



Wattle Range
COUNCIL

Wattle Range - a great place to live and work

 WATTLE RANGE COUNCIL 2018 / 2022 



Des Noll
Mayor



Back (Left to Right): Cr Peter Dunicliff, Cr Graham Slarks, Cr Dean Burrow, Cr Kevin McGrath, Cr Deb Agnew,
Cr Glenn Brown (Deputy Mayor to May 2019), Cr John Drew,
Front (Left to Right): Cr Rick Pallbridge, Cr Sharon Cox, Ben Gower (Chief Executive Officer), Des Noll (Mayor),
Cr Maira Neagle (Deputy Mayor from May 2019), Cr Dale Price
Insert photo: Cr Dennis Muhovics (Elected in September 2019 due to the resignation of Cr Brown in June 2019)



Ben Gower
Chief Executive Officer

NOTICE AND AGENDA OF ORDINARY MEETING OF WATTLE RANGE COUNCIL

Notice is hereby given the next Ordinary Meeting of Wattle Range Council will be held in the Council Chambers, Civic Centre, Corner George Street & Ridge Terrace, Millicent on Tuesday 12 November 2019 at 5.00 pm.

Ben Gower
CHIEF EXECUTIVE OFFICER

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



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1 Opening Of The Meeting

Civic Prayer

Almighty God

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

Amen

Acknowledgement of Country

We acknowledge the traditional owners of the land on which we meet today and pay respects to Elders past, present and emerging.

Recording of Meetings

Council's Policy 1.16 – Recording of Meetings, prohibits any person from photographing, filming, televising or recording by audio devices Council Meetings without written approval from the Mayor or Chief Executive Officer.

2 Present

3 Apologies

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

4 Disclosure Of Interests

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

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

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

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

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

5 Confirmation Of Minutes

5.1 Ordinary Meeting of Council - 8 October 2019 (Folio 8674 - Folio 8681)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin council 081019 [5.1.1 - 8 pages]

RECOMMENDATION

That the Minutes be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Ordinary Meeting of Wattle Range Council held in the Council Chambers, Civic Centre, George Street, Millicent on Tuesday 8 October 2019 at 5.00 pm.

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

2. **PRESENT**

His Worship the Mayor D Noll
 Cr D Agnew
 Cr S Cox
 Cr J Drew
 Cr P Dunicliff
 Cr K McGrath
 Cr M Neagle
 Cr R Paltridge
 Cr D Price

Messrs BJ Gower (Chief Executive Officer)
 PA Duka (Director Corporate Services)
 PA Halton (Director Engineering Services)
 SW Chapple (Director Development Services)
 Ms CP Allen (Executive Assistant)

3. **APOLOGIES**

Cr G Slarks
 Cr D Burrow
 Cr D Muhovics

4. **DISCLOSURE OF INTERESTS**

NIL

5. **CONFIRMATION OF THE MINUTES**

5.1 Ordinary Meeting of Council – 10 September 2019 (Folio 8662 – Folio 8673)

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

Cr Agnew seconded

CARRIED

5.2 Confidential Meeting of Council – 10 September 2019 (CM 827 – CM 831)

The Confidential Minutes were tabled at the Meeting.

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

Cr Agnew seconded

CARRIED

6. **MATTERS ARISING FROM THE MINUTES**

NIL

7. **ADJOURNMENTS**

NIL

Folio 8675

8. MAYORAL COMMUNICATIONS

8.1 Mayoral Communications

Cr Neagle moved that Mayoral Communications be received and noted.

Cr Cox seconded

CARRIED

Mayor Noll tabled additional information at the meeting regarding his recommendation to LCLGA - Item 8.4 - Accommodation Review - Friday, 11 October 2019 – Requesting that the CEO conduct an investigation review into the re-location opportunities and benefits to the LCLGA Administration Office to a ground level facility.

9. DEPUTATIONS**NIL****10. PETITIONS**

10.1 Petition from Tantanoola Residents in regard to upgrading a section of Tantanoola Road North

Cr Drew moved that:

1. The Petition be received and noted.
2. Council write to the Department of Planning Transport and Infrastructure providing them with a copy of the petition seeking that they take immediate action to address the concern with the road condition.
3. That a copy of the letter is also provided to Stephen Knoll MP as Minister of Transport, Infrastructure and Local Government and Nick McBride MP Member for MacKillop.

Cr Cox seconded

CARRIED**11. REPORTS FROM COUNCIL MEMBERS**

Cr McGrath advised that he had attended on Wednesday, 11 September 2019 the Beachport Recreation Centre Management Meeting. On Thursday, 12 September 2019 he attended the HAC Meeting and advised that all is going ahead for the Open Day on 20 October 2019.

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.

Cr Drew moved that as early as possible a meeting be scheduled with Minister Knoll regarding the poor condition of State Government roads and what action can be taken.

Cr Neagle seconded

CARRIED

Folio 8676

14. REPORTS FROM COUNCIL COMMITTEES

14.1 Beachport Recreation Centre Management Committee Minutes

Cr Dunnicliff moved that the Minutes of the Meeting dated 11 September 2019 be received and noted.

Cr McGrath seconded

CARRIED

14.2 Lake McIntyre Management Committee Minutes

Cr Price moved that Minutes of the Meeting dated 11 September 2019 be received and noted.

Cr Cox seconded

CARRIED**15. REPORTS FROM COUNCIL OFFICERS**

15.1 Chief Executive Officer

15.1.1 Monthly Project Status Report

Cr Dunnicliff moved that Council receive and note the report.

Cr Paltridge seconded

CARRIED

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Cr Paltridge moved that Council receive and note the 2019/20 September Financial Performance Report.

Cr Cox seconded

CARRIED

15.2.2 Customer Experience Policy

Cr Dunnicliff moved that Council endorse a period of 21 days Community Consultation in relation to the:

- a. Draft Customer Experience Policy
- b. Draft Requests for Service Procedure
- c. Draft Complaints Handling Procedure
- d. Draft Internal Review of Decisions Procedure
- e. Draft Unreasonable Customer Conduct Procedure

Cr Paltridge seconded

CARRIED

Folio 8677

15.2.3 2019/20 Community Grants Program – Round 1

Cr Price moved that Council:

1. Having assessed applications in accordance with the Community Financial Assistance Grants Program Guidelines, award grants to the value of \$13,222.45 to the following 7 Community groups:

McArthur Park Kindergarten	\$2,000.00
Beachport District Development Association	\$1,400.00
Tandara Lodge of Penola & District Inc.	\$2,000.00
Southend Progress Association Inc.	\$2,000.00
SACWA Penola Terra Rossa CWA Branch	\$1,822.45
Millicent Arts & Crafts Group Inc.	\$2,000.00
Penola Mens Shed	\$2,000.00

2. Having assessed applications in accordance with the Community Sport and Recreation Grants Program Guidelines, award grants to the value of \$10,870 to the following 6 Sport and Recreation groups:

Glencoe Football Club Inc.	\$2,000.00
Kalangadoo Bowling Club Inc.	\$2,000.00
Millicent & District International Basketball Association Inc.	\$2,000.00
Penola Group Scouts & Guides	\$870.00
Millicent Bandits Baseball Club	\$2,000.00
Millicent Little Athletics Centre	\$2,000.00

3. Advise the Bandits Baseball Club that the awarding of the \$2,000 Grant is subject to the Club providing the mandatory financial information being bank statements for the last 3 months to Council within 4 weeks of the grant being notified.

Cr Agnew seconded

CARRIED

15.2.4 Wattle Range Youth Development Foundation

Cr Cox moved that Council provide assistance of \$200 to Emma Lang to assist with costs to attend the CFFA Australian National Titles in Brisbane from 28 September 2019 to 5 October 2019.

Cr Drew seconded

CARRIED

15.3 Director Development Services

15.3.1 Disability Access Inclusion Plan

Cr Agnew moved that Council:

1. Receive and note the report.
2. Council to undertake Public Consultation in accordance with the Community Engagement Policy, requesting community feedback on the Draft Disability Access and Inclusion Plan and associated actions.

Cr Dunnicliff seconded

CARRIED

Folio 8678

15.3.2 Millicent Airfield Review

Cr Paltridge moved that Council:

1. Receive and note the report.
2. Council Officers to undertake further investigations into the report recommendations after the transition to the *Planning, Development and Infrastructure Act 2016*.

Cr Price seconded

CARRIED

15.4 Director Engineering Services

15.4.1 Bandits Millicent Baseball Club - Lease

Cr Cox moved that Council:

1. Receive and note the report.
2. Install the gate as requested to address antisocial behaviour and damage to the oval from vehicles.

Cr Price seconded

CARRIED

15.4.2 Millicent Central Business Car Parking - Survey

Cr Paltridge moved that Council:

1. Receive and note the report.
2. Undertake community consultation seeking feedback on car parking for George Street Millicent in changing the loading bay in front of 84 George Street to 2 hour car parking and changing 2 hour parking bay in front of 3/5 George St to 15 minute car parking.

Cr Agnew seconded

CARRIED**16. CORRESPONDENCE**

16.1 Kalangadoo War Memorial Park and Community Sports Club – Progress Photos

[Cr Agnew left the meeting at 6.16 pm]

Cr McGrath moved that the correspondence be received and noted.

Cr Price seconded

CARRIED

16.2 Communication regarding exploration for oil and gas in the Great Australian Bight

Cr McGrath moved that the correspondence be received and noted.

Cr Dunicliff seconded

CARRIED

Folio 8679

16.3 Communication regarding Wattle Range Preschool Programs

Cr Neagle moved that the correspondence be received and noted.

Cr Price seconded

CARRIED

[Cr Agnew resumed the meeting at 6.18 pm]

16.4 Communication regarding Forestry Land Valuations

Cr Agnew moved that the correspondence be received and noted.

Cr Cox seconded

CARRIED**17. MOTIONS ON NOTICE**

17.1 Reforming Local Government in South Australia – Discussion Paper

Cr Drew moved that Council writes to the Office of Local Government regarding the Reforming Local Government in South Australia Discussion Paper and provide the following feedback:

1. That its preferred escalation mechanism for inappropriate Elected Member behavioral issues is through an appropriately formed and empowered authority with disciplinary powers within the Local Government Association of South Australia.
2. That it prefers to retain the existing Mayoral casting vote in lieu of a deliberative vote.
3. That any proposal to give responsibility to the Remuneration Tribunal of South Australia to determine CEO remuneration packages include appropriate exemptions to ensure that remote and regional Councils are able to attract and retain suitably qualified staff.

Cr Neagle seconded

CARRIED**ADJOURNMENT OF MEETING**

Cr Dunicliff moved that the meeting be adjourned for dinner until 7.00 pm.

Cr Neagle seconded

CARRIED

The meeting adjourned at 6.31 pm.

The meeting reconvened at 7.07 pm.

18. URGENT MOTIONS WITHOUT NOTICE

NIL

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Evaluation of Tenders and Approval of Contractors for Pools and CWMS

Cr Price moved that Council:

Folio 8680

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
- Mr SW Chapple – 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 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender to operate swimming pools and CWMS and supervise pools.

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 Cox seconded

CARRIED

Cr Cox moved that Council:

1. Authorise the Chief Executive Officer to enter into a contract with The Trustee for PJ & RKL Collins Family Trust trading as Innovative Leisure Management for supervision of swimming pools and pool plant room operations, based on a lump sum of \$129,000 for year 1 and a schedule of rates.
2. Authorise the Chief Executive Officer to enter into a contract with Water Engineering Technologies for preventative and emergency maintenance at swimming pools and operation of the community wastewater management systems, based on a schedule of rates.

Cr Price seconded

CARRIED

Cr McGrath moved that Council:

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 No. 19.1 of 8 October 2019**

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 to operate swimming pools and CWMS and supervise pools.

This order shall operate until **8 October 2020** and will be reviewed at least annually in accordance with the Act.

Folio 8681

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 Drew seconded

CARRIED

Meeting closed at 7.18 pm.

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

5.2 Confidential Meeting of Council - 8 October 2019 (CM 832 - CM 833)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin concouncil 081019 released immediately [5.2.1 - 2 pages]

RECOMMENDATION

That the Minutes be taken as presented and confirmed.

CM 832

WATTLE RANGE COUNCIL

Confidential Minutes of the Ordinary Meeting of Wattle Range Council held in the Council Chambers, Civic Centre, George Street, Millicent on Tuesday 8 October 2019 at 5.00 pm.

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

2. PRESENT

His Worship the Mayor D Noll
 Cr D Agnew
 Cr S Cox
 Cr J Drew
 Cr P Dunicliff
 Cr K McGrath
 Cr M Neagle
 Cr R Paltridge
 Cr D Price

Messrs BJ Gower (Chief Executive Officer)
 PA Duka (Director Corporate Services)
 PA Halton (Director Engineering Services)
 SW Chapple (Director Development Services)
 Ms CP Allen (Executive Assistant)

3. APOLOGIES

Cr G Slarks
 Cr D Burrow
 Cr D Muhovics

19. ITEMS FOR CONSIDERATION IN CONFIDENCE

19.1 Evaluation of Tenders and Approval of Contractors for Pools and CWMS

Cr Price moved that Council:

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
 - Mr SW Chapple – 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 tenders for the supply of goods, the provision of services or the carrying out of works.

Specifically, the present matter relates to a tender to operate swimming pools and CWMS and supervise pools.

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

CM 833

Cr Cox seconded

CARRIED

Cr Cox moved that Council:

1. Authorise the Chief Executive Officer to enter into a contract with The Trustee for PJ & RKL Collins Family Trust trading as Innovative Leisure Management for supervision of swimming pools and pool plant room operations, based on a lump sum of \$129,000 for year 1 and a schedule of rates.
2. Authorise the Chief Executive Officer to enter into a contract with Water Engineering Technologies for preventative and emergency maintenance at swimming pools and operation of the community wastewater management systems, based on a schedule of rates.

Cr Price seconded

CARRIED

Cr McGrath moved that Council:

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 No. 19.1 of 8 October 2019**

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 to operate swimming pools and CWMS and supervise pools.

This order shall operate until **8 October 2020** 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 Drew seconded

CARRIED

Taken as presented and confirmed.

.....
MAYOR.....
DATE

5.3 Special Meeting of Council - 16 October 2019 (Folio 8682 - Folio 8683)

Report Type	Minutes from Previous Meeting
File Reference	GF/9.24.1/1
Attachments	1. coumin special council 161019 [5.3.1 - 2 pages]

RECOMMENDATION

That the Minutes be taken as presented and confirmed.

Folio 8682

WATTLE RANGE COUNCIL

Minutes of the Special Meeting of Wattle Range Council held in the Council Chambers, Civic Centre, George Street, Millicent on Wednesday, 16 October 2019 at 5.00 pm.

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

2. **PRESENT**

His Worship the Mayor D Noll
 Cr D Agnew
 Cr D Burrow [arrived at 5.13 pm]
 Cr J Drew
 Cr P Dunicliff
 Cr K McGrath
 Cr M Neagle [arrived at 5.13 pm]
 Cr D Price

Messrs BJ Gower (Chief Executive Officer)
 PA Duka (Director Corporate Services)
 PA Halton (Director Engineering Services)
 Ms CP Allen (Executive Assistant)

3. **APOLOGIES**

Cr S Cox
 Cr D Muhovics
 Cr G Slarks
 Cr R Paltridge
 SW Chapple (Director Development Services)

4. **DISCLOSURE OF INTERESTS**

NIL

5. **DEPUTATIONS**

NIL

6. **PETITIONS**

NIL

7. **QUESTIONS WITH NOTICE**

NIL

8. **QUESTIONS WITHOUT NOTICE**

NIL

9. **REPORTS FROM COUNCIL OFFICERS**

9.1 Director Corporate Services

9.1.1 Annual Financial Statements 2018/19

Cr Dunicliff moved that Council recommends that the Chief Executive Officer and the Mayor sign the "Certification of Financial Statements" for

Folio 8683

the 2018/19 Annual Financial Statements as presented, pursuant to Section 14 of the *Local Government (Financial Management) Regulations 2011*.

[Cr Burrow and Cr Neagle attended the meeting at 5.13 pm]

Cr Price seconded

CARRIED

10. CORRESPONDENCE

NIL

11. MOTIONS ON NOTICE

NIL

12. URGENT MOTIONS WITHOUT NOTICE

NIL

13. ITEMS FOR CONSIDERATION IN CONFIDENCE

NIL

Meeting closed at 5.36 pm.

Taken as presented and confirmed.

.....
MAYOR

.....
DATE

5.4 Audit & Risk Committee Meeting - 17 October 2019 (Folio 8684 - Folio 8687)

Report Type	Minutes from Previous Meeting
File Reference	GF/7.14.1/1
Attachments	1. audit & risk committee minutes 171019 [5.4.1 - 4 pages]

RECOMMENDATION

That the Minutes be taken as presented and confirmed.

WATTLE RANGE COUNCIL

Minutes of the Audit and Risk Committee Meeting of Wattle Range Council held in the Council Chamber, Civic Centre, Corner George Street and Ridge Terrace, Millicent on Thursday, 17 October 2019 at 10.02 am.

1. PRESENT

Committee Members

Mr Michael Schultz
His Worship the Mayor (Des Noll)
Cr John Drew
Cr Dean Burrow

Council Staff

Mr Ben Gower (Chief Executive Officer)
Mr Paul Duka (Director Corporate Services)
Mr Aaron Peek (Manager Finance)
Mrs Emily Strother (Finance Officer)

Invitee

Mr Jim Keogh (Dean Newbery & Partners)

2. APOLOGIES

Cr Graham Slarks

3. CONFIRMATION OF THE MINUTES

3.1 Audit & Risk Committee Meeting – 14 May 2019 (Folio 8478 – Folio 8479)

Mayor Noll moved that the Minutes be taken as presented and confirmed.

Cr Drew seconded

CARRIED

4. MATTERS ARISING FROM THE MINUTES

4.1 Motor Vehicle Procedure

Present at the next Committee Meeting the Motor Vehicle Procedure.

5. DISCLOSURE OF INTERESTS

NIL

6. REPORTS

6.1 Audit & Risk Committee Work Plan

Cr Drew moved that the Committee receive and note the updated Audit & Risk Committee Annual Work Plan.

Mayor Noll seconded

CARRIED

6.2 Annual Financial Statements 2018/19

Mayor Noll moved that the Committee:

Folio 8685

1. Has reviewed the Draft Annual Financial Statements of the Council for the year ended 30 June 2019 and as required by Section 126 (4) of the *Local Government Act 1999* it is satisfied that they present a true account of Council's affairs for the 2018 / 2019 financial year.
2. Recommends that the Certificate of Auditor Independence be signed by the Audit Committee Presiding Member and the Chief Executive Officer.
3. Supports the Chief Executive Officer and the Mayor signing the "Certification of Financial Statements" for the 2018 / 2019 Annual Financial Statements as presented, pursuant to Section 14 of the *Local Government (Financial Management) Regulations 2011*.
4. Recommends subject to final confirmation of the Auditors, that Council adopt the Annual Financial Statements for the year ended 30 June 2019 as presented and amended.

Cr Drew seconded

CARRIED

6.3 External Auditor - Correspondence

Mayor Noll moved that the Committee receive and note the correspondence from the External Auditor.

Cr Burrow seconded

CARRIED

6.4 Quarterly Budget Review 1 Report – 2019/20

Cr Drew moved that the Committee:

1. Receive and note the First Quarter Budget Review 2019/20 dated 30 September 2019.
2. Recommends that Council adopt the First Quarter Budget Review 2019/20 as presented.

Cr Burrow seconded

CARRIED

6.5 Guarantee of Community Loans Update

Mayor Noll moved that the Committee receive and note the updated report on the Guarantee of Community Loans and Community Self Servicing Loans.

Cr Drew seconded

CARRIED

6.6 Long Term Financial Plan 2020 - 2029

Mayor Noll moved that the Committee recommends to Council the adoption of the Long Term Financial Plan 2020 – 2029.

Cr Drew seconded

CARRIED

6.7 Treasury Management Policy

Mayor Noll moved that the Committee:

Folio 8686

1. Recommends to Council the adoption of the reviewed Treasury Management Policy as present.
2. Receive and note the updated Statement of Investment and Borrowings balances.

Cr Drew seconded **CARRIED**

6.8 Prudential Management Policy

Cr Burrow moved that the Committee recommends to Council the adoption of the reviewed Prudential Management Policy as presented.

Cr Drew seconded **CARRIED**

6.9 Public Interest Disclosure

Mayor Noll moved that the Committee receive and note the Public Interest Disclosure Procedure.

Cr Drew seconded **CARRIED**

6.10 Asset Policy

Cr Drew moved that the Committee:

1. Receive and note the report.
2. Recommends to Council that it adopt the Draft Asset Policy and rescinds the operation of the existing Asset Accounting and Asset Management policies.

Mayor Noll seconded **CARRIED**

6.11 Audit & Risk Committee Performance 2018/19

Cr Burrow moved that the Committee:

1. Receive and note the Annual Performance Report for the Audit and Risk Committee 2018/19.
2. Recommends that the report be tabled to Council for information.

Cr Drew seconded **CARRIED**

7. RISK MANAGEMENT REPORTS FROM OFFICERS

NIL

8. CORRESPONDENCE

NIL

9. GENERAL BUSINESS

9.1 Local Government Reform for Audit Committees

Present at the next Committee Meeting the draft Local Government Reform recommendations in respect to Audit Committees.

10. ITEMS FOR CONSIDERATION IN CONFIDENCE

NIL

11. MEETING CLOSURE

Meeting closed at 1.03 pm

Taken as presented and confirmed.

.....
CHAIRPERSON

.....
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 - October [8.1.1 - 1 page]

RECOMMENDATION

That the Mayoral Communications be taken as presented and confirmed.

Mayoral Communication

12th of November 2019

Attended the Millicent Sand Buggy, Pines Enduro on Saturday 21/9/19 and the presentation Dinner, Sunday 22/9/19. This is an event that generates a significant amount of financial return to our community. An estimation of in excess of one million dollars over the weekend period (an economic bonanza) that off-road racers are in town. Participants from all over Australia and New Zealand attend.

Wagner's Rose Nursery - Visited their Kalangadoo site on 27/9/19 and spoke to owner/manager, Brian Wagner, regarding the economic and employment opportunities that are being created by this business. Wagner's is located on a 50ha property and is the agent for the main rose breeders in the world. The nursery grows approximately 800 different varieties for wholesale and retail markets. A hidden treasure located right in our back yard.

Millicent Basketball Association - Youth Carnival - A significant economic event for our community held each year. Approximately (800) eight hundred youth basketballers participating with their families. Using eight basketball courts including Beachport. A community financial return in excess of half a million dollars. This is another community event that the WRC must continue to monitor and assist where we can. Congratulations to the Millicent Basketball Association Management Committee, you are champions.

Attended:

- Planning for Coastal Hazards & Adapting to a Challenging Climate Workshop – 11/9/19
- Millicent Gliding Club, Fundraising Dinner – 14/9/19
- Penola Bowling Club Opening – 15/9/19
- Hosted Civic Reception at Millicent Gallery for Mr Ern Bentley OAM – 20/9/19
- Green Triangle Forest Industries Hub – Strategic Plan Launch – 23/9/10
- Mayor CEO meeting - Kalangadoo/Nangwarry – 27/9/19
- Freaky Fitness/WRSPN, Mental Health Fitness Relay – 29/9/19
- Opening of Seniors Month 2019 - Entertainment & Lunch – 1/10/19
- Meeting re Forestry Land Valuation with local farmers – 2/10/19
- Boneham Aged Care, Family/Residence Forum afternoon, Community Update – 2/10/19
- Millicent National Trust Museum - Heritage Day – 6/10/19
- Millicent Croquet Club Opening – 9/10/19
- LCLGA Ordinary Meeting held at Port MacDonnell – 11/10/19
- Project Coorong Meeting/Workshop at Robe – 16/10/19
- WRC Audit & Risk Committee Meeting – (Independent Auditor, Jim Keogh present) - 17/10/19
- Millicent Youth Basketball Association Tournament – 19/10/19
- Millicent Hospital Carnival/Fund Raiser – 20/10/19
- Penola Show Society – Ambassador Evening – 23/10/19
- Limestone Coast Wine Show held at Rymill Hall, Penola – 24/10/19
- Mayor CEO Meeting – Mount Burr/Glencoe – 25/10/19
- LGA Conference and AGM held in Adelaide – 29/10/19 – 31/10/19
- Meeting with DPTI, CEO, regarding Road Maintenance & Local Road issue – 31/10/19

"We must live as a model to others" – Rosa Parks

9 Deputations

9.1 Millicent Saleyards - Millicent Saleyards Working Group

Report Type	Deputations
Organisation	Millicent Saleyards Working Group
Representative	John Chay
File Reference	GF/9.24.1/2
Attachments	1. I 160557 [9.1.1 - 1 page]

John Chay will make a presentation to Council regarding Millicent Saleyards.

4 November 2019

His Worship the Mayor of Wattle Range Council Mr Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

LETTER NO: 1/160557 C/160374					
FILE NO: A.69.1/4					
DATE NOV		07 NOV 2019		NAME Mayor	
CEO	MC	✓	DES		FILE

Dear Mayor Noll and Councillors,

Millicent Saleyards

The members of the Millicent Saleyards Working Group would like to impress on you, the importance of the Millicent cattle market, not just to producers and Stock Agents but our town and district residents. We have been working through our list of ideas to improve the financial situation regards a profitable outcome for all concerned. Yard fees have been raised to match other local market levels.

Media coverage of market results will see potential producers and buyers better informed. EU accreditation can be investigated further if the market is given a long-term reprieve. While our pursuit of larger yardings may not reach Council expectations within the time frame given, other issues are in play. If Wattle Range Council close the yards as resolved, at least 11 jobs will be lost directly involved with the market. Local farmers will face higher freight costs elsewhere and in wishing to see their stock sold will spend money in that town of market choice.

For some Councillors the decision to close has been made on financial return only. But many decisions by Councils invoke some element of emotion as not all public assets run at a profit. For example, boat ramps, swimming pools and libraries.

Do Councillors see the cattle market as an unnecessary exercise? Or part of a cohesive community that also includes wellbeing and social involvement of those whom have a current and historic association with market day.

The Millicent Saleyards Working Group believe the way forward is for Council to agree to keeping the saleyards operational until the end of this Council term which ends in November 2022, so a proper evaluation of the issues are possible. Those stock agents representing their businesses support for this are as follows Chay & Co (John Chay), Elders (Scott Altschwager), Landmark (Anthony Driessen), Merrett Livestock (Owen Merrett).

Yours Sincerely



David Loxton on behalf of the Millicent Saleyards Working Group

10 Petitions

10.1 Petition - Save our Saleyards

Report Type	Petition
Organisation	Millicent Saleyards Working Group
Representative	John Chay / Bev Copping
File Reference	GF/9.24.1/2
Attachments	{attachment-list-do-not-remove}

RECOMMENDATION

That the Petition be received and noted.

SAVE OUR SALEYARDS



Petition inside
Please sign

LETTER NO	1/160307			
FILE NO	9.24.1/2			
DATE	4.64.1/4-copy			
RECEIVED	94 NOV 2019			
RECEIVED BY	Morgan			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Petition

To: Chief Executive Officer, Wattle Range Council

Date: 14th October 2019

Contact Person: Millicent Saleyards Working Group

Address: 285 Plunkett Terrace, Millicent SA 5280

Subject: Millicent Saleyards

We, the undersigned, petition the Mayor and Councillors of the Wattle Range Council to:

Revoke the current motion to cease operations of the Millicent Saleyards on the 30th June 2020, and to extend the time allocated for the Millicent Saleyards operation to June 30th 2021 to provide sufficient time to implement measures to stabilise and improve the cattle throughput numbers.

Name (please print)	Address (please print)	Signature

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Name (please print)	Address (please print)	Signature
J WALKER	Box 376 Millicent	[Signature]
Margaret Bowman	PO Box 294 MILLICENT	[Signature]
Ben Mee	10 Watts Ave Millicent	[Signature]
CDAVIES	70 GEORGE ST MILLICENT	[Signature]
D FRAYEL	23 WYRIE RD MILLICENT	[Signature]
L SCOTT	PO Box 1300 MILICENT	Lana Scott
[Signature]	PO BOX 24 TANMANS	[Signature]
Bob Kehly	41 FIFTH ST MILLICENT	[Signature]
Anna Hooley	110 PO Beachport	[Signature]
Jenny Dehler	MT Burr	[Signature]
High Hales	Beachport	[Signature]
Jacinta Carr	PO Box 1282 Millicent	[Signature]
William Cotton	93 Williams A	[Signature]
PAT HATELEY	BEACHPORT 5280	[Signature]
IAN HARRISON	MILLICENT 5280	[Signature]
VICKI WATSON	MILLICENT 5280	[Signature]
Julie Holm	Millicent 5280	[Signature]
ANDREW SARGENT	MILLICENT 5280	[Signature]
Fiona Dene	Millicent 5280	[Signature]
CHRISTY EVANS	MT BURR	[Signature]
MICK COLLINS	MILLICENT	[Signature]
Bill [Signature]	[Signature]	[Signature]
RICK FRAHN	KAWANGOOD	[Signature]
L. WHITING	MT BURR	[Signature]
M WINKES	MILLICENT	[Signature]
K. Gray	MILLICENT	[Signature]

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Name (please print)	Address (please print)	Signature
Annette Cameron	38 Harrington St.	<i>[Signature]</i>
Else Baird	Box 649	<i>[Signature]</i>
Berren Haub	Box 616 Millicent	<i>[Signature]</i>
Lina Howland	Box 299 MILLICENT	<i>[Signature]</i>
Bew Copping	" 1090, Millicent.	<i>[Signature]</i>
Tiong Van der Berg	Furner	<i>[Signature]</i>
Louis Leake	P.O. Box. 351.	<i>[Signature]</i>
MARGARET AIRD	30 SUTHERLAND RD	<i>[Signature]</i>
Maxine Burns	3 Willshire St	<i>[Signature]</i>
IV MCINTYRE	KINGSTON	<i>[Signature]</i>
K Staude	KINGSTON Millicent	<i>[Signature]</i>
M STARK	MILICENT	<i>[Signature]</i>
RJ SCHUTT	MILICENT	<i>[Signature]</i>
Helen Miles	Millicent	<i>[Signature]</i>
Tracey Atwell	Millicent	<i>[Signature]</i>
WARNE WHEATLEY	113 CROSSER ST MILLICENT	<i>[Signature]</i>
C.Hann	29897B Princes Hwy Mill	<i>[Signature]</i>
S. FENSOM	12 RAILWAY TCE M.	<i>[Signature]</i>
D. SKEER	MILICENT	<i>[Signature]</i>
M. Johnson	Millicent	<i>[Signature]</i>
Chris Shelton	2775 Princes Hwy	<i>[Signature]</i>
Steve Popell	MILICENT	<i>[Signature]</i>
Rudina	Millicent	<i>[Signature]</i>
Dale McIntyre	Millicent	<i>[Signature]</i>
Jan Diggle	Halterbigg	<i>[Signature]</i>
Teal Diggle	Halterbigg	<i>[Signature]</i>

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Name (please print)	Address (please print)	Signature
JUDITH HAININ	14 BRENNAN ST	
MAXINE LANG	KATTS Rb TANTADOO LA	
Lisa Davy	Sutherland Rd millicent	
MADILYNNE	Degaries Street	
JODI STROTHER	PENOLA	
LUKE ELLIS	FIFTH ST, MILL	
DAVID HANCOCK	McINTYRE Rd	
Mavis Kloock	Eighth St, Mill	
Margy Egan	Mt Gambier	
Beth J. Bidner	Mt Gambier	
Lisa McCourt	Millicent	
Margie Cysbers	Millicent	
John Malthouse	Third St Millicent	
Cary Caradini	mabone st millicent	
Mitch Taylor	WATTS AVE	
M. ROBERTS	PHILIP ISL. VIC	
Jeremy TAYLOR	ELLE CT	
Kath Tipple	PRINCES HWY VIC	
Ken Tipple	PRINCES HWY VIC	
Matt Spoor	Williams rd	
DAVID TAYLOR	FORTH ST MILL.	
Gelin gibelg	Malzgraff St mill	
Daniel Ashby	70 May St, Woodville West	
ROSEY WARDEN	13 Corbi RD, gamilara 3601	
Nick MAREN	5 fifth St gawler STIT	
MANUJ FUENTES	11 GROSSER ST MILL	

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Name (please print)	Address (please print)	Signature
Sue Bradley	Millicent	[Signature]
Sandi Miller	TANT	[Signature]
Emma Tracey	Millicent	[Signature]
Shirley Gagnon	" "	[Signature]
Hendy Gordon	Millicent	[Signature]
MICHELLE	MILLICENT	[Signature]
T. Cooper	Millicent	[Signature]
Robert Ferguson	Pelican Pt	[Signature]
Lee Sims	Tantawook	[Signature]
Michelle McArthur	Millicent	[Signature]
JACQUI VERBENA	MILLICENT	[Signature]
Lynnda Bowring	Southend	[Signature]
Lynne Evans	Millicent	[Signature]
Jeanette Grant	Millicent	[Signature]
B. Mitzelke	Millicent	[Signature]
KA CHAMBERS	Beachport	[Signature]
JOHN ANDRE	FURNER	[Signature]
Margaret Lang	Glencoe	[Signature]
Wendy Hienzenwieseler	Millicent	[Signature]
Kevin Olson	Millicent	[Signature]
Phillip Olson	Millicent	[Signature]
Tan Mitzelke	Millicent	[Signature]
Amy Lawlor	Millicent	[Signature]
B. McMILLAN	MILLICENT	[Signature]
MARY CAMPBELL	Millicent	[Signature]
Raelene Smith	Millicent	[Signature]

Ben Aardenburg
Fios Aitschwager
Peta Haines
Kathy Bell

"
Millicent
Millicent
Beachport

[Signature]
B/G
[Signature]
KABELL

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Name (please print)	Address (please print)	Signature
Phil Davenport	214 Emily St Millicent	<i>[Signature]</i>
P. Whitehead	Kent Dr Millicent	<i>[Signature]</i>
B F C	Southend	B F C
G. Thompson	11 Campbell St Millicent	<i>[Signature]</i>
M. Hamilton	6. Seventh St. Millicent	<i>[Signature]</i>
Annie Bell	B9 Emerald Rd.	<i>[Signature]</i>
Ann McElroy	58 Brown St Mt Burr	<i>[Signature]</i>
M. Starks	19 Pentagon Millicent	<i>[Signature]</i>
Judy Peoler	UNIT 41 DONHAM C	<i>[Signature]</i>
Judith Considine		<i>[Signature]</i>
Tom Chambers	7 Underwood St	<i>[Signature]</i>
Jack Bromley	Millicent	<i>[Signature]</i>
John McEustie	Unley 5861	<i>[Signature]</i>
ANDREW KIRVAN	MILLICENT	<i>[Signature]</i>
PETE ARMFIELD	MILLICENT	<i>[Signature]</i>
Svelt Meegan	MILLICENT	<i>[Signature]</i>
K. Bromley	Millicent	<i>[Signature]</i>
R Bromley	Millicent	<i>[Signature]</i>
Larel GRIMES	MILLICENT	<i>[Signature]</i>
STEWIE POWISSETT	MILLICENT	<i>[Signature]</i>
Anna Hooking	B-EACTHPORT	<i>[Signature]</i>
wendy Curtis	Rendelsham	<i>[Signature]</i>
Ashley Fay	"	<i>[Signature]</i>
Alice Brennan	Millicent	<i>[Signature]</i>
Sandra Young	Saxherd	<i>[Signature]</i>
TANYA PAYE	MILLICENT	<i>[Signature]</i>

[Handwritten signatures and names below the table:]
 The Maitland Millicent
 PHILLIP
 Shirone Figg Millicent
 cindy Haddingham Tanknada

Kimberley McMillan
 millicent
 JMM

Petition

To: Chief Executive Officer, Wattle Range Council

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Name (please print)	Address (please print)	Signature
Meredith Hardy	11 Bridges Drive ^{South} East	M Hardy
Ebony chambers	5 Millicent	E Chambers
HART CLIFFORD	6 Wilson Ct	H Clifford
Ros Varcoe	PMB 46 Millicent	R Varcoe
Sarah Ross	12 Fourth St Millicent	S Ross
Adrian Harton	Robe	A Harton
JO BURNS	Mt Gambier Rd	J Burns
Beverly Sadler	Old School Court Kingston Bridge	B Sadler
Jo Buchanan	60 Fildes St millicent	J Buchanan
Arthur O'Connell	16 Benton St, Millicent	A O'Connell
Maddie Brennan	29814 Prince HWY, millicent	M Brennan
VAL JACKSON	ghencoe	V Jackson
Joee Goode	1220 millicent 52x0	J Goode
Ben Stenderburg	49 Blair st.	B Stenderburg
Dee Yates	5 Playford St	D Yates
GEORGINA FANCY	MILLICENT	G Fancy
LOU KAMPO	10 GEORGE ST. MILLICENT	L Kambo
mark robb	64 thomas drive mt Durr	M Robb
Rachael Williams	mt Burr	R Williams
Daniel Fraker	millicent	D Fraker
Sally Sapiatzer	sebastopol	S Sapiatzer
Taylor Morley	18 Wiltshire St, Mill,	T Morley
Sivan Winstone	Adelaide	S Winstone
Sandy Bell	MILLICENT	S Bell
Phillip baker	M. licent	P Baker
KRIS COOK	u	K Cook
RAI WILSON	PANSET PLACE	R Wilson

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Name (please print)	Address (please print)	Signature
Peter Hughes	357 Williams Road	
Sonya Schuebinger	Millicent	
Leslie Tedham	Southend	
Corrine Tedham	Southend	
♀ Babal		
Deaton King	Millicent	
June Pilmore	Tantoola	
Barth Huppertz	Rendelsham	
SHIRLEY HUPPATZ	RENDELSHAM	
Kaylene Lowe	Millicent	
June McINTYRE	Millicent	
Rosemary Brojatsch	Beachport	
Andrew Brojatsch	Beachport	
ANNE BROOKS	mt Dork	
Kevin Morgan	SOUTHEND	
ADRIAN SMITH	6 Pistol Club Rd Beckauf	
Shane Degenhardt	Hill View	
IRENE ATKINSON	1151 DAVENPORT ST MILLICENT	
Michelle Perry	Railway Tce	
HELEN J HALL	53 ADELARDE RD MILLICENT	
GERALD HALL	55 ADELARDE RD MILLICENT	
Janine Farmer	74 MT Gambel Rd.	
BILL GREGURKE	128 McALMAN DR Beckauf	
TOM ELLIS	10 - Seventh Mill	
Tamara Manning	Box 1297 Millicent	

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Name (please print)	Address (please print)	Signature
Shane Brooks	Brooks Rd Rendelshan	[Signature]
Tyson Smith	Hains St Rendelshan	[Signature]
Greene Smith	Rendelshan	[Signature]
Phil Bowman	Millicent	[Signature]
Tamara Sines	Millicent	[Signature]
Jan Cregarke	Southend	[Signature]
Peter Cregarke	Southend	[Signature]
Heather Cosham	Millicent	[Signature]
Katrina McCosh	Penola	[Signature]
Ian Baker	Tantanoola	[Signature]
Chris Baker	Tantanoola	[Signature]
Jayne Smith	Rocky Camp	[Signature]
Mandy Widdison	Millicent	[Signature]
Stephan Back	Millicent	[Signature]
Lyn Bowyer	Marion	[Signature]
Raelene Smith	Millicent	[Signature]
MICHAEL JOYD	RENDELSHAM	[Signature]
John Allen	Millicent	[Signature]
Nick Rodans	Millicent	[Signature]

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Name (please print)	Address (please print)	Signature
R McDonald	POB 37 Millicent	R McDonald
Kerri-lee Wells	PO Box 773, Millicent	K Wells
M. Fennell	Box 54 Millicent	M Fennell
B. Brook	Box 44 Rendekhan	B Brook
Darryl Starvic	19 Kalgil Tce Mt Gambier	D Starvic
Richard North	2 Wieses Ct Millicent	R North
Kristeen Leehome	14 Parker St Naracoorte	K Leehome
Leah Wilson	26 Langford	L Wilson
R Williams	Mt Burr	R Williams
Siobhán Clifford	Sumner	S Clifford
L. Jones	Perola	L Jones
J.A. Chambers	Beachport	J.A. Chambers
J. Whitehead	FURNER	J Whitehead
MARK. DEAN,	MILLICENT	M Dean
Simon Jones	SAHL	S Jones
Bob Jacobs	Millicent	B Jacobs
DAN PROUSE	BEACHPORT	D Prouse
Rob van Kamen	Hatherleigh	R van Kamen
Anthony Driessen	Millicent	A Driessen
Kenie Bowman	Rocky Camp	K Bowman
Gyan Wallis	Millicent	G Wallis
J. King	Mullica	J King
Don Leysell	MILLICENT	D Leysell
OSBORNE FAMILY	MILLICENT	Osborne
Maddie Nunan	BRAY	M Nunan
LINDA MACLEOD	MT MILTYRE	L Macleod

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Name (please print)	Address (please print)	Signature
Angela Chester	359 Conmurra Rd	Angela Chester
Danielle Bowman	Millicent	Danielle Bowman
Veron Davies	Millicent	Veron Davies
David Foster	Millicent	David Foster
Tim Briggs	Millicent	Tim Briggs
Tanya Wilkinson	Millicent	Tanya Wilkinson
Les Gardin	Millicent	Les Gardin
Denise Grosse	Millicent	Denise Grosse
Timmy Jelle		Timmy Jelle
Leanne M.	6 tenth st	Leanne M.
Rob Hamilton	PMB 27 MILLICENT	Rob Hamilton
N+P. JEEBDM	BOX 1152 "	N+P. JEEBDM
C Sutton	Beachport	C Sutton
C Renahan	Millicent	C Renahan
Evan Pettingill	Millicent	Evan Pettingill
D Matthew's	Millicent	D Matthew's
T Sinclair	Millicent	T Sinclair
T+P Hogan	Millicent	T+P Hogan
M. HUPPATZ	Rendelsham	M. HUPPATZ
Carole Beart	Millicent	Carole Beart
Peter Watson	Hatfield	Peter Watson
Danni Vandenberg	Millicent	Danni Vandenberg
Joson Vandenberg	Tantoola	Joson Vandenberg
Paula Madsen	11 Vauxhall	Paula Madsen
Rob Madsen	11	Rob Madsen

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Name (please print)	Address (please print)	Signature
Anthony Brennan	PO Box 143 millicent	<i>[Signature]</i>
Tracy Marshall gamp hill	4 Devenport st M Walker st millicent.	<i>[Signature]</i>
Samantha Nettle	205 clay wells Rd.	<i>[Signature]</i>
DIANNE SEARCY	5 MCARTHUR ST	<i>[Signature]</i>
Tasha Belling	160 Turner Rd	<i>[Signature]</i>
HELEN WALKER	Hills	
Arthur Verwoer	256 Mt SANDER RD	<i>[Signature]</i>
Andy Shephard.	51 Acacia Drive.	<i>[Signature]</i>
Joy Taylor	Millicent	<i>[Signature]</i>
Kellie Thomson	Millicent	<i>[Signature]</i>
Frazer Johnston	7 Magell St Millicent	<i>[Signature]</i>
JASON CHANT	Bull Rd Millicent	<i>[Signature]</i>
Robert Radley	2A Wiltshire St Millicent	<i>[Signature]</i>
Andrew Radley	2A Wiltshire St Millicent	<i>[Signature]</i>
Stuart Royal	134 Wiltshire RD	<i>[Signature]</i>
Peter Rain	16 Wiltshire St	<i>[Signature]</i>
SL Mulshing	Mt Burr	<i>[Signature]</i>
S. Casimaty	PO Box 908, Millicent	<i>[Signature]</i>
alaleh ambers	Beachport	<i>[Signature]</i>
Ruthy Lewis	MT Burr	<i>[Signature]</i>
S. Taylor	MT Burr	<i>[Signature]</i>
S. Andrew	"Coles" Millicent	<i>[Signature]</i>
at Edwards	Box 952	<i>[Signature]</i>

Petition

To: Chief Executive Officer, Wattle Range Council

Date: 14th October 2019

Contact Person: Millicent Saleyards Working Group

Address: 285 Plunkett Terrace, Millicent SA 5280

Subject: Millicent Saleyards

We, the undersigned, petition the Mayor and Councillors of the Wattle Range Council to:

Revoke the current motion to cease operations of the Millicent Saleyards on the 30th June 2020, and to extend the time allocated for the Millicent Saleyards operation to June 30th 2021 to provide sufficient time to implement measures to stabilise and improve the cattle throughput numbers.

Name (please print)	Address (please print)	Signature
Kate Duggan	P.O. Box 1075	
TEANA KENT	PO BOX 980 5280	
Brett Forrest	6/26 - street st	
Klaus Emmert	288 New Love (Mills)	
Ethan Bracey	PO BOX 36 Clarence	
Malcolm Linetz	RSD 1025 Locomotive	
B Bellin	FURNER	
B Mitchell	Millicent	
P.m. Bateman	Millicent	
Susie Hutchesson	millicent	
Lynette Hutchesson	millicent	
COLIN NITSCHKE	MILICENT	
Sten H Hutchesson	MILICENT	
Laura Wadley	Millicent	
Noel Wadley	At Tanfanelola	
GAVIN BELL	HERE	
Jeff Johnson	KURACK	
Matt Hendrick	Noranda	
Luke Hughes	S/HILL	
N.W. Prew	W. Prew	
Davin Woolans	LUCINDALE	
Geoff Newnham	NARABERT	
Andrew Durling	Fish Creek	
Irene Dickens	MILICENT	
Waimie Copping	Melbourne	

Petition

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Name (please print)	Address (please print)	Signature
S. J. Vanderheul	12 Daphne St Mil	
Lynne Stupple	13 Peter St Millicent	
Anita Bieritsch	Rendelsham	
Ricky James	25 Main St MILLICENT	
Jon France	Box 708 MILLICENT	
CON FITZGERALD	Box 1097 MILLICENT	
Neville Copping	Box 1090 Millicent	
A. Judd	6 Selwyn St	
A. Judd	115 Burks Rd	
K Sullivan	O'Neils Lane Millicent	
P Sullivan	-	
Nash Tiller	12 Wattle Rd Millicent	
Rhonda Slape	36 Rocky Camp Road	
Celia Croser	Beachport	
Adele Burkmaster	31 English Dr Millicent	
DAVID DARMSTRONG	37 Warkworth Rd Millicent	
GABRIEL ALTSCHWAGER	145 ALTSCHWAGER RD TANT	
Karen Agnew	490 Gilchrist Lane	
DARYL PATTEN	176 ST CLAIR ROAD	
MICK ALLEN	239 KIRBY RD TANT.	
Ryan Beaman	PMB 7 MILLICENT	
Robert Chambers	Box 2 Rendelsham	
Ben Peters	39 ELUKA Rd Beachport	
Neville Kent	Box 1110 Millicent	
Tanya Walker	MILLICENT	
PETER GREGURKE	SOUTHERN	

Petition

To: Chief Executive Officer, Wattle Range Council

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Revoke the current motion to cease operations of the Millicent Saleyards on the 30th June 2020, and to extend the time allocated for the Millicent Saleyards operation to June 30th 2021 to provide sufficient time to implement measures to stabilise and improve the cattle throughput numbers.

Name (please print)	Address (please print)	Signature
Neam Golding	Rendelston	[Signature]
Ken Haines	RENDELSHAM	[Signature]
Jonny Haines	Rendelsham	[Signature]
Tim Magle	Millicent	[Signature]
Wayne Smith	Millicent	[Signature]
Kelly Quinliff	Furner	[Signature]
Markus Looker	M.11 CENT	[Signature]
Simone Perry	Millicent	[Signature]
TRISTAN LONG	Avenue Kings	[Signature]
DARRYL LOW	MILLICENT	[Signature]
GREG NITSCHE	MILLICENT	[Signature]
LEON SCARF	MILLICENT	[Signature]
DAN PROUSE	BEACHPORT	[Signature]
S.S. BRILLANTINE	BARY	[Signature]
Rachel Richardson	Rendelsham	[Signature]
Julie Clarke	Furner	[Signature]
Emma Haydon	Millicent	[Signature]
Emma McCrae	Southend	[Signature]

11 Reports From Council Members

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

12 Questions With Notice

12.1 Questions with Notice - Cr Dale Price

Report Type	Questions on Notice
Author	Cr Dale Price
File Reference	GF/9.24.1/2
Attachments	1. Mower data [12.1.1 - 1 page]

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

Question

1. Does the mowing / slashing data across the Council area show an equitable distribution of this service? If this is not the case, what steps are in place to rectify the situation?

Answer

1. Council provides mowing and slashing in accordance with a works program. The development of the program is based on both historical services and on needs being customer service requests to expand the service. Council does not provide the same distribution of services to all towns and it is the Director's opinion that this should not occur as each town is different and as such has different needs. Council however could consider some changes to our program for example at this stage we mow all nature strips in some towns due to historical reasons and in other towns only to entrances and parklands. Council would however need to decide if it intends to reduce services to current areas or wants to increase services.

This is a complex service and in the Officer's opinion, if the Council has an appetite to change the service provision, that a detailed report be presented for consideration so the Council has all the information to make an informed decision. This will take some time to prepare, however we have extensive information in the GPS information on what is mowed.

Question

- 2 How many ratepayers have been served with infringement notices for untidy properties? Have these notices had the desired affect – the removal on unsightly collections of junk and / or the improvement of dilapidated buildings?

Answer

2. Council staff have issued two infringement notices \$315 each, served two written clean-up orders and formally cautioned a further three property owners regarding the state of their premises in the last twelve months.

Those property owners with unserviceable wrecks on their private properties are provided with contact details for local scrap merchants to encourage their removal.

Under the *Local Nuisance and Litter Control Act*, Authorised Officers have the power to issue a nuisance or litter abatement notice to cease an activity that is causing a nuisance and requiring them to clean up their properties. If they fail to comply within a reasonable timeframe they can be issued with a \$210 expiation notice. If they continue to fail to complete the works Council can undertake the works and place the cost of that clean-up against the property.

Council receives around 20 complaints each year in regard to vehicles abandoned on the roadside or Council land. We impound on average 6 vehicles per year under the *Local Government Act 1999*, at an approximate cost of \$1000 per vehicle including towing, advertising and sale cost. These vehicles are usually wrecks and have been abandoned in public. Council generally only recovers approximately \$100 in scrap value per vehicle.

Question

- 3 Can Council co-ordinate the collection of abandoned or vehicles no longer in use as a service to ratepayers?

Answer

3. Council could do this however, I would ask the question as to why we would want to provide this service. At this stage, there is a number of scrap metal recycling providers in the district that will collect a vehicle for salvage. If Council gets an enquiry about the disposal of a vehicle, we would direct them to one of these scrap metal recycling contractors.

Vehicle GPS Data

Vehicle Type

■ Mower

Vehicle

- Big Dog (SOTP)
- Ferrari
- Hustler (Beachport)
- Hustler (Penola)
- Iseki (Saleyards)
- Kabota Mower (Millicent)
- Kubota Mower
- Kubota Tractor slasher
- Toro

● Ferrari ● Hustler (Beachport) ● Hustler (Penola) ● Iseki (Saleyards) ● Kabota Mower (Millicent) ● Kubota Mower ● Toro

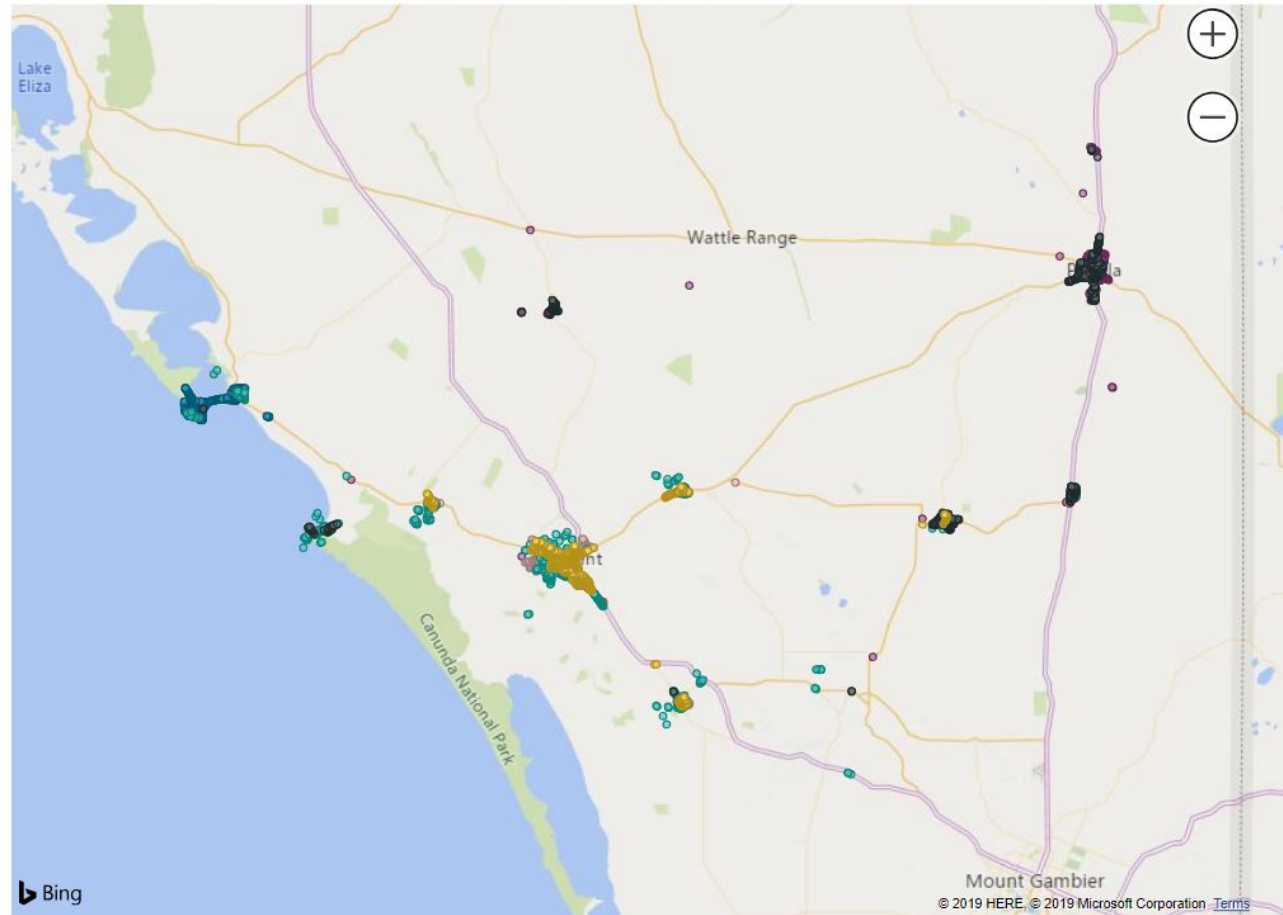
Speed



Date



Average Speed



13 Questions Without Notice

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

14 Reports From Council Committees

14.1 Greenrise Lake Advisory Committee

Report Type	Reports from Council Committees
Committee	Greenrise Lake Advisory Committee
File Reference	GF/16.14.1/10
Attachments	1. GLAC 21-10-2019 Minutes [14.1.1 - 2 pages]

RECOMMENDATION

That the Minutes of the Meeting dated 21 October 2019 be received and noted.

Greenrise Lake Advisory Committee

21-10-2019

Present B Provis, V Marshall, G Hinze, P Bissell, N Vaughan, R Paltridge and P Halton.

Apologies. K Jarred and P Gibbs. Moved V Marshall sec P Bissell apologies are accepted. Cd.

Brendan advised that due to ill health P Gibbs had indicated his intentions to resign from committee.

Minutes. Moved R Paltridge sec N Vaughan minutes of previous meeting be accepted. Cd.

Peter H will endeavour to arrange induction at the upcoming working bee on Nov 9th.

Peter B advised that the Casella Wines grant application was unsuccessful. Brendan thanked Peter for his effort in doing application.

Signage to go on donation box arranged by Peter H and should be on soon.

No Correspondence

Engineers Report

Council have been busy cutting grass and general tidy up for the Pink Up Penola Fun Day on Oct 27th. Weather has been kind for preparation.

No further update on bypass start.

Contractor has been chosen to connect power across to windmill/bore site. Discussion took place about the windmill and surrounding area.

Rick Paltridge moved a notice of motion to the next meeting that the windmill be removed at appropriate time.

Peter Halton raised the issue of the disposal of the town effluent. The current method of disposal via irrigation on the airstrip paddock is not totally satisfactory and council are looking at the possibility of forming wet lands to enhance the area. Improved methods of treatment, natural filtration and monitoring could make this possible. Feasibility study to be undertaken by council.

Moved N Vaughan sec P Bissell the committee support WRC in principle. Cd.

Discussion was then held on the "wish List " as provided by Graham Hinze.

Various seating to be looked into within the arboretum, along the back walking track and around the two BBQ areas.

New exercise equipment has been installed but waiting on filling to go around.

General clean up at upcoming working bee (8.30 am Saturday Nov 9th)

Old fence on southern boundary by council yards needs replacing.

Request for a rubbish bin at the entrance to the arboretum.

It was suggested a possible map be installed by the donation box with info on it.

Some thistles have been sprayed and it is hoped that will be completed soon along with a spray along the back walking track. Graham Hinze requested a copy of chemicals used be forwarded to him (Lions Club) so details can be include in audit by Livestock Production Assurance programme

Meeting closed at 8.30 pm

Next meeting on November 18th at 7 pm.

14.2 Lake McIntyre Management Committee

Report Type	Reports from Council Committees
Committee	Lake McIntyre Management Committee
File Reference	GF/16.14.1/9
Attachments	1. Lake McIntyre October 2019 Minutes [14.2.1 - 3 pages]

RECOMMENDATION

That the Minutes of the Meeting dated 9 October 2019 be received and noted.

GF 16.14.1/9

LAKE MCINTYRE MANAGEMENT COMMITTEE

Minutes of the Lake McIntyre Management Committee Meeting held at the Civic & Arts Supper Room on Wednesday 9th October 2019 at 7.00pm

1. PRESENT: Sheila and Noel Boyle, Angela Jones, Brian McIntyre, Moira Neagle, John Drew
2. APOLOGIES: Peter Halton, Deirdre Tiddy, Stewie Pounsett
3. CONFIRMATION OF THE MINUTES:
 - 3.1 Lake McIntyre Management Committee Meeting 11th September 2019
(with the amended date of the August meeting)

Brian/John
CARRIED
4. MATTERS ARISING FROM THE MINUTES:
 - 4.1 Volunteer Induction – Date to be confirmed on Claire’s return from leave. This will be within the next two weeks.
 - 4.2 Charter – Waiting on the draft copy
 - 4.3 BBQ Shelter Roof Signs – designed and ready to take to the printer
 - 4.4 Septic Odours – Andrew Thorne, from Building Maintenance, attended the site with Noel. They agreed not to undertake any works at this time. Andrew has spoken to Big Trev about the tap that is required.
 - 4.5 Snipe Survey – Sheila and Rosey undertook the survey but found no snipe. Robe already has them in numbers (140+) which may be a result of the drought further north. Once again, our lake level is too high for appropriate feeding grounds for them. Hopefully we will count some during the next survey in November. The survey is organised by Birgita Hansen through the Snipe Project, a collaboration of ornithologists and ecologists from Australia and Japan, to better understand the ecology of Latham’s Snipe and their use of wetlands, the migration patterns and habitat monitoring.
5. CORRESPONDENCE

Lake McIntyre Management Board

6. FINANCIALS:

6.1	The Council budget review will allow for the mayor's donation to be carried forward to this financial year, as part of the October meeting.		
6.2	K&S Fuels	Fuel for mowers	\$43.69
6.3	Refund from bottles and cans		\$7.20
6.4	Donations		\$4.90

7. GENERAL BUSINESS

- 7.1 Volunteers Daylight Saving BBQ – Postponed until 24th Nov or 1st December
- 7.2 Water Level – 1.24m
- 7.3 Bird Count – Wednesday morning, Sheila to set date
- 7.4 Suicide Memorial – After initial discussions the idea was not generally accepted.

8 JOBS CARRIED OUT

- Removal of large Coastal Wattle just up from Willow Tree.
- Large logs dropped into the lake off the board walk.
- Cutting of grass by push lawn mower and ride on
- Spraying for Onion Weed
- Numerous trips to the dump
- Liaised with Council re septic smell and tap at BBQ3
- Checked area for rubbish
- Bird Count
- Latham's Snipe count carried out. One of 3 per year for The Snipe Project
- Weeds cleared from numerous areas around the Lake
- 4 volunteers working on the public holiday – very keen
- Water level checked
- Gate open and closed every day
- Large tree leaning dangerously over the screen of Snipe bird hide – this was removed.
- Footpaths, viewing platforms and tables and chairs swept.
- Lawn edged around concrete slabs
- BBQ batteries checked and tested

9 SIGHTINGS

- Reed Warbler
- Blue-billed Duck
- Australasian Shovelers courting
- 6 Royal Spoonbills
- 2 Yellow Spoonbills
- Black-tailed Native-hen
- Yellow-tailed Black-Cockatoos in trees near BBQ3
- 329 Freckled Duck
- Musk Duck with young
- The banded Masked lapwing will be 21 in November – good excuse for a celebration

10 GATE ROSTER

Saturday October 12 th	Boyles
Saturday October 19 th	Deirdre Tiddy
Saturday October 26 th	Pounsetts
Saturday November 2 nd	Brian McIntyre
Saturday November 9 th	Boyles

Meeting Closed 7.48pm

Next Meeting November13th

15 Reports From Council Officers

15.1 Chief Executive Officer

15.1.1 Delegations Review

Report Type	Officer Report
Department	Corporate Services
Author	Catherine Loder
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/12.9.1
Attachments	<ol style="list-style-type: none"> 1. Instrument of Delegation Community Titles Act [15.1.1.1 - 12 pages] 2. Instrument of Delegation Liquor Licensing Act [15.1.1.2 - 3 pages] 3. Instrument of Delegation Local Government Act [15.1.1.3 - 76 pages] 4. Instrument of Delegation State Records Act [15.1.1.4 - 2 pages] 5. Instrument of Delegation A 1 a PDI Act 2016 [15.1.1.5 - 16 pages] 6. Instrument of Delegation A 1 b PDI (Transitional Provisions) Regs 2017 [15.1.1.6 - 1 page] 7. Instrument of Delegation B 1 PDI Act 2016 as Relevant Authority [15.1.1.7 - 1 page] 8. Instrument of Delegation Development Act & Regulations [15.1.1.8 - 76 pages] 9. Summary of Changes Community Titles Act [15.1.1.9 - 1 page] 10. Summary of Changes Liquor Licensing Act [15.1.1.10 - 2 pages] 11. Summary of Changes Local Government Act [15.1.1.11 - 2 pages] 12. Summary of Changes State Records Act [15.1.1.12 - 2 pages] 13. Summary of Changes PDI Act 2016 [15.1.1.13 - 18 pages] 14. Summary of Changes PDI (Transitional Provisions) Regs 2017 [15.1.1.14 - 1 page] 15. Summary of Changes PDI Act 2016 as Relevant Authority [15.1.1.15 - 1 page] 16. Summary of Changes Development Act & Regulations [15.1.1.16 - 1 page] 17. Position Acronym List [15.1.1.17 - 1 page]

Purpose of Report

To review and endorse changes to the Delegations of Authority.

Report Details

Legislation provides Council with duties that must be performed and powers which may be used in its activities. In most cases the relevant legislation places the obligations and powers directly on the Council as a body.

It is not practical or efficient for the Council as a body of elected members to perform the many functions or undertake the many activities that are required in the day to day administration of the Council's roles and functions. Delegations are the way in which the

Council formally authorises and enables other people/bodies (usually Council officers) to make decisions, perform functions or undertake activities on behalf of the Council.

Delegations need to be formalised to ensure:

- decisions and actions are enforceable; and
- the likelihood of legal and administrative problems for the Council are reduced.

The *Local Government Act 1999* (the Act) provides Council with the ability to delegate some powers. It also specifies those that cannot be delegated, which are:

1. power to make a by-law or to determine that a by-law applies only within a part or parts of the area of the council;
2. power to declare rates or a charge with the character of a rate;
3. power to borrow money or to obtain other forms of financial accommodation;
4. power to adopt or revise a strategic management plan of the council;
5. power to adopt or revise an annual business plan or budget of the council;
6. power to approve expenditure of money on works, services or operations of the council not contained in a budget adopted by the council;
7. power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
8. power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
9. power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
10. power to fix, vary or revoke a fee under section 188(1)(d) to (h)
[section 188(1)(d)-(h):
A council may impose fees and charges—
...
(d) for providing information or materials, or copies of, or extracts from, council records;
(e) in respect of any application to the council;
(f) in respect of any authorisation, licence or permit granted by the council;
(g) in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable;
(h) in relation to any other prescribed matter.]
11. the power to revoke the classification of land as community land under section 194;
12. a power or function excluded from delegation by the regulations.

The following powers must not be delegated, except to the Chief Executive Officer (who cannot further subdelegate):

- a. the power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the council; or
- b. the power to declare and levy a building upgrade charge under a building upgrade agreement.

A register of delegations is maintained and available for public inspection (as required by the Act).

The Act has recently been amended and has resulted in the removal of the requirement of an annual review. In place of this Council is now able to undertake a review at any time, with at least one review within 12 months of each periodic election (section 44 of the Act). The last full review was done on 12 February 2019 and subsequent minor review on 9 July 2019.

The Local Government Association of South Australia (LGA) make delegations templates available and will continue to do so on a quarterly basis (following the change in legislation)

(Circular 41.5 dated 9 October 2019). The LGA provide regular updates regarding changes that lead to additions, amendments or deletions to the templates. LGA circular 33.7 dated 13 August 2019 & circular 38.14 dated 19 September 2019, with their respective table of updates has been considered in preparation of this report.

Since the last review, the following instruments of delegation have been updated:

- **Community Titles Act (Attachment 1)**
- **Liquor Licensing Act (Attachment 2)**
- **Local Government Act (Attachment 3)**
- **State Records Act (Attachment 4)**
- **Planning, Development & Infrastructure Act (Attachments 5-7)**
- **Development Act & Regulations (Attachment 8)**

A summary of the provisions which are new or changed is provided in Attachments 9-16. Amendments within the attachments are either highlighted in yellow or marked with 'track changes'.

Previous delegations made will need to be revoked and replaced with the new delegations by way of resolution.

It is a matter for Council to determine whether it will delegate some or all of the powers or functions contained within the Attachments.

Council may wish to:

- delete or add to the delegations;
- amend, delete or add to the conditions and limitations that apply to the delegations.

The recommendation proposes that Council delegates its relevant powers to the CEO and Council Assessment Panel where specified. The CEO is able to sub delegate a delegated power or function unless Council specifies otherwise (as a condition / limitation of delegation). Any other references in Attachments 1 to 8 to other positions may be possible sub-delegations by the CEO to other officers of Council. Position acronyms are used in the Attachments and an acronym list has also been provided for reference (Attachment 17).

Council may revoke delegations at any time and making delegations does not prevent Council acting in a matter.

Financial Considerations

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

There are no known financial considerations related to this report.

Risk Considerations

Refer Wattle Range Council's SharePoint Risk Register – Sub Delegations.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are various legislative considerations that relate to this report that are detailed above.

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:

Having conducted a review of the Council's Delegations Register in accordance with Section 44(6a) of the *Local Government Act 1999*, the Council:

1. Revocations

- 1.1 Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following:
 - 1.1.1 *Community Titles Act 1996*
 - 1.1.2 *Development Act 1993 and Development Regulations 2008*
 - 1.1.3 *Liquor Licensing Act 1997*
 - 1.1.4 *Local Government Act 1999*
 - 1.1.5 *Planning, Development and Infrastructure Act 2016*
 - 1.1.6 *State Records Act 1997*
- 1.2 Hereby revokes its previous delegations to its Council Assessment Panel under the *Development Act 1993 and Development Regulations 2008*.

2. Delegations made under *Local Government Act 1999*

- 2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Attachments 1-7 (each of which is individually identified as indicated below) are hereby delegated this 12th day of November 2019 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.
 - 2.1.1 *Community Titles Act 1996* (Attachment 1)
 - 2.1.2 *Liquor Licensing Act 1997* (Attachment 2)
 - 2.1.3 *Local Government Act 1999* (Attachment 3)
 - 2.1.4 *State Records Act 1997* (Attachment 4).
 - 2.1.5 *Planning, Development and Infrastructure Act 2016* (Attachment 5-7)
- 2.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

3. Delegations made under *Development Act 1993*

- 3.1 In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (annexed to the Report dated 12 November 2019 and entitled Delegations Review and marked Attachment 8) (distributed under separate cover) are hereby delegated this 12th day of November 2019 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.
- 3.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.
- 3.3 In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993* the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* contained in the proposed Instrument of Delegation (annexed to the Report dated 12 November 2019 and entitled Delegations Review) and marked Attachment 8 and which are specified below are hereby delegated to the Council Assessment Panel (CAP), subject to any conditions specified herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.

Paragraphs (ID Number of Item Delegated):

133371, 133770, 133425, 133750, 133751, 133752, 133753, 133754, 133426, 133427, 133428, 133434, 133435, 133436, 133437, 133438, 133757, 133439, 133445, 133455, 133459, 133460, 133461, 133465, 133466, 133467, 133468, 133471, 133474, 133476, 133477, 133478, 133479, 133480, 133483, 133484, 133486, 133490, 133491, 133492, 133493, 133500, 133501, 133502, 133508, 133509, 133520, 133521, 133522, 133523, 133524, 133525, 133526, 133771, 133529, 133530, 133531, 133532, 133533, 133534, 133535, 133536, 133555, 133599, 133600, 133619, 133620, 133623, 133624, 133625, 133627, 133628, 133632, 133641, 133642, 133643, 133655, 133756, 133668, 133669, 133671, 133672, 133673, 133678, 133679, 133680, 133681, 133684, 133687.

