 6.2.5 Response to Sea Level Rise (SLR)

Geometric response models propose that as the sea level increases, the equilibrium profile is moved upward and landward conserving mass and original shape. The most well-known of these geometric response models is the Bruun Rule (Bruun, 1962, 1988) which proposes that with increased sea level, material is eroded from the upper beach and deposited offshore to a maximum depth, termed closure depth. The increase in seabed level is equivalent to the rise in sea level and results in landward recession of the shoreline. The model may be defined by the following equation:

$$R = \frac{L_*}{B + d_*} SLR$$

Where  $R$  is the landward retreat,  $d^*$  defines the depth of closure (maximum depth of sediment exchange),  $L^*$  is the horizontal distance from the shoreline to the offshore position of  $d^*$ ,  $B$  is the height of the berm/dune crest within the eroded backshore and SLR is the relative sea level rise. The inner parts of the profile exposed to higher wave energy are likely to respond more rapidly to changes in sea level. For example, Komar (1999) proposes that the beach face slope is used to predict coastal erosion due to individual storms. Deeper definitions of closure including extreme wave height-based definitions (Hallermeier, 1983), sediment characteristics and profile adjustment records (Nicholls et al., 1998) are only affected during infrequent large-wave events and therefore may exhibit response-lag.

To account for limitations associated with this approach, uncertainty parameters were considered within the probabilistic framework for each variable.

To define parameter distributions, three different active translation slopes ( $L^*/(B+D)$  component) have been derived, which include:

1. Active beach face, average dune toe position to low water mark (lower bound).
2. Inner closure slope, average dune crest to inner Hallermeier closure depth (upper value).
3. Mean of the active and inner closure slope (modal value)

The Hallermeier closure definitions are defined as follows (Nicholls et al., 1998):

$$d_i = 2.28H_{s,t} - 68.5 \left( \frac{H_{s,t}^2}{gT_s^2} \right) \cong 2H_{s,t}$$

$$d_o = 1.5d_i$$

Where  $d_i$  is the inner closure depth below mean low water spring,  $H_{s,t}$  is the non-breaking significant wave height exceeded for 12 hours in a defined time period, nominally 1 year, and  $T_s$  is the associated period.  $d_o$  is the outer closure depth below mean low water springs.

**Table 10 Erosion Hazard Assessment Components and Distributions**

The components assessed in the erosion hazard assessment are listed along with the lower, mode and upper values used to define the probability distribution function in the probabilistic assessment.

Parameter	Unit	Distribution			Comment
		Lower	Mode	Upper	
Short Term (ST)	m	1% AEP (24 hours)	1% AEP (43 hours)	2x 1% AEP (86 hours)	Storm cut for various 1% AEP storm durations
Dune Stability (D)	m	$Z_{min}; a_{min}$	$Z_{mean}; a_{mean}$	$Z_{max}; a_{max}$	
Medium Term (M)	m	Not included in analysis			Insufficient data resolution
Long Term (LT)	m/yr	-95% CI of smallest trend	Mean regression trend	+95% CI of largest trend	Trends from DEA Coastlines
Sea Level Rise (SLR)	m	0.3 m; 1.0 m			Prescribed by CPB
Closure Slope	-	Slope across active beach face	Inner Hallermeier closure depth	Outer Hallermeier closure depth	
Cliff Stability (C)	m	Not included in analysis			Insufficient data

## 6.3 Mapping Considerations

### 6.3.1 Mapping areas with coastal protection structures

Where structures protect the shoreline, it is assumed that these structures will remain maintained and functional. Consequently, the coastal hazard zone lines situated along the toe of these structures do not move further landward (but can move seaward). This results in coastal erosion hazard zone transitions between protected and non-protected coastlines. As coastal protection structures are typically less than 500 m long, it is not possible to refine the resulting coastal erosion hazard zone lines in an assessment at this scale. This should be undertaken later when detailed site-specific assessments are undertaken. In this assessment, the coastal erosion hazard zone lines have been generalised as far as practicable to show realistic coastal erosion hazard zone lines.

### 6.3.2 Smoothing and expert judgement

As a result of the mapping approach and spatial resolution of the analysis, the resulting coastal hazard zone lines would appear slightly angular and have points of discontinuity. Consequently, the mapped coastal erosion hazard lines have been modified using engineering judgement where required to make the lines more realistic or to smooth out the assessment results.

### 6.3.3 Probabilistic presentation

The erosion hazard results have been presented in a statistical form. The solid line indicates the most likely 1% AEP erosion extent. Dashed lines indicate the 95% exceedance value – the erosion extent that is has a 95% probability of being exceeded, as well as a 5% exceedance value. The 5%

exceedance value is the erosion extent that has a 5% probability of being exceeded over the assessment period.

## 6.4 Results

The 2050 assessment indicates that the erosion is mostly contained within various reserves with limited impact on community infrastructure. Areas where coastal erosion may impact public infrastructure include:

- Millicent Road approaching from the east.
- Beach road south of the boat ramp.
- The slipway.
- Scenic Drive to the west near the Pool of Siloam / Beachport Lake.

The 2100 assessment indicates that that same areas are expected to be impacted by erosion but that this erosion extent will be larger.

We note that the precise shoreline erosion extent south of the boat ramp where there is a mix of rock groynes and unprotected shoreline cannot be fully resolved at this scale of assessment. Consequently, the erosion extents are represented in the hazard maps as translated shoreline position.

### 6.4.1 Limitations

Several assumptions and exclusions affect this assessment:

- Tidal variations were not accounted for. Neglecting tidal variations was a deliberate choice made to adopt a conservative approach and remain within the project's defined scope. Sensitivity modelling was completed to assess the impact of this approach.
- This assessment includes data gaps, particularly in nearshore bathymetry. Detailed nearshore bathymetry data would be useful in assessing nearshore wave and sediment transport processes.
- Short term coastal erosion has been estimated using numerical models. The boundary conditions are derived from a large-scale model. Bathymetry in areas where no data were available were approximated based on aerial imagery, bathymetric charts, and the sediment grain size. The actual bathymetry may be different. This will affect the accuracy of this component. Acquisition of data at key points in the coastal zone is strongly recommended to constrain this assessment.

## 7 RISK

### 7.1 Assessment Methodology

A qualitative approach was used to assess the magnitude of the risk associated with the coastal hazards and is consistent with the approach used in previous assessments within the Limestone Coast Local Government Area (Wavelength, 2018).

#### 7.1.1 Consequence Descriptors

This framework builds on the consequence descriptors proposed by Wainwright et al (2016) but includes additional descriptors. The descriptors used in this assessment are consistent with those used in other studies along this section of coast (Wavelength, 2018). For clarity, the descriptors used by Wattle Range Shire are also presented. The descriptors are broadly compatible and are described in Table 11.

We note that there is not a consistent approach to evaluating the consequence of erosion and especially when loss of land may occur separately from loss of assets, with varying financial implications. In this assessment, we used the approximate quantum of damage percentages to quantify the erosion consequence.

#### 7.1.2 Likelihood

The likelihood was attributed based on the components considered in the analysis. For inundation, the inundation extents derived from optimistic wave impacts were classified as “Likely”. Inundation extents derived from our estimate of wave impacts have been classified as “Possible”, and conservative estimates of wave impacts (based on CSIRO analysis) have been classified as “Rare”.

For the erosion analysis, the likelihood was derived directly from the probabilistic assessment. Assets and land located between risk probabilistic extends have been attributed the more conservative likelihood category.

#### 7.1.3 Risk Rating

The resultant risk category assigned to has been defined based on the likelihood / consequence matrix described by Table 12 and is calculated based on the simulated inundation depth. The most conservative risk rating has been attributed at each analysis point.

**Table 11: Consequence descriptors**

Descriptors based on Wainwright et al (2016) and expanded by FSC Range for specific asset categories. The Wattle Range risk consequence descriptors have been included for reference.

Descriptor	Water Depth (m)	Approximate quantum of damage	Consequence Descriptions	
			Adopted in this Assessment	Wattle Range
<b>Catastrophic</b>	>1.25	>100%	<ul style="list-style-type: none"> <li>Significant permanent damage and/or complete loss of the infrastructure and the infrastructure service.</li> <li>Loss of infrastructure support and translocation of services to other sites.</li> <li>Very significant loss to the environment.</li> <li>May include localised loss of species, habitats or ecosystem.</li> <li>Extensive remedial action essential to prevent further degradation.</li> <li>Restoration likely to be required</li> </ul>	<ul style="list-style-type: none"> <li>Death or permanent disability / illness</li> <li>Severe property and business loss e.g. explosion</li> <li>Severe environmental damage (reportable incident to EPA)</li> <li>Serious public or media outcry (International coverage)</li> <li>Major breach of regulation, Major litigation and/or potential culpability / manslaughter implications</li> <li>Significant Financial Loss (\$500k - \$1M)</li> <li>Loss of Business Operation.</li> <li>Multiple Financial Year Impact</li> </ul>
<b>Major</b>	0.65 – 1.25	40 to 100%	<ul style="list-style-type: none"> <li>Extensive infrastructure damage requiring major repair.</li> <li>Major loss of infrastructure service.</li> <li>Major impacts on assets and property.</li> <li>Significant effect on the environment and local ecosystems.</li> <li>Remedial action likely to be required</li> </ul>	<ul style="list-style-type: none"> <li>Long term illness or serious/extensive injury</li> <li>Major loss of business capability for several days</li> <li>Major property or environmental damage (reportable incident to EPA)</li> <li>Significant adverse national/media/public attention</li> <li>Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> <li>Major financial Loss (\$200k - \$500k). Major impact on business operation and multiple financial year impact.</li> </ul>
<b>Moderate</b>	0.35 – 0.65	10% to 40%	<ul style="list-style-type: none"> <li>Limited infrastructure damage and loss of service.</li> <li>Damage recoverable by maintenance and minor repair.</li> <li>Some damage to the environment, including local ecosystems.</li> <li>Some remedial action may be required</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment or several days off work</li> <li>Loss of business capability for one day</li> <li>Property damage</li> <li>Onsite contaminant release contained with outside assistance(reportable incident to EPA)</li> <li>Attention from media and heightened concern by local community</li> <li>Minor legal issues, non-compliance and breaches or regulation</li> </ul>

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				<ul style="list-style-type: none"> <li>Moderate Financial Loss (\$50k-\$200k). Moderate impact to business operations. May impact beyond current financial period.</li> </ul>
<b>Minor</b>	0.25 – 0.35	1% to 10%	<ul style="list-style-type: none"> <li>Localised infrastructure service disruption</li> <li>No permanent damage.</li> <li>Some minor restoration work required.</li> <li>Water depth &lt; 0.4 m over roads.</li> <li>Minimal effects on the natural environment</li> </ul>	<ul style="list-style-type: none"> <li>First aid treatment</li> <li>Negligible loss to business capability</li> <li>Minor property damage</li> <li>On-site contamination release immediately contained(non- reportable incident to EPA)</li> <li>Minor adverse local public or media attention or complaints</li> <li>Minor legal issues, non-compliance and breaches or regulation</li> <li>Minor Financial Loss (\$10k-\$50k).</li> <li>Minor financial disruption.</li> <li>Minor variation to budget for financial year.</li> </ul>
<b>Insignificant</b>	< 0.25	<1%	<ul style="list-style-type: none"> <li>No infrastructure damage, little change to service.</li> <li>Water depth &lt; 0.15 m over roads.</li> </ul>	<ul style="list-style-type: none"> <li>No or insignificant injuries (Not requiring first aid treatment)</li> <li>No or insignificant loss of business capability (less than an hour)</li> <li>No or insignificant property damage (vandalism / graffiti)</li> <li>No or insignificant environmental Impact (Incorrect storage chemicals)</li> <li>No adverse effects on natural environment</li> <li>No or insignificant legal issues (legal queries under retainer)</li> <li>No or less than \$10K financial loss, insignificant financial interruption.</li> <li>No or insignificant local media attention or complaints (request for service form)</li> </ul>



**Table 12: Likelihood / Consequence Matrix**

The risk category assigned in this assessment was based on the specific combinations of likelihood and consequence.

Likelihood	Consequence				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Almost Certain 5	Extreme	Extreme	High	High	Medium
Likely 4	Extreme	Extreme	High	Medium	Medium
Possible 3	Extreme	High	Medium	Medium	Low
Unlikely 2	High	Medium	Medium	Low	Low
Rare 1	High	Medium	Low	Low	Low

## 7.2 Mapping Considerations

### 7.2.1 Mapping approach

For inundation, the risk has been calculated, mapped and presented at 20m resolution. The risk rating can thus locally vary at this resolution based upon the local topography and depth of inundation. The results should be interpreted based on the overall trend in risk. For erosion, the risk has been assessed based on the type of assets or landscape. This has been based on our analysis of assets present in aerial imagery and through conversations with stakeholders, as well as our own professional judgement. The results should be interpreted as a general risk rating only, the risk may vary locally and should be assessed at high-resolution in the future where this is deemed important to better constrain the risk rating.

## 8 ADAPTATION OPTIONS

### 8.1 Council Prioritisation Process

< TO BE POPULATED IN NEXT ISSUE >

### 8.2 Adaptation Pathways

< TO BE POPULATED IN NEXT ISSUE >

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## 9 ENGAGEMENT OUTCOMES

### 9.1 Risk and Adaptation Workshop

< TO BE POPULATED IN FUTURE ISSUE >

### 9.2 Adaptation Plan

< TO BE POPULATED IN FUTURE ISSUE >

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## 10NEXT STEPS

< TO BE POPULATED IN FUTURE ISSUE >

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## APPENDIX A: SUMMARY OF PAST WORK

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**Table 13 Documents Reviewed**

The following documents were provided and have been reviewed as part of this assessment. A summary comment is provided.

Document Name	Classification	Comment
Rivoli Bay Data Collection and Modelling Summary Report	Modelling Data Collection	Report contains extensive metocean data collected, literature review, modelling outputs and recommendations (2021)
Rivoli Bay Summary Report	Asset Management Plans	Coastal processes and management options for Beachport derived from Baird Data Collection Report (2021)
Status & Management Options for Salmon Hole/ Post Office Rock	Erosion Study Shoreline Management	Deep erosion analysis on Post Office Rock Beach with management plan and at-risk assets identified (2018)
Sand Management Plan for Beachport Town Beaches	Shoreline Management	Document identifies Beachport Town beaches with sand stores and deficits, as well as planned actions (2017)
Beachport Boat Ramp - Review of Maintenance Requirements	Technical Context	Report provides sufficient technical insight into coastal processes surrounding the Beachport Boat Ramp (2017)
Rivoli Bay Study	Modelling	Study provides Beachport foreshore groyne assessment and modelling of wave runup and overtopping outputs (2015)
Rivoli Bay - Appendix 1 - Assessment of Existing Coastal Structures	Coastal Structures Assessment	Assessment of Beachport Groynes (2015)
Lake George Study	Planning Context	Study focuses on lake management and ecology but outlines issues caused from lake outlet in Rivoli Bay, Beachport (2015)
Lake George - Appendix 1 - Tidal Inlet analysis	Modelling	Analysis provides technical context into the Lake George Outlet stability based on coastal data (2015)
Lake George - Appendix 2 - Groyne Extension Concept Design	Modelling	Document contains Beachport simulated local wave data and modelling outputs (2015)
Beachport Boat Ramp Fact Sheet	Modelling	Fact sheet summarises Baird coastal consultants modelling outputs and suggested management option for siltation at Beachport Boat Ramp
Coastal Processes Rivoli Bay Fact Sheet	Technical Context	Fact sheet summarises coastal processes across Rivoli Bay
Beachport Foreshore Fact Sheet	Planning Context	Fact sheet identifies Beachport Foreshore Groyne inefficiency, suggesting a range of upgrade options

## **APPENDIX B: ASSET REGISTER**



## APPENDIX C: HAZARD AND RISK MAPS

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## APPENDIX D: MODEL CONFIGURATIONS

**Table 14 SFINCS Model Settings**

Settings specified in the application of SFINCS in this assessment.

Parameter	Value	Parameter	Value
<b>Domain</b>		<b>Boundaries</b>	
Spatial extent	Figure 5-1	Offshore boundary	-2 m
Grid type	Rectangular	Outflow boundaries	East and West
$\Delta x$	10 m	<b>Boundary Conditions</b>	
$\Delta y$	10 m	Sea level rise	Table 9
<b>Processes</b>		Tide	Table 9
River flow	No	Surge	Table 9
Roughness	Constant	Waves	Not within project scope
Infiltration	No	Rainfall	Not within project scope
		River discharge	Not within project scope

**Table 15 SWAN Model Settings**

Settings specified in the application of SWAN in this assessment.

Parameter	Value	Parameter	Value
<b>General</b>		<b>Processes</b>	
OnlyInputVerify	false	GenModePhys	3
SimMode	stationary	Breaking	True
DirConvention	nautical	BreakAlpha	1
WindSpeed	0	BreakGamma	7.3e-0.001
WindDir	0	Triads	False
<b>Output</b>		TraidsAlpha	1.00e-001
TestOutputLevel	0	TraidsBeta	2.2
TraceCalls	False	WaveSetup	False
UseHotFile	False	BedFriction	jonswap
WriteCOM	False	BedFricCoef	6.7e-002
<b>Domain</b>		Diffraction	True
DirSpace	Circle	DiffracCoef	2.00e-001
Ndir	72	DiffracSteps	5
StartDir	0	DiffracProp	True
EndDir	0	WindGrowth	False
FreqMin	5.0e+-002	WhiteCapping	Komen
FreqMax	1.0	Quadruplets	fase
NFreq	24	Refraction	true
Output	True	FreqShift	True
<b>Boundary</b>		WaveForces	dissipation3d
Definition	Orientation	<b>Numerics</b>	
SpectrumSpec	Parametric	DirSpaceCDD	5.0e-001
SpShapeType	Jonswap	FreqSpaceCSS	5.0e-001
PeriodType	Peak	RChHsTm01	2.0e-002
DirSpreadType	Power	RChMeanHs	2.0e-002
PeakEnhanceFac	3.3	RChMeanTm01	2.0e-002
GaussSpread	9.999e-003	PercWet	9.8e+001
		MaxIter	100

**Table 16 XBeach Model Settings**

Settings that differ from the default values specified in XBeach.