4. **Delegations of powers of the Council as a Council, Designated Authority and Designated Entity under the Planning, Development and Infrastructure Act 2016**

- 4.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the *Planning Development and Infrastructure Act 2016* contained in the proposed Instrument of Delegation (annexed to the Report dated 12 November 2019 and entitled Delegations Review and marked Attachments 5-6) are hereby delegated this 12th day of November 2019 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
- 4.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

5. **Delegation of powers of the Council as a Relevant Authority under the Planning, Development and Infrastructure Act 2016**

- 5.1 In exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* the powers and functions under the *Planning Development and Infrastructure Act 2016* contained in the proposed Instrument of Delegation (annexed to the Report dated 12 November 2019 and entitled Delegations Review and marked Attachment 7) are hereby delegated this 12th day of November 2019 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
- 5.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Community Titles Act 1996

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133313	s3(11)	Community Titles Act 1996	<p>1. Interpretation</p> <p>1.1 The duty pursuant to Section 3(11) of the Community Titles Act 1996 ("the Act") where the Act requires the scheme description lodged with the Registrar-General to be endorsed by the relevant development authority, and:</p> <p>1.1.1 all the consents or approvals required under the Development Act 1993 in relation to the division of the land (and a change in the use of the land (if any)) in accordance with the scheme description and the plan of community division have been granted; or</p> <p>1.1.2 no consent or approval is required under that Act in relation to the division of the land (or a change in the use of the land), to, as the relevant development authority, endorse a scheme description to the effect of either subsection 3(11)(b)(i) or (ii) of the Act.</p>		CEO, DDS, MDHC, PO
133314	s14(1)	Community Titles Act 1996	<p>2. Application</p> <p>2.1 The power pursuant to Section 14(1) of the Act, where the Council is the registered proprietor of an estate in fee simple in:</p> <p>2.1.1 land comprising an allotment or allotments;</p> <p>2.1.2 land comprising a primary lot or a secondary lot, to apply to the Registrar-General for the division of the land by a plan of community division.</p>		CEO
133315	s15A(b)(i)	Community Titles Act 1996	<p>3. Application May Deal With Statutory Encumbrances</p> <p>3.1 The power pursuant to Section 15A(b)(i) of the Act, where the Council is the holder of a statutory encumbrance, to sign a certificate certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.</p>		CEO, DDS
133320	s16(1)(a)	Community Titles Act 1996	<p>4. Consents to Application</p> <p>4.1 The power pursuant to Section 16(1)(a) of the Act,</p> <p>4.1.1 where the Council is the holder of a registered encumbrance over the land to be divided; or</p> <p>4.1.2 where deposit of the plan in the Lands Titles Registration Office will affect the estate or interest of the Council in land outside the community parcel; or</p>		CEO, DDS

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			4.1.3 where deposit of the plan in the Lands Titles Registration Office will operate to vest an estate or interest in land (whether within or outside the community parcel) in the Council to consent to the application.		
133321	s21(4)(a)	Community Titles Act 1996	<p>5. Application to Amend Schedule of Lot Entitlements</p> <p>5.1 The power pursuant to Section 21(4)(a) of the Act, where the Council is</p> <p>5.1.1 the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation authorising the proposed amendment because the Council was not a member of the corporation when the vote was taken; or</p> <p>5.1.2 a prospective owner at the relevant time of a community lot; or</p> <p>5.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot; or</p> <p>5.1.4 where the Council is a person referred to in Section 21(5) of the Act, to consent to the proposed amendment.</p>		CEO
133322	s21(5)	Community Titles Act 1996	<p>5. Application to Amend Schedule of Lot Entitlements</p> <p>5.2 The power pursuant to Section 21(5) of the Act:</p> <p>5.2.1 where the corporation is a primary corporation and a primary lot is divided by a secondary plan, and where the Council is:</p> <p>5.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amendment because the Council was not a member of the secondary corporation when the vote was taken; or</p> <p>5.2.1.2 a prospective owner at the relevant time of a secondary lot; or</p> <p>5.2.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a secondary lot; or</p> <p>5.2.2 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the corporation is a secondary corporation and a secondary lot is divided by a tertiary plan, and where the Council is:</p> <p>5.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amendment because the Council was not a member of the tertiary corporation when the vote was taken; or</p>		CEO

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			5.2.2.2 a prospective owner at the relevant time of a tertiary lot; or 5.2.2.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a tertiary lot, to grant consent.		
133316	s27(1)(b)(i)	Community Titles Act 1996	6. Encroachments 6.1 The power pursuant to Section 27(1)(b)(i) of the Act to consent to the encroachment of a building over land not included in a community parcel where the encroachment is over land vested in, or under the control or management of the Council.		CEO, DDS, MDHC
133317	s30(4)	Community Titles Act 1996	7. Scheme Description 7.1 The power pursuant to Section 30(4) of the Act as the relevant development authority to require modifications to a scheme description before endorsing the scheme description to: 7.1.1 add any information that is necessary or desirable; or 7.1.2 clarify any part of the description; or 7.1.3 remove any unnecessary detail.		CEO, MDHC, PO
133318	s31(3)	Community Titles Act 1996	8. Scheme Description 8.1 The power pursuant to Section 31(3) of the Act as the relevant development authority to endorse a certified copy of an amended scheme description.		CEO
133323	s32(1)	Community Titles Act 1996	9. Persons Whose Consents are Required 9.1 The power pursuant to Section 32(1) of the Act, where the Council is: 9.1.1 a person who is the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation amending the scheme description because the Council was not then a member of the corporation; or 9.1.2 the prospective owner at the relevant time of a community lot; 9.1.3 the owner or prospective owner at the relevant time of a development lot; 9.1.4 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a community lot or development lot; or 9.1.5 the owner or prospective owner at the relevant time of a development lot in a secondary or tertiary scheme that comprises part of the community scheme to which the scheme description relates; or		CEO

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			9.1.6 a person referred to Section 32(2) of the Act, to grant consent.		
133324	s32(2)	Community Titles Act 1996	<p>9. Persons Whose Consents are Required</p> <p>9.2 The power pursuant to Section 32(2) of the Act:</p> <p>9.2.1 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and the Council is:</p> <p>9.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amendment to the scheme description because the Council was not then a member of the secondary corporation; or</p> <p>9.2.1.2 the prospective owner at the relevant time of a secondary lot; or</p> <p>9.2.1.3 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a secondary lot or development lot; or</p> <p>9.2.2 where the corporation is a primary corporation and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the corporation is a secondary corporation and a secondary lot is divided by a tertiary plan and the Council is:</p> <p>9.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amendment to the scheme description because the Council was not then a member of the tertiary corporation; or</p> <p>9.2.2.2 the prospective owner at the relevant time of a tertiary lot; or</p> <p>9.2.2.3 a registered mortgagee or prospective mortgagee and a registered lessee or prospective lessee at the relevant time of a tertiary lot or development lot, to grant consent.</p>		CEO
133340	s34(6)(e)	Community Titles Act 1996	<p>9A. By-laws</p> <p>9A.1 The power pursuant to Section 34(6)(e) of the Act, to, within 60 days after service of the notice, apply to the Magistrates Court for revocation of the notice.</p>		CEO
133341	s34(6)(g)	Community Titles Act 1996	<p>9A. By-laws</p> <p>9A.2 The power pursuant to Section 34(6)(g) of the Act to withdraw or otherwise discontinue the application for revocation.</p>		CEO
133342	s36(5)	Community Titles Act 1996	<p>9B. By-law as to the Exclusive Use of Part of the Common Property</p> <p>9B.1 The power pursuant to Section 36(5) of the Act to provide written consent to the community corporation to make a by-law under Section 36 of the Act.</p>		CEO

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133343	s49(1)	Community Titles Act 1996	9C. Enforcement of Development Contract 9C.1 The power pursuant to Section 49(2) of the Act, where the Council is an owner or occupier of a lot, who is, by virtue of Section 49(1) of the Act, a party to a development contract, to take proceedings for its enforcement (including damages for breach of the contract) in the Magistrates Court against: 9C.1.1 the developer; and 9C.1.2 if the contract is for the development of a development lot or a community lot – the subsequent owner or owners (if any) of the lot, even though no obligations attach to the corporation, owner and occupier under the contract.		CEO
133344	s49(2a)	Community Titles Act 1996	9C. Enforcement of Development Contract 9C.2 The power pursuant to Section 49(2a) of the Act to make application to the Magistrates Court to transfer the proceedings to the District Court.		CEO
133345	s49(2b)	Community Titles Act 1996	9C. Enforcement of Development Contract 9C.3 The power pursuant to Section 49(2b) of the Act to make application to a court to: 9C.3.1 transfer an application under Section 49 of the Act to the Supreme Court on the ground that the application raises a matter of general importance; or 9C.3.2 state a question of law for the opinion of the Supreme Court.		CEO
133325	s52(1)(a)(ii)	Community Titles Act 1996	10. Application for Amendment 10.1 The power pursuant to Section 52(1)(a)(ii) of the Act to make an application for the amendment of a deposited community plan, where the Council is the owner of a community lot that will be affected by the amendment.		CEO
133326	s52(2)(b)	Community Titles Act 1996	10. Application for Amendment 10.2 The power pursuant to Section 52(2)(b) of the Act, if the boundaries of a community lot or a development lot are affected by the amendment or if a community lot or a development lot is extinguished by the amendment, and the Council is: 10.2.1 the owner of the lot (not being an applicant in accordance with Section 52(1)(a)(ii) of the Act; or 10.2.2 a person who holds a registered encumbrance over the lot, consent to the amendment.		CEO
133327	s52(2)(c)	Community Titles Act 1996	10. Application for Amendment 10.3 The power pursuant to Section 52(2)(c) of the Act, where amendment of the plan will operate to vest an estate or interest in land in the Council, to consent to the application.		CEO
133328	s53(2)	Community Titles Act 1996	11. Status of Application for Amendment of Plan 11.1 The power pursuant to Section 53(2) of the Act, where the Council has consented to an application, to consent to an application being withdrawn or amended.		CEO
133329	s53(3)	Community Titles Act 1996	11. Status of Application for Amendment of Plan 11.2 The power pursuant to Section 53(3) of the Act to amend the application in order to comply with		CEO

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			the Act or the Real Property Act 1886 or with a requirement of the Registrar-General under the Act or the Real Property Act 1886.		
133319	s53A(b)(i)	Community Titles Act 1996	12. Application May Deal With Statutory Encumbrances 12.1 The power pursuant to Section 53A(b)(i) of the Act, where the Council is the holder of a statutory encumbrance, to sign a certificate certifying that the requirements of the Act under which the encumbrance was entered into, or is in force, as to the variation or termination of the statutory encumbrance (if any) have been complied with.		CEO, DDS
133330	s57(2)(b)	Community Titles Act 1996	13. Alteration of Boundaries of Primary Community Parcel 13.1 The power pursuant to Section 57(2)(b) of the Act, if part of an allotment is to be included in the primary parcel and the Council is the registered proprietor of the allotment to be divided from outside the parcel, to make the application jointly with the community corporation.		CEO
133331	s58(1)	Community Titles Act 1996	14. Amendment of Plan Pursuant to Development Contract 14.1 The power pursuant to Section 58(1) of the Act and in accordance with Sections 58(2), (3) and (4) of the Act, where the Council is the registered proprietor of an estate in fee simple in a development lot, to apply to the Registrar-General for the division of the development lot in pursuant of the development contract and for the consequential amendment of the community plan.		CEO
133332	s59(1), 59(2) and (3)	Community Titles Act 1996	15. Amendment by Order of District Court 15.1 The power pursuant to Section 59(1) of the Act and in accordance with Sections 59(2) and (3) of the Act to apply to the ERD Court to amend a community plan.		CEO
133346	s59(3a)	Community Titles Act 1996	15. Amendment by Order of ERD Court 15.2 The power pursuant to Section 59(3a) of the Act to make submissions to the court in relation to the matter.		CEO
133333	s61(1)	Community Titles Act 1996	16. Persons Whose Consents are Required 16.1 The power pursuant to Section 61(1) of the Act, where the Council is: 16.1.1 a person who is the owner of a community lot at the relevant time but did not have the opportunity of voting against the resolution of the corporation authorising the proposed amalgamation because the Council was not then a member of the corporation; or 16.1.2 the prospective owner at the relevant time of a community lot; or 16.1.3 the owner or prospective owner at the relevant time of a development lot; or 16.1.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot or a development lot; or 16.1.5 a person referred to in Section 61(2) of the Act, to consent to the amalgamation.		CEO

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133334	s61(2)	Community Titles Act 1996	<p>16. Persons Whose Consents are Required</p> <p>16.2 The power pursuant to Section 61(2) of the Act,</p> <p>16.2.1 where the plans to be amalgamated are primary plans and a primary lot is divided by a secondary plan where the Council is:</p> <p>16.2.1.1 a person who is the owner of a secondary lot at the relevant time but did not have the opportunity of voting against the proposed amalgamation because the Council was not then a member of the secondary corporation; or</p> <p>16.2.1.2 the prospective owner at the relevant time of a secondary lot; or</p> <p>16.2.1.3 the owner or prospective owner at the relevant time of a development lot in the secondary scheme; or</p> <p>16.2.1.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a secondary lot or development lot; or</p> <p>16.2.2 where the plans to be amalgamated are primary plans and a primary lot is divided by a secondary plan and a secondary lot created by that plan is divided by a tertiary plan or where the plans to be amalgamated are secondary plans a secondary lot is divided by a tertiary plan where the Council is:</p> <p>16.2.2.1 a person who is the owner of a tertiary lot at the relevant time but did not have the opportunity of voting against the proposed amalgamation because the Council was not then a member of the tertiary corporation; or</p> <p>16.2.2.2 the prospective owner at the relevant time of a tertiary lot; or</p> <p>16.2.2.3 the owner or prospective owner at the relevant time of a development lot in the tertiary scheme; or</p> <p>16.2.2.4 a registered encumbrancee or prospective encumbrancee at the relevant time of a tertiary lot or development lot, to consent.</p>		CEO
133335	s62(3)	Community Titles Act 1996	<p>17. Deposit of Amalgamated Plan</p> <p>17.1 The power pursuant to Section 62(3) of the Act, where the Council is:</p>		CEO

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			17.1.1 the owner of the servient land; or 17.1.2 a person who appears from the Register Book to hold a registered encumbrance over the servient land (other than an easement that will not be affected) to endorse an application for amalgamation with the Council's consent.		
133336	s66(1)	Community Titles Act 1996	18. Persons Whose Consent is Required 18.1 The power pursuant to Section 66(1) of the Act, to, where the Council is: 18.1.1 an owner at the relevant time of a community lot and a development lot (if any); or 18.1.2 the prospective owner at the relevant time of a community lot or a development lot; or 18.1.3 a registered encumbrancee or prospective encumbrancee at the relevant time of a community lot or development lot, to give consent to the application.		CEO
133347	s67(1)	Community Titles Act 1996	18A. Application to ERD Court 18A.1 The power pursuant to Section 67(1) of the Act, to make an application to the ERD Court for an order cancelling a community plan.		CEO
133348	s67(1a)	Community Titles Act 1996	18A. Application to ERD Court 18A.2 The power pursuant to Section 67(1a) of the Act to make submissions to the Court in relation to the matter.		CEO
133337	s69(2)(e)	Community Titles Act 1996	19. Cancellation 19.1 The power pursuant to Section 69(2)(e) of the Act to consent to the cancellation of a community plan where the Council is the owner of the servient land or holds a registered encumbrance over the servient land (other than an easement that will not be affected).		CEO
133338	s69(6)	Community Titles Act 1996	19. Cancellation 19.2 The power pursuant to Section 69(6) of the Act to where the Council is the registered proprietor of the servient land or the dominant land (if any) request an easement be reinstated on cancellation of a plan.		CEO
133339	s70(2)	Community Titles Act 1996	20. Division of Primary Parcel Under Part 19AB 20.1 The power pursuant to Section 70(2) of the Act, where the Council is: 20.1.1 an owner of a primary lot or an owner of a development lot (if any) comprising the primary parcel; 20.1.2 if a primary lot is divided by a secondary plan - an owner of the secondary lot and an owner of the development lot (if any) comprising the secondary parcel; or		CEO

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			20.1.3 if a secondary lot is divided by a tertiary plan - an owner of a tertiary lot and the owner of a development lot (if any) comprising the tertiary parcel, to endorse a plan of division lodged with the application with the Council's consent.		
133349	s84(3), 84(5), (5a) and (6)	Community Titles Act 1996	21. Voting at General Meetings 21.1 The power pursuant to Section 84(3) of the Act, subject to Section 84(8) of the Act and in accordance with Sections 84(5), (5a) and (6) of the Act, to nominate another person to attend and vote at meetings on the Council's behalf.		CEO
133350	s84(11)	Community Titles Act 1996	21. Voting at General Meetings 21.2 The power pursuant to Section 84(11) of the Act, to exercise an absentee vote on a proposed resolution by giving the secretary written notice of the proposed vote at least six hours before the time of the meeting.		CEO
133351	s100(1)	Community Titles Act 1996	22. Administrator of Community Corporation's Affairs 22.1 The power pursuant to Section 100(1) of the Act to make application to the District Court or the Magistrates Court to appoint an administrator of the community corporation, or remove or replace an administrator previously appointed.		CEO
133352	s101(1), 101(5), 101(6)	Community Titles Act 1996	23. Power to Enforce Duties of Maintenance and Repair etc 23.1 The power pursuant to Section 101(6) of the Act, where: 23.1.1 - 23.1.1.1 the Council incurs costs in complying with a notice under Section 101(1) of the Act; or 23.1.1.2 the corporation recovers costs from the Council under Section 101(5) of the Act; and 23.1.2 the circumstances out of which the work was required are attributable to the act or default of another person, to recover those costs from that other person as a debt.		CEO
133353	s108(1)	Community Titles Act 1996	24. Right to Inspect Policies of Insurance 24.1 The power pursuant to Section 108(1) of the Act, to request to inspect policies of insurance that are in force and were taken out by or on behalf of the community corporation.		CEO
133354	s108(2)	Community Titles Act 1996	24. Right to Inspect Policies of Insurance 24.2 The power pursuant to Section 108(2) of the Act, to request to inspect policies of insurance that are in force and were taken out by or on behalf of the primary community corporation.		CEO
133355	s108(3)	Community Titles Act 1996	24. Right to Inspect Policies of Insurance 24.3 The power pursuant to Section 108(3) of the Act, to request to inspect policies of insurance that are in force and were taken out by or on behalf of the primary or secondary corporation.		CEO
133356	s139(1)	Community Titles Act 1996	25. Information to be Provided by Corporation 25.1 The power pursuant to Section 139(1) of the Act to, make application to a community corporation to: 25.1.1 provide a statement setting out: 25.1.1.1 particulars of any contribution payable in relation to the lot (including details of any arrears of		CEO

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			<p>contributions in relation to the lot); and</p> <p>25.1.1.2 particulars of the assets and liabilities of the corporation; and</p> <p>25.1.1.3 particulars of any expenditure that the corporation has incurred, or has resolved to incur, and to which the owner of the lot must contribute, or is likely to be required to contribute; and</p> <p>25.1.1.4 particulars in relation to any other matter prescribed by regulations; and</p> <p>25.1.2 provide copies of:</p> <p>25.1.2.1 the minutes of general meetings of the corporation and meetings of its management committee (if any) for such period, not exceeding two years, specified in the application; and</p> <p>25.1.2.2 the statement of accounts of the corporation last prepared by the corporation; and</p> <p>25.1.2.3 current policies of insurance taken out by the corporation; and</p> <p>25.1.3 make available for inspection such information as is required to establish the current financial position of the corporation including:</p> <p>25.1.3.1 a copy of the accounting records of the corporation; and</p> <p>25.1.3.2 the minute books of the corporation; and</p> <p>25.1.3.3 any other documentary material prescribed by regulation; and</p> <p>25.1.4 if the community corporation is a party to a contract with a body corporate manager – make available for inspection a copy of the contract; and</p> <p>25.1.5 make available for inspection the register maintained under Section 135 of the Act.</p>		
133357	s139(1a), 139(2) and (4)	Community Titles Act 1996	<p>25. Information to be Provided by Corporation</p> <p>25.2 The power pursuant to Section 139(1a) of the Act to, subject to Sections 139(2) and (4) of the Act, make application to a community corporation to provide, on a quarterly basis, ADI statements for all accounts maintained by the corporation.</p>		CEO
133358	s140(1)	Community Titles Act 1996	<p>26. Information as to Higher Tier of Community Scheme</p> <p>26.1 The power pursuant to Section 140(1) of the Act to apply to the primary corporation for information under Section 139 of the Act.</p>		CEO
133359	s140(2)	Community Titles Act 1996	<p>26. Information as to Higher Tier of Community Scheme</p> <p>26.2 The power pursuant to Section 140(2) of the Act to apply to the primary or secondary corporation for information under Section 139 of the Act.</p>		CEO
133360	s141(1)	Community Titles Act 1996	<p>27. Persons Who May Apply for Relief</p> <p>27.1 The power pursuant to Section 141(1) of the Act to apply for relief under Part 14 of the Act.</p>		CEO
133361	s142(2), 142(1)	Community Titles Act 1996	<p>28. Resolution of Disputes, etc</p> <p>28.1 The power pursuant to Section 142(2) of the Act, subject to Section 142(1) of the Act, to make an application to the Magistrates Court.</p>		CEO
133362	s142(3), 142	Community Titles Act 1996	<p>28. Resolution of Disputes, etc</p> <p>28.2 The power pursuant to Section 142(3) of the Act to apply for the permission of the District Court, to bring an application under Section 142 of the Act in the District Court.</p>		CEO

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133363	s142(3), 142	Community Titles Act 1996	28. Resolution of Disputes, etc 28.3 The power pursuant to Section 142(3) of the Act to, with the permission of the District Court, bring an application under Section 142 in the District Court.		CEO
133364	s142(4)	Community Titles Act 1996	28. Resolution of Disputes, etc. 28.4 The power pursuant to Section 142(4) of the Act to make an application to the District Court that proceedings that have been commenced in the Magistrates Court be transferred to the District Court.		CEO
133365	s142(6) ,142	Community Titles Act 1996	28. Resolution of Disputes, etc. 28.5 The power pursuant to Section 142(6) of the Act to make an application to a court to: 28.5.1 transfer an application under Section 142 of the Act to the Supreme Court on the ground that the application raises a matter of general importance; or 28.5.2 state a question of law for the opinion of the Supreme Court.		CEO
133366	s142A(3), 142A(1)	Community Titles Act 1996	29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold 29.1 The power pursuant to Section 142A(3) of the Act, in the event of a contravention of Section 142A(1) of the Act, to, by notice in writing given at any time before the plan of community division is deposited in the Lands Titles Registration Office, avoid the contract of sale.		CEO
133367	s142A(4)(a)	Community Titles Act 1996	29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold 29.2.2 if the contract does not specify a period in accordance with Section 142A(4)(a) of the Act, within 6 months after the date of the contract, to, by notice in writing to the vendor, avoid the contract of sale at any time before the plan is deposited.		CEO
133368	s146(1), 146(2) - (9)	Community Titles Act 1996	30. Entry onto Lot or Common Property 30.1 The power pursuant to Section 146(1) of the Act, subject to Sections 146(2) - (9) of the Act, where the Council needs to enter another lot or the common property, in order to exercise rights under an easement for the establishment, maintenance and repair of part of the service infrastructure, to: 30.1.1 give notice to the owner of the lot to be entered; or 30.1.2 where it is necessary to enter the common property, to give notice to the corporation.		CEO
133369	s146(4)	Community Titles Act 1996	30. Entry onto Lot or Common Property 30.2 The power pursuant to Section 146(4) of the Act, if notice is not given (in an emergency) or the period of the notice has expired and it is not possible to gain entry without using force, to use such force as is reasonable in the circumstances.		CEO
133370	s146(6)	Community Titles Act 1996	30. Entry onto Lot or Common Property 30.3 The power pursuant to Section 146(6) of the Act, in an emergency to enter another lot or the common property to assist a person on the lot or common property or to prevent or reduce damage to the lot or another lot or to the common property.		CEO
277220	s 142A(4)	Community Titles Act 1996	29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold 29.2 The power pursuant to Section 142A(4) of the Act, if the plan of community division is not deposited in the Lands Titles Registration Office:		CEO

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			29.2.1 within such period after the date of the contract as is specified in the contract in accordance with any requirements specified in the regulations; or		

Liquor Licensing Act 1997

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134098	s22(1), 22(2) and (3)	Liquor Licensing Act 1997	0. Application for Review of Commissioner's Decision The power pursuant to Section 22(1) and subject to Sections 22(2) and (3) of the Liquor Licensing Act 1997 (the Act), to apply to the Court for a review of the Commissioner's decision.		CEO
134092	s69(3)(e)	Liquor Licensing Act 1997	1. Extension of Trading Area 1.1 The power pursuant to Section 69(3)(e) of the Act, on application by a licensee who holds a licence authorising the sale of liquor for consumption on the licensed premises to the extent the authority conferred by the licence so that the licensee is authorised to sell liquor in a place adjacent to the licensed premises for consumption in that place, to approve or not approve the application for extension where the relevant place is under the control of the Council.		CEO, DCS, DDS
134093	s76(2)	Liquor Licensing Act 1997	2. Rights of Intervention 2.1 The power pursuant to Section 76(2) of the Act where licensed premises exist or premises propose to be licensed are situated in the Council area, to introduce evidence or make representations on any question before the licensing authority where proceedings are on foot or underway.		CEO, DCS, DDS
134094	s106(2)(b)	Liquor Licensing Act 1997	3. Noise 3.1 The power pursuant to Section 106(2)(b) of the Act to lodge a complaint about an activity on, or the noise emanating from licensed premises, or the behaviour of persons making their way to or from licensed premises in the Council area with the Commissioner under Section 106(1).		CEO, DCS, DDS
134095	s106(4)	Liquor Licensing Act 1997	3. Noise 3.2 The power pursuant to Section 106(4) of the Act to engage in conciliation between the parties facilitated by the Commissioner.		CEO, DCS, DDS
134096	s106(5)	Liquor Licensing Act 1997	3. Noise 3.3 The power pursuant to Section 106(5) of the Act to request the Commissioner to determine the matter where the complaint is not to be conciliated, or is not resolved by conciliation under Section 106(4).		CEO, DCS, DDS
134097	s120(1) and (2)	Liquor Licensing Act 1997	4. Disciplinary Action Before the Court 4.1 The power pursuant to Section 120(1) and (2) of the Act to lodge a complaint, provided the subject matter of the complaint is relevant to the responsibilities of the Council and within whose area the licensed premises are situated, with the Court alleging that proper grounds for disciplinary action exists on those grounds stated in the complaint, against a specified person.		CEO, DCS, DDS
134099	s120A(3)	Liquor Licensing Act 1997	5. Commissioner's Power to Suspend or Impose Conditions Pending Disciplinary Action 5.1 The power pursuant to Section 120A(3) of the Act to apply to the Court for a review of the Commissioner's decision as if the Council were a party to proceedings before the Commissioner.		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
251083	s128E(1)	Liquor Licensing Act 1997	5A Preparation of Draft Local Liquor Accords 5A.1 The power pursuant to Section 128E(1) of the Act to prepare a draft local liquor accord and give it to the Commissioner for approval.		CEO, DCS, DDS
251084	s128E(2)	Liquor Licensing Act 1997	5A Preparation of Draft Local Liquor Accords 5A.2 The power pursuant to Section 128E(2) of the Act to include in a draft local liquor accord the following details: 5A.2.1 the name of each party to the draft; 5A.2.2 the name and address of the coordinator for the local liquor accord (being a party to the draft or a representative of a party to the draft); 5A.2.3 the proposed accord area; 5A.2.4 any other details prescribed by the regulations.		CEO, DCS, DDS
251085	s128F	Liquor Licensing Act 1997	5B Terms of Local Liquor Accords 5B.1 The power pursuant to Section 128F of the Act to, in a local liquor accord, make provision for or with respect to authorising or requiring any licensees who are parties to it to do one or more of the following: 5B.1.1 to cease or restrict either or both of the following on their licensed premises: 5B.1.1.1 the sale of liquor on those premises (including the sale of liquor for consumption off premises); 5B.1.1.2 allowing the consumption of liquor on those premises; 5B.1.2 to restrict the public's access to the licensed premises in the manner and to the extent provided by the local liquor accord; 5B.1.3 to take any other measure prescribed by the regulations as a measure that may be taken to prevent or reduce alcohol-related violence.		CEO, DCS, DDS
251086	s128H(3)	Liquor Licensing Act 1997	5C Approval of Local Liquor Accords 5C.1 The power pursuant to Section 128H(3) of the Act to apply to the Commissioner to vary the accord (including the accord area).		CEO, DCS, DDS
251087	s128H(5)	Liquor Licensing Act 1997	5C Approval of Local Liquor Accords 5C.2 The power pursuant to Section 128H(5) of the Act to give to the Commissioner a written request for the Council to be removed or added as a party to the local liquor accord.		CEO, DCS, DDS
251088	s128H(6)	Liquor Licensing Act 1997	5C Approval of Local Liquor Accords 5C.3 The power pursuant to Section 128H(6) of the Act to apply to the Commissioner to terminate a local liquor accord where the Council is the coordinator.		CEO, DCS, DDS
251089	s128H(7)	Liquor Licensing Act 1997	5C Approval of Local Liquor Accords 5C.4 The power pursuant to Section 128H(7) of the Act to: 5C.4.1 only make an application under Section 128H(6) of the Act as coordinator with the consent of the		CEO, DCS, DDS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			parties to the local liquor accord; or 5C.4.2 consent as a party to a local liquor accord to the coordinator making an application under Section 128H(6) of the Act.		
229485	s131(1ab)	Liquor Licensing Act 1997	6. Control of consumption etc of liquor in public places 6.1 The power pursuant to Section 131(1ab) of the Act and subject to Section 131 of the Act, to, by notice in the Gazette, prohibit the consumption or possession or both of liquor in the public place or public places within the area of the Council specified in the notice during the period (not exceeding 48 hours) specified in the notice.		CEO
229486	s131(1ad)	Liquor Licensing Act 1997	6. Control of consumption etc of liquor in public places 6.2 The power pursuant to Section 131(1ad) of the Act to, within 7 days after publishing a notice under Section 131(1ab) of the Act, give a copy of the notice to the Commissioner of Police.		CEO
229487	s131(1c)	Liquor Licensing Act 1997	6. Control of consumption etc of liquor in public places 6.3 The power pursuant to Section 131(1c) of the Act to vary or revoke a notice under Section 131(1ab) of the Act by further notice in the Gazette.		CEO

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Local Government Act 1999

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134100	s12(1)	Local Government Act 1999	<p>1. Composition and Wards</p> <p>1.1 The power pursuant to Section 12(1) of the Local Government Act 1999 ('the Act') to, by notice in the Gazette, after complying with the requirements of Section 12 of the Act,</p> <p>1.1.1 alter the composition of the Council;</p> <p>1.1.2 divide, or redivide, the area of the Council into wards, alter the division of the area of the Council into wards, or abolish the division of the area of the Council into wards.</p>		CEO
134101	s12(2)	Local Government Act 1999	<p>1. Composition and Wards</p> <p>1.2 The power pursuant to Section 12(2) of the Act, also by notice under Section 12 of the Act, to</p> <p>1.2.1 change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council;</p> <p>1.2.2 alter the name of:</p> <p>1.2.2.1 the Council;</p> <p>1.2.2.2 the area of the Council;</p> <p>1.2.3 give a name to, or alter the name of, a ward, (without the need to comply with Section 13 of the Act).</p>		CEO
134102	s12(3)	Local Government Act 1999	<p>1. Composition and Wards</p> <p>1.3 The duty pursuant to Section 12(3) of the Act to, before publishing a notice, conduct and complete a review under Section 12 of the Act for the purpose of determining whether the Council's community would benefit from an alteration to the Council's composition or ward structure.</p>		CEO, DCS
134103	s12(4)	Local Government Act 1999	<p>1. Composition and Wards</p> <p>1.4 The power pursuant to Section 12(4) of the Act to review a specific aspect of the composition of the Council, or of the wards of the Council, or of those matters generally and the duty to ensure that all aspects of the composition of the Council, and the issue of the division, or potential division, of the area of the Council into wards, are comprehensively reviewed at least once in each relevant period that is prescribed by the regulations.</p>		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134106	s12(5)	Local Government Act 1999	1. Composition and Wards 1.7 The duty pursuant to Section 12(5) of the Act to initiate the preparation of a representation options paper by a person who, in the opinion of the Delegate, is qualified to address the representation and governance issues that may arise with respect to the matters under review.		CEO, DCS
134107	s12(7)	Local Government Act 1999	1. Composition and Wards 1.8 The duty pursuant to Section 12(7) of the Act to give public notice of the preparation of a representation options paper and notice in a newspaper circulating within the Council's area, and to ensure that the notice contains an invitation to interested persons to make written submissions to the Council or the Delegate on the subject of the review within a period specified by the Council or the Delegate, being a period of at least six weeks.		CEO, DCS
134108	s12(8)	Local Government Act 1999	1. Composition and Wards 1.9 The duty pursuant to Section 12(8) of the Act to make copies of the representation options paper available for public inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council during the period that applies under Section 7(a)(ii).		CEO, DCS
134109	s12(7)(a)	Local Government Act 1999	1. Composition and Wards 1.10 At the conclusion of public consultation under Section 12(7)(a), the duty pursuant to Section 12(8a) of the Act to prepare a report that: 1.10.1 provides information on the public consultation process undertaken by the Council and the Council's or the Delegate's response to the issues arising from the submissions made as part of that process; and 1.10.2 sets out: 1.10.2.1 any proposals that the Council or the Delegate considers should be carried into effect under Section 12 of the Act; and 1.10.2.2 in respect of any such proposal - an analysis of how the proposal relates to the principles under Section 26(1)(c) of the Act and the matters referred to in Section 33 of the Act (to the extent that may be relevant); and 1.10.3 sets out the reasons for the Council's or the Delegate's decision insofar as a decision of the Council or the Delegate is not to adopt any change under consideration as part of the representation options paper or the public consultation process.		CEO, DCS
134110	s12(9)	Local Government Act 1999	1. Composition and Wards 1.11 The duty pursuant to Section 12(9) of the Act to make copies of the report available for public inspection at the principal office of the Council and to give public notice, by way of a notice in a newspaper circulating in its area, informing the public of its preparation of		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			the report and its availability and inviting interested persons to make written submissions on the report to the Council or the Delegate within a period specified by the Council or the Delegate, being not less than three weeks.		
134111	s12(10)	Local Government Act 1999	1. Composition and Wards 1.12 The duty pursuant to Section 12(10) of the Act to give any person who makes written submissions in response to an invitation under Section 12(9), an opportunity to appear personally or by representative before the Council or a Council committee or the Delegate and to be heard on those submissions.		CEO, DCS
134112	s12(11)	Local Government Act 1999	1. Composition and Wards 1.13 The duty pursuant to Section 12(11) of the Act to finalise the report including recommendations with respect to such related or ancillary matters as it sees fit.		CEO, DCS
134113	s12(11a)	Local Government Act 1999	1. Composition and Wards 1.14 With respect to a proposal within the ambit of Section 12(11a), the power pursuant to Section 12(11b) of the Act: 1.14.1 insofar as may be relevant in the particular circumstances, to separate a proposal (and any related proposal), from any other proposal contained in the report; and 1.14.2 to determine to conduct the relevant poll in conjunction with the next general election for the Council or at some other time.		CEO, DCS
134114	s12(11a)	Local Government Act 1999	1. Composition and Wards 1.15 Where a poll is required under Section 12(11a) of the Act the duty pursuant to Section 12(11c)(b) of the Act to: 1.15.1 prepare a summary of issues surrounding the proposal to assist persons who may vote at the poll; and 1.15.2 obtain a certificate from the Electoral Commissioner that he or she is satisfied that the Council or the Delegate has taken reasonable steps to ensure the summary is a fair and comprehensive overview of the arguments for and against the proposal; and 1.15.3 after obtaining the certificate of the Electoral Commissioner, ensure that copies of the summary are made available for public inspection at the principle office of the Council, and on the internet and distributed in any other manner as may be directed by the Electoral Commissioner.		CEO, DCS
134115	s12(12)	Local Government Act 1999	1. Composition and Wards 1.16 The duty pursuant Section 12(12) of the Act having then taken into account the operation of Section 12(11d) of the Act to refer the report to the Electoral Commissioner.		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134116	s12(12a)	Local Government Act 1999	1. Composition and Wards 1.17 The duty pursuant to Section 12(12a) of the Act to send with the report copies of any written submissions received by the Council or the Delegate under Section 12(9) of the Act that relate to the subject matter of the proposal.		CEO, DCS
134117	s12(15)(b)	Local Government Act 1999	1. Composition and Wards 1.18 The power pursuant to Section 12(15)(b) of the Act to provide by notice in the Gazette, for the operation of any proposal that is recommended in the report, where a certificate is given by the Electoral Commissioner.		CEO, DCS
134118	s12(16)	Local Government Act 1999	1. Composition and Wards 1.19 The power and duty pursuant to Section 12(16) of the Act to take such action as is appropriate in circumstances (including the power, as the Delegate thinks fit, to alter the report) where the matter is referred back to the Council by the Electoral Commissioner and the power to then refer the report back to the Electoral Commissioner.		CEO, DCS
134119	s12(16)(a)	Local Government Act 1999	1. Composition and Wards 1.20 Where the Council or the Delegate makes an alteration to the report under Section 12(16)(a) of the Act, the duty pursuant to Section 12(17) of the Act to comply with the requirements of Sections 12(9) and (10) of the Act as if the report, as altered, constituted a new report, unless the Council or the Delegate determines the alteration is of a minor nature only.		CEO, DCS
134120	s12(24)	Local Government Act 1999	1. Composition and Wards 1.21 The duty pursuant to Section 12(24) of the Act to undertake a review of ward representation within a period specified by the Electoral Commissioner, where the Electoral Commissioner notifies the Council in writing that the number of electors represented by a councillor for a ward varies from the ward quota by more than 20%.		CEO, DCS
134121	s13(1)	Local Government Act 1999	2. Status of a Council or Change of Various Names 2.1 The power pursuant to Section 13(1) of the Act, to, by notice in the Gazette, after complying with the requirements of Section 13 of the Act: 2.1.1 change the Council from a municipal council to a district council, or change the Council from a district council to a municipal council; 2.1.2 alter the name of: 2.1.2.1 the Council; 2.1.2.2 the area of the Council; 2.1.3 alter the name of a ward.		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134122	s13(2)	Local Government Act 1999	<p>2. Status of a Council or Change of Various Names</p> <p>2.2 The duty, pursuant to Section 13(2) of the Act, to, before publishing a notice, comply with the following requirements:</p> <p>2.2.1 to give public notice of the proposal and invite any interested persons to make written submissions on the matter within a specified period, being no less than six weeks;</p> <p>2.2.2 publish the notice in a newspaper circulating within the area; and</p> <p>2.2.3 give any person who makes written submissions in response to the invitation an opportunity to appear personally or by representative before the Council, Council committee or the Delegate and be heard on those submissions.</p>		CEO, DCS
134127	s27(7)	Local Government Act 1999	<p>5. Council Initiated Proposal</p> <p>5.3 Deliberately left blank</p> <p>5.3.1 Deliberately left blank</p> <p>5.3.2 Deliberately left blank</p>		CEO
134128	s28(1)	Local Government Act 1999	<p>6. Commission to Receive Proposals</p> <p>6.1 The power pursuant to Section 28(1) of the Act to, subject to Section 28 of the Act, refer a proposal for the making of a proclamation under Chapter 3 of the Act to the Commission.</p>		CEO
134129	s28(3)	Local Government Act 1999	<p>6. Commission to Receive Proposals</p> <p>6.2 The power pursuant to Section 28(3) of the Act, to in relation to a proposal under Section 28 of the Act:</p> <p>6.2.1 set out in general terms the nature of the proposal; and</p> <p>6.2.2 comply with any requirements of the proposal guidelines.</p>		CEO, DCS, MA
251213	s31(2)	Local Government Act 1999	<p>6A Inquiries – General Proposals</p> <p>6A.1 The power pursuant to Section 31(2) of the Act to make a submission to the Commission on the proposed appointments of investigators to conduct inquiries under Section 31 of the Act.</p>		CEO
251214	s31(10)	Local Government Act 1999	<p>6A Inquiries – General Proposals</p> <p>6A.2 The power pursuant to Section 31(10) of the Act to request the Minister consult with the relevant councils about the matter.</p>		CEO
134130	s36(1)(a)(i)	Local Government Act 1999	<p>7. General Powers and Capacities</p> <p>7.1 The power pursuant to Section 36(1)(a)(i) of the Act to enter into any kind of contract or arrangement where the common seal of the Council is not required.</p>		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134131	s36(1)	Local Government Act 1999	7. General Powers and Capacities 7.2 The power pursuant to Section 36(1)(c) of the Act to do anything necessary, expedient or incidental but within any policy or budgetary constraints set by the Council to perform or discharge the Council's functions or duties or to achieve the Council's objectives.		CEO, DCS
134132	s36(2)	Local Government Act 1999	7. General Powers and Capacities 7.3 The power pursuant to Section 36(2) of the Act to act outside the Council's area: 7.3.1 to the extent considered by the Delegate to be necessary or expedient to the performance of the Council's functions; or 7.3.2 in order to provide services to an unincorporated area of the State.		CEO, DCS
134133	s36(3)	Local Government Act 1999	7. General Powers and Capacities 7.4 The duty pursuant to Section 36(3) of the Act to take reasonable steps to separate the Council's regulatory activities from its other activities in the arrangement of its affairs.		CEO, DCS, DDS, DES
134134	s37(b)	Local Government Act 1999	8. Provision Relating to Contract and Transactions 8.1 The power pursuant to Section 37(b) of the Act to authorise another officer, employee or agent of the Council to enter into a contract, on behalf of the Council, where the common seal of the Council is not required.		CEO, DCS, DDS, DES
134135	s41(1) s41(2)	Local Government Act 1999	9. Committees 9.1 The power pursuant to Section 41(1) and (2) of the Act to establish committees.		CEO
134136	s41(3)	Local Government Act 1999	9. Committees 9.2 The power pursuant to Section 41(3) of the Act to determine the membership of a committee.		CEO
134137	s41(4)	Local Government Act 1999	9. Committees 9.3 The power pursuant to Section 41(4) of the Act to appoint a person as a presiding member of a committee, or to make provision for the appointment of a presiding member.		CEO
134138	s41(6)	Local Government Act 1999	9. Committees 9.4 The power pursuant to Section 41(6) of the Act to appoint the principal member of the Council as an ex officio member of a committee.		CEO
134139	s41(8)	Local Government Act 1999	9. Committees 9.5 The power and duty pursuant to Section 41(8) of the Act, to, when establishing a committee, determine the reporting and other accountability requirements that are to apply in relation to the committee.		CEO
134140	s44(6)	Local Government Act 1999	10. Delegations 10.1 The duty pursuant to Section 44(6) of the Act to cause a separate record to be kept of all delegations under the Act.		CEO, DCS, GO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134141	s44(7)	Local Government Act 1999	10. Delegations 10.2 The duty pursuant to Section 44(7) of the Act to make available the record of delegations for inspection (without charge) by the public at the principal office of the Council during ordinary office hours.		CEO, DCS, GO
134142	s45(1)	Local Government Act 1999	11. Principal Office 11.1 The duty pursuant to Section 45(1) of the Act to nominate a place as the principal office of the Council for the purposes of the Act.		CEO
134143	s45(2)	Local Government Act 1999	11. Principal Office 11.2 The power and duty pursuant to Section 45(2) of the Act to determine the hours the principal office of the Council will be open to the public for the transaction of business and the duty to keep the principal office of Council open to the public for the transaction of business during hours determined by the Delegate or the Council.		CEO
134144	s45(3)	Local Government Act 1999	11. Principal Office 11.3 The power pursuant to Section 45(3) of the Act to consult with the local community in accordance with Council's public consultation policy about the manner, places and times at which the Council's offices will be open to the public for the transaction of business and about any significant changes to those arrangements.		CEO
134145	s46(1)	Local Government Act 1999	12. Commercial Activities 12.1 Subject to the Act, the power pursuant to Section 46(1) of the Act to, in the performance of the Council's functions, engage in a commercial activity or enterprise ('a commercial project').		CEO
134146	s46(2)	Local Government Act 1999	12. Commercial Activities 12.2 The power pursuant to Section 46 (2) of the Act, to, in connection with a commercial project: 12.2.1 establish a business; 12.2.2 participate in a joint venture, trust, partnership or other similar body.		CEO
134147	s47(2)(b)	Local Government Act 1999	13. Interests in Companies 13.1 The power pursuant to Section 47(2)(b) of the Act to participate in the formation of, or to become a member of a company limited by guarantee established as a national association to promote and advance the interests of an industry in which local government has an interest.		CEO
134148	s48(aa1)	Local Government Act 1999	14. Prudential Requirements for Certain Activities 14.00 The power and duty pursuant to Section 48(aa1) of the Act and in accordance with Section 48(a1) of the Act, to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council - 14.00.1 acts with due care, diligence and foresight; and		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>14.00.2 identifies and manages risks associated with a project; and</p> <p>14.00.3 makes informed decisions; and</p> <p>14.00.4 is accountable for the use of Council and other public resources.</p>		
134149	s48(a1)	Local Government Act 1999	<p>14. Prudential Requirements for Certain Activities</p> <p>14.0 The duty pursuant to Section 48(a1) of the Act to ensure the prudential management policies, practices and procedures developed by the Council for the purposes of Section 48(aa1) of the Act, are consistent with any regulations made for the purposes of Section 48(a1) of the Act.</p>		CEO, DCS
134150	s48(aa1)	Local Government Act 1999	<p>14. Prudential Requirements for Certain Activities</p> <p>14.1 Without limiting Section 48(aa1) of the Act, the power and duty pursuant to Section 48(1) of the Act to obtain and consider a report, that addresses the prudential issues set out at Section 48(2) of the Act, before the Council:</p> <p>14.1.1 Deliberately left blank.</p> <p>14.1.2 engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body) -</p> <p>14.1.2.1 where the expected operating expenses calculated on an accrual basis of the Council over the ensuing five years is likely to exceed 20 per cent of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or</p> <p>14.1.2.2 where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000.00 (indexed); or</p> <p>14.1.2.3 where the Council or Delegate considers that it is necessary or appropriate.</p>		CEO, DCS
134151	s48(5)	Local Government Act 1999	<p>14. Prudential Requirements for Certain Activities</p> <p>14.3 The power and duty pursuant to Section 48(5) of the Act to make a report under Section 48(1) of the Act available for public inspection at the principal office of the Council once the Council has made a decision on the relevant project (and the power to make the report available at an earlier time unless the Council orders that the report be kept confidential until that time).</p>		CEO, DCS
134153	s49(a1)	Local Government Act 1999	<p>15. Contracts and Tenders Policies</p> <p>15.0 The power and duty pursuant to Section 49(a1) of the Act to develop and maintain procurement policies, practices and procedures directed towards:</p>		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			15.0.1 obtaining value in the expenditure of public money; and 15.0.2 providing for ethical and fair treatment of participants; and 15.0.3 ensuring probity, accountability and transparency in procurement operations.		
134154	s49(a1)	Local Government Act 1999	15. Contracts and Tenders Policies 15.1 Without limiting Section 49(a1) of the Act, the power and duty pursuant to Section 49(1) of the Act to prepare and adopt policies on contracts and tenders including policies on the following: 15.1.1 the contracting out of services; and 15.1.2 competitive tendering and the use of other measures to ensure that services are delivered cost effectively; and 15.1.3 the use of local goods and services; and 15.1.4 the sale or disposal of land or other assets.		CEO, DCS
134155	s49(2)	Local Government Act 1999	15. Contracts and Tenders Policies 15.2 The power and duty pursuant to Section 49(2) of the Act to ensure that any policies on contracts and tenders: 15.2.1 identify circumstances where the Council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and 15.2.2 provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and 15.2.3 provide for the recording of reasons for entering into contracts other than those resulting from the tender process; and 15.2.4 are consistent with any requirement prescribed by the regulations.		CEO, DCS
134156	s49(3)	Local Government Act 1999	15. Contracts and Tenders Policies 15.3 The power pursuant to Section 49(3) of the Act to, at any time, alter a policy under Section 49 of the Act, or substitute a new policy or policies (but not so as to affect any process that has already commenced).		CEO, DCS
134157	s49(4)	Local Government Act 1999	15. Contracts and Tenders Policies 15.4 The duty pursuant to Section 49(4) of the Act to make available for inspection		CEO, DCS, GO, MA

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			(without charge) a policy adopted under this Section at the principal office of Council during office hours.		
134158	s50(1)	Local Government Act 1999	<p>16. Public Consultation Policies</p> <p>16.1 The power and duty pursuant to Section 50(1) and (2) of the Act to prepare and adopt a public consultation policy which sets out the steps the Council will follow:</p> <p>16.1.1 in cases where the Act requires the Council to follow its public consultation policy; and</p> <p>16.1.2 in other cases involving Council decision making, if relevant.</p>		CEO, DCS, MA
134159	s50(3)	Local Government Act 1999	<p>16. Public Consultation Policies</p> <p>16.2 The duty pursuant to Section 50(3) of the Act to include in the steps set out in the public consultation policy reasonable opportunities for interested persons to make submissions in cases where the Act requires the Council to follow its public consultation policy and to make other arrangements appropriate to other classes of decisions, within the scope of the policy.</p>		CEO, DCS
134160	s50(4)	Local Government Act 1999	<p>16. Public Consultation Policies</p> <p>16.3 The duty pursuant to Section 50(4) of the Act to ensure that the public consultation policy, in cases where the Act requires the policy to be followed, provides for:</p> <p>16.3.1 the publication of a notice:</p> <p>16.3.1.1 in a newspaper circulating within the area of the Council; and</p> <p>16.3.1.2 on a website determined by the Chief Executive Officer,</p> <p>describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>16.3.2 the consideration of any submissions made in response to that invitation.</p>		CEO, DCS, MA
134161	s50(5)	Local Government Act 1999	<p>16. Public Consultation Policies</p> <p>16.4 The power pursuant to Section 50(5) of the Act, to, from time to time, alter the Council's public consultation policy, or substitute a new policy.</p>		CEO, DCS
134162	s50(6)	Local Government Act 1999	<p>16. Public Consultation Policies</p> <p>16.5 Before the Council or the Delegate adopts a public consultation policy or alters, or substitutes a public consultation policy, the duty pursuant to Section 50(6) of the Act to:</p> <p>16.5.1 prepare a document that sets out its proposal in relation to the matter; and</p>		CEO, DCS, MA

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			16.5.2 publish in a newspaper circulating within the area of the Council, a notice of the proposal inviting interested persons to make submissions on the proposal within a period stated in the notice, which must be at least one month; 16.5.3 consider any submissions made in response to an invitation made under Section 50(6)(d) of the Act.		
134163	s50(7)	Local Government Act 1999	16. Public Consultation Policies 16.6 The power pursuant to Section 50(7) of the Act to determine if the alteration of a public consultation policy is of minor significance that would attract little or no community interest.		CEO, DCS, MA
134164	s50(8)	Local Government Act 1999	16. Public Consultation Policies 16.7 The duty pursuant to Section 50(8) of the Act to ensure the public consultation policy is available for inspection (without charge) at the principal office of Council during ordinary office hours.		CEO, DCS, GO, MA
134170	s70(1)	Local Government Act 1999	18. Inspection of Register 18.1 The duty pursuant to Section 70(1) of the Act to make available for inspection (without charge) the Register of Interests at the principal office of the Council during ordinary office hours.		CEO, DCS, GO, MA
134171	s77(1)(b)	Local Government Act 1999	19. Reimbursement of Expenses 19.1 The power pursuant to Section 77(1)(b) of the Act to reimburse to members of the Council expenses of a kind prescribed for the purposes of Section 77(1)(b) of the Act and approved by the Council (either specifically or under a policy established by the Council for these purposes) incurred in performing or discharging official functions and duties.		CEO, DCS, MA
134172	s77(3)	Local Government Act 1999	19. Reimbursement of Expenses 19.2 The duty pursuant to Section 77(3) of the Act to make available for inspection (without charge) any policy of Council concerning these reimbursements at the principal office of the Council during ordinary office hours.		CEO, DCS, GO, MA
134173	s79(3)	Local Government Act 1999	20. Register of Allowances and Benefits 20.1 The duty pursuant to Section 79(3) of the Act to make available for inspection (without charge) the Register of Allowances and Benefits, at the principal office of the Council during ordinary office hours.		CEO, DCS, GO, MA
134174	s80	Local Government Act 1999	21. Insurance of members 21.1 The duty pursuant to Section 80 of the Act to take out a policy of insurance insuring every member of the Council and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions and duties by members.		CEO, DCS

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134175	s80A(1)	Local Government Act 1999	22. Training and Development 22.1 The power and duty pursuant to Section 80A(1) of the Act to prepare and adopt a training and development policy in accordance with Section 80A(2) of the Act for the Council's members.		CEO, DCS
134176	s80A(2)	Local Government Act 1999	22. Training and Development 22.2 The duty pursuant to Section 80A(2) of the Act to ensure that the Council's training and development policy is aimed at assisting the Council's members in the performance and discharge of their functions and duties.		CEO
134177	s80A(3)	Local Government Act 1999	22. Training and Development 22.3 The power pursuant to Section 80A(3) of the Act to, from time to time, alter the Council's training and development policy or substitute a new policy.		CEO, DCS
134178	s80A(4)	Local Government Act 1999	22. Training and Development 22.4 The duty pursuant to Section 80A(4) and (5) of the Act to make available the training and development policy for inspection (without charge) at the principal office of the Council during ordinary office hours and for purchase (on payment of a fee fixed by the Council).		CEO, DCS, GO, MA
134179	s87(1)	Local Government Act 1999	23. Committee Meetings 23.1 The power pursuant to Section 87(1) of the Act and in accordance with Section 87(2) of the Act to determine the times and places of ordinary meetings of Council committees.		CEO
134180	s87(2)	Local Government Act 1999	23. Committee Meetings 23.2 The duty pursuant to Section 87(2) of the Act in appointing a time for the holding of an ordinary meeting of a Council committee to take into account: 23.2.1 the availability and convenience of members of the committee; and 23.2.2 the nature and purpose of the committee.		CEO
134181	s90(7)	Local Government Act 1999	24. Meetings To Be Held in Public Except in Special Circumstances 24.1 The duty pursuant to Section 90(7) of the Act to make a note in the minutes of the making of an order under Section 90(2) of the Act and the grounds on which it was made.		CEO, DCS
134507	s90(8a)(a)	Local Government Act 1999	24. Meetings To Be Held in Public Except in Special Circumstances 24.2 The power pursuant to Section 90(8a)(a) of the Act to adopt a policy on the holding of informal gatherings or discussions subject to Section 90(8b) of the Act.		CEO, DCS
134508	s90(8c)	Local Government Act 1999	24. Meetings To Be Held in Public Except in Special Circumstances 24.3 The power pursuant to Section 90(8c) of the Act, to, from time to time, alter the Council's policy or substitute a new policy.		CEO, DCS

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134182	s91(3)	Local Government Act 1999	25. Minutes and Release of Documents 25.1 The duty pursuant to Section 91(3) to supply each member of the Council with a copy of all minutes of the proceedings of the Council or Council committee meeting, within 5 days after that meeting.		CEO, DCS, EA, GO
134183	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.2 Subject to Section 91(7), the duty pursuant to Section 91(4) of the Act to place a copy of the minutes of a meeting of the Council on public display in the principal office of the Council within 5 days after the meeting and to keep those minutes on display for a period of 1 month.		CEO, DCS, EA, GO
134184	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.3 Subject to Section 91(7) of the Act, the duty pursuant to Section 91(5) of the Act to make available for inspection, without payment of a fee, at the principal office of the Council:		CEO, DCS, EA, GO
215942	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.3.1 minutes of the Council and Council committee meetings; and		CEO, DCS, EA, GO, MA
215943	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.3.2 reports to the Council or to a Council committee received at a meeting of the Council or Council committee; and		CEO, DCS, EA, GO, MA
215944	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.3.3 recommendations presented to the Council in writing and adopted by resolution of the Council; and		CEO, DCS, EA, GO, MA
215945	s91(7)	Local Government Act 1999	25. Minutes and Release of Documents 25.3.4 budgetary or other financial statements adopted by the Council.		CEO, DCS, EA, GO, MA
134186	s92(1)	Local Government Act 1999	26. Access to Meetings and Documents - Code of Practice 26.1 The power and duty pursuant to Section 92(1) of the Act, and subject to Section 92(4) of the Act, to prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of Parts 3 and 4 of Chapter 6 of the Act.		CEO, DCS
134185	s92(2)	Local Government Act 1999	26. Access to Meetings and Documents - Code of Practice 26.2 The power and duty pursuant to Section 92(2) of the Act to review the operation of the Council's Code of Practice within 12 months after the conclusion of each periodic election.		CEO, DCS

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134187	s92(3)	Local Government Act 1999	26. Access to Meetings and Documents - Code of Practice 26.3 The power pursuant to Section 92(3) of the Act, to, at any time, alter the Council's code of practice or substitute a new code of practice.		CEO, DCS, MA
134188	s92(5)	Local Government Act 1999	26. Access to Meetings and Documents - Code of Practice 26.4 The duty pursuant to Section 92(5) of the Act to ensure that before the Council or the Delegate adopts, alters or substitutes a code of practice that: 26.4.1 copies of the proposed code, alterations or substitute code (as the case may be) are made available for inspection or purchase at the Council's principal office and available for inspection on a website determined by the Chief Executive Officer; and 26.4.2 the relevant steps set out in the Council's Public Consultation Policy are followed.		CEO, DCS, MA
134189	s92(6)	Local Government Act 1999	26. Access to Meetings and Documents - Code of Practice 26.5 The duty pursuant to Section 92(6) and (7) of the Act to ensure that the Code of Practice is available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of Council during ordinary office hours.		CEO, DCS, GO, MA
134190	s93(1)	Local Government Act 1999	27. Meetings of Electors 27.1 The power pursuant to Section 93(1) of the Act to convene a meeting of electors of the area or part of the area of the Council.		CEO, DCS
134191	s93(11)	Local Government Act 1999	27. Meetings of Electors 27.2 The duty pursuant to Section 93(11) of the Act to provide each member of the Council with a copy of the minutes of any meeting of electors within 5 days of that meeting.		CEO, DCS
134192	s93(14)	Local Government Act 1999	27. Meetings of Electors 27.3 The power pursuant to Section 93(14) of the Act to determine the procedure for the purposes of making a nomination under Sections 93(3)(a)(ii) or 93(3)(b)(ii).		CEO, DCS
134193	s95	Local Government Act 1999	28. Obstructing of Meetings 28.1 The power pursuant to Section 95 of the Act to take proceedings under the Act against a person who intentionally obstructs or hinders proceedings at a meeting of the Council or a Council committee or at a meeting of electors.		CEO, DCS
134194	s105(3)	Local Government Act 1999	29. Register of Remuneration Salaries and Benefits 29.1 The duty pursuant to Section 105(3) of the Act to make available the Register of Salaries of employees of the Council for inspection by the public at the principal office of the Council during ordinary office hours.		CEO, DCS, GO, MA
134195	s106(2) s106(2a)	Local Government Act 1999	30. Certain Periods Of Service To Be Regarded As Continuous 30.1 The duty pursuant to Sections 106(2) and 106(2a) of the Act to ensure any other council receives within one month of the Council having received written notice requiring payment, the appropriate contribution to an employee's service benefits.		CEO, DCS, FOP

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134196	s106(4)	Local Government Act 1999	30. Certain Periods Of Service To Be Regarded As Continuous 30.2 The duty pursuant to Section 106(4) of the Act to supply to any other council, at its request, details of the service of an employee or former employee of the Council.		CEO, DCS, FOP
134197	s106(5)	Local Government Act 1999	30. Certain Periods Of Service To Be Regarded As Continuous 30.3 The duty pursuant to Section 106(5) of the Act to hold and apply a payment or contribution received by the Council under Section 106 in accordance with the Regulations.		CEO, DCS, FOP
134204	s111(b)	Local Government Act 1999	32. Application of Division 32.1 The power pursuant to Section 111(b) of the Act to declare any other officer, or any other officer of a class, to be subject to the operation of Chapter 7, Part 4, Division 1 of the Act.		CEO
134205	s122(6)	Local Government Act 1999	33. Certain Aspects of Strategic Management Plans 33.1 The duty pursuant to Section 122(6) of the Act to develop a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the Council's development and review of its strategic management plans.		CEO, DCS, DDS
134206	s122(7)	Local Government Act 1999	33. Certain Aspects of Strategic Management Plans 33.2 The duty pursuant to Section 122(7) of the Act to ensure that copies of the Council's strategic management plans are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.		CEO, DCS, DDS, MA
134207	s123(3)	Local Government Act 1999	34. Annual Business Plans and Budgets 34.1 Before the Council adopts an annual business plan, the duty pursuant to Section 123(3) of the Act to, - 34.1.1 prepare a draft annual business plan; and 34.1.2 follow the relevant steps set out in the Council's public consultation policy, taking into account and complying with the requirements of Section 123(4) of the Act.		CEO, DCS
134208	s123(5)	Local Government Act 1999	34. Annual Business Plans and Budgets 34.2 The duty pursuant to Section 123(5) of the Act to ensure that copies of the draft annual business plan are available at the meeting arranged pursuant to and in accordance with Section 123(4)(a)(i) and (4)(b) of the Act, and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council and on the website at least 21 days before the date of that meeting.		CEO, DCS
134209	s123(5a)	Local Government Act 1999	34. Annual Business Plans and Budgets 34.3 The duty pursuant to Section 123(5a) of the Act to ensure that provision is made for: 34.3.1 a facility for asking and answering questions; and		CEO, DCS

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			34.3.2 the receipt of submissions, on the Council's website during the public consultation period.		
134210	s123(9)	Local Government Act 1999	<p>34. Annual Business Plans and Budgets</p> <p>34.4 After the Council has adopted an annual business plan and a budget, the duty, pursuant to Section 123(9) of the Act, to:</p> <p>34.4.1 ensure:</p> <p>34.4.1.1 that a summary of the annual business plan is prepared in accordance with the requirements set out at Sections 123(10), (11) and (12) of the Act, so as to assist in promoting public awareness of the nature of the Council's services and the Council's rating and financial management policies, taking into account its objectives and activities for the ensuing financial year; and</p> <p>34.4.1.2 that a copy of the summary of the annual business plan accompanies the first rates notice sent to ratepayers after the declaration of the Council's rates for the financial year; and</p> <p>34.4.2 ensure:</p> <p>34.4.2.1 that copies of the annual business plan and the budget (as adopted) are available for inspection (without charge) or purchase (on payment of a fee fixed by the Council); and</p> <p>34.4.2.2 that copies of the summary of the annual business plan are available for inspection and to take (without charge), at the principal office of the Council.</p>		CEO, DCS
134509	s123(9)	Local Government Act 1999	<p>34. Annual Business Plans and Budgets</p> <p>34.4.3 ensure that electronic copies of the annual business plan and the budget (as adopted) are published on a website determined by the Chief Executive Officer.</p>		CEO, DCS, MA
134211	s124(1)	Local Government Act 1999	<p>35. Accounting Records to be Kept</p> <p>35.1 The duty pursuant to Section 124(1) of the Act to:</p> <p>35.1.1 keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the Council;</p> <p>35.1.2 keep the Councils accounting records in such manner as will enable:</p> <p>35.1.2.1 the preparation and provision of statements that fairly present financial and other information; and</p>		CEO, DCS

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			35.1.2.2 the financial statements of the Council to be conveniently and properly audited.		
134212	s124(2)	Local Government Act 1999	35. Accounting Records to be Kept 35.2 The power pursuant to Section 124(2) to determine the form or forms and the place or places (within the state) to keep the accounting records of the Council.		CEO, DCS
134213	s125	Local Government Act 1999	36. Internal Control Policies 36.1 The duty pursuant to Section 125 of the Act to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner, to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.		CEO, DCS
134214	s126(1)	Local Government Act 1999	37. Audit Committee 37.1 The power and duty pursuant to Section 126(1) of the Act to appoint an audit committee in accordance with Section 126(2) of the Act.		CEO, DCS
134215	s126(2)	Local Government Act 1999	37. Audit Committee 37.2 If an audit committee is appointed by the Delegate or the Council, the power to determine the membership of any audit committee in accordance with Section 126(2) of the Act.		CEO, DCS
134216	s127(1)	Local Government Act 1999	38. Financial Statements 38.1 The duty pursuant to Section 127(1) of the Act to prepare for each financial year: 38.1.1 financial statements and notes in accordance with standards prescribed by the regulations; and 38.1.2 other statements and documentation referring to the financial affairs of the Council required by the Regulations.		CEO, DCS
134217	s127(2)	Local Government Act 1999	38. Financial Statements 38.2 The duty pursuant to Section 127(2) of the Act to ensure that the financial statements prepared for the Council pursuant to Section 127(1) of the Act: 38.2.1 are prepared as soon as is reasonably practicable after the end of the relevant financial year and in any event before the day prescribed by the Regulations; and 38.2.2 comply with standards and principles prescribed by the Regulations; and 38.2.3 include the information required by the Regulations.		CEO, DCS

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134218	s127(3)	Local Government Act 1999	38. Financial Statements 38.3 The duty pursuant to Section 127(3) of the Act to submit for auditing by the Council's auditor the statements prepared for each financial year.		CEO, DCS
134219	s127(4)	Local Government Act 1999	38. Financial Statements 38.4 The duty pursuant to Section 127(4) of the Act to submit a copy of the auditor's statements to the persons or bodies prescribed by the Regulations on or before the day prescribed by the Regulations.		CEO, DCS
134220	s127(5)	Local Government Act 1999	38. Financial Statements 38.5 The duty pursuant to Section 127(5) of the Act to ensure that copies of the Council's audited statements are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.		CEO, DCS, MA
134221	s128(2), (3), (4), (4a), (5), (6), (7), (8)	Local Government Act 1999	39. The Auditor 39.1 The power and duty pursuant to and in accordance with Section 128(2), (3), (4), (4a), (5), (6), (7) and (8) of the Act to appoint an auditor on the recommendation of the Council's audit committee.		CEO, DCS
134222	s128(8)	Local Government Act 1999	39. The Auditor 39.2 The duty pursuant to Section 128(8) of the Act to comply with any requirements prescribed by the Regulations with respect to providing for the independence of the auditor.		CEO, DCS
134223	s128(9)	Local Government Act 1999	39. The Auditor 39.3 The duty pursuant to Section 128(9) of the Act to ensure that the following information is included in the Council's annual report: 39.3.1 information on the remuneration payable to the Council's auditor for work performed during the relevant financial year, distinguishing between: 39.3.1.1 remuneration payable for the annual audit of the Council's financial statements; and 39.3.1.2 other remuneration; 39.3.2 if a person ceases to be the auditor of the Council during the relevant financial year, other than by virtue of the expiration of his or her term of appointment and is not being reappointed to the office - the reason or reasons why the appointment of the Council's auditor came to an end.		CEO, DCS
134224	s129(9), s129(3)	Local Government Act 1999	40. Conduct of Audit 40.1 The duty pursuant to Section 129(9) of the Act to ensure the opinions under Section 129(3) of the Act provided to Council under Section 129 of the Act accompany the financial statements of the Council.		CEO

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134225	s130A(1), s130A(2)	Local Government Act 1999	41. Other Investigations 41.1 The power, pursuant to and in accordance with Sections 130A(1) and (2) of the Act, as the Delegate thinks fit, to request the Council's auditor, or some other person determined by the Delegate to be suitably qualified in the circumstances, to examine and report on any matter relating to financial management, or the efficiency and economy with which the Council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit under Division 4 of Chapter 8 of the Act and that is considered by the Delegate to be of such significance as to justify an examination under this Section.		CEO, DCS
134226	s130A(7)	Local Government Act 1999	41. Other Investigations 41.2 Unless Section 130A(7) of the Act applies, the duty pursuant to Section 130A(6) of the Act to place the report prepared pursuant to Section 130A(1) of the Act on the agenda for consideration: 41.2.1 unless Section 130A(6)(b) of the Act applies - at the next ordinary meeting of the Council in accordance with Section 130A(6)(a), of the Act; 41.2.2 if the agenda for the next ordinary meeting of the Council has already been sent to members of the Council at the time that the report is provided to the principal member of the Council - at the ordinary meeting of the Council next following the meeting for which the agenda has already been sent unless the principal member of the Council determines, after consultation with the Chief Executive Officer, that the report should be considered at the next meeting of the Council as a late item on the agenda in accordance with Section 130A(6)(b) of the Act.		CEO, DCS
134227	s131(1)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.1 The duty pursuant to Section 131(1) of the Act and in accordance with Sections 131(2) and (3) of the Act, to prepare and adopt on or before 30 November each year, an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.		CEO, DCS
134228	s131(2) s131(3)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.2 The duty pursuant to Section 131(2) and (3) of the Act to include in that report the material, and include specific reports on the matters, specified in Schedule 4 as amended from time to time by regulation.		CEO, DCS
134229	s131(4)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.3 The duty pursuant to Section 131(4) of the Act to provide a copy of the annual report to each member of the Council.		CEO, MA
134230	s131(5)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.4 The duty pursuant to Section 131(5) of the Act to submit a copy of the annual report to:		CEO, DCS, MA

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			42.4.1 the Presiding Member of both Houses of Parliament; and 42.4.2 to the persons or body prescribed by the Regulations, on or before the date determined under the Regulations.		
134231	s131(7)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.5 The power pursuant to Section 131(7) of the Act to provide to the electors for the area an abridged or summary version of the annual report.		CEO, DCS, MA
134232	s131(8)	Local Government Act 1999	42. Annual Report to be Prepared and Adopted 42.6 The duty pursuant to Section 131(8) of the Act to ensure that copies of Council's annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.		CEO, DCS, MA
134233	s132(1)	Local Government Act 1999	43. Access to Documents 43.1 The duty pursuant to Section 132(1) of the Act to ensure a member of the public is able: 43.1.1 to inspect a document referred to in Schedule 5 of the Act at the principal office of the Council during ordinary office hours without charge; and 43.1.2 to purchase a document referred to in Schedule 5 to the Act at the principal office of the Council during ordinary office hours for a fee fixed by the Council.		CEO, DCS, MA
134234	s132(2)	Local Government Act 1999	43. Access to Documents 43.2 The power pursuant to Section 132(2) of the Act to make a document available in electronic form for the purposes of Section 132(1)(a).		CEO, DCS, MA
134235	s132(3)	Local Government Act 1999	43. Access to Documents 43.3 The power and duty, pursuant to and in accordance with Section 132 (3) of the Act, to make the following documents available for inspection on a website determined by the Chief Executive Officer within a reasonable time after they are available at the principal office of the Council: 43.3.1 agendas for meetings of the Council or Council committees; 43.3.2 minutes of meetings of the Council or Council committees; 43.3.3 codes of conduct or codes of practice adopted by the Council under this Act or the Local Government (Elections) Act 1999; 43.3.4 the Council's contract and tenders policies, public consultation policy and order-making policies;		CEO, CO, DCS, EA, GO, MA

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			<p>43.3.5 the Council's draft annual business plan, annual business plan (as adopted by the council) and the summary of the annual business plan required under Part 2 of this Chapter;</p> <p>43.3.6 the Council's budget (as adopted by the Council for a particular year);</p> <p>43.3.7 a list of fees and charges imposed by the Council under this Act;</p> <p>43.3.8 by-laws made by the Council and any determination in respect of a by-law made under Section 246(3)(e) of the Act;</p> <p>43.3.9 procedures for the review of decisions established by the Council under Part 2 of Chapter 13;</p> <p>43.3.10 the audited financial statements of the Council;</p> <p>43.3.11 the annual report of the Council;</p> <p>43.3.12 the Council's most recent information statement under the Freedom of Information Act 1991, unless the Council provides it as part of the annual report of the Council.</p>		
134236	s132A	Local Government Act 1999	<p>44. Related Administrative Standards</p> <p>44.1 The power and duty pursuant to Section 132A of the Act to ensure that appropriate policies, practices and procedures are implemented and maintained in order:</p> <p>44.1.2 to ensure compliance with any statutory requirements; and</p> <p>44.1.2 to achieve and maintain standards of good public administration.</p>		CEO, MA
134237	s133	Local Government Act 1999	<p>45. Sources of Funds</p> <p>45.1 Subject to the Act, the power pursuant to Section 133 of the Act to obtain funds as permitted under the Act or another Act and as may otherwise be appropriate in order to carry out the Council's functions under the Act or another Act.</p>		CEO, DCS
134238	s135(1)	Local Government Act 1999	<p>46. Ability of a Council to Give Security</p> <p>46.1 The power pursuant to Section 135(1) of the Act and subject to Section 135(2) of the Act to provide various forms of security, including:</p> <p>46.1.1 guarantees (including guarantees relating to the liability of a subsidiary of the Council);</p> <p>46.1.2 debentures charged on the general revenue of the Council (including to support a</p>		CEO

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			guarantee provided under Section 135(1) of the Act); 46.1.3 bills of sale, mortgages or other charges (including to support a guarantee provided under Section 135(1)(a) of the Act.		
134239	s135(2)	Local Government Act 1999	46. Ability of a Council to Give Security 46.2 The power and duty pursuant to Section 135(2) of the Act, if the Council or the Delegate proposes to issue debentures on the general revenue of the Council to: 46.2.1 assign a distinguishing classification to the debentures to be included in the issue so as to distinguish them from those included or to be included in previous or subsequent issues; and 46.2.2 if the debentures are being offered generally to members of the public, appoint a trustee for the debenture holders.		CEO
134240	s137	Local Government Act 1999	47. Expenditure of Funds 47.1 Subject to the Act or another Act, the power pursuant to Section 137 of the Act to expend the Council's approved budgeted funds in the exercise, performance or discharge of the Council's powers, functions or duties under the Act or other Acts.	Within budgets and responsibilities and within limits of delegated authority and authorised signatories as follows: CEO - \$150,000; DCS - \$75,000; DES - \$75,000; DDS - \$75,000; MAS - \$30,000; MES - \$30,000; MO - \$30,000; MLCS - \$5,000; MA - \$5,000; MED - \$5,000; MDHC - \$5,000; MFS - \$5,000; BMO - \$2,000; BSO - \$2,000; CTL - \$2,000; DCCS - \$2,000; ESO - \$2,000;	BMO, BSO, CEO, CTL, DCCS, DCS, DDS, DES, EA, ESO, HRRM, ICTC, MA, MAS, MDHC, MED, MES, MFS, MLCS, MO, MOCP, MTL, PM, TLM, TLPG

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
				HRRM - \$2,000; MOCP - \$2,000; MTL - \$2,000; PM - \$2,000; TLPG - \$2,000; TLM - \$2,000; EA - \$1,000; ICTC - \$1,000 per acquisition	
134241	s139(1)	Local Government Act 1999	48. Investment Powers 48.1 The power pursuant to Section 139(1) of the Act to invest money under the Council's control.		CEO, DCS
134242	s139(2)	Local Government Act 1999	48. Investment Powers 48.2 The duty pursuant to Section 139(2) of the Act in exercising the power of investment, to: 48.2.1 exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and 48.2.2 avoid investments that are speculative or hazardous in nature.		CEO, DCS
134243	s139(3)	Local Government Act 1999	48. Investment Powers 48.3 The duty pursuant to Section 139(3) of the Act to take into account when exercising the power of investment, so far as is appropriate in the circumstances and without limiting the matters which may be taken into account, the following matters: 48.3.1 the purposes of the investment; 48.3.2 the desirability of diversifying Council investments; 48.3.3 the nature of and risk associated with existing Council investments; 48.3.4 the desirability of maintaining the real value of the capital and income of the investment; 48.3.5 the risk of capital or income loss or depreciation; 48.3.6 the potential for capital appreciation; 48.3.7 the likely income return and the timing of income return;		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>48.3.8 the length of the term of a proposed investment;</p> <p>48.3.9 the period for which the investment is likely to be required;</p> <p>48.3.10 the liquidity and marketability of a proposed investment during, and on determination of, the term of the investment;</p> <p>48.3.11 the aggregate value of the assets of the Council;</p> <p>48.3.12 the likelihood of inflation affecting the value of a proposed investment;</p> <p>48.3.13 the costs of making a proposed investment;</p> <p>48.3.14 the results of any review of existing Council investments.</p>		
134244	s139(3)	Local Government Act 1999	<p>48. Investment Powers</p> <p>48.4 Subject to the matters specified in Section 139(3) of the Act, the power pursuant to Section 139(4) of the Act, so far as may be appropriate in the circumstances, to have regard to:</p> <p>48.4.1 the anticipated community benefit from an investment; and</p> <p>48.4.2 the desirability of attracting additional resources into the local community.</p>		CEO, DCS
134245	s139(5)	Local Government Act 1999	<p>48. Investment Powers</p> <p>48.5 The power pursuant to Section 139(5) of the Act to obtain and consider independent and impartial advice about the investment of funds or the management of the Council's investments from the person whom the Delegate reasonably believes to be competent to give the advice.</p>		CEO, DCS
134246	s140	Local Government Act 1999	<p>49. Review of Investment</p> <p>49.1 The duty pursuant to Section 140 of the Act to review the performance (individually and as a whole) of the Council's investments, at least once in each year.</p>		CEO, DCS
134247	s141	Local Government Act 1999	<p>50. Gifts to a Council</p> <p>50.1 Within the confines of Section 44(3) of the Act:</p> <p>50.1.1 the power pursuant to Section 141(1) of the Act to accept a gift made to the Council;</p> <p>50.1.2 the power pursuant to Section 141(2) of the Act to carry out the terms of any trust (if any) that affects a gift to Council;</p> <p>50.1.3 the power pursuant to Section 141(3) of the Act to apply to the Supreme Court for</p>		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>an order varying the terms of a trust for which the Council has been constituted a trustee;</p> <p>50.1.4 where a variation is sought in the terms of a trust, the duty pursuant to Section 141(4) of the Act to give notice describing the nature of the variation by public notice and in any other such manner as may be directed by the Supreme Court; and</p> <p>50.1.5 the duty pursuant to Section 141(6) of the Act to publish a copy of any order of the Supreme Court to vary the terms of the trust, in the Gazette, within 28 days after that order is made.</p>		
134248	s142	Local Government Act 1999	<p>51. Duty to Insure Against Liability</p> <p>51.1 The duty pursuant to Section 142 of the Act to take out and maintain insurance to cover the Council's civil liabilities at least to the extent prescribed by the Regulations.</p>		CEO, DCS
134249	s143(1)	Local Government Act 1999	<p>52. Writing off Bad Debts</p> <p>52.1 The power pursuant to Section 143(1) of the Act to write off any debts owed to the Council:</p> <p>52.1.1 if the Council has no reasonable prospect of recovering the debts; or</p> <p>52.1.2 if the costs of recovery are likely to equal or exceed the amount to be recovered, up to and including an amount of \$5,000.00 in respect of any one debt.</p>		CEO, DCS
134250	s143(2)	Local Government Act 1999	<p>52. Writing off Bad Debts</p> <p>52.2 The duty pursuant to Section 143(2) of the Act to ensure that no debt is written off unless the Chief Executive Officer has certified:</p> <p>52.2.1 reasonable attempts have been made to recover the debt; or</p> <p>52.2.2 the costs of recovery are likely to equal or exceed the amount to be recovered.</p>		CEO, DCS
134251	s144(1)	Local Government Act 1999	<p>53. Recovery of Amounts due to Council</p> <p>53.1 The power pursuant to Section 144(1) of the Act to recover as a debt, by action in a Court of competent jurisdiction, any fee, charge, expense or other amount recoverable from a person or payable by a person under this or another Act.</p>		CEO, DCS, FOAR
134252	s144(2)	Local Government Act 1999	<p>53. Recovery of Amounts due to Council</p> <p>53.2 The power pursuant to Section 144(2), (3) and (4) of the Act to recover any fee, charge, expense or other amount as if it were a rate declared on the property, after giving at least 14 days notice requiring payment, where the fee, charge, expense or other amount payable to the Council relates to something done in respect of rateable or other property.</p>		CEO, DCS, FOAR

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134253	s148(2)	Local Government Act 1999	54. Land Against Which Rates May be Assessed 54.1 The power and duty pursuant to Section 148(2) of the Act to make decisions about the division of land and the aggregation of land for the purposes of Section 148(1) of the Act fairly and in accordance with principles and practices that apply on a uniform basis across the area of the Council.		CEO, DCS
134254	s151	Local Government Act 1999	55. Basis of Rating 55.1 Before the Council: 55.1.1 changes the basis of the rating of any land (including by imposing differential rates on land that has not been differentially rated in the preceding financial year, or by no longer imposing differential rates on land that has been differentially rated in the preceding financial year); or 55.1.2 changes the basis on which land is valued for the purposes of rating; or 55.1.3 changes the imposition of rates on land by declaring or imposing a separate rate, service rate or service charge on any land; the power and duty pursuant to Section 151(5)(d) and (e) of the Act to: 55.1.4 prepare a report on the proposed change in accordance with Section 151(6) of the Act; and 55.1.5 follow the relevant steps set out in its public consultation policy in accordance with Section 151(7) of the Act.		CEO, DCS
134255	s151(8) s151(5)(d) s151(7)(a)(i)	Local Government Act 1999	55. Basis of Rating 55.2 The duty pursuant to Section 151(8) of the Act to ensure that copies of the report required under Section 151(5)(d) of the Act are available at the meeting held under Section 151(7)(a)(i) of the Act, and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.		CEO, DCS
134256	s152(2)(d) s152(3)	Local Government Act 1999	56. General Rates 56.1 The power pursuant to Section 152(2)(d) and (3) of the Act to determine, on application, if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise.		CEO
134257	s155(6)	Local Government Act 1999	57. Service Rates and Service Charges 57.1 The duty pursuant to Section 155(6) of the Act, subject to Section 155(7) of the Act, to apply any amounts held in a reserve established in connection with the operation of Section 155(5) of the Act for purposes associated with improving or replacing Council assets for the purposes of the relevant prescribed service.		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134258	s155(7)	Local Government Act 1999	57. Service Rates and Service Charges 57.2 The power pursuant to Section 155(7) of the Act, if a prescribed service under Section 155(6) of the Act is, or is to be, discontinued, to apply any excess funds held by the Council for the purposes of the service (after taking into account any expenses incurred or to be incurred in connection with the prescribed service) for another purpose specifically identified in the Council's annual business plan as being the purpose for which the funds will now be applied.		CEO
134259	s156(3), s156(9), s156(10), s156(11)	Local Government Act 1999	58. Basis of Differential Rates 58.1 The power pursuant to Section 156(3), (9), (10), (11) of the Act to attribute the use of the land for any basis for a differential rate and to decide objections to any of those attributions.		CEO, DCS
134260	s156(14a)	Local Government Act 1999	58. Basis of Differential Rates 58.2 The power and duty pursuant to Section 156(14a) of the Act, before the Council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraphs (a), (b) or (c) of Section 156(1) of the Act to a differentiating factor under another of those paragraphs, to - 58.2.1 prepare a report on the proposed change in accordance with Section 156(14b) of the Act; and 58.2.2 follow the relevant steps set out in its public consultation policy in accordance with Section 156(14d) of the Act.		CEO, DCS
134261	s156(14e), 156(14a)(a)	Local Government Act 1999	58. Basis of Differential Rates 58.3 The duty pursuant to Section 156(14e) of the Act to ensure that copies of the report required under Section 156(14a)(a) of the Act are available at the meeting held under Section 156(14d)(a)(i); and for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council at least 21 days before the end of the period for public consultation.		CEO, DCS
134262	s157	Local Government Act 1999	59. Notice of Differentiating Factors 59.1 If the Council declares differential rates, the duty pursuant to Section 157 of the Act in each rates notice, to specify the differentiating factor or combination of factors that governs the calculation of rates on the land to which the account relates.		CEO, DCS
134263	s159(1)	Local Government Act 1999	60. Preliminary 60.1 The power pursuant to Section 159(1) of the Act to determine the manner and form and such information as the Delegate may reasonably require, for a person or body to apply to the Council to determine if grounds exist for the person or body to receive a rebate of rates.		CEO, DCS

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134264	s159(3)	Local Government Act 1999	60. Preliminary 60.2 The power pursuant to Section 159(3) to grant a rebate of rates if satisfied that it is appropriate to do so (whether on application or on the Delegate's own initiative).		CEO, DCS
134265	s159(4)	Local Government Act 1999	60. Preliminary 60.3 The power pursuant to Section 159(4) of the Act to increase the rebate on the Delegate's initiative, if a rebate specifically fixed by Division 5 Chapter 10 of the Act is less than 100%.		CEO, DCS
134266	s159(10)	Local Government Act 1999	60. Preliminary 60.4 The power pursuant to Section 159(10) of the Act to determine, for proper cause, that an entitlement to a rebate of rates in pursuance of Division 5 no longer applies.		CEO, DCS
134267	s161(1) s161(3)	Local Government Act 1999	61. Rebate of Rates - Community Services 61.1 The power pursuant to Section 161(1) and (3) of the Act to grant a rebate of more than 75% of the rates on land being predominantly used for service delivery or administration (or both) by a community service organisation, where that organisation: 61.1.1 is incorporated on a not-for-profit basis for the benefit of the public; and 61.1.2 provides community services without charge or for charge that is below the cost to the body of providing their services; and 61.1.3 does not restrict its services to persons who are members of the body.		CEO, DCS
134268	s165(1), s165(2)	Local Government Act 1999	62. Rebate of Rates - Educational Purposes 62.1 The power pursuant to Section 165(1) and (2) of the Act to grant a rebate of rates at more than 75% on land: 62.1.1 occupied by a Government school under a lease or license and being used for educational purposes; or 62.1.2 occupied by non-Government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or 62.1.3 land being used by University or University College to provide accommodation and other forms of support for students on a not-for-profit basis.		CEO, DCS
134269	s166(1a)	Local Government Act 1999	63. Discretionary Rebates of Rates 63.1 The duty pursuant to Section 166(1a) of the Act to take into account, in deciding an application for a rebate under Section 166(1)(d), (e), (f), (g), (h), (i) or (j): 63.1.1 the nature and extent of the Council's services provided in respect of the land for		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>which the rebate is sought in comparison to similar services provided elsewhere in its area; and</p> <p>63.1.2 the community need that is being met by activities being carried out on the land for which the rebate is sought; and</p> <p>63.1.3 the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons;</p> <p>63.1.4 any other matter considered relevant by the Council or the Delegate.</p>		
134270	s166(1), s166(2), s166(4)	Local Government Act 1999	<p>63. Discretionary Rebates of Rates</p> <p>63.2 The power pursuant to Section 166(1), (2) and (4) of the Act and taking into account Section 166(1a) of the Act and in accordance with Section 166(3b) of the Act to grant a rebate of rates or service charges on such conditions as the Delegate sees fit and such rebate may be up to and including 100% of the relevant rates or service charge, in the following cases:</p> <p>63.2.1 where the rebate is desirable for the purpose of securing the proper development of the area or part of the area;</p> <p>63.2.2 where the rebate is desirable for the purpose of assisting or supporting a business in the area;</p> <p>63.2.3 where the rebate will be conducive to the preservation of buildings or places of historic significance;</p> <p>63.2.4 where the land is being used for educational purposes;</p> <p>63.2.5 where the land is being used for agricultural, horticultural or floricultural exhibitions;</p> <p>63.2.6 where the land is being used for a hospital or health centre;</p> <p>63.2.7 where the land is being used to provide facilities or services for children or young persons;</p> <p>63.2.8 where the land is being used to provide accommodation for the aged or disabled;</p> <p>63.2.9 where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy</p>		CEO, DCS

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			<p>centre;</p> <p>63.2.10 where the land is being used by an organisation which, in the opinion of the Delegate, provides a benefit or a service to the local community;</p> <p>63.2.11 where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;</p> <p>63.2.12 where the rebate is considered by the Delegate to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to:</p> <p>63.2.12.1 redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or</p> <p>63.2.12.2 change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.</p> <p>63.2.13 where the rebate is considered by the Delegate to be appropriate to provide relief in order to avoid what would otherwise constitute:</p> <p>63.2.13.1 liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its annual business plan; or</p> <p>63.2.13.2 liability that is unfair or unreasonable;</p> <p>63.2.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; or</p> <p>63.2.15 where the rebate is contemplated under another provision of the Act.</p>		
134271	s166(3)	Local Government Act 1999	<p>63. Discretionary Rebates of Rates</p> <p>63.3 The power pursuant to Section 166(3) of the Act to grant a rebate of rates or charges for a period exceeding 1 year but not exceeding 10 years in the following cases:</p> <p>63.3.1 where the rebate is desirable for the purpose of securing a proper development of the area or part of the area; or</p> <p>63.3.2 where the rebate is desirable for the purpose of assisting or supporting a business</p>		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			in the area; or 63.3.3 where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment.		
134272	s166(3a)	Local Government Act 1999	63. Discretionary Rebates of Rates 63.4 The power pursuant to Section 166(3a) of the Act to grant a rebate of rates or charges under Section 166(1)(l) of the Act for a period exceeding 1 year but not exceeding 3 years.		CEO, DCS
134273	s167(1)	Local Government Act 1999	64. Valuation of Land for the Purposes of Rating 64.1 The power pursuant to Section 167(1) of the Act to adopt valuations that are to apply to land within the Council's area, for rating purposes for a particular financial year.		CEO, DCS
134274	s167(2)	Local Government Act 1999	64. Valuation of Land for the Purposes of Rating 64.2 For the purpose of adopting a valuation of land for rating, the duty pursuant to Section 167(2) of the Act and in accordance with Section 167(3), (4) and (5) of the Act, to adopt: 64.2.1 valuations made, or caused to be made, by the Valuer-General; or 64.2.2 valuations made by a valuer employed or engaged by the Council, or by a firm or consortium of valuers engaged by the Council; or a combination of both.		CEO, DCS
134275	s167(6)	Local Government Act 1999	64. Valuation of Land for the Purposes of Rating 64.3 The duty pursuant to Section 167(6) of the Act to publish a notice of the adoption of valuations in the Gazette, within 21 days after the date of the adoption.		CEO, DCS
134276	s168(1)	Local Government Act 1999	65. Valuation of Land 65.1 The power pursuant to Section 168(1) of the Act to request the Valuer-General to value any land within the Council's area (being land that is capable of being separately rated).		CEO, DCS
134277	s168(2)	Local Government Act 1999	65. Valuation of Land 65.2 The duty pursuant to Section 168(2) of the Act to furnish to the Valuer-General any information requested by the Valuer General for the purposes of valuing land within the area of the Council.		CEO, DCS
134278	s168(3)(b)	Local Government Act 1999	65. Valuation of Land 65.3 The power and duty pursuant to Section 168(3)(b) and (c) of the Act to enter a valuation in the assessment record, as soon as practicable after the valuation has been made and to give notice of the valuation to the principal ratepayer in accordance with the Regulations.		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134279	s169(1), s169(2), s169(3), s169(4), s169(5)	Local Government Act 1999	66. Objections to Valuations Made by Council 66.1 The duty pursuant to Section 169(1), (2), (3), (4) and (5) of the Act to refer an objection to a valuation of land to the valuer who made the valuation and to request the valuer to reconsider the valuation, where: 66.1.1 the objection does not involve a question of law; and 66.1.2 the objection is made in writing (setting out a full and detailed statement of the grounds on which the objection is based); and 66.1.3 is made within 60 days after the date of service of the notice of the valuation to which the objection relates (unless the Delegate, in his/her discretion, allows an extension of time for making the objection).		CEO, DCS
134280	s169(3)(b)	Local Government Act 1999	66. Objections to Valuations Made by Council 66.2 The power pursuant to Section 169(3)(b) of the Act to grant an extension of time for making an objection to a valuation of land.		CEO, DCS
134281	s169(7)	Local Government Act 1999	66. Objections to Valuations Made by Council 66.3 The duty pursuant to Section 169(7) of the Act to give the objector written notice of the outcome of the reconsideration of the objection.		CEO, DCS
134282	s169(8)	Local Government Act 1999	66. Objections to Valuations Made by Council 66.4 The duty pursuant to and in accordance with Section 169(8) and (9) of the Act to refer the valuation to the Valuer-General for further review, if the objector remains dissatisfied with the valuation and requests such further review, provided the request is: 66.4.1 in the prescribed manner and form; 66.4.2 made within 21 days after the objector receives notice of the outcome of his or her initial objection; and 66.4.3 accompanied by the prescribed fee.		CEO, DCS
134504	s169(15)	Local Government Act 1999	66. Objections to Valuations Made by Council 66.5 The power pursuant to Section 169(15)(b) of the Act to apply to SACAT for a review of the decision of a valuer after a further review on a request under Section 169(8) of the Act, in accordance with Section 169(15a) of the Act.		CEO, DCS
134283	s170	Local Government Act 1999	67. Notice of Declaration of Rates 67.1 The duty pursuant to Section 170 of the Act to ensure the notice of declaration of a rate or service charge is published in the Gazette and in a newspaper circulating in the area within 21 days after the date of the declaration.		CEO, DCS

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134284	s173(3), s173(5)	Local Government Act 1999	68. Alterations to Assessment Record 68.1 The power pursuant to Section 173(3) and (5) of the Act to determine the procedure for a review of a decision by the Chief Executive Officer on an application for alteration of the assessment record.		CEO, DCS
134285	s173(6)	Local Government Act 1999	68. Alterations to Assessment Record 68.2 The duty pursuant to Section 173(6) of the Act to give a person written notice of Council's decision on a review of a decision of the Chief Executive Officer concerning alteration of the assessment record.		CEO, DCS
134286	s174(1), s174(2)	Local Government Act 1999	69. Inspection of Assessment Record 69.1 The duty pursuant to Section 174(1) and (2) of the Act to ensure that the assessment record is available for inspection and purchase of an entry (on payment of a fee fixed by the Council), by the public at the principal office of the Council during ordinary office hours.		CEO, DCS
134287	s178(3), s178(9)	Local Government Act 1999	70. Liability for Rates 70.1 The power pursuant to Section 178(3) of the Act and subject to Section 178(9) of the Act to recover rates as a debt from: 70.1.1 the principal ratepayer; or 70.1.2 any other person (not being a principal ratepayer) who is an owner or occupier of the land; or 70.1.3 any other person who was at the time of the declaration of the rates an owner or occupier of the land.		CEO, DCS, FOAR
134288	s178(4)	Local Government Act 1999	70. Liability for Rates 70.2 The power pursuant to Section 178(4) of the Act by written notice to a lessee or a licensee of land in respect of which rates have fallen due, to require him or her to pay to the Council rent or other consideration payable under the lease or a licence in satisfaction of any liability for rates.		CEO, DCS
134289	s178(4)	Local Government Act 1999	70. Liability for Rates 70.3 Where a notice under Section 178(4) of the Act is given to a lessee or a licensee of land, the power pursuant to Section 178(5) of the Act to make and give notice of an additional charge of 5% of the amount in arrears, as payable and recoverable as part of the debt for unpaid rates.		CEO, DCS
134290	s178(6)	Local Government Act 1999	70. Liability for Rates 70.4 The power pursuant to Section 178(6) of the Act to remit the charge of 5% of the amount in arrears payable under the Act in whole or in part.		CEO, DCS

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134291	s179(2)	Local Government Act 1999	71. Liability for Rates if Land is Not Rateable for the Whole of the Financial Year 71.1 The power pursuant to Section 179(2) of the Act to adopt a valuation of land that has become rateable after the adoption of valuations by the Council for the relevant financial year.		CEO, DCS
134292	s179(5)	Local Government Act 1999	71. Liability for Rates if Land is Not Rateable for the Whole of the Financial Year 71.2 The duty pursuant to Section 179(5) of the Act to refund to the principal ratepayer an amount proportionate to the remaining part of the financial year, if land ceases to be rateable during the course of a financial year and the rates have been paid.		CEO, DCS
134293	s180(1), s180(2)	Local Government Act 1999	72. Service of Rate Notice 72.1 The duty pursuant to Section 180(1) of the Act and in accordance with Section 180(2) of the Act to send to the principal ratepayer or, in the case of a service charge, the owner or occupier of the relevant land, a rates notice, as soon as practicable after: 72.1.1 the declaration of a rate; or 72.1.2 the imposition of a service charge; or 72.1.3 a change in the rates liability of land.		CEO, DCS
134294	s181(2)	Local Government Act 1999	73. Payment of Rates - General Principles 73.1 The power pursuant to Section 181(2) of the Act to determine the day on which each instalment of rates falls due in the months of September, December, March and June of the financial year for which the rates are declared.		CEO, DCS
134295	s181(3)	Local Government Act 1999	73. Payment of Rates - General Principles 73.2 If the Council declares a general rate for a particular financial year after 31 August in that financial year, the power, pursuant to Section 181(3) of the Act, to adjust the months in which instalments would otherwise be payable under Section 181(1) (taking into account what is reasonable in the circumstances).		CEO, DCS
134296	s181(4)(b)	Local Government Act 1999	73. Payment of Rates - General Principles 73.3 The power pursuant to Section 181(4)(b) of the Act to agree with the principal ratepayer that rates will be payable in such instalments falling due on such days as may be specified in the agreement and in that event, the ratepayer's rates will then be payable accordingly.		CEO, DCS
134297	s181(5)	Local Government Act 1999	73. Payment of Rates - General Principles 73.4 The duty pursuant to Section 181(5) of the Act in relation to each instalment of rates to send a rates notice to the principal ratepayer shown in the assessment record in respect of the land setting out in accordance with Sections 181(6) and (7) of the Act: 73.4.1 the amount of the instalment; and		CEO, DCS

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			73.4.2 the date on which the instalment falls due, or in the case where payment is to be postponed under another provision of the Act, the information prescribed by the Regulations.		
134298	s181(7a)	Local Government Act 1999	73. Payment of Rates - General Principles 73.5 The power pursuant to Section 181(7a) of the Act where the Council has entered into an agreement with a principal rate payer under Section 181(4)(b) of the Act, as part of the agreement, to vary the periods for the provision of a notice under Section 181(7) of the Act.		CEO, DCS
134299	s181(9)	Local Government Act 1999	73. Payment of Rates - General Principles 73.6 The power pursuant to Section 181(9) of the Act to remit any amount payable under Section 181(8) of the Act in whole or in part.		CEO
134300	s181(11)	Local Government Act 1999	73. Payment of Rates - General Principles 73.7 The power pursuant to Section 181(11) of the Act to grant discounts or other incentives in order to encourage: 73.7.1 the payment of instalments of rates in advance; or 73.7.2 prompt payment of rates.		CEO
134301	s181(12)(b)	Local Government Act 1999	73. Payment of Rates - General Principles 73.8 The power pursuant to Section 181(12)(b) of the Act to impose a surcharge or administrative levy not exceeding 1% of the rates payable in a particular financial year with respect to the payment of rates by instalments under Section 181(4)(b) of the Act.		CEO
134302	s181(13)	Local Government Act 1999	73. Payment of Rates - General Principles 73.9 The power pursuant to Section 181(13) and subject to Section 44(3)(b) of the Act in relation to the payment of separate rates or service rates, by written notice incorporated in a notice for the payment of those rates sent to the principal ratepayer shown in the assessment record in respect of the land at the address shown in the assessment record, at least 30 days before an amount is payable in respect of the rates for a particular financial year, to impose a requirement that differs from the requirements of Section 181 of the Act.		CEO
134303	s181(15)	Local Government Act 1999	73. Payment of Rates - General Principles 73.10 The power pursuant to Section 181(15) of the Act to decide that rates of a particular kind will be payable in more than 4 instalments in a particular financial year and in such case: 73.10.1 the instalments must be payable on a regular basis (or essentially a regular basis) over the whole of the financial year, or the remainder of the financial year depending on when the rates are declared; and		CEO

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			73.10.2 the Delegate must give at least 30 days notice before an instalment falls due.		
134304	s182(1)	Local Government Act 1999	74. Remission and Postponement of Payment 74.1 The power pursuant to Section 182(1) of the Act to decide on the application of a ratepayer that payment of rates in accordance with the Act would cause hardship and, if so, to: 74.1.1 postpone payment in whole or in part for such period as the Delegate thinks fit; or 74.1.2 remit the rates in whole or in part.		CEO, DCS
134305	s182(2)	Local Government Act 1999	74. Remission and Postponement of Payment 74.2 The power pursuant to Section 182(2) of the Act on a postponement of rates: 74.2.1 to grant the postponement on condition that the ratepayer pay interest on the amount affected by the postponement at a rate fixed by the Delegate (but not exceeding the cash advance debenture rate); 74.2.2 to grant the postponement on other conditions determined by the Delegate; and 74.2.3 to revoke the postponement, at the Delegate's discretion (in which case the Delegate must give the ratepayer at least 30 days written notice of the revocation before taking action to recover rates affected by the postponement).		CEO, DCS
134306	s182(3)	Local Government Act 1999	74. Remission and Postponement of Payment 74.3 The power pursuant to Section 182(3) of the Act to grant other or additional postponements of rates: 74.3.1 to assist or support a business in the Council's area; or 74.3.2 to alleviate the affects of anomalies that have occurred in valuations under the Act.		CEO, DCS
134307	s182(4)	Local Government Act 1999	74. Remission and Postponement of Payment 74.4 The power pursuant to Section 182(4) of the Act to grant other or additional remissions of rates on the same basis as applies under the Rates and Land Tax Remission Act 1986, (such remissions will be in addition to the remissions that are available under that Act).		CEO, DCS
134308	s182(5)	Local Government Act 1999	74. Remission and Postponement of Payment 74.5 The power pursuant to Section 182(5) of the Act to require a ratepayer who claims to be entitled to a remission of rates by virtue of a determination under Section 182(4) of the Act to provide evidence to the satisfaction of the Delegate verifying that entitlement.		CEO, DCS

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134309	s182(6)	Local Government Act 1999	74. Remission and Postponement of Payment 74.6 The power pursuant to Section 182(6) of the Act to revoke a determination under Section 182(4) of the Act at any time (but the revocation will not affect an entitlement to remission in relation to rates declared before the revocation takes effect).		CEO, DCS
134310	s182A(2)	Local Government Act 1999	75. Postponement of Rates - Seniors 75.1 The power pursuant to Section 182A(2) of the Act to require that an application pursuant to Section 182A(1) of the Act be accompanied by such information as the Delegate may reasonably require.		CEO, DCS
134311	s182A(3)	Local Government Act 1999	75. Postponement of Rates - Seniors 75.2 The power pursuant to Section 182A(3) of the Act, on an application for a postponement of the payment of the prescribed proportion of rates for the current or future financial made in accordance with Sections 182A(1) and (2) of the Act to: 75.2.1 reject an application for the postponement of rates; or 75.2.2 impose conditions on the postponement of rates but only in accordance with the Regulations.		CEO, DCS
134312	s183	Local Government Act 1999	76. Application of money in respect of rates 76.1 The power and the duty to apply monies received or recovered in respect of rates pursuant to and in accordance with Section 183 of the Act.		CEO, DCS
134313	s184(1)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.1 The power pursuant to Section 184(1) of the Act to sell land, if an amount payable by way of rates in respect of the land, has been in arrears for 3 years or more.		CEO, DCS
134314	s184(2)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.2 The duty pursuant to Section 184(2) of the Act before selling land for non-payment of rates, to send a notice to the principal ratepayer at the address appearing in the assessment record: 77.2.1 stating the period for which the rates have been in arrears; and 77.2.2 stating the amount of the total liability for rates presently outstanding in relation to the land; and 77.2.3 stating that if that amount is not paid in full within 1 month of service of the notice (or such longer time as the Delegate may allow), the Council intends to sell the land for non-payment of rates.		CEO, DCS
134315	s184(3)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.3 The duty pursuant to Section 184(3) of the Act to send a copy of a notice sent to a principal ratepayer under Section 184(2) of the Act:		CEO, DCS

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			<p>77.3.1 to any owner of the land who is not the principal ratepayer; and</p> <p>77.3.2 to any registered mortgagee of the land; and</p> <p>77.3.3 if the land is held from the Crown under a lease, licence or agreement to purchase, to the Minister who is responsible for the administration of the Crown Lands Act 1929.</p>		
134316	s184(2), s184(3)	Local Government Act 1999	<p>77. Sale of Land for Non-Payment of Rates</p> <p>77.4 If:</p> <p>77.4.1 the Delegate cannot, after making reasonable enquiries, ascertain the name and address of a person to whom a notice is to be sent under Section 184(2) or (3) of the Act; or</p> <p>77.4.2 the Delegate considers that it is unlikely that a notice sent under Section 184(2) or (3) of the Act would come to the attention of the person to whom it is to be sent, the power pursuant to Section 184(4) of the Act to effect service of the notice by:</p> <p>77.4.3 placing a copy of the notice in a newspaper circulating throughout the State; and</p> <p>77.4.4 leaving a copy of the notice in a conspicuous place on the land.</p>		CEO, DCS
134317	s184(5)	Local Government Act 1999	<p>77. Sale of Land for Non-Payment of Rates</p> <p>77.5 The power pursuant to Section 184(5) of the Act to proceed to have the land sold, if the outstanding amount of rates is not paid in full within the time allowed in the notice given to the ratepayer under Section 184(2) of the Act.</p>		CEO, DCS
134318	s184(6)	Local Government Act 1999	<p>77. Sale of Land for Non-Payment of Rates</p> <p>77.6 The duty pursuant to Section 184(6) and (7) of the Act to conduct the sale of land for non-payment of rates by public auction and the power to set the reserve price for the purposes of the auction, except in the case of land held from the Crown under a lease, licence or agreement to purchase, unless the Minister responsible for the administration of the Crown Lands Act 1929 grants consent to sale by public auction.</p>		CEO, DCS
134319	s184(8)	Local Government Act 1999	<p>77. Sale of Land for Non-Payment of Rates</p> <p>77.7 The duty pursuant to Section 184(8) of the Act to advertise the auction of land under Section 184 of the Act on at least 2 separate occasions in a newspaper circulating throughout the State.</p>		CEO, DCS
134320	s184(9)	Local Government Act 1999	<p>77. Sale of Land for Non-Payment of Rates</p> <p>77.8 The duty pursuant to Section 184(9) of the Act to call off the auction, if before the date of such an auction, the outstanding amount and the costs incurred by the Council in proceeding under this Section are paid to the Council.</p>		CEO, DCS

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134321	s184(10)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.9 The power pursuant to Section 184(10) of the Act to sell the land by private contract for the best price that can be reasonably obtained, if an auction fails or an auction is not held because the land is held from the Crown under a lease, licence or agreement to purchase.		CEO, DCS
134322	s184(11)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.10 The power and duty to apply monies received by the Council in respect of the sale of land for non-payment of rates pursuant to and in accordance with Section 184(11) of the Act.		CEO, DCS
134323	s184(12)	Local Government Act 1999	77. Sale of Land for Non-Payment of Rates 77.11 The duty pursuant to Section 184(12) of the Act to make reasonable enquiries to find the owner of land to be sold for non-payment of rates and where the owner cannot be found, the power to deal with the amount payable to the owner as unclaimed money under the Unclaimed Moneys Act 1981.		CEO, DCS
134324	s186(3), s186(4), s186(5)	Local Government Act 1999	78. Objection, Review or Appeal 78.1 If an objection, review or appeal in respect of a valuation of land results in the alteration of a valuation or of a decision to attribute a particular land use to land, and a due adjustment is made, the power pursuant to Section 186(2) of the Act and subject to Section 186(3), (4) and (5) of the Act: 78.1.1 to refund or credit the overpaid amount against future liabilities for rates on the land subject to the rates; or 78.1.2 to recover an additional amount payable on account of an alteration of the value as arrears after at least 30 days have expired from the date on which notification of the alteration is given to the person who initiated the objection, review or appeal.		CEO, DCS
134325	s187(1)	Local Government Act 1999	79. Certificate of Liabilities 79.1 The power pursuant to Section 187(1) of the Act to issue a certificate, on application by or on behalf of a person who has an interest in land within the area, stating that: 79.1.1 the amount of any liability for rates or charges on the land imposed under Part 1 of Chapter 10 or Schedule 1B of the Act (including rates and charges under Part 1 of Chapter 10 or Schedule 1B of the Act that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under Part 1 of Chapter 10 or Schedule 1B of the Act); and 79.1.2 any amount received on account of rates or charges on the land imposed under this part, that is held in credit against future liabilities for rates or charges in relation to the land.		CEO, DCS

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134326	s187B(6)	Local Government Act 1999	80. Investigation by Ombudsman 80.1 The duty pursuant to Section 187B(6) of the Act if the Ombudsman's report prepared pursuant to Section 187B(3) of the Act makes any recommendations as to action that should be taken by the Council, to within 2 months after receipt of that report, provide a written response to: 80.1.1 the Ombudsman; and 80.1.2 if relevant, the person who made the complaint.		CEO, DCS
134327	s187B(7)	Local Government Act 1999	80. Investigation by Ombudsman 80.2 The power pursuant to Section 187B(7) of the Act to grant a rebate or remission of any rate or service charge, or of any charge, fine or interest under Part 1 of Chapter 10 of the Act, if the Ombudsman recommends that the Council do so on the ground of special circumstances pertaining to a particular ratepayer.		CEO, DCS
134328	s188(1), s188(2)	Local Government Act 1999	81. Fees and Charges 81.1 The power pursuant to Section 188(1) and (2) of the Act to impose fees and charges: 81.1.1 for the use of any property or facility owned, controlled, managed or maintained by the Council; 81.1.2 for services supplied to a person at his or her request; 81.1.3 for carrying out work at a person's request;		CEO, DCS, MLCS
134329	s188(3)	Local Government Act 1999	81. Fees and Charges 81.2 The power pursuant to Section 188(3) of the Act to provide for: 81.2.1 specific fees and charges; 81.2.2 maximum fees and charges and minimum fees and charges; 81.2.3 annual fees and charges; 81.2.4 the imposition of fees or charges according to specified factors;		CEO, DCS, MLCS
134506	s188(3)	Local Government Act 1999	81. Fees and Charges 81.2 The power pursuant to Section 188(3) of the Act to provide for: 81.2.5 the variation of fees or charges according to specified factors in respect of fees and charges set under Section 188(1)(a) - (c) of the Act inclusive; and		CEO, DCS, MLCS

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134505	s188(3)	Local Government Act 1999	81. Fees and Charges 81.2.6 the reduction, waiver or refund, in whole or in part, of any fees and charges.		CEO, DCS, MLCS
134330	s188(5)	Local Government Act 1999	81. Fees and Charges 81.3 The power pursuant to Section 188(5) of the Act to fix, vary or revoke those fees and charges set under Section 188(1)(a), (b) and (c) of the Act.		CEO, DCS, MLCS
134331	s188(6)	Local Government Act 1999	81. Fees and Charges 81.4 The duty pursuant to Section 188(6) of the Act to keep a list of fees and charges imposed under this Section on public display during ordinary office hours at the principal office of the Council.		CEO, DCS, MA
134332	s188(7)	Local Government Act 1999	81. Fees and Charges 81.5 The duty pursuant to Section 188(7) of the Act to, if the Council fixes or varies a fee imposed under this Section, up-date the list referred to in Section 188(6) of the Act and take reasonable steps to bring the fee or charge, or variation of the fee or charge, to the notice of persons who may be affected.		CEO, DCS, MLCS
134333	s190	Local Government Act 1999	82. Acquisition of Land by Agreement 82.1 The power pursuant to Section 190 of the Act to acquire land by agreement.		CEO, DCS
134334	s191(1)	Local Government Act 1999	83. Compulsory Acquisition of Land 83.1 The power pursuant to Section 191(1) of the Act to acquire land compulsorily, in circumstances which require the Minister's written approval, after the Council has obtained the Minister's approval.		CEO, DCS
134335	s191(2)	Local Government Act 1999	83. Compulsory Acquisition of Land 83.2 The power pursuant to Section 191(2) of the Act to acquire land compulsorily for a purpose classified by the Regulations as an approved purpose.		CEO, DCS
134336	s192(1)	Local Government Act 1999	84. Assumption of Care, Control and Management of Land 84.1 The power pursuant to Section 192(1) of the Act to assume the care, control and management of land in the Council area that has been set aside for the use or enjoyment of the public or a section of the public under the circumstances specified in Section 192(1)(a) and (b) of the Act.		CEO, DCS
134337	s192(4)	Local Government Act 1999	84. Assumption of Care, Control and Management of Land 84.2 The duty pursuant to Section 192(4) of the Act to immediately cause a copy of a resolution under Section 192(1) of the Act to assume the care, control and management of land to be published in the Gazette.		CEO, DCS
134338	s193(6)	Local Government Act 1999	85. Classification 85.1 The duty pursuant to Section 193(6) of the Act to give notice in the Gazette of a resolution:		CEO, DCS

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			85.1.1 to exclude land from classification as community land under Section 193(4) of the Act; or 85.1.2 to classify as community land, land that had previously been excluded from classification as such under Section 193(5) of the Act.		
134339	s194(2)	Local Government Act 1999	86. Revocation of Classification of Land as Community Land 86.1 The duty pursuant to Section 194(2) of the Act before the Council revokes the classification of land as community land to: 86.1.1 prepare and make publicly available a report on the proposal containing: 86.1.1.1 a summary of reasons for the proposal; and 86.1.1.2 a statement of any dedication, reservation or trust to which the land is subject; and 86.1.1.3 a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and the statement of how the Council proposes to use the proceeds; and 86.1.1.4 an assessment of how implementation of the proposal would affect the area and the local community; and 86.1.1.5 if the Council is not the owner of the land, a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and 86.1.2 follow the relevant steps set out in the Council's public consultation policy.		CEO, DCS
134340	s194(2)	Local Government Act 1999	86. Revocation of Classification of Land as Community Land 86.2 After complying with the requirements of Section 194(2) of the Act, the duty pursuant to Section 194(3) of the Act to prepare a report on all submissions made on it as part of the public consultation process.		CEO, DCS
134341	s194(4)	Local Government Act 1999	86. Revocation of Classification of Land as Community Land 86.3 The power pursuant to Section 194(4) of the Act to consult with the Minister in relation to a regulation made under Section 194(1) over a specific piece of land.		CEO, DCS
134342	s195(2)	Local Government Act 1999	87. Effect of Revocation of Classification 87.1 If it appears from the Register Book that the land is subject to a dedication, reservation or trust, other than a dedication, reservation or trust under the Crown Lands Act 1929, the duty pursuant to Section 195(2) of the Act immediately after the revocation		CEO, DCS

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			of the classification of the land as community land, to give notice of the revocation to the Registrar-General in the manner and form approved by the Registrar General.		
134343	s196(1), s196(2), s196(3), s196(7),	Local Government Act 1999	<p>88. Management Plans</p> <p>88.1 The power and duty pursuant to and in accordance with Section 196(1), (2), (3) and (7) of the Act to prepare and adopt management plan or management plans for the Council's community land, for which a management plan must be prepared, that:</p> <p>88.1.1 identifies the land to which it applies; and</p> <p>88.1.2 states the purpose for which the land is held by the Council; and</p> <p>88.1.3 states the Council's objectives, policies (if any) and proposals for the management of the land; and</p> <p>88.1.4 states performance targets and how the Council proposes to measure its performance against its objectives and performance targets.</p>		CEO, DCS, MA
134344	s196(4)	Local Government Act 1999	<p>88. Management Plans</p> <p>88.2 If a management plan relates to land that is not in the Council's ownership, the power and duty pursuant to Section 196(4) of the Act to consult with the owner of the land at an appropriate stage during the preparation of the plan and the plan must:</p> <p>88.2.1 identify the owner of the land; and</p> <p>88.2.2 state the nature of any trust, dedication or restriction to which the land is subject apart from the Act; and</p> <p>88.2.3 contain any provisions that the owner reasonably requires and identify those provisions as provisions required by the owner.</p>		CEO, DCS
134345	s196(5)	Local Government Act 1999	<p>88. Management Plans</p> <p>88.3 The duty pursuant to Section 196(5) of the Act to ensure (as far as practicable) that the management plan is consistent with other relevant official plans and policies about conservation, development and use of the land and contains any special provisions required under the Regulations.</p>		CEO, DCS
134346	s197(1)	Local Government Act 1999	<p>89. Public Consultation on Proposed Management Plan</p> <p>89.1 Before the Council adopts a management plan for community land, the duty to pursuant to Section 197(1) of the Act and subject to Section 197(2) of the Act:</p> <p>89.1.1 make copies of the proposed plan available for inspection or purchase at the Council's principal office; and</p>		CEO, DCS

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			89.1.2 follow the relevant steps set out in Council's public consultation policy.		
134347	s197(3)	Local Government Act 1999	89. Public Consultation on Proposed Management Plan 89.2 The duty pursuant to Section 197(3) of the Act to give public notice of the adoption of a management plan.		CEO, DCS
134348	s198(1)	Local Government Act 1999	90. Amendment or Revocation of Management Plan 90.1 The power pursuant to Section 198(1) of the Act and in accordance with Section 198(2) and (3) of the Act to amend or revoke a management plan by the adoption of a proposal for its amendment or revocation.		CEO, DCS, MA
134349	s198(2), s198(3)	Local Government Act 1999	90. Amendment or Revocation of Management Plan 90.2 The power pursuant to Section 198(2) and (3) of the Act to conduct public consultation prior to the Council or the Delegate adopting a proposal for amendment to or revocation of a management plan, unless in the opinion of the Delegate the amendment has no impact or no significant impact on the interests of the community.		CEO, DCS, MA
134350	s198(4)	Local Government Act 1999	90. Amendment or Revocation of Management Plan 90.3 The duty pursuant to Section 198(4) of the Act to give public notice of Council's or the Delegate's adoption of a proposal for the amendment or revocation of a management plan.		CEO, DCS, MA
134351	s199	Local Government Act 1999	91. Effect of Management Plan 91.1 The duty pursuant to Section 199 of the Act to manage community land in accordance with any management plan for the relevant land.		CEO, DCS
134352	s200(1), s200(2), s200(3)	Local Government Act 1999	92. Use of Community Land for Business Purposes 92.1 The power pursuant to Section 200(1), (2) and (3) of the Act to approve a person's use of community land for a business purpose, consistent with provisions of the management plan and on any conditions the Delegate considers appropriate.		CEO, DCS
134353	s201(1)	Local Government Act 1999	93. Sale or Disposal of Local Government Land 93.1 The power pursuant to Section 201(1) of the Act to sell or otherwise dispose of an interest in land: 93.1.1 vested in the Council in fee simple; or 93.1.2 vested in the Council as lessee.		CEO, DCS
134354	s201(2)	Local Government Act 1999	93. Sale or Disposal of Local Government Land 93.2 The power pursuant to Section 201(2) of the Act to: 93.2.1 grant an easement (including a right of way) over community land; and 93.2.2 grant an easement (excluding a right of way) over a road or part of a road.		CEO, DCS

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134355	s202(1)	Local Government Act 1999	<p>94. Alienation of Community Land by Lease or Licence</p> <p>94.1 The power pursuant to Section 202(1) and (5) of the Act and subject to Section 202(7) of the Act to grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve), and to make provision in a lease or licence for:</p> <p>94.1.1 the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;</p> <p>94.1.2 the exclusion, removal or regulation of persons, vehicles or animals from or on the land, and the imposition of admission or other charges (subject to the fixing or varying of the charge by Council, pursuant to Section 44(3)(j) of the Act);</p> <p>94.1.3 any other matter relevant to the use or maintenance of the land.</p>		CEO, DCS
134356	s202(2)	Local Government Act 1999	<p>94. Alienation of Community Land by Lease or Licence</p> <p>94.2 The duty pursuant to Section 202(2) and (3) of the Act and subject to Section 202(7) of the Act before granting a lease or licence relating to community land to follow the relevant steps set out in Council's public consultation policy, unless:</p> <p>94.2.1 the grant of the lease or the licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is 5 years or less; or</p> <p>94.2.2 the Regulations provide, in the circumstances of the case, for an exemption from compliance with the public consultation policy.</p>		CEO, DCS
134357	s202(4)	Local Government Act 1999	<p>94. Alienation of Community Land by Lease or Licence</p> <p>94.3 The power and duty pursuant to Section 202(4) of the Act and subject to Section 202(4a) and Section 202(7) of the Act to grant or renew a lease or a licence for a term (not exceeding 42 years) and to extend the term of the lease or licence but not so that the term extends beyond a total of 42 years.</p>		CEO, DCS
134358	s202(6)	Local Government Act 1999	<p>94. Alienation of Community Land by Lease or Licence</p> <p>94.4 The duty pursuant to Section 202(6) of the Act and subject to Section 202(7) of the Act to ensure that a lease or licence relating to community land is consistent with any relevant management plan.</p>		CEO, DCS
134359	s207(1)	Local Government Act 1999	<p>95. Register</p> <p>95.1 The duty pursuant to Section 207(1) of the Act to keep a register of all community land in Council's area.</p>		CEO, DCS
134360	s207(2)(a), s207(2)(b)	Local Government Act 1999	<p>95. Register</p> <p>95.2 The duty pursuant to Section 207(2)(a) and (b) of the Act to ensure that the register:</p>		CEO, DCS

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			95.2.1 contains the information required by the Regulations; and 95.2.2 contains copies of current management plans.		
134361	s207(2)(c)	Local Government Act 1999	95. Register 95.3 The power pursuant to Section 207(2)(c) of the Act to include in the register (if the Delegate so decides) a computer record of the relevant information.		CEO, DCS
134362	s207(3), s207(4)	Local Government Act 1999	95. Register 95.4 The duty pursuant to Section 207(3) and (4) of the Act to make available the register of all community land in the Council's area for inspection (without charge) or purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.		CEO, DCS, MA
134363	s208(4)	Local Government Act 1999	96. Ownership of Public Roads 96.1 The duty pursuant to Section 208(4) of the Act to cause a copy of a resolution declaring a road or land to be a public road, or preserving an easement under Section 208(3), to be published in the Gazette.		CEO, DCS, DES
134364	s209(3)	Local Government Act 1999	97. Ownership of Fixtures and Equipment Installed on Public Roads 97.1 The power pursuant to Section 209(3) of the Act to enter into an agreement with the provider of public infrastructure or the holder of an authorisation or permit under Section 209(1) and (2) of the Act which provides for the vesting of property in fixtures and equipment in the Council.		CEO, DCS, DES
134365	s210(1)(b)	Local Government Act 1999	98. Conversion of Private Road to Public Road 98.1 The duty pursuant to Section 210(1)(b) of the Act to make reasonable enquiries to find the owner of a private road which the Council is seeking to declare be a public road.		CEO, DCS, DES
134366	s210(2)	Local Government Act 1999	98. Conversion of Private Road to Public Road 98.2 The duty pursuant to Section 210(2) of the Act at least 3 months before the Council makes a declaration under Section 210 of the Act to: 98.2.1 if the identity and whereabouts of the owner of the road are known to the Council, give written notice to the owner of land subject to the proposed declaration; and 98.2.2 if a person has some other form of registered legal interest over the road and the identity and whereabouts of that person are known to the Council - give written notice to the person of the proposed declaration; and 98.2.3 give public notice of the proposed declaration.		CEO, DCS, DES

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134367	s210(5)	Local Government Act 1999	98. Conversion of Private Road to Public Road 98.3 The duty pursuant to Section 210(5) to publish in the Gazette a declaration of the Council made in accordance with Section 210(1) of the Act.		CEO, DCS, DES
134368	s210(7)	Local Government Act 1999	98. Conversion of Private Road to Public Road 98.4 The duty pursuant to Section 210(7) of the Act to furnish to the Registrar-General a copy of any declaration under Section 210 of the Act in a manner and form approved by the Registrar-General immediately after it is made.		CEO, DCS, DES
134369	s211(1)(a)	Local Government Act 1999	99. Highways 99.1 The power pursuant to Section 211(1)(a) of the Act to enter into an agreement with the Commissioner of Highways in order for the Council to exercise its powers under Part 2 of Chapter 11 of the Act in relation to a highway.		CEO, DCS, DES
134370	s212(1)	Local Government Act 1999	100. Power to Carry Out Roadwork 100.1 The power pursuant to Section 212(1) of the Act to have road works carried out in the Council's area or, by agreement with another Council, in the area of another Council.		CEO, DCS, DES
134371	s212(3)	Local Government Act 1999	100. Power to Carry Out Roadwork 100.2 The power pursuant to Section 212(3) of the Act to do anything reasonably necessary for, or incidental, to roadwork pursuant to Section 212(2) of the Act, providing that: 100.2.1 the roadwork is carried out in compliance with any relevant requirement under the Road Traffic Act 1961; and 100.2.2 before carrying out roadwork in relation to a road that runs into or intersects with a highway (and that may have an effect on the users of that highway), consult with the Commissioner of Highways; and 100.2.3 the roadwork in relation to a private road is only carried out if: 100.2.3.1 the owner agrees; or 100.2.3.2 the Council has given the owner reasonable notice of the proposed roadwork and a reasonable opportunity to make representations and has considered any representations made in response to the notice; or 100.2.3.3 the identity or whereabouts of the owner is unknown; and 100.2.4 the roadwork on other private land is carried out with the agreement of the owner (unless otherwise provided in the Act).		CEO, DCS, DES

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134372	s213(1)	Local Government Act 1999	<p>101. Recovery of Cost of Roadwork</p> <p>101.1 Where roadwork has been carried by agreement, the power pursuant to Section 213(1) of the Act to recover the whole of the cost or an agreed contribution determined by the Delegate under the terms of the agreement.</p> <p>101.2 Where roadwork has been carried out to repair damage to a road, the power pursuant to Section 213(2) of the Act to recover the cost of carrying out the work, as a debt, from:</p> <p>101.2.1 the person who caused the damage; or</p> <p>101.2.2 in the case of damage caused by the bursting, explosion or fusion of any pipe, wire, cable, fitting or other object - the person who is the owner, or who has control of that infrastructure.</p> <p>101.3 If the Council carries out roadwork on a private road, the power pursuant to Section 213(3) of the Act to recover the cost of the work or a contribution towards the cost of the work determined by the Delegate as a debt from the owner of the private road.</p>		CEO, DCS, DES
134373	s214	Local Government Act 1999	<p>102. Contribution Between Councils where Road is on Boundary Between Council Areas</p> <p>102.1 Where roadwork is a carried out on a road on the boundary between 2 Council areas, the power pursuant to Section 214(1) and (2) of the Act to recover a reasonable contribution from the other Council towards the cost of the work, being an amount agreed between the Councils or, in the absence of an agreement, an amount determined by the Court in which the action for contribution is bought.</p>		CEO, DCS, DES
134374	s215(1)	Local Government Act 1999	<p>103. Special Provisions for Certain Kinds of Roadwork</p> <p>103.1 If the Council changes the level of a road, the duty pursuant to Section 215(1) of the Act to:</p> <p>103.1.1 ensure that adjoining properties have adequate access to the road; and</p> <p>103.1.2 construct any retaining walls, embankments or other structures necessary to provide protection required in consequence of the change of level.</p>		CEO, DCS, DES
134375	s215(2)	Local Government Act 1999	<p>103. Special Provisions for Certain Kinds of Roadwork</p> <p>103.2 The power pursuant to Section 215(2) of the Act to carry out road work to allow water from a road to drain into adjoining property if, in the Delegate's opinion:</p> <p>103.2.1 there is no significant risk of damage to the adjoining property; or</p> <p>103.2.2 the road work does not significantly increase the risk of damage to adjoining property.</p>		CEO, DCS, DES

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134376	s215(4)	Local Government Act 1999	103. Special Provisions for Certain Kinds of Roadwork 103.3 The duty pursuant to Section 215(4) of the Act to give reasonable notice of proposed action to drain water into land under Section 215(2) of the Act to the owner of the land, except in a case of urgency.		CEO, DCS, DES
134377	s216(1)	Local Government Act 1999	104. Power to Order Owner of Private Road to Carry out Specific Roadwork 104.1 The power pursuant to Section 216(1) of the Act to, by order in writing in accordance with Section 216(2) of the Act to the owner of a private road, require the owner to carry out specified roadwork to repair or improve the road.		CEO, DCS, DES
134378	s216(2)	Local Government Act 1999	104. Power to Order Owner of Private Road to Carry out Specific Roadwork 104.2 The duty pursuant to Section 216(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to: 104.2.1 any proposal to make an order; and 104.2.2 if an order is made, any order, under Section 216(1) of the Act.		CEO, DCS, DES
134379	s217(1)	Local Government Act 1999	105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work. 105.1 The power pursuant to Section 217(1) of the Act by order in writing to the owner of a structure or equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, to require the owner: 105.1.1 to carry out specified work by way of maintenance or repair; or 105.1.2 to move the structure or equipment in order to allow the Council to carry out roadwork.		CEO, DCS, DES
134380	s217(1)	Local Government Act 1999	105. Power to Order Owner of Infrastructure on Road to Carry Out Specified Maintenance or Repair Work. 105.2 Where the order made pursuant to Section 217(1) of the Act is not complied with within a reasonable time fixed in the order, the power pursuant to Section 217(2)(a) of the Act to take action required by the order and to recover the cost of doing so as a debt from the owner.		CEO, DCS, DES
134381	s218(1)	Local Government Act 1999	106. Power to Require Owner of Adjoining Land to Carry Out Specific Work 106.1 The power pursuant to Section 218(1) of the Act to, by order in writing in accordance with Section 218(2) of the Act to the owner of land adjoining the road, require the owner to carry out specified work to construct, remove or repair a crossing place from the road to the land.		CEO, DCS, DES

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134382	s218(2)	Local Government Act 1999	106. Power to Require Owner of Adjoining Land to Carry Out Specific Work 106.2 The duty pursuant to Section 218(2) of the Act to apply Divisions 2 and 3 of Part 2 of Chapter 12 of the Act with respect to: 106.2.1 any proposal to make an order; and 106.2.2 if an order is made, any order under Section 218(1) of the Act.		CEO, DCS, DES
134383	s219(1)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.1 The power pursuant to Section 219(1) of the Act to assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.		CEO, DCS
134384	s219(1a)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.2 The duty pursuant to Section 219(1a) of the Act to assign a name to a public road created after the commencement of Section 219(1a) of the Act by land division.		CEO, DCS
134385	s219(2)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.3 Where it is proposed to change the name of a public road that runs into the area of an adjoining council, the duty pursuant to Section 219(2) of the Act to: 107.3.1 give the adjoining council at least 2 months notice of the proposed change; and 107.3.2 consider any representations made by the adjoining council in response to that notice.		CEO, DCS, DES
134386	s219(3)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.4 The duty pursuant to Section 219(3) of the Act to: 107.4.1 immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under Section 219 of the Act; and 107.4.2 on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads or public places in the Council's area.		CEO, DCS, DES
134387	s219(4)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.5 The duty pursuant to Section 219(4) of the Act to give public notice of the assigning or changing of a name under Section 219(1) of the Act.		CEO, DCS, DES
134388	s219(5)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.6 The power pursuant to Section 219(5) of the Act to prepare and adopt a policy relating to the assigning of names under Section 219 of the Act.		CEO, DCS, MA

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134389	s219(6)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.7 The power pursuant to Section 219(6) of the Act to, at any time, alter a policy or substitute a new policy.		CEO, DCS, MA
134390	s219(7)	Local Government Act 1999	107. Power to Assign a Name, or Change the Name, of a Road or Public Place 107.8 The duty pursuant to Section 219(7) of the Act to publish notice of the adopting or altering of a policy under Section 219 of the Act: 107.8.1 in the Gazette; and 107.8.2 in a newspaper circulating in the area of the council; and 107.8.3 on a website determined by the Chief Executive Officer.		CEO, DCS, MA
134391	s220(1)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.1 The power pursuant to Section 220(1) of the Act to adopt a numbering system for buildings and allotments adjoining a road.		CEO, DCS, DES
134392	s220(1a)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.2 The duty pursuant to Section 220(1a) of the Act to assign a number (as part of its primary street address) to all buildings or allotments adjoining a public road created after the commencement of Section 220(1a) of the Act by land division.		CEO, DCS, DES
134393	s220(1b)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.3 The duty pursuant to Section 220(1b) of the Act to ensure that an assignment under Section 220(1a) of the Act occurs within 30 days after the issue of certificate of title in relation to the relevant land division in accordance with any requirements prescribed by regulations made for the purposes of Section 220(1b) of the Act.		CEO, DCS, DES
134394	s220(2)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.4 The power pursuant to Section 220(2) of the Act to, from time to time, alter a numbering system, or substitute a new numbering system, under Section 220 of the Act.		CEO, DCS, DES
134395	s220(3)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.5 The duty pursuant to Section 220(3) of the Act to give public notice of the adopting, altering or substituting of a numbering system for a particular road.		CEO, DCS, DES
134396	s220(4)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.6 The duty pursuant to Section 220(4) of the Act to notify the Valuer-General of the decision to adopt, alter or substitute a numbering system.		CEO, DCS, DES
134397	s220(6)	Local Government Act 1999	108. Numbering of Premises and Allotments 108.7 The power pursuant to Section 220(6) of the Act to request an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Delegate.		CEO, DCS, DES

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134398	s221(1)	Local Government Act 1999	<p>109. Alteration of Road</p> <p>109.1 The power pursuant to Section to 221(1) and (2) of the Act to authorise a person (other than the Council or a person acting under some other statutory authority) to make an alteration to a public road, such as:</p> <p>109.1.1 altering the construction or arrangement of the road to permit or facilitate access from an adjacent property; or</p> <p>109.1.2 erecting or installing a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or</p> <p>109.1.3 changing or interfering with the construction, arrangement or materials of the road; or</p> <p>109.1.4 changing, interfering with or removing a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or</p> <p>109.1.5 planting a tree or other vegetation on the road, interfering with vegetation on the road or removing vegetation from the road.</p>		CEO, DCS, DES, MA, MAS, SDE
134399	s221(2)(b)	Local Government Act 1999	<p>109. Alteration of Road</p> <p>109.2 Before authorising the erection or installation of a structure under Section 221(2)(b) of the Act the duty pursuant to Section 221(4) of the Act to give consideration as to whether the structure will:</p> <p>109.2.1 unduly obstruct the use of the road; or</p> <p>109.2.2 unduly interfere with the construction of the road; or</p> <p>109.2.3 have an adverse effect on road safety.</p>		CEO, DCS, DES, MA, MAS, SDE
134400	s221(6)	Local Government Act 1999	<p>109. Alteration of Road</p> <p>109.3 The power pursuant to Section 221(6) of the Act to grant an authorisation under Section 221 of the Act:</p> <p>109.3.1 for a particular act or occasion; or</p> <p>109.3.2 for a term which is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of the term, the power to renew the term for a further term (not exceeding 42 years) fixed by the Delegate at the time of the renewal.</p>		CEO, DCS, MA

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134401	s222(1)	Local Government Act 1999	110. Permits for Business Purposes 110.1 The power pursuant to Section 222(1) of the Act to authorise a person to use a public road for business purposes and to give a permit to do so.		CEO, DCS, MA
134402	s222(2)	Local Government Act 1999	110. Permits for Business Purposes 110.2 Subject to the Act, the power pursuant to Section 222(2) of the Act to issue a permit that grants rights of exclusive occupation in relation to part of a public road.		CEO, DCS, MA
134403	s222(3)	Local Government Act 1999	110. Permits for Business Purposes 110.3 The power pursuant to Section 222(3) of the Act to issue a permit to use a public road for a particular occasion or for a term stated in the permit.		CEO, DCS, MA
134404	s223(1)	Local Government Act 1999	111. Public Consultation 111.1 The duty pursuant to Section 223(1) of the Act before granting the authorisation to alter a public road or the permit to use a public road for business purposes, to follow the relevant steps set out in Council's public consultation policy, if the Delegate proposes to grant an authorisation or permit: 111.1.1 that confers a right of exclusive occupation; or 111.1.2 that would have the effect of restricting access to a road; or 111.1.3 in relation to a use or activity for which public consultation is required under the Regulations.		CEO, DCS, MA
134405	s223(2)	Local Government Act 1999	111. Public Consultation 111.2 The duty pursuant to Section 223(2) of the Act to give written notice of the proposal to agencies that are, under the Regulations, to be notified of the proposal to grant an authorisation to alter a public road or to permit the use of a public road for business purposes.		CEO, DCS, MA
134406	s224	Local Government Act 1999	112. Conditions of Authorisation or Permit 112.1 The power pursuant to Section 224 of the Act subject to Sections 224(2) and (4) of the Act to grant an authorisation or permit under Division 6 of Part 2, Chapter 11 on conditions the Delegate considers appropriate.		CEO, DCS, DDS, MA, MDHC, PO
134407	s225(1)	Local Government Act 1999	113. Cancellation of Authorisation or Permit 113.1 The power pursuant to Section 225(1) of the Act by notice in writing to the holder of an authorisation or permit: 113.1.1. in the case of a permit for the purposes of a mobile food vending business under Section 222 of the Act – cancel the permit for breach of a condition if the breach is sufficiently serious to justify cancellation of the permit; or		CEO, DCS, DDS, MA, MDHC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			113.1.2 in the any other case - cancel the authorisation or permit for breach of a condition.		
134408	s225(2)	Local Government Act 1999	<p>113. Cancellation of Authorisation or Permit</p> <p>113.2 The duty pursuant to Section 225(2) of the Act before cancelling an authorisation or permit, to:</p> <p>113.2.1 give the holder of the authorisation or permit a written notice of the proposed cancellation stating the grounds on which the Delegate proposes to act and allowing the holder a reasonable period to make written representations to the Delegate on the proposed cancellation; and</p> <p>113.2.2 consider any representations made in response to the notice.</p>		CEO, DCS, MA
190949	s225(3)	Local Government Act 1999	<p>113. Cancellation of Authorisation or Permit</p> <p>113.3 The power pursuant to Section 225(3) of the Act to determine if a shorter period of notice should apply under Section 225(2)(a) of the Act, to protect the health or safety of the public, or otherwise to protect the public interest.</p>		CEO, DCS, DDS, MA, MDHC, PO
190950	s225(4)	Local Government Act 1999	<p>113. Cancellation of Authorisation or Permit</p> <p>113.4 The power pursuant to Section 225(4) of the Act if the Council cancels a permit under Section 225(1)(a) of the Act, to specify at the time of cancellation a period (not exceeding six months) that an application for a permit for the purposes of a mobile food vending business under Section 222 of the Act must not be made by or on behalf of the person who, before the cancellation, held the permit.</p>		CEO, DCS, DDS, MA, MDHC, PO
190951	s225A(1)	Local Government Act 1999	<p>113A Location Rules – General</p> <p>113A.1 The power pursuant to Section 225A(1) of the Act and subject to Section 225A(2) of the Act, to prepare and adopt rules (location rules) that set out locations within the Council area in which mobile food vending businesses may operate.</p>		CEO
190952	s225A(4)	Local Government Act 1999	<p>113A Location Rules – General</p> <p>113A.2 The power pursuant to Section 225A(4) of the Act to:</p> <p>113A.2.1 from time to time amend the Council's location rules;</p> <p>113A.2.2 amend its location rules in order that the rules comply with:</p> <p>113A.2.2.1 any requirement specified by the Minister under Section 225A(2)(b) of the Act;</p>		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			or 113A.2.2.2 any direction given by the Small Business Commissioner under Section 225A(7) of the Act.		
134410	s231(1)	Local Government Act 1999	114. Register 114.1 The power and duty pursuant to Section 231(1) and (2) of the Act to keep a register of public roads in the Council's area, which: 114.1.1 includes the information required by regulation; and 114.1.2 may consist (if the Delegate so decides) of a computer record of the relevant information.		CEO, DCS, DES
134411	s231(3)	Local Government Act 1999	114. Register 114.2 The duty pursuant to Section 231(3) and (4) of the Act to make the register available for public inspection (without charge) and purchase of extracts (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.		CEO, DCS, DES, MA
134412	s232	Local Government Act 1999	115. Trees The power pursuant to Section 232 of the Act to plant vegetation or authorise or permit the planting of vegetation, on a road, only after complying with the following matters (in addition to complying with any other statutory requirement): 115.1 giving consideration to whether the vegetation is, on balance, appropriate to the proposed site taking into account - 115.1.1 environmental and aesthetic issues; and 115.1.2 the use and construction of the road (including the potential for interference with the construction of the road or with structures (including pipes, wires, cables, fixtures, fittings or other objects) in the road); and 115.1.3 road safety matters; and 115.1.4 other matters (if any) considered relevant by the Delegate; and 115.2 where the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, to follow the relevant steps set out in its public consultation policy.		CEO, DCS, DES

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134413	s233(1), s233(2)	Local Government Act 1999	116. Damage 116.1 The power pursuant to Section 233(1) and (2) of the Act to recover damages, in the same way as damages for a tort, where a person, without the Council's permission, intentionally or negligently damages a road or a structure (including pipes, wires, cables, fixtures, fittings and other objects) belonging to the Council associated with the road.		CEO, DCS, DES
134414	s234(1)	Local Government Act 1999	117. Council's Power to Remove Objects etc from Roads 117.1 The power pursuant to Section 234(1) of the Act to remove and dispose of any structure, object or substance from a road if: 117.1.1 it has been erected, placed or deposited on the road without the authorisation or permit required under Part 2 of Chapter 11 of the Act; or 117.1.2 an authorisation or permit has been granted but has later expired or been cancelled.		CEO, DCS, DDS, DES
134415	s234(2)	Local Government Act 1999	117. Council's Power to Remove Objects etc from Roads 117.2 The power pursuant to Section 234(2) of the Act to recover the cost of acting under Section 234 of the Act as a debt from the person who erected, placed or deposited the structure, object or substance on the road.		CEO, DCS, DDS, DES
134416	s234(3)	Local Government Act 1999	117. Council's Power to Remove Objects etc from Roads 117.3 Where, as a result of an accident involving a vehicle or vehicles, any wreckage, objects or materials are left on a road, the power pursuant to Section 234(3) of the Act to clear the area and to recover the cost from the driver of the vehicle or, if more than one vehicle was involved, the driver of any one of the vehicles.		CEO, DCS, DDS, DES
134417	s236(2)	Local Government Act 1999	119. Abandonment of Vehicles and Farm Implements 119.1 The power pursuant to Section 236(2) of the Act to seek an order from the court by which a person is convicted of an offence against Section 236(1) of the Act, that the convicted person pay to the Council any costs incurred by the Council in removing or disposing of a vehicle abandoned on a public road or public place.		CEO, DCS, DDS, DES
134418	s237(4)	Local Government Act 1999	120. Removal of Vehicles 120.1 The duty pursuant to Section 237(4) of the Act to ensure that the owner of the vehicle is notified of the removal of the vehicle: 120.1.1 by written notice in the prescribed form: 120.1.1.1 served on the owner personally; or 120.1.1.2 served on the owner by the use of person-to-person registered post, as soon as practicable after the removal of the vehicle; or		CEO, DCS, DDS, GI, SGI

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			120.1.2 if the owner is unknown or cannot be found - by public notice published in a newspaper circulating generally in the State within 14 days after the removal of the vehicle.		
134419	s237(5)	Local Government Act 1999	120. Removal of Vehicles 120.2 If the owner of a removed vehicle does not, within 1 month after service or publication of the notice, pay all expenses in connection with the removal, custody and maintenance of the vehicle, and of serving, publishing or posting the notice, and take possession of the vehicle, the power and duty pursuant to Section 237(5) of the Act to, subject to Section 237(6)(b) of the Act, offer the vehicle for sale by public auction or public tender.		CEO, DCS, DDS
134420	s237(6)	Local Government Act 1999	120. Removal of Vehicles 120.3 The power pursuant to Section 237(6) of the Act to dispose of the vehicle in such manner as the Delegate thinks fit if: 120.3.1 the vehicle is offered for sale but not sold; or 120.3.2 the Delegate reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle or the costs incidental to removing or holding the vehicle, or those costs combined.		CEO, DCS, DDS
134421	s237(7)	Local Government Act 1999	120. Removal of Vehicles 120.4 The duty pursuant to Section 237(7) of the Act, where the vehicle is sold, to apply the proceeds of sale as follows: 120.4.1 firstly, in payment of the costs of and incidental to the sale; 120.4.2 secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under Section 237 of the Act; 120.4.3 thirdly, in payment of the balance to the owner of the vehicle.		CEO, DCS, DDS
134422	s237(8)	Local Government Act 1999	120. Removal of Vehicles 120.5 The duty pursuant to Section 237(8) of the Act to make reasonable inquiry to find the owner of the vehicle following sale and, if after that reasonable inquiry, the owner cannot be found, the duty to pay the balance of the proceeds of sale to the Council.		CEO, DCS, DDS
134423	s237(9)	Local Government Act 1999	120. Removal of Vehicles 120.6 The duty pursuant to Section 237(9) of the Act to take reasonable steps to return property found in the vehicle, and where the property cannot be returned, the duty to deal with the property as unclaimed goods under the Unclaimed Goods Act 1987 as if the Council were the bailee of those goods.		CEO, DCS, DDS, GI, SGI

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134424	s242(1), s242(2)	Local Government Act 1999	121. Time Limits for Dealing with Certain Applications 121.1 Where the power to decide upon certain applications to which the Section applies has been delegated, the duty pursuant to Section 242(1) and (2) of the Act within two months after the relevant date, to make a decision in respect of the application and, if not so decided, it is taken to have been refused.		CEO, DCS
134425	s242(3)	Local Government Act 1999	121. Time Limits for Dealing with Certain Applications 121.2 The duty pursuant to Section 242(3) of the Act to notify the applicant in writing as soon as practicable of a decision or presumptive decision on an application to which Section 242 of the Act applies.		CEO, DCS
134426	s243(1)	Local Government Act 1999	122. Registrar-General to Issue Certificate of Title 122.1 The duty pursuant to Section 243(1) of the Act to apply to the Registrar-General for the issue of a Certificate of Title for the land under the Real Property Act 1896, where land vests for an estate in fee simple in the Council under this Act.		CEO, DCS
134427	s243(2)	Local Government Act 1999	122. Registrar-General to Issue Certificate of Title 122.2 The duty pursuant to Section 243(2) of the Act to make such application to the Registrar-General for the issue of a Certificate of Title as follows: 122.2.1 in a manner and form approved by the Registrar-General; and 122.2.2 accompanied by: 122.2.2.1 Deliberately left blank. 122.2.2.2 any surveys of the land and other materials that the Registrar-General may reasonably require; and 122.2.2.3 a fee fixed by the Registrar-General.		CEO, DCS
134428	s245	Local Government Act 1999	123. Liability for Injury, Damage or Loss Caused by Certain Trees 123.1 The power and duty pursuant to Section 245 of the Act to take reasonable action in response to a written request by an owner or occupier of property adjacent to a road for the Council to take reasonable action to avert a risk of damage to property of the owner or occupier from a tree growing in the road (whether planted by the Council or not).		CEO, DCS, DES
134429	s245A	Local Government Act 1999	124. Council May Require Bond or Other Security in Certain Circumstances 124.1 Subject to Section 245A of the Act, if, 124.1.1 a person has approval to carry out development under the Development Act 1993; and 124.1.2 the delegate has reason to believe that the performance of work in connection with the development could cause damage to any local government land (including a		CEO

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			road) within the vicinity of the site of the development, the power, pursuant to Section 245A of the Act, to, by notice in writing serve on the person who has the benefit of the approval, require the person to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.		
134430	s37(b)	Local Government Act 1999	124. Council May Require Bond or Other Security in Certain Circumstances 124.2 The power pursuant to Sections 37(b) and 245A of the Act, where a person has approval to carry out development under the Development Act 1993 and a notice in writing has been served pursuant to Section 245A of the Act on the person who has the benefit of the approval, to enter into an agreement that complies with any requirements prescribed by the regulations so as to ensure that money is available to address the cost of any damage that may be caused.		CEO
134431	s246(4a)	Local Government Act 1999	125. Power to Make By-Laws 125.1 The duty pursuant to Section 246(4a) of the Act, if the Council makes a determination under Section 246(3)(e) of the Act, to ensure that notice of the determination is published in the Gazette and in a newspaper circulating in the area of the Council.		CEO, DCS
134432	s249(1)	Local Government Act 1999	126. Passing By-Laws 126.1 If it is proposed that the Council make a by-law, then at least 21 days before the Council resolves to make the by-law, the duty pursuant to Section 249(1) of the Act to: 126.1.1 make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection, without charge and during ordinary office hours, at the principal office of the Council, and so far as is reasonable practicable on the Internet; and 126.1.2 by notice in a newspaper circulating in the area of the Council: 126.1.2.1 inform the public of the availability of the proposed by law; and 126.1.2.2 set out the terms of the by-law, or describe in general terms the by-law's nature and effect.		CEO, DCS
134433	s249(4)	Local Government Act 1999	126. Passing By-Laws 126.2 Before the Council makes a by-law, the duty pursuant to Section 249(4) of the Act to obtain a certificate, in the prescribed form, signed by a legal practitioner certifying that, in the opinion of the legal practitioner: 126.2.1 the Council has power to make the by-law by virtue of a statutory power specified in the certificate; and		CEO, DCS

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			126.2.2 the by-law is not in conflict with the Act.		
134434	s249(5)	Local Government Act 1999	126. Passing By-Laws 126.3 The duty pursuant to Section 249(5) of the Act to publish a by-law in the Gazette.		CEO, DCS
134435	s249(7)	Local Government Act 1999	126. Passing By-Laws 126.4 The duty pursuant to Section 249(7) of the Act to publish a notice of the making of a by-law under Section 249 of the Act in a newspaper circulating in the area of the Council.		CEO, DCS
134436	s250(5)	Local Government Act 1999	127. Model By-Laws 127.1 The duty pursuant to Section 250(5) of the Act to publish the resolution adopting a model by-law or alteration made under Section 250 of the Act in the Gazette.		CEO, DCS
134437	s250(7)	Local Government Act 1999	127. Model By-Laws 127.2 The duty pursuant to Section 250(7) of the Act to publish a notice of the adoption of a model by-law or alteration made under Section 250 of the Act in a newspaper circulating in the area of the Council.		CEO, DCS
134438	s252(1)	Local Government Act 1999	128. Register of By-Laws and Certified Copies 128.1 The duty pursuant to Section 252(1) and (2) to cause a separate register to be kept of all by-laws made or adopted by the Council; such register to include a copy of any code, standard or other document referred to or incorporated in a by-law.		CEO, DCS
134439	s252(3)	Local Government Act 1999	128. Register of By-Laws and Certified Copies 128.2 The duty pursuant to Section 252(3) and (4) of the Act to make available the register of by-laws for inspection or purchase an extract from the register (on payment of a fee fixed by the Council) by the public at the principal office of the Council during ordinary office hours.		CEO, DCS, MA
134440	s252(5)	Local Government Act 1999	128. Register of By-Laws and Certified Copies 128.4 The duty pursuant to Section 252(5) of the Act to make available, on payment of a fee fixed by the Council, a certified copy of a by-law of the Council in force at the particular time.		CEO, DCS, MA
134441	s254	Local Government Act 1999	129. Power to Make Orders 129.1 The power pursuant to Section 254 of the Act to order a person to do or to refrain from doing a thing specified in Column 1 of the Table in Part 2 of Chapter 12, if in the opinion of the Delegate, the circumstances specified in Column 2 of the Table exist and the person is within the description in Column 3 of the Table.		CEO, DCS, DDS
134442	s255(1)	Local Government Act 1999	130. Procedures to be Followed 130.1 The duty pursuant to Section 255(1) of the Act before taking action to make an order under Part 2 of Chapter 12 (but subject to this Section), to give the person to whom it is proposed that the order be directed a notice in writing:		CEO, DCS, DDS

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			<p>130.1.1 stating the proposed action, including the terms of the proposed order and the period within which compliance with the order will be required; and</p> <p>130.1.2 stating the reasons for the proposed action; and</p> <p>130.1.3 inviting the person to show, within a specified time (being a reasonable period), why the proposed action should not be taken (by making representations to the Delegate).</p>		
134443	s255(2)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.2 If a notice of intention to make an order is directed to a person who is not the owner of the relevant land, the duty pursuant to Section 255(2) of the Act to take reasonable steps to serve a copy of the notice on the owner.</p>		CEO, DCS, DDS
134444	s255(3)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.3 The power pursuant to Section 255(3) of the Act after considering representations made within the time specified under Section 255(1) of the Act:</p> <p>130.3.1 to make an order in accordance with the terms of the original proposal; or</p> <p>130.3.2 to make an order with modifications from the terms of the original proposal; or</p> <p>130.3.3 to determine not to proceed with an order.</p>		CEO, DCS, DDS
134445	s255(5)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.4 The power pursuant to Section 255(5) of the Act to:</p> <p>130.4.1 include two or more orders in the same instrument;</p> <p>130.4.2 direct two or more persons to do something specified in the order jointly.</p>		CEO, DCS, DDS
134446	s255(6)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.5 The duty pursuant to Section 255(6) of the Act to ensure that the order:</p> <p>130.5.1 subject to Section 255 of the Act, specifies a reasonable period within which compliance with the order is required; and</p> <p>130.5.2 states the reasons for the order.</p>		CEO, DCS, DDS
134447	s255(7)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.6 The duty pursuant to Section 255(7) of the Act to serve an order in accordance with Part 2 of Chapter 14 of the Act on the person to whom it is addressed.</p>		CEO, DCS, DDS
134448	s255(8)	Local Government Act 1999	<p>130. Procedures to be Followed</p> <p>130.7 If an order is directed to a person who is not the owner of the relevant land, the duty</p>		CEO, DCS, DDS

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			pursuant to Section 255(8) of the Act to take reasonable steps to serve a copy of the order on the owner.		
134449	s255(11)	Local Government Act 1999	130. Procedures to be Followed 130.8 The power pursuant to Section 255(11) of the Act at the request or with the agreement of the person to whom an order is directed, to vary the order on the Delegate's own initiative, or to revoke an order if satisfied that it is appropriate to do so.		CEO, DCS, DDS
134450	s255(12)	Local Government Act 1999	130. Procedures to be Followed 130.9 If the Delegate, in the circumstances of a particular case, considers: 130.9.1 that an activity constitutes, or is likely to constitute, a threat to life or an immediate threat to public health or public safety; or 130.9.2 that an emergency situation otherwise exists, the Delegate has the power pursuant to Section 255(12) of the Act to: 130.9.3 Proceed immediately to make an order under this Section without giving notice under Section 255(1); and 130.9.4 require immediate compliance with an order despite Section 255(6)(a).		CEO, DCS, DDS
134451	s256(1) and (2)	Local Government Act 1999	131. Rights of Review 131.1 The duty pursuant to Section 256(1) and (2) of the Act to ensure that an order made under Part 2 of Chapter 12 includes a statement setting out the rights of the person to seek review of the order under the Act, and to include the information specified by the Regulations to the Act.		CEO, DCS, DDS
134452	s257(1)	Local Government Act 1999	132. Action on Non-Compliance 132.1 The power pursuant to Section 257(1) of the Act, where the requirements of an order are not complied with within the time fixed for compliance, or if there is an application for review, within 14 days after the determination of the review, to (subject to the outcome of any review) take the action required by the order.		CEO, DCS, DDS
134453	s257(2)	Local Government Act 1999	132. Action on Non-Compliance 132.2 The power pursuant to Section 257(2) of the Act to authorise an employee or another person to take action under Section 257(1) of the Act.		CEO, DCS, DDS
134454	s257(3)	Local Government Act 1999	132. Action on Non-Compliance 132.3 The power pursuant to Section 257(3) of the Act to take action to recover the reasonable costs and expenses incurred by the Council in taking action for the non-compliance with an order, as a debt from the person who failed to comply with the requirements of the order.		CEO, DCS, DDS

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134455	s257(5)	Local Government Act 1999	<p>132. Action on Non-Compliance</p> <p>132.4 The power pursuant to Section 257(5) of the Act where an amount is recoverable from a person by the Council for action of non-compliance with an order, by notice in writing to the person, to fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid and, if the amount is not paid by the person within that period:</p> <p>132.4.1 the person is liable to pay interest charged at the prescribed rate per annum on the amount unpaid; and</p> <p>132.4.2 if the person is the owner of the land to which the order relates - the power, in accordance with Schedule 6, to impose a charge over the land for the unpaid amount, together with interest.</p>		CEO, DCS, DDS
134456	s259(1)	Local Government Act 1999	<p>133. Councils to Develop Policies</p> <p>133.1 The power and duty pursuant to Section 259(1) of the Act to take reasonable steps to prepare and adopt policies concerning the operation of Part 2 of Chapter 12 of the Act.</p>		CEO, DCS, DDS
134457	s259(2)	Local Government Act 1999	<p>133. Councils to Develop Policies</p> <p>133.2 The power and duty pursuant to Section 259(2) of the Act to:</p> <p>132.2.1 prepare a draft of a Policy; and</p> <p>133.2.2 by notice in a newspaper circulating in the area of the Council, give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) and invite interested persons to make written representations on the draft within a period specified by the Council or the Delegate (being at least four weeks).</p>		CEO, DCS, DDS
134458	s259(3)	Local Government Act 1999	<p>133. Councils to Develop Policies</p> <p>133.3 The duty pursuant to Section 259(3) of the Act to consider any submission made on a proposed policy in response to an invitation under Section 259(2) of the Act.</p>		CEO, DCS, DDS
134459	s259(4)	Local Government Act 1999	<p>133. Councils to Develop Policies</p> <p>133.4 The power pursuant to Section 259(4) of the Act to amend a policy at any time.</p>		CEO, DCS, DDS
134460	s259(5)	Local Government Act 1999	<p>133. Councils to Develop Policies</p> <p>133.5 The duty pursuant to Section 259(5) of the Act before adopting an amendment to a policy, to take the steps specified in Section 259(2) and (3) (as if the amendment were a new policy), unless the Council or the Delegate determines the amendment is only of minor significance.</p>		CEO, DCS, DDS

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134461	s259(6), s259(7)	Local Government Act 1999	133. Councils to Develop Policies 133.6 The duty pursuant to Sections 259(6) and (7) of the Act to make a policy available for inspection (without charge) and purchase (upon payment of a fee fixed by the Council) at the principal office of the Council during ordinary office hours.		CEO, DCS, GO, MA
134462	s259(8)	Local Government Act 1999	133. Councils to Develop Policies 133.7 The duty pursuant to Section 259(8) of the Act in considering whether to make an order under Part 2 of Chapter 12 of the Act, to deal with the particular case on its merits and the duty to take into account any relevant policy under Division 3 of Part 2, Chapter 12 of the Act.		CEO, DCS
134463	s260(1)	Local Government Act 1999	134. Appointment of Authorised Persons 134.1 The power, pursuant to Section 260(1) of the Act by instrument in writing, to appoint a person (other than a member of the Council) to be an authorised person.		CEO, DCS
134464	s260(2)	Local Government Act 1999	134. Appointment of Authorised Persons 134.2 The power pursuant to Section 260(2) of the Act to make an appointment of an authorised person subject to such conditions or limitations as the Delegate determines and specified in the instrument of appointment.		CEO, DCS
134465	s260(3)	Local Government Act 1999	134. Appointment of Authorised Persons 134.3 The power and duty pursuant to Section 260(3) of the Act to issue to an authorised person an identity card: 134.3.1 containing a photograph of the authorised person; and 134.3.2 identifying any conditions or limitations imposed under Section 260(2) of the Act.		CEO, DCS, GO
134466	s260(5)	Local Government Act 1999	134. Appointment of Authorised Persons 134.4 The power pursuant to Section 260(5) of the Act to at any time revoke an appointment under Section 260 of the Act, or to vary or revoke a condition or limitation, or impose a further condition or limitation on the appointment.		CEO, DCS
134467	s270(a1)	Local Government Act 1999	135. Procedures for Review of Decisions and Requests for Services 135.00 The power and duty pursuant to Section 270(a1) of the Act and in accordance with Sections 270(a2) and (4a) of the Act, to develop and maintain policies, practices and procedures for dealing with: 135.00.1 any reasonable request for the provision of a service by the Council or for the improvement of a service provided by the Council; and 135.00.2 complaints about the actions of the Council, employees of the Council, or other persons acting on behalf of the Council.		CEO, DCS

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134468	s270(a2)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.0 The power and duty pursuant to Section 270(a2) of the Act to ensure the policies, practices and procedures required under Section 270(a1) of the Act, are directed towards:</p> <p>135.0.1 dealing with the relevant requests or complaints in a timely, effective and fair way; and</p> <p>135.0.2 using information gained from the Council's community to improve its services and operations.</p>		CEO, DCS
134469	s270(a1) s270(a2)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.1 Without limiting Sections 270(a1) and (a2) of the Act, the power and duty pursuant to Section 270(1) of the Act and in accordance with Sections 270(2) and (4a) of the Act, to establish procedures for the review of decisions of:</p> <p>135.1.1 the Council;</p> <p>135.1.2 employees of the Council;</p> <p>135.1.3 other persons acting on behalf of the Council,</p>		CEO, DCS
134470	s270(2)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.2 The duty pursuant to Section 270(2) of the Act to ensure that the procedures established under Section 270(1) of the Act address the following matters (and any other matters which the Delegate or the Council determines to be relevant):</p> <p>135.2.1 the manner in which an application for review may be made;</p> <p>135.2.2 the assignment of a suitable person to reconsider a decision under review;</p> <p>135.2.3 the matters that must be referred to the Council itself for consideration or further consideration;</p> <p>135.2.3A in the case of applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers - the provision to be made to ensure that these applications can be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act;</p> <p>135.2.4 the notification of the progress and outcome of an application for review;</p> <p>135.2.5 the timeframes within which notifications will be made and procedures on a review will be completed.</p>		CEO, DCS

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134471	s270(4)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.3 The power pursuant to Section 270(4) of the Act to refuse to consider an application for review of a decision under Section 270 of the Act, if:</p> <p>135.3.1 the application was made by an employee of the Council and relates to an issue concerning his or her employment; or</p> <p>135.3.2 it appears that the application is frivolous or vexatious; or</p> <p>135.3.3 the applicant does not have a sufficient interest in the matter.</p>		CEO, DCS
134472	s270(5)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.4 The power and duty pursuant to Section 270(5) of the Act to ensure that copies of a document concerning the policies, practices and procedures that apply under Section 270 of the Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.</p>		CEO, DCS, GO, MA
134473	s270(6)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.5 The power pursuant to Section 270(6) of the Act to, from time to time, amend the policies, practices and procedures established under Section 270 of the Act.</p>		CEO, DCS
134474	s270(8)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.6 The power and duty pursuant to Section 270(8) of the Act to, on an annual basis, initiate and consider a report that relates to:</p> <p>135.6.1 the number of applications for review made under Section 270; and</p> <p>135.6.2 the kinds of matters to which the applications relate; and</p> <p>135.6.3 the outcome of applications under this Section; and</p> <p>135.6.4 such other matters as may be prescribed by the Regulations.</p>		CEO, DCS
134475	s270(9)	Local Government Act 1999	<p>135. Procedures for Review of Decisions and Requests for Services</p> <p>135.7 The power pursuant to Section 270(9) of the Act on an application for the provision of some form of relief or concession with respect to the payment of those rates, to, if appropriate, in view of the outcome of the application, refund the whole or a part of any amount that has been paid.</p>		CEO, DCS
134476	s271(1)	Local Government Act 1999	<p>136. Mediation, Conciliation and Neutral Evaluation</p> <p>136.1 The power pursuant to Section 271(1) of the Act as part of, or in addition to, the procedures established under Section 270 of the Act, to make provision for disputes between a person and the Council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation.</p>		CEO, DCS