Parameter	Value	Parameter	Value
<b>Flow Boundary Conditions</b>		<b>Output Variables</b>	
front	Abs_1d	Outputformat	Netcdf
left	Wall	rugdepth	0.02
right	Wall	tintm	400
back	Wall	tintp	N/A
<b>Flow</b>		tintg	20
bedfriction	Manning	tstart	0
<b>Grid Parameters</b>		tstop	varies
Thetamin	90	<b>Output Options</b>	
Thetamax	-90	nglobalvar	7
Dtheta	180		zb
thetanaut	0		zs
<b>Model Time</b>			H
tstop	Varies		ue
Tide Boundary Conditions			ve
tideloc	1		sedero
<b>Wave boundary conditions</b>			hh
instat	Jons	nmeanvar	5
<b>Processes Simulated</b>			zs
swave	true		H
lwave	true		ue
flow	true		ve
sedtrans	true		hh
morphology	true		
avalanching	true		



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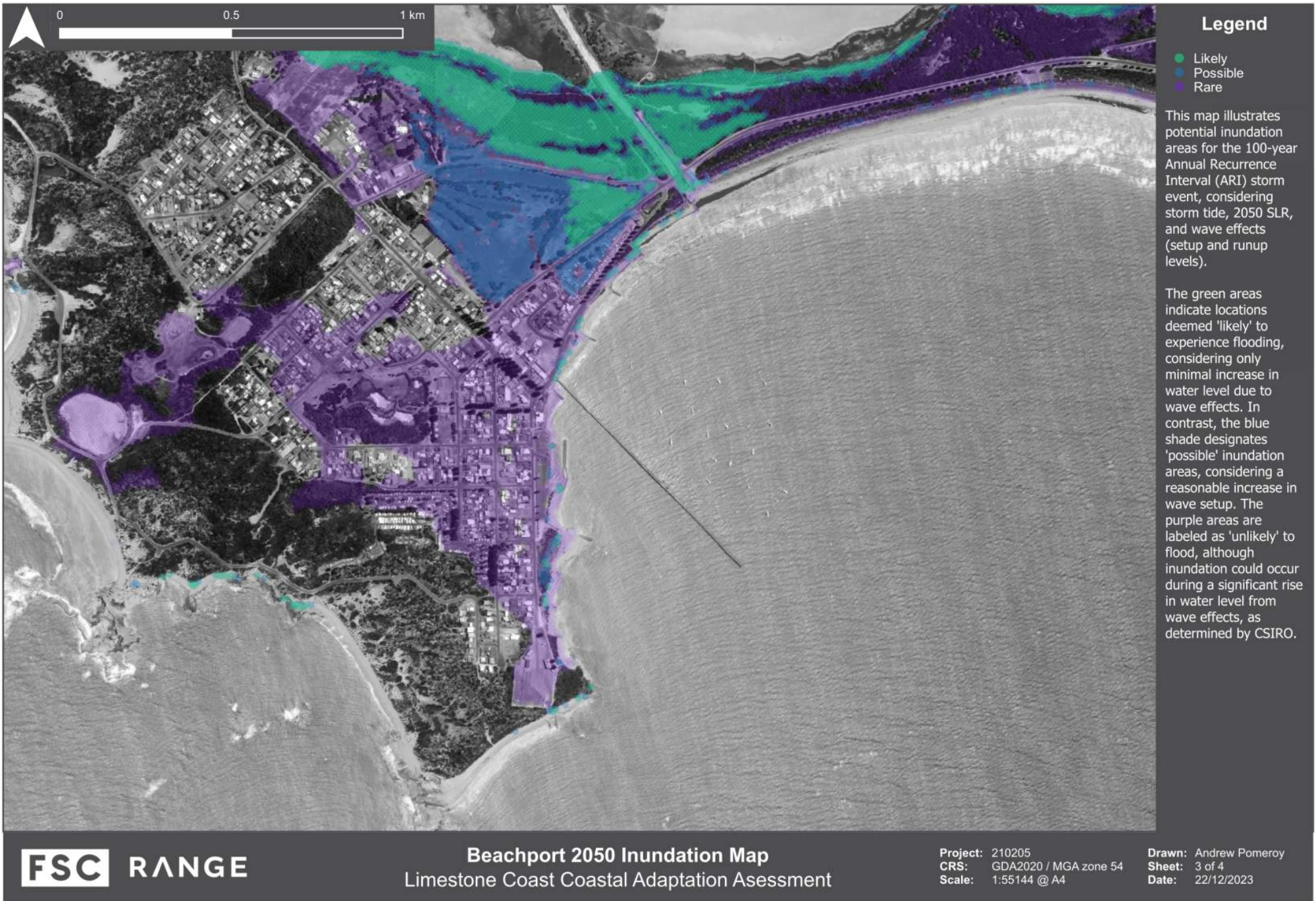






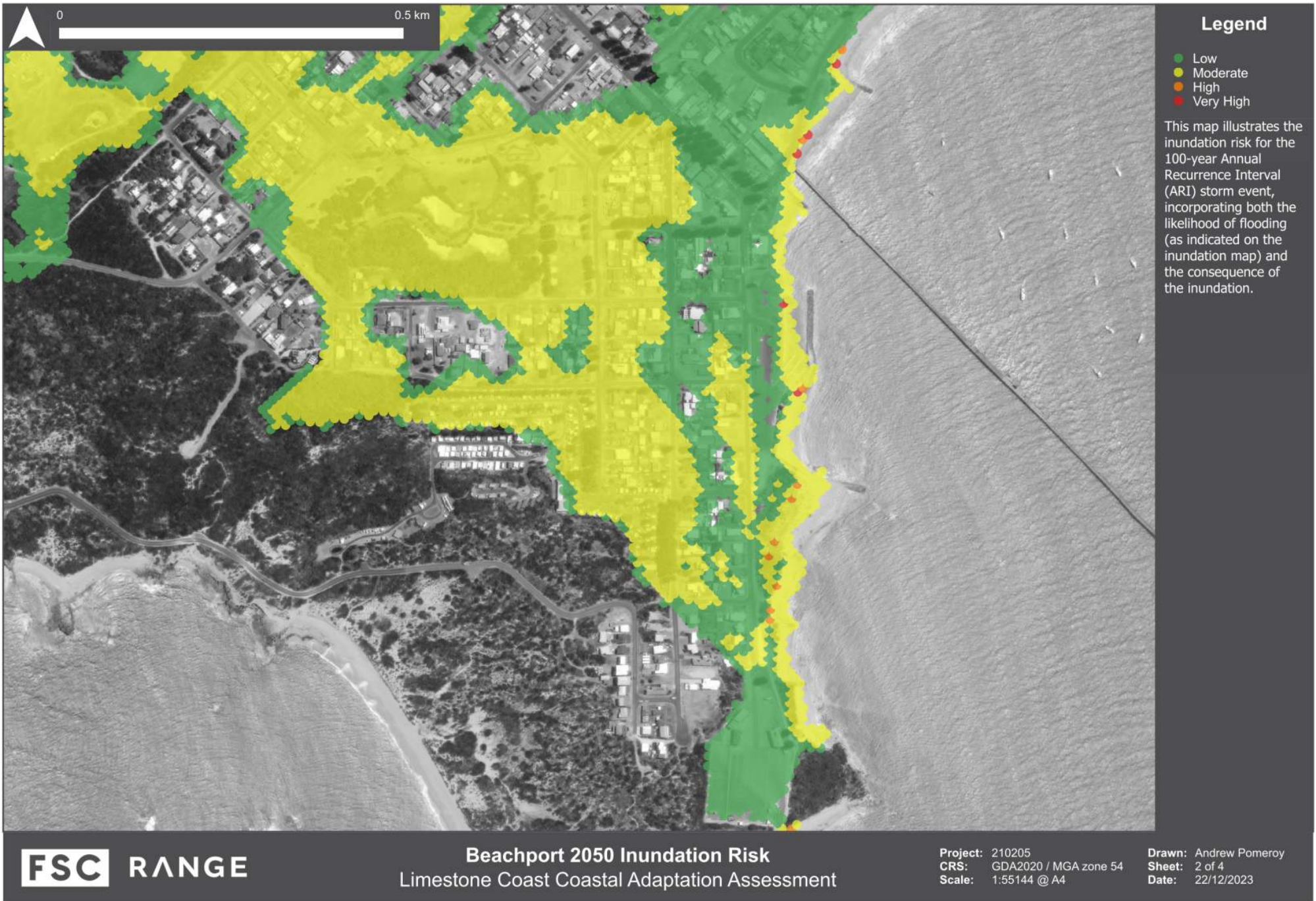


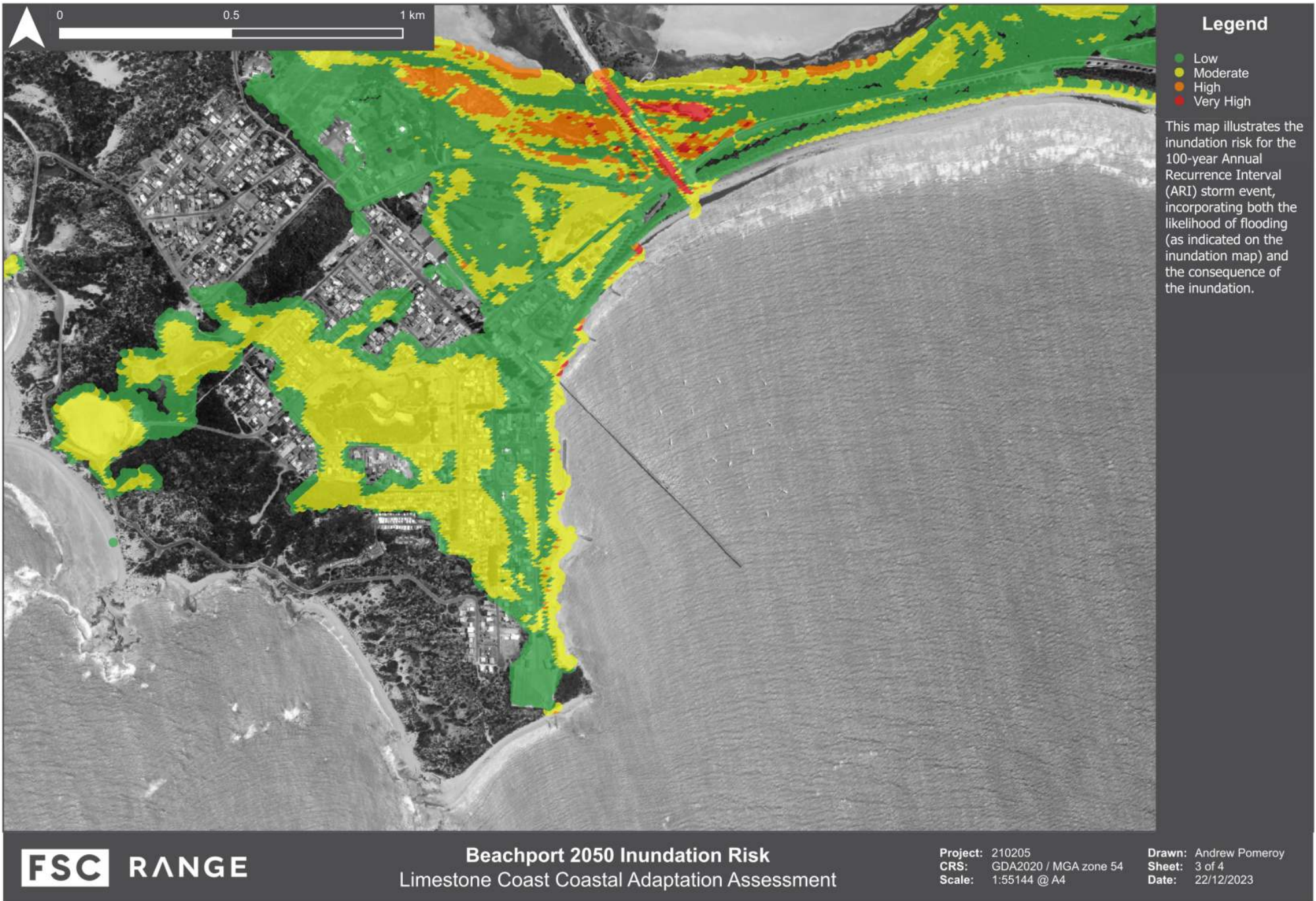










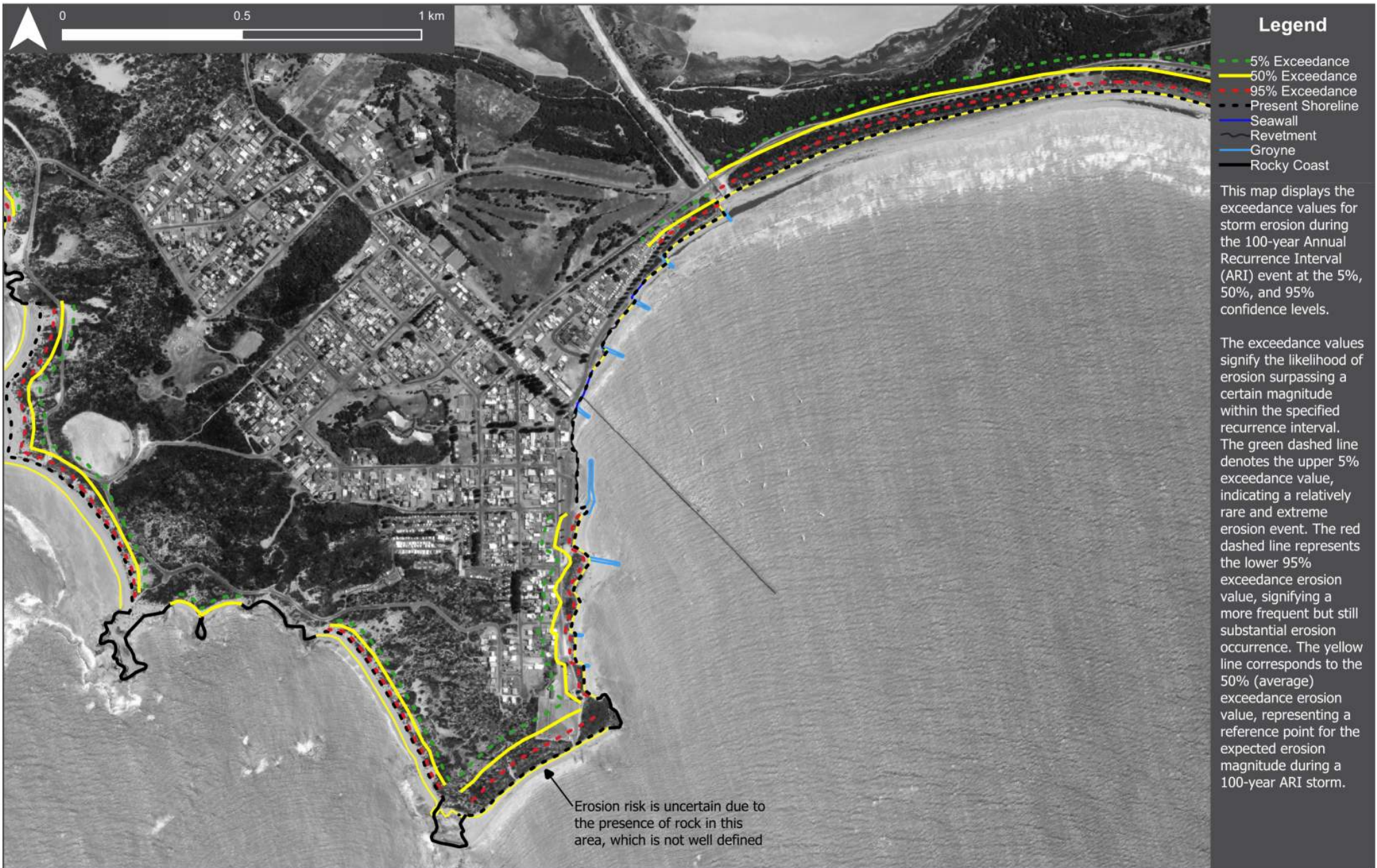












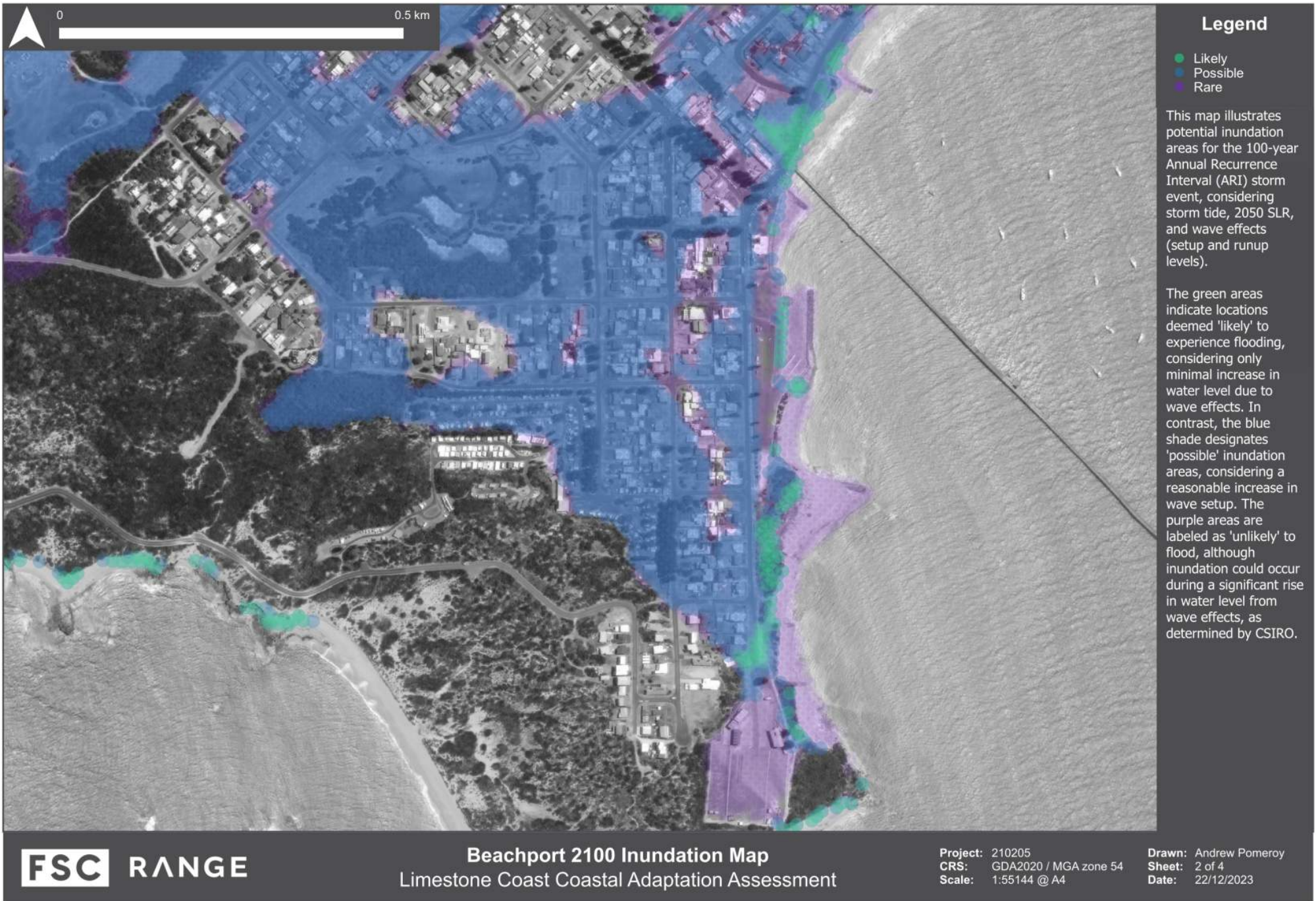
This map displays the exceedance values for storm erosion during the 100-year Annual Recurrence Interval (ARI) event at the 5%, 50%, and 95% confidence levels.