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134477	s271(2)	Local Government Act 1999	136. Mediation, Conciliation and Neutral Evaluation 136.2 The duty pursuant to Section 271(2) of the Act to provide for the constitution of panels of persons who are available to act as mediators, conciliators and evaluators, and for the selection of an appropriate mediator, conciliator or evaluator, if a dispute is to be dealt with under a Scheme established under Section 271(1) of the Act.		CEO, DCS
134478	s271A	Local Government Act 1999	136A. Provision of Information to Minister 136A.1 The power and duty, pursuant to Section 271A of the Act, to, at the request of the Minister, provide to the Minister specified information, or information of a specified kind, relating to the affairs or operations of the Council.		CEO, DCS
134479	s271A(3)	Local Government Act 1999	136A. Provision of Information to Minister 136A.2 The power pursuant to Section 271A(3) of the Act to, provide information in accordance with a request under Section 271A(1) of the Act, even if: 136AA.2.1 the information was given to the Council in confidence; or 136AA.2.2 is held on a confidential basis under Chapter 6 Part 4.		CEO, DCS
134480	s272(3)	Local Government Act 1999	136B. Minister May Refer Investigation of Council to Ombudsman 136B.1 The power pursuant to Section 272(3) of the Act, to, before the Minister refers a matter, explain the Council's actions and make submissions to the Minister.		CEO
134481	s272(5)	Local Government Act 1999	136B. Minister May Refer Investigation of Council to Ombudsman 136B.2 The power pursuant to Section 272(5) of the Act, to make submissions to the Minister in relation to the matter.		CEO
134482	s273(3)	Local Government Act 1999	136C. Action on a Report 136C.1 The power pursuant to Section 273(3) of the Act to make submissions to the Minister on the report on which the action is based.		CEO
134483	136D.	Local Government Act 1999	136D. Deliberately left blank 136D. Deliberately left blank		ND
134485	s275(2)	Local Government Act 1999	136E. Action on a Report 136E.1 The power pursuant to Section 275(2) of the Act to make submissions to the Minister.		CEO
134486	s276(1), s276(2)	Local Government Act 1999	137. Special Jurisdiction 137.1 The power pursuant to Section 276(1) and (2) of the Act to commence, defend or participate in the following proceedings before the District Court, on behalf of the Council: 137.1.1 proceedings to try the title of a member to an office; 137.1.2 proceedings to try the right of a person to be admitted or restored to an office;		CEO

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			<p>137.1.3 proceedings to compel restoration or admission;</p> <p>137.1.4 proceedings to compel the Council to proceed to an election, poll or appointment;</p> <p>137.1.5 proceedings to try the validity of a rate or service charge;</p> <p>137.1.6 proceedings to try the validity of a by-law;</p> <p>137.1.7 proceedings to compel the production or delivery of any books, voting papers, or other documents or papers to the production or possession of which the Council or person is entitled under this Act.</p>		
134502	s279	Local Government Act 1999	<p>138. Service of Documents by Councils etc</p> <p>138.1 Where a document is required or authorised to be served on or given to a person by the Council, the power and duty to effect service in accordance with and pursuant to Section 279 of the Act.</p>		CEO, DCS
134487	s280(1)	Local Government Act 1999	<p>139. Service of Documents on Councils</p> <p>139.1 The power pursuant to Section 280(1)(c) and (d) of the Act to determine the means available for service of documents on the Council and the power to accept or authorise a person to accept documents on Council's behalf.</p>		CEO, DCS
134488	s281(1)	Local Government Act 1999	<p>140. Recovery of Amounts from Lessees or Licensees</p> <p>140.1 Where an owner of land is liable to pay an amount to the Council, the power pursuant to Section 281(1) of the Act by written notice to a lessee or licensee of the land, to require him or her to pay to the Council rent or other consideration payable under the lease or license in satisfaction of the liability to the Council.</p>		CEO, DCS
134489	s282(1)	Local Government Act 1999	<p>141. Ability of Occupiers to Carry out Works</p> <p>141.1 Where an owner of land fails to carry out work that the Council has required the owner to carry out under an Act, the power pursuant to Section 282(1) of the Act to give approval to the occupier of the land to cause the work to be carried out.</p>		CEO, DCS
134490	s294(1a)	Local Government Act 1999	<p>142. Power to Enter and Occupy Land in Connection with an Activity</p> <p>142.1 The duty pursuant to Section 294(1a) of the Act and subject to Section 294(1b) of the Act, to give an owner or occupier of land at least 48 hours notice in writing of an intention to exercise a power under Section 294(1)(b) or (c) of the Act.</p>		CEO, DCS
134491	s294(3)	Local Government Act 1999	<p>142. Power to Enter and Occupy Land in Connection with an Activity</p> <p>142.2 The duty pursuant to Section 294(3) of the Act:</p> <p>142.2.1 to pay to the owner or occupier of the land rent on a quarterly or half-yearly basis, at a rate to be determined by agreement between the Council and the owner or occupier or, in default of agreement, by the Land and Valuation Court; and</p>		CEO, DCS

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			<p>142.2.2 to pay to the owner or occupier of the land within 1 month after occupying the land - reasonable compensation for damage caused to any crops on the land; and</p> <p>142.2.3 within 6 months of ceasing to occupy the land:</p> <p>142.2.3.1 remedy damage to land caused by the Council while in occupation of the land (to such extent as this may be reasonably practicable); and</p> <p>142.2.3.2 to pay to the owner or occupier of the land reasonable compensation for any other loss or damage caused by the Council, including the full value of any earth, minerals or resources taken from the land;</p>		
134492	s294(5)	Local Government Act 1999	<p>142. Power to Enter and Occupy Land in Connection with an Activity</p> <p>142.3 The duty pursuant to Section 294(5) of the Act, at the request of an owner of occupier of the land entered and occupied by Council, to erect a fence of reasonable quality and design between the occupied land and the adjoining land.</p>		CEO, DCS, DES
134503	s296(1)	Local Government Act 1999	<p>143. Reclamation of Land</p> <p>143.1 Where the Council raises, fills in, improves, drains, levels or reclaims land in the area of the Council, the power pursuant to Section 296(1) of the Act to recover the whole or a proportion of the cost of the work from the owners of adjacent or adjoining rateable land improved by the performance of the work in proportion to additional value the work has added to the land.</p>		CEO, DCS, DES
134493	s296(2)	Local Government Act 1999	<p>143. Reclamation of Land</p> <p>143.2 The power pursuant to Section 296 (2) of the Act to appoint a valuer to determine the additional value added to the land by Council's activities, under Section 296(1) of the Act.</p>		CEO, DCS
134494	s296(3)	Local Government Act 1999	<p>143. Reclamation of Land</p> <p>143.3 The duty pursuant to Section 296(3) of the Act to give notice of a valuation to the relevant owner under this Section of the Act.</p>		CEO, DCS
134495	s296(5)	Local Government Act 1999	<p>143. Reclamation of Land</p> <p>143.4 The duty pursuant to Section 296(5) of the Act to conduct an objection or review in the same manner as an objection to or appeal against a valuation under Division 6 of Part 1, Chapter 10 of the Act.</p>		CEO, DCS
134496	s297	Local Government Act 1999	<p>144. Property in Rubbish</p> <p>144.1 The power pursuant to Section 297 of the Act to sell or dispose of any rubbish that the Council collects within its area, as the Delegate thinks appropriate.</p>		CEO, DCS, DES
134497	s298(1)	Local Government Act 1999	<p>145. Power of Council to Act in Emergency</p> <p>145.1 Where flooding in the area of the Council has occurred or is imminent and the Delegate is of the opinion that a situation of emergency has arisen in which there is</p>		CEO, DCS, DES

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			danger to life or property, the power pursuant to Section 298(1) of the Act to order that action be taken as the Delegate thinks fit to avert or reduce the danger.		
134500	s300(1)	Local Government Act 1999	147. Costs of Advertisements 147.1 The duty pursuant to Section 300(1) of the Act to pay the cost of an advertisement required by the Act, or where the Council or an employee of the Council takes any action that immediately necessitates the advertisement.		CEO, DCS, MA
134501	s302B	Local Government Act 1999	148. Deliberately left blank		CEO
134510	c13, Schedule 1A	Local Government Act 1999	148A Use of Facilities 148A.1 The power pursuant to Clause 13 of Schedule 1A of the Act to arrange with the Authority for the Authority to make use of the services of the staff, equipment or facilities of the Council.		CEO
134511	C17(1), Schedule 1A	Local Government Act 1999	151A Preparation of Stormwater Management Plans by Councils 151A.1 The power pursuant to Clause 17(1) of Schedule 1A of the Act to prepare a stormwater management plan which: (a) complies with the guidelines issued by the Authority; and (b) is prepared in consultation with the relevant regional NRM board or boards; and (c) is prepared in accordance with any other procedures or requirements prescribed by the Regulations.		CEO
134512	c20(5), Schedule 1A	Local Government Act 1999	151B Authority May Issue Order 151B.1 The power pursuant to Clause 20(5) of Schedule 1A of the Act, before the Authority takes any action under Clause 20(4) of Schedule 1A of the Act, to make submissions to the Authority in relation to the matter.		CEO
134513	c20(6), Schedule 1A	Local Government Act 1999	151B.2 The power pursuant to Clause 20(6) of Schedule 1A of the Act, if costs and expenses are to be recovered from the Council as a debt, to enter into an agreement with the Authority for the debt to be repaid over a period of time, subject to the payment by the Council of interest on the debt (and the power to agree the rate with the Authority).		CEO
134514	c24(1), Schedule 1A	Local Government Act 1999	154. Special Powers in Relation to Land 154.1 The power pursuant to Clause 24(1) of Schedule 1A of the Act and in accordance with Clause 24(2) of Schedule 1A of the Act, for the purpose of taking action consistent with the provisions of an approved stormwater management plan or a condition imposed on approval of a stormwater management plan or action required by an order under Clause 20 of Schedule 1 of the Act, to: (a) enter and occupy any land; and (b) construct, maintain or remove any infrastructure; and (c) excavate any land; and (d) inspect, examine or survey any land and for that purpose: (i) fix posts, stakes or other markers on the land; and		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			(ii) dig trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and (iii) remove samples for analysis. (e) alter water table levels, stop or reduce the flow of water in a watercourse, divert water flowing in a watercourse to another watercourse or to a lake or control the flow of water in any other manner; and (f) hold any water in a watercourse or lake or by any other means; and (g) divert water to an underground aquifer, dispose of water to a lake, underground aquifer or the sea, or deal with water in any other manner; and (h) deepen, widen or change the course of a watercourse, deepen or widen a lake or take action to remove any obstruction to the flow of water; and (i) undertake any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation); and (j) undertake any testing, monitoring or evaluation; and (k) undertake any other activity of a prescribed kind.		
134515	c24(2)(b) and 25, Schedule 1A	Local Government Act 1999	154.2 The power pursuant to Clauses 24(2)(b) and 25 of Schedule 1A of the Act to acquire an easement or other appropriate interest over the relevant land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws.		CEO
134516	c25(2), Schedule 1A	Local Government Act 1999	155. Entry and Occupation of Land Other Than Council Land 155.1 The power pursuant to Clause 25(2) of Schedule 1A of the Act, subject to Clause 25(3) of Schedule 1A of the Act, to give reasonable notice of an intention to enter, or to enter and occupy, land in accordance with Clause 24 of Schedule 1A of the Act to the occupier of the land.		CEO
134517	c25(3)(b), Schedule 1A	Local Government Act 1999	155.2 The power pursuant to Clause 25(3)(b) of Schedule 1A of the Act to, in an emergency, give such notice (if any) as the delegate considers is reasonable in the circumstances.		CEO
134518	c26(3), Schedule 1A	Local Government Act 1999	156. Vesting of Infrastructure, etc 156.1 The power pursuant to Clause 26(3) of Schedule 1A of the Act to, before the Minister publishes a notice vesting the care, control and management of infrastructure or land in the Council under Clauses 26(1) or (2) of Schedule 1A of the Act make submissions to the Minister in relation to the proposed notice.		CEO
171799	c2(1), Schedule 1B	Local Government Act 1999	157. Building Upgrade Agreement (May only be delegated to CEO) 157.1 The power pursuant to Clause 2(1) of Schedule 1B of the Act, subject to Clause 2 of Schedule 1B of the Act, to, in relation to a building situated on land within the area of the Council, enter into an agreement (a building upgrade agreement) under which: 157.1.1 the building owner agrees to undertake upgrade works in respect of the building; and 157.1.2 a finance provider agrees to advance money to the building owner for the purpose	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section	CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			of funding those upgrade works; and 157.1.3 the Council agrees: 157.1.3.1 to levy a charge on the relevant land (a building upgrade charge), to be paid by the building owner, for the purpose of recouping the money advanced by the finance provider for the upgrade works (and any interest or other charges payable to the finance provider under the agreement); and 157.1.3.2 to pay to the finance provider any money paid to the Council by way of the building upgrade charge (other than any service fee or late payment fee that the Council is permitted by the agreement to deduct and retain).	44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	
171800	c2(3), Schedule 1B	Local Government Act 1999	157. Building Upgrade Agreement (May only be delegated to CEO) 157.2 The power pursuant to Clause 2(3) of Schedule 1B of the Act to include in a building upgrade agreement, payment to the finance provider of penalty interest on money advanced by the finance provider under the agreement, at such rate as determined in accordance with the regulations, and, if the regulations do not provide for the determination of the rate at such rate as determined in accordance with the agreement.	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	CEO
171801	c2(4), Schedule 1B	Local Government Act 1999	157. Building Upgrade Agreement (May only be delegated to CEO) 157.3 The power pursuant to Clause 2(4) of Schedule 1B of the Act to agree that a building upgrade agreement may be entered into by any other persons that the delegate considers should be parties to the agreement.	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	CEO
171802	c4, Schedule 1B	Local Government Act 1999	158. Variation or Termination of Agreement (May only be delegated to CEO) 158.1 The power pursuant to Clause 4 of Schedule 1B of the Act to vary or terminate a building upgrade agreement by further agreement between the primary parties.	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the	CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
				Council may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	
171803	c5(1), Schedule 1B	Local Government Act 1999	159. Contents of Agreement (May only be delegated to CEO) 159.1 The power pursuant to Clause 5(1) of Schedule 1B of the Act to make a building upgrade agreement in writing and specify: 159.1.1 the upgrade works to be undertaken by or on behalf of the building owner under the agreement; and 159.1.2 the amount of money to be advanced by the finance provider under the agreement; and 159.1.3 the amount of the building upgrade charge to be levied by the Council under the agreement; and 159.1.4 the schedule for the payment, by the building owner, of a building upgrade charge to the Council; and 159.1.5 the amount of, or a method for calculating the amount of, any service fee or late payment fee that the Council may deduct and retain; and 159.1.6 any prescribed matters.	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	CEO
171804	c5(2), Schedule 1B	Local Government Act 1999	159. Contents of Agreement (May only be delegated to CEO) 159.2 The power pursuant to Clause 5(2) of Schedule 1B of the Act to, in a building upgrade agreement: 159.2.1 provide for the early repayment of any amount payable under the agreement; and 159.2.2 include and agree to other provisions.	The power to enter into, or to vary or terminate, a building upgrade agreement on behalf of the Council may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	CEO
171805	c6(1), Schedule 1B	Local Government Act 1999	160. Declaration of Building Upgrade Charge (May only be delegated to CEO) 160.1 The power pursuant to Clause 6(1) of Schedule 1B of the Act, after the Council enters into a building upgrade agreement, to, in accordance with the terms of the agreement, declare a building upgrade charge in respect of the relevant land (being a charge of the agreed amount specified in the building upgrade agreement).	The power to declare and levy a building upgrade charge under a building upgrade	CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
				agreement may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	
171806	c6(2), Schedule 1B	Local Government Act 1999	160. Declaration of Building Upgrade Charge (May only be delegated to CEO) 160.2 The power pursuant to Clause 6(2) of Schedule 1B of the Act, if the Council or delegate declares a building upgrade charge, to, within 28 days after the declaration give the building owner written notice in accordance with Clauses 6(3) and (4) of Schedule 1B of the Act specifying: 160.2.1 the name and address of the building owner; and 160.2.2 a description of the relevant land in respect of which the building upgrade charge is being levied; and 160.2.3 the building upgrade agreement under which the building upgrade charge is being levied; and 160.2.4 the amount for which the building owner is liable; and 160.2.5 the manner of payment of the amount; and 160.2.6 the due date for payment of the amount, in accordance with the schedule for the payment of the building upgrade charge to the Council (specified in the building upgrade agreement); and 160.2.7 the amount of, or method of calculating, any service fee of the Council authorised by the building upgrade agreement and any late payment fee that may be imposed by the Council if the building owner fails to pay an amount for which the building owner is liable by the due date; and 160.2.8 any prescribed matters.	The power to declare and levy a building upgrade charge under a building upgrade agreement may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the Chief Executive Officer.	CEO
171807	c6(4), Schedule 1B	Local Government Act 1999	160. Declaration of Building Upgrade Charge (May only be delegated to CEO) 160.3 The power pursuant to Clause 6(4) of Schedule 1B of the Act, to, in relation to each payment in respect of a building upgrade charge for which a building owner is liable, give a notice under Clause 6(2) of Schedule 1B of the Act to the building owner at least 28 days before the date for payment specified in the notice.	The power to declare and levy a building upgrade charge under a building upgrade agreement may not, despite Section 44(4)(b) of the Local Government Act 1999, be subdelegated by the	CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
				Chief Executive Officer.	
171808	c7(2), Schedule 1B	Local Government Act 1999	161. Payment of Building Upgrade Charge 161.1 The power pursuant to Clause 7(2) of Schedule 1B of the Act, on payment of money in respect of a building upgrade charge to the Council, to deduct and retain any service fee and late payment fee authorised by the building upgrade agreement.		CEO, DCS
171809	c7(3), Schedule 1B	Local Government Act 1999	161. Payment of Building Upgrade Charge 161.2 The power pursuant to Clause 7(3) of Schedule 1B of the Act in relation to money paid to the Council in respect of a building upgrade charge, to, other than any service fee and late payment fee retained by the Council, 161.2.1 hold that money on behalf of the finance provider pending payment to the finance provider; and 161.2.2 pay that money to the finance provider in accordance with the terms of the building upgrade agreement under which the charge was levied.		CEO, DCS
171810	c9(1), Schedule 1B	Local Government Act 1999	162. Sale of Land for Non-payment of Building Upgrade Charge 162.1 The power pursuant to Clause 9(1) of Schedule 1B of the Act, subject to clause 9 of Schedule 1B of the Act to, if an amount for which a building owner is liable in respect of a building upgrade charge remains unpaid for more than 3 years, sell the relevant land in accordance with the regulations.		CEO, DCS
171811	c9(2), Schedule 1B	Local Government Act 1999	162. Sale of Land for Non-payment of Building Upgrade Charge 162.2 The power pursuant to Clause 9(2) of Schedule 1B of the Act to, apply any money received by the Council in respect of the sale of land under Clause 9 of Schedule 1B of the Act as follows: 162.2.1 firstly – in paying the costs of the sale and any other costs incurred in proceeding under Clause 9 of Schedule 1B of the Act; 162.2.2 secondly – in discharging any liabilities to the Council in respect of the land (other than any building upgrade charge, service fee or late payment fee in relation to a building upgrade charge); 162.2.3 thirdly – in discharging any liability to the Council for a building upgrade charge, service fee or late payment fee in relation to a building upgrade charge; 162.2.4 fourthly – in discharging any liability to the Crown for rates, charges or taxes, or any prescribed liability to the Crown in respect of the land; 162.2.5 fifthly – in discharging any liabilities secured by registered mortgages, encumbrances or charges; 162.2.6 sixthly – in discharging any other mortgages, encumbrances or charges of which the Council has notice; 162.2.7 seventhly – in payment to the owner of the land.		CEO, DCS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
171812	c9(3), Schedule 1B	Local Government Act 1999	162. Sale of Land for Non-payment of Building Upgrade Charge 162.3 The power pursuant to Clause 9(3) of Schedule 1B of the Act, if the owner cannot be found after making reasonable inquiries as to his or her whereabouts, to deal with an amount payable to the owner as unclaimed money under the Unclaimed Moneys Act 1891.		CEO, DCS
171813	c10(2), Schedule 1B	Local Government Act 1999	163. Repayment of Advances to Finance Provider 163.1 The power pursuant to Clause 10(2) of Schedule 1B of the Act, if a building upgrade agreement is terminated before all the money that the finance provider agreed to advance to the building owner is advanced, to: 163.1.1 adjust the building upgrade charge to reflect the lower amount advanced to the building owner; and 163.1.2 give the building owner written notice of the adjustment.		CEO, DCS
171814	c10(3), Schedule 1B	Local Government Act 1999	163. Repayment of Advances to Finance Provider 163.2 The power pursuant to Clause 10(3) of Schedule 1B of the Act, if, as a result of an adjustment being made to a building upgrade charge under clause 10 of Schedule 1B of the Act: 163.2.1 the building owner has made payment in respect of the charge in excess of the adjusted amount; and 163.2.2 the excess amount has been paid by the Council to the finance provider, to refund the building owner the excess amount paid.		CEO, DCS
171815	c13(1), Schedule 1B	Local Government Act 1999	164. Register of Building Upgrade Agreements 164.1 The power pursuant to Clause 13(1) of Schedule 1B of the Act to keep a register of building upgrade agreements in accordance with Clause 13(2) of Schedule 1B of the Act.		CEO, DCS
171816	c13(3), Schedule 1B	Local Government Act 1999	164. Register of Building Upgrade Agreements 164.2 The power pursuant to Clause 13(3) of Schedule 1B of the Act to make available the register for inspection (without charge) by a member of the public at the principal office of the Council during ordinary office hours and to provide a person with an extract from the register (without charge).		CEO, DCS

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State Records Act 1997

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274914	s 15(2)	State Records Act 1997	1. Surveys of Official Records and Record Management 1.1 The power pursuant to Section 15(2) of the State Records Act 1997 (the Act) to, afford the Manager reasonable cooperation and assistance in the conduct of a survey under Section 15 of the Act.		CEO, DCS, MA, RMO
274915	s 18(1)	State Records Act 1997	2. Voluntary Transfer to State Records' Custody 2.1 The power pursuant to Section 18(1) of the Act to, subject to Section 18(2) of the Act, deliver any of the Council's records into the custody of State Records.		CEO, DCS
274916	s 19(1)	State Records Act 1997	3. Mandatory Transfer to State Records' Custody 3.1 The power pursuant to and subject to Section 19(1) of the Act, to deliver an official record of the Council into the custody of State Records (unless sooner delivered to State Records) or dispose of an official record of the Council in accordance with this Act: 3.1.1 when the Council ceases to require access to the record for current administrative purposes; or 3.1.2 during the year occurring 15 years after the record came into existence, whichever first occurs.		CEO, DCS
274917	s 19(3)	State Records Act 1997	3. Mandatory Transfer to State Records' Custody 3.2 The power pursuant to and subject to Section 19(3) of the Act, to postpone the delivery of records into the custody of State Records: 3.2.1 in accordance with record management standards issued by the Manager; or 3.2.2 with the Manager's approval, in cases where the Manager is satisfied (after consultation with the Council) that the records are further required for current administrative purposes or should be retained for any other special reason.		CEO, DCS
274918	s 19(3)(c)	State Records Act 1997	3. Mandatory Transfer to State Records' Custody 3.3 The power pursuant to Section 19(3)(c) of the Act, to make submissions to the Manager for the delivery of records into the custody of State Records to be postponed.		CEO, DCS
274919	s 19(5)	State Records Act 1997	3. Mandatory Transfer to State Records' Custody 3.4 The power pursuant to Section 19(5) of the Act, to apply to the Manager for an exemption granted under Section 19(4) of the Act to be varied or revoked.		CEO, DCS
274920	s 22(2)	State Records Act 1997	4. Keeping of Official Records in Premises Other than State Records' Premises 4.1 The power pursuant to Section 22(2) of the Act, to require an arrangement under Section 22(1) of the Act to be subject to such conditions as the Delegate may reasonably require.		CEO, DCS
274921	s 23(1)	State Records Act 1997	5. Disposal of Official Records by Agency 5.1 The power pursuant to Section 23(1) of the Act, to dispose of official records in accordance with a determination made by the Manager with the approval of the State Records Council.		CEO, DCS, MA, RMO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274922	s 23(2)	State Records Act 1997	5. Disposal of Official Records by Agency 5.2 The power pursuant to Section 23(2) of the Act, to request the Manager make a determination as to the disposal of official records.		CEO, DCS
274923	s 23(4)	State Records Act 1997	5. Disposal of Official Records by Agency 5.3 The power pursuant to Section 23(4) of the Act, if there is a dispute as to a determination under Section 23 of the Act to make an application to the Minister to determine the matter.		CEO
274924	s 24(3)	State Records Act 1997	6. Disposal of Official Records by Manager 6.1 The power pursuant to Section 24(3) of the Act, to consent and make submissions to the Minister in relation to the disposal of a record under Section 24(1) of the Act.		CEO, DCS
274925	s 25(1)	State Records Act 1997	7. Agency's Access to Records in Custody of State Records 7.1 The power pursuant to Section 25(1) of the Act, to have such access to, and make or direct such use of as the Delegate requires, official records in the custody of State Records for which the Council is responsible.		CEO, DCS, MA, RMO
274926	s 25(3)	State Records Act 1997	7. Agency's Access to Records in Custody of State Records 7.2 The power pursuant to Section 25(3) of the Act, if there is a dispute as to access under Section 25 of the Act, to make an application to the Minister to determine the matter.		CEO
274927	s 26(1)	State Records Act 1997	8. Public Access to Records in Custody of State Records 8.1 The power pursuant to Section 26(1) of the Act, in relation to official records in the custody of State Records for which the Council is responsible, to, in consultation with the Manager: 8.1.1 determine that access to the record (other than by the Council) is not subject to any restrictions other than those determined by the Manager under Section 26(2) of the Act; or 8.1.2 determine conditions excluding or restricting access to the record.		CEO, DCS, MA

Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
158230	s5(5)(b)	Planning, Development and Infrastructure Act 2016	1. Planning Regions and Greater Adelaide 1.1 The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 (the Act) to make submissions to the Minister on a proposed proclamation under Section 5 of the Act.		CEO
158231	s6(3)(b)	Planning, Development and Infrastructure Act 2016	2. Subregions 2.1 The power pursuant to Section 6(3)(b) of the Act to make submissions to the Minister on the Minister's proposed course of action.		CEO
158232	s7(5)(b)	Planning, Development and Infrastructure Act 2016	3. Environment and Food Production Areas – Greater Adelaide 3.1 The power pursuant to Section 7(5)(b) of the PDI Act, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments to concur in the granting of the development authorisation to the development.		CEO
283076	s22(4)(a)(i)	Planning, Development and Infrastructure Act 2016	4. Functions 4.1 The power pursuant to Section 22(4)(a)(i) of the PDI Act to, if an inquiry is conducted by the Commission under Section 22(1)(e) of the PDI Act make submissions or representations.		CEO
158233	s35(1)(a)	Planning, Development and Infrastructure Act 2016	5. Planning Agreements 5.1 The power pursuant to Section 35(1)(a) of the PDI Act and subject to Section 35 of the PDI Act to enter into an agreement (a planning agreement) with the Minister relating to a specified area of the State.		CEO
158234	s35(3)	Planning, Development and Infrastructure Act 2016	5. Planning Agreements 5.2 The power pursuant to Section 35(3) of the PDI Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for: 5.2.1 the setting of objectives, priorities and targets for the area covered by the agreement; and		CEO

158235	s35(4)	Planning, Development and Infrastructure Act 2016	<p>5. Planning Agreements</p> <p>5.2.2 the constitution of a joint planning board including, in relation to such a board:</p> <p>5.2.2.1 the membership of the board, being between 3 and 7 members (inclusive); and</p> <p>5.2.2.2 subject to Section 35(4) of the PDI Act, the criteria for membership; and</p> <p>5.2.2.3 the procedures to be followed with respect to the appointment of members; and</p> <p>5.2.2.4 the terms of office of members; and</p> <p>5.2.2.5 conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and</p> <p>5.2.2.6 the appointment of deputy members; and</p> <p>5.2.2.7 the procedures of the board; and</p>		CEO
158236	s35(4)	Planning, Development and Infrastructure Act 2016	<p>5. Planning Agreements</p> <p>5.2.3 the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and</p>		CEO
158237	s35(4)	Planning, Development and Infrastructure Act 2016	<p>5. Planning Agreements</p> <p>5.2.4 the staffing and other support issues associated with the operations of the joint planning board; and</p>		CEO
158238	s35(4)	Planning, Development and Infrastructure Act 2016	<p>5. Planning Agreements</p> <p>5.2.5 financial and resource issues associated with the operations of the joint planning board, including:</p> <p>5.2.5.1 the formulation and implementation of budgets; and</p> <p>5.2.5.2 the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated with the activities of the board; and</p>		CEO, DDS, MDHC
158239	s35(4)	Planning, Development and Infrastructure Act 2016	<p>5. Planning Agreements</p> <p>5.2.6 such other matters as the Delegate thinks fit.</p>		CEO

158240	s35(5)(a)	Planning, Development and Infrastructure Act 2016	5. Planning Agreements 5.3 The power pursuant to Section 35(5)(a) of the PDI Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).		CEO
158241	s35(5)(b)	Planning, Development and Infrastructure Act 2016	5. Planning Agreements 5.4 The power pursuant to Section 35(5)(b) of the PDI Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.		CEO
283077	s41(2)(a)	Planning, Development and Infrastructure Act 2016	6. Appointment of Administrator 6.1 The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.		CEO
158242	s44(6)(a)	Planning, Development and Infrastructure Act 2016	7. Community Engagement Charter 7.1 The power pursuant to Section 44(6)(a) of the PDI Act, to make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 of the PDI Act that is relevant to the Council (unless the proposal has been initiated by the Council).		CEO, DDS, MDHC
283078	s44(9)(b)	Planning, Development and Infrastructure Act 2016	7. Community Engagement Charter 7.2 The power pursuant to Section 44(9)(b) of the PDI Act to the extent that Section 44(9)(a) of the PDI Act does not apply, have regard to, and seek to achieve, any principles or performance outcomes that apply in a relevant case.		CEO
283079	s44(10)	Planning, Development and Infrastructure Act 2016	7. Community Engagement Charter 7.3 The power pursuant to Section 44(10) of the PDI Act to: 7.3.1 seek the approval of the Commission to adopt an alternative way to achieving compliance with a requirement of the Charter; and 7.3.2 with the approval of the Commission, adopt an alternative way to achieving compliance with a requirement of the Charter.		CEO
158243	s45(2)(c)	Planning, Development and Infrastructure Act 2016	8. Preparation and Amendment of Charter 8.1 The power pursuant to Section 45(2)(c) of the PDI Act to make representations (including in writing or via the SA Planning portal) on a proposal to prepare or amend the Charter.		CEO, DDS, MDHC
172189	s73(2)(b)(iv)	Planning, Development and Infrastructure Act 2016	9. Preparation and Amendment 9.1 The power pursuant to Section 73(2)(b)(iv) of the PDI Act to: 9.1.1 seek the approval of the Minister to initiate a proposal to amend a designated instrument;		CEO

			and 9.1.2 initiate a proposal to amend a designated instrument with the approval of the Minister acting on the advice of the Commission.		
172190	s73(6)	Planning, Development and Infrastructure Act 2016	9. Preparation and Amendment 9.2 The power pursuant to Section 73(6) of the PDI Act where the Council is authorised or approved under Section 73 of the PDI Act, after all of the requirements of Section 73 of the PDI Act have been satisfied: 9.2.1 to prepare a draft of the relevant proposal; and 9.2.2 to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and 9.2.3 to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board; and 9.2.4 to the extent that paragraph (b) of Section 73(6) of the PDI Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more generally) – to take reasonable steps to give: 9.2.4.1 an owner or occupier of the land; and 9.2.4.2 an owner or occupier of each piece of adjacent land, a notice in accordance with the regulations; and 9.2.5 to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and 9.2.6 to carry out such investigations and obtain such information specified by the Commission; and 9.2.7 to comply with any requirement prescribed by the regulations.		CEO
172191	s73(7)	Planning, Development and Infrastructure Act 2016	9. Preparation and Amendment 9.3 The power pursuant to Section 73(7) of the PDI Act, after complying with Section 73(6) of the PDI Act to prepare a report in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original		CEO

			proposal that the delegate considers should be made) and furnish a copy of the report to the Minister.		
172192	s73(8)	Planning, Development and Infrastructure Act 2016	9. Preparation and Amendment 9.4 The power pursuant to Section 73(8) of the PDI Act, after the Council has furnished a report to the Minister under Section 73(7) of the PDI Act, to ensure that a copy of the report is published on the SA planning portal in accordance with a practice direction that applies for the purposes of Section 73 of the PDI Act.		CEO
283080	s73(9)	Planning, Development and Infrastructure Act 2016	9. Preparation and Amendment 9.5 The power pursuant to Section 73(9) of the PDI Act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the PDI Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).		CEO
172193	s74(8)	Planning, Development and Infrastructure Act 2016	10. Parliamentary Scrutiny 10.1 The power pursuant to Section 74(8) of the PDI Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the PDI Act and the amendment is specifically relevant to the Council, to provide comment and a response within the period of 2 weeks.		CEO
172194	s82(d)	Planning, Development and Infrastructure Act 2016	11. Entities Constituting Relevant Authorities 11.1 The power pursuant to Section 82(d) of the PDI Act, subject to the PDI Act, to appoint an assessment panel.		CEO
172195	s83(1)	Planning, Development and Infrastructure Act 2016	12. Panels Established by Joint Planning Boards or Councils 12.1 The power pursuant to Section 83(1) of the PDI Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the PDI Act, to: 12.1.1 appoint more than 1 assessment panel and if the delegate does so, to clearly specify which class of development each assessment panel is to assess; 12.1.2 determine: 12.1.2.1 the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a Council, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and 12.1.2.2 the procedures to be followed with respect to the appointment of members; and 12.1.2.3 the terms of office of members; and		CEO

			<p>12.1.2.4 conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and</p> <p>12.1.2.5 the appointment of deputy members; and</p> <p>12.1.2.6 who will act as the presiding member of the panel and the process for appointing an acting presiding member.</p>		
172196	s83(1)(h)	Planning, Development and Infrastructure Act 2016	<p>12. Panels Established by Joint Planning Boards or Councils</p> <p>12.2 The power pursuant to Section 83(1)(h) of the PDI Act to arrange the staffing and support required for the purposes of the operations of the panel.</p>		CEO
172197	s83(1)(i)	Planning, Development and Infrastructure Act 2016	<p>12. Panels Established by Joint Planning Boards or Councils</p> <p>12.3 The power pursuant to Section 83(1)(i) of the PDI Act to substitute the existing members of the panel with new members if directed to do so by the Minister acting on recommendation of the Commission under Section 86 of the PDI Act.</p>		CEO
172198	s83(2)	Planning, Development and Infrastructure Act 2016	<p>12. Panels Established by Joint Planning Boards or Councils</p> <p>12.4 The power pursuant to Section 83(2) of the PDI Act to form the opinion and be satisfied that a person to be appointed as a member of an assessment panel who is a member, or former member, of a Council is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government.</p>		CEO
172199	s84(1)(c)(ii)(A)	Planning, Development and Infrastructure Act 2016	<p>13. Panels Established by Minister</p> <p>13.1 The power pursuant to Section 84(1)(c)(ii)(A) of the PDI Act to request the Minister to constitute a regional assessment panel in relation to the combined areas of the Council and one or more other councils.</p>		CEO
283081	s84(1)(c)(ii)(B)	Planning, Development and Infrastructure Act 2016	<p>13. Panels Established by Minister</p> <p>13.2 The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other councils (or parts of such areas).</p>		CEO
172200	s86(2)(a)	Planning, Development and Infrastructure Act 2016	<p>14. Substitution of Local Panels</p> <p>14.1 The power pursuant to Section 86(2)(a) of the PDI Act to make submissions to the Commission in relation to an inquiry.</p>		CEO
283082	s89(b)	Planning, Development and Infrastructure Act 2016	<p>15. Notification of Acting</p> <p>15.1 The power pursuant to Section 89(b) of the PDI Act to require an accredited professional to provide such information or documentation as the delegate may require.</p>		CEO

283083	s130(6)	Planning, Development and Infrastructure Act 2016	16. Essential Infrastructure – Alternative Assessment Process 16.1 The power pursuant to Section 130(6) of the PDI Act to report to the Commission on any matters contained in a notice under Section 130(5) of the PDI Act.		CEO
283084	s130(14)	Planning, Development and Infrastructure Act 2016	16. Essential Infrastructure – Alternative Assessment Process 16.2 The power pursuant to Section 130(14) of the PDI Act to, if the Council has, in relation to any matters referred to the Council under Section 130(5) of the PDI Act, expressed opposition to the proposed development in its report under Section 130(6) of the PDI Act, withdraw the Council's opposition.		CEO
158244	s163(3)(b)	Planning, Development and Infrastructure Act 2016	17. Initiation of Scheme 17.1 The power pursuant to Section 163(3)(b) of the PDI Act to request the Minister initiate a proposal to proceed under Section 163 of the PDI Act.		CEO, DDS
158245	s163(10)	Planning, Development and Infrastructure Act 2016	17. Initiation of Scheme 17.2 The power pursuant to Section 163(10) of the PDI Act to make submissions to the Minister in relation to the draft outline.		CEO, DDS
158246	s166(1)(c)	Planning, Development and Infrastructure Act 2016	18. Consideration of Proposed Scheme 18.1 The power pursuant to Section 166(1)(c) of the PDI Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.		CEO, DDS
158247	s167(7)	Planning, Development and Infrastructure Act 2016	19. Adoption of Scheme 19.1 The power pursuant to Section 167(7) of the PDI Act to make submissions to the Minister in relation to a variation to an outline of a scheme.		CEO
158248	s169(2)(b)	Planning, Development and Infrastructure Act 2016	20. Funding Arrangements 20.1 The power pursuant to Section 169(2)(b) of the PDI Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the PDI Act to apply for any matter to be considered or determined by ESCOSA or some other prescribed person or body as part of a periodic review of the levels and amounts of those contributions.		CEO
158249	s169(9)	Planning, Development and Infrastructure Act 2016	20. Funding Arrangements 20.2 The power pursuant to Section 169(9) of the PDI Act to make submissions to the Commission in relation to a funding arrangement that is specifically relevant to the Council.		CEO
158251	s177(4)	Planning, Development and	21. Contributions by Constituent Councils		CEO

		Infrastructure Act 2016	21.1 The power pursuant to Section 177(4) of the PDI Act to make submissions to the Minister in relation to the Council's share.		
158252	s177(5)	Planning, Development and Infrastructure Act 2016	21. Contributions by Constituent Councils 21.2 The power pursuant to Section 177(5) of the PDI Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the PDI Act.		CEO
158253	s180(7)	Planning, Development and Infrastructure Act 2016	22. Imposition of Charge by Councils 22.1 The power pursuant to Section 180(7) of the PDI Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9, Division 1, Part 13 of the PDI Act.		CEO
158254	s187(1)	Planning, Development and Infrastructure Act 2016	23. Authorised Works 23.1 The power pursuant to Section 187(1) of the PDI Act, subject to Section 187(3) of the PDI Act, to carry out any infrastructure works if the Council is authorised to so do by or under the PDI Act or any other Act.		CEO, DES
158255	s187(5)	Planning, Development and Infrastructure Act 2016	23. Authorised Works 23.2 The power pursuant to Section 187(5) of the PDI Act, subject to Section 187(6) of the PDI Act, in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to: 23.2.1 inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and 23.2.2 give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and 23.2.3 ensure that proper consideration is given to the views of the road maintenance authority.		CEO, DES
158256	s187(5)(b)	Planning, Development and Infrastructure Act 2016	23. Authorised Works 23.3 The power pursuant to Section 187(5)(b) of the PDI Act to make submissions to the relevant road maintenance authority in relation to the matter.		CEO, DES
158257	s187(6)	Planning, Development and Infrastructure Act 2016	23. Authorised Works 23.4 The power pursuant to Section 187(6) of the PDI Act, in a case of emergency, to only comply with Section 187(5) of the PDI Act to such extent as is practicable in the circumstances.		CEO, DES
158258	s188(1)	Planning, Development and	24. Entry onto Land		CEO, DES

		Infrastructure Act 2016	<p>24.1 The power pursuant to Section 188(1) of the PDI Act to authorise a person for the purpose of undertaking any work or activity in connection with the exercise of a power under Division 2 of Part 13 of the PDI Act to:</p> <p>24.1.1 enter and pass over any land; and</p> <p>24.1.2 bring onto any land any vehicles, plant or equipment; and</p> <p>24.1.3 temporarily occupy land; and</p> <p>24.1.4 do anything else reasonably required in connection with the exercise of the power.</p>		
158259	s188(4)	Planning, Development and Infrastructure Act 2016	<p>24. Entry onto Land</p> <p>24.2 The power pursuant to Section 188(4) of the PDI Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the PDI Act.</p>		CEO
158260	s189(1)	Planning, Development and Infrastructure Act 2016	<p>25. Acquisition of Land</p> <p>25.1 The power pursuant to Section 189(1) of the PDI Act, to:</p> <p>25.1.1 seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969; and</p> <p>25.1.2 with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969.</p>		CEO
283085	s210(1)	Planning, Development and Infrastructure Act 2016	<p>26. Appointment of Authorised Officers</p> <p>26.1 The power pursuant to Section 210(1) of the PDI Act to:</p> <p>26.1.1 appoint a person to be an authorised officer for the purposes of the PDI Act; and</p> <p>26.1.2 appoint a person who holds the qualifications prescribed by the regulations to be an authorised officer for the purposes of the PDI Act if the Council is required to do so by the regulations.</p>		CEO
283086	s210(2)	Planning, Development and Infrastructure Act 2016	<p>26. Appointment of Authorised Officers</p> <p>26.2 The power pursuant to Section 210(2) of the PDI Act to make an appointment of an authorised officer subject to conditions.</p>		CEO
283087	s210(3)	Planning, Development and Infrastructure Act 2016	<p>26. Appointment of Authorised Officers</p> <p>26.3 The power pursuant to Section 210(3) of the PDI Act to issue each authorised officer an identity card:</p>		CEO

			26.3.1 containing a photograph of the authorised officer; and 26.3.2 stating any conditions of appointment limiting the authorised officer's appointment.		
283088	s210(5)	Planning, Development and Infrastructure Act 2016	26. Appointment of Authorised Officers 26.4 The power pursuant to Section 210(5) of the PDI Act to, at any time, revoke an appointment which the Council has made, or vary or revoke a condition of such an appointment or impose a further such condition.		CEO
283089	s213(1)	Planning, Development and Infrastructure Act 2016	27. Enforcement Notices 27.1 The power pursuant to Section 213(1) of the PDI Act, if the delegate has reason to believe on reasonable grounds that a person has breached the PDI Act or the repealed Act, to do such of the following as the delegate considers necessary or appropriate in the circumstances: 27.1.1 direct a person to refrain, either for a specified period or until further notice, from the PDI Act, or course of action, that constitutes the breach; 27.1.2 direct a person to make good any breach in a manner, and within a period, specified by the delegate; 27.1.3 take such urgent action as is required because of any situation resulting from the breach.		CEO
283090	s213(2)	Planning, Development and Infrastructure Act 2016	27. Enforcement Notices 27.2 The power pursuant to Section 213(2) of the PDI Act to give a direction under Section 213(1) of the PDI Act by notice in writing unless the delegate considers that the direction is urgently required.		CEO
283091	s213(5)	Planning, Development and Infrastructure Act 2016	27. Enforcement Notices 27.3 The power pursuant to Section 213(5) of the PDI Act, if a person fails to comply with a direction under Section 213(1)(b) of the PDI Act within the time specified in the notice, to cause the necessary action to be taken.		CEO
283092	s213(6)	Planning, Development and Infrastructure Act 2016	27. Enforcement Notices 27.4 The power pursuant to Section 213(6) of the PDI Act to recover the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 213 of the PDI Act, as a debt due from the person whose failure gave rise to the action.		CEO

283093	s213(7)	Planning, Development and Infrastructure Act 2016	27. Enforcement Notices 27.5 The power pursuant to Section 213(7) of the PDI Act, if an amount is recoverable from a person by the Council under Section 213 of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.		CEO
283094	s214(1)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.1 The power pursuant to Section 214(1) of the PDI Act to apply to the Court for an order to remedy or restrain a breach of the PDI Act or the repealed Act (whether or not any right of that person has been or may be infringed by or as a consequence of that breach).		CEO
283095	s214(2)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.2 The power pursuant to Section 214(2) of the PDI Act to consent to proceedings under Section 214 of the PDI Act being brought in a representative capacity on behalf of the Council.		CEO
283096	s214(4)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.3 The power pursuant to Section 214(4) of the PDI Act to make an application without notice to any person and to make an application to the Court to serve a summons requiring the respondent to appear before the Court to show cause why an order should not be made under Section 214 of the PDI Act.		CEO
283097	s214(6)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.4 The power pursuant to Section 214(6) of the PDI Act to make submissions to the Court on the subject matter of the proceedings.		CEO
283098	s214(9)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.5 The power pursuant to Section 214(9) of the PDI Act to appear before a final order is made and be heard in proceedings based on the application.		CEO
283099	s214(10)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.6 The power pursuant to Section 214(10) of the PDI Act to make an application to the Court to make an interim order under Section 214 of the PDI Act.		CEO
283100	s214(11)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.7 The power pursuant to Section 214(11) of the PDI Act to make an application for an interim order without notice to any person.		CEO
283101	s214(12)	Planning, Development and	28. Applications to Court		CEO

		Infrastructure Act 2016	28.8 The power pursuant to Section 214(12) of the PDI Act, if the Court makes an order under Section 214(6)(d) of the PDI Act and the respondent fails to comply with the order within the period specified by the Court, to cause any work contemplated by the order to be carried out, and recover the costs of that work, as a debt, from the respondent		
283102	s214(13)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.9 The power pursuant to Section 214(13) of the PDI Act, if an amount is recoverable from a person by the Council under Section 214(12) of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.		CEO
283103	s214(17)	Planning, Development and Infrastructure Act 2016	28. Applications to Court 28.10 The power pursuant to Section 214(17) of the PDI Act to apply to the Court to vary or revoke an order previously made under Section 214 of the PDI Act.		CEO
283104	s219(1)	Planning, Development and Infrastructure Act 2016	29. Proceedings for Offences 29.1 The power pursuant to Section 219(1) of the PDI Act to commence proceedings for an offence against the PDI Act.		CEO
283105	s223(2)	Planning, Development and Infrastructure Act 2016	30. Adverse Publicity Orders 30.1 The power pursuant to Section 223(2) of the PDI Act to make an application to the Court for an adverse publicity order.		CEO
283106	s223(4)	Planning, Development and Infrastructure Act 2016	30. Adverse Publicity Orders 30.2 The power pursuant to Section 223(4) of the PDI Act, if the offender fails to give evidence to the Council in accordance with Section 224(1)(b) of the PDI Act to: 30.2.1 take the action or actions specified in the order; and 30.2.2 authorise a person in writing to take the action or actions specified in the order.		CEO
283107	s223(5)	Planning, Development and Infrastructure Act 2016	30. Adverse Publicity Orders 30.3 The power pursuant to Section 223(5) of the PDI Act, if: 30.3.1 the offender gives evidence to the Council in accordance with Section 223(1)(b) of the PDI Act; and		CEO

			30.3.2 despite the evidence, the delegate is not satisfied that the offender has taken the action or actions specified in the order in accordance with the order, to apply to the court for an order authorising the Council, or a person authorised in writing by the Council, to take the action or actions and to authorise a person in writing to take the action or actions.		
283108	s223(6)	Planning, Development and Infrastructure Act 2016	30. Adverse Publicity Orders 30.4 The power pursuant to Section 223(6) of the PDI Act, if the Council, or a person authorised in writing by the Council, takes an action or actions in accordance with Section 223(4) of the PDI Act or an order under Section 223(5) of the PDI Act, to recover from the offender an amount in relation to the reasonable expenses of taking the action or actions, as a debt, due to the Council.		CEO
283109	s225(1)	Planning, Development and Infrastructure Act 2016	31. Civil Penalties 31.1 The power pursuant to Section 225(1) of the PDI Act, subject to Section 225 of the PDI Act, if the delegate is satisfied that a person has committed an offence by contravening a provision of the PDI Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Court, an amount as a civil penalty in respect of the contravention.		CEO
283110	s225(2)	Planning, Development and Infrastructure Act 2016	31. Civil Penalties 31.2 The power pursuant to Section 225(2) of the PDI Act, in respect of a contravention where the relevant offence does not require proof of intention or some other state of mind, to determine whether to initiate proceedings for an offence or take action under Section 225 of the PDI Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.		CEO
283111	s225(3)	Planning, Development and Infrastructure Act 2016	31. Civil Penalties 31.3 The power pursuant to Section 225(3) of the PDI Act to serve on the person a notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention.		CEO
283112	s225(13)	Planning, Development and Infrastructure Act 2016	31. Civil Penalties 31.4 The power pursuant to Section 225(13) of the PDI Act to seek the authorisation of the Attorney-General to the commencement of proceedings for an order under Section 225 of the PDI Act.		CEO
283113	s225(17)	Planning, Development and Infrastructure Act 2016	31. Civil Penalties 31.5 The power pursuant to Section 225(17) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 225 of the PDI Act.		CEO

283114	s228(7)	Planning, Development and Infrastructure Act 2016	32. Make Good Orders 32.1 The power pursuant to Section 228(7) of the PDI Act to apply to the Court to vary or revoke an order under Section 228 of the PDI Act.		CEO
283115	s229(5)	Planning, Development and Infrastructure Act 2016	33. Recovery of Economic Benefit 33.1 The power pursuant to Section 229(5) of the PDI Act to apply an amount paid to the Council in accordance with an order under Section 229(1) of the PDI Act for the purpose of acquiring or developing land as open space and to hold it in a fund established for the purposes of Section 198 of the PDI Act.		CEO
283116	s230(1)	Planning, Development and Infrastructure Act 2016	34. Enforceable Voluntary Undertakings 34.1 The power pursuant to Section 230(1) of the PDI Act to accept (by written notice) a written undertaking given by a person in connection with a matter relating to a contravention or alleged contravention by the person of the PDI Act.		CEO
283117	s230(4)	Planning, Development and Infrastructure Act 2016	34. Enforceable Voluntary Undertakings 34.2 The power pursuant to Section 230(4) of the PDI Act if the delegate considers that a person has contravened an undertaking accepted by the Council, to apply to the Court for enforcement of the undertaking.		CEO
283118	s230(7)	Planning, Development and Infrastructure Act 2016	34. Enforceable Voluntary Undertakings 34.3 The power pursuant to Section 230(7) of the PDI Act to agree in writing with a person who has made an undertaking to: 34.3.1 vary the undertaking; or 34.3.2 withdraw the undertaking.		CEO
283119	s230(11)	Planning, Development and Infrastructure Act 2016	34. Enforceable Voluntary Undertakings 34.4 The power pursuant to Section 230(11) of the PDI Act to accept an undertaking in respect of a contravention or alleged contravention before proceedings in respect of that contravention have been finalised.		CEO
283120	s230(12)	Planning, Development and Infrastructure Act 2016	34. Enforceable Voluntary Undertakings 34.5 The power pursuant to Section 230(12) of the PDI Act if the delegate accepts an undertaking before the proceedings are finalised, to take all reasonable steps to have the proceedings discontinued as soon as possible.		CEO
283121	s230(14)	Planning, Development and	34. Enforceable Voluntary Undertakings		CEO

		Infrastructure Act 2016	34.6 The power pursuant to Section 230(14) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 230 of the PDI Act.		
283122	s239(1)	Planning, Development and Infrastructure Act 2016	35. Charges on Land 35.1 The power pursuant to Section 239(1) of the PDI Act if a charge on land is created under a provision of the PDI Act in favour of the Council, to deliver to the Registrar-General a notice in a form determined by the Registrar-General, setting out the amount of the charge and the land over which the charge is claimed.		CEO
283123	s239(6)	Planning, Development and Infrastructure Act 2016	35. Charges on Land 35.2 The power pursuant to Section 239(6) of the PDI Act if a charge in the Council's favour exists and the amount to which the charge relates is paid, to by notice to the appropriate authority in a form determined by the Registrar-General, apply for the discharge of the charge.		CEO
283124	s240(1)	Planning, Development and Infrastructure Act 2016	36. Registering Authorities to Note Transfer 36.1 The power pursuant to Section 240(1) of the PDI Act to apply to the Registrar General or another authority required or authorised under a law of the State to register or record transactions affecting assets, rights or liabilities, or documents relating to such transactions, to register or record in an appropriate manner the transfer to the Council of an asset, right or liability by regulation, proclamation or notice under the PDI Act.		CEO
158261	Clause 3(3) Schedule 4	Planning, Development and Infrastructure Act 2016	37. Review of Performance 37.1 The power pursuant to Clause 3(3) of Schedule 4 of the PDI Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.		CEO
158262	Clause 3(14) Schedule 4	Planning, Development and Infrastructure Act 2016	37. Review of Performance 37.2 The power pursuant to Clause 3(14) of Schedule 4 of the PDI Act to make submissions to the Minister on the report on which the PDI Action to be taken by the Minister under Clause 3(13) of Schedule 4 of the PDI Act is based.		CEO
158263	Clause 3(15) Schedule 4	Planning, Development and Infrastructure Act 2016	37. Review of Performance 37.3 The power pursuant to Clause 3(15) of Schedule 4 of the PDI Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the PDI Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, to make submissions to the Minister in relation to the directions of the Minister.		CEO
158264	Clause 3(16) Schedule 4	Planning, Development and	37. Review of Performance		CEO

		Infrastructure Act 2016	37.4 The power pursuant to Clause 3(16) of Schedule 4 of the PDI Act to comply with a direction under Clauses 3(13) or (15) of Schedule 4 of the PDI Act.		
283125	Clause 9(6)(a) Schedule 8	Planning, Development and Infrastructure Act 2016	38. Planning and Design Code 38.1 The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.		CEO
158265	Clause 30(3) Schedule 8	Planning, Development and Infrastructure Act 2016	39. General Schemes 39.1 The power pursuant to Clause 30(3) of Schedule 8 of the PDI Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the PDI Act in relation to a scheme.		CEO

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Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
281975	r8(1)(c)	Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017	40. Adoption of DPAs 40.1 The power pursuant to Regulation 8(1)(c) of the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 (the Transitional Provisions Regulations) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.		CEO

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Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016 of Power of a Council as a Relevant Authority

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
281974	s7(5)(a) and (d)	Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016 of Power of a Council as a Relevant Authority	<p>1. Environment and Food Production Areas – Greater Adelaide</p> <p>1.1 The power pursuant to Section 7(5)(a) and (d) of the Planning, Development and Infrastructure Act 2016 (the PDI Act), in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:</p> <p>1.1.1 to seek the concurrence of the Commission in the granting of the development authorisation to the development;</p> <p>1.1.2 to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.</p>		CEO

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Development Act 1993 and Development Regulations 2008

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274972	Clause 2(2) Schedule 1	Development (Waste Reform) Variation Regulations 2019	<p>120. Development Authorisations to Continue</p> <p>120.1 The power pursuant to clause 2(2) of Schedule 1 of the Development (Waste Reform) Variation Regulations 2019 ('the Waste Reform Regulations'), to, on the Delegate's own initiative or on application by an existing authorisee:</p> <p>120.1.1 grant a new development authorisation to the person; or</p> <p>120.1.2 revoke an existing development authorisation; or</p> <p>120.1.3 by notice in writing to the authorisee given within 2 years after the commencement of clause 2 of Schedule 1 of the Waste Reform Regulations:</p> <p>120.1.3.1 vary the terminology or numbering in the existing development authorisation; or</p> <p>120.1.3.2 impose or vary a condition of the existing development authorisation,</p> <p>if, in the opinion of the Delegate, it is necessary or desirable to do so as a consequence of the variation of Schedule 21 or 22 of the principal regulations by the Waste Reform Regulations.</p>		CEO, DDS, DES, MDHC, SPO
274973	Clause 2(3) Schedule 1	Development (Waste Reform) Variation Regulations 2019	<p>120. Development Authorisations to Continue</p> <p>120.2 The power pursuant to clause 2(3) of Schedule 1 of the Waste Reform Regulations, if the relevant authority takes action under clause 2(2) of Schedule 1 of the Waste Reform Regulations, to, dispense with the requirement for applications and payment of fees as the Delegate considers appropriate.</p>		CEO, DDS, DES, MDHC, SPO
133371	s6(3)	Development Act 1993	<p>1. Concept of Change in the Use of Land</p> <p>1.1 The power pursuant to Section 6(3) of the Development Act 1993 ('the Act') and in circumstances where a particular use of land has been discontinued for a period of six months or more:</p> <p>1.1.1 to form the opinion that the revival of that use would be inconsistent</p>		CAP, CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			with the Development Plan and have an adverse effect on the locality in which the land is situated; and		
133370	s6(3)	Development Act 1993	1. Concept of Change in the Use of Land 1.1 The power pursuant to Section 6(3) of the Development Act 1993 ('the Act') and in circumstances where a particular use of land has been discontinued for a period of six months or more: 1.1.2 to serve written notice on the owner and occupier of the land declaring that a revival of the use will be treated for the purposes of the Act as a change in the use of land.		CAP, CEO
133372	s18(1)	Development Act 1993	2. Appointment of Authorised Officers 2.1 The power pursuant to Section 18(1) of the Act to appoint a person to be an authorised officer for the purposes of the Development Act 1993.		CEO
133373	s18(2)	Development Act 1993	2. Appointment of Authorised Officers 2.2 The power pursuant to Section 18(2) of the Act to impose conditions on the appointment of an authorised officer.		CEO
133374	s18(3)	Development Act 1993	2. Appointment of Authorised Officers 2.3 The duty, pursuant to Section 18(3) of the Act to issue an authorised officer with an identity card.		CEO
133375	s18(5)	Development Act 1993	2. Appointment of Authorised Officers 2.4 The power pursuant to Section 18(5) of the Act to at any time, revoke an appointment which the Delegate or the Council has made, or vary or revoke a condition of such an appointment or impose a further such condition.		CEO
133376	s20(8)	Development Act 1993	3. Delegations 3.1 The duty pursuant to Section 20(8) of the Act to ensure that notice of a delegation under Section 20 of the Act is, in prescribed circumstances, given in the Gazette.		CEO
133377	s24(1)(a)(i)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.1 Where an amendment relates to the area, or part of the area, of a council, the power pursuant to Section 24(1)(a)(i) of the Act to prepare an amendment to a Development Plan.		CEO
133378	s24(1)(b)(i)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.2 Where an amendment to a Development Plan relates to the areas, or parts of the areas, of two or more councils, the power pursuant to Section 24(1)(b)(i) to consult with the Minister.		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133379	s24(1)(b)(ii)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.3 Where an amendment to a Development Plan relates to the areas, or parts of the areas, of two or more councils, the power pursuant to Section 24(1)(b)(ii) of the Act to prepare an amendment to a Development Plan at the request or with the approval of the Minister.		CEO
133380	s24(1a)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.4 The power pursuant to Section 24(1a) of the Act and in accordance with subdivision 2 of Division 2 Part 3 of the Act to act jointly with one or more councils in preparing amendments to 1 or more Development Plans under sub Section (1)(a)(i) or (1)(b)(ii) of the Act.		CEO
133381	s24(1)(a)(iva)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.5 The power pursuant to section 24(1)(a)(iva) of the Act, where the Council or the Delegate has, after commencing the processes associated with making an amendment as set out in Section 25 of the Act, to subsequently decide not to proceed with the amendment after all.		CEO
133382	s 24(1b)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.6 The power pursuant to Section 24(1b) of the Act to make submissions in relation to the matter within the period specified by the Minister.		CEO
133383	s24(2a)	Development Act 1993	4. Council or Minister May Amend a Development Plan 4.7 The power pursuant to Section 24(2a) of the Act to make submissions (within a period specified in the notice) in relation to a matter.		CEO
133384	s 25(1)	Development Act 1993	5. Amendments by a Council 5.1 The power pursuant to Section 25(1) of the Act to prepare a 'Statement of Intent' in accordance with the Regulations.	Must hold appropriate qualification in accordance with the requirements of the Development Act and associated Regulations.	CEO, MDHC, PC, PO
133385	s25(1)	Development Act 1993	5. Amendments by a Council 5.2 The power pursuant to Section 25(1) of the Act to reach agreement with the Minister on a 'Statement of Intent' prepared by the Council.		CEO, DDS
133386	s25(4) and 25(5)	Development Act 1993	5. Amendments by a Council 5.3 Subject to Sections 25(4) and 25(5) of the Act the power pursuant to Section 25(3) of the Act to prepare a proposal, to be called a 'Development Plan Amendment' (or DPA) that complies with the following requirements: 5.3.1 the DPA must be based on the outcome of investigations initiated by the Council or the Delegate in accordance with the terms of the Statement of Intent and such other investigations (if any) as the Council or the		CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>Delegate thinks fit;</p> <p>5.3.2 the DPA must include an assessment of the extent to which the proposed amendment:</p> <p>5.3.2.1 accords with the Planning Strategy; and</p> <p>5.3.2.2 accords with the Statement of Intent; and</p> <p>5.3.2.3 accords with other parts of the Development Plan; and</p> <p>5.3.2.4 complements the policies in the Development Plans for adjoining areas; and</p> <p>5.3.2.5 satisfies the matters prescribed in the Regulations;</p> <p>5.3.3 the DPA must include:</p> <p>5.3.3.1 an explanation of the intent of the proposed amendments, the relationship between that intent and the policy of the Statement of Intent, and a summary of the major policy changes (if any) that are proposed; and</p> <p>5.3.3.2 a summary of the conclusions drawn from the investigations and assessments referred to above; and</p> <p>5.3.3.3 a draft of the amendment, or a draft of the relevant section of the Development Plan as amended (with the amendments shown in a distinctive manner);</p> <p>5.3.4 the DPA must include an assessment of the extent to which the proposed amendment accords with relevant infrastructure planning (with respect to both physical and social infrastructure) identified by the Council through strategic planning or other processes undertaken by the Council under the Act or the Local Government Act 1999 or identified by a Minister, or any other relevant government agency, in accordance with any scheme set out in the Regulations, in connection with the preparation of the DPA under the Act;</p> <p>5.3.5 the DPA must include any other matter prescribed by the Regulations.</p>		
133387	s25(3)(a)	Development Act 1993	<p>5. Amendments by a Council</p> <p>5.4 The power pursuant to Section 25(3)(a) of the Act to initiate</p>		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			investigations in accordance with the terms of the Statement of Intent and such other investigations as the Delegate thinks fit.		
133388	s25(4)	Development Act 1993	5. Amendments by a Council 5.5 The duty, pursuant to Section 25(4) of the Act to prepare a DPA only after the Delegate has considered the advice of a person with prescribed qualifications.		CEO, MDHC, PC, PO
133389	s25(5)	Development Act 1993	5. Amendments by a Council 5.6 The power pursuant to Section 25(5) of the Act to not, except as authorised by the Minister, propose an amendment to a part of a Development Plan that has been declared by the Minister by notice in the Gazette as being part of a set of standard policy modules for the purposes of the Act.		CEO, MDHC
133390	s25(6)	Development Act 1993	5. Amendments by a Council 5.7 The duty pursuant to Section 25(6) of the Act to deal with a DPA in accordance with process A, B or C as described by the Act, depending on an agreement reached between the Council or the Delegate and the Minister as part of the Statement of Intent or at some later time if so determined or agreed by the Minister.		CEO, MDHC, PC, PO
133391	s25(6)	Development Act 1993	5. Amendments by a Council 5.8 The power pursuant to Section 25(6) of the Act to reach an agreement with the Minister as part of the Statement of Intent or at some later time if so determined or agreed by the Minister.		CEO, DDS, MDHC
133392	s25(7)(a)	Development Act 1993	5. Amendments by a Council 5.9 Process A 5.9.1 The duty pursuant to Section 25(7)(a) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter, and any other body specified in the Statement of Intent, for comment within the period prescribed by the Regulations.		CEO, MDHC, PC, PO
133772	s25(7)(b)	Development Act 1993	5. Amendments by a Council 5.9 Process A 5.9.2 The power pursuant to Section 25(7)(b) of the Act, if a response is not received within the period that applies under Section 25(7)(a) of the Act, to assume that the particular Department, agency or other body does not desire to provide any comment.		CEO, MDHC
133773	s 25(7)(c)	Development Act 1993	5. Amendments by a Council 5.9 Process A		CEO, DDS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			5.9.3 The power pursuant to Section 25(7)(c) of the Act to consult with the Minister.		
133774	s25(7)(c)(i)	Development Act 1993	5. Amendments by a Council 5.9 Process A 5.9.4 The duty pursuant to Section 25(7)(c)(i) of the Act to comply with the requirement of the Minister to make an alteration to the DPA.		CEO, MDHC, PC, PO
133775	s25(10), 25(11), 25(12) and 25(12a)	Development Act 1993	5. Amendments by a Council 5.9 Process A 5.9.5 Subject to Sections 25(10), 25(11), 25(12) and 25(12a) of the Act, the duty pursuant to Section 25(7)(d) of the Act to release the DPA for public consultation in accordance with the Regulations), over a period of at least 8 weeks.		CEO, DDS
133393	s25(8)(a)	Development Act 1993	5. Amendments by a Council 5.10 Process B 5.10.1 The duty pursuant to Section 25(8)(a) of the Act, if required by the Minister, to first refer the DPA to the Minister for consideration. 5.10.2 The power, pursuant to Section 25(8)(a) of the Act, to consult with the Minister. 5.10.3 The duty pursuant to Section 25(8)(a)(i) of the Act to comply with a requirement of the Minister to make an alteration to the DPA. 5.10.4 Subject to complying with Section 25(8)(a) of the Act, (if relevant) the duty and power pursuant to Section 25(8)(b)(i) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter, and any other body specified in the Statement of Intent for comment within a period of 8 weeks, and, if a response is not received within this period, to assume that the particular Department, agency or body does not desire to provide any comment. 5.10.5 Subject to Sections 25(10), 25(11), 25(12) and 25(12a) of the Act the duty pursuant to Section 25(8)(b)(ii) of the Act to release the DPA for public consultation in accordance with the Regulations over a period that is at		CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			least concurrent with the period that applies under Section 25(8)(b)(i) of the Act.		
133394	s25(9)(a)	Development Act 1993	<p>5. Amendments by a Council</p> <p>5.11 Process C</p> <p>5.11.1 The duty and power pursuant to Section 25(9)(a) of the Act to refer the DPA to any government Department or agency that has a direct interest in the matter, and any other body specified in the Statement of Intent for comment within a period of 4 weeks, and, if a response is not received within this period, to assume that the particular Department, agency or body does not desire to provide any comment.</p> <p>5.11.2 Subject to Sections 25(10), 25(11), 25(12) and 25(12a) of the Act, the duty pursuant to Section 25(9)(b) of the Act to release the DPA for public consultation in accordance with the Regulations, over a period that is at least concurrent with the period that applies under Section 25(9)(a) of the Act.</p> <p>5.11.3 The duty pursuant to Section 25(9)(c) of the Act, at the time that the DPA is released for public consultation, to give:</p> <p>5.11.3.1 an owner or occupier of any land that is directly subject to the operation of the proposed amendment; and</p> <p>5.11.3.2 an owner or occupier of each piece of adjacent land to land that is directly subject to the operation of the proposed amendment, a written notice in accordance with the Regulations.</p>		CEO, MDHC
133395	s25(10)	Development Act 1993	<p>5. Amendments by a Council</p> <p>5.12 The duty pursuant to Section 25(10) of the Act to not release a DPA for public consultation unless or until the Chief Executive Officer of the Council has, on behalf of the Council, issued a certificate in the prescribed form relating to the extent to which the proposed amendment:</p> <p>5.12.1 accords with the Planning Strategy; and</p> <p>5.12.2 accords with the Statement of Intent; and</p> <p>5.12.3 accords with other parts of the Development Plan; and</p>		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			5.12.4 complements the policies in the Development Plans for adjoining areas; and 5.12.5 satisfies the matters prescribed in the Regulations.		
133396	s25(11)	Development Act 1993	5. Amendments by a Council 5.13 In addition to any requirement prescribed by the Regulations, the duty pursuant to Section 25(11) of the Act for the purposes of undertaking the public consultation, to: 5.13.1 allow interested persons to make representations in writing in relation to the matter over the period that applies for the purposes of the public consultation; and 5.13.2 subject to Section 25(11)(b) of the Act and in accordance with the Regulations, hold within the area of the Council at least 1 meeting where members of the public may attend and make representations in relation to the matter, 5.13.3 appoint a committee (which may, but need not, include members of the Council) to consider any representations made under Sections 25(11)(a) or 25(11)(b) of the Act and to provide advice in relation to those representations.		CEO, MDHC
133397	s25(12)	Development Act 1993	5. Amendments by a Council 5.14 If a proposed amendment designates a place as a place of local heritage value, the duty pursuant to Section 25(12) of the Act, at or before the time when the DPA is released for public consultation, to give each owner of land constituting a place proposed as a place of local heritage value a written notice: 5.14.1 informing the owner of the proposed amendment, and 5.14.2 inviting the owner to make submissions on the amendment within the period provided for public consultation under the Regulations.		CEO, MDHC, PC, PO
133398	s25(12a)	Development Act 1993	5. Amendments by a Council 5.15 If a proposed amendment declares a tree to be a significant tree or a stand of trees to be significant trees, the duty pursuant to Section 25(12a) of the Act, at or before the time when the DPA is released for public consultation, to give each owner of land where the tree or trees are located a written notice:		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			5.15.1 informing the owner of the proposed amendment; and 5.15.2 inviting the owner to make submissions on the amendment within the period provided for public consultation under the Regulations.		
133399	s25(13)(a)	Development Act 1993	5. Amendments by a Council 5.16 The duty pursuant to Section 25(13)(a) of the Act, after complying with the requirements of Sections 25(1)-(12a) of the Act, to, in accordance with the Regulations prepare a report on the matters raised during the consultation period, on the reasons for any failure to comply with any time set for any step under Sections 25(1)-(12a) of the Act, and on any recommended alterations to the proposed amendment.		CEO, MDHC, PC, PO
133400	s25(13)(b)	Development Act 1993	5. Amendments by a Council 5.17 The power pursuant to Section 25(13)(b) of the Act, if the Delegate thinks fit, by notice in writing to the Minister, to decline to proceed any further with an amendment.		CEO, DDS
133401	s25(13)(a);	Development Act 1993	5. Amendments by a Council 5.18 The duty to send to the Minister: 5.18.1 a copy of a report under Section 25(13)(a); and 5.18.2 a certificate from the Chief Executive Officer; pursuant to and in accordance with Section 25(14) of the Act and the Regulations.		CEO, MDHC, PC, PO
133402	s25(15)(d) and 25(15)(f)	Development Act 1993	5. Amendments by a Council 5.19 The power pursuant to Sections 25(15)(d) and 25(15)(f) of the Act to consult with the Minister.		CEO, MDHC
133403	s25(21)	Development Act 1993	5. Amendments by a Council 5.20 The power pursuant to and in accordance with Section 25(21) of the Act to consult with, and make submissions to the Minister.		CEO, DDS
133404	s25(23)	Development Act 1993	5. Amendments by a Council 5.21 The power pursuant to Section 25(23) of the Act to consult with the Minister.		CEO, MDHC
133405	s26(5)(d)(i)	Development Act 1993	6. Amendments by the Minister 6.1 The power pursuant to Section 26(5)(d)(i) of the Act, in relation to a DPA referred to the Council by the Minister, to make comment on the DPA to the Minister within a period of 8 weeks.		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133406	s26(5a)(a)	Development Act 1993	6. Amendments by the Minister 6.2 The power pursuant to Section 26(5a)(a) of the Act in relation to a DPA referred to the Council by the Minister, to make comment on the DPA to the Minister within a period of 8 weeks.		CEO
133407	s26(5b)(a)	Development Act 1993	6. Amendments by the Minister 6.3 The power pursuant to Section 26(5b)(a) of the Act in relation to a DPA referred to the Council by the Minister, to make comment on the DPA to the Minister within a period of 4 weeks.		CEO
133408	s26(12)	Development Act 1993	6. Amendments by the Minister 6.4 The power pursuant to Section 26(12) of the Act, to make comment to the Minister within a period determined by the Minister in relation to a proposal to act under Section 26(11) of the Act.		CEO
133409	s26(12)	Development Act 1993	6. Amendments by the Minister 6.5 The power pursuant to, Section 26(12) of the Act to, by notice in writing, object to the Minister's proposed action.		CEO
133410	s27(6)	Development Act 1993	7. Parliamentary Scrutiny 7.1 The power pursuant to Section 27(6) of the Act to consult with the Minister.		CEO
133411	s30(1)	Development Act 1993	8. Strategic Directions Reports 8.1 The duty pursuant to Section 30(1) of the Act, to, from time to time, in accordance with the requirements of Section 30 of the Act, prepare a report under Section 30 of the Act (a Strategic Directions Report) that: 8.1.1 addresses the strategic planning issues within the area of the Council, with particular reference to: 8.1.1.1 the Planning Strategy; and 8.1.1.2 any other policy or document prescribed by the regulations; and 8.1.2 addresses appropriate amendments to any Development Plan that applies within the area of the Council; and 8.1.3 sets out the Council's priorities for: 8.1.3.1 achieving orderly and efficient development through the implementation of planning policies; and		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>8.1.3.2 the integration of transport and land-use planning within its area; and</p> <p>8.1.3.3 implementing any relevant targets set out in the Planning Strategy; and</p> <p>8.1.3.4 implementing affordable housing policies set out in the Planning Strategy within its area; and</p> <p>8.1.3.5 infrastructure planning (with respect to both physical and social infrastructure), taking into account any advice provided by a Minister, or any other relevant government agency, in accordance with a scheme set out in the regulations, and any of the Council's proposals with respect to infrastructure; and</p> <p>8.1.3.6 other projects or initiatives considered to be relevant by the Council; and</p> <p>8.1.4 contains such other material as may be:</p> <p>8.1.4.1 prescribed by the regulations; or</p> <p>8.1.4.2 required by the Minister.</p>		
133412	s30(2)	Development Act 1993	<p>8. Strategic Directions Reports</p> <p>8.2 The duty pursuant to Section 30(2) of the Act to prepare and complete a report under Section 30 of the Act:</p> <p>8.2.1 within 12 months after an alteration is made to the Planning Strategy, or within such longer period as the Minister may allow, if:</p> <p>8.2.1.1 the Minister declares, by notice in the Gazette, that the alteration is considered to be a significant alteration that should trigger a review of Development Plans, or specified Development Plans, under Section 30 of the Act in relation to issues specified by the Minister; and</p> <p>8.2.1.2 the Development Plan that applies in relation to the Council's area (or a part of its area) falls within the ambit of the declaration; and</p>		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			8.2.2 in any event, within 5 years after the completion of the last report under Section 30 of the Act.		
133413	s30(3)	Development Act 1993	8. Strategic Directions Reports 8.3 The duty, pursuant to Section 30(3) of the Act, in connection with the preparation of a report under Section 30 of the Act, to: 8.3.1 by public advertisement, invite interested persons to make written submissions to the Council within 2 months of the date of the advertisement or such longer period as may be allowed by the advertisement; and 8.3.2 consult with any prescribed authority or body in the manner specified by the regulations.		CEO, MDHC
133414	s30(4)	Development Act 1993	8. Strategic Directions Reports 8.4 The duty, pursuant to Section 30(4) of the Act, in connection with the operation of Section 30(3) of the Act, to prepare and make available the documentation prescribed by the regulations.		CEO, MDHC, PC, PO
133415	s30(5)	Development Act 1993	8. Strategic Directions Reports 8.5 The duty pursuant to Section 30(5) of the Act to give a person who makes a written response to an invitation under Section 30(3)(a) of the Act an opportunity to appear personally or by representative before the Council or a Council Committee and to be heard on those submissions.		CEO, MDHC
133416	s30(6)	Development Act 1993	8. Strategic Directions Reports 8.6 The duty pursuant to Section 30(6) of the Act, in preparing a report under Section 30 of the Act, to: 8.6.1 reach agreement with the Minister on a Statement of Intent with respect to any proposed amendments to a Development Plan that applies within the area of the Council; and 8.6.2 if relevant, prepare a DPA that is suitable for consideration under Section 25(3) of the Act.	Must hold appropriate qualification in accordance with the requirements of the Development Act and associated Regulations.	CEO, MDHC, PC, PO
133417	s30(7)	Development Act 1993	8. Strategic Directions Reports 8.7 The duty pursuant to Section 30(7) of the Act to furnish a report under Section 30 of the Act to the Minister.		CEO, MDHC
133418	s30(8)	Development Act 1993	8. Strategic Directions Reports 8.8 The duty pursuant to Section 30(8) of the Act to, then, in accordance with any reasonable request of the Minister, enter into an agreement with the Minister on the steps that the Council will take as a result of the matters		CEO, DDS

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			contained in the report (and the report will not be taken to have been completed unless or until such an agreement is reached with the Minister).		
133419	s30(9)	Development Act 1993	8. Strategic Directions Reports 8.9 The power pursuant to Section 30(9) of the Act to request the Minister to exempt the Council: 8.9.1 from a requirement to prepare a particular report under Section 30 of the Act; or 8.9.2 from a particular requirement with respect to a report under Section 30 of the Act.		CEO
133420	s30(12)	Development Act 1993	8. Strategic Directions Reports 8.10 The duty pursuant to Section 30(12) of the Act to make copies of a report prepared under Section 30 of the Act available for inspection (without charge) by the public at the principal office of the Council.		CEO, MDHC, PC, PO
133421	s30(13)	Development Act 1993	8. Strategic Directions Reports 8.11 The duty pursuant to Section 30(13) of the Act, if a report proposes amendments to a Development Plan that applies within the area of the Council, to ensure that it releases a DPA for public consultation under Section 25 within the period prescribed by the regulations.		CEO, MDHC
133422	s30(14)	Development Act 1993	8. Strategic Directions Reports 8.12 The power pursuant to Section 30(14) of the Act, to request in accordance with the regulations a Minister identified by the regulations for the purposes of this provision to furnish to the Council within the prescribed period a statement of the nature and extent of any infrastructure that, according to the Minister's assessment, should be taken into account in connection with the preparation of a report under Section 30 of the Act.		CEO, MDHC
133423	s30(15)	Development Act 1993	8. Strategic Directions Reports 8.13 The power pursuant to Section 30(15) of the Act to act jointly with two or more councils under Section 30 of the Act and to act on behalf of, and with the agreement of, the other council or councils in undertaking any process or procedure under Section 30 of the Act.		CEO
133424	s31(3)	Development Act 1993	9. Copies of Plans to be Made Available to the Public 9.1 The duty pursuant to Section 31(3) of the Act to make copies of a Development Plan published under Section 31(1) of the Act that applies in relation to the area of the Council available for inspection (without charge) and purchase by the public at an office of the Council.		BS, CEO, MDHC, PC, PO

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133425	s33(1)(a)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.1 the provisions of the appropriate Development Plan;		BS, CAP, CEO, MDHC, PC, PO
133750	s33(1)(b)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.2 the provisions of the Building Rules;		BS, CAP, CEO, MDHC, PC, PO
133751	s33(1)(c)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.3 in relation to a proposed division of land (otherwise than under the Community Titles Act 1996 or the Strata Titles Act 1988) on the satisfaction of the conditions specified in Section 33(1)(c) of the Act;		CAP, CEO, PC, PO
133752	s33(1)(d)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.4 in relation to a division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 on the satisfaction of the conditions specified in Section 33(1)(d) of the Act;		CAP, CEO, PC, PO
133753	s33(1)(e)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.5 the requirement that any encroachment of a building over, under, across or on a public place has been dealt with in a satisfactory manner; and		CAP, CEO, MDHC
133754	s33(1)(f)	Development Act 1993	10.Matters Against Which Development Must be Assessed 10.1 The power, as the relevant authority and pursuant to Section 33 of the		CAP, CEO, MDHC

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			Act, to assess a development against and grant or refuse consent in respect of each of the following matters (insofar as they are relevant to that development): 10.1.6 such other matters as may be prescribed.		
133426	s33(3)	Development Act 1993	10. Matters Against Which Development Must be Assessed 10.2 The power pursuant to Section 33(3) of the Act, when granting a development plan consent, to reserve a decision on a specified matter until further assessment of the development under the Act.		CAP, CEO, MDHC
133427	s33(1)	Development Act 1993	10. Matters Against Which Development Must be Assessed 10.3 If: 10.3.1 a development only requires an assessment under paragraph (b) of Section 33(1) of the Act; and 10.3.2 the Council: 10.3.2.1 is the relevant authority; and 10.3.2.2 is to make the assessment under that paragraph; and 10.3.3 the Council determines to grant consent under that paragraph, the duty, pursuant to Section 33(4b) of the Act as the relevant authority, to issue the relevant development approval with the consent.		CAP, CEO, MDHC
133428	s34(1)(b)(iii)	Development Act 1993	11. Determination of Relevant Authority 11.1 The power pursuant to Section 34(1)(b)(iii) of the Act to request the Minister to declare the Development Assessment Commission to be the relevant authority for a proposed development.		CAP, CEO, MDHC
133429	s34(1a)	Development Act 1993	11. Determination of Relevant Authority 11.2 The power pursuant to Section 34(1a) of the Act, where the Minister has made a declaration under Section 34(1)(b)(vi) of the Act, to provide the Development Assessment Commission with a report, relating to the application for development authorisation, within the time prescribed by the Regulations.		CEO, MDHC
133430	s34(8a)	Development Act 1993	11. Determination of Relevant Authority 11.3 The power pursuant to Section 34(8a) of the Act to, in conjunction with the Councils for the areas in relation to which a regional development assessment panel has been constituted, remove a member from the panel for a failure to comply with the requirements of Section 34(6a) or (7) of the		CEO

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			Act or a breach of, or failure to comply with, a code of conduct under Section 21A of the Act.		
133431	s34(21)	Development Act 1993	11. Determination of Relevant Authority 11.4 The power in accordance with Section 34(21) of the Act to withdraw from a regional development assessment panel		CEO
133432	34(27)(a) 34(23)	Development Act 1993	11. Determination of Relevant Authority 11.5 The duty pursuant to Section 34(27)(a) of the Act to establish a policy relating to the basis upon which the Council will make the various delegations required by Section 34(23) of the Act.		CEO, MDHC
133433	34(27)(b) 34(27)(a)	Development Act 1993	11. Determination of Relevant Authority 11.6 The duty pursuant to Section 34(27)(b) of the Act to ensure that a copy of the policy established by the Council under Section 34(27)(a) of the Act is available for inspection at the principal office of the council during ordinary office hours and for inspection on the internet.		CEO, MDHC
133434	s35(1)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.1 The duty pursuant to Section 35(1) of the Act to grant a development plan consent if the Regulations or the relevant Development Plan describes any proposed development as a complying development (subject to such conditions or exceptions as may be prescribed by the Regulations or the relevant Development Plan and subject to any other provision made by the Act or applying under the Regulations).		BS, CAP, CEO, MDHC, PC, PO
133435	s35(1b)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.2 The power pursuant to Section 35(1b) of the Act to determine a development that is assessed by a relevant authority as being a minor variation from complying development to be complying development.		CAP, CEO, MDHC, PC, PO
133436	s35(1d)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.3 Subject to Sections 35 (1d) and (1e) of the Act, if a proposed development meets all but 1 criteria necessary for the development to be complying development, the duty, pursuant to Section 35(1c) of the Act to regard the aspect or aspects of the development that are consistent with the development being complying development accordingly and to assess the balance of the development as merit development.		BS, CAP, CEO, MDHC, PC, PO
133437	s35(2)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.4 The power pursuant to Section 35(2) of the Act to assess whether or not a development is seriously at variance with the relevant Development Plan.		CAP, CEO, MDHC, PC, PO

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133438	s35(3)(a)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.5 The power pursuant to Section 35(3)(a) of the Act in appropriate cases, to concur in the granting of consent to a development described as a non-complying development.		CAP, CEO, MDHC, PC, PO
133757	35(6)	Development Act 1993	12. Special Provisions Relating to Assessment Against Development Plans 12.6 Subject to the Act, the power and duty pursuant to Section 35(6) of the Act, to accept that a proposed development complies with the provisions of the appropriate development plan to the extent that such compliance is certified by a private certifier.		CAP, CEO, MDHC, PC, PO
133439	s36(1)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.1 The duty pursuant to Section 36(1) of the Act to grant a building rules consent if the Regulations provide that any proposed building work complies with the Building Rules.		BS, CAP, CEO, MDHC
133440	s36(2)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.2 The power pursuant to and in accordance with Section 36(2) of the Act: 13.2.1 to assess whether a development is at variance with the Building Rules; 13.2.2 to determine whether to grant building rules consent where the variance is with the performance requirements of the Building Code and the Building Rules Assessment Commission concurs in the granting of consent; 13.2.3 to determine whether to grant building rules consent where the variance is with a part of the Building Rules other than the Building Code and to determine that it is appropriate to grant the consent despite the variance on the basis that the Delegate is satisfied that: 13.2.3.1 the provisions of the Building Rules are inappropriate to the particular building or building work, or the proposed building fails to conform with the Building Rules only in minor respects and the variance is justifiable having regard to the objects of the Development Plan or the performance requirements of the Building Code and would achieve the objects of the Act as effectively, or more effectively, than if the variance were not to be allowed; or 13.2.3.2 in circumstances where the development has already occurred the variance is justifiable in the circumstances of the particular case.		BS, CEO, MDHC

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133441	s36(3)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.3 The duty pursuant to Section 36(3) of the Act to modify the application of the Building Rules to avoid an inconsistency between the Building Rules and the Development Plan in relation to a State heritage place or a local heritage place.		BS, CEO, MDHC
133442	s36(3a) 36(3)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.4 The duty pursuant to Section 36(3a) of the Act to seek and consider the advice of the Building Rules Assessment Commission before imposing or agreeing to a requirement under Section 36(3) of the Act that would be at variance with the performance requirements of the Building Code.		BS, CEO, MDHC
133443	s36(4)(a) 36(4)(b)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.5 The duty pursuant to Section 36(4)(a) and (b) of the Act to accept that proposed building work complies with the Building Rules to the extent that: 13.5.1 such compliance is certified by the provision of technical details, particulars, plans, drawings or specifications prepared and certified in accordance with the Regulations; or 13.5.2 such compliance is certified by a private certifier.		BS, CEO, MDHC
133444	s36(6)	Development Act 1993	13. Special Provisions Relating to Assessment Against the Building Rules 13.6 The power pursuant to Section 36(6) of the Act to refuse to grant a consent in relation to any development if, as a result of that development, the type or standard of construction of a building of a particular classification would cease to conform with the requirements of the Building Rules for a building of that classification.		BS, CEO, MDHC
133445	37(1)(a) 37(1)(b)	Development Act 1993	14. Consultation With Other Authorities or Agencies 14.1 Subject to Section 37AA of the Act, the duty pursuant to Section 37(1)(a) and (b) of the Act where an assessment is required of an application for the consent or approval of a proposed development of a prescribed class to: 14.1.1 refer the application, together with a copy of any relevant information provided by the applicant to a body prescribed by the Regulations and including the Development Assessment Commission, and 14.1.2 not make a decision until a response has been received from the prescribed body in relation to the matter or matters for which the referral was made or the presumption is made that the body does not desire to make a response or concur (as the case requires).		CAP, CEO, MDHC, PC, PO

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133446	s37(5)(a)	Development Act 1993	14. Consultation With Other Authorities or Agencies 14.2 The duty pursuant to Section 37(5)(a) of the Act where an application has been refused or conditions imposed in respect of a development authorisation by direction of a prescribed body, to notify the applicant that the application was refused, or the conditions imposed, by direction under Section 37 of the Act.		BS, CEO, MDHC, PC, PO
133447	s37(6)	Development Act 1993	14. Consultation With Other Authorities or Agencies 14.3 If a relevant authority is directed by a prescribed body to refuse an application and the refusal is the subject of an appeal under the Act, the power, pursuant to Section 37(6) of the Act to make application for the relevant authority to be joined as a party to the proceedings.		CEO, MDHC
133448	37AA(2)(e) 37AA(2)(c)	Development Act 1993	15. Preliminary Advice and Agreement 15.1 The power pursuant to and in accordance with Section 37AA(2)(e) of the Act to be satisfied that an application accords with an agreement indicated by a prescribed body in accordance with Section 37AA(2)(c) of the Act.		CEO, MDHC
133449	s37AA(4)	Development Act 1993	15. Preliminary Advice and Agreement 15.2 The power pursuant to and in accordance with Section 37AA(4) of the Act to determine that an agreement under Section 37AA of the Act is no longer appropriate due to the operation of Section 53 of the Act.		CEO, MDHC
133450	s37A(1)	Development Act 1993	16. Proposed Development Involving Creation of Fortifications 16.1 The duty pursuant to Section 37A(1) of the Act where the Delegate has reason to believe that a proposed development may involve the creation of fortifications, to refer the application for consent to, or approval of, the proposed development to the Commissioner of Police ('the Commissioner').		CEO
133451	s37A(2)(b)	Development Act 1993	16. Proposed Development Involving Creation of Fortifications 16.2 The power pursuant to Section 37A(2)(b) of the Act to receive the Commissioner's written determination under Section 37A(2)(a) of the Act.		CEO
133452	s37A(5)	Development Act 1993	16. Proposed Development Involving Creation of Fortifications 16.3 The duty pursuant to Section 37A(5) of the Act if the Commissioner determines that the proposed development involves the creation of fortifications to: 16.3.1 if the proposed development consists only of the creation of fortifications - refuse the application; or 16.3.2 in any other case - impose conditions in respect of any consent to or		CEO

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			approval of the proposed development prohibiting the creation of the fortifications.		
133453	s37A(6)	Development Act 1993	16. Proposed Development Involving Creation of Fortifications 16.4 The duty pursuant to Section 37A(6) of the Act, if the Delegate acting on the basis of a determination of the Commissioner under subsection 37A(2) refuses an application or imposes conditions in respect of a development authorisation, to notify the applicant that the application was refused, or the conditions imposed, on the basis of a determination of the Commissioner under Section 37A of the Act.		CEO
133454	s38(3)	Development Act 1993	17. Public Notice and Consultation 17.1 The duty, pursuant to Section 38(3) of the Act, where a person applies for a consent in respect of the Development Plan for a Category 1 development, to not on the Delegate's own initiative seek the views of the owners or occupiers of adjacent or other land in relation to the granting or refusal of development plan consent.		BS, CEO, MDHC, PC, PO
133455	s38(3a)(a)	Development Act 1993	17. Public Notice and Consultation 17.2 Where a person applies for a consent in respect of the Development Plan for a Category 2A development, - 17.2.1 the duty pursuant to Section 38(3a)(a) of the Act to: 17.2.1.1 subject to any exclusion or qualification prescribed by the Regulations - give an owner or occupier of each piece of adjoining land; and 17.2.1.2 give any other person of a prescribed class, notice of the application; and 17.2.2 the duty pursuant to Section 38(3a)(b) of the Act, to: 17.2.2.1 give consideration to any representations in writing made in accordance with the Regulations by a person who is entitled to be given notice under paragraph (a) of Section 38(3a) of the Act; and 17.2.2.2 forward to the applicant a copy of any representations that the relevant authority must consider under subparagraph (i) of Section 38(3a)(b) of the Act and allow the applicant an opportunity to respond in writing, to those representations within the period prescribed by the Regulations; and		BS, CAP, CEO, MDHC, PC, PO

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			17.2.3 if a representation is received under paragraph (b) of Section 38(3a) of the Act within the prescribed number of days, the power pursuant to Section 38(3a)(c) of the Act to, in the Delegate's absolute discretion, allow the person who made the representation to appear personally or by representative before it to be heard in support of the representation.		
133456	s38(4)	Development Act 1993	17. Public Notice and Consultation 17.3 The duty pursuant to Section 38(4) of the Act to give notice of a proposal for a Category 2 development.		BS, CEO, MDHC, PC, PO
133457	s38(5)	Development Act 1993	17. Public Notice and Consultation 17.4 The duty pursuant to Section 38(5) of the Act to give notice of a proposal for a Category 3 development.		CEO, MDHC, PC, PO
133458	s38(8)	Development Act 1993	17. Public Notice and Consultation 17.5 The duty pursuant to Section 38(8) of the Act to forward to an applicant a copy of any representation made regarding the proposed development, and to allow the applicant to respond in writing to those representations.		BS, CEO, MDHC, PC, PO
133459	s38(10)(a)	Development Act 1993	17. Public Notice and Consultation 17.6 The power pursuant to Section 38(10)(a) of the Act, in respect of a Category 2 development, to determine whether to allow a person who made a representation to appear personally or by representative before the Delegate.		CAP, CEO, MDHC
133460	s38(10)(b)	Development Act 1993	17. Public Notice and Consultation 17.7 The duty pursuant to Section 38(10)(b) of the Act, in respect of a Category 3 development, to allow a person who made a representation and who as part of that representation indicated an interest in appearing before the Delegate, a reasonable opportunity to appear personally or by representative to be heard in support of the representation.		CAP, CEO, MDHC, PC, PO
133461	s38(11)	Development Act 1993	17. Public Notice and Consultation 17.8 The duty pursuant to Section 38(11) of the Act to allow an applicant to appear personally or by representative before the Delegate or the Council in order to respond to any relevant matter.		CAP, CEO, MDHC, PC, PO
133462	s38(12)	Development Act 1993	17. Public Notice and Consultation 17.9 The duty pursuant to Section 38(12) of the Act, where representations have been made under Section 38 of the Act, to give notice of the decision on the application to each person who made a representation and in respect of a Category 3 development of the person's appeal rights under the Act, and give notice to the Court.		CEO, MDHC, PC, PO

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133463	s38(17)	Development Act 1993	17. Public Notice and Consultation 17.10 The power, pursuant to subsection 38(17) of the Act, where a relevant authority is acting under Section 38 of the Act in relation to a Category 2A or Category 2 development, to not take into account under Section 38 of the Act a representation made by a person who is not entitled to be given notice of the relevant application under Section 38 of the Act.		CEO, MDHC, PC, PO
133464	s38(18)	Development Act 1993	17. Public Notice and Consultation 17.11 The power, pursuant to subsection 38(18) of the Act, to not take into account under Section 38 of the Act, a representation that is not made in accordance with any requirement prescribed by the Regulations for the purposes of Section 38.		CEO, MDHC, PC, PO
133465	s39(2)	Development Act 1993	18. Application and Provision of Information 18.1 The power pursuant to Section 39(2) of the Act to request an applicant to: 18.1.1 provide such additional documents or information to enable assessment of the application; 18.1.2 remedy any defect or deficiency in any application or accompanying document or information required by or under the Act; 18.1.3 consult with an authority or body prescribed by the Regulations; 18.1.4 (where required by the Regulations) prepare a statement of effect in relation to non-complying development; and 18.1.5 comply with any other requirement prescribed by the Regulations.		BS, CAP, CEO, MDHC, PC, PO
133466	s39(2a)	Development Act 1993	18. Application and Provision of Information 18.2 If: 18.2.1 a development is of a kind that is complying development; and 18.2.2 the development falls within a class of development prescribed by the Regulations for the purpose of Section 39(2a)(b) of the Act; and 18.2.3 the applicant has complied with the requirements of Section 39(1)(a), (c) and (d), the duty, pursuant to Section 39(2a) of the Act, to, in making an		BS, CAP, CEO, MDHC, PC, PO

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			assessment as to development plan consent, assess the application without requesting the applicant to provide additional documents or information.		
133467	s39(2b)	Development Act 1993	<p>18. Application and Provision of Information</p> <p>18.3 If:</p> <p>18.3.1 a development falls within a class of development prescribed by the Regulations for the purposes of Section 39(2b)(b) of the Act; and</p> <p>18.3.2 the applicant has complied with the requirements of Section 39(1)(a), (c) and (d) of the Act, the power and duty pursuant to Section 39(2b)(c) of the Act, to;</p> <p>18.3.3 in making an assessment as to development plan consent, request the applicant to provide additional documents or information in relation to the application on 1 occasion only; and the duty pursuant to Section 39(2b)(d) of the Act, to;</p> <p>18.3.4 make that request within a period prescribed by the Regulations.</p>		BS, CAP, CEO, MDHC, PC, PO
133468	s39(3)	Development Act 1993	<p>18. Application and Provision of Information</p> <p>18.4 Pursuant to Section 39(3)(b) of the Act, where a request is made under Section 39(2) of the Act and the request is not complied with within the time specified by the Regulations, the power pursuant to Section 39(3)(b) of the Act to:</p> <p>18.4.1 subject to Section 39(3)(b)(ii) of the Act, refuse the application; and</p> <p>18.4.2 refuse the application in prescribed circumstances (including, if the Regulations so provide, in a case involving development that is complying development).</p>		CAP, CEO, MDHC
133469	39(3a)	Development Act 1993	<p>18. Application and Provision of Information</p> <p>18.5 The duty, pursuant to Section 39(3a) of the Act, in dealing with an application that relates to a regulated tree, to seek to make any assessment as to whether the tree is a significant tree without requesting the applicant to provide an expert or technical report relating to the tree, unless the Delegate considers that special circumstances apply.</p>		BS, CEO, MDHC, PC, PO
133470	s39(3b)	Development Act 1993	<p>18. Application and Provision of Information</p> <p>18.6 The duty, pursuant to Section 39(3b) of the Act, in dealing with an application that relates to a regulated tree that is not a significant tree, to seek to assess the application without requesting the applicant to provide</p>		BS, CEO, MDHC, PC, PO

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			an expert or technical report relating to the tree, unless the Delegate considers that special circumstances apply.		
133471	s39(4)(a) s39(5)	Development Act 1993	18. Application and Provision of Information 18.7 The power pursuant to Section 39(4)(a) and Section 39(5) of the Act to permit an applicant to vary an application or vary any plans, drawings, specifications or other documents that accompanied an application.		CAP, CEO, MDHC
133472	s39(4)(b) s39(5)	Development Act 1993	18. Application and Provision of Information 18.8 The power pursuant to Section 39(4)(b) and Section 39(5) of the Act to permit an applicant to lodge an application without the provision of any information or document required by the Regulations.		CEO, MDHC
133473	s39(4)(c) s39(5)	Development Act 1993	18. Application and Provision of Information 18.9 The power pursuant to Section 39(4)(c) and Section 39(5) of the Act to waive payment of whole or part of the application fee or refund an application fee (to the extent that such fees are payable to the Council).		CEO, MDHC
133474	s39(4)(d)	Development Act 1993	18. Application and Provision of Information 18.10 The power pursuant to Section 39(4)(d) of the Act and Regulation 17(3)(a) of the regulations to refuse an application that relates to a development of the kind that is described as a non-complying development under the Development Plan without proceeding to make an assessment of the application.		CAP, CEO
133475	s39(4)(e)	Development Act 1993	18. Application and Provision of Information 18.11 The power pursuant to Section 39(4)(e) of the Act, if there is an inconsistency between any documents lodged with the Council for the purposes of Division 1 of Part 4 of the Act, or between any such document and a development authorisation that has already been given that is relevant in the circumstances, to return or forward any document to the applicant or to any other person and to determine not to finalise the matter until any specified matter is resolved, rectified or addressed.		CEO, MDHC, PO
133476	s39(7)	Development Act 1993	18. Application and Provision of Information 18.12 The power pursuant to Section 39(7) of the Act to approve an application for variation of the conditions of the development authorisation previously given under the Act, or to extend the period for which such authorisation remains operative.		CAP, CEO, MDHC
133477	s39(7)(c)	Development Act 1993	18. Application and Provision of Information 18.13 The power, pursuant to section 39(7)(c) to determine whether representations relate to any aspect of the development under consideration on account of an application for variation, and to determine		CAP, CEO, MDHC

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			whether, in the circumstances of the case, it is unnecessary to deal with the matter as Category 3 development.		
133478	s39(7)(d)	Development Act 1993	18. Application and Provision of Information 18.14 The power, pursuant to section 39(7)(d) of the Act, to approve the seeking of a variation to extend the period for which the relevant authorisation remains operative.		CAP, CEO, MDHC
133479	s39(7a)	Development Act 1993	18. Application and Provision of Information 18.15 Where granting an application for variation of a development authorisation pursuant to section 39(6), the power, pursuant to section 39(7a), to make specific provision for the variation of a condition imposed with respect to the original authorisation in its decision on the application for variation.		CAP, CEO, MDHC
133480	s39(8)	Development Act 1993	18. Application and Provision of Information 18.16 The power pursuant to Section 39(8) of the Act to issue a consent which provides for the undertaking of development in stages.		CAP, CEO, MDHC, PC, PO
133481	s39(9)	Development Act 1993	18. Application and Provision of Information 18.17 The power pursuant to Section 39(9) of the Act to determine that the applicant is entitled to a refund of the application fee in the event that an application is withdrawn.		CEO, DDS, MDHC
133482	s40(1)	Development Act 1993	19. Determination of Application 19.1 The duty pursuant to Section 40(1) of the Act to give notice of a decision in accordance with the Regulations (and in the case of a refusal, the duty to include the reasons for the refusal and any appeal rights that exist under the Act.)		CEO, DDS, MDHC
133483	s40(3)	Development Act 1993	19. Determination of Application 19.2 The power pursuant to Section 40(3) of the Act to extend the period of time within which a development authorisation remains operative.		CAP, CEO, MDHC
133484	s41(1)	Development Act 1993	20. Time Within Which Decision Must be Made 20.1 The duty, pursuant to Section 41(1) of the Act to deal with an application as expeditiously as possible and within the time prescribed by the Regulations.		BS, CAP, CEO, MDHC, PC, PO
133485	s41(1)	Development Act 1993	20. Time Within Which Decision Must be Made 20.2 If: 20.2.1 the relevant authority does not decide an application that relates to development that is a complying development within the time prescribed under Section 41(1) of the Act; and		CEO, MDHC

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			<p>20.2.2 the applicant gives the relevant authority a notice in accordance with the Regulations on the basis that the decision on the application has not been made,</p> <p>the duty pursuant to Section 41(5)(d) of the Act, subject to any exclusion or qualification prescribed by the Regulations, to refund the fee received by the relevant authority under Section 39(1)(d) in relation to the application.</p>		
133486	s42(1)	Development Act 1993	<p>21. Conditions</p> <p>21.1 The power pursuant to Sections 42(1) and (3) of the Act to attach such conditions as the Delegate thinks fit or as may be prescribed by regulation to any decision under Division 1 of Part 4 of the Act.</p>		BS, CAP, CEO, MDHC, PC, PO
133487	s42(4)	Development Act 1993	<p>21. Conditions</p> <p>21.2 The duty, pursuant to Section 42(4) of the Act, in accordance with Section 42(5) of the Act and subject to Sections 42(6) and (8) of the Act, if a development authorisation provides for the killing, destruction or removal of a regulated tree or a significant tree, to apply the principle that the development authorisation be subject to a condition that the prescribed number of trees (of a kind determined by the Delegate) must be planted and maintained to replace the tree (with the cost of planting to be the responsibility of the applicant or any person who acquires the benefit of the consent and the cost of maintenance to be the responsibility of the owner of the land).</p>		CEO, DDS, MDHC
133488	s42(6) s42(4)	Development Act 1993	<p>21. Conditions</p> <p>21.3 The power, pursuant to Section 42(6) of the Act, on the application of the applicant, to determine that a payment of an amount calculated in accordance with the Regulations be made into the relevant fund in lieu of planting one or more replacement trees under Section 42(4) of the Act.</p>		CEO, DDS, MDHC
133489	s42(8)(b)	Development Act 1993	<p>21. Conditions</p> <p>21.4 The power, pursuant to Section 42(8)(b) of the Act, after taking into account any criteria prescribed by the Regulations and if the Minister concurs, to determine that it is appropriate to grant an exemption under Section 42 of the Act in a particular case.</p>		CEO, DDS, MDHC
133490	s43	Development Act 1993	<p>22. Cancellation by a Relevant Authority</p> <p>22.1 The power pursuant to Section 43 of the Act to cancel a development authorisation previously given by the Council or the Delegate.</p>		CAP, CEO, DDS, MDHC
133491	s45A(2)	Development Act 1993	<p>23. Investigation of Development Assessment Performance</p> <p>23.1 The power pursuant to Section 45A(2) of the Act to explain the</p>		CAP, CEO, DDS

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			Council's actions and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action) to the Minister within a period (being at least 28 days) specified by the Minister.		
133492	s45A(14)	Development Act 1993	23. Investigation of Development Assessment Performance 23.2 The duty pursuant to Section 45A(14) of the Act to comply with a direction under Section 45A(11) or (13) of the Act.		CAP, CEO
133493	s45A(12) 45A(11)	Development Act 1993	23. Investigation of Development Assessment Performance 23.3 The power pursuant to Section 45A(12) of the Act to make submissions to the Minister on the report on which the action under Section 45A(11) of the Act is based within a period (being at least 28 days) specified by the Minister.		CAP, CEO
133494	s49(4a)	Development Act 1993	24. Crown Development and Public Infrastructure 24.1 The power pursuant to Section 49(4a) of the Act to receive notice from the Development Assessment Commission containing the prescribed particulars of the development in accordance with the Regulations.		BS, CEO, MDHC, PC, PO
133495	s49(5)	Development Act 1993	24. Crown Development and Public Infrastructure 24.2 The power pursuant to Section 49(5) of the Act to report to the Development Assessment Commission on any matters contained in a notice from the Development Assessment Commission under Section 49(4a) of the Act.		BS, CEO, MDHC, PC, PO
133496	s49(9)	Development Act 1993	24. Crown Development and Public Infrastructure 24.3 The power pursuant to Section 49(9) of the Act to withdraw opposition to a State agency proposed development.		CEO, MDHC
133497	s49A(4a)	Development Act 1993	25. Electricity Infrastructure Development 25.1 The power pursuant to Section 49A(4a) of the Act to receive notice from the Development Assessment Commission containing the prescribed particulars of the development in accordance with the Regulations.		CEO, MDHC, PC, PO
133498	s49A(5)	Development Act 1993	25. Electricity Infrastructure Development 25.2 The power pursuant to Section 49A(5) of the Act, where notice of a proposal to undertake development for the purposes of the provision of electricity infrastructure has been given to the Council pursuant to Section 49A(4a) of the Act, to report to the Development Assessment Commission on any matters contained in the said notice.		CEO, MDHC, PC, PO
133499	s49A(9)	Development Act 1993	25. Electricity Infrastructure Development 25.3 The power pursuant to Section 49A(9) of the Act, in circumstances where the Council's report to the Development Assessment Commission		CEO, MDHC

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			under Section 49A(5) of the Act expressed opposition to the proposed development, to withdraw that opposition.		
133500	s50(1)	Development Act 1993	<p>26. Open Space Contribution System</p> <p>26.1 The power pursuant to Section 50(1) of the Act, with respect to an application for the division of land into more than 20 allotments where one or more allotments is less than one hectare in area, to require:</p> <p>26.1.1 that up to 12.5% in area of the relevant area be vested in the Council to be held as open space; or</p> <p>26.1.2 that the applicant make the contribution prescribed by the regulations in accordance with the requirements of by Section 50 of the Act; or</p> <p>26.1.3 that the land be vested in the Council and that the applicant make a contribution determined in accordance with Section 50(7) of the Act, according to the determination and specification of the Council or Delegate.</p>		CAP, CEO, MDHC
133501	s50(1)	Development Act 1993	<p>26. Open Space Contribution System</p> <p>26.2 The power pursuant to Section 50(1) of the Act, when proposing to take any action that is at variance with the Council's Development Plan to seek the concurrence of the Development Assessment Commission.</p>		CAP, CEO, MDHC
133502	s50(3)	Development Act 1993	<p>26. Open Space Contribution System</p> <p>26.3 The power pursuant to Section 50(3) and 50(2)(d) of the Act to enter into an agreement on behalf of the Council with the Development Assessment Commission and the applicant under which certain land described by the relevant plan of division will be vested in the Council.</p>		CAP, CEO, MDHC
133503	s50(3a)	Development Act 1993	<p>26. Open Space Contribution System</p> <p>26.4 The power pursuant to Section 50(3a) of the Act to concur on behalf of the Council to the vesting of land in the Council pursuant to a requirement of the Development Assessment Commission that an area of the site of the development be kept as open space or in some other form that allows for active or passive recreation under Section 50(3a)(a) of the Act.</p>		CEO, MDHC
133504	s50(10)	Development Act 1993	<p>26. Open Space Contribution System</p> <p>26.5 The power pursuant to Section 50(10) of the Act to receive payment of monies from an applicant under Section 50(1) of the Act and the duty to immediately pay that money into a special fund established for the purposes of Section 50 and to apply that money for the purpose of acquiring or developing land as open space.</p>		CEO, MDHC

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133505	s50(11)	Development Act 1993	26. Open Space Contribution System 26.6 The power pursuant to Section 50(11) of the Act to determine that the division of land is being undertaken in stages such that Section 50 of the Act does not apply to an application for development authorisation to the extent that an earlier application in respect of the same development has addressed the requirements of Section 50 of the Act in respect of the area of land as a whole.		CEO, MDHC
133506	s50A(1)	Development Act 1993	27. Carparking Fund 27.1 The power pursuant to Section 50A(1) of the Act to establish a car parking fund.		CEO, DCS, DDS
133507	s50A(1)	Development Act 1993	27. Carparking Fund 27.2 The duty pursuant to Section 50A(1) of the Act to publish a notice in the Gazette in accordance with Section 50A(2) of the Act where the approval of the Minister has been obtained.		CEO, DCS, DDS
133508	s50A(5)(c)	Development Act 1993	27. Carparking Fund 27.3 The power pursuant to Section 50A(5)(c) of the Act to determine that a proposal does not provide for sufficient spaces for the parking of cars at the site of a development.		CAP, CEO, DCS, DDS
133509	s50A(5)(d)	Development Act 1993	27. Carparking Fund 27.4 The power pursuant to Section 50A(5)(d) of the Act to agree with an applicant that a contribution calculated in accordance with a determination of the Council or the Delegate can be made by the applicant to a car parking fund in lieu of providing a certain number of spaces for the parking of cars at the site of a development.		CAP, CEO, DCS, DDS
133510	s50A(5)	Development Act 1993	27. Carparking Fund 27.5 The power pursuant to Section 50A(5) of the Act to make a determination for the purpose of calculating amounts to be paid into a carparking fund.		CEO, DCS, DDS
133511	s50A(6)	Development Act 1993	27. Carparking Fund 27.6 The duty pursuant to and in accordance with Section 50A(6) of the Act to publish a determination for the purpose of calculating amounts to be paid into a carparking fund and any variations from time to time in the Gazette.		CEO, DCS, DDS
133512	s50A(7)	Development Act 1993	27. Carparking Fund 27.7 The power pursuant to and in accordance with Section 50A(7) of the Act to invest any money in a carparking fund and to pay any resultant income into the fund.		CEO, DCS, DDS

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133513	s50A(8)	Development Act 1993	27. Carparking Fund 27.8 The power pursuant to and in accordance with Section 50A(8) of the Act to apply money standing to the credit of the car parking fund.		CEO, DCS, DDS
133514	s50B(1)	Development Act 1993	28. Urban Trees Fund 28.1 The power, pursuant to Section 50B(1) of the Act, with the approval of the Minister, to establish an urban trees fund for an area designated by the Delegate (a designated area).		CEO, DCS, DDS
133515	s50B(2)	Development Act 1993	28. Urban Trees Fund 28.2 The duty, pursuant to Section 50B(2) of the Act, to effect establishment of the fund by notice in the Gazette.		CEO, DCS, DDS
133516	s50B(3)	Development Act 1993	28. Urban Trees Fund 28.3 The duty, pursuant to Section 50B(3) of the Act, to define a designated area by reference to an area established by the relevant Development Plan.		CEO, DCS, DDS
133517	s50B(5)	Development Act 1993	28. Urban Trees Fund 28.4 The power, pursuant to Section 50B(5) of the Act, to invest any money in an urban trees fund that is not for the time being required for the purpose of the fund and the duty to pay any resultant income into the fund.		CEO, DCS, DDS
133518	s50B(6)	Development Act 1993	28. Urban Trees Fund 28.5 The power, pursuant to Section 50B(6) of the Act, to apply money standing to the credit of an urban trees fund to: 28.5.1 maintain or plant trees which are, or will (when fully grown) constitute, significant trees under the Act; or		CEO, DCS, DDS
133755	s50B(6)	Development Act 1993	28. Urban Trees Fund 28.5 The power, pursuant to Section 50B(6) of the Act, to apply money standing to the credit of an urban trees fund to: 28.5.2 purchase land within the designated area in order to maintain or plant trees which are, or will (when fully grown) constitute, significant trees under the Act.		CEO, DCS, DDS
133519	s50B(7)	Development Act 1993	28. Urban Trees Fund 28.6 The duty, pursuant to Section 50B(7) of the Act, if the Council subsequently sells land purchased under Section 50B(6)(b) of the Act, to pay the proceeds of sale into an urban trees fund maintained by the Council under Section 50B of the Act subject to the following qualifications as prescribed by Sections 50B(7)(a) and (b) of the Act: 28.6.1 if an urban trees fund is no longer maintained by the Council, the		CEO, DCS, DDS

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			proceeds must be applied for a purpose or purpose consistent with Section 50B(6)(a) or (b) of the Act; 28.6.2 if money from an urban trees fund only constituted a proportion of the purchase price of the land (the designated proportion), the money that is subject to these requirements is the designated proportion of the proceeds of sale.		
133520	s51(2)	Development Act 1993	29. Certificate in Respect of the Division of Land 29.1 The duty pursuant to Section 51(2) of the Act to provide appropriate information to the Development Assessment Commission (upon request by the Development Assessment Commission) before it issues a certificate in respect of the division of land.		CAP, CEO, MDHC
133521	s52(4)	Development Act 1993	30. Saving Provisions 30.1 The power pursuant to Section 52(4) of the Act to extend the limitation period referred to in Section 52(2) of the Act in order to avoid or reduce hardship.		CAP, CEO, DDS
133522	s52A(2)(a)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.1 The power pursuant to Section 52A(2)(a) of the Act to accept a document under the Commonwealth Environment Protection and Biodiversity Conservation Act, 1999 (and defined in Section 52A(9) of the Act, as a 'Commonwealth Act document') as an application, notice or other document for the purposes of the Act, if (subject to the provisions of Section 52A(7)) the document complies with the requirements of the Act.		CAP, CEO, MDHC, PC, PO
133523	s52A(2)(b)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.2 The power pursuant to Section 52A(2)(b) of the Act where a document has been accepted for the purposes of the Act, to direct that a procedure taken under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 in relation to the said document will be taken to have fulfilled the requirements for a procedure in relation to the relevant document under the Act, if the requirements of the Act in relation to the procedure have been complied with under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.		CAP, CEO, DDS, MDHC
133524	s52A(2)(c)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.3 The power pursuant to Section 52A(2)(c) of the Act to adopt or accept the whole or part of a document (whether a plan, report, statement, assessment or other document of the same kind or not) used or to be used for the purposes of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 as the document required under the		CAP, CEO, DDS, MDHC

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			Act, if (subject to the provisions of Section 52A(7) of the Act) the document has been prepared in compliance with the Act, and complies with the requirements of the Act.		
133525	s52A(5)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.4 The power pursuant to Section 52A(5) of the Act where a controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 is an activity or part of an activity or includes an activity for which a development authorisation is required under the Act to, when considering an application for a development authorisation or for the variation of a development authorisation, for the activity, use information and other material provided to the Commonwealth Minister under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 for the purposes of the Commonwealth Minister deciding to give approval to the controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.		CAP, CEO, DDS, MDHC
133526	s52A(6)(a)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.5 Where a controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 is an activity or part of an activity, or includes an activity, for which a development authorisation is required under the Act: 31.5.1 in circumstances where: 31.5.1.1 the Commonwealth Minister has given his or her approval to the controlled action; and 31.5.1.2 the applicant for the development authorisation or the Commonwealth Minister has informed the relevant authority of that fact; the duty pursuant to Section 52A(6)(a) of the Act to consider whether the conditions (if any) to be attached to the development authorisation should be consistent with the conditions (if any) attached to the Commonwealth Minister's approval under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999; and		CAP, CEO, DDS, MDHC
133771	s52A(6)(b)	Development Act 1993	31. Avoidance of Duplication of Procedures Etc 31.5 Where a controlled action under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 is an activity or part of an activity, or includes an activity, for which a development authorisation is		CAP, CEO, DDS, MDHC

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			<p>required under the Act:</p> <p>31.5.2 the power pursuant to Section 52A(6)(b) of the Act to attach a condition to the development authorisation that requires compliance with all or some of the conditions attached to the Commonwealth Minister's approval under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.</p>		
133527	s53A(1)	Development Act 1993	<p>32. Requirement to Upgrade Building in Certain Cases</p> <p>32.1 Where an application is made for building rules consent for building work in the nature of an alteration to a building constructed before the date prescribed by regulation for the purposes of subsection 53A(1) of the Act, the power pursuant to Section 53A(1) of the Act to form the opinion that the building is unsafe, structurally unsound or in an unhealthy condition and therefore require as a condition of consent that building work that conforms with the requirements of the Building Rules be carried out to the extent reasonably necessary to ensure that the building is safe and conforms to proper structural and health standards.</p>		BS, CEO, MDHC
133528	s53A(2)	Development Act 1993	<p>32. Requirement to Upgrade Building in Certain Cases</p> <p>32.2 Where an application is made for building rules consent for building work in the nature of an alteration of a class prescribed by the Regulations the power pursuant to Section 53A(2) and subject to Section 53A(3) of the Act, to form the opinion that the affected part of the building does not comply with the performance requirements of the Building Code in relation to access to buildings and facilities and services within buildings, for people with disabilities and therefore require as a condition of consent that building work or other measures be carried out to the extent necessary to ensure that the affected part of the building will comply with those performance requirements of the Building Code.</p>		BS, CEO, MDHC
133529	s54(2)(d)	Development Act 1993	<p>33. Urgent Building Work</p> <p>33.1 The power pursuant to Section 54(2)(d) of the Act to issue any directions and specify a period of time with respect to building work performed as a matter of urgency.</p>		CAP, CEO, MDHC, PC, PO
133530	s55(1)	Development Act 1993	<p>34. Action if Development Not Substantially Completed</p> <p>34.1 The power pursuant to Section 55(1) of the Act to apply to the Court for an order under Section 55(3) of the Act where the development to which an approval relates has been commenced but not substantially completed within the period prescribed by the Regulations for the lapse of the approval.</p>		CAP, CEO, DDS

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133531	s55(5)	Development Act 1993	34. Action if Development Not Substantially Completed 34.2 The power pursuant to Section 55(5) of the Act where the Court makes an order under Section 55(3)(a), (b) or (ca) of the Act and a person fails to comply with the order within the period specified by the Court, to cause any work contemplated by the order to be carried out and to recover the cost of that work as a debt from the person.		CAP, CEO, DDS
133532	s55(6)	Development Act 1993	34. Action if Development Not Substantially Completed 34.3 The power pursuant to Section 55(6) of the Act where an amount is recoverable from a person under Section 55(5) of the Act, by notice in writing to the person, fix a period being not less than 28 days from the date of the notice within which the amount must be paid.		CAP, CEO, DDS
133533	s56(1)	Development Act 1993	35. Completion of Work 35.1 The power pursuant to Section 56(1) of the Act to issue a notice in writing requiring an owner of land to complete a development on the land within a period specified in the notice.		CAP, CEO, MDHC
133534	s56(2)	Development Act 1993	35. Completion of Work 35.2 The power pursuant to the Section 56(2) of the Act to cause the necessary work to be carried out where an owner has failed to carry out work as required by a notice under Section 56(1) of the Act.		CAP, CEO, DDS
133535	s56(3)	Development Act 1993	35. Completion of Work 35.3 The power pursuant to Section 56(3) of the Act to recover the reasonable costs and expenses incurred by the Council or any person acting on behalf of the Council under Section 56 of the Act as a debt due from the owner.		CAP, CEO, DDS
133536	s56(4)	Development Act 1993	35. Completion of Work 35.4 The power pursuant to Section 56(4) of the Act to, by notice in writing to the person, fix a period being not less than 28 days from the date of the notice, within which the amount must be paid by the person where an amount is recoverable from the person under Section 56(3) of the Act.		CAP, CEO, DDS
133537	s56A(3)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.1 The duty pursuant to Section 56A(3) of the Act to appoint a presiding member to the council development assessment panel in accordance with the requirements set out in Section 56A(3)(b) of the Act.		CEO
133538	s56A(3)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.2 The duty pursuant to Section 56A(3) of the Act to appoint the remaining members of the council development assessment panel in accordance with the requirements set out in Section 56A(3)(c) of the Act.		CEO

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133539	s56A(3)(d)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.3 The duty pursuant to section 56A(3)(d) of the Act to ensure that, unless granted an exemption by the Minister, at least 1 member of the panel is a woman and at least 1 is a man and to ensure that insofar as is reasonably practicable, the panel consists of equal numbers of men and women.		CEO
133540	s56A(3)(e)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.4 The duty pursuant to Section 56A(3)(e) to determine the term of office for a member of the council development assessment panel, which period cannot exceed 2 years.		CEO
133541	s56A(3)(f)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.5 The duty pursuant to Section 56A(3)(f) of the Act to determine any other conditions of appointment of the members of the council development assessment panel.		CEO
133542	s56A(3)(g)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.6 The power pursuant to Section 56A(3)(g) of the Act to remove a member of the council development assessment panel from office for: 36.6.1 breach of, or failure to comply with, the conditions of appointment; or 36.6.2 misconduct; or 36.6.3 neglect of duty; or 36.6.4 incapacity to carry out satisfactorily the duty of his or her office; or 36.6.5 failure to carry out satisfactorily the duty of his or her office; or 36.6.6 failure to comply with a requirement under Section 34(6) or (7) of the Act or a breach of, or failure to comply with, a code of conduct under Section 21A of the Act.		CEO
133543	s56A(5)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.7 The duty pursuant to and in accordance with Section 56A(5) of the Act to give notice of an appointment.		CEO
133544	s56A(15)(b)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.8 The duty pursuant to Section 56A(15)(b) of the Act and in accordance with Section 56A(17) of the Act to make minutes of meetings of a council		CEO, MDHC

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			development assessment available for reasonable access by members of the public.		
133545	s56A(20)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.9 The duty pursuant to and in accordance with Section 56A(20) of the Act to provide information to the Minister where requested by the Minister.		CEO
133546	s56A(22)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.10 The duty pursuant to Section 56A(22) of the Act to appoint a public officer (who must not be a member of the council development assessment panel).		CEO
133547	s56A(23)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.11 The duty pursuant to Section 56A(23) of the Act to ensure that notice of the appointment of a public officer (including the public officer's name and contact details) is published in the Gazette.		CEO
133548	s56A(27)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.12 The power pursuant to Section 56A(27) of the Act to make an application to the Minister to exempt the Council from the requirement to establish a council development assessment panel under Section 56A of the Act.		CEO
133549	s56A(28)	Development Act 1993	36. Council to Establish Development Assessment Panels 36.13 The power pursuant to Section 56A(28) of the Act to consult with the Minister in relation to revoking an exemption under Section 56A(27) of the Act.		CEO
133550	s56B(2)	Development Act 1993	37. Building Rules Assessment Audits 37.1 The duty pursuant to Section 56B(2) to have its building assessment auditor audit the Council's activities in relation to the undertaking of assessments of proposed developments against the provisions of the Building Rules in accordance with the requirements of Section 56B.		CEO, DDS, MDHC
133551	s56B(5)	Development Act 1993	37. Building Rules Assessment Audits 37.2 The duty pursuant to Section 56B(5) to ensure that after the expiration of the periods prescribed in Section 56B(4) an audit under Section 56B is completed at least once in every prescribed period.		CEO, MDHC
133552	s56B(10)	Development Act 1993	37. Building Rules Assessment Audits 37.3 The power pursuant to Section 56B(10) to respond to a report prepared by a building assessment auditor prepared in relation to the Council under Section 56B.		CEO
133553	s56B(14)	Development Act 1993	37. Building Rules Assessment Audits 37.4 The power pursuant to Section 56B(14) to make submissions to the		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Minister in relation to a matter concerning the possible exercise of the Minister's powers under Section 56B(12).		
133554	s56B(16)	Development Act 1993	37. Building Rules Assessment Audits 37.5 The duty pursuant to Section 56B(16) to comply with a direction given to the Council under Sections 56B(12) or 56B(15).		CEO
133758	s56C(2)	Development Act 1993	37A. Development Plan Assessment Audits 37A.1 The power and duty pursuant to Section 56C(2) of the Act to have the Council's activities in relation to Development Plan assessments audited by a development assessment auditor in accordance with the requirements of Section 56C of the Act.		CEO, MDHC, PC, PO
133759	s56C(10)	Development Act 1993	37A. Development Plan Assessment Audits 37A.2 The power pursuant to Section 56C(10) of the Act to provide a response to an auditor with a view to correcting any error or fact.		CEO, MDHC
133760	s56C(14)	Development Act 1993	37A. Development Plan Assessment Audits 37A.3 The power pursuant to Section 56C(14) of the Act to make submissions in relation to the matter to the Minister.		CEO, MDHC
133761	s56C(15) 56C(12)(a)	Development Act 1993	37A. Development Plan Assessment Audits 37A.4 The power pursuant to Section 56C(15) of the Act to, if 37A.4.1 the Minister makes a recommendation to the Council under Section 56C(12)(a) of the Act; and		CEO
133762	s56C(15)	Development Act 1993	37A. Development Plan Assessment Audits 37A.4 The power pursuant to Section 56C(15) of the Act to, if 37A.4.2 the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, consult with the Minister.		CEO
133555	s57(2) and 57(2a)	Development Act 1993	38. Land Management Agreements 38.1 The power pursuant to Sections 57(2) and 57(2a) of the Act to enter into an agreement relating to the development, management, preservation or conservation of land within the area of the Council with the owner of the land.		CAP, CEO
133556	s57(2c)	Development Act 1993	38. Land Management Agreements 38.2 The duty pursuant to and in accordance with Section 57(2c) of the Act and Regulation 98A of the Regulations to establish and keep a register available for public inspection (without charge).		CEO, MDHC
133557	s57(2e)	Development Act 1993	38. Land Management Agreements 38.3 The duty pursuant to Section 57(2e) of the Act, in relation to the		CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			granting of development plan consent with respect to a Category 2A, Category 2 or Category 3 development, to note the existence of the agreement (or the proposal to enter the agreement), and the availability of copies of the agreement for public inspection on the notice of the relevant authority's decision.		
133558	s57(3)	Development Act 1993	38. Land Management Agreements 38.4 The power pursuant to Section 57(3) of the Act to carry out on private land any work for which provision is made by agreement under Section 57 of the Act.		CEO, DDS
133559	s57(5)	Development Act 1993	38. Land Management Agreements 38.5 The power pursuant to Section 57(5) of the Act, to apply to the Registrar-General to note the agreement against the relevant instrument of title or, in the case of land not under the provisions of the Real Property Act 1886, against the land.		CEO, DDS, MDHC
133560	s57(8)	Development Act 1993	38. Land Management Agreements 38.6 The power pursuant to Section 57(8) of the Act to apply to the Registrar-General where an agreement in relation to which a note has been made under Section 57 of the Act has been rescinded or amended, to enter a note of the rescission or amendment made against the instrument of title or against the land.		CEO, DDS, MDHC
133561	s57(11)	Development Act 1993	38. Land Management Agreements 38.7 The power pursuant to Section 57(11) of the Act to consent to the remission of rates payable to the Council provided for in an agreement entered into by the Minister.		CEO
133562	s57A(1)	Development Act 1993	39. Land Management Agreements - Development Applications 39.1 The power pursuant to and subject to Section 57A(1) of the Act to enter into an agreement under Section 57A of the Act with a person who is applying for a development authorisation under the Act.		CEO, MDHC
133563	s57A(3)	Development Act 1993	39. Land Management Agreements - Development Applications 39.2 The duty pursuant to Section 57A(3) of the Act to have regard to: 39.2.1 the provisions of the appropriate Development Plan. 39.2.2 the principle that the entering into of an agreement under Section 57A by the Council should not be used as a substitute to proceeding with an amendment to a Development Plan under the Act.		CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133564	s57A(5)	Development Act 1993	39. Land Management Agreements - Development Applications 39.3 The duty pursuant to Section 57A(5) of the Act to register agreements entered into under Section 57A in accordance with the Regulations.		CEO, MDHC
133565	s57A(6)	Development Act 1993	39. Land Management Agreements - Development Applications 39.4 The duty pursuant to Section 57A(6) of the Act to keep a register available for public inspection (without charge) in accordance with the Regulations.		CEO, MDHC
133566	s57A(7)	Development Act 1993	39. Land Management Agreements - Development Applications 39.5 The power pursuant to Section 57A(7) of the Act to provide a person, on payment of the prescribed fee, a copy of an agreement registered under Section 57A(5) of the Act.		CEO, MDHC
133567	s57A(8)	Development Act 1993	39. Land Management Agreements - Development Applications 39.6 The duty, pursuant to Section 57A(8) of the Act, where an agreement is entered into under Section 57A of the Act, in connection with an application for a development authorisation with respect to a Category 2A, Category 2 or Category 3 development, to include a note of the existence of the agreement on the notice of the relevant authority's decision under the Act.		CEO, MDHC, PC, PO
133568	s57A(14)	Development Act 1993	39. Land Management Agreements - Development Applications 39.7 The power pursuant to Section 57A(14) of the Act to apply to the Registrar-General to note the agreement against the relevant instrument of title, or in the case of land not under the provisions of the Real Property Act 1886, against the land.		CEO, DDS
133569	s57A(16)	Development Act 1993	39. Land Management Agreements - Development Applications 39.8 The power pursuant to Section 57A(16) of the Act to apply to the Registrar-General where an agreement under Section 57A has been rescinded or amended to enter a note of the rescission or amendment against the instrument of title, or against the land.		CEO, DDS
133570	s57A(18)	Development Act 1993	39. Land Management Agreements - Development Applications 39.9 The power pursuant to Section 57A (18) of the Act where an agreement under Section 57A does not have effect under Section 57A within the prescribed period, to, by notice given in accordance with the regulations, lapse the relevant development approval (and the agreement will then be rescinded by force of Section 57A(18) of the Act).		CEO, MDHC
133571	s59(3)	Development Act 1993	40. Notification During Building 40.1 The power pursuant to Section 59(3) of the Act to direct that building work stop when a mandatory notification stage has been reached.		BS, CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133572	s66(2)	Development Act 1993	41. Classification of Buildings 41.1 The power pursuant to Section 66(2) of the Act to assign to any building a classification that conforms with the Regulations and the duty pursuant to Section 66(4) of the Act to give notice in writing to the owner of the building to which the classification has been assigned.		BS, CEO, MDHC
133573	s67(2), (3), (4), (5) (6)	Development Act 1993	42. Certificates of Occupancy 42.1 The duty pursuant to and in accordance with the requirements of Sections 67(2), (3), (4), (5) and (6) of the Act to give a certificate of occupancy.		BS, CEO, MDHC
133574	s67(3)(a)	Development Act 1993	42. Certificates of Occupancy 42.2 The power pursuant to Section 67(3)(a) of the Act to require information from an applicant for a certificate of occupancy.		BS, CEO, MDHC
133575	s67(10)	Development Act 1993	42. Certificates of Occupancy 42.3 The duty pursuant to Section 67(10) of the Act to give written notice to an applicant of the refusal of the certificate of occupancy.		BS, CEO, MDHC
133576	s67(13)	Development Act 1993	42. Certificates of Occupancy 42.4 The power pursuant to Section 67(13) of the Act to revoke a certificate of occupancy in prescribed circumstances.		BS, CEO, MDHC
133577	s68(1),(2)	Development Act 1993	43. Temporary Occupation 43.1 The power pursuant to Sections 68(1) and (2) of the Act to approve the occupation of a building on a temporary basis without a certificate of occupancy and subject to such conditions as the Delegate thinks fit to impose.		CEO, MDHC
133578	s68(3)	Development Act 1993	43. Temporary Occupation 43.2 The duty pursuant to and in accordance with Section 68(3) of the Act to give written notice to an applicant of the refusal of approval for temporary occupation of a building.		CEO, MDHC
133579	s69(1)	Development Act 1993	44. Emergency Orders 44.1 Where an owner of land fails to comply with the requirements of an emergency order issued under Section 69(1) of the Act: 44.1.1 the power pursuant to Section 69(4) of the Act to cause the required work to be carried out; and 44.1.2 the power pursuant to and in accordance with Sections 69(5) and 69(6) of the Act to recover the reasonable costs and expense of that work from the owner as a debt.		BS, CEO, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
133580	s71(18), (19)	Development Act 1993	44A Fire Safety 44A.1 The power pursuant to Sections 71(18) and (19) of the Act to establish and designate a body as an appropriate authority.		CEO, DDS, MDHC
133581	s71(19)(a)(i)	Development Act 1993	44A Fire Safety 44A.2 The power pursuant to Section 71(19)(a)(i) of the Act to appoint a person who holds prescribed qualifications in building surveying to the appropriate authority.		CEO, DDS, MDHC
133582	s71(19)(a)(ii)	Development Act 1993	44A Fire Safety 44A.3 The power pursuant to Section 71(19)(a)(ii) of the Act to determine if a person is to be nominated to the appropriate authority by the Chief Officer of the South Australian Metropolitan Fire Service or the Chief Officer of the South Australian Country Fire Service (after taking into account the nature of the Council or Council's area(s)).		CEO, DDS, MDHC
133583	s71(19)(a)(iii)	Development Act 1993	44A Fire Safety 44A.4 The power pursuant to Section 71(19)(a)(iii) of the Act to appoint a person with expertise in the area of fire safety to the appropriate authority.		CEO, DDS
133584	s71(19)(a)(iv)	Development Act 1993	44A Fire Safety 44A.5 The power pursuant to Section 71(19)(a)(iv) of the Act to determine and select a person to be appointed to the appropriate authority.		CEO, DDS
133585	s71(19)(b)	Development Act 1993	44A Fire Safety 44A.6 The power pursuant to Section 71(19)(b) of the Act to determine the term of the office not exceeding three years of a member of the appropriate authority.		CEO, DDS
133586	s71(19)(d)	Development Act 1993	44A Fire Safety 44A.7 The power pursuant to Section 71(19)(d) of the Act to appoint deputy members to the appropriate authority.		CEO
133587	s71(19)(e)	Development Act 1993	44A Fire Safety 44A.8 The power pursuant to Section 71(19)(e) of the Act to determine the procedures of an appropriate authority.		CEO
133588	s71A	Development Act 1993	45. Building Inspection Policies 45.1 The duty pursuant to and in accordance with Section 71A of the Act to prepare and from time to time alter a building inspection policy.		CEO, MDHC
133589	s74(1)	Development Act 1993	46. Advertisements 46.1 The power pursuant to and in accordance with Section 74(1) of the Act to: 46.1.1 form the opinion that an advertisement or advertising hoarding		CEO, DDS, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			disfigures the natural beauty of a locality or otherwise detracts from the amenity of a locality or is contrary to a character desired for a locality under the relevant Development Plan; and 46.1.2 serve notice in writing requiring the removal or obliteration of the advertisement or the removal of the advertising hoarding (or both).		
133590	s74(3)	Development Act 1993	46. Advertisements 46.2 The power pursuant to Section 74(3) of the Act where a person has failed to comply with a notice under Section 74(1) of the Act, to enter on land, carry out the terms of the notice and recover the costs of doing so as a debt from the person on whom the notice was served.		CEO
133591	s84(2)	Development Act 1993	47. Enforcement Notices 47.1 The power pursuant to and in accordance with Section 84(2) of the Act to issue an enforcement notice where the Delegate has reason to believe on reasonable grounds that a person has breached the Act or a repealed Act.		BS, CEO, MDHC
133592	s84(3)	Development Act 1993	47. Enforcement Notices 47.2 The power pursuant to Section 84(3) of the Act to determine that a direction under Section 84(2) of the Act is urgently required and can be orally given by an authorised officer.		BS, CEO, MDHC
133593	s84(2)(b)	Development Act 1993	47. Enforcement Notices 47.3 Where a person has failed to comply with a direction contained in a notice issued pursuant to Section 84(2)(b) of the Act: 47.3.1 the power pursuant to Section 84(6) of the Act to cause the necessary action to be undertaken; and 47.3.2 pursuant to and in accordance with Sections 84(7) and 84(8) of the Act to recover the costs of doing so as a debt from the person whose failure gave rise to the action.		CEO, DDS
133594	s85(1)	Development Act 1993	48. Applications to Court 48.1 The power pursuant to Section 85(1) of the Act to apply to the Court for an order to remedy or restrain a breach of the Act, or a repealed Act.		CEO, DDS
133595	s85(6)(d)	Development Act 1993	48. Applications to Court 48.2 Where the Court has made an order under Section 85(6)(d) of the Act and a person has failed to comply with the order, the power pursuant to and in accordance with Section 85(12) and Section 85(13) of the Act, to cause		CEO, DDS

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			any work contemplated by the order to be carried out and to recover the costs of doing so as a debt from the person.		
133596	s86(1)(e)	Development Act 1993	49. General Right to Apply to Court 49.1 Where the Council is a party to a dispute referred to in Section 86(1)(e) of the Act, the power pursuant to Section 86(1)(e) of the Act to apply to the Court for determination of the dispute.		CEO
133597	s93(1)(b)(iii)	Development Act 1993	50. Authority to be Advised of Certain Matters 50.1 The power pursuant to Section 93(1)(b)(iii) of the Act to require from a private certifier who is making a decision of a prescribed kind in relation to any aspect of building work such other information or documentation as the Delegate or the Council may require.		BS, CEO, MDHC
133598	s94	Development Act 1993	51. Referrals 51.1 The power pursuant to and in accordance with Section 94 of the Act to consent to the referral by a private certifier to the Council or Delegate of any function under the Act.		CEO, MDHC
133599	s101(1)	Development Act 1993	52. Professional Advice to be Obtained in Relation to Certain Matters 52.1 The power pursuant to Section 101(1) of the Act, in the exercise of a prescribed function, to rely on a certificate of a person with prescribed qualifications.		CAP, CEO, DDS, MDHC
133600	s101(2)	Development Act 1993	52. Professional Advice to be Obtained in Relation to Certain Matters 52.2 The duty pursuant to Section 101(2) of the Act to seek and consider the advice of a person with prescribed qualifications or person approved by the Minister in relation to a matter prescribed by the Regulations.		CAP, CEO, DDS, MDHC
133601	Schedule 1	Development (Development Plans) Amendment Act 2006	53. Transitional Provisions 53.1 The power pursuant to and in accordance with Clause 5(1) of Schedule 1 to the Development (Development Plans) Amendment Act 2006 ('the DPA Act'), if the Council or the Delegate has, before the commencement of Clause 5 of Schedule 1 to the DPA Act reached an agreement with the Minister on a Statement of Intent with respect to an amendment to a Development Plan, or taken steps to prepare a Plan Amendment Report on the basis of such a Statement of Intent subject to Clause 5(2) of Schedule 1 to the DPA Act, to continue with the process as set out in Section 25 of the Act (as in force immediately before the commencement of Clause 5 of Schedule 1 to the DPA Act) as if the DPA Act had not been enacted until the relevant amendment is approved (with or without alteration) or otherwise dealt with by the Minister under Section 25(15) of the Act, subject to the qualification that the relevant Plan		CEO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Amendment Report may be referred to as a Development Plan Amendment.		
133602	Schedule 1	Development (Development Plans) Amendment Act 2006	53. Transitional Provisions 53.2 The power pursuant to Clause 5(2) of Schedule 1 to the DPA Act to agree on a Statement of Intent that is to supersede a Statement of Intent agreed between the Council or the Delegate and the Minister before commencement of Clause 5 of Schedule 1 to the DPA Act.		CEO
231502	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.1.2 constitute a breach of any other law; or		CEO, MDHC
142487	r8A(1)(a)	Development Regulations 2008	53A. Complying Development – Development Plan Consent 53A.1 The power pursuant to Regulation 8A(1)(a) of the Development Regulations 2008 ('the Regulations'), for the purposes of Sections 33(1) and 35 of the Act (subject to Regulation 8A(2)) of the Regulations to: 53A.1.1 in the case of a proposed development lodged for assessment as residential code development – assess the development as being in a form described in Schedule 4 clause 1(2) or (3), 2A, 2B or 2C (including a form specified or provided for in a relevant Development Plan referred to in Schedule 4 clause 1(2) or (3), 2A, 2B or 2C); and 53A.1.2 in any other case – to assess the development as being in a form described in Schedule 4 Part 1 (including a form specified or provided for in a relevant Development Plan referred to in Schedule 4 Part 1).		CEO, MDHC, PC, PO
142488	r8A(1)(b)	Development Regulations 2008	53A. Complying Development – Development Plan Consent 53A.2 The power pursuant to Regulation 8A(1)(b) of the Regulations, for the purposes of Section 35(1b) of the Act, to: 53A.2.1 form the opinion that a variation from complying development (including complying development as declared under Regulation 8A(1)(a) of the Regulations) is minor; and 53A.2.2 determine that 2 or more minor variations, when taken together, constitute a 'minor variation from complying development'.		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
142489	r8B(1)	Development Regulations 2008	53B. Complying Building Work – Building Rules 53B.1 The power pursuant to Regulation 8B(1) of the Regulations, for the purposes of Section 36(1) of the Act to, subject to Regulation 8B(2) of the Regulations, assess building work as being in a form specified in Schedule 4 Part 2 (including a form specified or provided for in the Building Code referred to in Schedule 4 Part 2).		BS, CEO, MDHC
133603	r9A(1)	Development Regulations 2008	54. Infrastructure Planning 54.1 The power pursuant to Regulation 9A(1) to, in preparing the DPA, to the extent (if any) required by the Statement of Intent, seek, in accordance with Regulation 9A(2), the advice of a Minister and any other government agency, specified by the Minister as part of the agreement on the Statement of Intent.		CEO
133604	r10A(1)	Development Regulations 2008	55. Consultation with Government Departments or Agencies 55.1 The duty pursuant to Regulation 10A(1) of the Regulations if the Council is subject to a requirement under Section 25(7)(a) of the Act to ensure that a copy of any written report received from a Department or agency is furnished to the Minister for the purposes of considering the matter under Section 25(7)(b) of the Act.		CEO, DDS, MDHC
133605	s25,26	Development Regulations 2008	56. Public Consultation - Section 25 & 26 56.1 Subject to Regulations 11A(3) and 11A(6) of the Regulations, for the purposes of Sections 25 and 26 of the Act, the duty pursuant to Regulation 11A(1) of the Regulations to give public notice of a DPA by publication in the designated manner of a notice: 56.1.1 advising the time and places at which the DPA is available for inspection (without charge) and purchase by the public; and 56.1.2 inviting any interested person to make written submissions on the amendment to the council within the relevant period specified in the notice; and 56.1.3 stating that the submissions will be available for inspection by any interested person at a place specified in the notice from the expiration of the period specified under Regulation 11A(1)(b) of the Regulations until the conclusion of any public meeting held for the purposes of Section 25(11)(b) or 26(5c)(b) of the Act (or, if no such meeting is to be held, until the decision is made not to hold the meeting); and 56.1.4 providing information about when and where any public meeting is		CEO, DDS, MDHC

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			proposed to be held for the purposes of Sections 25(11)(b) or 26(5c)(b) of the Act (subject to a decision being made under the relevant section not to hold a meeting).		
133606	s25,26	Development Regulations 2008	56. Public Consultation - Section 25 & 26 56.2 If one or more written submissions are made in response to a notice published under Regulation 11A(1) of the Regulations, the duty pursuant to Regulation 11A(3) of the Regulations to make a copy of each submission available for inspection in accordance with the statement included under Regulation 11A(1)(c).		CEO
133607	s25,26	Development Regulations 2008	56. Public Consultation - Section 25 & 26 56.3 For the purposes of Sections 25(9)(c) and 26(5b)(c) of the Act, the duty pursuant to Regulation 11A(4) of the Regulations to include in the written notice the same information as required for a notice under Regulation 11A(1) of the Regulations.		CEO
133608	s25,26	Development Regulations 2008	56. Public Consultation - Section 25 & 26 56.4 The duty pursuant to Regulation 11A(5) of the Regulations, to ensure that a copy of any DPA released for public consultation under Section 25 of the Act is provided to the Minister within 2 business days after that release.		CEO
133609	r12	Development Regulations 2008	57. Public Meeting 57.1 The duty pursuant to and in accordance with Regulation 12 of the Regulations to hold a public meeting if an amendment has been prepared by the Council or the Delegate.		CEO
133610	r12(4)	Development Regulations 2008	57. Public Meeting 57.2 The power pursuant to Regulation 12(4) of the Regulations to adjourn a public meeting from time to time, and place to place if necessary or appropriate.		CEO
133611	r15(1)(c)	Development Regulations 2008	58. Application to Relevant Authority 58.1 The power pursuant to Regulation 15(1)(c) of the Regulations to require an additional or lesser number of copies of plans, drawings, specifications and other documents and information relating to a proposed development than the number prescribed in Regulation 15(1)(c) of the Regulations.		CEO, MDHC, PC, PO
133612	r15(4)	Development Regulations 2008	58. Application to Relevant Authority 58.2 The duty pursuant to and in accordance with Regulation 15(4) of the Regulations, if an application is lodged with the Council but a regional development assessment panel is the relevant authority, to retain a copy of the application and other accompanying information and to forward the		CEO, MDHC, PC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			application on to the appropriate person acting on behalf of the regional development assessment panel.		
133613	r15(5)	Development Regulations 2008	58. Application to Relevant Authority 58.3 The duty pursuant to and in accordance with Regulation 15(5) of the Regulations, when an application is lodged with the Council but the Development Assessment Commission is the relevant authority, to forward all but one copy of the application and the accompanying information, as well as a written acknowledgment that the appropriate fees have been paid, including details of each fee component paid, to the Development Assessment Commission.		CEO, MDHC, PC, PO
133614	r15(7)(b)	Development Regulations 2008	58. Application to Relevant Authority 58.4 The power pursuant to Regulation 15(7)(b) of the Regulations to indicate, in such manner as may be determined by the Development Assessment Commission, that the Delegate wishes to receive written documentation instead of electronic access to the relevant documents and information via the Internet.		CEO, MDHC, PC, PO
133763	15(7b)	Development Regulations 2008	58.4A The power pursuant to Regulation 15(7b) of the Regulations, to within 2 business days of receipt of a copy of an application under Regulation 15(7a) of the Regulations, furnish to the private certifier: 58.4A.1 the Development Assessment number assigned to the development proposed under the application; and		CEO, MDHC, PO
231496	r15(7b)	Development Regulations 2008	58.4A The power pursuant to Regulation 15(7b) of the Regulations, to within 2 business days of receipt of a copy of an application under Regulation 15(7a) of the Regulations, furnish to the private certifier: 58.4A.2 if the private certifier, at the time of forwarding a copy of an application under Regulation 15(7a) of the Regulations, requests advice on the matters set out in subparagraphs (i) and (ii), and if such advice is relevant: 58.4A.2.1 advice about any site contamination that is believed to exist at the site where the development would be undertaken; and 58.4A.2.2 advice about the likely need for approval to alter a public road under section 221 of the Local Government Act 1999 in order to establish a new access point.	DES, MAS & SDE may only provide advice for 58.4A.2.2 and 58.4A.2.3 DCS & MA may only provide advice for 58.4A.2.2	CEO, DCS, DES, MA, MAS, MDHC, PO, SDE

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			58.4A.2.3 advice about whether the relevant development plan specifies any requirements relating to finished floor levels (expressed by reference to AHD or ARI) in relation to the site where the development would be undertaken.		
133615	r15(8)	Development Regulations 2008	58. Application to Relevant Authority 58.5 The power pursuant to Regulation 15(8) of the Regulations to extend the period prescribed in Regulation 15(8) for the lodging of an application for the appropriate development authorisation as required by Section 54(2)(c).		CEO, MDHC, PC, PO
133616	r15(10)(c)	Development Regulations 2008	58. Application to Relevant Authority [City of Tea Tree Gully only] 58.6 If an application relates to a proposed development that involves the division of land in the Golden Grove Development Area which is complying development in respect of the Development Plan, the duty pursuant to Regulation 15(10)(c) to forward to the Development Assessment Commission within 5 business days after receipt of the application: 58.6.1 a copy of the application; and 58.6.2 a copy of the plans, drawings, specification and other documents or information accompanying the application.		CEO
133617	r15(11)	Development Regulations 2008	58. Application to Relevant Authority 58.7 The power pursuant to Regulation 15(11) of the Regulations, to modify the requirements of Schedule 5 in relation to a particular application, subject to the following qualifications: 58.7.1 in the case of an application that is lodged with the Council for assessment as residential code development – the requirements of Schedule 5 may not be modified in any way by the delegate assessing the application (whether so as to require more or less information), except on authority of the Minister under Section 39(1)(a) of the Act; 58.7.2 in any other case, the delegate must not, when requiring plans, drawings, specifications and other documents in relation to the application, require the applicant to provide more information than that specified under Schedule 5 (subject to Section 39 of the Act).		CEO, MDHC, PO
133618	r15(12)	Development Regulations 2008	58. Application to Relevant Authority 58.8 The duty pursuant to Regulation 15(12) of the Regulations to, in		CEO, MDHC, PO

#	Section	Delegation Source	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			exercising the discretion under Section 39(4)(b) of the Act, dispense with the requirements of Schedule 5 in relation to a particular application.		
133619	r16(1)	Development Regulations 2008	59. Nature of Development 59.1 The duty pursuant to Regulation 16(1) of the Regulations, where an application requires the assessment of a proposed development against the provisions of the Development Plan, to determine the nature of the development applied for.		BS, CAP, CEO, MDHC, PC, PO
133620	r16(2)	Development Regulations 2008	59. Nature of Development 59.2 The power pursuant to Regulation 16(2) of the Regulations to form the opinion that a development is non-complying, and the duty if the Delegate is of the opinion that an application relates to a kind of development that is non-complying and the applicant has not identified the development as such, by notice in writing to inform the applicant of that fact.		BS, CAP, CEO, MDHC, PC, PO
133621	r16(3)	Development Regulations 2008	59. Nature of Development 59.3 The power pursuant to Regulation 16(3) of the Regulations to, if an application in relation to a proposed development identifies the development as residential code development or designated development, form the opinion that the development is residential code development and the duty to, within 5 business days of receipt of the application, by notice in writing, inform the applicant of that fact.		CEO, MDHC, PC, PO
133622	r16(4)	Development Regulations 2008	59. Nature of Development 59.4 The power pursuant to Regulation 16(4) of the Regulations to, if an application in relation to a proposed development identifies the development as residential code development or designated development, form the opinion that the development is not residential code development and the duty to, within 5 business days of receipt of the application, by notice in writing, inform the applicant of that fact and the reasons for the Delegate's opinion.		CEO, MDHC, PC, PO
133623	r17(3)	Development Regulations 2008	60. Non-Complying Development 60.1 The power pursuant to Regulation 17(3) of the Regulations, after receipt of an application which relates to a kind of development that is described as non-complying development to: 60.1.1 refuse the application pursuant to Section 39(4)(d) of the Act and notify the applicant accordingly; or		CAP, CEO, MDHC, PC, PO

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231495	r17(3)	Development Regulations 2008	60. Non-Complying Development 60.1.2 resolve to proceed with an assessment of the application.		CAP, CEO, MDHC
133624	r17(4)	Development Regulations 2008	60. Non-Complying Development 60.2 The duty pursuant to Regulation 17(4) of the Regulations, in situations where the Delegate has resolved to proceed with the assessment of an application for non-complying development, to require the applicant to provide a statement of effect.		CAP, CEO, MDHC, PC, PO
133625	r17	Development Regulations 2008	60. Non-Complying Development 60.3 The power pursuant to Regulation 17(6) of the Regulations to determine that a proposed development is of a minor nature for the purposes of exemption from the requirements to provide a statement of effect.		CAP, CEO, PC, PO
133626	r18	Development Regulations 2008	61. Notification of Application for Tree-Damaging Activity to Owner of Land 61.1 Where the owner of land to which an application for a tree-damaging activity in relation to a regulated tree relates is not a party to the application, the duty pursuant to and in accordance with Regulation 18 of the Regulations: 61.1.1 to give the owner of land notice of the application; and 61.1.2 to give due consideration, in the assessment of the application, to any submission made by the owner within a reasonable time after the giving of notice of the application.		CEO, MDHC
133627	r20(4)	Development Regulations 2008	62. Amended Applications 62.1 The power pursuant to Regulation 20(4) of the Regulations to form the opinion that variations to an application are not substantial and that repeating of the referral process under Part 5 of the Regulations, or the giving of notice under Part 6 of the Regulations is not required.		CAP, CEO, MDHC, PC, PO
133628	r20(5)	Development Regulations 2008	62. Amended Applications 62.2 The power pursuant to Regulation 20(5) of the Regulations, where a variation to an application changes the essential nature of a proposed development to (by agreement with the applicant) proceed with the variation on the basis that the application will be treated as a new application.		CAP, CEO, MDHC, PC, PO
133629	r22(1)	Development Regulations 2008	63. Withdrawing/Lapsing Application 63.1 The duty pursuant to Regulation 22(1) of the Regulations, where an applicant withdraws an application, to notify any agency to which an application was referred under Part 5 of the Regulations and any person		BS, CEO, MDHC, PC, PO

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			who made a representation in relation to the application under Part 6 of the Regulations of the withdrawal.		
133630	r22(2)	Development Regulations 2008	63. Withdrawing/Lapsing Application 63.2 Where at least two years have passed since the date on which an application for development authorisation under Part 4 of the Act was lodged with the Council the power, pursuant to Regulation 22(2) of the Regulations to lapse the said application.		CEO, MDHC, PC, PO
133631	r22(2)	Development Regulations 2008	63. Withdrawing/Lapsing Application 63.3 Before taking action to lapse a development application under Regulation 22(2) of the Regulations the duty, pursuant to and in accordance with Regulation 22(3) of the Regulations to: 63.3.1 take reasonable steps to notify the applicant of the action under consideration; and 63.3.2 allow the applicant a reasonable opportunity to make submissions to the Council or the Delegate about the proposed course of action, and the power to determine the manner and form of those submissions.		CEO, MDHC, PC, PO
133632	r23(2)	Development Regulations 2008	64. Contravening Development 64.1 The power pursuant to Regulation 23(2) of the Regulations, by notice in writing to the applicant to decline to proceed with an application until proceedings under the Act have been concluded.		CAP, CEO, DDS, MDHC
133633	r24(1)	Development Regulations 2008	65. Referrals 65.1 The duty pursuant to Regulation 24(1) of the Regulations to refer an application of a prescribed kind together with a copy of any relevant information provided by the applicant to the relevant body prescribed by Schedule 8 of the Regulations and to not make a decision on the application until a response has been received from the referral body or the time period for receipt of a response has lapsed.		BS, CEO, MDHC, PC, PO
133634	r25	Development Regulations 2008	66. Procedure Where Concurrence Required 66.1 The duty pursuant to Regulation 25 of the Regulations, if concurrence must be sought from another body prior to issuing a consent or approval to forward to the other body whose concurrence must be sought that information required by Regulation 25(b) of the Regulations.		BS, CEO, MDHC, PC, PO
133635	r27(1)	Development Regulations 2008	67. Additional Information or Amended Plans 67.1 The duty pursuant to Regulation 27(1) of the Regulations, where an application has been referred to a prescribed body under Part 5 of the Regulations and additional information is received which is materially		BS, CEO, MDHC, PC, PO

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			relevant to the referral, to repeat the referral process where the Delegate is of the opinion that the additional information or amendment is significant and the power to repeat the referral process in all other instances.		
133636	r28(3)	Development Regulations 2008	<p>68. Special Provisions - Referrals</p> <p>68.1 The duty pursuant to and in accordance with Regulation 28(3) of the Regulations to refer an application for building rules consent to the relevant fire authority for comment and report where the Delegate considers that:</p> <p>68.1.1 a proposed alternative solution within the meaning of the Building Code requires assessment against a performance requirement of the Building Code which provides for fire fighting operations of a fire authority; or</p> <p>68.1.2 the proposed development is at variance with a performance requirement of the Building Code which provides for fire fighting operations of a fire authority; or</p> <p>68.1.3 special problems for fire fighting could arise due to hazardous conditions of a kind described in Section E of the Building Code,</p> <p>and the duty pursuant to Regulation 28(5) of the Regulations to have regard to any report received from the fire authority under Regulation 28.</p>		BS, CEO, MDHC
133637	r28(4)	Development Regulations 2008	<p>68. Special Provisions - Referrals</p> <p>68.2 The power pursuant to Regulation 28(4) of the Regulations, when a report from a fire authority pursuant to Regulation 28(3) is not received by the Council within 20 business days, to presume that the fire authority does not desire to make a report.</p>		BS, CEO, MDHC
133638	r28	Development Regulations 2008	<p>68. Special Provisions - Referrals</p> <p>68.3 If, in respect of an application referred to a fire authority under Regulation 28, the fire authority:</p> <p>68.3.1 recommends against the granting of building rules consent; or</p> <p>68.3.2 concurs in the granting of consent on conditions specified in its report, but the Delegate:</p> <p>68.3.3 proposes to grant building rules consent despite a recommendation referred to in Regulation 28(5a)(a) of the Regulations; or</p>		CEO, DDS, MDHC