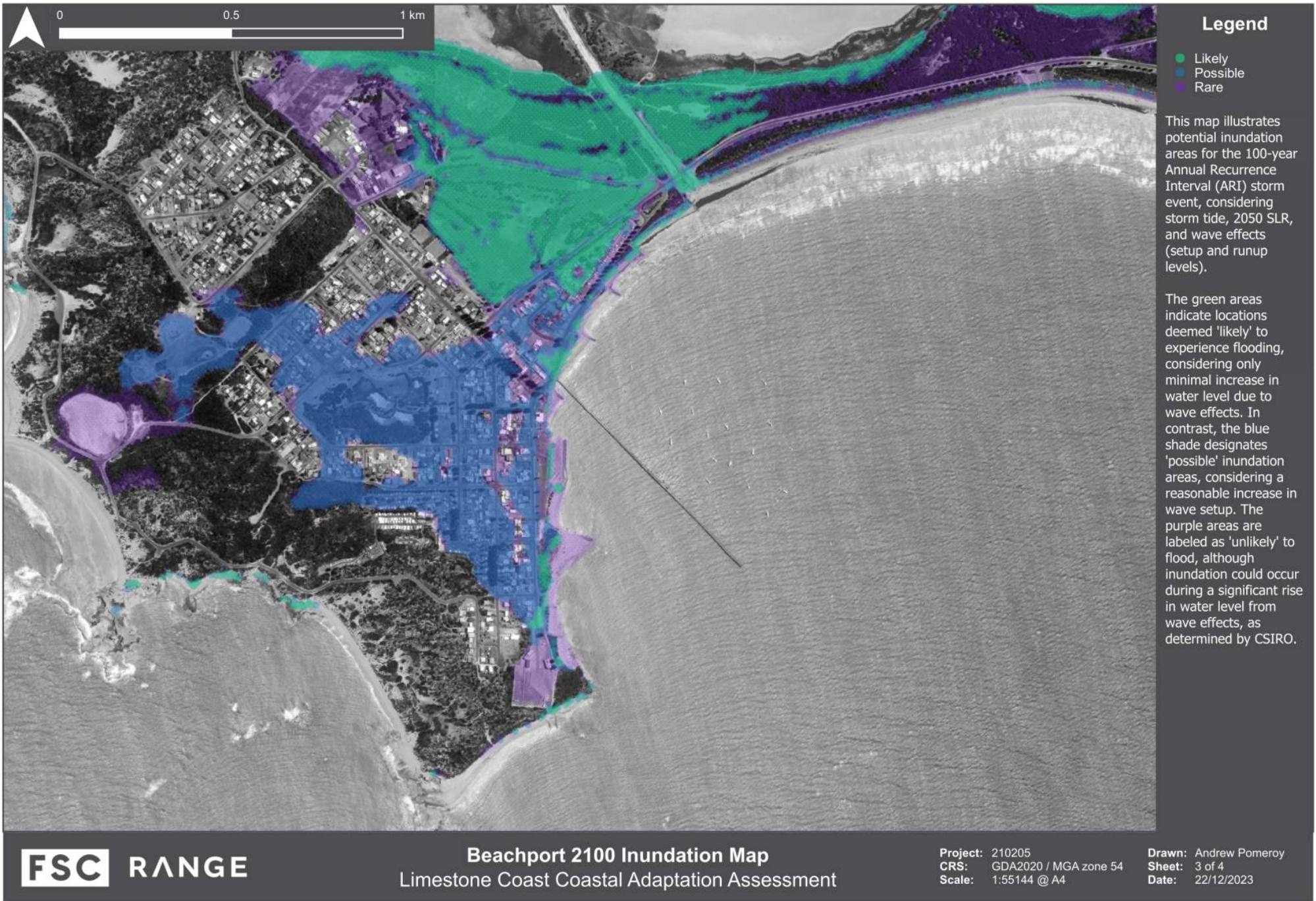
The exceedance values signify the likelihood of erosion surpassing a certain magnitude within the specified recurrence interval. The green dashed line denotes the upper 5% exceedance value, indicating a relatively rare and extreme erosion event. The red dashed line represents the lower 95% exceedance erosion value, signifying a more frequent but still substantial erosion occurrence. The yellow line corresponds to the 50% (average) exceedance erosion value, representing a reference point for the expected erosion magnitude during a 100-year ARI storm.

Erosion risk is uncertain due to the presence of rock in this area, which is not well defined





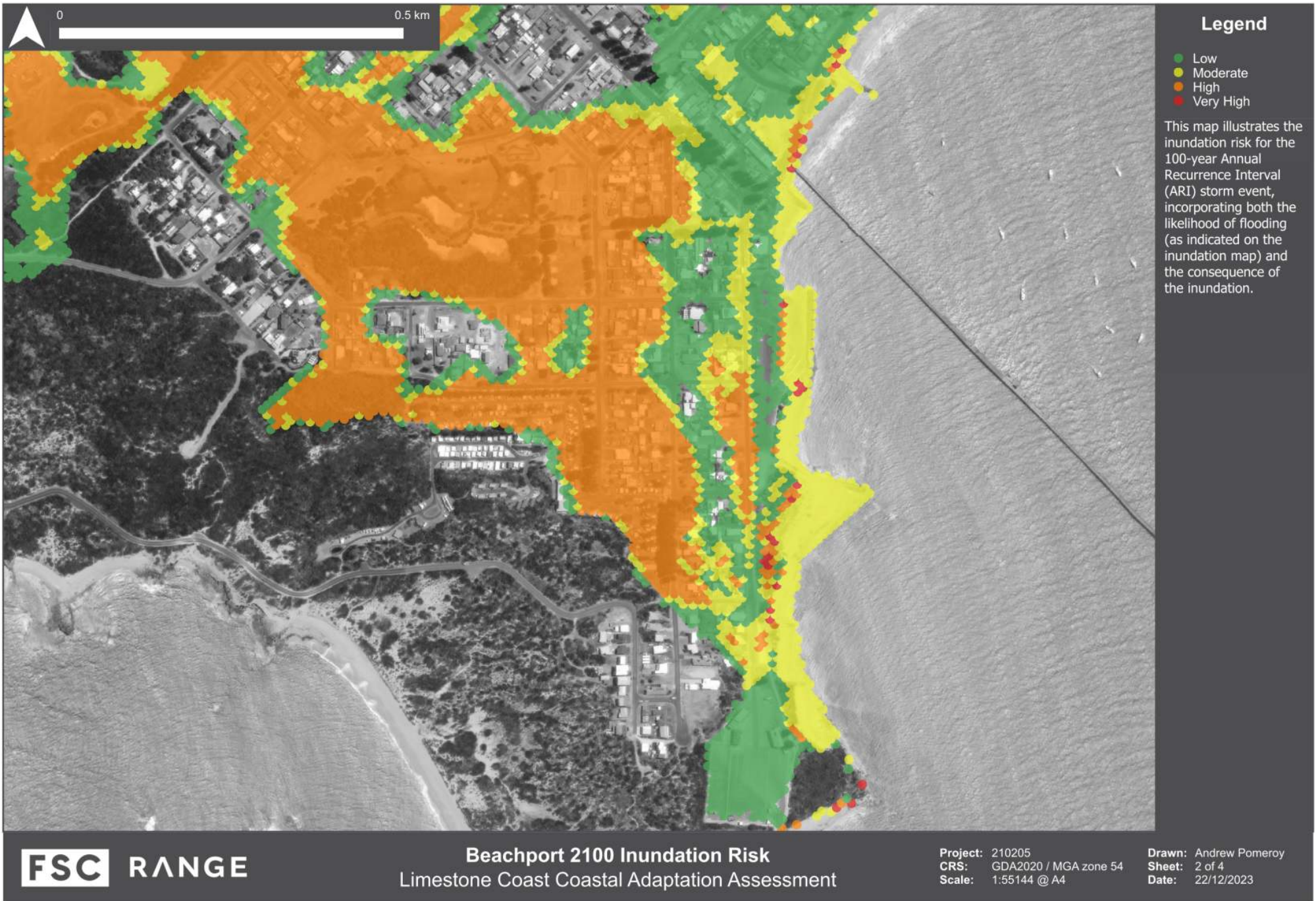


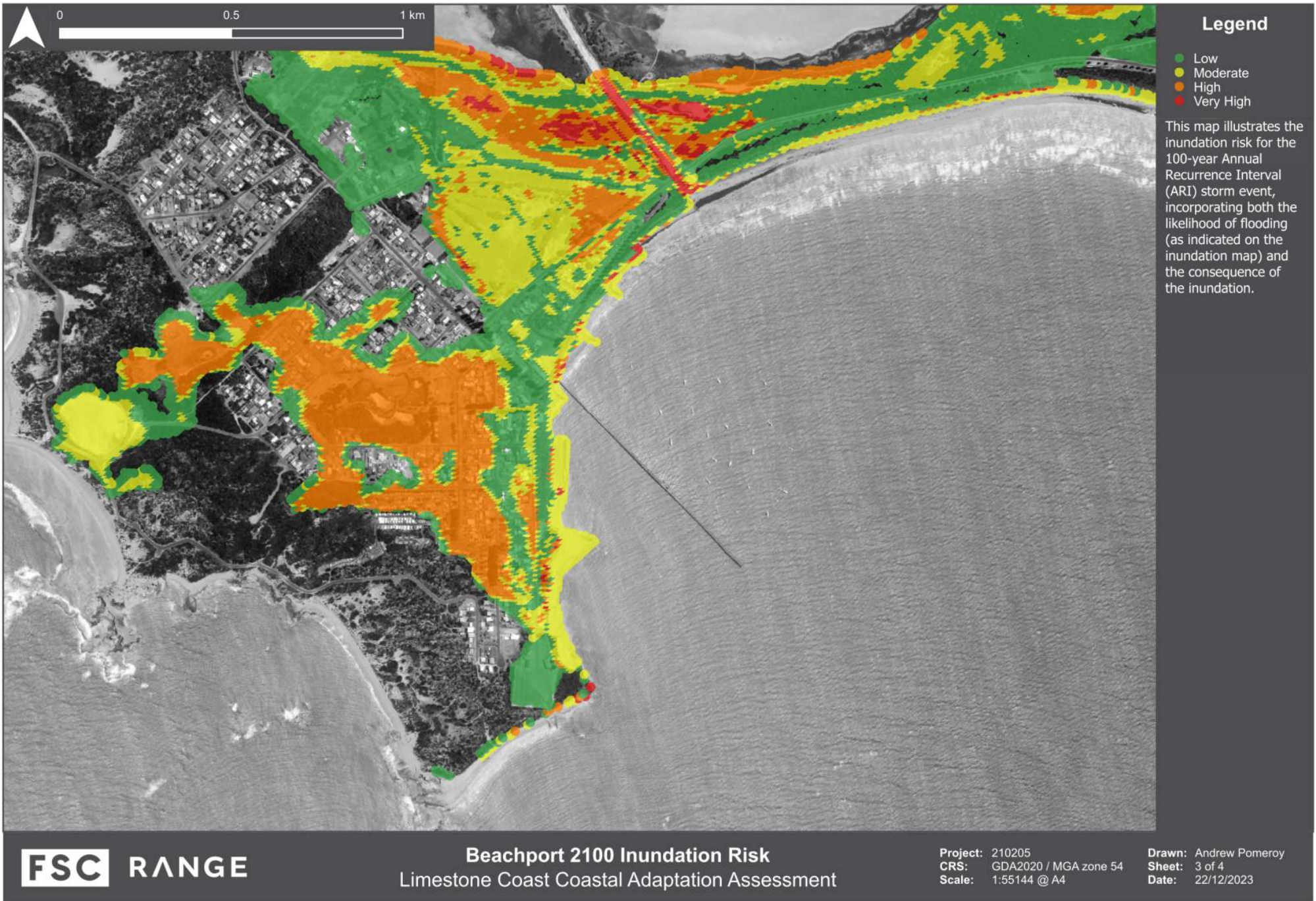














## 16 Correspondence

### 16.1 Limestone Coast Local Government Association - Meeting Summary - 8 December 2023

Report Type	Correspondence
Correspondent	Limestone Coast Local Government Association
File Reference	GF/10.14.2/1
Attachments	1. LCLGA GM Meeting Summary December 2023 [ <b>16.1.1</b> - 2 pages]

#### RECOMMENDATION

That the meeting summary from Limestone Coast Local Government Association dated 8 December 2023 be received and noted.



The Limestone Coast Local Government Association (LCLGA) is a regional subsidiary established by the seven Constituent Councils in the Limestone Coast region of South Australia; City of Mount Gambier, District Council of Grant, Kingston District Council, Naracoorte Lucindale Council, District Council of Robe, Tatiara District Council & Wattle Range Council.

**MEETING SUMMARY**  
**LCLGA General Meeting, 8<sup>th</sup> of December 2023**  
 hosted by the City of Mount Gambier Council

---

**GENERAL MEETING**

1. Meeting opened by LCLGA Board and welcomed by Mayor Lynette Martin OAM of City of Mount Gambier.
  - a. Updated LCLGA Board on Wulanda as a Multi-Function Facility for events/functions.
  - b. Mount Gambier 2035 strategic plan for the future and is currently being implemented with ideas and feedback being sort from the broad community.
2. The Board received presentations from:
  - a. **Mr Ian Hamilton, Director at Arcuate Architecture (Heritage Advisory Service)**  
 A power point presentation was distributed to all CEO's following the Board Meeting.
    - (i) Set of pre-application guidelines to help streamline the Heritage Assessment Process.
    - (ii) Master Plans – value for potential significance.
  - b) **Outside Organisations**

**Ms Jennifer Schilling, Department of Primary Industries & Regions, SA (PIRSA)**

    - i) Ms Schilling updated the LCLGA Board on events happening at PIRSA. This included \$15million investment over 10 years for the Forestry Centre of Excellence.
    - ii) Regional Precinct Partnership Fund (assessment in December 2023).
    - iii) We are Waiting on the Enabling Infrastructure Program being run by PIRSA.

**Ms McLean, Local Government Association of SA (LGASA)**

Ms McLean updated the LCLGA Board on developments at LGASA.

    - i) Local Government Participation and Relations Review sessions were held on Wednesday, 6<sup>th</sup> December 2023. Submissions close on Friday, 2<sup>nd</sup> February 2024.
    - ii) Formal Planning for the year – Mayors Forum 12 April 2024, with dinner the night before. Mayors and CEO Forum on 5<sup>th</sup> July 2024 with dinner the night before.

**Mr Ian McKay, University of South Australia (Mount Gambier Campus)**

- i) The progress of the Uni SA merger with Adelaide University to become operational as of the 1<sup>st</sup> of January 2026.
- ii) Uni SA Working with Councils on housing. Hope the work will lead to financial assistance from the Federal Government to find solutions to this issue.

**3. The LCLGA Board considered and discussed the following at the meeting:**

- a. The Finance Report included:
  - Budget Review 1 adopted
  - Updated Credit Card Policy endorsed
  - Audit and Risk Committee Work Plan endorsed
- b. LCLGA Meeting Dates for 2024 were endorsed.
- c. The updated Limestone Coast Local Government Association Charter was adopted by the Board on the 8<sup>th</sup> of December 2023.
- d. The LCLGA Board approved the 2022-23 Annual Report for the LCLGA.
- e. LCLGA Executive Officer to develop a discussion paper on subscription format, including alternative models and present these back to the board.
- f. Project update reports were provided on Destination Development, Connected & Active Communities & Limestone Coast Regional Sporting Academy LCLGA Board.

Further information is available by contacting Mr Adrian Maywald, Executive Officer Ph: 0400 829 348

E: [admin@lclga.sa.gov.au](mailto:admin@lclga.sa.gov.au). Copy of reports can be found on the LCLGA Website at [www.lclga.sa.gov.au](http://www.lclga.sa.gov.au)



**16.2 Letter from Hon Nat Cook MP, Minister for Human Services - 2024 Nominations for the South Australian Volunteer Awards - Open 15 January 2024 to 10 March 2024**

Report Type	Correspondence
Correspondent	Hon Nat Cook MP – Minister for Human Services
File Reference	GF/2.84.1/3 EI2024/222529
Attachments	1. 23 BDHS 1896 - Correspondence from Minister Cook - NOLL Des G F 2.84.1 3 E I 2024 222529 [ <b>16.2.1</b> - 1 page]

**RECOMMENDATION**

That the correspondence from Hon Nat Cook MP dated 3 January 2024 regarding the 2024 South Australian Volunteer Awards be received and noted.

OFFICIAL: Sensitive



Government  
of South Australia

Hon Nat Cook MP

23BDHS/1896

Mayor Des Noll  
Wattle Range Council  
PO Box 27  
Millicent SA 5280

Via email: [council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au)

Dear Mayor ~~Noll~~ *Des*

I am pleased to advise that nominations for the 2024 South Australian Volunteer Awards will be open between Monday 15 January and Sunday 10 March 2024. The Awards, which recognise the invaluable work that volunteers, volunteer managers, community organisations and businesses contribute to the South Australian community, will be presented at a special Volunteers Recognition event hosted by Volunteering SA&NT on Wednesday 22 May 2024.