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			<p>68.3.4 does not propose to impose the conditions referred to in Regulation 28(5a)(b) of the Regulations, or proposes to impose the conditions in varied form, on the grant of consent, the duty pursuant to Regulation 28(5a) of the Regulations to:</p> <p>68.3.5 refer the application to the Building Rules Assessment Commission; and</p> <p>68.3.6 not grant consent unless the Building Rules Assessment Commission concurs in the granting of consent.</p>		
133639	r28(6)	Development Regulations 2008	<p>68. Special Provisions - Referrals</p> <p>68.4 The duty pursuant to Regulation 28(6) of the Regulations to provide to the Building Rules Assessment Commission a copy of any report received from a fire authority under Regulation 28(1) that relates to an application referred to the Building Rules Assessment Commission under the Act.</p>		CEO, MDHC
133640	r28(7)	Development Regulations 2008	<p>68. Special Provisions - Referrals</p> <p>68.5 The duty pursuant to Regulation 28(7) of the Regulations, where building work comprises or includes the construction or installation of a private bushfire shelter, not to grant a building rules consent unless the Building Rules Assessment Commission concurs in the granting of the consent.</p>		BS, CEO, MDHC
133641	r29(1)	Development Regulations 2008	<p>69. Land Division Applications</p> <p>69.1 The duty pursuant to Regulation 29(1) of the Regulations, subject to the provisions in Regulation 29(2) of the Regulations, to withhold making a decision on an application which relates to a proposed development that involves the division of land until a report has been received from the Development Assessment Commission.</p>		CAP, CEO, PC, PO
133642	r29(1)	Development Regulations 2008	<p>69. Land Division Applications</p> <p>69.2 The power pursuant to Regulation 29(2) of the Regulations, when a report from the Development Assessment Commission pursuant to Regulation 29(1) of the Regulations is not received by the Council within eight weeks or within such longer period as the Development Assessment Commission may require by notice in writing to the Council, to presume that the Development Assessment Commission does not desire to make a report.</p>		CAP, CEO, PC, PO
133643	r30(1)	Development Regulations 2008	<p>70. Underground Mains Area</p> <p>70.1 The power pursuant to Regulation 30(1) of the Regulations to seek a</p>		CAP, CEO, DDS, MDHC

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			report from the relevant electricity authority where the Delegate considers that an area should be declared an underground mains area.		
133644	r30(2)	Development Regulations 2008	70. Underground Mains Area 70.2 The power pursuant to Regulation 30(2) of the Regulations to declare an area as an underground mains area.		CEO, DDS, MDHC
133645	r30(4)	Development Regulations 2008	70. Underground Mains Area 70.3 The power pursuant to Regulation 30(4) of the Regulations, where a development includes the division of land within or partly within an underground mains area, to require, as a condition of the decision, that any electricity mains be placed underground.		CEO, DDS, MDHC
133646	s37AA	Development Regulations 2008	71. Preliminary Advice and Agreement - Section 37AA 71.1 The power pursuant to Regulation 31A(6)(b) of the Regulations to determine that an application no longer accords with an agreement indicated by the prescribed body.		BS, CEO, MDHC, PC, PO
133647	s37AA	Development Regulations 2008	71. Preliminary Advice and Agreement - Section 37AA 71.2 The power pursuant to Regulation 31A(6) of the Regulations if: 71.2.1 a relevant authority permits an applicant to vary an application under Section 39(4) of the Act; and 71.2.2 the relevant authority determines that the application no longer accords with the agreement indicated by the prescribed body, to refer the application (unless withdrawn) to the prescribed body: 71.2.3 to obtain a variation to the agreement under Section 37AA of the Act; or 71.2.4 to obtain a response from the prescribed body for the purposes of Section 37 of the Act.		BS, CEO, MDHC, PC, PO
133648	s37AA	Development Regulations 2008	71. Preliminary Advice and Agreement - Section 37AA 71.3 The power pursuant to Regulation 31A(7) of the Regulations if: 71.3.1 an application is withdrawn by the Applicant; and 71.3.2 the applicant sought to rely on an agreement under Section 37AA of the Act in connection with the application, to notify the relevant prescribed body of the withdrawal of an application.		BS, CEO, MDHC, PC, PO

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133649	r31A(8)	Development Regulations 2008	71. Preliminary Advice and Agreement - Section 37AA 71.4 The power pursuant to Regulation 31A(8) of the Regulations if: 71.4.1 an application is lapsed by a relevant authority under Regulation 22 of the Regulations; and 71.4.2 the applicant sought to rely on an agreement under Section 37AA of the Act in connection with the application, to notify the relevant prescribed body of the lapsing of an application.		CEO
133650	r31A(9)	Development Regulations 2008	71. Preliminary Advice and Agreement - Section 37AA 71.5 The power pursuant to Regulation 31A(9) of the Regulations if: 71.5.1 an application seeks to rely on an agreement under Section 37AA of the Act in connection with the application; and 71.5.2 a notice of decision is issued by the relevant authority under Regulation 42 of the Regulations, to send a copy of the notice to the prescribed body within 5 business days after the notice is given to the applicant under Regulation 42 of the Regulations.		BS, CEO, MDHC, PC, PO
142486	r32(5)	Development Regulations 2008	71A. Public Notice Categories 71A.1 The power pursuant to Regulation 32(5) of the Regulations to determine that a form of development comprises 2 or more elements.		CEO, MDHC, PC, PO
133651	r34(1)	Development Regulations 2008	72. Public Inspection of Certain Applications 72.1 The duty pursuant to and in accordance with Regulation 34(1) of the Regulations, subject to Regulation 34(4) of the Regulations to ensure that copies of documents referred to in Regulation 34(1) concerning an application are reasonably available for inspection by the public (without charge).		BS, CEO, MDHC, PC, PO
133652	r34(2)	Development Regulations 2008	72. Public Inspection of Certain Applications 72.2 The duty pursuant to Regulation 34(2) of the Regulations, subject to Regulation 34(4) of the Regulations, where a request is made within the time period that applies under Regulation 34(1) of the Regulations and on payment of a fee fixed by Council to provide to a member of the public a copy of any document of information available for inspection under Regulation 34(1) of the Regulations.		BS, CEO, MDHC, PC, PO
133653	r34(3)	Development Regulations 2008	72. Public Inspection of Certain Applications 72.3 The power pursuant to Regulation 34(3) of the Regulations to require		BS, CEO, MDHC, PC, PO

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			that a person who has made a request under Regulation 34(2) of the Regulations verify his or her name, address and contact details in such manner as the Delegate thinks fit.		
133654	r34(4)	Development Regulations 2008	72. Public Inspection of Certain Applications 72.4 The power pursuant to Regulation 34(4) of the Regulations to form the opinion that the present or future security of a building would be jeopardised if plans, drawings, specifications or other documents or information relating to the assessment of a proposed development against the Building Rules were to be made available for inspection.		BS, CEO, MDHC, PC, PO
133655	r36	Development Regulations 2008	73. Response by Applicant 73.1 The power pursuant to Regulation 36 of the Regulations to extend the time within which an applicant may respond to any representation		CAP, CEO, MDHC, PC, PO
133656	s34(1)(b)	Development Regulations 2008	74. Determination of Commission as Relevant Authority 74.1 Where the Development Assessment Commission is the relevant authority under Section 34(1)(b) of the Act: 74.1.1 in a case where the Minister has made a declaration under Section 34(1)(b)(iii) or 34(1)(b)(vi) of the Act, the duty pursuant to and in accordance with Regulation 38(2)(a)(i) of the Regulations to forward to the Development Assessment Commission any application received by the Council under the Act and the Regulations in relation to the matter together with accompanying documentation or information and, as appropriate, fees; and		CEO, MDHC
133756	s34(1)(b)	Development Regulations 2008	74. Determination of Commission as Relevant Authority 74.1 Where the Development Assessment Commission is the relevant authority under Section 34(1)(b) of the Act: 74.1.2 in any case, the power pursuant to and in accordance with Regulation 38(2)(b) to provide a report on matters under Section 33(1) (as relevant).		CAP, CEO, MDHC
133657	s34(1)(b)(iv)	Development Regulations 2008	74. Determination of Commission as Relevant Authority 74.2 Where the Development Assessment Commission is the relevant authority under Section 34(1)(b)(iv) of the Act and the proposed development is to be undertaken within one kilometre of a boundary with the Council, the power, pursuant to Regulation 38(4) of the Regulations, to provide the Development Assessment Commission with comments on the proposed development.		CEO, MDHC

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133658	r39	Development Regulations 2008	75. Assessment in Respect of Building Rules Referred to the Council 75.1 The duty pursuant to and in accordance with Regulation 39 of the Regulations, where the Council is the relevant authority pursuant to Section 34(2) of the Act, not to give any decision in respect of the assessment against the Building Rules until the Development Assessment Commission or the regional development assessment panel (as the case may be) has made its decision.		CEO, MDHC
133659	r42	Development Regulations 2008	76. Notification of Decision to Applicant (Including Conditions) 76.1 The duty pursuant to and in accordance with Regulation 42 of the Regulations to give notice of a decision on an application under Division 1 of Part 4 of the Act including, but not limited to, the power to endorse approved plans and documentation under Regulation 42(4).		BS, CEO, MDHC, PC, PO
133660	r43	Development Regulations 2008	77. Notification of Decision to a Prescribed Body 77.1 The duty pursuant to and in accordance with Regulation 43 of the Development Regulations, to send a copy of the notice of decision issued under Regulation 42 of the Regulations to any prescribed body to which the application had been referred.		BS, CEO, MDHC, PC, PO
133661	r43(3)	Development Regulations 2008	77. Notification of Decision to a Prescribed Body 77.2 The duty pursuant to and in accordance with Regulation 43(3) of the Regulations to send a copy of a notice of a decision on an application, if or when a development authorisation is issued in relation to a proposed division of land, to the Development Assessment Commission.		BS, CEO, MDHC, PC, PO
133662	r44	Development Regulations 2008	78. Notification of Decision to Owner of Land 78.1 The duty pursuant to and in accordance with Regulation 44 of the Regulations to send a copy of any notice issued under Regulation 42 of the Regulations to the owner of land to which a decision on the application relates where the owner is not a party to the application.		CEO, MDHC, PC, PO
133663	r45(2)	Development Regulations 2008	79. Scheme Description - Community Titles 79.1 The duty pursuant to Regulation 45(2) of the Regulations to endorse a scheme description under Section 3 of the Community Titles Act 1996 in the following terms: 79.1.1 All the consents or approvals required under the Development Act 1993 in relation to the division of the land (and a change in the use of the land (if any)) in accordance with the scheme description and the relevant plan of community division under the Community Titles Act 1996 have been granted. OR		CEO, MDHC

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			No consent or approval is required under the Development Act 1993 in relation to the division of land (or a change in the use of the land) in accordance with this scheme description. This endorsement does not limit a relevant authority's right to refuse, or to place conditions on, development authorisation under the Development Act 1993 in relation to any other development envisaged by this scheme description. Signed: Dated:		
133664	r45(2)	Development Regulations 2008	79. Scheme Description - Community Titles 79.2 The power pursuant to Regulation 45(2) of the Regulations to include in an endorsement of a scheme description under Section 3 of the Community Titles Act 1996, notes concerning conditions on any consent or approval, and notes concerning additional approvals that may be required in the future and to sign and date the endorsement.		CEO, MDHC
133665	r46(1)	Development Regulations 2008	80. Special Provisions Relating to Staged Consents 80.1 The duty pursuant to and in accordance with Regulation 46(1) of the Regulations, and in a case where the development is within the ambit of Schedule 1A, subject to, in accordance with Regulations 46(4) and (5) of the Regulations, any step that the Delegate, as the relevant authority considers it needs to take under Section 42 of the Act, to issue a Notice of Approval in the circumstances prescribed by Regulation 46 of the Regulations.		CEO, MDHC
133666	r47	Development Regulations 2008	81. Endorsed Plans 81.1 The duty pursuant to Regulation 47 of the Regulations to return to a successful applicant, a copy of the plans, drawings, specifications and other documents and information lodged by the applicant duly endorsed with the building rules consent.		CEO, MDHC
133768	r47A	Development Regulations 2008	81A. Minor Variation of Development Authorisation 81A.1 The power pursuant to Regulation 47A(1) of the Regulations, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion that the variation is minor in nature and, if the delegate is satisfied that the variation is minor in nature, to approve the variation.		CEO, MDHC, PC, PO
133667	r48(2)	Development Regulations 2008	82. Lapse of Consent or Approval 82.1 The power pursuant to Regulation 48(2) of the Regulations to extend the time when any consent or approval under Part 4 of the Act will lapse.		CEO, MDHC

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133668	r51(4)	Development Regulations 2008	83. Width of Roads and Thoroughfares 83.1 The power pursuant to Regulation 51(4) of the Regulations to dispense with the requirements of Regulation 51(1) and (3) dealing with the width of any proposed road or thoroughfare where the Delegate is of the opinion that the prescribed width is not necessary for the safe and convenient movement of vehicles or pedestrians or for underground services.		CAP, CEO, DDS, DES, MAS, MDHC, PC, PO
133669	r51(6)	Development Regulations 2008	83. Width of Roads and Thoroughfares 83.2 The power pursuant to Regulation 51(6) of the Regulations to dispense with the requirements of Regulation 51(5) dealing with the width of a road at the head of every cul-de-sac where it appears that the cul-de-sac is likely to become a through road.		CAP, CEO, DDS, DES, MAS, MDHC, PC, PO
133670	r52(1)	Development Regulations 2008	84. Road Widening 84.1 The power pursuant to Regulation 52(1) of the Regulations to require a road widening if land to be divided abuts an existing road.		CEO, DES, MAS, MDHC
133671	r53(1), (2)	Development Regulations 2008	85. Requirement as to Forming of Roads 85.1 The power pursuant to Regulation 53(1) and (2) of the Regulations to specify the width of roads.		CAP, CEO, DES, MAS, MDHC, SDE
133672	r53(4)	Development Regulations 2008	85. Requirement as to Forming of Roads 85.2 The power pursuant to Regulation 53(4) of the Regulations to dispense with the requirements of Regulation 53(3) of the Regulations that adequate provision be made for the turning of vehicles at the head of a cul-de-sac where the Delegate is of the opinion that the cul-de-sac is likely to become a through road.		CAP, CEO, DES, MAS, MDHC, SDE
133673	r53(6)	Development Regulations 2008	85. Requirement as to Forming of Roads 85.3 The power pursuant to Regulation 53(6) of the Regulations to dispense with the requirements of Regulation 53(5) dealing with the forming of footpaths, water-tables, kerbing, culverts and drains on proposed roads.		CAP, CEO, DES, MAS, MDHC, SDE
133674	r54(1)	Development Regulations 2008	86. Construction of Roads, Bridges, Drains and Services 86.1 The power pursuant to Regulation 54(1) of the Regulations to require the paving and sealing of the roadway of proposed roads.		CEO, DES, MAS, MDHC, PC, PO, SDE
133675	r55(1)	Development Regulations 2008	87. Supplementary Provisions 87.1 The duty pursuant to Regulation 55(1) of the Regulations to consider and if appropriate approve a road location and grading plan for the forming of any proposed road, including every footpath, water-table, kerbing, culvert and drain.		CEO, DES, MAS, SDE

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133676	r55(2)	Development Regulations 2008	87. Supplementary Provisions 87.2 The duty pursuant to Regulation 55(2) of the Regulations to consider, and if appropriate approve, detailed construction plans and specifications signed by a professional engineer or licensed surveyor for all work referred to in Regulations 53 and 54 of the Regulations.		CEO, DES, MAS, SDE
133677	r55(4)	Development Regulations 2008	87. Supplementary Provisions 87.3 The duty pursuant to Regulation 55(4) of the Regulations to consider, and if appropriate accept, that all connections for water supply and sewerage services to any allotment delineated on a plan of division have been laid under the surface of a proposed road before the roadway is sealed.		CEO, DES, MAS, SDE
133678	r58(1)	Development Regulations 2008	88. General Land Division 88.1 The power pursuant to and in accordance with Regulation 58(1) of the Regulations to enter into a binding arrangement with an applicant for land division for the satisfaction of outstanding requirements.		CAP, CEO, DES, MAS
133679	r58(2)	Development Regulations 2008	88. General Land Division 88.2 The power pursuant to and in accordance with Regulation 58(2) of the Regulations to advise the Development Assessment Commission that an applicant has entered into appropriate binding arrangements pursuant to Section 51(1) of the Act.		CAP, CEO, DES, MAS
133680	r59(1)	Development Regulations 2008	89. Division of Land by Strata Title 89.1 The power pursuant to Regulation 59(1) of the Regulations to advise the Development Assessment Commission that an applicant has entered into a binding arrangement with the Council for the satisfaction of the requirements of Section 33(1)(d) of the Act and that the arrangement is supported by adequate security.		CAP, CEO, MDHC
133681	r60(1)	Development Regulations 2008	90. General Provisions 90.1 The power pursuant to and in accordance with Regulation 60(1) of the Regulations to enter into a form of arrangement with an applicant to the satisfaction of the Development Assessment Commission for the purposes of Section 51(1) of the Act.		CAP, CEO, MDHC
133682	r60(7)	Development Regulations 2008	90. General Provisions 90.2 The power pursuant to Regulation 60(7) of the Regulations, for the purposes of Section 51(4) of the Act, to request (in such a manner as may be determined by the Development Assessment Commission) that a copy of a certificate or plan (or certificates and plans) referred to in Regulation 60(4) of the Regulations be furnished to the Council by sending a written copy to the Council.		CEO, MDHC

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133683	r60(9)	Development Regulations 2008	90. General Provisions 90.3 The power pursuant to Regulation 60(9) of the Regulations to consult with the Development Assessment Commission before it grants an extension of the period prescribed by Regulation 60(8) of the Regulations.		CEO, DDS, MDHC
133684	s46	Development Regulations 2008	91. Declaration by The Minister - Section 46 91.1 The duty pursuant to and in accordance with Regulation 61(2) of the Regulations, to transmit to the Minister any relevant documentation (including the application and any accompanying documentation or information lodged by the proponent with the Council under Division 1 of Part 4 of the Act) within 10 business days after the receipt of a copy of a notice required by Regulation 61(1) of the Regulations.		CAP, CEO, DDS, MDHC
133685	s46	Development Regulations 2008	91. Declaration by The Minister - Section 46 91.2 At the same time that documents are transmitted to the Minister under Regulation 61(2) of the Regulations, the duty pursuant to Regulation 61(3) of the Regulations to also transmit to the Minister any fees that have been paid by the proponent under Schedule 6 (less any amount that the Minister determines should be retained by the Council).		CEO, DDS, MDHC
133686	s46	Development Regulations 2008	91. Declaration by The Minister - Section 46 91.3 Where an application lodged with the Minister under Section 46 of the Act requires an assessment against the Building Rules and the assessment against the Building Rules is to be referred to the Council, the power pursuant to Regulation 61(5)(d) of the Regulations, to require from the applicant additional copies of the plans, drawings, specifications and other documents and information required by Regulation 61(4) of the Regulations.		CEO, MDHC
133687	s48	Development Regulations 2008	92. Referral of Assessment of Building Work 92.1 Where a development application which is subject to the operation of Section 48 of the Act is referred to the Council for assessment in respect of the Building Rules the duty pursuant to and in accordance with Regulation 64(2) of the Regulations, to ensure that the assessment is consistent with any development plan consent previously given under Section 48 of the Act.		CAP, CEO, MDHC, PC, PO
133688	r64(1)	Development Regulations 2008	92. Referral of Assessment of Building Work 92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of		CEO, MDHC, PC, PO

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			the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to:		
231497	r64(1)	Development Regulations 2008	92. Referral of Assessment of Building Work 92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to: 92.2.1 provide the certification in the form set out in Schedule 12A; and		BS, CEO, MDHC
231498	r64(1)	Development Regulations 2008	92. Referral of Assessment of Building Work 92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to: 92.2.2 to the extent that may be relevant and appropriate:		BS, CEO, MDHC
232736	r64(1)	Development Regulations 2008	92. Referral of Assessment of Building Work 92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to: 92.2.2.1 issue a schedule of essential safety provisions under Division 4 of Part 12 of the Act; and		BS, CEO, MDHC
231500	r64(1)	Development Regulations 2008	92. Referral of Assessment of Building Work 92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to:		BS, CEO, MDHC

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			92.2.2.2 assign a classification to the building under the Regulations; and		
231499	r64(1)	Development Regulations 2008	<p>92. Referral of Assessment of Building Work</p> <p>92.2 Where the Council acting under Regulation 64(1) of the Regulations determines that it is appropriate to give a certification with respect to the development complying with the Building Rules (and if the assessment of the Council is consistent with any development plan consent) the duty, pursuant to Regulation 64(3) of the Regulations to:</p> <p>92.2.2.3 ensure that the appropriate levy has been paid under the Construction Industry Training Fund Act 1993.</p>		BS, CEO, MDHC
133689	r64(3)(a)	Development Regulations 2008	<p>92. Referral of Assessment of Building Work</p> <p>92.3 Where the Council issues a certificate in the form set out in Schedule 12A of the Regulations as required by Regulation 64(3)(a) of the Regulations, the duty pursuant to Regulation 64(4) of the Regulations to furnish to the Minister a copy of the certificate together with a copy of any schedule of essential safety provisions.</p>		CEO, MDHC, PC, PO
133690	r74(1)(b)	Development Regulations 2008	<p>93. Notifications During Building Work</p> <p>93.1 The power pursuant to Regulation 74(1)(b) to specify by notice in writing to the building owner, on or before development approval is granted in respect of the work, any stage of the building work, for the purposes of the notification requirements in Section 59(1) of the Act.</p>		BS, CEO, MDHC, PC, PO
133691	r74(1)(c)	Development Regulations 2008	<p>93. Notifications During Building Work</p> <p>93.2 The power pursuant to Regulation 74(1)(c) to specify by notice in writing to the building owner, on or before development approval is granted in respect of the work, any stage of the building work, for the purposes of the notification requirements in Section 59(1) of the Act.</p>		BS, CEO, MDHC, PC, PO
133692	r74(4)	Development Regulations 2008	<p>93. Notifications During Building Work</p> <p>93.3 The duty pursuant to Regulation 74(4) of the Regulations to make a note on the relevant building file of any notice given in accordance with Regulation 74(3)(d) by a person by telephone.</p>		BS, CEO, MDHC, PC, PO
133693	r76(4)	Development Regulations 2008	<p>94. Essential Safety Provisions</p> <p>94.1 The duty pursuant to Regulation 76(4) of the Regulations, on either the granting of a building rules consent or on application by the owner of a building, to issue a schedule in the form set out in Schedule 16 specifying the essential safety provisions for buildings and the standards and requirements for maintenance and testing in respect of those provisions.</p>		BS, CEO, MDHC, PC, PO

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133694	r76(10)	Development Regulations 2008	94. Essential Safety Provisions 94.2 The power pursuant to Regulation 76(10) of the Regulations to require compliance with Regulation 76(7) despite Regulation 76(9) of the Regulations if the essential safety provisions were installed under a modification of the Building Rules under Section 36(2) of the Act or the building has been the subject of a notice under Section 71 of the Act.		BS, CEO, MDHC, PC, PO
133767	r76D(4a)	Development Regulations 2008	94A Swimming Pool Safety 94A.1 The power pursuant to Regulation 76D(4a) of the Regulations to, for the purposes of Section 71AA(7) of the Act, subject to Regulation 76(D)(4b) of the Regulations, establish a swimming pool inspection policy.		CEO, DDS, MDHC
133695	r78(1)	Development Regulations 2008	95. Building Rules: Bushfire Prone Areas 95.1 Where: 95.1.1 application is made for building rules consent for building work in the nature of an alteration to a class 1, 2 or 3 building under the Building Code; and 95.1.2 the building is in a bushfire prone area under Regulation 78(1) of the Regulations; and 95.1.3 the total floor area of the building would, after the completion of the proposed building work, have increased by at least 50% when compared to the total floor area of the building as it existed 3 years before the date of the application (or, in the case of a building constructed since that time, as it existed at the date of completion of original construction), the power, pursuant to Regulation 78(2) of the Regulations, to require, as a condition of consent, that the entire building be brought into conformity with the relevant requirements of the Building Rules for bushfire protection.		BS, CEO, MDHC, PC, PO
133696	r79(2)	Development Regulations 2008	96. Construction Industry Training Fund 96.1 The duty pursuant to Regulation 79(2) of the Regulations to withhold issuing a building rules consent until satisfied that the appropriate levy has been paid under the Construction Industry Training Fund Act 1993 or that no such levy is payable.		BS, CEO, MDHC
133697	r79(4)	Development Regulations 2008	96. Construction Industry Training Fund 96.2 The power pursuant to Regulation 79(4) of the Regulations to form an opinion whether the appropriate levy under the Construction Industry Training Fund Act 1993 has or has not been paid, or is or is not payable,		BS, CEO, MDHC

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			and notify the applicant that a building rules consent cannot be issued until the Delegate is satisfied that the levy has been paid or is not payable.		
133698	r79(5)(b)	Development Regulations 2008	96. Construction Industry Training Fund 96.3 The power pursuant to and in accordance with Regulation 79(5)(b) of the Regulations to determine that the application has lapsed.		CEO, MDHC
182736	r80(1a)	Development Regulations 2008	96A Requirement to Up-grade Building in Certain Cases 96A.1 The power pursuant to Regulation 80(1a) of the Regulations, if an application for a building rules consent relates to building work in the nature of an alteration to a class 2 to class 9 building constructed before 1 January 2002, to form the opinion that the building is unsafe, structurally unsound or in an unhealthy condition, and to require, as a condition of consent: 96A.1.1 that building work that conforms with the requirements of the Building Rules be carried out to the extent reasonably necessary to ensure that the building is safe and conforms to proper structural and health standards; or 96A.1.2 that the building work comply with Minister's Specification SA: Upgrading health and safety in existing buildings (to the extent reasonably applicable to the building and its condition).		BS, CEO, MDHC
133699	r82(3)(b)(i)	Development Regulations 2008	97. Classification of Buildings 97.1 The power pursuant to Regulation 82(3)(b)(i) of the Regulations to require such details, particulars, plans, drawings, specifications, certificates and other documents as may reasonably be required to determine a building's classification upon application by an owner of a building under Regulation 82(1) or (2) of the Regulations.		BS, CEO, MDHC
133700	r82(4)	Development Regulations 2008	97. Classification of Buildings 97.2 The power pursuant to Regulation 82(4) of the Regulations and subject to Regulation 82(4a) of the Regulations, to assign the appropriate classification under the Building Code to a building upon being satisfied on the basis of the owner's application and accompanying documents that the building, in respect of the classification applied for, possesses the attributes appropriate to its present or intended use.		BS, CEO, MDHC
182737	r82(4a)	Development Regulations 2008	97. Classification of Buildings 97.2A The power pursuant to Regulation 82(4a) of the Regulations, if an		BS, CEO, MDHC

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			application under Regulation 82 of the Regulations is made in respect of an existing class 2 to class 9 building, to require the applicant to satisfy the delegate that Minister's Specification SA: Upgrading health and safety in existing buildings has been complied with (to the extent reasonably applicable to the building and its present or intended use).		
133769	r82(5)	Development Regulations 2008	<p>97. Classification of Buildings</p> <p>97.3 The power pursuant to Regulation 82(5) of the Regulations, on assigning a classification to a building (or part of a building), to, if relevant, determine and specify in the notice to the owner under Section 66(4) of the Act –</p> <p>97.3.1 the maximum number of persons who may occupy the building (or part of the building); and</p> <p>97.3.2 If the building has more than one classification – the part or parts of the building to which each classification relates and the classification currently assigned to the other parts of the building.</p>		BS, CEO, MDHC
133701	r83(2)(c)	Development Regulations 2008	<p>98. Certificates of Occupancy</p> <p>98.1 The power pursuant to Regulation 83(2)(c) of the Regulations to require from an applicant for a certificate of occupancy reasonable evidence that conditions attached to a development approval have been satisfied.</p>		BS, CEO, MDHC
133702	r83(2)(d)	Development Regulations 2008	<p>98. Certificates of Occupancy</p> <p>98.2 The power pursuant to Regulation 83(2)(d) of the Regulations where an application relates to the construction or alteration of part of a building and further building work is envisaged in respect of the remainder of the building, to require from an applicant for a certificate of occupancy reasonable evidence that in the case of a building of more than 1 storey, the requirements of Minister's Specification SA 83 have been complied with, or in any other case the building is suitable for occupation.</p>		BS, CEO, MDHC
133703	r83(3)	Development Regulations 2008	<p>98. Certificates of Occupancy</p> <p>98.3 The power pursuant to Regulation 83(3) of the Regulations to, other than in relation to a designated building on which building work involving the use of a designated building product is carried out after the commencement of the Development (Building Cladding) Variation Regulations 2018, dispense with the requirement to provide a Statement of Compliance under Regulation 83(2)(a) if the Delegate is satisfied that a person required to complete 1 or both parts of the Statement has refused or failed to complete that part and that the person seeking the issuing of the certificate of</p>		CEO, DDS, MDHC

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			occupancy has taken reasonable steps to obtain the relevant certification(s) and it appears to the Delegate that the relevant building is suitable for occupation.		
133704	r83(4)	Development Regulations 2008	98. Certificates of Occupancy 98.4 Where: 98.4.1 a building is required by the Building Rules: 98.4.1.1 to be equipped with a booster assembly for use by a fire authority; or 98.4.1.2 to have installed a fire alarm that transmits a signal to a fire station; and 98.4.2 facilities for fire detection, fire fighting or the control of smoke must be installed in the building pursuant to an approval under the Act, the duty pursuant to Regulation 83(4) of the Regulations to not grant a certificate of occupancy unless or until a report has been sought from the fire authority as to whether those facilities have been installed and operate satisfactorily.		BS, CEO, MDHC
133705	r83(5)	Development Regulations 2008	98. Certificates of Occupancy 98.5 The power pursuant to Regulation 83(5) of the Regulations, when a report from the fire authority pursuant to Regulation 83(4) is not received within 15 business days, to presume that the fire authority does not desire to make a report.		CEO, MDHC
133706	r83(6)	Development Regulations 2008	98. Certificates of Occupancy 98.6 The duty pursuant to Regulation 83(6) of the Regulations to have regard to any report received from a fire authority under Regulation 83(4) before issuing a certificate of occupancy.		BS, CEO, MDHC
133707	r83(9)	Development Regulations 2008	98. Certificates of Occupancy 98.7 The power pursuant to Regulation 83(9) of the Regulations to revoke a certificate of occupancy.		CEO, MDHC
133708	r88(3)	Development Regulations 2008	99. Certificate of Independent Technical Expert in Certain Case 99.1 The power pursuant to Regulation 88(3) of the Regulations, in circumstances where Regulation 88 of the Regulations applies, to rely on the certificate of an independent technical expert.		BS, CEO, MDHC
133709	r95(2)	Development Regulations 2008	100. Fees 100.1 The power pursuant to Regulation 95(2) of the Regulations to require		BS, CEO, MDHC, PC, PO

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			an applicant to provide such information as the Delegate may reasonably require to calculate any fee payable under Schedule 6 and the power to make any other determination for the purposes of Schedule 6.		
133710	r95(3)	Development Regulations 2008	100. Fees 100.2 The power pursuant to the provisions of Regulation 95(3) of the Regulations to calculate any fee on the basis of estimates made by the Delegate where the Delegate believes that any information provided by an applicant is incomplete or inaccurate.		BS, CEO, MDHC, PC, PO
133711	r95(4)	Development Regulations 2008	100. Fees 100.3 The power pursuant to Regulation 95(4) of the Regulations to, at any time, and despite any earlier acceptance of an amount in respect of the fee, reassess a fee payable under the Regulations.		BS, CEO, MDHC, PC, PO
133712	r95(5)	Development Regulations 2008	100. Fees 100.4 The duty pursuant to Regulation 95(5) of the Regulations, on a reassessment under Regulation 95(4) of the Regulations: 100.4.1 if it appears that an overpayment has occurred, to refund any amount due in accordance with the reassessment; and 100.4.2 if it appears that an underpayment has occurred, to charge any further amount payable in accordance with the reassessment.		CEO, PC, PO
133713	r98	Development Regulations 2008	101. Register Of Applications 101.1 The duty pursuant to Regulation 98 of the Regulations to keep available for public inspection a register of applications for consent, approval, or the assignment of building classifications under the Act.		CEO, MDHC
133714	r98(3)	Development Regulations 2008	101. Register Of Applications 101.2 The power pursuant to Regulation 98(3) to fix a fee and upon payment of that fee, make available to a member of the public a copy of any part of a register or document kept for the purposes of Regulation 98(1).		CEO, MDHC
133715	r99(2)	Development Regulations 2008	102. Registration of Land Management Agreements 102.1 The duty pursuant to and in accordance with Regulation 99(2) of the Regulations to establish a register of agreements entered into by the Council under Section 57(2) of the Act.		CEO, MDHC
133716	r99(3)	Development Regulations 2008	102. Registration of Land Management Agreements 102.2 The power pursuant to Regulation 99(3) of the Regulations to determine what other information may be contained in the Register.		CEO, DDS

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133717	r100(2)	Development Regulations 2008	103. Land Management Agreements - Development Applications 103.1 The duty pursuant to Regulation 100(2) of the Regulations to establish a register of agreements entered into by the Council under Section 57A of the Act.		CEO, MDHC, PC, PO
133718	r100(3)	Development Regulations 2008	103. Land Management Agreements - Development Applications 103.2 The duty pursuant to Regulation 100(3) of the Regulations to include in the register a copy of each agreement entered into by the Council under Section 57A of the Act and other information the Delegate considers appropriate.		CEO, MDHC, PC, PO
133719	r100(5)	Development Regulations 2008	103. Land Management Agreements - Development Applications 103.3 The duty pursuant to Regulation 100(5) of the Regulations to keep the register at the principal office of the Council.		CEO, MDHC, PC, PO
133720	r100(6)	Development Regulations 2008	103. Land Management Agreements - Development Applications 103.4 The duty pursuant to Regulation 100(6) of the Regulations to keep the register available for public inspection during normal office hours for the office where the register is situated.		CEO, MDHC, PC, PO
133721	r100(9)	Development Regulations 2008	103. Land Management Agreements - Development Applications 103.5 The duty pursuant to Regulation 100(9) to give a copy of a notice under Regulation 100(8) to any owner of the land who is not a party to the agreement.		CEO, MDHC, PC, PO
133764	r101(a1)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.0 The power and duty pursuant to Regulation 101(a1) of the Regulations to retain a copy of each document provided to the Council by a private certifier in relation to any application for a development plan consent assessed by the private certifier.		CEO, MDHC, PC, PO
133722	r101(1)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.1 The duty pursuant to Regulation 101(1) of the Regulations to retain a copy of the documents listed in Regulation 101 of the Regulations in relation to any building work approved under the Act.		CEO, MDHC
133765	r101(1a)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.1A The power and duty pursuant to Regulation 101(1a) of the Regulations to preserve any document referred to in Regulation 101(a1) for a period of at least 10 years.		CEO, MDHC
133723	r101(2)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.2 The duty pursuant to Regulation 101(2) of the Regulations to preserve any document referred to in Regulation 101(1) of the Regulations until the building to which the document relates is demolished or removed.		CEO, MDHC

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133724	r101(3)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.3 The power pursuant to and in accordance with Regulation 101(3) of the Regulations to offer to give plans and specifications in the Council's possession to a building owner and if the building owner declines the offer, the power to destroy the documents.		CEO, MDHC
133725	r101(4)	Development Regulations 2008	104. Documents to be Preserved by a Council 104.4 The power pursuant to and in accordance with Regulation 101(4) of the Regulations to make available for inspection at the offices of the Council during normal office hours any document retained by the Council under Regulation 101(a1) or (1) of the Regulations (without charge) and to fix a reasonable fee for a copy of any document retained by the Council under Regulation 101(a1) or (1) of the Regulations.		CEO, MDHC
133726	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.1 for inspection under Regulation 101(4)(a) if to do so would:		CEO, MDHC
231501	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.1.1 in the opinion of the Delegate, unreasonably jeopardise the present or future security of a building; or		CEO, MDHC
231503	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.2 for copying under Regulation 101(4)(b) if to do so would:		CEO, MDHC
231504	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.2.1 in the opinion of the Delegate, unreasonably jeopardise the present or future security of a building; or		CEO, MDHC

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231505	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.2.2 involve an infringement of copyright in matter contained in a document; or		CEO, MDHC
231506	r101(5)	Development Regulations 2008	104.5 The power pursuant to Regulation 101(5) of the Regulations to not make available of any plans, drawings specifications or other documents or information: 104.5.2.3 constitute a breach of any other law.		CEO, MDHC
133766	r102(2)	Development Regulations 2008	104A Documents to be Provided by Private Certifier 104A.1 The power pursuant to Regulation 102(2) of the Regulations to request a private certifier to produce to the Council within a reasonable period, a copy of any document that has been submitted to the private certifier for the purposes of an application for development plan consent (and that it is not already held by the Council under the Regulations) so that the Council can respond to a request from a member of the public for access to such document.		CEO, MDHC
133727	r104	Development Regulations 2008	105. Transfer of Development Potential 105.1 The duty pursuant to Regulation 104 of the Regulations, wherever the provisions of the Development Plan provide for the transfer of development potential, to maintain a register of development rights containing the information prescribed in Regulation 104(1) and to make the said register available for public inspection on payment of the appropriate fee.		CEO, MDHC
133728	Section 115(1)(a)	Development Regulations 2008	106. System Indicators 106.1 The duty pursuant to Section 115(1)(a) of the Regulations to keep and collate the information specified in the system indicators document on a quarterly basis.		CEO, PC, PO
133729	115(1)(b)	Development Regulations 2008	106. System Indicators 106.2 The duty pursuant to Section 115(1)(b) of the Regulations to provide the information for each quarter to the Minister in a manner and form determined by the Minister, within 21 days after the end of the quarter.		CEO, PC, PO
133730	r115(2)	Development Regulations 2008	106. System Indicators 106.3 The power pursuant to Regulation 115(2) of the Regulations to apply to the Minister to exempt the Council from a requirement in the system indicators document.		CEO, PC, PO

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133731	Schedule 1A	Development Regulations 2008	107. Schedule 1A - Demolition 107.1 The power, pursuant to Clause 12(3) of Schedule 1A of the Regulations, to make an application to the Minister for an area to be declared by the Minister to be a designated area.		CEO, DDS, MDHC
133732	Schedule 1A	Development Regulations 2008	107. Schedule 1A - Demolition 107.2 The power pursuant to Clause 12(9) of Schedule 1A of the Regulations, before the Minister takes action to vary or revoke a declaration under Clause 12(3) of Schedule 1A of the Regulations or a condition under Clause 12(7) of Schedule 1A of the Regulations, to in response to a notice in writing from the Minister, show, within the specified time, why the proposed course of action should not be taken.		CEO, DDS
133733	cl 2B(4)(b)Schedule 4	Development Regulations 2008	108. Schedule 4 - New Dwellings 108.1 The power pursuant to Clause 2B(4)(b) of Schedule 4 of the Regulations to form the belief that the allotment is, or may have been, subject to site contamination as a result of a previous use of the land or a previous activity on the land or in the vicinity of the land other than a previous use or activity for residential purposes.		CEO, MDHC
133734	Schedule 6	Development Regulations 2008	109. Schedule 6 - Fees 109.1 The power pursuant to Clause 1(7) of Schedule 6 to the Regulations to determine the amount of the fee to be charged to an applicant to cover the Council's reasonable costs in giving public notice of the application under Section 38(5) of the Act.		CEO, MDHC, PC, PO
133735	Schedule 8	Development Regulations 2008	110. Schedule 8 - Development Near The Coast 110.1 The power pursuant to Item 1(b) of Clause 2 of Schedule 8 of the Regulations, where development is on coastal land, to form the opinion that the development is of a minor nature only, and comprises the alteration of an existing building or the construction of a building to facilitate the use of an existing building.		CEO, MDHC, PC, PO
133736	Schedule 8	Development Regulations 2008	111. Schedule 8 - Development Adjacent To Main Roads 111.1 The power pursuant to Item 3 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development is likely to: 111.1.1 alter an existing access; or 111.1.2 change the nature of movement through an existing access; or 111.1.3 create a new access; or		CEO, MDHC, PC, PO

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			111.1.4 encroach within a road widening setback under the Metropolitan Adelaide Road Widening Plan Act 1972, in relation to an existing or proposed arterial road, primary road, primary arterial road or secondary arterial road, or within 25 metres of a junction with an existing or proposed arterial road, primary road, primary arterial road or secondary arterial road (as delineated in the relevant Development Plan).		
133737	Schedule 8	Development Regulations 2008	112. Schedule 8 - State Heritage Places 112.1 The power pursuant to Item 5(1) of Clause 2 of Schedule 8 of the Regulations to form the opinion that a development materially affects the context within which a State Heritage place is situated		CEO, MDHC, PC, PO
133738	Schedule 8	Development Regulations 2008	113. Schedule 8 - Mining - General 113.1 The power pursuant to and in accordance with Item 7 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development is of a minor nature only.		CEO, MDHC, PC, PO
133739	Schedule 8	Development Regulations 2008	114. Schedule 8 - Activity of Environmental Significance 114.1 The power pursuant to Item 10(b) of Clause 2 of Schedule 8 of the Regulations, where development involves, or is for the purposes of an activity specified in Schedule 21 of the Regulations (including, where an activity is only relevant when a threshold level of capacity is reached, development with the capacity or potential to operate above the threshold level, and an alteration or expansion of an existing development (or existing use) where the alteration or expansion will have the effect of producing a total capacity exceeding the relevant threshold level), other than development which comprises the alteration of, or addition to, an existing building, to form the opinion that the development does not change the use of the building, and is of a minor nature only, and does not have any adverse effect on the environment.		CEO, MDHC, PC, PO
133740	Schedule 8	Development Regulations 2008	115. Schedule 8 - Aquaculture Development 115.1 The power pursuant to and in accordance with Item 15 of Clause 2 of Schedule 8 of the Regulations to form the opinion that development involves a minor alteration to an existing or approved development.		CEO, MDHC, PC, PO
133741	Schedule 8	Development Regulations 2008	116. Schedule 8 - Development Within the River Murray Floodplain Area 116.1 The power pursuant to and in accordance with Item 19(b) of Clause 2 of Schedule 8 of the Regulations to form the opinion that development materially affects the context within which a State Heritage place is situated.		CEO, MDHC, PC, PO
133742	Schedule 8	Development Regulations 2008	117. Schedule 8 - Development Within the River Murray Tributaries Area 117.1 The power pursuant to and in accordance with Item 20(a) of Clause 2		CEO, MDHC, PC, PO

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			of Schedule 8 of the Regulations to form the opinion that development materially affects the context within which a State Heritage place is situated.		
133743	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.1 The power pursuant to Clause 1 of Part 1 to Schedule 9 of the Regulations in circumstances where a development would be a complying development under the Regulations or the relevant Development Plan but for the fact that it fails to meet the conditions associated with the classification, to form the opinion that the failure to meet those conditions is of a minor nature only.		BS, CEO, MDHC, PC, PO
133744	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.2 The power pursuant to Clause 2(1)(g) of Part 1 to Schedule 9 of the Regulations to form the opinion that a development is of a kind which is of a minor nature only and will not unreasonably impact on the owners or occupiers of land in the locality of the site of the development.		BS, CEO, MDHC, PC, PO
133745	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.3 The power pursuant to the following designated sub-paragraphs of Clause 3 of Part 1 to Schedule 9 of the Regulations, where a development is classified as non complying under the relevant Development Plan, to form the opinion that: 118.3.1 the alteration of, or addition to, a building is of a minor nature only, pursuant to sub-paragraph (a); 118.3.2 the construction of a building to be used as ancillary to or in association with an existing building and which will facilitate the better enjoyment of the purpose for which the existing building is being used constitutes development of a minor nature only pursuant to sub-paragraph (b).		CEO, MDHC, PC, PO
133746	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.4 The power pursuant to Clause 5 of Part 1 to Schedule 9 of the Regulations to form the opinion: 118.4.1 that the division of land (including for the construction of a road or thoroughfare) is for a proposed use which is consistent with the objective of the zone or area under the Development Plan; and		CEO, MDHC, PC, PO

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133776	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.4 The power pursuant to Clause 5 of Part 1 to Schedule 9 of the Regulations to form the opinion: 118.4.2 whether the division will change the nature or function of an existing road.		CEO, MDHC, PC, PO
133747	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.5 The power pursuant to Clause 11 of Part 1 to Schedule 9 of the Regulations, in circumstances where development comprises a special event and the special event will not be held over more than 3 consecutive days, to form the opinion that an event of a similar or greater size or of a similar or greater impact on surrounding areas, has not been held on the same site (or substantially the same site) within 6 months immediately preceding the day or days on which the special event is proposed to occur.		CEO, MDHC
133748	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.6 Pursuant to Clause 17 of Part 1 of Schedule 9 to the Regulations for the purpose of determining whether a development should be considered to be of a minor nature only: 118.6.1 the duty to not take into account what is included within Schedule 3 of the Regulations; and		CEO, MDHC, PC, PO
133777	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.6 Pursuant to Clause 17 of Part 1 of Schedule 9 to the Regulations for the purpose of determining whether a development should be considered to be of a minor nature only: 118.6.2 the power to take into account the size of the site of the development, the location of the development within that site, and the manner in which the development relates to the locality of the site; and		CEO, MDHC, PC, PO
133778	Schedule 9	Development Regulations 2008	118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development 118.6 Pursuant to Clause 17 of Part 1 of Schedule 9 to the Regulations for the purpose of determining whether a development should be considered to		CEO, MDHC, PC, PO

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			<p>be of a minor nature only:</p> <p>118.6.3 the power to conclude, if relevant, that the development is of a minor nature only despite the fact that it satisfies some, but not all, of the criteria set out in item 2(d) of Part 1 of Schedule 9 to the Regulations.</p>		
133749	Schedule 9	Development Regulations 2008	<p>118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development</p> <p>118.7 The power pursuant to Clause 21 of Part 2 to Schedule 9 of the Regulations, except where development is classified as non complying development under the relevant Development Plan, to form the opinion:</p> <p>118.7.1 that in respect of a proposed division of land that the applicant's proposed use of the land, is for a purpose which is consistent with the zone or area under the Development Plan; and</p>		CEO, MDHC, PC, PO
133779	Schedule 9	Development Regulations 2008	<p>118. Schedule 9 - Part One, Category One Development and Part Two Category Two Development</p> <p>118.7 The power pursuant to Clause 21 of Part 2 to Schedule 9 of the Regulations, except where development is classified as non complying development under the relevant Development Plan, to form the opinion:</p> <p>118.7.2 whether the proposed division will change the nature or function of an existing road.</p>		CEO, MDHC, PC, PO

Community Titles Act 1996

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
277220	Community Titles Act 1996	s 142A(4)	<p>29. Holding of Deposit and Other Contract Moneys When Lot is Pre-sold</p> <p>29.2 The power pursuant to Section 142A(4) of the Act, if the plan of community division is not deposited in the Lands Titles Registration Office:</p> <p>29.2.1 within such period after the date of the contract as is specified in the contract in accordance with any requirements specified in the regulations; or</p>		CEO

Liquor Licensing Act 1997

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
251083	Liquor Licensing Act 1997	s128E(1)	5A Preparation of Draft Local Liquor Accords 5A.1 The power pursuant to Section 128E(1) of the Act to prepare a draft local liquor accord and give it to the Commissioner for approval.		CEO, DCS, DDS
251084	Liquor Licensing Act 1997	s128E(2)	5A Preparation of Draft Local Liquor Accords 5A.2 The power pursuant to Section 128E(2) of the Act to include in a draft local liquor accord the following details: 5A.2.1 the name of each party to the draft; 5A.2.2 the name and address of the coordinator for the local liquor accord (being a party to the draft or a representative of a party to the draft); 5A.2.3 the proposed accord area; 5A.2.4 any other details prescribed by the regulations.		CEO, DCS, DDS
251085	Liquor Licensing Act 1997	s128F	5B Terms of Local Liquor Accords 5B.1 The power pursuant to Section 128F of the Act to, in a local liquor accord, make provision for or with respect to authorising or requiring any licensees who are parties to it to do one or more of the following: 5B.1.1 to cease or restrict either or both of the following on their licensed premises: 5B.1.1.1 the sale of liquor on those premises (including the sale of liquor for consumption off premises); 5B.1.1.2 allowing the consumption of liquor on those premises; 5B.1.2 to restrict the public's access to the licensed premises in the manner and to the extent provided by the local liquor accord; 5B.1.3 to take any other measure prescribed by the regulations as a measure that may be taken to prevent or reduce alcohol-related violence.		CEO, DCS, DDS
251086	Liquor Licensing Act 1997	s128H(3)	5C Approval of Local Liquor Accords 5C.1 The power pursuant to Section 128H(3) of the Act to apply to the Commissioner to vary the accord (including the accord area).		CEO, DCS, DDS
251087	Liquor Licensing Act 1997	s128H(5)	5C Approval of Local Liquor Accords 5C.2 The power pursuant to Section 128H(5) of the Act to give to the Commissioner a written request for the Council to be removed or added as a party to the local liquor accord.		CEO, DCS, DDS

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
251088	Liquor Licensing Act 1997	s128H(6)	5C Approval of Local Liquor Accords 5C.3 The power pursuant to Section 128H(6) of the Act to apply to the Commissioner to terminate a local liquor accord where the Council is the coordinator.		CEO, DCS, DDS
251089	Liquor Licensing Act 1997	s128H(7)	5C Approval of Local Liquor Accords 5C.4 The power pursuant to Section 128H(7) of the Act to: 5C.4.1 only make an application under Section 128H(6) of the Act as coordinator with the consent of the parties to the local liquor accord; or 5C.4.2 consent as a party to a local liquor accord to the coordinator making an application under Section 128H(6) of the Act.		CEO, DCS, DDS

Local Government Act 1999

CHANGED Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134128	Local Government Act 1999	s28(1)	<p>6. Public Commission Initiated to Submissions Receive Proposals</p> <p>6.1 The power pursuant to Section 28(6(1) of the Act to, subject to Section 28 of the Act, on refer a proposal for the receipt making of a submission proclamation under Section Chapter 28(2)3 of the Act, to consider the issues determined by the Council or the Delegate to be relevant to the matter and to then decide whether or not it is willing to:</p> <p>6.1.1 conduct a review in relation to the matter under Division 2 of Part 1 of the Act; or</p> <p>6.1.2 formulate (or participate in the formulation of) a proposal in relation to the matter under Division 4 of Part 2 of the Act Commission.</p>		CEO
134129	Local Government Act 1999	s28(3)	<p>6. Public Commission Initiated to Submissions Receive Proposals</p> <p>6.2 Where The the power Council pursuant to affected Section by a public initiated proposal under Chapter 3 28(3) of the Act, the duty in relation to ensure that proposal copies under Section 28 of the summary Act:</p> <p>6.2.1 prepared set by out in general terms the Panel are made available for public inspection at the principal office signature of the Council proposal; and</p> <p>6.2.2 distributed to electors in accordance comply with the any directions requirements of the Panel, proposal pursuant to Section 28(23)(f) and (g) guidelines.</p>		CEO, DCS, MA

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
134501	Local Government Act 1999	s302B	148. Whistleblowing <u>Deliberately left blank</u> 148.1 The duty pursuant to Section 302B of the Act to ensure that a member of staff of the Council who has the qualifications prescribed by the Local Government (General) Regulations 2013 is designated as the responsible officer for the Council for the purposes of the Whistleblowers Protection Act 1993.		CEO

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
251213	Local Government Act 1999	s31(2)	6A Inquiries – General Proposals 6A.1 The power pursuant to Section 31(2) of the Act to make a submission to the Commission on the proposed appointments of investigators to conduct inquiries under Section 31 of the Act.		CEO
251214	Local Government Act 1999	s31(10)	6A Inquiries – General Proposals 6A.2 The power pursuant to Section 31(10) of the Act to request the Minister consult with the relevant councils about the matter.		CEO

State Records Act 1997

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274914	State Records Act 1997	s 15(2)	1. Surveys of Official Records and Record Management 1.1 The power pursuant to Section 15(2) of the State Records Act 1997 (the Act) to, afford the Manager reasonable cooperation and assistance in the conduct of a survey under Section 15 of the Act.		CEO, DCS, MA, RMO
274915	State Records Act 1997	s 18(1)	2. Voluntary Transfer to State Records' Custody 2.1 The power pursuant to Section 18(1) of the Act to, subject to Section 18(2) of the Act, deliver any of the Council's records into the custody of State Records.		CEO, DCS
274916	State Records Act 1997	s 19(1)	3. Mandatory Transfer to State Records' Custody 3.1 The power pursuant to and subject to Section 19(1) of the Act, to deliver an official record of the Council into the custody of State Records (unless sooner delivered to State Records) or dispose of an official record of the Council in accordance with this Act): 3.1.1 when the Council ceases to require access to the record for current administrative purposes; or 3.1.2 during the year occurring 15 years after the record came into existence, whichever first occurs.		CEO, DCS
274917	State Records Act 1997	s 19(3)	3. Mandatory Transfer to State Records' Custody 3.2 The power pursuant to and subject to Section 19(3) of the Act, to postpone the delivery of records into the custody of State Records: 3.2.1 in accordance with record management standards issued by the Manager; or 3.2.2 with the Manager's approval, in cases where the Manager is satisfied (after consultation with the Council) that the records are further required for current administrative purposes or should be retained for any other special reason.		CEO, DCS
274918	State Records Act 1997	s 19(3)(c)	3. Mandatory Transfer to State Records' Custody 3.3 The power pursuant to Section 19(3)(c) of the Act, to make submissions to the Manager for the delivery of records into the custody of State Records to be postponed.		CEO, DCS
274919	State Records Act 1997	s 19(5)	3. Mandatory Transfer to State Records' Custody 3.4 The power pursuant to Section 19(5) of the Act, to apply to the Manager for an exemption granted under Section 19(4) of the Act to be varied or revoked.		CEO, DCS

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274920	State Records Act 1997	s 22(2)	4. Keeping of Official Records in Premises Other than State Records' Premises 4.1 The power pursuant to Section 22(2) of the Act, to require an arrangement under Section 22(1) of the Act to be subject to such conditions as the Delegate may reasonably require.		CEO, DCS
274921	State Records Act 1997	s 23(1)	5. Disposal of Official Records by Agency 5.1 The power pursuant to Section 23(1) of the Act, to dispose of official records in accordance with a determination made by the Manager with the approval of the State Records Council.		CEO, DCS, MA, RMO
274922	State Records Act 1997	s 23(2)	5. Disposal of Official Records by Agency 5.2 The power pursuant to Section 23(2) of the Act, to request the Manager make a determination as to the disposal of official records.		CEO, DCS
274923	State Records Act 1997	s 23(4)	5. Disposal of Official Records by Agency 5.3 The power pursuant to Section 23(4) of the Act, if there is a dispute as to a determination under Section 23 of the Act to make an application to the Minister to determine the matter.		CEO
274924	State Records Act 1997	s 24(3)	6. Disposal of Official Records by Manager 6.1 The power pursuant to Section 24(3) of the Act, to consent and make submissions to the Minister in relation to the disposal of a record under Section 24(1) of the Act.		CEO, DCS
274925	State Records Act 1997	s 25(1)	7. Agency's Access to Records in Custody of State Records 7.1 The power pursuant to Section 25(1) of the Act, to have such access to, and make or direct such use of as the Delegate requires, official records in the custody of State Records for which the Council is responsible.		CEO, DCS, MA, RMO
274926	State Records Act 1997	s 25(3)	7. Agency's Access to Records in Custody of State Records 7.2 The power pursuant to Section 25(3) of the Act, if there is a dispute as to access under Section 25 of the Act, to make an application to the Minister to determine the matter.		CEO
274927	State Records Act 1997	s 26(1)	8. Public Access to Records in Custody of State Records 8.1 The power pursuant to Section 26(1) of the Act, in relation to official records in the custody of State Records for which the Council is responsible, to, in consultation with the Manager: 8.1.1 determine that access to the record (other than by the Council) is not subject to any restrictions other than those determined by the Manager under Section 26(2) of the Act; or 8.1.2 determine conditions excluding or restricting access to the record.		CEO, DCS, MA

Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016

CHANGED Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
158232	Planning, Development and Infrastructure Act 2016	s7(5)(b)	<p>3. Environment and Food Production Areas – Greater Adelaide</p> <p>3.1 The power pursuant to Section 7(5)(b) of the <u>PDI Act</u>, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:</p> <p>3.1.1 to seek the concurrence of the Commission in the granting of the authorisation;</p> <p>3.1.2 to concur in the granting of the development authorisation to the development;</p> <p>3.1.3 to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.</p>		CEO
158233	Planning, Development and Infrastructure Act 2016	s35(1)(a)	<p>45. Planning Agreements</p> <p>45.1 The power pursuant to Section 35(1)(a) of the <u>PDI Act and subject to Section 35 of the PDI Act</u> to enter into an agreement (a planning agreement) with the Minister relating to a specified area of the State in accordance with Section 35 of the Act.</p>		CEO
158234	Planning, Development and Infrastructure Act 2016	s35(3)	<p>45. Planning Agreements</p> <p>45.2 The power pursuant to Section 35(3) of the <u>PDI Act</u> to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:</p> <p>45.2.1 the setting of objectives, priorities and targets for the area covered by the agreement; and</p>		CEO
158235	Planning, Development and	s35(4)	<p>45. Planning Agreements</p> <p>45.2.2 the constitution of a joint planning board including, in relation to such a board:</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	Infrastructure Act 2016		<p>45.2.2.1 the membership of the board, being between 3 and 7 members (inclusive); and</p> <p>45.2.2.2 subject to Section 35(4) of the PDI Act, the criteria for membership; and</p> <p>45.2.2.3 the procedures to be followed with respect to the appointment of members; and</p> <p>45.2.2.4 the terms of office of members; and</p> <p>45.2.2.5 conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and</p> <p>45.2.2.6 the appointment of deputy members; and</p> <p>45.2.2.7 the procedures of the board; and</p>		
158242	Planning, Development and Infrastructure Act 2016	s44(6)(a)	<p>57. Community Engagement Charter</p> <p>57.1 The power pursuant to Section 44(6)(a) of the PDI Act, to, in accordance with the Charter, make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 of the PDI Act that is relevant to the Council (unless the proposal has been initiated by the Council).</p>		CEO, DDS, MDHC
158247	Planning, Development and Infrastructure Act 2016	s167(7)	<p>919. Adoption of Scheme</p> <p>919.1 The power pursuant to Section 167(7) of the PDI Act to consult make with submissions to the Minister in relation to a variation to an outline of a scheme.</p>		CEO
158249	Planning, Development and Infrastructure Act 2016	s169(9)	<p>1020. Funding Arrangements</p> <p>1020.2 The power pursuant to Section 169(8)(9) of the PDI Act to approve make submissions to the Commission in relation to a funding arrangement that</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			provides is for specifically or relevant includes to the collection of contributions under subdivision 8 in relation to prescribed infrastructure Council.		
158251	Planning, Development and Infrastructure Act 2016	s177(4)	4121. Contributions by Constituent Councils 4121.1 The power pursuant to Section 177(4) of the <u>PDI</u> Act to consult <u>make with submissions to</u> the Minister in relation to the Council's share.		CEO
158253	Planning, Development and Infrastructure Act 2016	s180(7)	4222. Imposition of Charge by Councils 4222.1 The power pursuant to Section 180(7) of the <u>PDI</u> Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9, <u>Division 1, Part 13 of the PDI Act</u> .		CEO
158256	Planning, Development and Infrastructure Act 2016	s187(5)(b)	4323. Authorised Works 4323.3 The power pursuant to Section 187(5)(b) of the <u>PDI</u> Act to consult <u>make with submissions to</u> the relevant road maintenance authority in relation to the matter.		CEO, DES
158257	Planning, Development and Infrastructure Act 2016	s187(6)	4323. Authorised Works 4323.4 The power pursuant to Section 187(5)(<u>b</u> (6)) of the <u>PDI</u> Act, in a case of emergency, to only comply with Section 187(5)(b) of the <u>PDI</u> Act to such extent as is practicable in the circumstances.		CEO, DES
158260	Planning, Development and Infrastructure Act 2016	s189(1)	4525. Acquisition of Land 4525.1 The power pursuant to Section 189(1) of the <u>PDI</u> Act, to: <u>25.1.1 seek the consent of the Minister to acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969; and</u> <u>25.1.2 with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the Land Acquisition Act 1969.</u>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
172189	Planning, Development and Infrastructure Act 2016	s73(2)(b)(iv)	<p>6A9. Preparation and Amendment</p> <p>6A</p> <p>9.1 The power pursuant to Section 73(2)(b)(iv) of the <u>PDI Act</u> to:</p> <p>9.1.1 seek the approval of the Minister to initiate a proposal to amend a designated instrument; and</p> <p>9.1.2 initiate a proposal to amend a designated instrument with the approval of the Minister, acting on the advice of the Commissioner/Commission.</p>		CEO
172190	Planning, Development and Infrastructure Act 2016	s73(6)	<p>6A9. Preparation and Amendment</p> <p>6A</p> <p>9.2 The power pursuant to Section 73(6) of the <u>PDI Act</u> where the Council is authorised or approved under Section 73 of the <u>PDI Act</u>, and after all of the requirements of Section 73 of the PDI Act have been satisfied:</p> <p>6A</p> <p>9.2.1 to prepare a draft of the relevant proposal; and</p> <p>6A</p> <p>9.2.2 to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and</p> <p>9.2.3 to the extent that paragraph (b) of Section 73(6) of the <u>PDI Act</u> does not apply, in the case</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p>of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board; and</p> <p>6A</p> <p>9.2.4 to the extent that paragraph (b) of Section 73(6) of the <u>PDI</u> Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more generally) – to take reasonable steps to give:</p> <p>6A</p> <p>9.2.4.1 an owner or occupier of the land; and</p> <p>6A</p> <p>9.2.4.2 an owner or occupier of each piece of adjacent land, a notice in accordance with the regulations; and</p> <p>6A</p> <p>9.2.5 to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and</p> <p>6A</p> <p>9.2.6 to carry out such investigations and obtain such information specified by the Commission; and</p> <p>6A</p> <p>9.2.7 to comply with any requirement prescribed by the regulations.</p>		
172191	Planning, Development and Infrastructure Act 2016	s73(7)	<p>6A9. Preparation and Amendment</p> <p>6A</p> <p>9.3 The power pursuant to Section 73(8) of the Act to, after the Council has furnished a report</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			to the Minister under Section 73(7) of the PDI Act, ensure after that complying with copy Section 73(6) of the PDI Act to prepare a report is published on the SA planning portal in accordance with any practice direction that applies for the purposes of Section 73 of the PDI Act (including information about any change to the original proposal that the delegate considers should be made) and furnish a copy of the report to the Minister.		
172192	Planning, Development and Infrastructure Act 2016	s73(8)	<p>6A9. Preparation and Amendment</p> <p>6A</p> <p>9.4 The power pursuant to Section 73(9(8) of the PDI Act, after the Council has furnished a report to enter the into Minister an under agreement Section 73(7) of the PDI Act, to ensure that a copy of the report is published on the SA planning portal in accordance with a person practice direction that applies for the recovery purposes of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).</p>		CEO
172193	Planning, Development and Infrastructure Act 2016	s74(8)	<p>6B10. Parliamentary Scrutiny</p> <p>6B</p> <p>10.1 The power pursuant to Section 74(8) of the PDI Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the PDI Act and the amendment is specifically relevant to the Council, to provide a comment and a response within the period of 2 weeks.</p>		CEO
172195	Planning, Development and Infrastructure Act 2016	s83(1)	<p>6D12. Panels Established by Joint Planning Boards or Councils</p> <p>6D</p> <p>12.1 The power pursuant to Section 83(1) of the PDI Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the PDI Act, to:</p> <p>6D</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			<p><u>12.1.1</u> appoint more than 1 assessment panel and if the delegate does so, to clearly specify which class of development each assessment panel is to assess;</p> <p>6D</p> <p><u>12.1.2</u> determine:</p> <p>6D</p> <p><u>12.1.2.1</u> the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a councilCouncil, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and</p> <p>6D</p> <p><u>12.1.2.2</u> the procedures to be followed with respect to the appointment of members; and</p> <p>6D</p> <p><u>12.1.2.3</u> the terms of office of members; and</p> <p>6D</p> <p><u>12.1.2.4</u> conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and</p> <p>6D</p> <p><u>12.1.2.5</u> the appointment of deputy members; and</p> <p>6D</p> <p><u>12.1.2.6</u> who will act as the presiding member of the panel and the process for appointing an acting presiding member.</p>		

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
172199	Planning, Development and Infrastructure Act 2016	s84(1)(c)(ii)(A)	<p>6E 13. Panels Established by Minister</p> <p>6E</p> <p>13.1 The power pursuant to Section 84(1)(c)(ii)(B(A)) of the PDI Act to make submissions to request the Minister about to the constitution of constitute a regional assessment panel in relation to the area combined areas of the Council (or and part one of the more area) other councils.</p>		CEO

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
283076	Planning, Development and Infrastructure Act 2016	s22(4)(a)(i)	<p>4. Functions</p> <p>4.1 The power pursuant to Section 22(4)(a)(i) of the PDI Act to, if an inquiry is conducted by the Commission under Section 22(1)(e) of the PDI Act make submissions or representations.</p>		CEO
283077	Planning, Development and Infrastructure Act 2016	s41(2)(a)	<p>6. Appointment of Administrator</p> <p>6.1 The power pursuant to Section 41(2)(a) of the PDI Act to make submissions to the Minister on the Minister appointing an administrator under Section 41 of the PDI Act.</p>		CEO
283078	Planning, Development and Infrastructure Act 2016	s44(9)(b)	<p>7. Community Engagement Charter</p> <p>7.2 The power pursuant to Section 44(9)(b) of the PDI Act to the extent that Section 44(9)(a) of the PDI Act does not apply, have regard to, and seek to achieve, any principles or performance outcomes that apply in a relevant case.</p>		CEO
283079	Planning, Development and	s44(10)	<p>7. Community Engagement Charter</p> <p>7.3 The power pursuant to Section 44(10) of the PDI Act to:</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	Infrastructure Act 2016		<p>7.3.1 seek the approval of the Commission to adopt an alternative way to achieving compliance with a requirement of the Charter; and</p> <p>7.3.2 with the approval of the Commission, adopt an alternative way to achieving compliance with a requirement of the Charter.</p>		
283080	Planning, Development and Infrastructure Act 2016	s73(9)	<p>9. Preparation and Amendment</p> <p>9.5 The power pursuant to Section 73(9) of the PDI Act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the PDI Act (subject to the requirement to charge costs under Section 73(4)(b) of the PDI Act (if relevant)).</p>		CEO
283081	Planning, Development and Infrastructure Act 2016	s84(1)(c)(ii)(B)	<p>13. Panels Established by Minister</p> <p>13.2 The power pursuant to Section 84(1)(c)(ii)(B) of the PDI Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council and one or more other councils (or parts of such areas).</p>		CEO
283082	Planning, Development and Infrastructure Act 2016	s89(b)	<p>15. Notification of Acting</p> <p>15.1 The power pursuant to Section 89(b) of the PDI Act to require an accredited professional to provide such information or documentation as the delegate may require.</p>		CEO
283083	Planning, Development and Infrastructure Act 2016	s130(6)	<p>16. Essential Infrastructure – Alternative Assessment Process</p> <p>16.1 The power pursuant to Section 130(6) of the PDI Act to report to the Commission on any matters contained in a notice under Section 130(5) of the PDI Act.</p>		CEO
283084	Planning, Development and Infrastructure Act 2016	s130(14)	<p>16. Essential Infrastructure – Alternative Assessment Process</p> <p>16.2 The power pursuant to Section 130(14) of the PDI Act to, if the Council has, in relation to any matters referred to the Council under Section 130(5) of the PDI Act, expressed opposition to the proposed development in its report under Section 130(6) of the PDI Act, withdraw the</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			Council's opposition.		
283085	Planning, Development and Infrastructure Act 2016	s210(1)	<p>26. Appointment of Authorised Officers</p> <p>26.1 The power pursuant to Section 210(1) of the PDI Act to:</p> <p>26.1.1 appoint a person to be an authorised officer for the purposes of the PDI Act; and</p> <p>26.1.2 appoint a person who holds the qualifications prescribed by the regulations to be an authorised officer for the purposes of the PDI Act if the Council is required to do so by the regulations.</p>		CEO
283086	Planning, Development and Infrastructure Act 2016	s210(2)	<p>26. Appointment of Authorised Officers</p> <p>26.2 The power pursuant to Section 210(2) of the PDI Act to make an appointment of an authorised officer subject to conditions.</p>		CEO
283087	Planning, Development and Infrastructure Act 2016	s210(3)	<p>26. Appointment of Authorised Officers</p> <p>26.3 The power pursuant to Section 210(3) of the PDI Act to issue each authorised officer an identity card:</p> <p>26.3.1 containing a photograph of the authorised officer; and</p> <p>26.3.2 stating any conditions of appointment limiting the authorised officer's appointment.</p>		CEO
283088	Planning, Development and Infrastructure Act 2016	s210(5)	<p>26. Appointment of Authorised Officers</p> <p>26.4 The power pursuant to Section 210(5) of the PDI Act to, at any time, revoke an appointment which the Council has made, or vary or revoke a condition of such an appointment</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
			or impose a further such condition.		
283089	Planning, Development and Infrastructure Act 2016	s213(1)	<p>27. Enforcement Notices</p> <p>27.1 The power pursuant to Section 213(1) of the PDI Act, if the delegate has reason to believe on reasonable grounds that a person has breached the PDI Act or the repealed Act, to do such of the following as the delegate considers necessary or appropriate in the circumstances:</p> <p>27.1.1 direct a person to refrain, either for a specified period or until further notice, from the PDI Act, or course of action, that constitutes the breach;</p> <p>27.1.2 direct a person to make good any breach in a manner, and within a period, specified by the delegate;</p> <p>27.1.3 take such urgent action as is required because of any situation resulting from the breach.</p>		CEO
283090	Planning, Development and Infrastructure Act 2016	s213(2)	<p>27. Enforcement Notices</p> <p>27.2 The power pursuant to Section 213(2) of the PDI Act to give a direction under Section 213(1) of the PDI Act by notice in writing unless the delegate considers that the direction is urgently required.</p>		CEO
283091	Planning, Development and Infrastructure Act 2016	s213(5)	<p>27. Enforcement Notices</p> <p>27.3 The power pursuant to Section 213(5) of the PDI Act, if a person fails to comply with a direction under Section 213(1)(b) of the PDI Act within the time specified in the notice, to cause the necessary action to be taken.</p>		CEO
283092	Planning, Development and Infrastructure Act 2016	s213(6)	<p>27. Enforcement Notices</p> <p>27.4 The power pursuant to Section 213(6) of the PDI Act to recover the reasonable costs and expenses incurred by the Council (or any person acting on behalf of the Council) under Section 213 of the PDI Act, as a debt due from the person whose failure gave rise to the action.</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
283093	Planning, Development and Infrastructure Act 2016	s213(7)	27. Enforcement Notices 27.5 The power pursuant to Section 213(7) of the PDI Act, if an amount is recoverable from a person by the Council under Section 213 of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.		CEO
283094	Planning, Development and Infrastructure Act 2016	s214(1)	28. Applications to Court 28.1 The power pursuant to Section 214(1) of the PDI Act to apply to the Court for an order to remedy or restrain a breach of the PDI Act or the repealed Act (whether or not any right of that person has been or may be infringed by or as a consequence of that breach).		CEO
283095	Planning, Development and Infrastructure Act 2016	s214(2)	28. Applications to Court 28.2 The power pursuant to Section 214(2) of the PDI Act to consent to proceedings under Section 214 of the PDI Act being brought in a representative capacity on behalf of the Council.		CEO
283096	Planning, Development and Infrastructure Act 2016	s214(4)	28. Applications to Court 28.3 The power pursuant to Section 214(4) of the PDI Act to make an application without notice to any person and to make an application to the Court to serve a summons requiring the respondent to appear before the Court to show cause why an order should not be made under Section 214 of the PDI Act.		CEO
283097	Planning, Development and Infrastructure Act 2016	s214(6)	28. Applications to Court 28.4 The power pursuant to Section 214(6) of the PDI Act to make submissions to the Court on the subject matter of the proceedings.		CEO
283098	Planning, Development and	s214(9)	28. Applications to Court 28.5 The power pursuant to Section 214(9) of the PDI Act to appear before a final order is made and be heard in proceedings based on the application.		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	Infrastructure Act 2016				
283099	Planning, Development and Infrastructure Act 2016	s214(10)	28. Applications to Court 28.6 The power pursuant to Section 214(10) of the PDI Act to make an application to the Court to make an interim order under Section 214 of the PDI Act.		CEO
283100	Planning, Development and Infrastructure Act 2016	s214(11)	28. Applications to Court 28.7 The power pursuant to Section 214(11) of the PDI Act to make an application for an interim order without notice to any person.		CEO
283101	Planning, Development and Infrastructure Act 2016	s214(12)	28. Applications to Court 28.8 The power pursuant to Section 214(12) of the PDI Act, if the Court makes an order under Section 214(6)(d) of the PDI Act and the respondent fails to comply with the order within the period specified by the Court, to cause any work contemplated by the order to be carried out, and recover the costs of that work, as a debt, from the respondent		CEO
283102	Planning, Development and Infrastructure Act 2016	s214(13)	28. Applications to Court 28.9 The power pursuant to Section 214(13) of the PDI Act, if an amount is recoverable from a person by the Council under Section 214(12) of the PDI Act to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.		CEO
283103	Planning, Development and Infrastructure Act 2016	s214(17)	28. Applications to Court 28.10 The power pursuant to Section 214(17) of the PDI Act to apply to the Court to vary or revoke an order previously made under Section 214 of the PDI Act.		CEO
283104	Planning, Development	s219(1)	29. Proceedings for Offences		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	and Infrastructure Act 2016		29.1 The power pursuant to Section 219(1) of the PDI Act to commence proceedings for an offence against the PDI Act.		
283105	Planning, Development and Infrastructure Act 2016	s223(2)	30. Adverse Publicity Orders 30.1 The power pursuant to Section 223(2) of the PDI Act to make an application to the Court for an adverse publicity order.		CEO
283106	Planning, Development and Infrastructure Act 2016	s223(4)	30. Adverse Publicity Orders 30.2 The power pursuant to Section 223(4) of the PDI Act, if the offender fails to give evidence to the Council in accordance with Section 224(1)(b) of the PDI Act to: 30.2.1 take the action or actions specified in the order; and 30.2.2 authorise a person in writing to take the action or actions specified in the order.		CEO
283107	Planning, Development and Infrastructure Act 2016	s223(5)	30. Adverse Publicity Orders 30.3 The power pursuant to Section 223(5) of the PDI Act, if: 30.3.1 the offender gives evidence to the Council in accordance with Section 223(1)(b) of the PDI Act; and 30.3.2 despite the evidence, the delegate is not satisfied that the offender has taken the action or actions specified in the order in accordance with the order, to apply to the court for an order authorising the Council, or a person authorised in writing by the Council, to take the action or actions and to authorise a person in writing to take the action or actions.		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
283108	Planning, Development and Infrastructure Act 2016	s223(6)	30. Adverse Publicity Orders 30.4 The power pursuant to Section 223(6) of the PDI Act, if the Council, or a person authorised in writing by the Council, takes an action or actions in accordance with Section 223(4) of the PDI Act or an order under Section 223(5) of the PDI Act, to recover from the offender an amount in relation to the reasonable expenses of taking the action or actions, as a debt, due to the Council.		CEO
283109	Planning, Development and Infrastructure Act 2016	s225(1)	31. Civil Penalties 31.1 The power pursuant to Section 225(1) of the PDI Act, subject to Section 225 of the PDI Act, if the delegate is satisfied that a person has committed an offence by contravening a provision of the PDI Act, to, as an alternative to criminal proceedings, recover, by negotiation or by application to the Court, an amount as a civil penalty in respect of the contravention.		CEO
283110	Planning, Development and Infrastructure Act 2016	s225(2)	31. Civil Penalties 31.2 The power pursuant to Section 225(2) of the PDI Act, in respect of a contravention where the relevant offence does not require proof of intention or some other state of mind, to determine whether to initiate proceedings for an offence or take action under Section 225 of the PDI Act, having regard to the seriousness of the contravention, the previous record of the offender and any other relevant factors.		CEO
283111	Planning, Development and Infrastructure Act 2016	s225(3)	31. Civil Penalties 31.3 The power pursuant to Section 225(3) of the PDI Act to serve on the person a notice in the prescribed form advising the person that the person may, by written notice to the Council, elect to be prosecuted for the contravention.		CEO
283112	Planning, Development and	s225(13)	31. Civil Penalties 31.4 The power pursuant to Section 225(13) of the PDI Act to seek the authorisation of the		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	Infrastructure Act 2016		Attorney-General to the commencement of proceedings for an order under Section 225 of the PDI Act.		
283113	Planning, Development and Infrastructure Act 2016	s225(17)	31. Civil Penalties 31.5 The power pursuant to Section 225(17) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 225 of the PDI Act.		CEO
283114	Planning, Development and Infrastructure Act 2016	s228(7)	32. Make Good Orders 32.1 The power pursuant to Section 228(7) of the PDI Act to apply to the Court to vary or revoke an order under Section 228 of the PDI Act.		CEO
283115	Planning, Development and Infrastructure Act 2016	s229(5)	33. Recovery of Economic Benefit 33.1 The power pursuant to Section 229(5) of the PDI Act to apply an amount paid to the Council in accordance with an order under Section 229(1) of the PDI Act for the purpose of acquiring or developing land as open space and to hold it in a fund established for the purposes of Section 198 of the PDI Act.		CEO
283116	Planning, Development and Infrastructure Act 2016	s230(1)	34. Enforceable Voluntary Undertakings 34.1 The power pursuant to Section 230(1) of the PDI Act to accept (by written notice) a written undertaking given by a person in connection with a matter relating to a contravention or alleged contravention by the person of the PDI Act.		CEO
283117	Planning, Development and Infrastructure Act 2016	s230(4)	34. Enforceable Voluntary Undertakings 34.2 The power pursuant to Section 230(4) of the PDI Act if the delegate considers that a person has contravened an undertaking accepted by the Council, to apply to the Court for enforcement of the undertaking.		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
283118	Planning, Development and Infrastructure Act 2016	s230(7)	<p>34. Enforceable Voluntary Undertakings</p> <p>34.3 The power pursuant to Section 230(7) of the PDI Act to agree in writing with a person who has made an undertaking to:</p> <p>34.3.1 vary the undertaking; or</p> <p>34.3.2 withdraw the undertaking.</p>		CEO
283119	Planning, Development and Infrastructure Act 2016	s230(11)	<p>34. Enforceable Voluntary Undertakings</p> <p>34.4 The power pursuant to Section 230(11) of the PDI Act to accept an undertaking in respect of a contravention or alleged contravention before proceedings in respect of that contravention have been finalised.</p>		CEO
283120	Planning, Development and Infrastructure Act 2016	s230(12)	<p>34. Enforceable Voluntary Undertakings</p> <p>34.5 The power pursuant to Section 230(12) of the PDI Act if the delegate accepts an undertaking before the proceedings are finalised, to take all reasonable steps to have the proceedings discontinued as soon as possible.</p>		CEO
283121	Planning, Development and Infrastructure Act 2016	s230(14)	<p>34. Enforceable Voluntary Undertakings</p> <p>34.6 The power pursuant to Section 230(14) of the PDI Act to seek an authorisation from the Commission for the Council to act under Section 230 of the PDI Act.</p>		CEO
283122	Planning, Development and Infrastructure Act 2016	s239(1)	<p>35. Charges on Land</p> <p>35.1 The power pursuant to Section 239(1) of the PDI Act if a charge on land is created under a provision of the PDI Act in favour of the Council, to deliver to the Registrar-General a notice in a form determined by the Registrar-General, setting out the amount of the charge and the land over which the charge is claimed.</p>		CEO
283123	Planning, Development and	s239(6)	<p>35. Charges on Land</p> <p>35.2 The power pursuant to Section 239(6) of the PDI Act if a charge in the Council's favour</p>		CEO

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
	Infrastructure Act 2016		exists and the amount to which the charge relates is paid, to by notice to the appropriate authority in a form determined by the Registrar-General, apply for the discharge of the charge.		
283124	Planning, Development and Infrastructure Act 2016	s240(1)	36. Registering Authorities to Note Transfer 36.1 The power pursuant to Section 240(1) of the PDI Act to apply to the Registrar General or another authority required or authorised under a law of the State to register or record transactions affecting assets, rights or liabilities, or documents relating to such transactions, to register or record in an appropriate manner the transfer to the Council of an asset, right or liability by regulation, proclamation or notice under the PDI Act.		CEO
283125	Planning, Development and Infrastructure Act 2016	Clause 9(6)(a) Schedule 8	38. Planning and Design Code 38.1 The power pursuant to Clause 9(6)(a) of Schedule 8 of the PDI Act to apply to the Minister for approval to commence the process under Section 25 of the repealed Act.		CEO

Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
281975	Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017	r8(1)(c)	40. Adoption of DPAs 40.1 The power pursuant to Regulation 8(1)(c) of the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 (the Transitional Provisions Regulations) to apply to the Minister under Regulation 8 of the Transitional Provisions Regulations in accordance with any requirement determined by the Minister.		CEO

Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016 of Power of a Council as Relevant Authority

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
281974	Instrument of Delegation Under the Planning, Development and Infrastructure Act 2016 of Power of a Council as a Relevant Authority	s7(5(a) and (d)	<p>1. Environment and Food Production Areas – Greater Adelaide</p> <p>1.1 The power pursuant to Section 7(5)(a) and (d) of the Planning, Development and Infrastructure Act 2016 (the PDI Act), in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:</p> <p>1.1.1 to seek the concurrence of the Commission in the granting of the development authorisation to the development;</p> <p>1.1.2 to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.</p>		CEO

Development Act 1993 and Development Regulations 2008

NEW Provisions

#	Delegation Source	Section	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
274972	Development (Waste Reform) Variation Regulations 2019	Clause 2(2) Schedule 1	<p>120. Development Authorisations to Continue</p> <p>120.1 The power pursuant to clause 2(2) of Schedule 1 of the Development (Waste Reform) Variation Regulations 2019 ('the Waste Reform Regulations'), to, on the Delegate's own initiative or on application by an existing authorisee:</p> <p>120.1.1 grant a new development authorisation to the person; or</p> <p>120.1.2 revoke an existing development authorisation; or</p> <p>120.1.3 by notice in writing to the authorisee given within 2 years after the commencement of clause 2 of Schedule 1 of the Waste Reform Regulations:</p> <p>120.1.3.1 vary the terminology or numbering in the existing development authorisation; or</p> <p>120.1.3.2 impose or vary a condition of the existing development authorisation, if, in the opinion of the Delegate, it is necessary or desirable to do so as a consequence of the variation of Schedule 21 or 22 of the principal regulations by the Waste Reform Regulations.</p>		CEO, DDS, DES, MDHC, SPO
274973	Development (Waste Reform) Variation Regulations 2019	Clause 2(3) Schedule 1	<p>120. Development Authorisations to Continue</p> <p>120.2 The power pursuant to clause 2(3) of Schedule 1 of the Waste Reform Regulations, if the relevant authority takes action under clause 2(2) of Schedule 1 of the Waste Reform Regulations, to, dispense with the requirement for applications and payment of fees as the Delegate considers appropriate.</p>		CEO, DDS, DES, MDHC, SPO

Wattle Range Council Delegations Register Position Acronyms

Position	Title
Building Maintenance Officer	BMO
Building Services Officer	BSO
Building Surveyor	BS
Chief Executive Officer	CEO
Communications Officer	CO
Construction Team Leader	CTL
Council Assessment Panel	CAP
Director Childcare Services	DCCS
Director Corporate Services / Deputy CEO	DCS
Director Development Services	DDS
Director Engineering Services	DES
Environmental Health Officer	EHO
Environmental Services Officer	ESO
Executive Assistant	EA
Finance Officer - Accounts Receivable	FOAR
Finance Officer - Payroll	FOP
Fire Prevention Officer	FPO
General Inspector	GI
Governance Officer	GO
HR Manager	HRM
Human Resources & Risk Manager	HRRM
Information Communication & Technology Coordinator	ICTC
Maintenance Officer CWMS & Pools	MOCP
Manager Administration	MA
Manager Assets	MAS
Manager Development Health & Compliance	MDHC
Manager Economic Development	MED
Manager Environmental Services	MES
Manager Financial Services	MFS
Manager Libraries & Cultural Services	MLCS
Manager Operations	MO
Mechanical Team Leader	MTL
Not Delegated	ND
Planning Officer	PO
Project Manager	PM
Rapid Response Officer	RRO
Records Management Officer	RMO
Senior Design Engineer	SDE
Senior General Inspector	SGI
Senior Planning Officer	SPO
Team Leader Maintenance	TLM
Team Leader Parks and Gardens	TLPG

15.1.2 Monthly Project Status Report

Report Type	Officer Report
Department	Executive
Author	David Wallis
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	<p>Theme 1 - Community Vibrancy & Presentation</p> <p>1.1 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 Provide sustainable, vibrant community facilities.</p> <p>Theme 4 - Infrastructure & Asset Sustainability</p> <p>4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p> <p>4.2 Plan and provide for a safe local road network that meets the future and current needs of our community.</p> <p>4.4 Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of community.</p> <p>4.5 Plan and provide for the expansion and replacement of Council's stock of footpaths, walkways and trails to meet the future and current needs of our community.</p> <p>Theme 5 - Organisational Excellence</p> <p>5.2 Govern in a responsible and responsive way.</p>
File Reference	GF/7.73.1/4
Attachments	1. Project Status - November 2019 [15.1.2.1 - 5 pages]

Purpose of Report

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

Report Details

The 2019/20 budget includes 175 projects worth \$9.5 million. As at 25 October 2019 the completion rate for 2019/20 projects was 14% with a financial expenditure rate of 4%. Capital project completion rate was 13% with an operational project completion rate of 17%. Project status can be further broken down as follows:

- 8 have been completed
- 11 are in the delivery phase
- 13 are in the procurement phase
- 4 are in the approval phase
- 5 are in the design phase
- 13 are in the planning phase
- 9 are in the services phase
- 110 have not been started
- 2 have been deferred

Deferred projects include the Jessie Street and Clarke Street footpaths at Penola as they need to have further consultation with the local residents regarding the removal and replacement of the street trees for these works to proceed.

Tenders for the repairs to the Southend pedestrian bridge were all well over budget and this project will need to be brought back to Council for further deliberation as part of the budget review process.

Individual project status updates

Domain Nature Play

Back filling and levelling of the play area is continuing. The tunnels have been prepared and painted by local school children with creative handprints before being covered with an anti-graffiti seal. Lighting has been installed inside the tunnel and rubber soft fall has been ordered for inside the tunnel and parts of the surrounds.



Domain Park Lands

Solar lighting has been installed along the main pathway between Williams Road and to the Jubilee Bridge.

Civil works for the mains power installation in the Domain area has been completed with light pole foundations and cable for lights and surveillance cameras installed underground in the playground, tennis court, skate park and nature play areas. Light poles for this project are expected to arrive in November for installation.



CCTV Cameras

The data from the CCTV cameras was previously stored at the Millicent Civic and Arts Library and after consultation with the Millicent Police it was decided to relocate the hard drives for storage and the monitors to the Police Station so they can not only monitor but also manage the footage at the station.



Nangwarry Pool Steps

The pool steps and handrails have been completed in time for the opening of the swim season. The project will allow safer access to the pool and is in response to feedback from the community. Previously, the steps were built into the wall and it took a lot of upper body strength to get up and over the pool edge.

The project was supported by the Nangwarry Pool Committee, who provided some funding.



Southend Toilet

Southend toilet on Eyres Street has had a verandah installed to protect the doors from the weather by the internal staff.



Beachport Recreation Centre Entry and Roof

The roof is on the lower part of the building and waterproofed but not permanently screwed down yet. The front building façade has been fixed on but not painted. The colour will be Shale Grey or Gull. The foundations for the front foyer have been laid. The entrance foyer is up to 2 months away due to once the frame is up, the materials to cover this then are custom ordered. The project is 50% completed.



Various Road Works

Bog Lane re-sheeting works has been completed with Lake George Road, Sebastopol Springs Road, Mount Hope Road and Wandilo Road works started.

Pathways near Penola Primary School and Holzgreffe Street, Tenth Street are continuing. Tenth Street, Millicent kerbing is completed with Short Street, Seventh and Fifth Street all in Millicent continuing.

The pathway between Beachport Surf Beach and Muggleton was completed.



Financial Considerations

Budget Allocation	\$9,473,421
Budget Spent to Date	\$423,323
Budget Variation Requested	\$0

Risk Considerations

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

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

There are no known legislative considerations related to this report.

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

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

RECOMMENDATION

That Council receive and note the report.

Project Name	Project Category	Asset Classification	Project Manager	Project Status	% Complete	19/20 Budget	19/20 Actual Cost	Planning Commencement Date	Works Commencement Date	Project Completion Date
Greenrise Pump Shed	Capital	Buildings and Other Structures	Peter Halton	Procurement	25%	\$ 104,835	\$ -	1/1/2018	6/28/2019	6/28/2019
Agricultural Bureau Drive	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 136,000	\$ -	7/1/2018		6/30/2019
Chicory Terrace (Rendelsham)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 12,234	\$ -	7/1/2018		6/30/2019
Scott Street (Penola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 11,267	\$ -	7/1/2018		6/30/2019
South East Terrace (Kalangadoo)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 10,875	\$ -	7/1/2018		6/30/2019
John Street (Penola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 9,407	\$ -	7/1/2018		6/30/2019
Nitschke Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 8,917	\$ -	7/1/2018		6/30/2019
McCourt Street (Beachport)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 3,615	\$ -	7/1/2018		6/30/2019
Nangwarry Pool Steps	Capital	Buildings and Other Structures	Lauren Oxlade	Completed	100%	\$ 9,354	\$ -	7/1/2018	9/24/2019	10/31/2019
Glencoe War Memorial	Capital	Buildings and Other Structures	David Wallis	Delivery	15%	\$ 60,000	\$ -	10/9/2018	12/4/2018	3/29/2019
SOTP Power Pods Upgrade	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 6,188	\$ 2,980	7/1/2019		6/30/2020
SOTP Repair of Internal Pathways	Capital	Footpaths	Peter Wight	Not Started	0%	\$ 7,800	\$ -	7/1/2019		6/30/2020
SOTP A Block Refurbishment	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 29,000	\$ 12,660	7/1/2019		6/30/2020
SOTP Internal Roadworks	Capital	Sealed Roads	Peter Wight	Not Started	0%	\$ 16,560	\$ -	7/1/2019		6/30/2020
SOTP- Increase Coverage Public WIFI	Capital	Plant and Equipment	Jamie Sneddon	Design	25%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Childcare Storage Shed Roof	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 8,000	\$ -	7/1/2019		6/30/2020
Childcare Staffroom Upgrade	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 10,400	\$ -	7/1/2019		6/30/2020
Portable Digital Illumination System.	Capital	Plant and Equipment	Steve Chapple	Design	40%	\$ 49,500	\$ -	7/1/2019		6/30/2020
Poets Corner Penola	Capital	Buildings and Other Structures	Graham Knaggs	Not Started	0%	\$ 10,140	\$ -	7/1/2019		6/30/2020
Beachport RV Dump Point	Capital	Buildings and Other Structures	David Davis	Planning	5%	\$ 33,800	\$ -	7/1/2019		6/30/2020
Millicent Depot Offices & Lunch Room Lino	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 18,000	\$ -	7/1/2019		6/30/2020
Penola Dog Pound	Capital	Buildings and Other Structures	Tim Wilson	Not Started	0%	\$ 5,500	\$ -	7/1/2019		6/30/2020
Dog Park (Millicent)	Capital	Buildings and Other Structures	Chris Tully	Design	40%	\$ 16,500	\$ -	7/1/2019		6/30/2020
Fire Danger Rating Signs	Capital	Buildings and Other Structures	Tim Wilson	Delivery	90%	\$ 33,000	\$ -	7/1/2019		6/30/2020
Kentish Place Footways (Millicent)	Capital	Footpaths	Peter Wight	Not Started	0%	\$ 13,000	\$ -	7/1/2019		6/30/2020
Giddings Street Footways (Millicent)	Capital	Footpaths	Peter Wight	Not Started	0%	\$ 11,000	\$ -	7/1/2019		6/30/2020
Nitschke Street Footways (Millicent)	Capital	Footpaths	Peter Wight	Not Started	0%	\$ 6,000	\$ -	7/1/2019		6/30/2020
Pram Ramps (Various)	Capital	Footpaths	Peter Wight	Services	25%	\$ 25,000	\$ -	7/1/2019		6/30/2020
Park Terrace Footways (Millicent)	Capital	Footpaths	Peter Wight	Not Started	0%	\$ 30,000	\$ -	7/1/2019		6/30/2020
Jessie Street Footways (Penola)	Capital	Footpaths	Peter Wight	Deferred	0%	\$ 33,000	\$ -	7/1/2019		6/30/2020
Clarke Street Footways (Penola)	Capital	Footpaths	Peter Wight	Deferred	0%	\$ 26,000	\$ -	7/1/2019		6/30/2020
Southend Pedestrian Access Bridge Repairs	Capital	Footpaths	Peter Halton	Procurement	5%	\$ 27,500	\$ -	7/1/2019		6/30/2020
Penola Primary School Footways	Capital	Footpaths	Peter Wight	Services	50%	\$ 18,500	\$ 3,788	7/1/2019		6/30/2020
Penola Stadium Roof	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 60,150	\$ -	7/1/2019		6/30/2020
Beachport Recreation Centre Entry and Roof	Capital	Buildings and Other Structures	Daryl Sexton	Delivery	10%	\$ 231,000	\$ 1,262	7/1/2019		6/30/2020
SOTP Recreational Hall	Capital	Buildings and Other Structures	Daryl Sexton	Not Started	0%	\$ 220,550	\$ -	7/1/2019		6/30/2020
Computer Replacement Program	Capital	Plant and Equipment	Jamie Sneddon	Completed	100%	\$ 22,000	\$ 16,468	7/1/2019		6/30/2020
Bowman Street Kerb (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Not Started	0%	\$ 78,000	\$ -	7/1/2019		6/30/2020

Project Name	Project Category	Asset Classification	Project Manager	Project Status	% Complete	19/20 Budget	19/20 Actual Cost	Planning Commencement Date	Works Commencement Date	Project Completion Date
Brooks Street Kerb (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Not Started	0%	\$ 34,000	\$ -	7/1/2019		6/30/2020
Short Street Kerb (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Services	15%	\$ 26,000	\$ -	7/1/2019		6/30/2020
Seventh Street Kerb (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Services	20%	\$ 44,000	\$ 2,684	7/1/2019		6/30/2020
Tenth Street Kerb (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Completed	100%	\$ 10,000	\$ 10,451	7/1/2019		6/30/2020
Library & Council Office Courtyard Entrance	Capital	Buildings and Other Structures	Graham Knaggs	Not Started	0%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Millicent Domain	Capital	Buildings and Other Structures	David Wallis	Procurement	10%	\$ 935,000	\$ 39,558	7/1/2019		6/30/2020
Dust Mitigation	Capital	Unsealed Roads	Graham Knaggs	Not Started	0%	\$ 50,000	\$ -	7/1/2019		6/30/2020
Road Safety School	Capital	Buildings and Other Structures	David Wallis	Not Started	0%	\$ 10,000	\$ -	7/1/2019		6/30/2020
WiFi Spine for Community Access Millicent/Penola	Capital	Plant and Equipment	Jamie Sneddon	Planning	20%	\$ 93,500	\$ -	7/1/2019		6/30/2020
Records Storage Facility Fit Out - Compactus Units	Capital	Buildings and Other Structures	Cathy Bell	Not Started	0%	\$ 66,000	\$ 103,105	7/1/2019		6/30/2020
Glenn Street Toilets	Capital	Buildings and Other Structures	David Davis	Not Started	0%	\$ 50,000	\$ -	7/1/2019		6/30/2020
Saleyards - Replace Treated Timber Fence Posts	Capital	Buildings and Other Structures	Andrew Robinson	Approvals	30%	\$ 12,000	\$ -	7/1/2019		6/30/2020
Ford Ranger Crewcab	Capital	Plant and Equipment	Daryl Sexton	Not Started	0%	\$ 35,000	\$ -	7/1/2019		6/30/2020
Isuzu Tip Truck	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 220,000	\$ -	7/1/2019		6/30/2020
Isuzu Tip Truck	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 220,000	\$ -	7/1/2019		6/30/2020
Mistubishi Fuso Dual Cab Canter	Capital	Plant and Equipment	Daryl Sexton	Planning	5%	\$ 90,000	\$ -	7/1/2019		6/30/2020
Semi Water Tanker	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 140,000	\$ -	7/1/2019		6/30/2020
Hino Street Sweeper	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 340,000	\$ -	7/1/2019		6/30/2020
John Deere Tractor	Capital	Plant and Equipment	Daryl Sexton	Not Started	0%	\$ 100,000	\$ -	7/1/2019		6/30/2020
Front Deck Mower	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 90,000	\$ -	7/1/2019		6/30/2020
Triaxle Cleanline Dog Trailer	Capital	Plant and Equipment	Daryl Sexton	Delivery	50%	\$ 70,000	\$ -	7/1/2019		6/30/2020
Major Plant Replacement- Triaxle Cleanline Dog Trailer	Capital	Plant and Equipment	Daryl Sexton	Procurement	50%	\$ 70,000	\$ -	7/1/2019		6/30/2020
Corporate Vehicles	Capital	Plant and Equipment	Daryl Sexton	Not Started	0%	\$ 82,000	\$ -	7/1/2019		6/30/2020
Minor Plant Replacement	Capital	Plant and Equipment	Graham Knaggs	Not Started	0%	\$ 40,000	\$ 934	7/1/2019		6/30/2020
Sebastopol Spring Road (Millicent)	Capital	Sealed Roads	Peter Wight	Not Started	0%	\$ 90,100	\$ -	7/1/2019		6/30/2020
Laffer Street (Nangwarry)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 24,000	\$ -	7/1/2019		6/30/2020
Old Kalangadoo Penola Road (Kalangadoo)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 164,485	\$ -	7/1/2019		6/30/2020
South West Terrace North (Beachport)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 10,700	\$ -	7/1/2019		6/30/2020
Wentworth Street (Beachport)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 7,500	\$ -	7/1/2019		6/30/2020
Rivoli Drive (Beachport)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 27,900	\$ -	7/1/2019		6/30/2020
Cape Buffon Drive (Southend)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 68,000	\$ -	7/1/2019		6/30/2020
Bonney Street (Southend)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 3,900	\$ -	7/1/2019		6/30/2020
Bridge Drive (Southend)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 24,400	\$ -	7/1/2019		6/30/2020
Harvey Street (Southend)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 12,800	\$ -	7/1/2019		6/30/2020
Southend Boat Ramp Access Road (Southend)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 6,200	\$ -	7/1/2019		6/30/2020
McDonald Street	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 5,200	\$ -	7/1/2019		6/30/2020
Bridges Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 17,000	\$ -	7/1/2019		6/30/2020
Eighth Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 6,000	\$ -	7/1/2019		6/30/2020
Grigg Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 4,000	\$ -	7/1/2019		6/30/2020
Monash Terrace (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 4,900	\$ -	7/1/2019		6/30/2020
Rendelsham Road Residential Access (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 8,800	\$ -	7/1/2019		6/30/2020
Fifth Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 6,900	\$ -	7/1/2019		6/30/2020
Bowering Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 13,100	\$ -	7/1/2019		6/30/2020

Project Name	Project Category	Asset Classification	Project Manager	Project Status	% Complete	19/20 Budget	19/20 Actual Cost	Planning Commencement Date	Works Commencement Date	Project Completion Date
Park Terrace (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 68,500	\$ -	7/1/2019		6/30/2020
Walker Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 7,200	\$ -	7/1/2019		6/30/2020
Bramwell Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 1,900	\$ -	7/1/2019		6/30/2020
Stratford Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 9,900	\$ -	7/1/2019		6/30/2020
Thyne Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 9,000	\$ -	7/1/2019		6/30/2020
Warr Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 4,500	\$ -	7/1/2019		6/30/2020
Kentish Place (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 6,400	\$ -	7/1/2019		6/30/2020
Olive Street (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 18,500	\$ -	7/1/2019		6/30/2020
Sandon Ave (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 45,300	\$ -	7/1/2019		6/30/2020
Industrial Access Road (Millicent)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 9,800	\$ -	7/1/2019		6/30/2020
Julian Street West (Penola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 22,400	\$ -	7/1/2019		6/30/2020
Dergholm Road (Penola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 25,300	\$ -	7/1/2019		6/30/2020
Beachport-Penola Road (Kangaroo Inn)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 54,500	\$ -	7/1/2019		6/30/2020
Gray Terrace (Mt Burr)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 28,000	\$ -	7/1/2019		6/30/2020
Ingram Street (Mt Burr)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 11,100	\$ -	7/1/2019		6/30/2020
Kay Terrace (Mt Burr)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 5,600	\$ -	7/1/2019		6/30/2020
South Terrace (Tantanoola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 8,000	\$ -	7/1/2019		6/30/2020
Serle Road (Tantanoola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 3,400	\$ -	7/1/2019		6/30/2020
Seebohm Street (Tantanoola)	Capital	Sealed Roads	Kerri Baker	Not Started	0%	\$ 12,000	\$ -	7/1/2019		6/30/2020
Kennedy Road - Widening Upgrade	Capital	Sealed Roads	Peter Wight	Not Started	0%	\$ 566,000	\$ -	7/1/2019		6/30/2020
Beach Road Beachport Carpark	Capital	Sealed Roads	Peter Wight	Not Started	0%	\$ 16,500	\$ -	7/1/2019		6/30/2020
Wandilo Forest Road	Capital	Sealed Roads	Wayne Thomas	Delivery	10%	\$ 250,000	\$ -	7/1/2019		6/30/2020
Arthur Street (Penola)	Capital	Stormwater	Daryl Sexton	Not Started	0%	\$ 881,100	\$ -	7/1/2019		6/30/2020
Stormwater Pit Renewal (Millicent)	Capital	Stormwater	Peter Wight	Not Started	0%	\$ 20,000	\$ -	7/1/2019		6/30/2020
Helen Street Intersection Stormwater Design (Coonawarra)	Capital	Stormwater	Daryl Sexton	Design	10%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Three Chain Road	Capital	Unsealed Roads	Wayne Thomas	Not Started	0%	\$ 123,000	\$ -	7/1/2019		6/30/2020
Glenroy - Maaoupe Road	Capital	Unsealed Roads	Wayne Thomas	Not Started	0%	\$ 130,000	\$ -	7/1/2019		6/30/2020
Bog Lane	Capital	Unsealed Roads	Wayne Thomas	Services	75%	\$ 120,000	\$ 72,986	7/1/2019		6/30/2020
Lake George Road	Capital	Unsealed Roads	Wayne Thomas	Services	10%	\$ 90,000	\$ -	7/1/2019		6/30/2020
Lamont Road	Capital	Unsealed Roads	Wayne Thomas	Not Started	0%	\$ 32,000	\$ 146	7/1/2019		6/30/2020
Rogers Road	Capital	Unsealed Roads	Wayne Thomas	Not Started	0%	\$ 90,000	\$ -	7/1/2019		6/30/2020
Border Road	Capital	Unsealed Roads	Kerri Baker	Not Started	0%	\$ 500,000	\$ -	7/1/2019		6/30/2020
Mount Hope Road	Capital	Unsealed Roads	Wayne Thomas	Completed	100%	\$ 118,000	\$ 117,782	7/1/2019		10/9/2019
Fifth Street Kerbing (Millicent)	Capital	Kerbs and Gutters	Peter Wight	Services	35%	\$ 57,000	\$ 31,666	7/1/2019		6/30/2020
Bowden Street Footpaths (Penola)	Capital	Footpaths	Peter Wight	Delivery	50%	\$ 31,000	\$ -	7/1/2019		6/30/2020
Spoon Drains Millicent (Various)	Capital	Kerbs and Gutters	Peter Wight	Not Started	0%	\$ 11,000	\$ -	7/1/2019		6/30/2019
Alfred Street (Penola)	Capital	Footpaths	Graham Knaggs	Not Started	0%	\$ 18,000	\$ -	7/1/2019		6/30/2020
Millicent Library- RFID Stage 2	Capital	Furniture and Fittings	Janice Nitschke	Procurement	50%	\$ 25,000	\$ -	7/1/2019	7/10/2019	6/30/2020
Millicent Library Furniture & Shelving	Capital	Furniture and Fittings	Janice Nitschke	Planning	15%	\$ 6,000	\$ -	7/1/2019	9/4/2019	6/30/2020
Holzgreffe Street Footways (Millicent)	Capital	Footpaths	Peter Wight	Completed	100%	\$ 25,000	\$ 6,853	7/1/2019	10/1/2019	10/11/2019
Tantanoola Town Entrance Signs	Capital	Buildings and Other Structures	Steve Chapple	Deferred	0%	\$ 5,000	\$ -	7/1/2019	1/8/2020	6/30/2020
Parklett Construction	Capital	Plant and Equipment	Chris Tully	Approvals	20%	\$ 44,000	\$ -	7/1/2019	1/15/2020	6/30/2020
Penola Town Square- Electrical works	Operational	Buildings and Other Structures	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2018		6/30/2019
Penola Place Makin Design Strategy	Operational	Buildings and Other Structures	Steve Chapple	Planning	10%	\$ 35,000	\$ -	7/1/2018		6/30/2019
Childcare Air-conditioner (Emu Room)	Operational	Operating	David Davis	Not Started	0%	\$ 3,905	\$ -	7/1/2019		6/30/2020
Childcare Trainee	Operational	Operating	Clara Walker	Not Started	0%	\$ 56,574	\$ -	7/1/2019		6/30/2020

Project Name	Project Category	Asset Classification	Project Manager	Project Status	% Complete	19/20 Budget	19/20 Actual Cost	Planning Commencement Date	Works Commencement Date	Project Completion Date
Penola Main Office Air-conditioner	Operational	Operating	David Davis	Not Started	0%	\$ 2,000	\$ -	7/1/2019		6/30/2020
Penola Main Office Disability Access	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Childcare Front Doors	Operational	Operating	David Davis	Procurement	5%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Childcare Veranda	Operational	Operating	David Davis	Not Started	0%	\$ 7,000	\$ -	7/1/2019		6/30/2020
Policy Updates	Operational	Operating	Paul Duka	Not Started	0%	\$ 25,000	\$ -	7/1/2019		6/30/2020
Council Management System - Stage 2	Operational	Operating	Paul Duka	Not Started	0%	\$ 500,000	\$ -	7/1/2019		6/30/2020
Beachport VIC Air-conditioners	Operational	Operating	David Davis	Not Started	0%	\$ 4,000	\$ -	7/1/2019		6/30/2020
SOTP D Block Upgrade	Operational	Operating	David Davis	Not Started	0%	\$ 15,000	\$ -	7/1/2019		6/30/2020
Heritage Restoration Fund	Operational	Operating	Chris Tully	Not Started	0%	\$ 15,000	\$ -	7/1/2019		6/30/2020
Corella Management Plan	Operational	Operating	Tim Wilson	Delivery	40%	\$ 3,615	\$ -	7/1/2019		6/30/2020
Noise Net Barking Dog Monitoring	Operational	Operating	Tim Wilson	Completed	100%	\$ 3,000	\$ -	7/1/2019		6/30/2020
General Development Plan Amendment	Operational	Operating	Chris Tully	Not Started	0%	\$ 30,000	\$ -	7/1/2019		6/30/2020
Dog Pound Surveillance	Operational	Operating	Tim Wilson	Planning	0%	\$ 4,400	\$ -	7/1/2019		6/30/2020
Film Hire and Showings	Operational	Operating	Steve Chapple	Not Started	0%	\$ 2,000	\$ -	7/1/2019		6/30/2020
SOTP D Block Painting	Operational	Operating	David Davis	Not Started	0%	\$ 18,770	\$ -	7/1/2019		6/30/2020
Millicent Skate Park Event & Training Session	Operational	Operating	Sarah Marzec	Services	100%	\$ 6,898	\$ -	7/1/2019		6/30/2020
Community Event Funding Support	Operational	Operating	Steve Chapple	Planning	15%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Local Business Success Story Development	Operational	Operating	Steve Chapple	Approvals	40%	\$ 6,600	\$ -	7/1/2019		6/30/2020
Disability and Inclusion Plan Implementation	Operational	Operating	Steve Chapple	Delivery	50%	\$ 15,000	\$ -	7/1/2019		6/30/2020
Arts Project Seed Funding	Operational	Operating	Steve Chapple	Approvals	50%	\$ 15,000	\$ -	7/1/2019		6/30/2020
Adelaide University Student Scholarship Program	Operational	Operating	Steve Chapple	Planning	10%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Drinking Fountain (Nangwarry)	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Tourism Town Signage (Beachport and Southend)	Operational	Operating	Roger Babolka	Planning	10%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Administration Officer - Development Services	Operational	Operating	Steve Chapple	Procurement	75%	\$ 75,182	\$ -	7/1/2019		6/30/2020
Tourism Volunteers Christmas Show	Operational	Operating	Tamara North	Planning	20%	\$ 3,000	\$ -	7/1/2019		6/30/2020
2020 Geocaching Mega Event	Operational	Operating	Tamara North	Completed	100%	\$ 2,200	\$ -	7/1/2019		6/30/2020
Tourism Staff and Volunteers Famil	Operational	Operating	Tamara North	Not Started	0%	\$ 2,200	\$ -	7/1/2019		6/30/2020
Library Services	Operational	Operating	Janice Nitschke	Not Started	0%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Industry Sector Mapping	Operational	Operating	Steve Chapple	Design	40%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Economic/Investment Initiatives	Operational	Operating	Roger Babolka	Services	25%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Co-operative Cat Desexing Program	Operational	Operating	Tim Wilson	Not Started	0%	\$ 2,000	\$ -	7/1/2019		6/30/2020
Kalangadoo Hall Ceiling	Operational	Operating	David Davis	Completed	100%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Rymill Hall Painting	Operational	Operating	David Davis	Not Started	0%	\$ 36,000	\$ -	7/1/2019		6/30/2020
Nangwarry Toilets	Operational	Operating	David Davis	Not Started	0%	\$ 10,000	\$ -	7/1/2019		6/30/2020

Project Name	Project Category	Asset Classification	Project Manager	Project Status	% Complete	19/20 Budget	19/20 Actual Cost	Planning Commencement Date	Works Commencement Date	Project Completion Date
McCorquindale Park Front Gates	Operational	Operating	David Davis	Procurement	10%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Penola Main Office Doors	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Millicent Depot Air-conditioners	Operational	Operating	David Davis	Delivery	5%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Penola Gallery Lights	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Beachport Museum	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2019
Tantanoola Hall Hot Water	Operational	Operating	David Davis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Road Asset Management Plan	Operational	Operating	Daryl Sexton	Planning	10%	\$ 80,000	\$ -	7/1/2019		6/30/2020
Tantanoola Solar Lighting	Operational	Operating	David Wallis	Not Started	0%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Coastal Erosion	Operational	Operating	Lauren Oxlade	Not Started	0%	\$ 30,000	\$ -	7/1/2019		6/30/2020
Environmental Projects	Operational	Operating	Lauren Oxlade	Not Started	0%	\$ 10,000	\$ -	7/1/2019		6/30/2020
Swimming Facilities	Operational	Operating	Lauren Oxlade	Delivery	15%	\$ 5,000	\$ -	7/1/2019		6/30/2020
Supervision of the Inflatable Obstacle Course	Operational	Operating	Lauren Oxlade	Delivery	40%	\$ 12,500	\$ -	7/1/2019	12/1/2019	3/31/2020
Woakwine Cutting Promotional Signage	Operational	Buildings and Other Structures	Roger Babolka	Planning	25%	\$ 2,200	\$ -	7/1/2019	12/18/2019	6/30/2020
Adaptation Strategy for Beachport Town Beaches	Operational	Operating	Lauren Oxlade	Planning	5%	\$ 38,500	\$ -	7/1/2019	1/13/2020	4/30/2021

15.2 Director Corporate Services

15.2.1 Monthly Financial Performance Report

Report Type	Officer Report
Department	Corporate Services
Author	Emily Strother
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.73.1/4
Attachments	1. Monthly GL Report October 2019 [15.2.1.1 - 2 pages]

Purpose of Report

Council consideration of the Monthly Financial Performance Report

Report Details

The attached Financial Performance report for the year to 31 October 2019 shows that Council is currently within its approved 2019/20 budget based on current expenditure and income trends.

The 2019/20 Financial Performance Report provides a snapshot of Council's financial performance for the period to 31 October 2019. The report includes the year to date actual expenditure and income for both operating and capital comparative to the adopted 2019/20 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 four (4) months of the 2019/20 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 \$8.276M of which \$4.023M has been spent and/or committed for expenditure.

Balance Sheet

Council did not budget to borrow any funds in 2019/20. Repayment of existing loans is scheduled for various times throughout 2019/20. Council's current loan principal is \$5.2M.

Rates Debtors

Aged Rates Debtors constitute 4.56% (\$0.692M) of total rates raised in 2019/2020. It should be noted that the number of properties with rates outstanding more than three years is 25 at this point in time. The amount outstanding is expected to decrease in November due to outstanding amounts from the 19/20 first quarter instalment being paid.

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 budget papers.

Policy Considerations

Information reflected in this report forms part of Council's 2019/20 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.

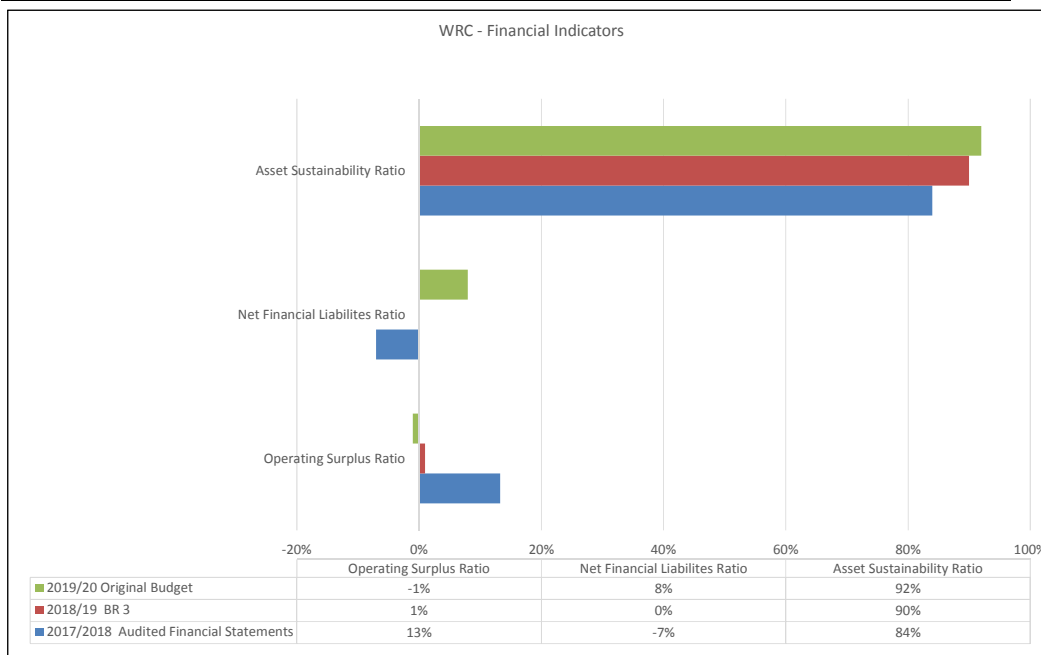
RECOMMENDATION

That Council receive and note the 2019/20 October Financial Performance Report.

WATTLE RANGE COUNCIL
2019/20 MONTHLY BUDGET REPORT
AS AT
31-October-2019

OPERATING ACTIVITIES

Adopted 2019/2020 BUDGET \$'000		YTD	YTD	YTD	YTD	
		2019/2020 BUDGET \$'000	2019/2020 ACTUAL \$'000	2019/2020 VARIANCE \$'000	2019/2020 VARIANCE %	
		A	E	=A-E		
OPERATING INCOME						
18,759	Rates	18,810	18,769	41	-0.2%	
288	Statutory Charges	86	108	(22)	25.1%	1
2,045	User Charges	674	630	44	-6.6%	2
3,840	Grants Subsidies and Contributions	1,280	392	888	-69.4%	3
140	Investment Income	47	32	14	-30.4%	4
442	Other	138	150	(13)	9.1%	
25,514	Total Operating Income	21,035	20,082	953	4.5%	
OPERATING EXPENSES						
9,642	Wages and Salaries	3,188	2,599	(589)	-18.5%	8
10,956	Materials, contracts & other expenses	3,754	2,583	(1,172)	-31.2%	8
376	Finance Costs	125	30	(95)	-76.1%	5
4,603	Depreciation, amortisation & impairment	1,534	0	(1,534)	-100.0%	6
25,577	Total Operating Expenses	8,602	5,212	(3,390)	-39.4%	
OPERATING SURPLUS/(DEFICIT)						
(63)	A BEFORE CAPITAL AMOUNTS	12,433	14,870	(2,437)	-19.6%	
CAPITAL ACTIVITIES						
Net Outlays in Existing Assets						
4,438	Capital Expenditure on renewal and replacement of Existing Assets	397	497	100	25.2%	7
(4,603)	Depreciation, Amortisation and Impairment	(1,534)	-	1,534	-100.0%	6
-	B Proceeds from Sale of Replaced Assets	-	-	-		
(165)		(1,137)	497	(1,634)	143.7%	
Net Outlays on New and Upgraded Assets						
3,838	C Capital Expenditure on New and Upgraded Assets	283	313	30	10.6%	7
(1,553)	D Amounts received specifically for New and Upgraded Assets	(295)	(331)	(36)	12.2%	3
-	Proceeds from Sale of Surplus Assets	(16)	-	16	100.0%	
2,285		(28)	(18)	(10)	35.0%	
(2,171)	Net Lending / (Borrowing) for Financial Year (A-B-C)	13,598	14,391	793	5.8%	
	Net Operating Surplus / Deficit (A+B+C+D)	12,421	14,851	(2,431)	-19.6%	



**WATTLE RANGE COUNCIL
2019/20 MONTHLY BUDGET REPORT
AS AT
31-October-2019**

NOTES

#	Description	Status	Action Required
1	Greater income received for Dog Registration & DA fees than anticipated at this time		No Action Required
2	Timing issue in relation to receiving Southern Ocean Caravan Park, resulting in lower income than budgeted year to date. Road reserve lease fees raised for financial year, resulting in greater income than budgeted year to date.		No Action Required
3	Timing issues in relation to Grant allocations		No Action Required
4	Timing issues in relation to interest income.		No Action Required
5	Accrued Interest		No Action Required
6	Depreciation for July, August ,September & October 19/20 to be allocated when 18/19 End of Year processes have been completed.		No Action Required
7	Project completion time frames do not always match the expected budget time lines for completion		No Action Required
8	Timing between when items are budgeted for and when they are processed through Synergysoft.		No Action Required

15.2.2 Wattle Range Youth Development Foundation

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

Purpose of Report

To assess 2 applications for financial assistance through the Wattle Range Youth Development Foundation.

Report Details

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

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

Council provides an allocation of \$5,000 to the Wattle Range Youth Development Foundation to assist with the operation of the Foundation.

Two (2) applications have been received from Emma Lang who has been selected to represent South Australia as a member of Football Federation South Australia in the U14 Girls division at the 2019 SingaCup in Singapore from 3 – 10 November 2019. Clare Davey has also been selected as a member of the CFANA Australian National Women's squad to tour Valencia, Spain.

Both international events are in addition to the recent Brisbane tournament in which both Emma and Clare participated in and financial assistance was granted.

It is acknowledged that Emma has participated in the SingaCup event, however the application was received by Council following the close of the Agenda for the October Council Meeting and prior to the conduct of the actual event.

In reviewing the information provided, both applications meet the eligibility of the Youth Development Foundation as detailed in the Charter. It is recommended that the provision of financial assistance be granted to the two applicants.

Financial Considerations

Budget Allocation	\$5,000
Budget Spent to Date	\$1,800
Budget Variation Requested	Nil

There are no known financial considerations related to this report.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

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:

1. \$400 to Emma Lang to assist with costs to attend the SingaCup in Singapore from 3 – 10 November 2019; and
2. \$400 to Clare Davey to assist with costs to participate in the CFANA Australian National Women's squad to tour Valencia, Spain from 23 November – 8 December 2019.

GF/7.41.3/1

CHARTER

WATTLE RANGE YOUTH DEVELOPMENT FOUNDATION

1. **Name**

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

2. **Establishment**

2.1 The Committee is a controlling authority established by the Wattle Range Council (hereinafter called 'the Council') pursuant to Section 199 of the Local Government Act, 1934 on 8th 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 8th 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 13th 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 12th 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.

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

5. Applications

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

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

6. **Membership of the Committee**

The Committee shall be the Members of Council.

7. **Meetings of the Committee**

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

8. **Funding**

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

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

9. **Sponsorship**

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

10. **Powers**

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

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

11. **Definitions**

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

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

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

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

"In singular" means the plural.

"The Council" means the Wattle Range Council.

"The Chairman" means the Chairman of the Committee.

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

"The Secretary" means the Secretary of the Committee.

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

The masculine gender shall include reference to the feminine.

12. **Amendments, Alterations and Additions to the Rules**

These rules may be amended, altered or added to by a resolution of the Council made pursuant to Schedule 2 clause 3(5) of the Local Government Act, 1999.

15.2.3

Quarterly Budget Review 1 Report - 19/20

Report Type	Officer Report
Department	Corporate Services
Author	Emily Strother
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.11.1
Attachments	1. Capital split 1920 - BR 1 [15.2.3.1 - 4 pages] 2. 1819 Carry Forwards [15.2.3.2 - 1 page]

Purpose of Report

As per the requirements the *Local Government Act 1999* and the *Local Government Financial Management Regulations 2011* the purpose of this report is to review the first quarter budget review for 2019/20.

Report Details

This report presents the first review of Council's operating and capital budget for 2019/20. It is the first significant review of the Budget since its adoption in June 2019. A number of proposed changes are recommended for Council's consideration.

The changes proposed are based on a number of factors including actual payments made, change in forecast expenditure and income due to varying factors, omission of some budgets from the original budget and inclusion of funds carried forward for capital and operating projects not completed as at 30 June 2019. The attached financials and budget papers detail all the recommended variations and Council's revised end of year financial position.

Quarterly Budget Review 1 confirms that Council's Operating Deficit is proposed to increase from (-\$0.160M) to (-\$0.462M) should the recommended variations be adopted.

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

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

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

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

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

The intent of this report is to provide Council with a budget update, i.e. to bring to its attention where any variances from the adopted 2019/20 budget are required. These reports provide Council with a high-level understanding of the decision made or going to be made and the impact to the financial ratios. They are not intended to provide detailed line by line analysis of how Council is tracking in its current budget; ultimately this is the responsibility of the management team to monitor once Council has approved the budget.

The Budget Update Report 1 provides an update on movements of carryover projects from 2018/19, as well as considering the major changes that occurred following the development of the 2019/20 budget. These changes are represented in the Summary Financial Performance & Position Statement (SFPPS) (also known as uniform presentation of finances) below.

Wattle Range Council				
Summary of Financial Performance & Position Statement (SFPPS)				
2019/20				
Summary of Financial Performance & Position Statement (SFPPS)		2019/20 Original Budget \$,000	2019/20 1st Qtr Budget Update \$,000	Budget Variance \$,000
1	Income	25,514	25,784	270
2	less Expenses	25,674	26,246	572
		- 160	- 462	302
3	less Net Outlays on Existing Assets			
	Capital Expenditure on renewal and replacement of Existing Assets	4,438	5,010	573
	less Depreciation, Amortisation and Impairment	4,700	4,700	0
	less Sale of Replaced Assets	190	190	0
		- 452	120	(573)
4	less Net Outlays on New and Upgraded Assets			
	Capital Expenditure on New and Upgraded assets	3,838	4,309	471
	less amounts specifically received for New and Upgraded Assets	1,553	1,553	(0)
	less Proceeds from sale of surplus assets	-	-	0
		2,285	2,756	(471)
5	Net Lending / (Borrowing) for Financial Year	- 1,993	- 3,338	1345
Financial Ratios				
6	Operating Surplus / Deficit * <i>(Operating Revenue less Operating Expenses)</i>	- 160	- 462	(302)
7	Operating Surplus Ratio ** <i>(Operating surplus / Operating Revenue)</i>	-1%	-2%	-1%
8	Net Financial Liabilities Ratio *** <i>(Net Financial Liabilities divided by Operating Income) Target between Nil and 100%</i>	8%	13%	5%
9	Asset Sustainability Ratio **** <i>(Acquisition of renewal and replacement of assets / Depreciation) Target between 85% and 105%</i>	92%	100%	8%
	* Being the operating surplus (deficit) before capital amounts			
	** Operating Surplus ratio expresses the operating surplus as a percentage of general and other rates, net of NRM levy			
	*** Net Financial Liabilities equals total liabilities less financial assets			
	**** Asset sustainability ratio indicates whether a Council is replacing existing assets at the same rate they are wearing out			

1) Operating Income

The operating income is forecast to increase by \$270K. The following changes have impacted on the operating income expectations of 2019/20:

- a. Increase of \$1K to reflect Childcare subsidy received.
- b. Increase of \$412K due to actual Grants Commission funds received by Council.
- c. In June 2019 the Supplementary Local Road Funding for 19/20 & 20/21 was prepaid, resulting in a budget decrease of \$270K.
- d. \$1K increase for the on charging of electricity costs at Council's owned property at 4 Skeer Street, Millicent.
- e. \$123K to be received from District Council of Grant as a contribution towards renewal works to be undertaken on Three Chain Road.
- f. Increase of \$3k to reflect hall hire & sundry user income received.

2) Operating Expenses

Within the operating expenditure budget, the following changes contribute to the \$572K increase in operating expenditure:

- a. Council's income protection payment is paid quarterly. The projected amount to be paid for income protection results in a saving of \$39K.
- b. Council has paid insurances for Workers Compensation. The amount of workers compensation insurance paid was \$128K less than the amount that was originally budgeted for. This amount includes a rebate which the scheme previously forwarded directly to Council.
- c. Budget increase of \$7K for insurance.
- d. Increase of \$31K for additional concrete beam and survey works for the next stage of the Millicent Lawn Cemetery.
- e. Increase of \$0.5K for Lake McIntyre Mayoral donation. Carried forward from 18/19.
- f. Additional works required for the upgrade of the Beachport Cemetery gates, resulting in an increase of \$4K.
- g. \$8K for flood plain modelling at Southend. Carried forward from 18/19.
- h. Carry forward from 18/19 \$31K for the Rivoli Bay project.
- i. Increase of \$24K for the Beachport Metocean data. Carried forward from 18/19.
- j. Increase of \$72K for the Beachport Boatramp project. Carried forward from 18/19.
- k. \$1K increase in funds to be provided to the Penola Community Library, based on State Library information.
- l. Budget increase of \$5K for Tech Savvy Seniors grant received in 18/19.
- m. Library roof repairs carried forward from 18/19, resulting in a budget increase of \$8K.
- n. Budget increase of \$17K for painting works at the Childcare centre, carried forward from 18/19.
- o. Increase of \$3K for office equipment at the Childcare
- g. BankSA multipayment fees tracking under expended, resulting in a saving of \$4K.
- p. Replacement of purchase order system carried forward from 18/19, resulting in a budget increase of \$10K.
- q. Increase of \$7K for the remission of the NRM levy.
- r. \$40K carried forward from 18/19 for the update of the road's asset management plan.
- s. A budget increase of \$6K for the relocation of a powerline at the Caltex service station. Carried forward from 18/19.
- t. \$30K for the installation of swipe key systems at the Nangwarry & Penola pools.
- u. Increase of \$12K for sponsorship of the Great VIC Bike ride. Carried forward from 18/19.
- v. Increase of \$6K for maintenance works for the Tantanoola Council Chambers. Carried forward from 18/19.

- w. Budget increase of \$10K for the planning and design of the new Beachport waste transfer station. Carried forward from 18/19.
- x. Snuggery food precinct carried forward from 18/19, resulting in a budget increase of \$25K.
- y. Increase of \$30K for the Visitor Information Centre reviews. Carried forward from 18/19.
- z. Tourism advertising carried forward from 18/19, resulting in a budget increase of \$38K.
- aa. Dust issues project moved from a capital project to an operating project resulting in a budget increase of \$50K.
- bb. \$20K for a Heritage Plan for Millicent & surrounds carried forward from 18/19.
- cc. Dune rehab works to be undertaken at Southend for \$17K carried forward from 18/19.
- dd. Develop & implement a Council specific climate adaptation plan considering protection of coastal infrastructure & energy efficiency in Council buildings/structures. \$20K carried forward from 18/19.
- ee. \$30K to investigate options for kerbside green waste disposal including composting. carried forward from 18/19.
- ff. Clean-up of Council forestry allotments. Carried forward from 18/19. \$25K.
- gg. Continuation of the roll out of the master key system \$20K carried forward from 18/19.
- hh. A budget saving of \$10K for the reduction of budget required for the Online induction program.
 - ii. Increase of \$12K for unspent Childcare Grant received in 18/19.
- jj. Carry forward from 18/19 for Doc Assembler training \$6K.
- kk. Quote received from Anthony T Lindsay for line marking of Council roads \$85K.
- ll. Increase of \$6K for additional lawn works required in Beachport & Southend.
- mm. Increase of \$10K to purchase crossbred lambs for Millicent Saleyards.
- nn. \$2.5K for Coastal Access plans. Carried forward from 18/19.
- oo. Increase of \$4K for Millicent & Beachport Visitor Information Centre other expenses. Not originally budgeted for.
- pp. \$3K for Southern Ocean Tourist Park laundering. Not originally budgeted for.
- qq. Increase of \$3K for Rates (Waste Management Charges) remitted.
- rr. Budget increase of \$14K for various area.

3) Net Outlays on Existing Assets

Council's revised capital expenditure budget is \$9.319M this is an increase of \$1.044M from the original budget. Apportioned \$574K of the increase relates to the replacement of existing assets and \$470K of the increase relates to upgrade of existing assets or new assets. The details of the changes are attached below and to this report.

Net outlays on existing assets are forecasted to increase by \$574K. The increase in expenditure on existing assets of \$574K is summarised as follows:

- a. Beach Road Beachport carpark deferred until 20/21 resulting in a saving of \$16.5K.
- b. Dust mitigation project transferred from Capital to Operating. Resulting in a budget decrease of \$50K.
- c. Additional \$1.3K required for the records storage facility.
- d. Increase of \$10K required for the purchase of fire danger rating signs.
- e. Additional \$7K required for the design works of the Penola Stadium reroofing project.

Further to the above a number of projects from 2018/19 have been carried over until 2019/20;

- Davenport Street traffic management project \$23K – (part renewal & new/upgraded).
- Millicent Community hub carpark \$171K.
- McLaughlin Park internal roads \$150K.
- Kennedy Road widening \$24K – (part renewal & new/upgraded).
- Millicent Civic & Arts safety rail for balcony \$6K – (part renewal & new/upgraded).

- Millicent Civic & Arts Centre foyer area \$53K – (part renewal & new/upgraded).
- Rymill Hall disability toilet \$150K.
- Sealing of Muggleton walking trail \$20K.
- Beachport green waste storage \$8K.
- Childcare shade & sandpit \$4K – (part renewal & new/upgraded).
- Intersection upgrade program \$13K – (part renewal & new/upgraded).

4) Net Outlays on New and Upgraded Assets

Net outlays on new and upgraded assets are forecasted to increase by \$470k. The increase is due to an increase of capital expenditure on new or upgraded assets mainly due to project carried forward from the 18/19 financial year. The increase in expenditure on upgraded assets of \$470K is summarised as follows;

- a. Additional \$3K required for the design works of the Penola Stadium reroofing project.
- b. Additional \$11K required for the SOTP A block refurbishment project.

Carryover projects from 2018/19;

- Davenport Street traffic management project \$55K – (part renewal & new/upgraded).
- Kennedy Road widening \$56K – (part renewal & new/upgraded).
- Millicent Civic & Arts safety rail for balcony \$14K – (part renewal & new/upgraded).
- Millicent Civic & Arts Centre foyer area \$22K – (part renewal & new/upgraded).
- Caltex flooring \$15K.
- SOTP playground equipment \$21K.
- Tipping Truck \$99K.
- Crane Truck \$75K.
- Church Street footpath \$58K.
- Childcare shade & sandpit \$10K – (part renewal & new/upgraded).
- Intersection upgrade program \$31K – (part renewal & new/upgraded).

5) Net Lending/Borrowing for Financial Year

Council's Net Lending for 2019/20 has increased by \$1.345M. Uncompleted 18/19 projects, both operating & capital, that have been carried forward to 19/20 are impacting on Council's Net Lending position.

6) Operating Surplus / Deficit

Council's operating surplus (deficit) has increased by \$302K. The net changes in operating income and expenditure are summarised above the forecast operating surplus is now anticipated to be (-\$462K).

7) Operating Surplus Ratio

The Operating Surplus (Deficit) ratio is forecasted to increase from -1% to -2% due to the net increase in expenditure of \$302K. Largely this result has been impacted by the inclusion of carry over operational projects that were incomplete in 2018/19.

8) Net Financial Liabilities Ratio

Net financial liabilities ratio is forecasted to increase from 8% to 13%. Council debt levels are set to increase slightly from the original budget position largely as a result of the funding of carry forward budgets from 2018/19 that were not completed.

9) Asset Renewal Funding Ratio

Asset Renewal Funding Ratio is forecast to increase from 92% to 100%. The result is within the target range set by Council of 85% to 105%. The ratio has increased in the first quarter due to an increase in capital expenditure on renewal of existing assets.

Financial Considerations

The financial implications of Quarterly Budget Review 1 are as detailed in the body of this report and the attached Capital Projects.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

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

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

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

RECOMMENDATION

That Council adopt the 2019/20 Budget Review 1 as presented.

FY2019/20 CAPITAL Projects: Budget Review 1

No	Ledger Number	Project Title	Adopted Budget			Budget Review 1			Variance	
130			\$ 8,275,877	renewal	new/upgrade	\$ 9,319,483	renewal	new/upgrade	\$ 1,043,606	Notes
1	120042	Annual Computer Replacement Program	22,000	22,000		22,000	22,000		0	
2	212131	Arthur Street, Penola - Stormwater Road & Kerbing	881,100	264,330	616,770	881,100	264,330	616,770	0	
3	280009	Beach Road Beachport Carpark	16,500		16,500	0		0	(16,500)	Removed at September Council Meeting
4	274013	SOTP Recreational Hall	220,550		220,550	220,550		220,550	0	
5	202003	Beachport Recreation Centre Entry and Roof	231,000		231,000	231,000		231,000	0	
6	270027	Beachport RV Dump point	33,800		33,800	33,800		33,800	0	
7	561597	Bog Lane - Resheet	120,000	120,000		120,000	120,000		0	
8	460095	Border Road	500,000	150,000	350,000	500,000	150,000	350,000	0	
9	190002	Childcare staffroom upgrade	10,400		10,400	10,400		10,400	0	
10	256003	Constructon of memorial wall at the Glencoe War Memorial Park	60,000		60,000	60,000		60,000	0	
11	291022	Corporate Vehicle Replacement	82,000	82,000		82,000	82,000		0	
12	245012	Courtyard Entrance to Library & Council Offices	10,000		10,000	10,000		10,000	0	
13	160003	Dog Park for off leash exercise	16,500		16,500	16,500		16,500	0	
14	280102	Dust Issues	50,000		50,000	0		0	(50,000)	Move to Operating
15	0171010	Fire Danger rating signs	33,000		33,000	43,000		43,000	10,000	Extra funding required for the purchase of fire danger rating signs
16	1450167	Footway Renewal - Alfred Street (Penola)	18,000	18,000		18,000	18,000		0	
17	1450165	Footway Renewal - Bowden Street (Penola)	31,000	31,000		31,000	31,000		0	
18	1450229	Footway Renewal - Giddings Street (Millicent)	11,000	11,000		11,000	11,000		0	
19	1450262	Footway Renewal - Holzgreffe Street (Millicent)	25,000	25,000		25,000	25,000		0	
20	1450205	Footway Renewal - Kentish Place (Millicent)	13,000	13,000		13,000	13,000		0	
21	1450230	Footway Renewal Nitschke Street (Millicent)	6,000	6,000		6,000	6,000		0	
22	287167	Footways - Penola Primary School	18,500		18,500	18,500		18,500	0	
23	560794	Glenroy - Maaoupe Road - Resheet	130,000	130,000		130,000	130,000		0	
24	231010	Greenrise Pumping Station	104,835		104,835	104,835		104,835	0	
25	450032	Kennedy Road - Widening	566,000	169,800	396,200	566,000	169,800	396,200	0	
26	1550272	Kerbing Renewal - Bowman Street (Millicent)	78,000	78,000		78,000	78,000		0	
27	1550276	Kerbing Renewal - Brooks Street (Millicent)	34,000	34,000		34,000	34,000		0	
28	1550303	Kerbing Renewal - Fifth Street (Millicent)	57,000	57,000		57,000	57,000		0	
29	1550302	Kerbing Renewal - Seventh Street (Millicent)	44,000	44,000		44,000	44,000		0	
30	1550214	Kerbing Renewal - Short Street (Millicent)	26,000	26,000		26,000	26,000		0	
31	1550300	Kerbing Renewal - Tenth Street (Millicent)	10,000	10,000		10,000	10,000		0	
32	560460	Lake George Road - Resheet	90,000	90,000		90,000	90,000		0	
33	560522	Lamont Road - Resheet	32,000	32,000		32,000	32,000		0	
34	245061	Library furniture and shelving	6,000	6,000		6,000	6,000		0	
35	291023	Major Plant Replacement	1,375,000	1,375,000		1,375,000	1,375,000		0	
36	190006	Millicent Child Care - Emu Room Shed	8,000	8,000		8,000	8,000		0	
37	232064	Millicent Domain	935,000		935,000	935,000		935,000	0	
38	293006	Millicent, Depot offices lino & lunch room	18,000	18,000		18,000	18,000		0	
39	560490	Mount Hope Road - Resheet	118,000	118,000		118,000	118,000		0	
40	1450157	New Footpath - Clarke Street (Penola)	26,000		26,000	26,000		26,000	0	

FY2019/20 CAPITAL Projects: Budget Review 1

No	Ledger Number	Project Title	Adopted Budget			Budget Review 1			Variance	
130			\$ 8,275,877	renewal	new/upgrade	\$ 9,319,483	renewal	new/upgrade	\$ 1,043,606	Notes
41	1450149	New Footpath - Jessie Street (Penola)	33,000		33,000	33,000		33,000	0	
42	1450288	New Footpath - Park Terrace (Millicent)	30,000		30,000	30,000		30,000	0	
43	263001	Parklett construction	44,000		44,000	44,000		44,000	0	
44	160001	Penola dog pound	5,500		5,500	5,500		5,500	0	
45	202011	Penola, Stadium reroof of the lower section.	60,150	18,045	42,105	70,150	21,045	49,105	10,000	Budget for design works
46	194007	Poets Corner Penola	10,140		10,140	10,140		10,140	0	
47	0194060	Portable Digital Illumination system.	49,500		49,500	49,500		49,500	0	
48	0112010	Records Storage Facility Fit Out - Compactus Units	66,000		66,000	67,325		67,325	1,325	Increase to reflect actual cost
49	201012	Glenn Street Toilets- 'Refurbishment	50,000	50,000		50,000	50,000		0	
50	212128	Renewal of approximately 5 stormwater pits in the Millicent areas	20,000	20,000		20,000	20,000		0	
51	291024	Minor Plant Renewal	40,000	40,000		40,000	40,000		0	
52	550029	Reseal - Agricultural Bureau Drive	136,000	136,000		136,000	136,000		0	
53	550343	Reseal - Beachport-Penola Road	54,500	54,500		54,500	54,500		0	
54	550361	Reseal - Bonney Street	3,900	3,900		3,900	3,900		0	
55	550266	Reseal - Bowering Street	13,100	13,100		13,100	13,100		0	
56	550271	Reseal - Bramwell Street	1,900	1,900		1,900	1,900		0	
57	550348	Reseal - Bridge Drive	24,400	24,400		24,400	24,400		0	
58	550235	Reseal - Bridges Street	17,000	17,000		17,000	17,000		0	
59	550346	Reseal - Cape Buffon Drive	68,000	68,000		68,000	68,000		0	
60	550372	Reseal - Chicory Terrace	12,234	12,234		12,234	12,234		0	
61	550094	Reseal - Derghom Road	25,300	25,300		25,300	25,300		0	
62	550298	Reseal - Eighth Street	6,000	6,000		6,000	6,000		0	
63	550303	Reseal - Fifth Street	6,900	6,900		6,900	6,900		0	
64	550125	Reseal - Gray Terrace	28,000	28,000		28,000	28,000		0	
65	550193	Reseal - Grigg Street	4,000	4,000		4,000	4,000		0	
66	550367	Reseal - Harvey Street	12,800	12,800		12,800	12,800		0	
67	550310	Reseal - Industrial Access Road	9,800	9,800		9,800	9,800		0	
68	550124	Reseal - Ingram Street	11,100	11,100		11,100	11,100		0	
69	550153	Reseal - John Street (Penola)	9,407	9,407		9,407	9,407		0	
70	550169	Reseal - Julian Street West	22,400	22,400		22,400	22,400		0	
71	550126	Reseal - Kay Terrace	5,600	5,600		5,600	5,600		0	
72	550205	Reseal - Kentish Place	6,400	6,400		6,400	6,400		0	
73	550005	Reseal - Laffer Street	24,000	24,000		24,000	24,000		0	
74	550360	Reseal - Macdonald Street	5,200	5,200		5,200	5,200		0	
75	550341	Reseal - McCourt Street	3,615	3,615		3,615	3,615		0	
76	550040	Reseal - Monash Terrace	4,900	4,900		4,900	4,900		0	
77	550230	Reseal - Nitschke Street	8,917	8,917		8,917	8,917		0	
78	550069	Reseal - Old Kalangadoo Penola Road	164,485	164,485		164,485	164,485		0	
79	550192	Reseal - Olive Street	18,500	18,500		18,500	18,500		0	
80	550288	Reseal - Park Terrace	68,500	68,500		68,500	68,500		0	

FY2019/20 CAPITAL Projects: Budget Review 1

No	Ledger Number	Project Title	Adopted Budget			Budget Review 1			Variance	
130			\$ 8,275,877	renewal	new/upgrade	\$ 9,319,483	renewal	new/upgrade	\$ 1,043,606	Notes
81	550290	Reseal - Rendelsham Road Residential Access	8,800	8,800		8,800	8,800		0	
82	550705	Reseal - Rivoli Drive	27,900	27,900		27,900	27,900		0	
83	550703	Reseal - Sandon Road	45,300	45,300		45,300	45,300		0	
84	550171	Reseal - Scott Street	11,267	11,267		11,267	11,267		0	
85	550386	Reseal - Sebastopol springs road	90,100	90,100		90,100	90,100		0	
86	550105	Reseal - Seebohm Street	12,000	12,000		12,000	12,000		0	
87	550078	Reseal - Serle Road	3,400	3,400		3,400	3,400		0	
88	550064	Reseal - South East Terrace (Kalangadoo)	10,875	10,875		10,875	10,875		0	
89	550101	Reseal - South Terrace	8,000	8,000		8,000	8,000		0	
90	550700	Reseal - South West Terrace North (Beachport)	10,700	10,700		10,700	10,700		0	
91	550347	Reseal - Southend Boatramp Access Road	6,200	6,200		6,200	6,200		0	
92	550291	Reseal - Stratford Street	9,900	9,900		9,900	9,900		0	
93	550256	Reseal - Thyne Street	9,000	9,000		9,000	9,000		0	
94	550270	Reseal - Walker Street	7,200	7,200		7,200	7,200		0	
95	550232	Reseal - Warr Street	4,500	4,500		4,500	4,500		0	
96	550482	Reseal - Wentworth Street	7,500	7,500		7,500	7,500		0	
97	245042	RFID Stage 2.	25,000	7,500	17,500	25,000	7,500	17,500	0	
98	172001	Road Safety Centre	10,000		10,000	10,000		10,000	0	
99	560536	Rogers Road - Resheet	90,000	90,000		90,000	90,000		0	
100	275002	Saleyards - Replace treated timber fence posts	12,000	12,000		12,000	12,000		0	
101	274009	SOTP A Block Refurbishment	29,000	29,000		40,000	40,000		11,000	Replace all partions in A Block not planned for in intial costings
102	274029	SOTP internal roadworks	16,560	16,560		16,560	16,560		0	
103	274003	SOTP Power Pods upgrade	6,188		6,188	6,188		6,188	0	
104	274028	SOTP repair of internal pathways	7,800	7,800		7,800	7,800		0	
105	274012	SOTP - Increase coverage of public wireless at SOTP	5,000		5,000	5,000		5,000	0	
106	287166	Southend Pedestrian Access Bridge Repairs	27,500	27,500		27,500	27,500		0	
107	236101	Nangwarry Pool Steps	9,354		9,354	9,354		9,354	0	
108	212132	Stormwater - Coonawarra	5,000		5,000	5,000		5,000	0	
109	267013	Tantanoola Town Entrance Signs	5,000		5,000	5,000		5,000	0	
110	560483	Three Chain Road - Resheet	123,000	123,000		123,000	123,000		0	
111	287141	Various Pram Ramp Renewals	25,000	25,000		25,000	25,000		0	
112	286141	Various Spoon Drains	11,000	11,000		11,000	11,000		0	
113	550201	Wandilo Forest Road	250,000	75,000	175,000	250,000	75,000	175,000	0	
114	263002	WiFi spine for community access Millicent/Penola	93,500		93,500	93,500		93,500	0	
115	287142	Davenport Street Traffic Management	0			78,144	54,701	23,443	78,144	Carried Forward from unfinished project in 18/19
116	194001	Millicent Community Hub Carpark	0			170,700		170,700	170,700	Carried Forward from unfinished project in 18/19
117	231022	McLaughlin Park Internal Roads	0			150,000		150,000	150,000	Carried Forward from unfinished project in 18/19 - sealing of carpark
118	450032	Kennedy Road - Widening	0			80,000	56,000	24,000	80,000	Carried Forward unspent funds in 18/19

FY2019/20 CAPITAL Projects: Budget Review 1

No	Ledger Number	Project Title	Adopted Budget			Budget Review 1			Variance	
130			\$ 8,275,877	renewal	new/upgrade	\$ 9,319,483	renewal	new/upgrade	\$ 1,043,606	Notes
119	202001	Millicent Civic Hall - Glass Safety rail for the hall balcony area	0			20,000	14,000	6,000	20,000	Carried Forward from unfinished project in 18/19
120	202001	Millicent Civic & Arts Centre foyer area	0			75,000	22,500	52,500	75,000	Carried Forward from unfinished project in 18/19
121	202007	Rymill Hall Disability Toilet	0			150,000		150,000	150,000	Carried Forward from unfinished project in 18/19
122	265002	Caltex Flooring	0			15,000	15,000		15,000	Carried Forward from unfinished project in 18/19
123	190002	Childcare Shade Structure & Sandpit	0			14,101	9,871	4,230	14,101	Carried Forward from unfinished project in 18/19
124	274005	Playground Equipment - SOTP	0			21,461	21,461		21,461	Carried Forward from unfinished project in 18/19
125	291021	Hino FC 1124 MT 3850 - 500 Series tipping truck	0			98,630	98,630		98,630	Carried Forward from unfinished project in 18/19
126	291021	Replacement of Isuzu Crane Truck	0			75,000	75,000		75,000	Carried Forward from unfinished project in 18/19
127	9450184	Church Street Footpath	0			58,000	58,000		58,000	Carried Forward from unfinished project in 18/19
128		Sealing of Muggleton Waking Trail	0			20,000		20,000	20,000	Added at September Council Meeting
129	280104	Intersection Upgrade Program	0			43,745	30,622	13,124	43,745	
130		Beachport Green Waste Storage	0			8,000		8,000	8,000	New Council green waste storage area at Beachport - \$8k For materials and internal labour (or contractor)

2018/19 BUDGETS TO BE CARRIED OVER TO 2019/20 BUDGET

#	PROJECT	JOB	CARRY FORWARD TO 2019/20	COMMENTS
OPERATING EXPENSES				
1	Road Condition and update of the roads asset management	101421400.200	\$ 40,000.00	
2	Master Key System	201140.300	\$ 20,000.00	Continuation of the roll out of the master key system
3	Tantoola Post Office Works	202144	\$ 5,775.00	
4	Millicent Library Roof Repairs	245081	\$ 7,796.00	
5	Millicent Child Care Painting	190110	\$ 17,000.00	
6	Heritage Plan for Millicent & Surrounds	163201	\$ 20,000.00	
7	Dune Rehab Southend	211209	\$ 16,500.00	
8	Climate Adaption	215211	\$ 20,000.00	
9	Green Waste	223202	\$ 30,000.00	
10	Replacement Purchasing System	101431400.623	\$ 10,000.00	
11	Mayoral Donation - Lake McIntyre		\$ 500.00	
12	Great Vic BIKE Ride	194230	\$ 12,000.00	
13	Southend Adaption Study	211152	\$ 7,620.00	
14	Rivoli Bay Project	211206	\$ 31,426.66	
15	Coastal Action Plan	211207	\$ 2,230.00	
16	Beachport Metocean Data	211208	\$ 23,633.50	
17	Beachport Waste Transfer Station	222011	\$ 10,000.00	Deferred from 17/18
18	Rivoli Bay Project	230142	\$ 71,500.00	
19	Snuggery Food Precinct	265203	\$ 25,000.00	Deferred from 17/18
20	VIC Reviews	267087	\$ 30,000.00	
21	Tourism Advertising	267087	\$ 38,000.00	
22	Clean Up Forestry Blocks	296204	\$ 25,000.00	
23	Childcare Materials		\$ 12,000.00	Grant Money received in 18/19. Unallocated funds to be spent in 19/20
			\$ 475,981	
OPERATING INCOME				
			\$ -	
CAPITAL				
1	Davenport Street Traffic Management	287142	\$ 78,144.00	
2	Millicent Community Hub Carpark	194001	\$ 170,700.00	
3	McLaughlin Park Internal Roads	231022	\$ 150,000.00	
4	Kennedy Road	450032	\$ 80,000.00	
5	Civic & Arts Centre Foyer	202001	\$ 95,000.00	
6	Penola Stadium - Design Work	202011	\$ 10,000.00	
7	Rymill Hall	202007	\$ 150,000.00	
8	Caltex service station- Replace flooring	265002	\$ 15,000.00	
9	Childcare - Shade Structure & sandpit	190002	\$ 14,101.00	
10	Playground Equipment - SOTP	274005	\$ 21,461.00	
11	Replacement of Mitsubishi Fuso Canter		\$ 98,630.00	Trade in of \$11,000
12	Replacement of Isuzu Crane Truck		\$ 75,000.00	Trade in of \$11,000
13	Church Street Penola Footpath		\$ 58,000.00	
			\$ 1,016,036	

15.2.4 Annual Financial Statements

Report Type	Officer Report
Department	Corporate Services
Author	Aaron Peek
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.8.1/2
Attachments	<ol style="list-style-type: none"> 1. Annual Financial Statements 2018 -2019 - Wattle Range Council 071119 Final [15.2.4.1 - 48 pages] 2. Notes to Annual Financial Statements 2018 - 2019 [15.2.4.2 - 4 pages]

Purpose of Report

To review the Council's Annual Financial Statements 2018/19 and Auditors Independence in accordance with the *Local Government Act 1999 and Local Government (Financial Management) Regulations 2011*.

Report Details

The Annual Financial Statements pertaining to the operations of Wattle Range Council for the financial year ending on 30 June 2019 were prepared pursuant to Sections 127 (1) & (2) of the *Local Government Act 1999* and Part 4 of the *Local Government (Financial Management) Regulations 2011*.

In summary Council's financial position as at the 30 June 2019 is as follows;

- An Operating Surplus of \$2.826M represented by an Operating Surplus ratio of 10.5%. When accounting for the movement in prepayments of grant funds in the past two years, summarised as (\$1.786M prepayment of 2019/20 Grants Commission funding in addition to a \$0.540M 19/20 & 20/21 Supplementary Local Road Funding prepayment less the \$1.458M of prepayment of 18/19 grants received in 17/18), the adjusted Operating Surplus Ratio decreases to 7.5%.
- Council's Net Debt (borrowings less cash) is now a negative total of \$7.812M (\$5.356M in loan borrowings less \$13.168M in cash and cash equivalents). This is further represented by a Net Financial Liabilities ratio of -18.5% in 2018/19 (adjusted for the prepayments the underlying adjusted ratio is -15.8%) which is a decrease from -7.0% in 2017/18.
- The Asset Renewal Funding Ratio is a key performance indicator of whether Council is renewing and replacing assets when they fall due. Council's target is to obtain a range between 85% - 105%. For 2018/19 Council's performance was 73%, which is below the benchmark range. A key contributor for this result was that a number of capital renewal projects, which were scheduled for completion by June 2019 will now be delivered in the 2019/2020 financial year.

The final audit opinion has been issued and no qualification of the financial accounts or internal control systems were necessary. The Audit Committee as part of its annual works program and as required under Section 126 (4) of the *Local Government Act 1999*, has “reviewed the Annual Financial Statements to ensure that they present fairly the state of affairs of the Council”. It is recommended that the Annual Financial Statements for 2018/19 be adopted as presented.

Statement of Comprehensive Income

In 2018/19 Council has achieved an Operating Surplus of \$2.826M before capital revenues. When compared to the 2017/18 Operating Surplus of \$3.461M. Council’s 2018/19 result, is a decrease on the year previous.

The Operating Surplus of \$2.826M when compared to the 3rd Quarter 2018/19 budgeted forecast of \$0.305M represents an increase of \$2.521M from the forecast budget position. The variance can be largely attributed to the prepayment of the \$1.786M in Federal Assisted Grants (FAG’s) Funds in 18/19 (less the prepayment of 18/19 grants of \$1.458M received in 17/18). In addition to the prepayment of the FAG’s funds Council also received a prepayment of \$0.540M being the 19/20 & 20/21 of Supplementary Local Road funding.

Further to the above, it should be noted that additional income was also received to the value of \$0.633M from the following income sources; (Development Act fees \$14K, Childcare fees \$74K, Caravan park \$19K, Cemetery fees \$17K, Investment Income \$15K, CWMS service charges of \$11K, Coastal Protection Operating Grant \$20K, sale of road reserve \$52K, additional private works income \$10K, \$109K from the sale of council owned pine plantations and a decrease in rate remissions of \$10K).

The above variance can be further explained by Council expending less than forecasted by \$0.906M on operating expenditure from the following sources; (a decrease in employee’s costs of \$32K; decrease in Materials, contracts & other expenses of \$1.040M and increase in depreciation of \$247k). These variations can be attributed to reductions in expenditure on electricity, advertising, elected member expenses, and the incompleteness of various operating projects that will be deferred until 2019/20.

Balance Sheet

Council’s 2018/19 Balance Sheet indicates that Net Assets have increased by \$13.443M. The increase was largely due to the \$10.360M revaluation undertaken by Assetic Pty Ltd for Council’s Community Wastewater Management Scheme (CWMS), \$0.602M revaluation of Council’s land assets combined with the increase to Council’s cash & cash equivalents of \$2.332M. Please note that Council’s loan borrowing liabilities have decreased by the scheduled repayments amounts with no new loans taken out in 2018/19.