Nominations can be made in the following categories:

- **The Joy Noble Medal.** South Australia's highest distinction for an individual volunteer and is open to all individual volunteers across the State.
- **'The Andamooka' Community Project Award.** Awarded to a community, or group of volunteers, that has undertaken a community project resulting in significant community benefit.
- **The Excellence in Volunteer Management Award.** This award recognises the dedication and commitment of individuals who support and facilitate the engagement of volunteers.
- **The Premier's Award for Corporate Social Responsibility.** Recognises the strong contribution the business sector makes to our communities through philanthropy, partnerships or releasing employees for volunteer service.
- **The Young Volunteer Award.** Introduced for the first time in 2023, this award celebrates the achievements and contribution made by a young volunteer aged 12-25 years.

Any member of the public can nominate eligible recipients for these awards and self-nominations are accepted. Award guidelines and the online nomination form will be available from 15 January 2024 at [www.vsant.org.au](http://www.vsant.org.au).

Applicants will be notified of the outcome of their nomination(s) by Volunteering SA&NT in April 2024. I trust you will help ensure that as many volunteer-involving organisations as possible are made aware of this important Awards program.

Yours sincerely

*Nat Cook*

**Hon Nat Cook MP**  
**MINISTER FOR HUMAN SERVICES**

3 January 2024

Minister for Human Services  
GPO Box 2832 Adelaide SA 5001 | DX 115  
T: (08) 8463 6560 | E: [ministerhumanservices@sa.gov.au](mailto:ministerhumanservices@sa.gov.au) | [www.dhs.sa.gov.au](http://www.dhs.sa.gov.au) | ABN: 11 525 031 744



OFFICIAL: Sensitive

**16.3 Letter from Hon Nick Champion MP, Minister for Planning re Initiative designed to address the shortage of skilled para planners in South Australia - the Para Planner Cadet Program**

Report Type	Correspondence
Correspondent	Hon Nick Champion MP, Minister for Trade & Investment   Minister for Housing and Urban Development   Minister for Planning
File Reference	GF/3.89.1 EI2023/22219
Attachments	<ol style="list-style-type: none"> <li>1. 23 EX T 0371 - Signed Letter - Wattle Range Council E I 2023 22219 GF 3.89.1 [<b>16.3.1</b> - 2 pages]</li> <li>2. 23 EX T 0371 - Encl - Para Planner Cadet Program flyer E I 2023 22219 GF 3.89.1 [<b>16.3.2</b> - 3 pages]</li> </ol>

**RECOMMENDATION**

That the correspondence from Hon Nick Champion MP dated 18 December 2023 regarding the Para Planner Cadet Program be received and noted.

## Hon Nick Champion MP

23EXT0371

Mayor Des Noll  
Wattle Range Council

By email: [des.noll@wattlerange.sa.gov.au](mailto:des.noll@wattlerange.sa.gov.au)

Mr Ben Gower  
Chief Executive Officer  
Wattle Range Council

By email: [ben.gower@wattlerange.sa.gov.au](mailto:ben.gower@wattlerange.sa.gov.au)



**Government  
of South Australia**

**Minister for Trade and  
Investment**

**Minister for Housing and  
Urban Development**

**Minister for Planning**

GPO Box 11032  
ADELAIDE SA 5001

T: (08) 8235 5580

E: [ministerchampion@sa.gov.au](mailto:ministerchampion@sa.gov.au)

Dear Mayor Noll and Mr Gower

I would like to introduce an important initiative designed to address the shortage of skilled para planners in South Australia – the Para Planner Cadet Program.

The shortage of urban and regional planners has become a growing concern, as emphasised in both the Planning Institute of Australia's *Planners in Australia: State of the Profession* report (<https://www.planning.org.au/planningresourcesnew/state-of-the-profession>) and the Federal Government's Skills Priority List (<https://www.jobsandskills.gov.au/data/skills-priority-list>). This scarcity not only hinders our state's ability to tackle critical challenges such as housing affordability, population growth, and the transition to a net-zero emissions future, but also jeopardizes the sustainability of our communities.

In response to this pressing issue, I have taken proactive measures through the establishment of the Built Environment Education Liaison Group (BEELG) in February 2023. This collaborative effort has resulted in several initiatives aimed at tackling the skills shortage and promoting planning as a viable and rewarding career choice.

BEELG has proactively implemented impactful initiatives, including the two-year Grow Your Own program, jointly funded by State and Local Government. This program supports local talent, benefiting four council employees in the Murraylands, Riverland, and Spencer Gulf regions. Our collaboration with TAFE SA has led to the development of an entry-level planning course recognised by the Accreditation Authority. Additionally, we have instituted the \$10,000 UniSA Student Grant Program and formed a collaborative partnership with the Department for Education to enhance built environment learning in schools, emphasising our commitment to sustainable planning education. Our active participation in career expos aims to spark early interest in planning professions, ensuring a continuous talent pipeline.



**OFFICIAL**

Among these initiatives, the newly developed Para Planner Cadet Program stands out as a unique opportunity for your organisation to actively shape and enhance your planning services. While we will continue to strongly advocate for an undergraduate planning degree in our state, the Para Planner Cadet Program, in collaboration with Planning and Land Use Services (PLUS) of the Department for Trade and Investment, TAFE SA, the Department for Education, and the Planning Institute of Australia, is tailored to relieve the pressure on planning teams. It offers a hands-on, practical approach to workforce development, serving as a strategic avenue for your organisation to support young people, cultivate your skilled workforce, and provide valuable work experience and support to students pursuing the Diploma in Local Government (Planning).

The first intake for the Para Planner Cadet Program is scheduled to commence in 2024, spanning approximately 2.5 years and concluding in June 2027, ensuring a robust foundation and practical experience for future para planners.

I encourage your organisation to participate in this program and take advantage of the numerous benefits for your organisation and community. These benefits include a reduction in workforce shortages, the cultivation of local talent, a demonstration of commitment to education and career development, collaborative engagement opportunities, and access to subsidised training. Further information about the program is detailed in the enclosed flyer.

If you would like to participate in Para Planner Cadet Program, please express your interest by contacting Ms Sarah Melin, Manager Strategic Initiatives, PLUS, via email at [sarah.melin@sa.gov.au](mailto:sarah.melin@sa.gov.au) by **18 January 2024**.

I look forward to your organisation's involvement in this innovative program and to the positive impact it will have on the planning sector in our state.

Thank you for your time and consideration.

Yours sincerely



**Hon Nick Champion MP**  
Minister for Planning

18 / 12 / 2023

Encl. Para Planner Cadet Program Flyer

# Para Planner Cadet Program



## Para Planner Cadet Program

Be part of a unique opportunity to actively shape and enhance your planning services through participation in the groundbreaking Para Planner Cadet Program. This pilot program led by the Department for Trade and Investment – Planning and Land Use Services (PLUS) is a collaborative effort between the Department for Education, TAFE SA, Planning Institute of Australia – SA and PLUS.



### Building your workforce

The Para Planner Cadet Program is tailored to alleviate the pressure on planning teams, providing a hands-on, practical approach to workforce development. This Cadet Program offers a strategic avenue for your organisation to support young people and to grow your own skilled workforce while trialling prospective employees and assessing their skills and suitability for your organisation.

### Program overview

Commencing in 2024, the program will run for approximately 2.5 years, concluding in June 2027. Cadets will gain valuable work experience while undertaking a Diploma in Local Government (Planning) through TAFE SA.

- › Encompasses a bridging course to set Cadets up for success.
- › Pathway to Planning Level 4 Accredited Professional status.
- › The Diploma is a pathway to university for those Cadets wishing to continue their studies in urban and regional planning/town planning.

### Key program details

- › **Eligibility criteria:** Open to high school leavers or individuals under 21, but may also be open to current staff members wishing to pursue a Para Planning qualifications, who satisfy TAFE SA educational prerequisites.
- › **Recruitment and selection:** A collaborative process coordinated by PLUS and involving participating organisations, ensuring transparency, fairness, and effectiveness.
- › **Onboarding and orientation:** Participating organisations are responsible for onboarding and inducting cadets into their organisation, ensuring seamless integration into the workplace.
- › **Training and development:** While the Cadet Program offers an online bridging course and Diploma, complementary professional development opportunities will be provided by PIA. In addition, there will be opportunities to collaborate with other Councils or industry employers to maximise planning sector exposure and learning experiences for the cadets.

## Para Planner Cadet Program



### Key program details (cont.)

#### > Costs:

- » The cost of employing a cadet is approximately \$50,000 per year, contingent on your organisation's rate for a cadet/trainee.
  - Approx \$4,000 for TAFE SA course.
  - Collaboration with the National Traineeship Subsidy Scheme aims to provide further subsidies.
- » PLUS will waive the initial Accredited Professionals application fees for Cadets pursuing Planning Level 4 Accredited Professional status.

### Benefits

1. **Addressing workforce shortages:** Immediate resolution to the shortage of qualified para planners.
2. **Cultivating local talent:** Retaining and nurturing local talent within the community.
3. **Demonstrating commitment:** Showcase commitment to education, career development, and community betterment.

#### 4. **Collaborative engagement:**

Opportunities to collaborate with councils, agencies, and industry partners.

#### 5. **Subsidised Training:** Access subsidised training, industry-based training, and waived Accredited Professionals application fees.

### Next steps

If your organisation is interested in participating in this transformative initiative, please express your interest to [sarah.melin@sa.gov.au](mailto:sarah.melin@sa.gov.au) by 18 January 2024. We welcome the opportunity to discuss the program details, benefits, and how your organisation can play a crucial role in shaping the future of skilled planners in South Australia.



## 16.4 Email from Linda Scott, President - Australian Local Government Association - Annual Conference - 2 to 4 July 2024 - Canberra

Report Type	Correspondence
Correspondent	Linda Scott – President – Australian Local Government Association
File Reference	GF/10.14.3/3 EI2023/222151
Attachments	<ol style="list-style-type: none"> <li>1. E I 2023 222151 - 10 14 3_3 - Invitation to submit motions to ALG A's 2024 National General Assembly [<b>16.4.1</b> - 1 page]</li> <li>2. I 222254 [<b>16.4.2</b> - 1 page]</li> <li>3. 2024- NG A- Motions- Discussion- Paper [<b>16.4.3</b> - 24 pages]</li> </ol>

### RECOMMENDATION

That the correspondence from Linda Scott dated 19 December 2023 regarding an invitation to submit motions and attend the ALGA's 2024 National General Assembly be received and noted.

**Archived:** Wednesday, 20 December 2023 9:18:03 AM

**From:** [Jaimee Bell](#)

**Sent:** Tuesday, 19 December 2023 11:31:02 AM

**To:** [Council](#)

**Subject:** EI2023/222151 - 10.14.3/3 - Invitation to submit motions to ALGA's 2024 National General Assembly

**Sensitivity:** Normal

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You don't often get email from [jaimee.bell@alga.asn.au](mailto:jaimee.bell@alga.asn.au). [Learn why this is important](#)

**Please distribute to the Mayor/Shire President/CEO/General Manager**

I'm delighted to officially invite you to our Australian Local Government Association Annual Conference, the National General Assembly of Local Government (NGA), which will be occurring in Canberra from 2 to 4 July 2024 at the National Convention Centre. In addition, the Federal Government has again offered to host Mayors at the Australian Council of Local Government (ACLG) on 5 July 2024.

As a result, ALGA is now calling for councils to submit motions for the 2024 NGA. Attending this Conference to debate policy motions that will be considered by the ALGA Board, the NGA is your opportunity to shape the federal advocacy agenda that ALGA will undertake on behalf of Australian local governments.

The theme of our 2024 NGA will be "Building Community Trust". ALGA is seeking motions that align with this theme and identify opportunities for new federal programs and policies that will support councils to build trust, both in our communities and as a local delivery partner for the Australian Government.

This [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 29 March 2024.


Next year's Conference is shaping up to be even bigger than this year's record setting event, and we are again so proud to be partnering with the Federal Government to incorporate the ACLG into the week.

This year's ACLG was the first to be held in ten years and was a wonderful opportunity for us to speak directly to Federal Ministers with one voice about the challenges and opportunities in our communities.

Further information about both the 2024 NGA and ACLG – including registration details – will be provided to your councils in the New Year. Should you require any further details, please do not hesitate to contact ALGA on (02) 6122 9400 or at [alga@alga.asn.au](mailto:alga@alga.asn.au).

I look forward to receiving your 2024 NGA motions and welcoming you to Canberra next July.

Yours sincerely,



Councillor Linda Scott  
President, Australian Local Government Association



15 December 2023

Mayor Des Noll  
Wattle Range Council  
PO Box 27  
MILLICENT SA 5280

LETTER NO: 1/222259				
FILE OF/ 10.19.3/3 PF/				
DATE RCVD		21 DEC 2023		REFER TO:
				EA
CEO	DCS	DDS	DES	FILE

Dear Mayor Noll,

**You're Invited: 2024 Australian Local Government Association National General Assembly**

I'm delighted to officially invite you to our Australian Local Government Association Annual Conference, the National General Assembly of Local Government (NGA), which will be occurring in Canberra from 2 to 4 July 2024 at the National Convention Centre. In addition, the Federal Government has again offered to host Mayors at the Australian Council of Local Government (ACLG) on 5 July 2024.

As a result, ALGA is now calling for councils to submit motions for the 2024 NGA. Attending this Conference to debate policy motions that will be considered by the ALGA Board, the NGA is your opportunity to shape the federal advocacy agenda that ALGA will undertake on behalf of Australian local governments.

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I look forward to receiving your 2024 NGA motions and welcoming you to Canberra next July.

Yours sincerely,

*Linda Scott*

Councillor Linda Scott  
President, Australian Local Government Association

# 2024 NGA

Building  
Community  
Trust

National Convention Centre  
Canberra



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION



2 - 4  
JULY  
2024

DISCUSSION  
PAPER



## KEY DATES

29 March 2024 | Acceptance of Motions

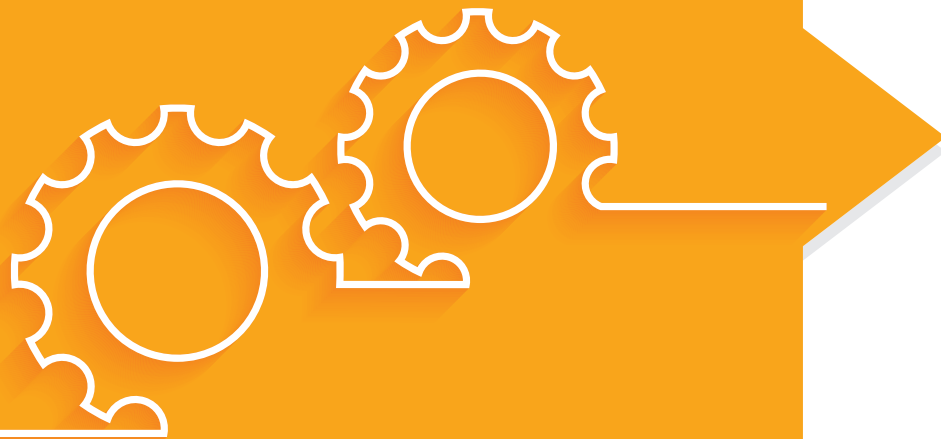
2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

## TO SUBMIT YOUR MOTION

**VISIT: [ALGA.COM.AU](https://alga.com.au)**



The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

## **BACKGROUND TO ALGA AND THE NGA**

---

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

**The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.**

# SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

## **The theme of the 2024 NGA is – Building Community Trust.**

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.

Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: [www.alga.com.au](http://www.alga.com.au) and received no later than 11:59pm AEST on Friday 29 March 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.



# CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

***This National General Assembly calls on the Australian Government to ...***

**Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.**

# OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

**Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.**

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

**Motions should be lodged electronically using the online form available at [www.alga.asn.au](http://www.alga.asn.au). Motions should be received no later than 11:59pm AEST on Friday 29 March 2024.**

# SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

*'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'*

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

*'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'*

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.

The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.



# 1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

*Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?*

*Are there ways of maintaining and enhancing the community's trust in local government?*

*Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?*

## 2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately \$43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at \$539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided \$2.6 billion in Financial Assistance Grants funding to councils. This included \$1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

*What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?*

*Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?*

## 3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important “first and last-mile access” for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

*Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?*

*Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*

*Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?*

## 4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately \$3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the country.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

*What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*



## 5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new \$500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*

## 6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

*Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?*

## 7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was \$43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

*Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?*

*Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?*

## 8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

*Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?*

*Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?*

# 9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?*

*Are there actions the Australian Government could take to improve cyber security within the local government sector?*

# 10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

*Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?*

*Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?*

# 11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

*How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?*

*What new programs could the Australian Government partner with local government in to progress local regional and national objectives?*



## 12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated \$3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

*How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?*

*How could the Australian Government partner with local government to advance the circular economy?*



# CONCLUSION

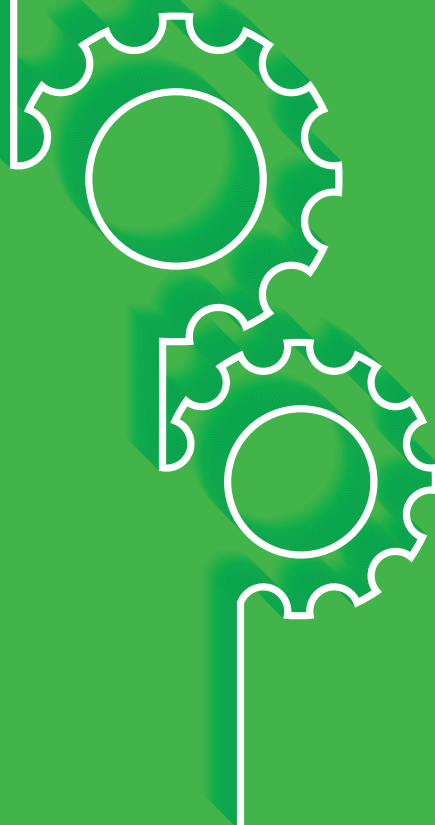
Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

## **A FINAL REMINDER:**

- » Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Friday 29 March 2024.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued.
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- » Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.





AUSTRALIAN  
**LOCAL GOVERNMENT**  
ASSOCIATION

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**16.5 Letter from Craig Holden, Chair - State Planning Commission - Initiation of the State-wide Flood Hazard Code Amendment**

Report Type	Correspondence
Correspondent	Craig Holden – Chair – State Planning Commission
File Reference	GF/3.71.7/19
Attachments	<ol style="list-style-type: none"> <li>1. 231212 Signed Letter from SPC Chair to Wattle Range Council - Initiation of the State-wide Flood Haz [16.5.1 - 1 page]</li> <li>2. Att - Proposal to Initiate - State-wide Flood Hazard Code Amendment [16.5.2 - 29 pages]</li> </ol>

**RECOMMENDATION**

That the correspondence from Craig Holden dated 12 December 2023 regarding the Initiation of the State-wide Flood Hazard Code Amendment be received and noted.

19653541

12 December 2023

Mayor Des Noll  
Wattle Range Council

By email: [des.noll@wattlerange.sa.gov.au](mailto:des.noll@wattlerange.sa.gov.au)

Dear Mayor Noll



83 Pirie Street  
Adelaide SA 5000

GPO Box 1815  
Adelaide SA 5001

08 7109 7466  
[saplanningcommission@sa.gov.au](mailto:saplanningcommission@sa.gov.au)

### **Initiation of the State-wide Flood Hazard Code Amendment**

I am writing to advise you that the State Planning Commission (the Commission) has initiated the State-wide Flood Hazard Code Amendment (the Code Amendment), pursuant to section 73(2)(a) of the *Planning, Development and Infrastructure Act 2016* (the Act).

The Code Amendment seeks to use contemporary flood hazard modelling to update spatial application of the Code's flood hazard overlays to realise greater consistency in flood hazard risk identification across local government area boundaries. The Code Amendment will have scope to update the policies of these overlays to better guide how development should respond to flood hazard risk.

To support maintenance of spatial application of the flood hazard overlays to reflect updates to flood hazard modelling (following completion of flood mitigation infrastructure for example), the Code Amendment also will seek to introduce new content to Part 1 of the Code (Rules of Interpretation) that will enliven an expedited flood hazard overlay boundary amendment pathway under section 71(e) of the Act.

Section 73 (2)(a) of the Act provides that a proposal to amend the Planning and Design Code (the Code) via a Code Amendment may be initiated by the Commission. The Commission has agreed to the Proposal to Initiate the State-wide Flood Hazard Code Amendment.

A copy of the Proposal to Initiate is enclosed for your information.

The Commission is committed to working collaboratively with key stakeholders and local government throughout this Code Amendment process to refine the details, drafting of policy (where appropriate), and instructions for this Code Amendment.

Should you require further information, please contact Mr Jason Bailey from Planning and Land Use Services within the Department for Trade and Investment on 08 7109 7161 or via email at: [Jason.Bailey@sa.gov.au](mailto:Jason.Bailey@sa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Craig Holden", with a long horizontal flourish extending to the right.

**Craig Holden**  
Chair

Att: Proposal to Initiate - State-wide Flood Hazard Code Amendment

Cc: Mr Ben Gower, Chief Executive Officer, Wattle Range Council - [ben.gower@wattlerange.sa.gov.au](mailto:ben.gower@wattlerange.sa.gov.au)

[saplanningcommission.sa.gov.au](mailto:saplanningcommission.sa.gov.au)



# PROPOSAL TO INITIATE AN AMENDMENT TO THE PLANNING & DESIGN CODE

## State-wide Flood Hazard Code Amendment By the State Planning Commission (the Designated Entity)

### Contact details

PlanSA

Email: [plansa@sa.gov.au](mailto:plansa@sa.gov.au)

Phone: 1800 752 664



\_\_\_\_\_  
(Signature)

CHAIR, STATE PLANNING COMMISSION

Date: 12/12/2023

This Proposal to Initiate document forms the basis for the preparation of a proposed amendment to the Planning and Design Code for the purpose of section 73(2)(a) of the *Planning, Development and Infrastructure Act 2016*.

## OFFICIAL

## Contents

<b>1. INTRODUCTION</b> .....	2
<b>1.1. Designated Entity for Undertaking the Code Amendment</b> .....	2
<b>1.2. Rationale for the Code Amendment</b> .....	3
<b>2. SCOPE OF THE CODE AMENDMENT</b> .....	5
<b>2.1. Affected Area</b> .....	5
<b>2.2. Scope of Proposed Code Amendment</b> .....	5
<b>3. STRATEGIC PLANNING OUTCOMES</b> .....	7
<b>3.1. Summary of Strategic Planning Outcomes</b> .....	7
<b>3.2. Alignment with State Planning Policies</b> .....	7
<b>3.3. Alignment with Regional Plans</b> .....	8
<b>3.4. Alignment with Other Relevant Documents</b> .....	11
<b>4. INVESTIGATIONS AND ENGAGEMENT</b> .....	13
<b>4.1. Investigations Already Undertaken</b> .....	13
<b>4.2. Further Investigations Proposed</b> .....	17
<b>4.3. Engagement Already Undertaken</b> .....	18
<b>4.4. Further Engagement Proposed</b> .....	19
<b>5. CODE AMENDMENT PROCESS</b> .....	20
<b>5.1. Engagement Plan</b> .....	20
<b>5.2. Engagement Report</b> .....	20
<b>5.3. Code Amendment Timetable</b> .....	20
<b>ATTACHMENT A</b> .....	21
<b>ATTACHMENT B</b> .....	22
<b>ATTACHMENT C</b> .....	26
<b>ATTACHMENT D</b> .....	28

## OFFICIAL

## 1. INTRODUCTION

The State Planning Commission (the Commission) is an independent body providing advice and leadership on all aspects of planning and development in South Australia. A key role is to ensure the Planning and Design Code (the Code) is maintained, reflects contemporary values relevant to planning and is responsive to emerging trends and issues.

The Proponent (the Commission) is proposing to initiate an amendment to the Code as it relates to the whole of South Australia, excluding coastal waters (the Affected Area) (**Attachment A**).

**The State-wide Flood Hazard Code Amendment (the Code Amendment) seeks to introduce greater consistency to flood hazard mapping by using contemporary hazard modelling methodology for new and enhanced flood studies to update the policy and spatial application of the flood hazard overlays in the Code.**

The Commission seeks to amend the Code pursuant to section 73(2)(a) of the *Planning, Development and Infrastructure Act 2016* (the Act). This Proposal to Initiate details the scope, relevant strategic and policy considerations, nature of investigations to be carried out and information to be collected for the Code Amendment. It also details the timeframes to be followed in undertaking the Code Amendment.

The Commission is the 'designated entity' responsible for conducting this Code Amendment process and is required to undertake consultation in accordance with the [Community Engagement Charter](#) and make final recommendations to the Minister for Planning (the Minister) prior to consideration whether to adopt, amend or refuse the Code Amendment.

### 1.1. Designated Entity for Undertaking the Code Amendment

In accordance with section 73(2)(a) of the Act, the Commission will be the Designated Entity responsible for undertaking the Code Amendment process. As a result:

- 1.1.1. The Commission acknowledges that it will be responsible for undertaking the Code Amendment in accordance with the requirements in the Act.
- 1.1.2. The Commission intends to undertake the Code Amendment by utilising professional expertise of employees of the Planning and Land Use Services division of the Department for Trade and Investment (PLUS) including:
  - Professional planning staff
  - Communications staff
  - Spatial data and GIS expert staff
  - Staff responsible for the technical management and operation of the online Planning and Design Code.
- 1.1.3. The Commission also intends engage with the Department for Environment and Water (DEW) to provide professional services.



## OFFICIAL

## 1.2. Rationale for the Code Amendment

### Background

Natural hazards are an inherent part of the South Australian landscape and have the potential to impact on people, property, infrastructure, our economy and the environment.

Flooding is one of the costliest natural hazards in South Australia. The Australia Business Roundtable for Disaster Resilience and Safer Communities 2021 – *Special Report: update on the economic costs of natural disasters in Australia* estimates that the cost of natural disasters is forecasted to rise from \$18 billion to \$39 billion per year by 2050.<sup>1</sup> Flooding in South Australia contributed to average annual damages of \$26.6 million, contributing 13% of damages from natural hazards in South Australia, third to bushfire and hail<sup>2</sup>.

Investigating, mapping, and planning for flood hazards can help manage flood risk and minimise the potential impacts of flood waters on property and infrastructure.

Flood hazard policies and overlays in the Code seek to protect people, property, and the environment from the impact of flood events by limiting development in high-risk areas and requiring suitable design responses in lower risk areas.

The flood hazard overlays currently contained in the Code are underpinned by council commissioned flood studies which were developed using different methodologies and are not based on consistent or current data inputs. There are also many areas within councils that have not been the subject of a flood study. This is largely due to prioritising higher flood risk areas for investment into understanding flood risk. This approach has created inconsistent outputs and difficulties in applying appropriate planning policy to minimise risk.

This historical flood hazard mapping has been used to prepare the hazard flooding overlays in the Code. For a more detailed understanding of existing flood hazard overlays please refer to **Attachment B**.

### Flood Hazard Mapping and Assessment Project

The Flood Hazard Mapping and Assessment Project (the Project) seeks to deliver more consistent and contemporary mapping of flood hazard across the State.

The Project has delivered new and updated detailed flood studies with the most up-to-date data covering a range of flood events (sizes) and considered the impact of climate change and future development growth to 2050. The Project has undertaken new and enhanced flood studies and prepared new flood hazard mapping to:

- Enable the flood hazard overlays in the Code to be enhanced and updated to reflect national best practice.

<sup>1</sup> Deloitte Access Economics, (2021) Special Report to the economic costs of natural disasters in Australia for the Australian Business Round Table for Disaster Resilience and Safer Communities

<sup>2</sup> Deloitte Access Economics (2017) [Building resilience to natural disasters in our States and territories](#), report for the Australian Business Roundtable for disaster resilience and safer communities.

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- Assist flood emergency response services (i.e. Department for Environment and Water (DEW), South Australian State Emergency Service (SASES) and local councils) in preparing for and responding to flood events.

The Project is being delivered in the following three stages and includes two Code Amendments:

### **Stage 1 – Flood Hazards Mapping Update Code Amendment**

The Flood Hazards Mapping Update Code Amendment was initiated by the Minister for Planning and Local Government on 28 October 2021, and is being led by the Chief Executive of the Department for Trade and Investment. The Code Amendment proposes to:

- Reduce the extent of the existing Hazards (Flooding - Evidence Required) Overlay for 12 local government and Outback areas based on more recent flood studies and flood hazard mapping not previously available when the Code was fully implemented in March 2021.
- Apply the Hazards (Flooding - Evidence Required) Overlay to the north-eastern portion of the Port Adelaide Enfield council area, as a precautionary measure, until the flood hazard mapping being prepared in Stage 2 of the Project, can be implemented into the Code as part of the future Stage 3 – State-wide Flooding Hazards Code Amendment (this proposed Code Amendment).

### **Stage 2 – Preparation of Mapping Products**

Updated and enhanced flood hazard mapping has been prepared to better identify flood risk using improved data and more consistent modelling. The new mapping and data are intended to inform the preparation of new and improved flood policies and mapping for the Code in Stage 3.

### **Stage 3 – State-wide Flooding Hazards Code Amendment**

This second Code Amendment is the final stage in the Project and seeks to update:

- flood hazard overlay mapping based on the outcomes of the new and enhanced flood studies and mapping prepared in Stage 2 of the Project
- flood hazard overlay policies to improve certainty in decision making and help facilitate development outcomes that are designed to keep people and property safe from floods.

The flood hazard mapping products procured will enable the development of accurate and current flood mapping for inclusion in the Code. This mapping will inform the spatial application of flood hazard overlays and facilitate a policy framework that can be used to adequately assess future development proposals.

This Code Amendment seeks to introduce greater consistency by establishing a methodology for new and enhanced flood studies and the preparation of new flood hazard mapping. A consistent methodology has been applied incorporating contemporary standards and modelling, for ease of transition into the Code.

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The new flood hazard policies and flood hazard mapping being proposed in the Code Amendment will help improve the development assessment process and provide greater certainty for applicants undertaking new development in areas that will potentially be impacted by flood.

Improving the accuracy of flood hazard mapping will also help to better inform the future rezoning of land and the preparation of strategic documents such as regional plans and emergency management plans.

## 2. SCOPE OF THE CODE AMENDMENT

### 2.1. Affected Area

The whole of the state will be affected by the Code Amendment given it seeks to amend flood hazard overlays which apply throughout South Australia and flood hazard General Development Policies which can apply to any spatial location (**Attachment A**).

### 2.2. Scope of Proposed Code Amendment

<p><b>Current Policy</b></p>	<p>Flood hazard policies are principally contained within the following overlays:</p> <ul style="list-style-type: none"> <li>• Hazards (Flooding) Overlay</li> <li>• Hazards (Flooding – General) Overlay</li> <li>• Hazards (Flooding – Evidence Required) Overlay</li> </ul> <p>The above are recognised as the flood hazard overlays.</p>
<p><b>Amendment Outline</b></p>	<p>The Code Amendment seeks to update the spatial application of the suite of flood hazard overlays in accordance with new and enhanced flood studies.</p> <p>The Code Amendment will review the:</p> <ul style="list-style-type: none"> <li>• hierarchy of the flood hazard overlays in the Code;</li> <li>• structure and policy within the flood hazard overlays based on a 1%, 0.2% and 5% Annual Exceedance Probability (AEP) event; and</li> <li>• general policy relating to flood hazards.</li> </ul> <p>This review and update will establish a new policy regime that responds to the level of flood hazard.</p> <p>The Code Amendment also seeks to update Part 1 – Rules of Interpretation in the Code to enable the Minister to regularly and efficiently update flood hazard overlay boundaries under section 71(e) of the Act. To have effect, any changes to the flood hazard overlay</p>

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	<p>boundaries would need to satisfy prescribed conditions published by the Chief Executive on the PlanSA Portal. The Code Amendment investigations will consider what constitute suitable conditions for this purpose.</p>
<p><b>Intended Policy</b></p>	<p>Subject to investigations, the Code Amendment proposes to:</p> <ul style="list-style-type: none"> <li>• Review and update existing overlay policies to ensure new developments in flood prone areas are designed and sited to avoid, or where appropriate mitigate, the potential impacts from flood hazard on people, property and nature. This includes avoiding development in high-risk areas, requiring a suitable design response in lower risk areas, and minimising the impacts from new development on downstream users and watercourses.</li> <li>• Introduce more refined policy in relation to the assessment of development in areas that are affected by varying levels of flood hazard, based on AEP.</li> <li>• Update general policy in the Code that refers to flood hazard</li> <li>• Amend policies in the Code to align with proposed changes to the spatial application of the flood hazard overlays in South Australian Property and Planning Atlas (SAPPA)</li> <li>• Investigate opportunities for deemed-to-satisfy (DTS) policies to provide greater opportunities for DTS pathways in areas prone to low flood hazard risk.</li> <li>• Consider policies to avoid the development of critical infrastructure land uses, such as aged care facilities, hospitals, prisons and schools in where there is an unacceptable flood hazard risk.</li> <li>• Update the spatial application of the flood hazard overlays in SAPPA to reflect potential flood hazards more accurately and to remove the flood hazard overlays from areas where there is a minimal risk of flooding, and it has been determined that a flood overlay is not required.</li> <li>• Review the existing flood hazard overlay structure in the Code to determine if additional overlays are required to ensure the policies in each of the Code overlays are aligned with the level of flood hazard that exists.</li> </ul>

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	<ul style="list-style-type: none"> <li>Investigate opportunities to use other mechanisms, such as reference layers or similar mapping within SAPPA, to provide flood hazard risk data such as detail of the flood hazard modelling study underpinning spatial application of flood hazard overlays in a particular catchment.</li> <li>Review existing definitions related to flood policy and consider updating existing definitions if required.</li> </ul>
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### 3. STRATEGIC PLANNING OUTCOMES

Proposed Code Amendments occur within a State, regional and local strategic setting, which includes:

- State Planning Policies (SPPs)
- Regional Plans
- Other relevant strategic documents.

#### 3.1. Summary of Strategic Planning Outcomes

This Code Amendment will enable development assessment to be consistent with the most up to date information available, to achieve two key strategic outcomes:

- Keeping people and property safe from floods
- Consistent planning policies to improve certainty in decision making.

#### 3.2. Alignment with State Planning Policies

The State Planning Policies (SPPs) set out the State's overarching goals and requirements for the planning system. Under section 66(3)(f) of the Act, the Code must comply with any principle prescribed by a SPP.

The Code Amendment should be initiated because the strategic planning outcomes sought to be achieved through the Code Amendment align with or seeks to implement the following SPPs:

State Planning Policy (SPP)	Code Amendment Alignment with SPPs
<p><b>SPP 15: Natural Hazards</b></p> <p><b>Objective</b> To build the resilience of communities, development and infrastructure from the adverse impacts of natural hazards.</p> <p><b>15.1:</b> Identify and minimise the risk to people, property and the</p>	<p>The Amendment seeks to update the flooding hazard overlays with new contemporary flood hazard mapping to ensure that they more accurately reflect the 1% AEP flood hazard, thereby ensuring greater consistency with these policies.</p> <p>The 0.2%, 1% and 5 % AEP and the Flood Hazard Classification Vulnerability Curve</p>

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<p>environment from exposure to natural hazards including extreme heat events; bushfire; terrestrial and coastal flooding; soil erosion; drought; dune drift; acid sulfate soils; including taking into account the impacts of climate change</p> <p><b>15.2:</b> Locate and design development in accordance with a risk hierarchy of 'avoid', 'accommodate' and 'adapt'.</p>	<p>2017 (as shown in <b>Attachment B</b>), will be used to prepare the new and updated flood hazard overlays for the Code.</p>
<p><b>SPP 5: Climate Change Objective</b> Provide for development that is climate ready so that our economy, communities and environment will be resilient to climate change impacts.</p>	<p>A consideration of this proposal is climate change impact and the potential increase in flood extent, frequency and intensity. The intent is to be cognisant of climate change and a growing body of climate-related knowledge and data that may further inform the spatial delineation of hazard overlays, either as part of this Code Amendment and/or future hazard related proposals to update the Code.</p>

### 3.3. Alignment with Regional Plans

As with the SPPs, the directions set out in Regional Plans provide the long-term vision as well as setting the spatial patterns for future development in a region. This includes consideration of land use integration, transport infrastructure and the public realm.

As a State-wide Code Amendment, all Regional Plans (identified as volumes of the South Australian Planning Strategy prepared under the *Development Act 1993*, and applicable until such time as the new Regional Plans are prepared and adopted under the Act) are relevant for consideration as part of this Code Amendment:

- The 30-Year Plan for Greater Adelaide (2017 Update) + The 30-Year Plan for Greater Adelaide - 2017 Update, Implementation Plan 2017/2018
- The Eyre and Western Region Plan (April 2012)
- Far North Region Plan (July 2010)
- Kangaroo Island Plan (January 2011) + addendum Kangaroo Island Sustainable Futures (January 2014)
- Limestone Coast Regional Plan (May 2011)
- Mid North Regional Plan (May 2011)
- Murray and Mallee Regional Plan (January 2011) + addendum special character of the Barossa Valley and McLaren Vale (December 2013)
- Yorke Peninsula Regional Land Use Framework (December 2007)

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The 30 Year Plan for Greater Adelaide 2017 Update	
Priorities or Targets	Code Amendment Alignment with Regional Plan
<b>Policy Theme – Emergency Management and Hazard Avoidance</b>	
<p><b><i>Building resilience to hazards and disasters</i></b></p> <p><i>Target 1 - Containing our urban footprint and protecting our resources.</i></p> <p><u>Policy 118</u> Minimise risk to people, property and the environment from exposure to hazards (including bushfire, terrestrial and coastal flooding, erosion, dune drift and acid sulphate soils) by designing and planning for development in accordance with a risk hierarchy of:</p> <ul style="list-style-type: none"> <li>• Avoidance</li> <li>• Adaptation</li> <li>• Protection</li> </ul> <p><u>Policy 119</u> Improve the integration of disaster risk reduction and hazard avoidance policies and land use planning.</p> <p><u>Action 66</u> Map hazards to be identified as overlays within the Planning and Design Code, including flood, bushfire and coastal hazards.</p> <p><u>Action 67</u> Create a consistent policy response that is proportionate to the level of risk for all hazards to be included within the Planning and Design Code.</p>	<p>The Code Amendment aims to update the policy regime and spatial application of the flooding hazard overlays to minimise and mitigate risk to people and property. The updated mapping should ensure policy is consistent and proportionate to the level of flood risk.</p>

Regional Plans

The Eyre and Western, Mid North, Far North, Kangaroo Island, Limestone Coast, Murray and Mallee Regional Plans and the Yorke Peninsula Regional Land Use Framework identify the need to minimise risks to property and people, especially in

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low-lying coastal areas subject to erosion and flooding as a key issue and that development should minimise the exposure of people and property to danger from natural hazards, such as flooding.

These plans include the following key policies and strategies, which seek to protect people, property and the environment from exposure to hazards, such as flooding:

- Protect people, property and the environment from exposure to hazards.
- Design and plan development to prevent the creation of hazards and to avoid naturally occurring hazards.
- Develop partnerships and agreements between State and local government (particularly with emergency services agencies) to address identified risks and hazards and protect the health and wellbeing of the community.
- Protect people, property and the environment from exposure to hazards (including coastal flooding, erosion, dune drift and acid sulfate soils) by designing and planning for development in accordance with the following principles:
  - Protection—establish works to protect existing development or facilitate major development (including stormwater discharge management to accommodate higher tide levels)
  - Adaptation—design buildings and infrastructure to minimise risk in the long term
  - Avoidance—avoid permanent development in and adjacent to areas at unacceptable risk from hazards.
- Manage stormwater to reduce risk of flood and pollution, improve water quality, and maximise opportunities for reuse.

The Code Amendment seeks to update the flooding hazard overlays with new contemporary maps to ensure that they more accurately reflect the relevant AEP flood hazard, thereby ensuring greater consistency with these policies.

The Code Amendment will help to ensure that the intended policies are applied to correct areas so that future development is located and designed to reduce the exposure of people, buildings and infrastructure to these risks and events by using more accurate and contemporary mapping to define the risk of hazards. This will also enable the emergency service providers to plan for and manage future flood events.

Planning for and managing risks will help to protect lives and reduce the economic and social costs associated with flood events.

Updating the flood hazard mapping in SAPPA with contemporary flood data will help to increase the public's awareness of their exposure to flood risk and assist in risk assessments to identify the priority flood risks in the state.



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### 3.4. Alignment with Other Relevant Documents

Additional documents may relate to the broader land use intent within the scope of this proposed Code Amendment and therefore are identified for consideration in the preparation of the Code Amendment.

The following table identifies other documents relevant to the proposed Code Amendment:

Other Relevant Document	Code Amendment Alignment with Other Relevant Document
<p><b>The South Australian State Emergency Management Plan</b></p>	<p>The State Emergency Management Plan sets out the State's comprehensive emergency management arrangements.</p> <p>It includes a clear set of principles that define the responsibilities of government agencies in emergency management activities.</p> <p>The Code Amendment will provide more accurate mapping of flood hazard and provide relevant policy to facilitate appropriate development while mitigating flood hazard.</p>
<p><b>South Australian Flood Hazard Plan (2021)</b></p>	<p>The purpose of the Flood Hazard Plan is to set out arrangements and provide information for effective, efficient and coordinated flood management in South Australia. It includes State government flood management priorities for the coming years.</p> <p>The primary audience for the Flood Hazard Plan is the State Emergency Management Committee (SEMC), the emergency management sector, other relevant State Agencies, local councils, local government authorities and boards as well as the broader general public.</p> <p>The spatial application of the flood hazard overlays will be used to inform future South Australian Flood Hazard Plans.</p>
<p><b>Stronger Together - South Australia's Disaster Resilience Strategy (2019)</b></p>	<p>The Strategy (led by South Australian Fire and Emergency Services Commission (SAFECOM)) provides a foundation upon which State and local governments, non-government organisations, businesses, and communities can work together to build resilience and make South Australia a safer place.</p> <p>The Strategy also focusses on building the capability of emergency services and other emergency management organisations.</p> <p>The Code Amendment will provide more accurate mapping of flood hazard which will be used by emergency services</p>

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Other Relevant Document	Code Amendment Alignment with Other Relevant Document
	agencies to establish appropriate management strategies for disaster resilience.
<b>South Australian Government's Climate Change Actions</b>	<p>The South Australian Government's Climate Change Actions (2022) provide a range of foundational actions to respond to climate change.</p> <p>The updating of flood hazard policy and the spatial application of the hazard flood overlays aligns with delivering the following actions in Part 5 – Built and Urban Environments:</p> <p><i>Action 5.1 – Strengthen climate smart planning, building and design policies and their implementation in the planning system.</i></p> <p><i>Action 6.8 – Implement the Climate Change Science and Knowledge Plan for South Australia</i></p>
<b>State Infrastructure Strategy May 2020</b>	<p>The State Infrastructure Strategy sets out the assessment and advice of Infrastructure SA relating to the State's infrastructure for its current state and projected needs and challenges in addition to key priorities for 20 years.</p> <p><i>Priority 36: Identify necessary flood mitigation infrastructure</i></p> <p>The spatial application of the flood hazard overlays will enable more accurate knowledge of flood risk and location of the flood hazards. This information will be able to be used to inform the type and location of necessary flood mitigation infrastructure required by the State. DEW will utilise both the updated Code policy and the new and enhanced flood studies to inform a number of their flood mitigation projects such as the Gawler River Masterplan and the River Murray Levee project.</p>
<b>National Disaster Risk Reduction Framework 2018</b>	<p>The National Disaster Risk Reduction Framework is a multisector collaboration led by the National Resilience Taskforce within the Australian Government Department of Home Affairs.</p> <p>The Framework guides national, whole-of-society efforts to proactively reduce disaster risk to minimise the loss and suffering caused by disasters from natural hazards.</p> <p>The overall intent of the Code Amendment aligns with the framework in mitigating flood hazards and protecting people and property.</p>
<b>Australian Disaster</b>	<p>This document describes the Australian Disaster Preparedness Framework and its seven components. It outlines the principles</p>

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Other Relevant Document	Code Amendment Alignment with Other Relevant Document
<b>Preparedness Framework 2018</b>	<p>that underpin national preparedness and defines what constitutes preparedness capabilities for severe to catastrophic for disasters. Importantly, the document provides guidelines that can be used by all jurisdictions to inform the development of capability across Australia to prepare for and manage severe to catastrophic disasters.</p> <p>Introducing more accurate flood hazard mapping in the Code will enable better preparedness to future flood events.</p>

#### 4. INVESTIGATIONS AND ENGAGEMENT

##### 4.1. Investigations Already Undertaken

Preliminary investigations have already been undertaken as part of the broader Flood Hazard Mapping and Assessment Project (the Project). These investigations were used to prepare the new flood hazard mapping in Stage 2 of the Project and have also been used to inform the scope of this Code Amendment. The investigations undertaken so far include:

Investigation Undertaken	Summary of Scope of Investigations	Summary of Outcome of Recommendations
Flood and stormwater study audit	To identify the suite of flood and stormwater studies that have not been previously included in the Code.	<p>Desktop research and discussions with Councils identified that the majority of flood and stormwater studies were outdated.</p> <p>Very few councils had commissioned updated studies.</p>
Analysis of growth projections and land supply	Analysis of the capital value to site value ratios and demolition rates to identify development patterns	Identified the number and location of properties likely to be developed through infill development and where land has consolidated ownership.
Review of State-wide and	Desktop review of the existing flood hazard	Identified that flood hazard policies in the Code are based on old Development Plan policies and historic mapping that was prepared using

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Investigation Undertaken	Summary of Scope of Investigations	Summary of Outcome of Recommendations
National flood hazard policy	policies in the Code and flood hazard policies that apply in other States.	<p>outdated methodologies to categories flood hazard.</p> <p>Found that precautionary flood policies were being applied to large areas of the State where the flood risk was unknown.</p> <p>Recognised that there may be a need for a precautionary policy that could be applied outside of flood areas to protect building from other forms of flooding.</p> <p>Identified that the existing Code policies exclude large parts of the State from the accessing the DTS pathway, which provides a cheaper and more streamlined assessment pathway for many development types.</p> <p>Identified a need for policies that be used to avoid the development of Critical Infrastructure Land Uses, such as aged care facilities, hospitals, prisons and schools in where there is an unacceptable risk.</p>
Review of Regional Coarse Data	Coarse regional data was purchased to identify areas of flood risk where no studies had been undertaken or no local knowledge was available.	<p>Coarse scale mapping at a scale of 5 metres and 30 metres was procured by PLUS to provide an indication of the flood hazard in areas where a detailed flood study has not been undertaken.</p> <p>The scale of this mapping is much broader than a detailed flood study and therefore, while the accuracy of the 5 metre scale mapping can be relied upon, the 30 metre scale mapping is only used in the more remote rural and outback areas. This mapping can also be used to identify areas that need a detailed study and areas where flood hazard mapping can be removed because a study is not required.</p>
New and enhanced flood studies (outlined in <b>Attachment C</b> )	30 new and enhanced flood studies were commissioned to inform an update to the current	New and enhanced flood studies were undertaken throughout the State using contemporary hydrological information and models and updated Digital Elevation Modelling (LiDAR).

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Investigation Undertaken	Summary of Scope of Investigations	Summary of Outcome of Recommendations
	<p>policy regime and spatial application of flood hazard overlays in the SAPPA across select parts of the State. All studies adhere to a consistent methodology.</p>	<p>The new flood studies include two sets of assumptions: 'current' and 'combined future' conditions and it is acknowledged that there will be a shift in the number of properties impacted by a flood hazard overlay and changes in the risk category for some properties.</p> <p>Current conditions take into consideration present day inputs based on current average data, whereas combined future conditions take into consideration the following assumptions to project flood hazard until 2050:</p> <ul style="list-style-type: none"> <li>• <i>Rainfall intensity</i> – Australian Rainfall and Runoff Guidelines 2019 (ARR) predicts an increase in rainfall (intensity and depth) of 5% per °C of local warming.</li> <li>• <i>Sea-level rise</i> – The Coast Protection Board recommended a sea-level rise (SLR) of 300mm. SLR is relevant for watercourses or stormwater infrastructure that terminates at the ocean or equivalent.</li> <li>• <i>Future Development</i> – Planning policy considerations such as zoning, site area and frontage were used to identify potential for infill development. The likely timeline of infill development was guided by the capital value to site value ratio, which measures the value of the dwelling and other improvements relative to the land value. A lower ratio generally indicates that the site is a more likely candidate for redevelopment in the short to medium term.</li> <li>• For greenfield development it was assumed that land with a land division application (proposed lots) will be developed. Remaining land was estimated to be developed over time using the following assumptions: <ul style="list-style-type: none"> <li>▪ Privately owned land will be developed at 50% of full potential</li> </ul> </li> </ul>

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Investigation Undertaken	Summary of Scope of Investigations	Summary of Outcome of Recommendations
		<p>(allows for owners that hold onto their land or don't develop to full potential);</p> <ul style="list-style-type: none"> <li>▪ Company owned land will be developed at its full potential; Other greenfield land (Community/Government) will not be developed.</li> </ul> <p>The Project prioritised expenditure on data products and analysis that benefits development assessment, infrastructure delivery and emergency services management for areas at comparatively higher risk of flooding. Studies were not procured for the entirety of the State. Towns and areas that do not experience high growth and which are understood to be subject to minimal risk of flooding were not the subject of the updated 30 studies.</p>
Light Detection and Ranging (LiDAR) Digital Elevation Modelling	LiDAR	<p>0.5m scale Digital Elevation Modelling was purchased for areas that do not have completed LiDAR (light detection and ranging) mapping and used to improve the accuracy of flood modelling. This mapping was provided to consultants undertaking flood studies.</p> <p>LiDAR data in the form of a 0.5 metre digital elevation model was captured for the following areas:</p> <ul style="list-style-type: none"> <li>• Clare and Gilbert Valley townships</li> <li>• Barossa Region, Middle Beach to Barossa</li> <li>• Upper Torrens River</li> <li>• Adelaide Hills townships including Mt. Barker, Strathalbyn and Nairne</li> <li>• Upper Onkaparinga catchment area including Bremer Flat and Langhorne Creek</li> <li>• Goolwa to Port Elliot</li> <li>• Townships in the Fleurieu Peninsula</li> </ul>

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## 4.2. Further Investigations Proposed

In addition to the investigations already undertaken, the table below outlines further investigations will be undertaken to determine the most appropriate policy framework and overlay structure to protect people, property, and the environment from the impact of flood events by avoiding development in high-risk areas and requiring suitable design responses in lower risk areas.

<b>Further Investigations Proposed</b>	<b>Explanation of how the further investigations propose to address an identified issue or question</b>
Use of section 71(e) of the Act to update spatial layers in the Code more efficiently	<p>Investigate relevant thresholds for updating spatial layers in the Code to allow the Minister to use section 71(e) of the Act to alter the spatial extent of flood hazard overlays in the Code.</p> <p>The use of this mechanism to amend the Code would only occur where the Minister is satisfied that the proposed changes have met a specific set of criteria.</p>
The Flood Hazard Classification Vulnerability Curve 2017 (see <b>Attachment B</b> )	<p>This will be used to identify the potential flood risk and hazard ratings across the State. These ratings will be used to determine the number flood hazard overlays needed in the Code, the level of hazard to be applied to each overlay and the appropriate Code policies required to ensure new developments in flood prone areas are designed and sited to avoid or minimise the potential impacts from flood hazard.</p>
Impacts of Climate Change and application of flood hazard modelling products	<p>In addition to current conditions, the Project also established future conditions to 2050 using both climate change (based on a high emissions scenario for 2050) and future anticipated development infill.</p> <p>The flood hazard mapping prepared in the Project has incorporated climate change impact modelling to determine the future hazard risk from the impact of more regular and extreme weather events.</p> <p>This includes accessing the latest climate change modelling data available through DEW (i.e., Climate Change Science and Knowledge Plan) and potentially, applying further predictive modelling to determine which areas are subject to potential increases in hazard risk due to extreme weather events (intensity and frequency).</p> <p>It is important that climate change is considered when preparing flood hazard mapping because although rainfall overall is expected to decline, there is likely to be an increase</p>

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Further Investigations Proposed	Explanation of how the further investigations propose to address an identified issue or question
	<p>in rainfall intensity and sea level rise, which will result in increased flooding. To better determine future flood risk, the recent flood studies also considered the effect of 'Changed Impervious Ratio' and the impacts associated with future infill, based on the current zone configuration in the Code.</p> <p>It is recognised that there are a range of ways the flood hazard mapping product can be applied across the State as a 'one size fits all approach' is unlikely to result in the appropriate policy outcomes required in the planning system to successfully manage flood hazard.</p> <p>Using future conditions as the sole basis for flood hazard mapping is problematic in built up urban and regional areas, as it's perceived to manage flood legacy and catchment-based requirements, placing unnecessary requirements on developers and consumers.</p> <p>Current conditions can be problematic in greenfield or undeveloped areas, as it does not provide long term insight into flood hazed, potentially placing people and property at risk.</p> <p>Investigations for the Code Amendment will consider the suitability of applying either current or future flood modelling or a combination of both to areas across the State, based on geographical context and growth rates.</p>

### 4.3. Engagement Already Undertaken

The following engagement has occurred on the proposed Code Amendment:

- Engagement with the Flood Mapping and Assessment Project Reference Group. This group met monthly and is represented by the DEW, Stormwater Management Authority (SMA), State Emergency Services (SES) and Local Government Association
- Working with key stakeholders and consultants including regular contact with staff from DEW, SMA, SES and other staff within the Department of Infrastructure and Transport (DIT).
- Engagement with councils throughout the State who will be affected by this proposed Code Amendment to:
  - Inform the councils of the Project being delivered in three stages with two Code amendments, as follows:
    - Stage 1 – Flood Hazards Mapping Update Code Amendment



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- Stage 2 – Preparation of Mapping Products
- Stage 3 – State-wide Flooding Hazards Code Amendment (this Code Amendment) implementing flood studies and flood hazard mapping completed in Stage 2
- Gain their support to be included in the Code amendment and provide updates on the progress of new mapping and seek feedback and guidance on the new mapping and data where required
- Support from councils to advocate for the Code Amendment and to more effectively engage with their communities by assisting the Commission with the community engagement process.

Engagement with councils has included:

- Letters to Chief Executives;
- Meetings with council staff;
- Ongoing contact with council staff through regular phone conversations and emails;
- Presentations at online policy forums; and
- The use of online messaging and information including updates on the PlanSA Portal, presenting at online practitioner forums and through the monthly Planning Ahead Newsletters.

#### 4.4. Further Engagement Proposed

In addition to the engagement already undertaken and identified above, the table below outlines what additional engagement will be undertaken to support the Code Amendment.

<b>Further Engagement Proposed</b>	<b>Explanation of how the further engagement propose to address an identified issue or question</b>
Continuing collaboration with councils affected by this Code Amendment	<ul style="list-style-type: none"> <li>○ Review the draft policies and maps to seek their feedback, knowledge and support on the proposed outcomes and to resolve any issues that may arise with regard to the data, especially where studies overlap, or local knowledge is required</li> <li>○ Review the engagement plan and consultation materials and provide feedback if necessary</li> </ul>
Community engagement	State-wide community engagement to provide an opportunity for any interested community members to comment on the proposed outcomes of the Code Amendment.

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Consultation with any person or body specified by the Commission under section 73(6)(e) of the Act.	The Engagement Plan will outline the specific method and nature of consultation.
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## 5. CODE AMENDMENT PROCESS

### 5.1. Engagement Plan

The Code Amendment process will occur in accordance with the Community Engagement Charter and *Practice Direction 2 – Consultation on the Preparation or Amendment of a Designated Instrument* (Practice Direction 2).

The Designated Entity will prepare an Engagement Plan prior to the commencement of engagement on the proposed Code Amendment. The Engagement Plan will include the following mandatory consultation requirements (which may be in addition to the engagement outlined in this Proposal to Initiate):

- Given the proposal is generally relevant to councils, the Local Government Association must be notified in writing and consulted on the proposed Code Amendment;
- Consultation must also occur with any person or body specified by the Commission under section 73(6)(e) of the Act.

### 5.2. Engagement Report

Once engagement on the Code Amendment is complete, the Designated Entity will prepare an Engagement Report under section 73(7) of the Act.

The Designated Entity must ensure that a copy of the Engagement Report is furnished on the Minister and also published on the SA Planning Portal. This will occur in accordance with Practice Direction 2.

The Engagement Plan and the Engagement Report will also be considered by the Commission during the final stages of the Code Amendment process. The Commission will provide a report to the Environment, Resources and Development Committee of Parliament under section 74(3) of the Act. The Commission's report will provide information about the reason for the Code Amendment, the consultation undertaken on the Code Amendment and any other information considered relevant by the Commission.

### 5.3. Code Amendment Timetable

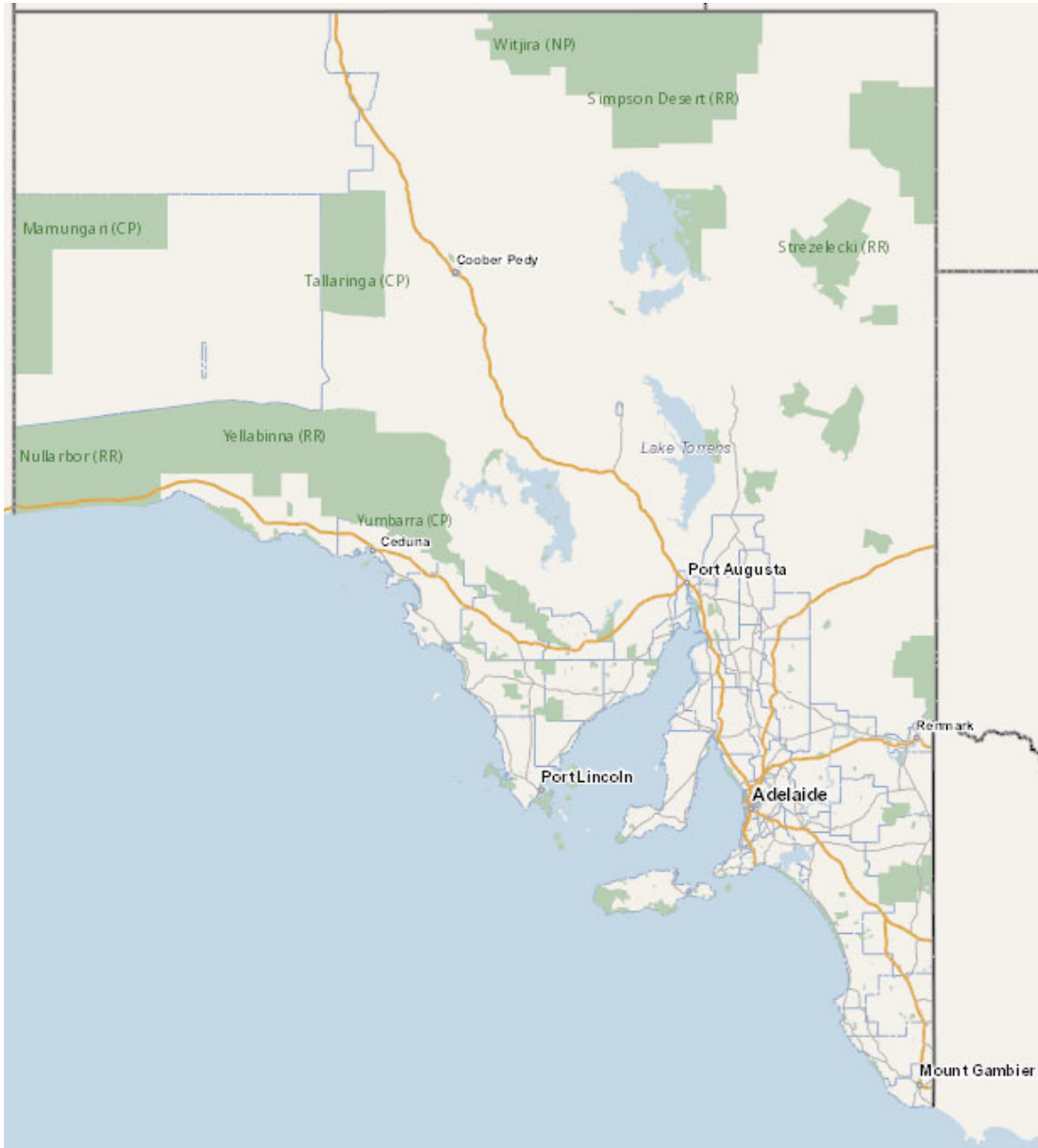
The Code Amendment is intended to be undertaken in line with the timeframe outlined **Attachment D**.

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ATTACHMENT A

Map of Affected Area

This amendment to the Code as it relates to the whole of South Australia, excluding coastal waters (the Affected Area).



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## ATTACHMENT B

## Understanding the Existing Flood Hazard Overlays

Flood hazard overlays in the current Planning and Design Code (the Code) originate from flood studies or stormwater management plans primarily prepared by councils. Most of the current overlays were transitioned from council development plan maps into the Code. These maps would have been inserted into the development plan through a previous Development Plan Amendment (DPA).

Some additional hazard mapping was incorporated in the Code that was not previously in development plans. In these instances, the council had completed updated or new mapping but had yet to insert this mapping into the development plan through the DPA process. In many instances these councils were referring to this mapping for the purposes of development assessment.

In areas of the State where no flood study had been provided to PLUS, areas were allocated to the Hazards (Flooding - Evidence Required) Overlay.

The preparation of flood maps involves a complex process that is often undertaken for the purposes of infrastructure planning for stormwater and flooding events as outlined in Figure 1:

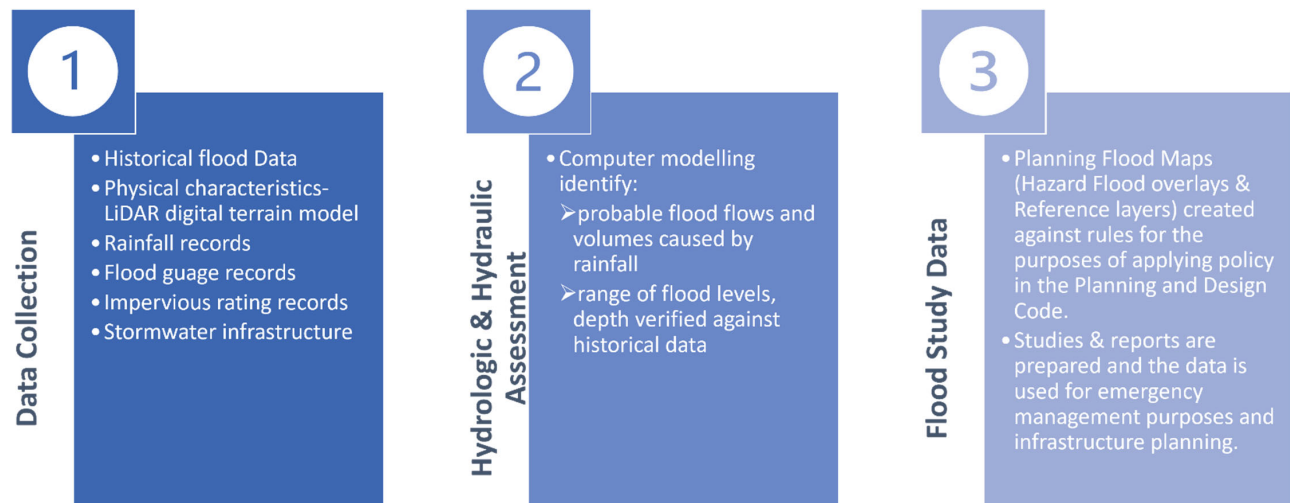


Figure 1 - Flood Map Preparation Process

The Code applies the 1% Annual Exceedance Probability (AEP) as the standard event to apply planning policy. The application of flooding policy is then divided into three flood hazard overlays in addition to areas that are not in a flood hazard overlay, creating four classifications from flood data:

- Hazard (flooding) overlay
- Hazard (flooding general) overlay
- Hazard (flooding evidence required) overlay
- No flood hazard overlays apply

As flood hazard mapping has been prepared by councils, there have been various methods used for calculating flood hazard.

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Hazard is the most effective way of quantifying flood risk as it includes consideration of both depth and velocity as very fast-moving water can be more dangerous than still water of a greater depth. There are two methods for categorising hazards. All but the most recent flood studies in SA use the SCARM 2000 Hazard rating scheme shown in Figure 2.

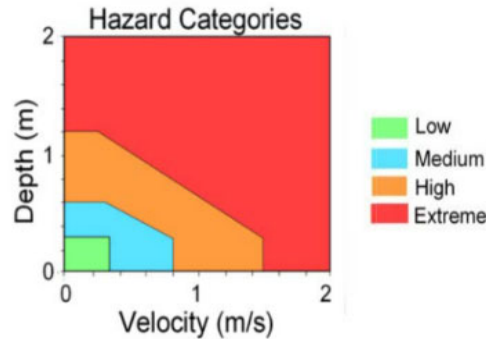


Figure 2 - SCARM 2000 - Flood Hazard Ratings

Figure 3. Flood Hazard Ratings (adapted from SCARM 2000)

This rating scheme has been reviewed and now the best practice Flood Hazard rating scheme is the Flood Hazard Classification Vulnerability Curve 2017 as shown in Figure 3, as it more accurately reflects the vulnerabilities of buildings, people and vehicles to different degrees of hazard (depth and flooding). Only a few of the most recent State studies incorporate this classification system.

Some flood maps used for development plans only had depth outputs as velocities were not sought as an output of study.

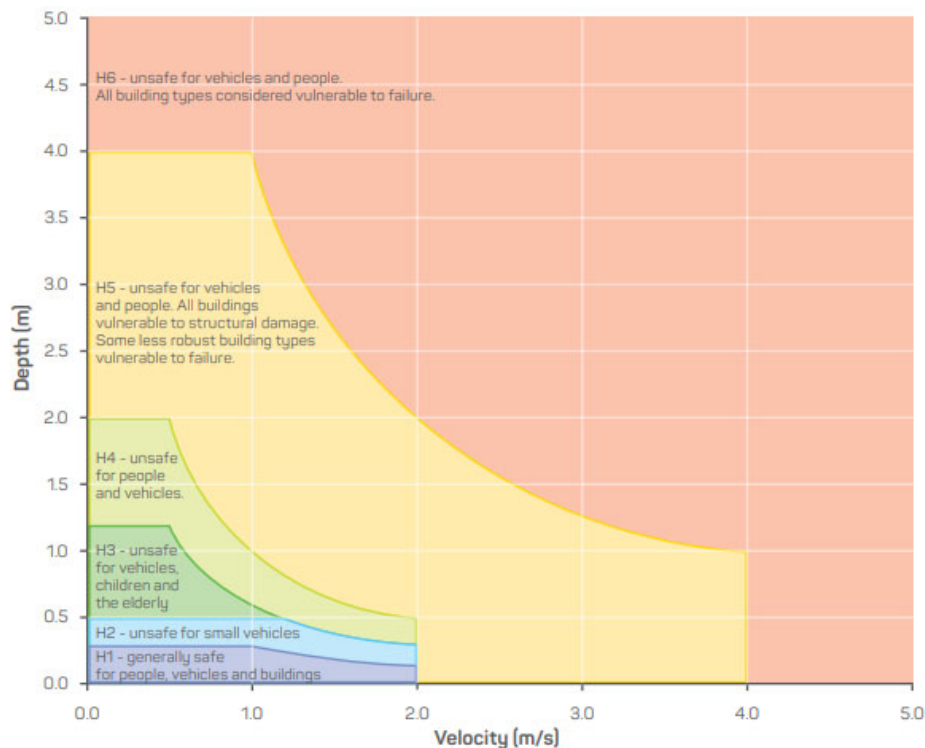
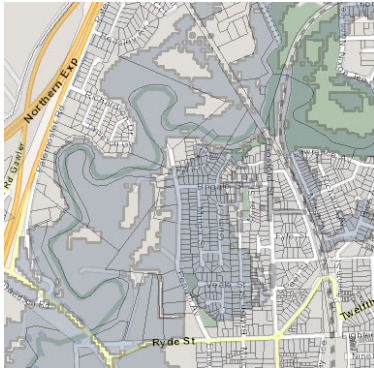


Figure 4 - Flood Hazard Vulnerability Curve

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The description and parameters for each current flood hazard overlay in the Code is described below:

### Hazards (Flooding) Overlay



#### Overlay Intent

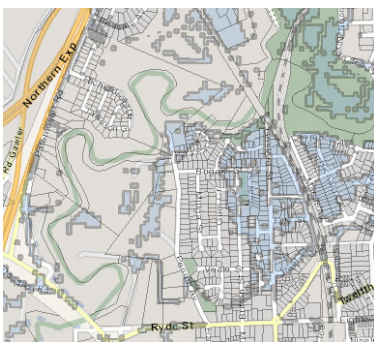
This Overlay applies to areas identified as being of high flood risk. It seeks to minimise impacts on people, property, infrastructure and the environment from high flood risk by retaining areas free from development, and minimising intensification where development has occurred. It also seeks to minimise impacts on the flood plain and flow paths by not obstructing flow paths.

Additional forms of development are defined in this overlay such as fencing, small outbuildings and level of fill to ensure that flow paths are not obstructed.

#### Rules

- Vulnerability Curve- H3 to H6 (unsafe for vehicles, children and the elderly)
- SCARM 3 High and SCARM 4 Extreme
- Depth only data- greater than 300mm
- Where an outline to a flood hazard area was in the development plan but no other information was provided.

### Hazards (Flooding - General) Overlay



#### Overlay Intent

This overlay applies to areas identified as being of medium flood risk. It seeks to minimise the impacts on people, property, infrastructure and the environment by siting and designing development generally 300mm freeboard above the height of a 1% AEP flood (a deemed-to-satisfy criteria).

Pre-schools, educational establishments, retirement and supported accommodation, emergency services facilities, hospitals and prisons located outside the 1% AEP flood event.

Development involving the storage or disposal of hazardous materials are wholly located outside the 1% AEP flood Plain or flow path.

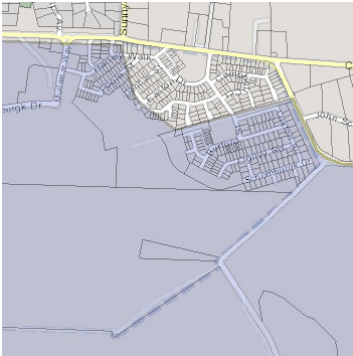
#### Rules

- Vulnerability Curve- H1- to H2

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- SCARM 2 Medium and 1 Low
- Depth only data- lower than 300mm

### Hazards (Flooding - Evidence Required) Overlay



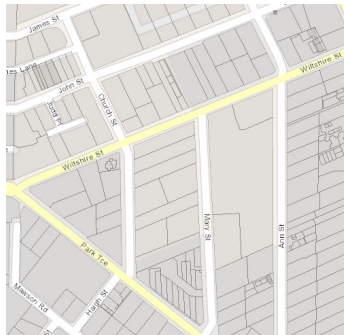
#### *Overlay Intent*

This overlay was applied as a precautionary attempt to mitigate potential impacts on people, property, and infrastructure from potential flood risk by siting and designing development 300mm freeboard above the highest point of top of kerb of the primary street or the highest point of natural ground level at the primary boundary where there is no kerb. These are Deemed to Satisfy Requirements.

#### *Rules*

- No flood study data was provided at the time of preparing the Code.

### Absence of a flood study



#### *Intent*

No flood policy applies, as this area has been identified has not been subject to 1% AEP flood hazard risk. This does not mean that the area is free from flooding it means that a flood study has determined that the area is unlikely to flood in a 1% AEP. The area may flood in a larger event or if there is infrastructure failure.

#### *Rules:*

- This area has been subject to a flood study which has determined that this area is unlikely to flood in a 1% AEP event.

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## ATTACHMENT C

## List of New and Enhanced Flood Studies

The 9 new flood studies are as follows:

Flood Consultant	New Flood Study
HARC	Fleurieu Peninsula townships
	Upper River Torrens
Tonkin	Numbered Creeks (4th and 5th Creek)
Southfront	Mt Barker, Nairne, Little Hampton
	Walleroo
	Strathalbyn
	Bremer River at Langhorne Creek
	Upper Onkaparinga
Stantec	Port Elliot to Goolwa

The 21 enhanced flood studies are as follows:

Flood Consultant	Enhanced Flood Study
HARC	Lower River Torrens
	Lower Sturt River
	Lower Onkaparinga River
Southfront	Barker Inlet
	Cobbler Creek
	Lefevre Peninsula
	Victor Harbor
	Balaklava to Port Wakefield
Tonkin	Numbered Creeks (1st to 3rd creek)
	Marion and Holdfast Bay
	Adams Creek
	Little Para River
	Nuriootpa
	Port Lincoln



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	West Lakes
<b>Water Technology</b>	Light River
	Gawler River
	Smith Creek
	Naracoorte
	Clare & Gilbert Valleys townships
<b>WGA</b>	Kadina

## OFFICIAL

## ATTACHMENT D

## Timetable for State-wide Flood Hazard Code Amendment

Step	Responsibility	Timeframe
<b>Preparation of the Code Amendment</b>		
Engagement Plan prepared Investigations conducted; Code Amendment Report prepared Drafting instructions and draft mapping prepared	The Department on behalf of the Commission	12 weeks
Preparation of Materials for Engagement	The Department on behalf of the Commission	Informed by the Engagement Plan
<b>Engagement on the Code Amendment</b>		
Code Amendment Report released for public engagement in accordance with the Community Engagement Charter and the prepared Community Engagement Plan	The Department on behalf of the Commission	To be specified in the Engagement Plan
<b>Consideration of Engagement and Finalisation of Amendments</b>		
Submissions summarised; Amended drafting instructions provided, Engagement Report prepared	The Department on behalf of the Commission	8-14 weeks
Prepare report to the Commission	The Department	4 weeks
Consideration of Advice		
<b>Decision Process</b>		
Minister considers the Code Amendment Report and the Engagement Report and makes decision – decision published on the PlanSA Portal within 5 business days (policy is not live)	Minister	Unknown
<b>Implementing the Amendment (operation of the Code Amendment)</b>		
Implement the Code Amendment in the Planning and Design Code and the South Australian Property and Planning Atlas	The Department	Align with deployment cycle
<b>Parliamentary Scrutiny</b>		
Referral of adopted Code Amendment to Environment, Resources and Development Committee of Parliament – referred within 28 days of implementation		

**16.6 Email from Jan Chorley - Chief Executive Officer - Australia Day Council of South Australia - Public Service Medal for the King's Birthday Honours 2024**

Report Type	Correspondence
Correspondent	Jan Chorley – CEO – Australia Day Council of South Australia
File Reference	GF/2.85.1/2 EI2023/222125
Attachments	1. E I 2023 222125 - 2 85 1_2 - Public Service Medal - King's Birthday Honours 2024 [ <b>16.6.1</b> - 2 pages]

**RECOMMENDATION**

That the correspondence from Jan Chorley dated 18 December 2023 regarding nominations for the Public Service Medal for the King’s Birthday Honours 2024 being open be received and noted.

**Archived:** Wednesday, 20 December 2023 9:22:06 AM

**From:** [Zuzana Jursova](#)

**Sent:** Monday, 18 December 2023 4:35:11 PM

**Subject:** EI2023/222125 - 2.85.1/2 - Public Service Medal - King's Birthday Honours 2024

**Sensitivity:** Normal

---

You don't often get email from zuzana.jursova@adcsa.com.au. [Learn why this is important](#)

Dear Chief Executive Officer,

I am writing to you to advise that nominations for the Public Service Medal for the King's Birthday Honours 2024 are open.

The Public Service Medal is a prestigious, internationally recognised award within the national system of Australian Honours and Awards. It is awarded twice-yearly by the Governor-General.

The Medal is designed to recognise outstanding public service – whether through leadership, service excellence, improved productivity and efficiency, or innovation in program, project or policy development. Outstanding service includes service above and beyond the normal requirements of the position. An individual's length of service should not be used as a basis for making nominations.

You are encouraged to nominate any employee who has made an outstanding contribution, regardless of their age, length of service or classification level. "Outstanding Public Service" a special achievement or success in the performance of duty in difficult or unusual circumstances or sustained high-level performance by an individual with a focus on outcomes and recognisable benefits to clients and the workplace.

All local, State and Commonwealth Government public sector employees can be nominated, unless they are eligible for other comparable awards, such as the Australian Police Service Medal or the Australian Fire Service Medal.

Details on how to nominate can be found at the [Department of the Premier and Cabinet website](#).

Nominations must be received by close of business on Wednesday 31 January 2024.

For further details, please contact Suzanne Malbut at [Suzanne.malbut@adcsa.com.au](mailto:Suzanne.malbut@adcsa.com.au) or 08 8212 3999.

Warm regards,

Zuzana on behalf of Jan Chorley, Chief Executive Officer at Australia Day Council of South Australia

**Zuzana Jursova**

Operations and Program Coordinator

Australia Day Council of South Australia

Office 18, 240 Currie St, Adelaide SA 5000

t: 08 8212 3999

e: [zuzana.jursova@adcsa.com.au](mailto:zuzana.jursova@adcsa.com.au)

w: <http://www.australiadaysa.com.au>

**CITIZEN OF THE YEAR AWARDS**  
Reflect. Respect. Celebrate.

Click here to **Nominate online!** ➔

**Australia Day**  
Reflect. Respect. Celebrate.  
**South Australia**

Support Partners

**SARAH** — Building Great Relationships.  
**OTR** Making the year  
**LGA** Local Government Association of South Australia  
**MGA** Mergers & Acquisitions  
**CBS** Community Bridging Services (CBS) Inc.

**Thanks for nominating**  
*We're all part of the story*

**Australian of the Year Awards**  
Reflect. Respect. Celebrate.

➔ **Australian of the Year**   ➔ **Senior Australian of the Year**   ➔ **Young Australian of the Year**   ➔ **Australia's Local Hero**

**2024**

*The Australia Day Council of South Australia acknowledges the Adelaide region as the traditional country of the Kaurna people. We recognise and respect their cultural heritage, beliefs and relationship with the land.*

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**16.7 2023-24 Coast Protection Grant - Successful Projects - Southend Sand Replenishment (\$80,000) and Beachport Groyne Repairs (\$240,000)**

Report Type	Correspondence
Correspondent	Hon Susan Close MP – Deputy Premier – Minister for Climate, Environment and Water
File Reference	GF/7.41.1/6 EI2024/222531
Attachments	1. DE W 2400003 - NOLL Des - LETTER SIGNED G F 7.41.1 6 E I 2024 222531 [16.7.1 - 1 page]

**RECOMMENDATION**

That the correspondence from Hon Susan Close MP dated 4 January 2024 regarding successful applications from Wattle Range Council to the Coast Protection Board be received and noted.

OFFICIAL: Sensitive



Government  
of South Australia

Reference: DEW24/00003

The Hon Susan Close MP  
Deputy Premier  
Minister for Climate, Environment and Water  
Minister for Industry, Innovation and Science  
Minister for Defence and Space Industries  
Level 13, State Administration Centre  
200 Victoria Square, Adelaide SA 5000  
Tel (08) 8226 8520  
Email: [OfficeoftheDeputyPremier@sa.gov.au](mailto:OfficeoftheDeputyPremier@sa.gov.au)

Mayor Des Noll,  
Wattle Range Council  
PO Box 27  
Millicent SA 5280  
Email: [council@wattlerange.sa.gov.au](mailto:council@wattlerange.sa.gov.au)

Dear Mayor Noll,

I am pleased to announce that your Council's application to the Coast Protection Board for a 2023-24 Coast Protection Grant has been successful for the projects **Southend Sand Replenishment (\$80,000)** and **Beachport Groyne Repairs (\$240,000)**.

Staff from the Department for Environment and Water will be in contact with Council to arrange the funding agreement.

I appreciate your Council's commitment to the management of our precious coast. I look forward to seeing the outcomes of this project.

Yours sincerely

**Hon Susan Close MP**  
Deputy Premier  
Minister for Climate, Environment and Water

4/11/2024



OFFICIAL: Sensitive

## 16.8 Thank you letter - Her Excellency the Honourable Frances Adamson AC - Governor of South Australia

Report Type	Correspondence
Correspondent	Her Excellency the Honourable Frances Adamson AC
File Reference	GF/2.42.2/1 I/221800
Attachments	1. I 221800 [ <b>16.8.1</b> - 1 page]

### RECOMMENDATION

That the correspondence from the Governor of South Australia dated 30 November 2023 regarding her visit to lay a wreath at the Commemoration of the Centenary of the Millicent Cross of Sacrifice War Memorial be received and noted.





GOVERNOR OF SOUTH AUSTRALIA

Thursday, 30 November 2023

LETTER NO:		1/221800	
FILE NO/		2.42.2/PP/	
DATE RCVD	12 DEC 2023	REFER TO:	EA
CEO	BUS	INT	DES
			FILE

Dear Des,

I write to thank you for welcoming Rod and me to Millicent during our visit to the region.

It was an honour to lay a wreath at the Commemoration of the Centenary of the Millicent Cross of Sacrifice War Memorial. As with so many South Australian country towns and regions, it is heart-warming to see how much the RSL remains an important part in the community.

We look forward to visiting again to gain a fuller understanding of what the region has to offer.

Yours sincerely

Her Excellency the Honourable Frances Adamson AC  
GOVERNOR OF SOUTH AUSTRALIA

Mr Des Noll OAM  
His Worship the Mayor  
Wattle Range Council  
PO Box 27  
MILLICENT SA 5280

GOVERNMENT HOUSE ADELAIDE

## 17 Motions On Notice

### 17.1 Motion on Notice - Cr John Drew - Millicent Museum

Report Type	Motions on Notice
Author	Cr John Drew
File Reference	GF/9.24.1/6
Attachments	Nil

Cr John Drew submitted the following Motion on Notice in regard to the Millicent Museum.

I Cr John Drew, give notice of my intention to move the following motion at the Council Meeting of 16 January 2024:

#### **RECOMMENDATION**

That a report be prepared for Council on ways to increase the use of volunteers in the Wattle Range area, particularly but not limited to, our Visitor Information Centres. The report should include a way to support the Millicent Museum during times when the VIC cannot be staffed by Council staff.

#### *Rationale*

*I have been informed that over the Christmas Weekend, Council was unable to open the Visitor Information Centre in Millicent due to staff shortages.*

*It is fair to say that Festive season weekends are particularly important to service our visitors and support the museum.*

*The information that I received indicates that the museum is willing to work cooperatively with Council so that they can open at times that may otherwise be difficult to staff. The Millicent Museum is the premier visitor attraction in the town, it is important that we do everything possible to ensure its operation.*

# 18 Urgent Motions Without Notice

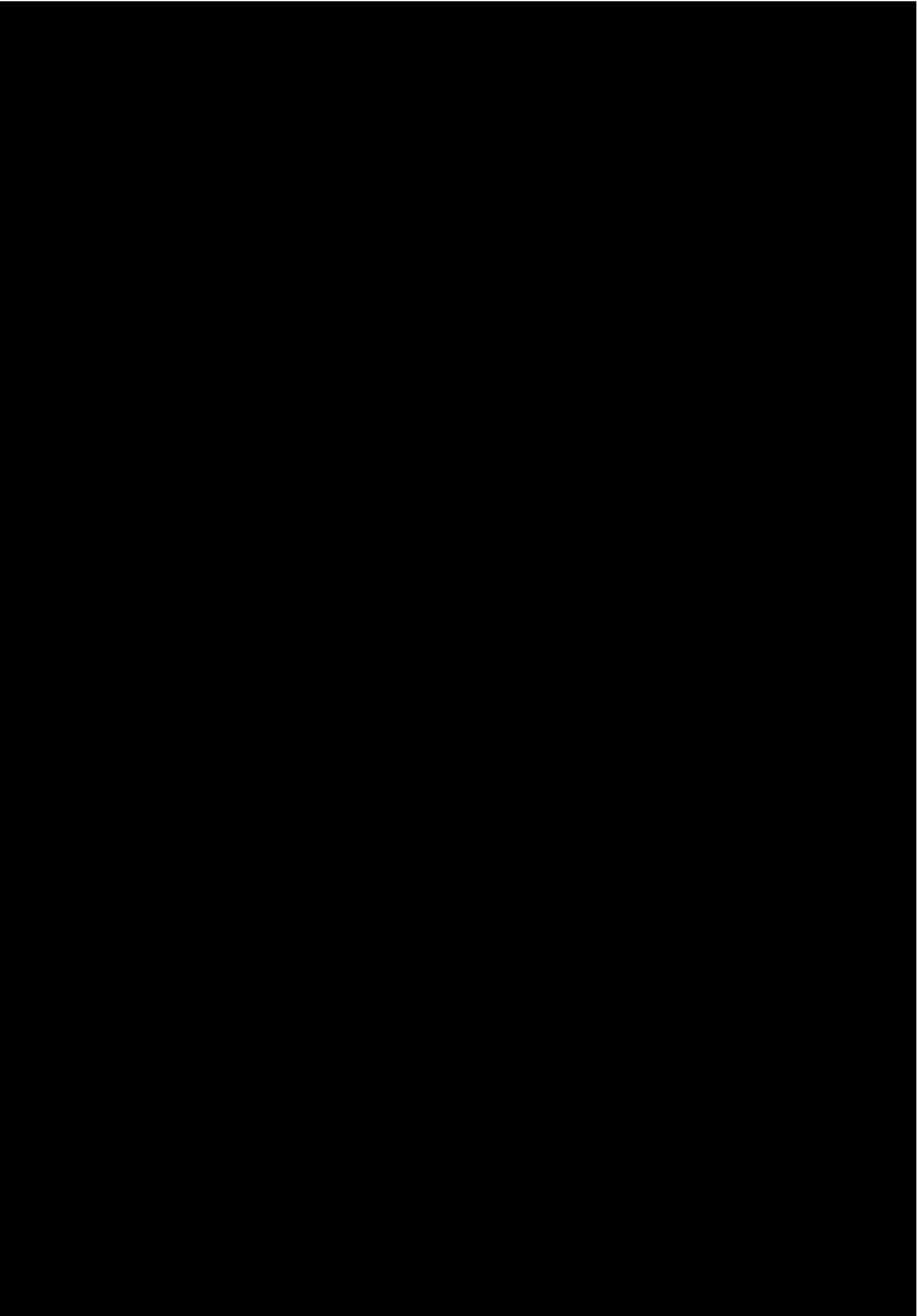
Urgent Motions without Notice may be raised at this point of the Meeting.

## 19 Items For Consideration In Confidence

### CONFIDENTIAL

#### 19.1 Significant Enforcement Action Update

Report Type	Officer Report - Confidential
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	<b>Theme 1 - Community Vibrancy &amp; Presentation</b> 1.2 Through appropriate planning, develop vibrant, presentable townships throughout the Wattle Range area.
File Reference	GF/3.14.1/5
Attachments	Nil





















































## RECOMMENDATION

That:

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

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

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

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

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

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

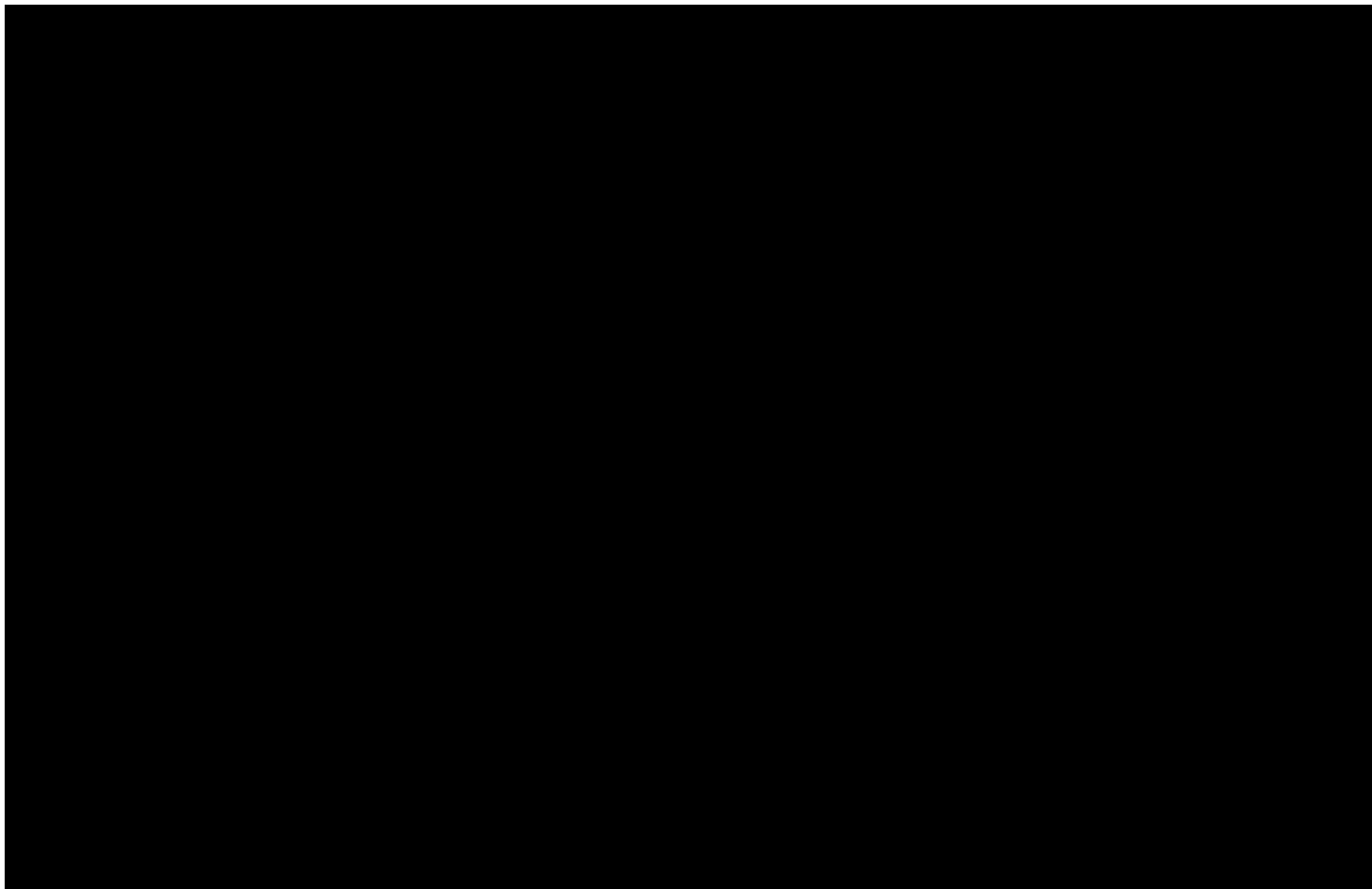
- (h) legal advice

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

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

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

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





## **20 Meeting Closure**

Meeting Closure.