Capital Expenditure

Council’s revised capital budget for 2018/19 was \$7.554M of which \$5.580M was spent as at 30 June 2019. Note 7 of the attached Draft Annual Financial Statements 2018/19 details the amounts expended / capitalised in 2018/19 on each asset class and their corresponding carrying amounts.

It should be noted that funds for any projects that have not been completed as at 30 June 2019 will be carried over to 2019/20 and used to complete the project. In addition, it should also be noted that some items originally budgeted for under capital did not reach the capitalisation threshold for their asset classes and therefore were acknowledged as operating expenditure rather than being capitalised as assets.

Financial Indicators

Note 14 in the attached Draft Annual Financial Statements details the financial indicators required to be reported on in accordance with legislation and the Model Financial Statements. The note also explains what each indicator measures and how it is calculated.

Financial indicators provide an indication of historical trends and comparative information and are an important component of long-term financial planning and performance measurement, in particular the financial sustainability of a Council. Indicators can be used to achieve short, medium and long-term financial performance targets. The following analysis is provided: -

- Council's Operating Surplus has resulted in an Operating Surplus Ratio of 10.5% compared to 13.3% in the previous year.
- An Adjusted Operating Surplus Ratio has also been calculated taking into account the prepayments of the Federal Assisted Grants in 18/19 and previous years as well as the prepayment in Supplementary Local Road Funding. The adjusted Operating Surplus Ratio for 18/19 was 7.5% compared to 12.8% in 17/18. This is within the acceptable industry target range of 0% to 15%.
- The Net Financial Liabilities Ratio is -18.5%, which is a decrease of 11.5% compared to the previous year. The primary reason for this result is attributable to Council spending less on both capital and operating expenditure than what was anticipated. Consequently, Council did not need to drawdown on its Cash Advance Facilities with the LGFA. Whilst the result signifies that Council can cover its remaining borrowings through available cash on hand, in 2019/20 it is anticipated that those projects that were not completed in 2018/19 will be completed in 2019/20 and the Net Financial Liabilities Ratio should fluctuate back to a positive position.
- The Asset Sustainability Ratio is 73% which is a decrease of 13% when compared to 2017/18. The reason for the decrease, can be attributed to a number of incomplete capital projects in 2018/19. It is anticipated that these projects will be finalised in 2019/20, where the ratio will stabilise back to the desired range of 85% - 105%.

Financial Considerations

There are various financial considerations related to this report.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Council's Draft 2018/19 Financial Statements have been prepared in accordance with Sections 127 (1) & (2) of the *Local Government Act 1999* and Part 4 of the *Local Government (Financial Management) Regulations 2011*.

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

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

RECOMMENDATION

That the Council:

Pursuant to Sections 127 (1) & (2) of the *Local Government Act 1999* and Part 4 of the *Local Government (Financial Management) Regulations 2011*, adopt the Annual Financial Statements 2018 / 2019 as presented.



Wattle Range Council
Annual Financial Statements
2018 – 2019



WATTLE RANGE COUNCIL

General Purpose Financial Reports for the year ended 30 June 2019

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WATTLE RANGE COUNCIL

ANNUAL FINANCIAL STATEMENTS for the year ended 30 June 2019

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Council to certify the financial statements in their final form. In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- the financial statements present a true and fair view of the Council's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Council's accounting and other records.

A handwritten signature in black ink, appearing to be "B. Gower", written over a horizontal line.

Ben Gower
CHIEF EXECUTIVE OFFICER

A handwritten signature in black ink, appearing to be "Des Noll", written over a horizontal line.

Des Noll
MAYOR

Dated 14 October 2019



WATTLE RANGE COUNCIL

STATEMENT OF COMPREHENSIVE INCOME for the year ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000
INCOME			
Rates	2	18,620	18,424
Statutory charges	2	306	318
User charges	2	2,344	2,269
Grants, subsidies and contributions	2	4,768	4,073
Investment income	2	195	154
Reimbursements	2	145	273
Other income	2	463	501
Total Income		26,841	26,012
EXPENSES			
Employee costs	3	9,022	8,457
Materials, contracts & other expenses	3	9,950	9,138
Depreciation, amortisation & impairment	3	4,709	4,483
Finance costs	3	341	473
Total Expenses		24,015	22,551
OPERATING SURPLUS / (DEFICIT)		2,826	3,461
Asset disposal & fair value adjustments	4	(1,158)	(1,143)
Amounts received specifically for new or upgraded assets	2	813	640
NET SURPLUS / (DEFICIT)		2,481	2,958
Transferred to Equity Statement			
Other Comprehensive Income			
Changes in revaluation surplus - infrastructure, property, plant & equipment	9	10,962	4,613
Impairment (expense) / recoupments offset to asset revaluation reserve	9	-	238
Total Other Comprehensive Income		10,962	4,851
TOTAL COMPREHENSIVE INCOME		13,443	7,809

This Statement is to be read in conjunction with the attached Notes.



WATTLE RANGE COUNCIL

STATEMENT OF FINANCIAL POSITION as at 30 June 2019

	Notes	2019 \$'000	2018 \$'000
ASSETS			
Current Assets			
Cash and cash equivalents	5	13,168	10,836
Trade & other receivables	5	1,646	1,326
Inventories	5	439	565
Total Current Assets		15,253	12,727
Non-current Assets			
Financial Assets	6	332	279
Infrastructure, Property, Plant & Equipment	7	235,954	225,610
Total Non-current Assets		236,286	225,889
Total Assets		251,539	238,616
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8	2,649	2,325
Borrowings	8	658	918
Provisions	8	1,877	1,842
Total Current Liabilities		5,184	5,085
Non-current Liabilities			
Borrowings	8	4,698	5,356
Provisions	8	285	246
Total Non-current Liabilities		4,983	5,602
Total Liabilities		10,167	10,687
NET ASSETS		241,372	227,929
EQUITY			
Accumulated Surplus		71,098	68,832
Asset Revaluation Reserves	9	168,530	157,568
Other Reserves	9	1,744	1,529
TOTAL EQUITY		241,372	227,929

This Statement is to be read in conjunction with the attached Notes.



WATTLE RANGE COUNCIL

STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2019

2019	Notes	Accumulated	Asset	Other Reserves	TOTAL EQUITY
		Surplus	Revaluation Reserve		
		\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period		68,834	157,568	1,527	227,929
Restated opening balance		68,834	157,568	1,527	227,929
Net Surplus / (Deficit) for Year		2,481	-	-	2,481
Other Comprehensive Income					
Gain on revaluation of infrastructure, property, plant & equipment	9	-	10,962	-	10,962
Impairment (expense)/ recoupments offset to asset revaluation reserve	9	-	-	-	-
Transfers between reserves	9	(217)	-	217	-
Balance at end of period		71,098	168,530	1,744	241,372

(Continued Next Page)



WATTLE RANGE COUNCIL

STATEMENT OF CHANGES IN EQUITY (continued)

2018	Notes	Accumulated	Asset	Other Reserves	TOTAL EQUITY
		Surplus	Revaluation Reserve		
		\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period		63,989	154,918	1,213	220,120
Restated opening balance		63,989	154,918	1,213	220,120
Net Surplus / (Deficit) for Year		2,958	-	-	2,958
<u>Other Comprehensive Income</u>					
Gain on revaluation of infrastructure, property, plant & equipment	9	-	4,613	-	4,613
Impairment (expense)/ recoupments offset to asset revaluation reserve	9	2,201	(1,963)	-	238
Transfers between reserves	9	(316)	-	316	-
Balance at end of period		68,832	157,568	1,529	227,929

This Statement is to be read in conjunction with the attached Notes



WATTLE RANGE COUNCIL

STATEMENT OF CASH FLOWS for the year ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates - general & other		18,602	18,378
Fees & other charges		330	343
User charges		2,320	2,626
Investment receipts		216	144
Grants utilised for operating purposes		5,126	4,378
Reimbursements		160	300
Other revenues		700	1,297
<u>Payments</u>			
Employee Costs		(8,976)	(8,298)
Materials, contracts & other expenses		(10,471)	(11,231)
Finance payments		(301)	(485)
Net Cash provided by (or used in) Operating Activities	10	7,706	7,455
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets		813	640
Sale of replaced assets		168	159
Sale of surplus assets		163	11
Repayments of loans by community groups		11	48
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(3,537)	(3,622)
Expenditure on new/upgraded assets		(2,043)	(1,086)
Loans made to community groups		(31)	-
Net Cash provided by (or used in) Investing Activities		(4,456)	(3,850)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts</u>			
Proceeds from Borrowings		-	-
<u>Payments</u>			
Repayments of Borrowings		(918)	(1,132)
Net Cash provided by (or used in) Financing Activities		(918)	(1,132)
Net Increase (Decrease) in cash held		2,332	2,473
Cash & cash equivalents at beginning of period	10	10,836	8,363
Cash & cash equivalents at end of period	10	13,168	10,836

This Statement is to be read in conjunction with the attached Notes



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

1. Basis of Preparation

1.1. Compliance with Australian Accounting Standards

This general-purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the Local Government (Financial Management) Regulations 2011.

1.2. Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3. Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

1.4. Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2. The Local Government Reporting Entity

Wattle Range Council is incorporated under the *Local Government Act 1999* and has its principal place of business at 1 George Street, Millicent. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

3. Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
Note 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

In recent years, the payment of untied financial assistance grants has varied from the annual allocation as shown in the table below:

Year	Cash Payment Received	Annual Allocation	Difference	
2015/16	\$1,198,074	\$2,454,540	-	(\$1,256,466)
2016/17	\$3,870,022	\$2,554,572	+	\$1,315,450
2017/18	\$3,019,004	\$2,876,647	+	\$142,357
2018/19	\$3,243,327	\$2,915,614	+	\$327,713

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 14 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

The actual amounts of untied grants received during the reporting periods (including the advance allocations) are disclosed in Note 2.

4. Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 12.

5. Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

6. Infrastructure, Property, Plant & Equipment

6.1. Land under Roads

Council has elected not to recognise land under roads acquired prior to 1 July 2008 as an asset in accordance with AASB 1051 Land under Roads. Land under roads acquired after 30 June 2008 has not been recognised as in the opinion of Council it is not possible to reliably attribute a fair value, and further that such value if determined would be immaterial.

6.2. Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant & equipment when completed ready for use.

6.3. Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of Capitalisation thresholds applied during the year are given in Note 7. No capitalisation threshold is applied to the acquisition of land or interests in land.

6.4. Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Further detail of existing valuations, methods and valuers are provided at Note 7.

6.5. Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Major depreciation periods for each class of asset are shown in Note 7. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

6.6. Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment. Assets carried at fair value whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not assessed for impairment.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Payables

6.7. Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

6.8. Payments Received in Advance & Deposits

Amounts received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

Borrowings

Loans are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates and is recorded as part of "Payables".

Employee Benefits

6.9. Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

<i>Weighted average discount rate</i>	<i>1.900% (2018, 2.340%)</i>
<i>Weighted average settlement period</i>	<i>10 years (2018, 10 years)</i>

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

6.10. Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Local Government Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note17.

Leases

Lease arrangements have been accounted for in accordance with AASB 117.

In respect of finance leases, where Council substantially carries the entire risks incident to ownership, the leased items are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed within the appropriate asset class and are amortised to expense over the period during which the Council is expected to benefit from the use of the leased assets. Lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

Pending Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2019 reporting period and have not been used in preparing these reports.

AASB 15	Revenue from Contracts with Customers
AASB 16	Leases
AASB 1058	Income of Not-for-Profit Entities

Standards containing consequential amendments to other Standards and Interpretations arising from the above - AASB 2010-7, AASB 2014-1, AASB 2014-3, AASB 2014-4, AASB 2014-5, AASB 2014-6, AASB 2014-7, AASB 2014-8, AASB 2014-9, AASB 2014-10, AASB 2015-1, AASB 2015-2, AASB 2015-3, AASB 2015-4, AASB 2015-5, AASB 2015-6 and AASB 2015-.

(Standards not affecting local government have been excluded from the above list.)

AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities, which will commence from 1 July 2019, affect the timing with which revenues, particularly special purpose grants, are recognised. Amounts received in relation to contracts with sufficiently specific performance obligations will in future only be recognised as these obligations are fulfilled.

AASB 16 Leases, which will commence from 1 July 2019, requires that the right of use conveyed by leasing contracts - except leases with a maximum term of 12 months and leases for non-material amounts - be recognised as a form of Infrastructure, Property, Plant and Equipment, and that the lease liability be disclosed as a liability.

Although the effect on profit and loss will be non-material, the value of the Right of use asset, and the lease liability, to be disclosed is \$5,000 at 30 June 2019.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 2 – INCOME

	Notes	2019 \$'000	2018 \$'000
RATES REVENUES			
<u>General Rates</u>		15,377	15,067
Less: Mandatory Rebates		(199)	(201)
Less: Discretionary rebates, remissions & write offs		(78)	(59)
		<u>15,100</u>	<u>14,807</u>
<u>Other Rates</u> (including service charges)			
Natural Resource Management levy		963	956
Waste Collection & Disposal		1,321	1,457
Community Wastewater Management Systems (CWMS)		1,168	1,136
		<u>3,452</u>	<u>3,549</u>
<u>Other Charges</u>			
Penalties for late payment		68	68
		<u>68</u>	<u>68</u>
Total		<u>18,620</u>	<u>18,424</u>
STATUTORY CHARGES			
Development Act fees		156	171
Health & Septic Tank Inspection fees		27	19
Animal registration fees & fines		101	106
Other Licences / fines / expiation fees		22	22
		<u>306</u>	<u>318</u>
USER CHARGES			
Cemetery fees		154	154
Childcare fees		1,016	994
Caravan Park fees		672	664
Livestock Saleyards		137	127
Rental / Lease fees		182	169
Beachport Boatyard		-	23
Aerodrome fees		23	25
Beachport Boatramp		23	23
Hall Hire		15	14
Sundry		122	76
		<u>2,344</u>	<u>2,269</u>
INVESTMENT INCOME			
Local Government Finance Authority		190	143
Banks & Other		1	1
Loans to Community Organisations		4	10
		<u>195</u>	<u>154</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
NOTE 2 - INCOME (continued)

	Notes	2019 \$'000	2018 \$'000
REIMBURSEMENTS			
- for private works		56	45
- other		89	228
		<u>145</u>	<u>273</u>
OTHER INCOME			
Insurance & Other Recouplements		167	285
Sundry		296	216
		<u>463</u>	<u>501</u>
GRANTS, SUBSIDIES, CONTRIBUTIONS			
Amounts received specifically for new or upgraded assets		813	640
Other grants, subsidies and contributions		4,768	4,073
		<u>5,581</u>	<u>4,713</u>
		<u>5,581</u>	<u>4,713</u>
<i>The functions to which these grants relate are shown in Note 2.</i>			
- Sources of grants			
Commonwealth government		31	54
State government		5,536	4,588
Other		14	71
		<u>5,581</u>	<u>4,713</u>
- Individually Significant Item			
On 19 June 2019, Council received payment of the first two instalments of the 2019/20 Grant Commission (FAG) grant. In 2016/17, 2017/18 and again in 2018/19 a prepayment of FAG grants was made. On 27 June 2019, Council received payment for 2019/20 & 2020/21 Supplementary Local Road Funding. This has materially increased Council's operating results in the previous year, as this amount was recognised as income upon receipt. Similarly, material adverse effects will be experienced when grant payments are restored.		1,786	1,458
		540	-
		<u>2,326</u>	<u>1,458</u>



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
NOTE 2 - INCOME (continued)

	Notes	2019 \$'000	2018 \$'000
Conditions over grants & contributions			
<i>Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows</i>			
<i>Unexpended at the close of the previous reporting period</i>			
		-	-
<i>Less: expended during the current period from revenues recognised in previous reporting periods</i>			
Childcare		-	-
<i>Subtotal</i>		<u>-</u>	<u>-</u>
<i>Plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions</i>			
Childcare		12	-
<i>Subtotal</i>		<u>12</u>	<u>-</u>
<i>Unexpended at the close of this reporting period</i>			
		12	-
<i>Net increase (decrease) in assets subject to conditions in the current reporting period</i>			
		<u>12</u>	<u>-</u>



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 3 – EXPENSES

	Notes	2019 \$'000	2018 \$'000
EMPLOYEE COSTS			
Salaries and Wages		7,418	6,840
Employee leave expense		803	832
Superannuation - defined plan contributions	17	590	534
Superannuation - defined benefit plan contributions	17	148	144
Workers' Compensation Insurance		286	334
Income Protection Insurance		106	149
Less: Capitalised and distributed costs		(329)	(376)
Total Operating Employee Costs		9,022	8,457
Total Number of Employees <i>(Full time equivalent at end of reporting period)</i>		110	104
MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial reports		25	25
Bad & Doubtful Debts		5	15
Elected Members' Expenses		238	253
Election Expenses		60	6
Operating Lease Rentals –cancellable leases	16	3	3
<i>Subtotal - Prescribed Expenses</i>		331	302
<u>Other Materials, Contracts & Expenses</u>			
Contractors		4,411	4,084
Energy		504	434
Materials		896	1,021
Fuel		520	480
Insurance		472	432
Legal Expenses		154	84
Levies paid to government - NRM levy		967	961
Telephone		119	133
Water		146	123
Subscriptions		176	185
Financial Assistance		108	138
Licence Fees		292	278
Advertising		67	71
Postage		48	49
Registration		98	95
Sundry		634	268
<i>Subtotal - Other Materials, Contracts & Expenses</i>		9,612	8,836
Total Other Materials, Contracts & Other Expenses		9,943	9,138



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
Note 3 - EXPENSES (continued)

	Notes	2019 \$'000	2018 \$'000
DEPRECIATION, AMORTISATION & IMPAIRMENT			
<u>Depreciation</u>			
Buildings (Market Value)		12	12
Buildings (Level 3)		524	520
Structures (Level 2)		129	115
Structures (Level 3)		263	266
<i>Infrastructure</i>			
- Sealed Roads		1,186	1,183
- Unsealed Roads		745	746
- Kerb & Gutter		260	259
- Footpaths		156	118
- CWMS (Community Wastewater Management Schemes)		631	462
- Stormwater Drainage		36	37
Plant & Machinery		753	752
Furniture & Fittings		14	13
<u>Impairment</u>			
CWMS		-	(238)
		4,709	4,245
Less: Impairment expense offset to asset revaluation reserve	9	-	238
Total Depreciation, Amortisation & Impairment		4,709	4,483
 FINANCE COSTS			
Interest on Loans		341	473
Total Finance Costs		341	473



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

Notes	2019 \$'000	2018 \$'000
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT		
<i>Assets renewed or directly replaced</i>		
Proceeds from disposal	168	159
Less: Carrying amount of assets sold	<u>864</u>	<u>1,298</u>
Gain (Loss) on disposal	(696)	(1,139)
<i>Assets surplus to requirements</i>		
Proceeds from disposal	163	11
Less: Carrying amount of assets sold	<u>625</u>	<u>15</u>
Gain (Loss) on disposal	(462)	(4)
NET GAIN (LOSS) ON DISPOSAL OR REVALUATION OF ASSETS	(1,158)	(1,143)



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 June 2019

Note 5 - CURRENT ASSETS

	Notes	2019 \$'000	2018 \$'000
CASH & EQUIVALENT ASSETS			
Cash on Hand and at Bank		1,141	367
Short Term Deposits & Bills, etc		12,027	10,469
		<u>13,168</u>	<u>10,836</u>
TRADE & OTHER RECEIVABLES			
Rates - General & Other		819	801
Accrued Revenues		11	32
Debtors - general		516	265
GST Recoupment		220	153
Prepayments		87	44
Loans to community organisations		9	42
Total		<u>1,662</u>	<u>1,337</u>
Less: Allowance for Doubtful Debts		<u>16</u>	<u>11</u>
		<u>1,646</u>	<u>1,326</u>
INVENTORIES			
Stores & Materials		<u>439</u>	<u>565</u>
		<u>439</u>	<u>565</u>

Aggregate write-downs and other losses recognised as an expense, and reversals of these, were not material in amount in either year. All such reversals occurred principally as a result of clerical inaccuracies during stores operations.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 6 – NON-CURRENT ASSETS

FINANCIAL ASSETS	Notes	2019 \$'000	2018 \$'000
RECEIVABLES			
Loans to Community Organisations		<u>332</u>	<u>279</u>
		<u>332</u>	<u>279</u>



WATTLE RANGE COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2019
Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

ASSET CATEGORY	FAIR VALUE LEVEL	2018 \$'000				2019 \$'000			
		AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land - Community	3	10,956	-	-	10,956	11,025	-	-	11,025
Land - Other	2	6,691	22	-	6,713	6,954	-	-	6,954
Buildings – Market Value	2	1,190	-	(24)	1,166	1,190	-	(36)	1,154
Buildings	3	36,726	773	(7,122)	30,377	36,309	1,365	(7,564)	30,110
Structures	2	5,266	402	(2,250)	3,418	5,224	716	(2,359)	3,581
Structures	3	14,426	189	(3,625)	10,990	14,355	365	(3,877)	10,843
Infrastructure									
- Sealed Roads	3	114,787	1,502	(32,569)	83,720	113,850	3,140	(33,128)	83,862
- Unsealed Roads	3	37,604	777	(11,265)	27,116	37,162	1,371	(11,725)	26,808
- Kerb & Gutter	3	20,673	136	(5,643)	15,166	20,629	226	(5,925)	14,930
- Footpaths	3	8,034	295	(1,734)	6,595	8,015	415	(1,875)	6,555
- CWMS	3	36,674	44	(15,464)	21,254	47,145	28	(16,188)	30,985
- Stormwater	3	4,231	-	(1,091)	3,140	4,200	835	(1,126)	3,909
Plant & Equipment	2	-	10,829	(6,061)	4,768	-	11,109	(6,200)	4,909
Furniture & Fittings	2	-	327	(223)	104	-	345	(237)	108
WIP	-	-	127	-	127	-	221	-	221
TOTAL INFRASTRUCTURE PROPERTY, PLANT & EQUIPMENT		297,258	15,423	(87,071)	225,610	306,058	20,136	(90,240)	235,954
<i>Comparative Totals</i>		284,731	12,894	(75,540)	222,085	297,258	15,423	(87,071)	225,610

This Note continues on the following pages.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT (continued)

Asset Category	2018	CARRYING AMOUNT MOVEMENTS DURING YEAR						2019	
	\$'000	\$'000						\$'000	
	CARRYING AMOUNT	Additions		Disposals	Depreciation	Impairment	Transfers	Net Revaluation	CARRYING AMOUNT
	New/Upgrade	Renewals							
Land - Community	10,956	-	-	-	-	-	-	69	11,025
Land - Other	6,713	-	-	(292)	-	-	-	533	6,954
Buildings – Market Value	1,166	-	-	-	(12)	-	-	-	1,154
Buildings	30,377	229	301	(335)	(524)	-	62	-	30,110
Structures	3,418	117	179	(22)	(129)	-	18	-	3,581
Structures	10,990	45	131	(60)	(263)	-	-	-	10,843
Infrastructure									
- Sealed Roads	83,720	487	1,151	(369)	(1,186)	-	59	-	83,862
- Unsealed Roads	27,116	-	594	(128)	(745)	-	(29)	-	26,808
- Kerb & Gutter	15,166	-	90	(66)	(260)	-	-	-	14,930
- Footpaths	6,595	48	72	(4)	(156)	-	-	-	6,555
- CWMS	21,254	-	28	(26)	(631)	-	-	10,360	30,985
- Stormwater	3,140	791	-	-	(36)	-	14	-	3,909
Plant & Equipment	4,768	201	880	(187)	(753)	-	-	-	4,909
Furniture & Fittings	104	-	18	-	(14)	-	-	-	108
WIP	127	125	93	-	-	-	(124)	-	221
TOTAL I.P.P & E	225,610	2,043	3,537	(1,489)	(4,709)	-	-	10,962	235,954
<i>2018 Comparative Totals</i>	<i>222,085</i>	<i>1,086</i>	<i>3,622</i>	<i>(1,313)</i>	<i>(4,483)</i>	<i>-</i>	<i>-</i>	<i>4,613</i>	<i>225,610</i>

This Note continues on the following pages.



WATTLE RANGE COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2019

Note 7 – INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT (continued)

Valuation of Assets

General Valuation Principles

Accounting procedure: Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 *Fair Value Measurement*: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, fair value is taken to be the current replacement cost.

Highest and best use: For land which Council has an unfettered right to sell, the "highest and best use" recognises the possibility of the demolition or substantial modification of some or all of the existing buildings and structures affixed to the land.

Much of the land under Council's care and control is Crown land or has been declared as community land under the provisions of the Local Government Act 1999. Other types of restrictions also exist.

For land subject to these restrictions, the highest and best use is taken to be the "highest and best use" available to Council, with a rebuttable presumption that the current use is the "highest and best use". The reason for the current use of a large proportion of Council's assets being other than the "highest and best use" relates to Council's principal role as the provider of services to the community, rather than the use of those assets for the generation of revenue.

For buildings and other structures on and in the land, including infrastructure, "highest and best use" is determined in accordance with the land on and in which they are situated.

Fair value hierarchy level 2 valuations: Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Fair value hierarchy level 3 valuations of land: Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets: There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
Note 7 – INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT (continued)

Capitalisation Thresholds

	2019	2018
Buildings - new construction/extensions	\$5,000	\$5,000
Other structures	\$5,000	\$5,000
Road construction & reconstruction	\$5,000	\$5,000
Paving & Footpaths, Kerb & Gutter	\$1,000	\$1,000
Stormwater	\$1,000	\$1,000
CWMS	\$5,000	\$5,000
Office Furniture & Equipment	\$1,000	\$1,000
Other Plant & Equipment	\$2,000	\$2,000
Library Books	\$1,000	\$1,000
Other Assets	\$1,000	\$1,000

Estimated Lives

	2019	2018
Plant, Furniture & Equipment		
Office Equipment	5 to 10 years	5 to 10 years
Office Furniture	10 to 20 years	10 to 20 years
Vehicles and Road-Making Equip	5 to 8 years	5 to 8 years
Other Plant & Equipment	5 to 15 years	5 to 15 years
Building & Other Structures		
Sub Structure	100 to 200 years	100 to 200 years
Super Structure	100 to 200 years	100 to 200 years
Roof	75 to 150 years	75 to 150 years
Services (Electrical)	30 to 60 years	30 to 60 years
Services (Fire)	20 to 40 years	20 to 40 years
Services (Hydraulics)	30 to 70 years	30 to 70 years
Services (Mechanical)	30 to 70 years	30 to 70 years
Services (Security)	20 to 40 years	20 to 40 years
Services (Transport)	25 to 50 years	25 to 50 years
Site Infrastructure	45 to 90 years	45 to 90 years
Site Services	30 to 60 years	30 to 60 years
Fitouts & Fittings	30 to 60 years	30 to 60 years
Fitouts (Floor Coverings)	25 to 60 years	25 to 60 years
Sheds/Shelters	40 to 120 years	40 to 120 years
Playground Equipment	20 to 40 years	20 to 40 years
Lighting	25 to 50 years	25 to 50 years
Effluent Disposal Point	30 to 60 years	30 to 60 years
Fencing	25 to 100 years	25 to 100 years
Infrastructure		
Sealed Roads – Surface	25 to 150 years	25 to 150 years
Sealed Roads – Pavement /Sub Base	150 to 900 years	150 to 900 years
Unsealed Roads	35 to 175 years	35 to 175 years
Paving & Footpaths, Kerb & Gutter	15 to 80 years	15 to 80 years
Drains	80 to 100 years	80 to 100 years
Culverts	50 to 75 years	50 to 75 years
Bores	10 to 40 years	10 to 40 years
Stormwater - Pipes	60 to 80 years	60 to 80 years
Stormwater - Other	15 to 100 years	15 to 100 years
CWMS – Pipes	60 to 100 years	60 to 80 years
CWMS – Mechanical & Electrical	25 to 50 years	10 to 15 years
CWMS – Other	25 to 120 years	15 to 100 years
Other Assets		
Various Other Assets	5 to 50 years	5 to 50 years



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 7 – INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT (continued)

Land

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition; land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Freehold land and land over which Council has control, but does not have title, is recognised on the cost basis. No capitalisation threshold is applied to the acquisition of land or interests in land.

Land is recognised at Fair Value. The last revaluation was derived by utilising the valuations as at 30th June 2019 by the Valuer Generals Office. Additions are recognised on the cost basis.

Buildings & Structures

Building and other structures assets were valued by Assetic Pty Ltd at market and depreciated current replacement cost as at the 1st July 2016. All acquisitions made after the respective date of valuation are recorded at cost.

Infrastructure

Unsealed road and Sealed road assets were valued by Assetic Pty Ltd based on a condition assessment of Moloney Asset Management Systems. The condition assessment and assets were valued at depreciated current replacement cost as at the 30th June 2016. All acquisitions made after the respective dates of valuation are recorded at cost.

Kerb & Gutter assets were valued by Council officers at depreciated current replacement cost during the reporting period ended 30th June 2016. All acquisitions made after the respective dates of valuation are recorded at cost.

Footpath assets were valued by Council officers at depreciated current replacement cost during the reporting period ended 30th June 2017. All acquisitions made after the respective dates of valuation are recorded at cost.

Stormwater Drainage assets were valued by Council officers at depreciated current replacement cost during the reporting period ended 30th June 2017. All acquisitions made after the respective dates of valuation are recorded at cost.

Community Wastewater Management Schemes (CWMS) were valued by Assetic Pty Ltd at depreciated current replacement cost as at the 1st July 2018. All acquisitions made after the respective dates of valuation are recorded at cost. Following this revaluation the cost of depreciation of CWMS increased by \$169,442

Plant, Furniture & Equipment

These assets are recognised on the cost basis.

All other assets

These assets are recognised on the cost basis.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 8 - LIABILITIES

	Notes	2019 \$'000		2018 \$'000	
		Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES					
Goods & Services		1,963	-	1,713	-
Amounts Received in Advance		250	-	225	-
Accrued Expenses - employee entitlements		222	-	208	-
Accrued Expenses - other		187	-	147	-
Deposits, Retentions & Bonds		27	-	32	-
		2,649	-	2,325	-
BORROWINGS					
Loans		658	4,698	918	5,356
		658	4,698	918	5,356
All interest-bearing liabilities are secured over the future revenues of the Council.					
PROVISIONS					
Employee Entitlements (including on costs)					
Annual Leave		787	-	755	-
Long Service Leave		1,090	285	1,087	246
		1,877	285	1,842	246



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 9 - RESERVES

ASSET REVALUATION RESERVE	Notes	1/7/2018 \$'000	Net Increments (Decrements) \$'000	Transfers, Impairments \$'000	30/6/2019 \$'000
Land		7,698	602	-	8,300
Buildings		25,017	-	-	25,017
Structures		8,508	-	-	8,508
Infrastructure					
Sealed Roads		55,467	-	-	55,467
Unsealed Roads		36,609	-	-	36,609
Kerb & Gutter		4,690	-	-	4,690
Stormwater Drainage		4,622	-	-	4,622
CWMS		8,870	10,360	-	19,230
Footways		6,087	-	-	6,087
TOTAL		157,568	10,962	-	168,530
2018 Totals		154,918	2,412	238	157,568

OTHER RESERVES	Notes	1/7/2018 \$'000	Transfers to Reserve \$'000	Transfers from Reserve \$'000	30/6/2019 \$'000
Specific Fund		1,302	1,996	(1,769)	1,529
Aged Accommodation		15	-	(15)	-
Other Reserves		98	-	-	98
Land Development		92	-	-	92
Service Station		22	5	-	27
TOTAL OTHER RESERVES		1,529	2,001	(1,784)	1,746
2018 Totals		1,213	2,241	(1,925)	1,529



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 9 – RESERVES (continued)

PURPOSES OF RESERVES

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets (less any subsequent impairment losses, where applicable).

Other Reserves

Specific Fund

The specific fund is used to record transactions related to rates for a specific purpose i.e. CWMS and waste collection/disposal. The funds in this reserve are available for future maintenance of CWMS and waste collection/disposal.

Aged Accommodation

The aged accommodation reserve was originally for establishment of an Aged Care and Medical Facility at Beachport. There was a subsequent community agreement to use the reserve to purchase equipment for Beachport Medical Clinic.

Other Reserve

Other Reserve consists of a number of miscellaneous reserves that have been in existence for a number of years for a multitude of activities. Over the next twelve months these reserves will be reviewed and the number of specific items reduced.

Land Development

This reserve holds the funds received (net of expenditure) following the sale of Mount Burr House.

Service Station Sinking Fund

As per the Lease with the Service Station a contribution can be charged which will be used for future works associated with the Service Station, Millicent.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 10 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	Notes	2019 \$'000	2018 \$'000
Total cash & equivalent assets	5	<u>13,168</u>	10,836
Balances per Cash Flow Statement		<u>13,168</u>	<u>10,836</u>

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit)		2,481	2,958
Non-cash items in Income Statement			
- Depreciation, amortisation & impairment		4,709	4,483
- Net increase (decrease) in unpaid employee benefits		46	159
- Change in allowances for under recovery		5	8
- Grants for capital acquisitions treated as Investing Activity		(813)	(640)
- Net (Gain) Loss on Disposals		<u>1,158</u>	<u>1,143</u>
		7,586	8,111
Add (Less): Changes in Net Current Assets			
- Net (increase) decrease in receivables		(358)	123
- Net (increase) decrease in inventories		126	40
- Net increase (decrease) in other provisions		42	-
- Net increase (decrease) in trade & other payables		<u>310</u>	<u>(819)</u>
Net Cash provided by (or used in) operations		<u>7,706</u>	<u>7,455</u>

(c) Non-Cash Financing and Investing Activities

		-	-
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(d) Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Corporate Credit Cards		13	11
LGFA Cash Advance Debenture Facility		9,010	9,010

Council has immediate access to a short-term draw-down facility, and variable interest rate borrowings under a cash advance facility, both from the Local Government Finance Authority of SA.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 11 – FUNCTIONS

INCOMES, EXPENSES AND ASSETS HAVE BEEN DIRECTLY ATTRIBUTED TO THE FOLLOWING FUNCTIONS & ACTIVITIES

FUNCTION	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	ACTUAL 2019 \$'000	ACTUAL 2018 \$'000	ACTUAL 2019 \$'000	ACTUAL 2018 \$'000	ACTUAL 2019 \$'000	ACTUAL 2018 \$'000	ACTUAL 2019 \$'000	ACTUAL 2018 \$'000	ACTUAL 2019 \$'000	ACTUAL 2018 \$'000
Business Undertakings	1,039	997	2,096	1,978	(1,057)	(981)	-	-	15,496	14,458
Community Services	1,253	1,241	2,188	1,878	(935)	(637)	105	58	14,071	13,128
Culture	17	11	112	120	(95)	(109)	-	-	189	176
Library Services	39	40	533	547	(494)	(507)	27	25	3,327	3,104
Economic Development	171	165	904	695	(733)	(530)	-	-	224	209
Environment	46	59	663	593	(617)	(534)	20	50	23,102	21,554
Recreation	75	95	2,159	1,962	(2,084)	(1,867)	301	110	30,509	28,465
Regulatory Services	330	398	959	925	(629)	(527)	-	-	864	806
Transport	1,802	1,706	5,265	5,061	(3,463)	(3,355)	2,338	2,181	123,073	118,755
Governance Services	21,765	21,037	8,768	8,488	12,997	12,549	2,790	2,289	37,181	34,690
Unclassified Activities	304	263	368	304	(64)	(41)	-	-	3,506	3,271
TOTALS	26,841	26,012	24,015	22,551	2,826	3,461	5,581	4,713	251,539	238,616

Excludes net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 11 - FUNCTIONS (continued)

The activities relating to Council functions are as follows:

Business Undertakings:

Effluent Drainage, Caravan Parks, Council Housing, Saleyards, Land Development, Private Works

Community Services:

Childcare Centre, Community Halls, Public Toilets (Clean and Maintain), Community Grant Scheme, Community Event Support, Community and Youth Development, Civic and Arts Centre.

Culture:

Local History and Galleries.

Library Services:

Millicent and Branch Libraries.

Economic Development:

Millicent, Beachport and Penola Visitor Centres Operation, Limestone Coast Regional and Promotional Marketing.

Environment:

Storm Water Drainage (Construct and Maintain), Street Lighting, Street Cleaning, Coastal Protection, Operate and Maintain Domestic Waste Disposal and Collection Dumps and Transfer Stations.

Recreation:

Parks and Gardens Maintenance, Sport Facilities, Sport and Recreation Grant Scheme, Swimming Lake and Pools.

Regulatory:

Development, Planning and Building Services, Dog Regulation and Control, Health Inspection, Fire Prevention and Parking Control.

Transport:

Sealed and Unsealed Road Construction and Maintenance, Footpaths and Kerbing.

Governance and Support Services:

Elected Member Support, Council Offices, Legislative Compliance and Reporting, Risk Management, Corporate Services, Engineering Administration.

Unclassified Activities:

Public Debt Transactions, Plant and Machinery Operations, Depot Expenses.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 12 - FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.
	Terms & conditions: Short term deposits have an average maturity of 1 day and average interest rates of between 1.25% and 1.50% (2018: 1 day, 1.25% and 1.75%).
	Carrying amount: approximates fair value due to the short term to maturity.
Receivables - Rates & Associated Charges (including legals & penalties for late payment)	Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.
	Terms & conditions: Secured over the subject land, arrears attract interest of 0.550% (2018: 0.560%) although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.
	Carrying amount: approximates fair value (after deduction of any allowance).
Receivables - Fees & other charges	Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.
	Terms & conditions: Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.
	Carrying amount: approximates fair value (after deduction of any allowance).
Receivables - other levels of government	Accounting Policy: Carried at nominal value.
	Terms & conditions: Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of the Governments of the Commonwealth & State.
	Carrying amount: approximates fair value.
Liabilities - Creditors and Accruals	Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.
	Terms & conditions: Liabilities are normally settled on 30-day terms.
	Carrying amount: approximates fair value.
Liabilities - Interest Bearing Borrowings	Accounting Policy: Carried at the principal amounts. Interest is charged as an expense as it accrues.
	Terms & conditions: secured over future revenues, borrowings are repayable (2 repayments per year with fixed terms between 7 and 20 years); interest is charged at fixed (or variable - describe) rates between 4.75% and 7.00% (2018: 4.75% and 7.00%)
	Carrying amount: approximates fair value.
Liabilities - Finance Leases	Accounting Policy: accounted for in accordance with AASB 117.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 12 - FINANCIAL INSTRUMENTS (continued)

Liquidity Analysis

2019	Due < 1 year \$'000	Due > 1 year; ≤ 5 years \$'000	Due > 5 years \$'000	Total Contractual Cash Flows \$'000	Carrying Values \$'000
Financial Assets					
Cash & Equivalents	13,168	-	-	13,168	13,168
Receivables	1,978	-	-	1,978	1,978
Total	15,146	-	-	15,146	13,168
Financial Liabilities					
Payables	2,240	-	-	2,240	2,240
Current Borrowings	962	-	-	962	658
Non-Current Borrowings	-	3,342	3,107	6,449	4,698
Total	3,201	3,342	3,107	9,651	5,356

2018	Due < 1 year \$'000	Due > 1 year; ≤ 5 years \$'000	Due > 5 years \$'000	Total Contractual Cash Flows \$'000	Carrying Values \$'000
Financial Assets					
Cash & Equivalents	10,835	-	-	10,835	10,836
Receivables	793	217	145	1,155	815
Total	11,628	217	145	11,990	11,651
Financial Liabilities					
Payables	2,208	-	-	2,208	2,208
Current Borrowings	1,269	-	-	1,269	918
Non-Current Borrowings	-	3,768	3,642	7,410	5,356
Total	3,477	3,768	3,642	10,887	8,244

The following interest rates were applicable to Council's borrowings at balance date:

	30 June 2019		30 June 2018	
	Weighted Average Interest Rate %	Carrying Value \$'000	Weighted Average Interest Rate %	Carrying Value \$'000
Other Variable Rates	4.00	0	4.00	0
Fixed Interest Rates	5.84	5,356	5.84	6,274
		5,356		6,274



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 12 - FINANCIAL INSTRUMENTS (continued)

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Policy (LGA Information Paper 15), liabilities have a range of maturity dates based on cash inflows. Council also has available a range of bank overdraft and short-term draw down facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk adverse manner.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 13 - COMMITMENTS FOR EXPENDITURE

	<u>Notes</u>	2019 \$'000	2018 \$'000
Other Expenditure Commitments			
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:			
Audit Services		20	39
Waste Management Services		6,087	7,316
Employee Remuneration Contracts		1,011	1,596
Cleaning Contract		121	118
		<u>7,239</u>	<u>9,069</u>
These expenditures are payable:			
Not later than one year		1,899	1,999
Later than one year and not later than 5 years		4,123	4,635
Later than 5 years		1,217	2,435
		<u>7,239</u>	<u>9,069</u>



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 14 - FINANCIAL INDICATORS

	2019	2018	2017
<i>These Financial Indicators have been calculated in accordance with Information Paper 9 Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia. Detailed methods of calculation are set out in the SA Model Statements.</i>			
Operating Surplus Ratio	10.5%	13.3%	11.4%
This ratio expresses the operating surplus as a percentage of total operating revenue.			
** Adjusted Operating Surplus Ratio	7.5%	12.8%	6.7%
Net Financial Liabilities Ratio	(18.5%)	(7.0%)	10.0%
Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.			
** Adjusted Net Financial Liabilities Ratio	(15.8%)	(7.0%)	5.0%
Asset Renewal Funding Ratio	73%	84%	90%
Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets and excludes new capital expenditure on the acquisition of additional assets divided by the optimal level of such expenditure per I& as noted in the Long-Term Financial Plan.			

*** In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The Adjusted Ratios correct for resulting distortion in the key ratios for each year and provide a more accurate basis for comparison.*



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 15 - UNIFORM PRESENTATION OF FINANCES

The following is a high-level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis. All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis. The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

	2019 \$'000	2018 \$'000
Income	26,841	26,012
Expenses	<u>(24,015)</u>	<u>(22,551)</u>
	<u>2,826</u>	<u>3,461</u>
Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	(3,537)	(3,622)
Add back Depreciation, Amortisation and Impairment	4,709	4,483
Proceeds from Sale of Replaced Assets	168	159
	<u>1,340</u>	<u>1,020</u>
<i>less Net Outlays on New and Upgraded Assets</i>		
Capital Expenditure on New and Upgraded Assets <i>(including investment property & real estate developments)</i>	(2,043)	(1,086)
Amounts received specifically for New and Upgraded Assets	813	640
Proceeds from Sale of Surplus Assets <i>(including investment property and real estate developments)</i>	163	11
	<u>(1,067)</u>	<u>(435)</u>
Net Lending / (Borrowing) for Financial Year	<u>3,099</u>	<u>4,046</u>



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 16 – OPERATING LEASES

<u>Notes</u>	2019 \$'000	2018 \$'000
<i>Lease payment commitments of Council</i>		
Council as entered into a non-cancellable operating lease for photocopying equipment. The lease does not impose any additional restrictions on Council in relation to additional debt or further leasing. The lease in relation to the photocopying equipment permits Council, at expiry of the lease to elect to re-lease, return or acquire the equipment leased. The lease does not contain any escalation clauses.		
Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows;		
These expenditures are payable:		
Not later than one year	3	3
Later than one year and not later than 5 years	2	5
Later than 5 years	-	-
	<u>5</u>	<u>8</u>



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 17 – SUPERANNUATION

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Marketlink and/or Salarylink. All other employees (including casuals) have all contributions allocated to Marketlink.

Marketlink (Accumulation Fund) Members

Marketlink receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings in accordance with superannuation guarantee legislation (9.50% in 2018/19; 9.50% in 2017/18). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2017/18) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of salary for Salarylink members to their Marketlink account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink Fund is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 18 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED IN THE STATEMENT OF FINANCIAL POSITION

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but knowledge of those items is considered relevant to user of the financial report in making and evaluating decisions about the allocation of scarce resources.

LAND UNDER ROADS

As reported elsewhere in these Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

At reporting date, Council controlled 2,441 km of road reserves of average width 20 metres.

POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

BANK GUARANTEES

Council has guaranteed certain loans and other banking facilities advanced to community organisations and sporting bodies, amounting to \$193,493 (2018: \$214,701) at reporting date.

Council does not expect to incur any loss arising from these guarantees.

LEGAL EXPENSES

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of one appeal against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.



WATTLE RANGE COUNCIL

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019

Note 19 - RELATED PARTY DISCLOSURES

KEY MANAGEMENT PERSONNEL

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999. In all, 33 persons were paid the following total compensation:

	2019 \$'000	2018 \$'000
Salaries, allowances & other short-term benefits	2,130	2,091
Post-employment benefits	-	-
Long term benefits	-	-
Termination benefits	-	-
TOTAL	2,130	2,091

Other than amounts paid as ratepayers or residents (e.g. rates, swimming pool entry fees, etc.), Council received the following amounts in total:

	2019 \$'000	2018 \$'000
Contributions for fringe benefits tax purposes	50	61
Planning and building applications fees	1	2
Rentals for Council property	-	-
TOTAL	51	63

PARTIES RELATED TO KEY MANAGEMENT PERSONNEL

Key Management Personnel (KMP) and relatives of KMP's own a retail business from which various supplies were purchased as required either for cash or on 30-day account. Purchases from this one business was \$23,064.10 during the year on normal commercial terms.

Four (4) close family members of key management personnel are employed by Council in accordance with the terms of the Award, and as recorded in the public Register of Salaries maintained in accordance with section 105 of the *Local Government Act 1999*.

Two (2) key management personnel or close family members (including related parties) lodged planning and building applications during the year.



214 Melbourne Street
North Adelaide SA 5006

PO Box 755
North Adelaide SA 5006

T: (08) 8267 4777

F: (08) 8239 0895

E: admin@deannewbery.com.au

ABN: 30 164 612 890

INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT

To the members of the Wattle Range Council

Opinion

We have audited the accompanying financial report of the Wattle Range Council (the Council), which comprises the Statement of Financial Position as at 30 June 2019, Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of Council.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulation 2011* and the Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Council in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Council's Responsibility for the Financial Report

The Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*. This responsibility includes determining that the basis of preparation described in Note 1 is appropriate to meet the need of the members. The Council's responsibility also includes designing, implementing and maintaining internal controls relevant to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Council is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Council.
- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS**



**JIM KEOGH
PARTNER**

Signed on the 7th day of November 2019,
at 214 Melbourne Street, North Adelaide



214 Melbourne Street
North Adelaide SA 5006

PO Box 755
North Adelaide SA 5006

T: (08) 8267 4777

F: (08) 8239 0895

E: admin@deannewbery.com.au

ABN: 30 164 612 890

INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS OF THE WATTLE RANGE COUNCIL

Opinion

In our opinion, the Council has complied, in all material respects, with Section 129(1)(b) of the *Local Government Act 1999* in relation to the Internal Controls established by the Council relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2018 to 30 June 2019.

Basis for opinion

We have audited the Internal Controls of the Wattle Range Council (the Council) under the requirements of *Section 129(1)(b) of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2018 to 30 June 2019 have been conducted properly and in accordance with law.

We conducted our engagement in accordance with Standard on Assurance Engagements *ASAE 3150 Assurance Engagements on Controls* issued by the Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The Council's Responsibility for the Internal Controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with *Section 125 of the Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and applying Auditing Standard *ASQC 1 Quality Control for Firms that Perform Audits and Review of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking the assurance engagement.

Assurance Practitioner's Responsibilities

Our responsibility is to express an opinion on the Council's compliance with *Section 129(1)(b) of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures have been conducted properly and in accordance with law.

ASAE 3150 requires that we plan and performed our procedure to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives and the controls operating effectively through the period.

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An assurance engagement to report on the designed and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of the controls to achieve the control objectives and the operating effectiveness of the controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed or the controls did not operate effectively. Our procedures included testing the operating effectiveness to the controls that we consider necessary to achieve the control objectives identified. An Assurance engagement of this type also includes evaluating the suitability of the control objectives.

Limitation on Use

This report has been prepared for the members of the Council in accordance with *Section 129(1)(b) of the Local Government Act 1999* in relation to the Internal Controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on operating effectiveness of controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

**DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS****JIM KEOGH
PARTNER**

Signed on the 7th day of November 2019
at 214 Melbourne Street, North Adelaide, South Australia, 5006



WATTLE RANGE COUNCIL

ANNUAL FINANCIAL STATEMENTS for the year ended 30 June 2019

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the Wattle Range Council for the year ended 30 June 2019, the Council's Auditor, Dean Newbery & Partners, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 1999* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 16A(2) *Local Government (Financial Management) Regulations 1999*.

A handwritten signature in black ink, appearing to be "Ben Gower", written over a horizontal line.

Ben Gower
CHIEF EXECUTIVE OFFICER

A handwritten signature in black ink, appearing to be "Michael Schultz", written over a horizontal line.

Michael Schultz
**PRESIDING MEMBER
AUDIT COMMITTEE**

Dated 17 October 2019



214 Melbourne Street
North Adelaide SA 5006

PO Box 755
North Adelaide SA 5006

T: (08) 8267 4777

F: (08) 8239 0895

E: admin@deannewbery.com.au

ABN: 30 164 612 890

Certification of Auditor's Independence

I confirm that, for the audit of the financial statements of the Wattle Range Council for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

A handwritten signature in black ink, appearing to read "JKL".

JIM KEOGH

Partner

DEAN NEWBERY & PARTNERS

CHARTERED ACCOUNTANTS

Dated this 7th day of November 2019

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Explanatory Notes to Accompany Financial Statements for the Year Ended 30 June 2019

2019	2018	Variation \$	Variation %
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NOTE 2 : INCOME

Rate Revenues					
General Rates	15,100	14,807	293	1.98%	1.5% Rate Increase. General Rate increase is based on Rates raised for the financial year. Slight decrease in discretionary rebates.
Other Rates	3,452	3,549	(97)	-2.73%	Slight decrease in NRM levy payments charged by Council. Increase in CWMS charge, decrease in Garbage charges following a saving on Council's current waste collection contract.
Other Charges	68	68	-	0.00%	Penalties for late payment of rates remained steady.
Statutory Charges					
Development Act Fees	156	171	(15)	-8.77%	Decrease in the number of Development applications, resulting in a decrease in lodgement fees income, development assessment fees and the building assessment fees. As well as a slight increase in Development Fees being charged.
Health & Septic Tank Inspection Fees	27	19	8	42.11%	Increase in Septic Tank application fees due to more applications received.
Animal Registration Fees and Fines	101	106	(5)	-4.72%	Decrease in the amount received for Dog Registration fees. Less registrations under received under DACO.
Other Licences, Fees & Fines	22	22	-	0.00%	Other Licences, Fees & Fines remained steady.
User Charges					
Cemetery/Crematoria Fees	154	154	-	0.00%	Income received for burials and cemetery plaques remained steady in 18/19.
Childcare	1,016	994	22	2.21%	Childcare Fee increase from 17/18 to 18/19. An increase in FTE children attending the centre.
Caravan Park	672	664	8	1.20%	Increase in Caravan Park fee income due to an fee increase for the 18/19 financial year
Livestock Saleyards	137	127	10	7.87%	Increased sale of Councils own stock
Aerodrome Fees	23	25	(2)	-8.00%	Slight decrease in Rental and Landing Fees at the Millicent Aerodrome.
Rental/Lease Fees	182	169	13	7.69%	Income represents leases and licenses for road reserves, Council owned Service Station and other Council lands.
Hall & Equipment Hire	15	14	1	7.14%	Slight increase in Hall and Equipment Hire Revenue.
Beachport Boatyard	0	23	(23)	-100.00%	Boatyard management contract with DPTI. Contract expired the 30th September 2017 and was not continued.
Beachport Boatramp	23	23	-	0.00%	Beachport Boatramp user fees.
Sundry	122	76	46	60.53%	Increase partially relates to \$52k from the sale of a road reserve in 18/19 & increased income received at Councils visitor information centres.
Investment Income					
Local Government Finance Authority	190	143	47	32.87%	Increase in the amount of interest received from the LGFA for Council Investments in 18/19 due to Council having increased funds in its at call account.
Self Service Loans	4	10	(6)	-60.00%	Income relates to the interest raised on repayments of loans to community groups.
Banks & Other	1	1	-	0.00%	Consistent operating account balance throughout year.
Reimbursements					
For Private Works	56	45	11	24.44%	Due to a decrease in the amount of private works being carried out by Council staff.
Other	89	228	(139)	-60.96%	\$89k reimbursements received from other Council's as part of the CWMS SCADA program received in 17/18 but not 18/19. Reimbursements for Millicent Library received in 17/18 \$10k.
Other Income					
Insurance & Other Recoupments	167	285	(118)	-41.40%	\$67k received in 17/18 for Records storage insurance claim, \$19k received in 17/18 for a saleyard's insurance claim.
Sundry	296	216	80	37.04%	\$109k from the sale of council owned pine plantations.
Grants, Subsidies and Contributions					
Amounts Received Specifically for New or Upgraded Assets	813	640	173	27.03%	\$275k grant for Wandilo Forest Road, \$150k grant for Kennedy Road, Glencoe, Safer Communities Grant fund \$13k, Millicent parklands revitalisation grant \$268k, blackspot funding for Davenport Street/Glen Street/Stuckey Street intersection \$43k. Veteran & Community Grant received for works at the Millicent RSL hall \$31k.
Other Grants, Subsidies and contributions	4,768	4073	695	17.06%	Grants Commission payment increase due to a prepayment of \$1.786M of 18/19 grants received in 17/18. A Grants commission prepayment also occurred in 17/18 of \$1.458M. \$540k prepaid for 19/20 & 20/21 Supplementary Local Road Funding. \$20k for a childcare assistance grant, \$30k for LGA benchmarking project, \$30k childcare grant.

Explanatory Notes to Accompany Financial Statements for the Year Ended 30 June 2019

2019	2018	Variation \$	Variation %
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NOTE 3 : EXPENSES

Employee Costs					
Salaries and Wages	7,418	6,840	578	8.45%	ASU staff had a 3.5% pay increase, AWU staff had a 3.5% pay increases in 18/19. Increase in Full Time Equivalent staff employed by the Council. In addition to level & wage increment increases for Council Staff.
Employee Leave Expenses	803	832	(29)	-3.49%	Leave Accrual Costs.
Superannuation	738	678	60	8.85%	Statutory Super contributions.
Workers Compensation	286	334	(48)	-14.37%	Workers Compensation Insurance.
Income Protection	106	149	(43)	-28.86%	Income Protection Insurance contribution.
Less: Capitalised and distributed costs	(329)	(376)	47	-12.50%	Cost of labour expensed on Capital Works lower than 17/18.
Materials, Contracts & Other Expenses					
Auditor's Remuneration	25	25	-	0.00%	External Auditors fees.
Bad & Doubtful Debts	5	15	(10)	-66.67%	Bad Debts written off.
Elected Members Expenses	238	253	(15)	-5.93%	Slight decrease in members allowances and members expenses in 18/19.
Election Expenses	60	6	54	900.00%	\$56K for Council elections held in November 2018. \$4K expenses on electoral roll maintenance.
Operating Lease Rentals	3	3	-	0.00%	In 15/16 Council entered into a new lease arrangement to lease photocopiers in the Millicent Office.
Contractors	4,411	4,084	327	8.01%	Increases in contract prices from 17/18 to 18/19. Increase in amounts paid to workers employed through employment agencies. Increase in contractual work on unsealed roads. Increased cleaning costs. Increase in consultancy works. Increased contractual services with maintaining Council plant.
Energy	504	434	70	16.13%	Increase in energy costs due to an increase in the costs & usage of electricity and gas.
Materials	896	1,021	(125)	-12.24%	Decrease of materials used with maintaining Council plant, decrease of materials used at the Saleyards, decrease of internal quarry material used.
Fuel	520	480	40	8.33%	Increase in fuel prices led to a increase in fuel costs for 18/19.
Insurance	472	432	40	9.26%	Annual Insurance Premiums.
Legal Expenses	154	84	70	83.33%	Increase in Legal Costs required by Council during 18/19.
Levies paid to government - NRM Levy	967	961	6	0.62%	Reimbursed by separate rate. Net cost to Council is zero.
Telephone	119	133	(14)	-10.53%	Decrease in telephone costs due to changing to more cost-effective plans where possible.
Water	146	123	23	18.70%	Increase due to increase in water costs & usage.
Subscriptions	176	185	(9)	-4.86%	17/18 included \$9k subscription for funding drug action plan.
Financial Assistance	108	138	(30)	-21.74%	Financial Assistance Provided by Council.
Licence Fees	292	278	14	5.04%	Licence Fees paid.
Advertising	67	71	(4)	-5.63%	Decreased Advertising costs in 18/19.
Postage	48	49	(1)	-2.04%	Reduction in postage.
Registration	98	95	3	3.16%	Vehicle Registration costs.
Sundry	634	268	366	136.57%	More plant & wages usage on capital jobs which has led to an increase in operating recovery of these plant items compared to 17/18.
Finance Costs					
Interest on Borrowings	341	473	(132)	-27.91%	Decrease in interest costs associated with the repayment of Council loans.
Depreciation					
Buildings & Structures	928	913	15	1.64%	Increase in depreciation due to capital works undertaken during 18/19.
Unsealed Roads	745	746	(1)	-0.13%	Slight increase in unsealed roads depreciation during 17/18.
Sealed Roads	1,186	1,183	3	0.25%	Slight increase in sealed roads depreciation during 18/19.
Kerbs & Gutter	260	259	1	0.39%	Depreciation on Kerb & Gutters.
Footways	156	118	38	32.20%	Increase in depreciation for Footways, due to capital works being undertaken in 18/19.
CWMS (Community Wastewater Management Schemes)	631	462	169	36.58%	Increase in depreciation due to revaluation of this class as at the 1st July 2018.
Stormwater Drainage	36	37	(1)	-2.70%	Slight decrease in depreciation for Stormwater Drainage.
Plant and Equipment	753	752	1	0.13%	Slight increase in depreciation in 18/19 due to trade in of plant in 18/19.
Furniture & Fittings	14	13	1	7.69%	Slight increase in depreciation on Furniture and Fittings.

Explanatory Notes to Accompany Financial Statements for the Year Ended 30 June 2019

	2019	2018	Variation \$	Variation %	
Net Gain (Loss) on disposal or revaluation of Assets					
Assets renewed or directly replaced	(696)	(1,139)	443	-38.89%	Sealed & Unsealed roads written off when works were carried out to renew that segment. Items of Buildings & Structures, Footways, Kerb Water Table that are disposed when capital works have been completed. \$18k loss on disposal of plant items in 18/19 general change-over of vehicles.
Asset Surplus to requirements	(462)	(4)	(458)	11450.00%	\$4k gain on disposal on sale of Lot 11 Golf Course Road Beachport, \$1k loss on sale of 9a Bonshor Street, \$10k loss on sale of Lot 23 Belt road, Millicent. Transfer of ownership of Ulva Cottage, Bond Store, Time Capsule Penola to National Trust of South Australia. Disposal of Boundary Roads on Councils asset register that are not under Council's care and control.

NOTE 5 : CURRENT ASSETS

Cash and Cash Equivalents					
Cash on Hand and At Bank	1,141	367	774	210.90%	Cash in Operating Bank Account, Macquarie Bank and Cash on hand at 30 June.
Deposits at Call	12,027	10,469	1,558	14.88%	Increase in the deposits at call. Largely due to a brought forward payment by the Grants Commission, timing of Councils last cheque run for 18/19 and uncompleted capital & operating projects in 18/19. Resulting in an increase of Cash in Councils at call accounts.

Trade & Other Receivables					
Rates - General & Other	819	801	18	2.25%	Increase in the Rates outstanding at the 30th June.
Accrued Revenues	11	32	(21)	-65.63%	Accrual of interest receivable to 30 June. 17/18 accrual was for a quarter, 18/19 for one month.
Debtors - general	516	265	251	94.72%	Increase from 17/18.
GST Recoupment	220	153	67	43.79%	Increase in GST refund in 18/19.
Prepayments	87	44	43	97.73%	Quarterly instalment of Fringe Benefits Tax. Also included prepayments for Forms Express, EPA Licences, New Era, Asstec.
Loans to Community Organisations	9	42	(33)	-78.57%	Current instalments for community group loans which fall due in the next financial year.
Allowance for Doubtful Debts	(16)	(11)	(5)	45.45%	Amount of doubtful debts for 18/19.
Inventories					
Stores & Materials	439	565	(126)	-22.30%	Decrease in stock balance at 30 June stock take.
Financial Assets					
Loans to Community Groups	332	279	53	19.00%	Increase in balance outstanding on community group loans. Attributed to council funding to KPMG for administration costs associated with the Millicent Community Club.

NOTE 7 : INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

Infrastructure, Property, Plant & Equipment					
Land	-	22	(22)		No works or Land acquisitions in 18/19.
Buildings & Other Structures	1,002	698	304	43.55%	18/19 includes \$35k for new toilet at the Nangwarry Playground, \$64k works at the Millicent RSL hall, \$54k for toilet at the Millicent Doman, \$145k for heating at the Penola Pool, \$43k renewal works to the Millicent Road Traffic school building, \$38k works to the chlorine shed at the Millicent Swimming Lake, purchase of an obstacle course for the Swimming Lake & Swimming Pools \$11k, Upgrade works undertaken at Bolton oval \$135k, new fencing required at the Southend caravan park \$16k, \$25k for the purchase of 2 new fire prevention signs, \$32k for new oil shed at the Millicent depot, \$80k upgrade works undertaken at the Beachport Heritage Museum. \$21k works at the Penola Town Square, \$18k for WRC entrance signage, \$24k for solar panels on the SOTP main office building, \$38k renewal works on the garage at the Southern Ocean Tourist Park.
Infrastructure	3,261	2,754	507	18.41%	18/19 includes \$218k for Kennedy Road, \$129k for works on Beachport-Penola Road, \$19k for works on Nilsson street, \$124k for Beachport-Furner Road, \$57k for works at Banyan Road, \$58k for Alexander Road, \$163k for works Manga Road, \$86k for works on Wire Paddock Road, \$87k for works on Bevilacqua Road, \$79k for works on Pooles Road, \$71k spent on Brooks Road at Rendelsham, \$598k for works under taken on Wandilo Forest road \$90k in Kerbing Renewals, \$120k in Footpath upgrades & renewals, \$28k works on CWMS schemes, \$795k stormwater works undertaken on Arthur street Penola.
Plant and Equipment	1,081	1,104	(23)	-2.08%	\$198k for purchase of a 2018 Prime Mover, \$215k for a JCB 4WD Loader, \$115k for a Case Puma Tractor, \$119k for JCB Front End Loader, \$81k for a Gianni Ferrari Turbo mower, \$34k for new Toyota Hiace Van for Building Services Officer. Purchase of Staff Vehicles & equipment for Council depots.
Furniture & Fittings	18	3	15	500.00%	Furniture & Fittings purchased in 18/19. Executive High back Chairs \$3k, Patio blinds at Childcare \$7k, Library furniture \$7k, \$1k furniture for the gallery.
WIP	218	127	91	71.65%	18/19 includes \$55k for the building of a records storage shed, \$19k on the sandpit at the Gladys Smith Early Learning Centre, \$19k upgrade works at the Beachport Recreation Centre, \$41k for solar lighting at the Millicent Domain, \$68k traffic management works at the Davenport Street/Glen Street/Stuckey Street intersection.

NOTE 8 : LIABILITIES

Trade and Other Payables					
Goods and Services	1,963	1,713	250	14.59%	Increase in 30 June 2019 Creditors to be paid liabilities.
Payments received in advance	250	225	25	11.11%	Rate assessments in credit at 30 June 2019. (Rate assessments in credit arise mainly due to regular ratepayer direct payments which are in excess of that required to meet rate obligations).
Accrued Expenses - Employee Entitlements	222	208	14	6.73%	Five days has been included as Accrued Wages.
Accrued expenses - other	187	147	40	27.21%	17/18 Interest Accrued on loans that Council hold with the LGFA. Accrued expenditure greater in 18/19 than 17/18.
Deposits, Retentions & Bonds	27	32	(5)	-15.63%	Southern Ocean Tourist Park booking deposits.
Borrowings					

Explanatory Notes to Accompany Financial Statements for the Year Ended 30 June 2019

	2019	2018	Variation \$	Variation %	
Borrowings	5,356	6,274	(918)	-14.63%	No new loans taken out in 18/19 reduction due to Council's repayments of principal amounts on loans with the LGFA.

Provisions					
Employee Entitlements	2,162	2,088	74	3.54%	Focus on ensuring a reduction of leave balances has continued in 18/19. Increase due to pay increases for ASU & AWU staff as well as the hiring of additional staff during the year.

NOTE 9 : RESERVES

Reserves					
Asset Revaluation Reserve	168,530	157,568	10,962	6.96%	Revaluation for Councils CWMS assets occurred during 18/19 increasing the Asset Revaluation Reserve by \$10.360M. Revaluation of Council's land assets resulting in an increase of the Asset Revaluation Reserve of \$0.602M.
Specific Fund	1,529	1,302	227	17.43%	Increase in the Specific Fund as a result of decreased expenditure for Council's waste management scheme. Beachport & Kalangadoo CWMS schemes are excluded from the balance as they have negative balances i.e. expenditure exceeds income. This reserve also includes the amount collected in excess of expenditure for the Garbage Collection service.
Aged Accommodation	0	15	(15)	-100.00%	Aged Accommodation Reserve closed during 18/19. Amounts moved to operating surplus.
Other Reserves	98	98	-	0.00%	Minimal movement in other reserves.
Land Development	92	92	-	0.00%	This reserve holds the funds received (net of expenditure) following the sale of Council Land and the Mount Burr House.
Service Station Sinking Fund	27	22	5	22.73%	Caltex contribution to the Service Station Sinking fund for 18/19.

15.2.5 Code of Practice - Discretionary Procedures

Report Type	Officer Report
Department	Corporate Services
Author	Jessica Robinson & Catherine Loder
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	<ol style="list-style-type: none"> 1. Part 2 excerpt of LG Procedures at Meetings Regs [15.2.5.1 - 9 pages] 2. Draft Code of Practice Discretionary Procedures [15.2.5.2 - 2 pages] 3. Draft Deputations to Council Procedure [15.2.5.3 - 3 pages] 4. Draft Petitions Procedure [15.2.5.4 - 2 pages]

Purpose of Report

To review documents and endorse operation of the following documents relevant to Council meeting procedures:

- Council's Code of Practice - Discretionary Procedures (Procedures at Meetings);
- Deputations Policy (recommended to change to procedure); and
- Petitions Procedure.

Report Details

The *Local Government Act 1999* (the Act) and *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) set out the procedures to be followed at meetings of Council and Council Committees. If a procedure is not prescribed by either the Act or Regulations, then Council can determine the procedures (refer to section 86(8) of the Act).

Code of Practice – Discretionary Procedures

Procedures set out in Part 2 of the Regulations applies to meetings of:

- Council;
- Council Committees performing regulatory activities; and
- Any other Council Committee that Council has resolved it applies to.

Regulation 6 allows for certain sub-regulations contained in Part 2 to be varied. Attachment 1 is an excerpt of Part 2 of the Regulations, with sub-regulations capable of being varied highlighted in yellow. A summary is provided in the table below:

Sub-regulation capable of being varied	Sub-Regulation(s) have regard to:
r10(2)	receipt of Petitions;
r12(9), (10) & (11)	speaking to a motion at the time of moving or seconding; or speaking to a motion; or not being able to move or second an amendment if a member has already spoken;
r13(1), (3), (4), & (5)	regarding amendments to motions;
r15(1) & (2)	not speaking for more than 5minutes without leave of the meeting or with leave of the meeting, raising a matter of urgency
r16(3)	not being able to vote unless seated
r17(3)	how divisions will be recorded
r19	Adjourned business
r21	regarding Chief Executive Officer submitting a report recommending revocation or amendment of a council decision

If Council determines to vary any of the sub-regulations capable of being varied, it must have a Code of Practice that establishes its own procedures for the relevant matter(s) that will apply in substitution. It is optional for Council to vary the discretionary procedures and is only required to maintain a Code of Practice if varying any of the discretionary procedures.

Council currently has a Code of Practice – Discretionary Procedures (Procedures at Meetings). The Code varies the following regulations as detailed:

- regulation 12 (9), (10) & (11) are varied to
“A member, other than the mover or a seconder, who has spoken to a motion may at a later stage of the debate move or second an amendment to the motion.”
- regulation 13(1), (3), (4), & (5) are varied to
“a member, other than the mover or seconder, who has spoken to a motion may at a later stage of the debate move or second an amendment to the motion.”
- regulation 15(1) & (2) are varied to
“a member other than a member who is ill or infirm who intends to speak at a meeting shall in every case rise in their place.”

Council should review the operation of a Code of Practice at least once each financial year (in accordance with regulation 6). The Code of Practice was last reviewed 27 November 2018 (Folio 7983; Item 13.1.2).

The Code of Practice has been reviewed and simplified by removing references to sub-regulations that have not been varied. It has also been re-written to be a little clearer as to which sub-regulation is varied and should be consistent with how Council wishes to operate. A draft of the Code of Practice is provided for Council’s consideration (Attachment 2).

In determining whether to use the powers provided under regulation 6, Council must consider the Guiding Principles set out in regulation 4:

“The following principles (the Guiding Principles) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;*

(b) procedures should encourage appropriate community participation in the affairs of the council;

(c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;

(d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.”

It is important to note that a motion to alter, substitute or revoke the Code of Practice requires a 2/3rds majority vote of Council. Regulation 12(4) does not apply to this type of motion (refer to regulation 6(7)). Hence if this type of motion is lost, a motion with similar effect can be brought forward.

Deputations to Council Policy

Regulation 11 of the *Code of Practice Discretionary Procedures (Procedures at Meetings)*, details the mandatory requirements for requesting and receiving deputations.

Council currently has a “Deputations to Council Policy” in place which contains mostly mandatory provisions or items that are largely procedural in nature (the how-to). In accordance with Council’s Policy Framework it is recommended that the Deputations to Council Policy be converted to a procedure to ensure consistency with Council’s Policy Framework. It is also envisaged that the change to a procedure will make it clearer and hopefully encourage greater compliance for the general public, Council Members and Council administration. A Deputations Procedure is provided for Council’s consideration (Attachment 3).

Petitions Procedure

Regulation 10 of the *Code of Practice Discretionary Procedures (Procedures at Meetings)* require petitions to include certain information. To help ensure that the public provide petitions that are in the correct format and compliant, it is recommended that a procedure be developed (including a template petition form) to assist those making petitions to Council. A Petitions to Council Procedure is provided for Council’s consideration (Attachment 4).

Financial Considerations

There are no known financial considerations related to this report.

Risk Considerations

Refer to Wattle Range Council’s SharePoint Risk Register – Policy and Procedure Review Cycle

Policy Considerations

Policy Framework
Code of Practice Discretionary Procedures (Procedures at Meetings)
Deputations to Council Policy

Legislative Considerations

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

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

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

RECOMMENDATION

That Council:

1. Pursuant to regulation 6 of the *Local Government (Procedures at Meetings) Regulations 2013*, adopts the amended Code of Practice – Discretionary Procedures (Procedures at Meetings);
2. Endorse the operation of the Deputations to Council Procedure, and revoke the operation of the Deputations to Council Policy;
3. Endorse the operation of the Petitions to Council Procedure.

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013
Preliminary—Part 1

-
- (2) In the calculation of *clear days* in relation to the giving of notice before a meeting—
- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of *clear days* under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
- (4) For the purposes of these regulations, a vote on whether *leave of the meeting* is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note—

- 1 See regulation 12 for specific provisions about formal motions.

4—Guiding Principles

The following principles (the *Guiding Principles*) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2—Meetings of councils and key committees

Division 1—Preliminary

5—Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).

Local Government (Procedures at Meetings) Regulations 2013—1.1.2014

Part 2—Meetings of councils and key committees

Division 1—Preliminary

- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

Division 2—Prescribed procedures**7—Commencement of meetings and quorums**

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

4 This version is not published under the *Legislation Revision and Publication Act 2002* [2.1.2014]

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013
Meetings of councils and key committees—Part 2
Prescribed procedures—Division 2

8—Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
 - (j) details of any adjournment of business; and
 - (k) a record of any request for documents to be tabled at the meeting; and
 - (l) a record of any documents tabled at the meeting; and
 - (m) a description of any oral briefing given to the meeting on a matter of council business; and
 - (n) any other matter required to be included in the minutes by or under the Act or any regulation.

9—Questions

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.

Local Government (Procedures at Meetings) Regulations 2013—1.1.2014

Part 2—Meetings of councils and key committees

Division 2—Prescribed procedures

- (2) If notice of a question is given under subregulation (1)—
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

10—Petitions

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

11—Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013

Meetings of councils and key committees—Part 2

Prescribed procedures—Division 2

-
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
 - (7) A council may refer the hearing of a deputation to a council committee.

12—Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,
 whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
- (10) A member may only speak once to a motion except—
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).

Local Government (Procedures at Meetings) Regulations 2013—1.1.2014

Part 2—Meetings of councils and key committees

Division 2—Prescribed procedures

-
- (14) If the formal motion is—
- (a) that *the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that *the question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that *the question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that *the question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that *the meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

13—Amendments to motions

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2) An amendment will lapse if it is not seconded at the appropriate time.

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013
Meetings of councils and key committees—Part 2
Prescribed procedures—Division 2

- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

14—Variations etc

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

15—Addresses by members etc

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

16—Voting

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Subregulation (3)—
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

17—Divisions

- (1) A division will be taken at the request of a member.

Local Government (Procedures at Meetings) Regulations 2013—1.1.2014

Part 2—Meetings of councils and key committees

Division 2—Prescribed procedures

-
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
 - (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the presiding member will count the number of votes and then declare the outcome.
 - (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
 - (5) Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

18—Tabling of information

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

19—Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried—
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

1.1.2014—Local Government (Procedures at Meetings) Regulations 2013
 Meetings of councils and key committees—Part 2
 Prescribed procedures—Division 2

20—Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
- (3) If a suspension occurs under subregulation (1)—
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if—
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

- 1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

21—Chief executive officer may submit report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

	CODE OF PRACTICE 104	Version:	DRAFT 2019_10
	Discretionary Procedures (Procedures at Meetings)	Date Adopted:	
		Next Review Due:	

1. STATEMENT

This is a Code of Practice developed for the requirements of Regulation 6 of the *Local Government (Procedures at Meetings) Regulations 2013 (the Regulations)*.

2. DEFINITIONS

The *Local Government Act 1999* (the Act) and the Regulations specify any definitions that apply.

3. PRINCIPLES

3.1 Guiding Principles

Council has considered the following Guiding Principles in developing this Code of Practice:

- a) procedures should be fair and contribute to open, transparent and informed decision making;
- b) procedures should encourage appropriate community participation in the affairs of the Council;
- c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting; and
- d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting. (Regulation 4 of the Regs)

3.2 Variation of Regulations

In addition to the mandatory procedures detailed in the Act and Regulations, Council has determined to vary the following Regulations (in accordance with regulation 6). Any other sub-regulation not referred to, but capable of being varied, remains as per the Regulations.

3.2.1 Motions

Regulation 12(11) states:

"A member who has spoken to a motion may not at a later stage of the debate move or second any amendments to the motion".

Council varies this to:

A member, other than the mover or a seconder, who has spoken to a motion may at a later stage of the debate move or second an amendment to the motion.

3.2.2 Amendments to Motions

Regulation 13(1) states:

"A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion."

Council varies this to:

A member, other than the mover or seconder, who has or has not spoken to a motion may at a later stage of the debate move or second an amendment to the motion.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	Annually
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	CODE OF PRACTICE 104	Version: DRAFT 2019_10
	Discretionary Procedures (Procedures at Meetings)	Date Adopted:
		Next Review Due:

3.2.3 Addresses by Members

Regulation 15(1) states:

"A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.

Council varies this to:

A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting and must rise in their place if able.

4. REVIEW

This Code of Practice must be reviewed at least once each financial year ^{(r6(2))}.

The Council may, at any time, by resolution supported by at least two thirds of the members of the council entitled to vote may alter, substitute or revoke the Code of Practice ^{(r6(3))} Note: regulation 12(4) would not apply in this circumstance.

5. AVAILABILITY

This Code is available for inspection without charge during ordinary business hours at:

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

A copy of this Code may be purchased from the Principal Council Office upon payment of the fee detailed in Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING


Relevant Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Local Government (Procedures at Meetings) Regulations 2013
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Code of Conduct 6 - Public Access to Council and Committee Meetings and Associated Documents • Procedure 106 - Deputations to Council • Procedure 369 - Petitions to Council

7. ADOPTION & AMENDMENT HISTORY

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

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	8 / 11 / 2011	Council	Adopted	Folio 4660; Item 11.1.3
2	11 / 12 / 2012	Council	Reviewed	Folio 4848; Item 11.1.9
3	08 / 04 / 2014	Council	Reviewed and Amended	Folio 5284; Item 12.2.8
4	27 / 11 / 2018	Council	Reviewed.	Folio 7983; Item 13.1.2
			Removed reference to regulations that have not been varied.	

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

	PROCEDURE 106	Version: DRAFT 2019_11
	Deputations to Council	Date Adopted:
		Next Review Due:

This procedure relates to regulation 11 the Local Government (Procedures at Meeting) Regulations 2013 (the Regulations).

1. DEFINITIONS

Deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

Presiding Member means the person who is the Presiding Member of Council (e.g. Mayor) or a Council Committee (that is subject to the operation of Part 2 of the Regulations) and includes any person who is Presiding at a particular meeting;

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

2. PROCEDURE

2.1 Requesting Deputations

All requests for deputations must be submitted in writing to Council's Chief Executive Officer (CEO) by:

Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at a Council's Principal office 'Civic Centre', George Street, Millicent.

Please note: Requests will need to be submitted a minimum 5 clear days before a meeting date. If an agenda has already been issued for a meeting date, your request will be considered for the following meeting.

2.2 Guidelines for Deputations

All PowerPoints, visual aids and documentation to be distributed as part of the deputation must be submitted to Council at least 5 clear days prior to the meeting.

Animation content in PowerPoints and presentations should be kept to a minimum.


Deputations will be as early as possible on the agenda.

A maximum of 15-minutes is provided for presentations, including question time from Council Members.

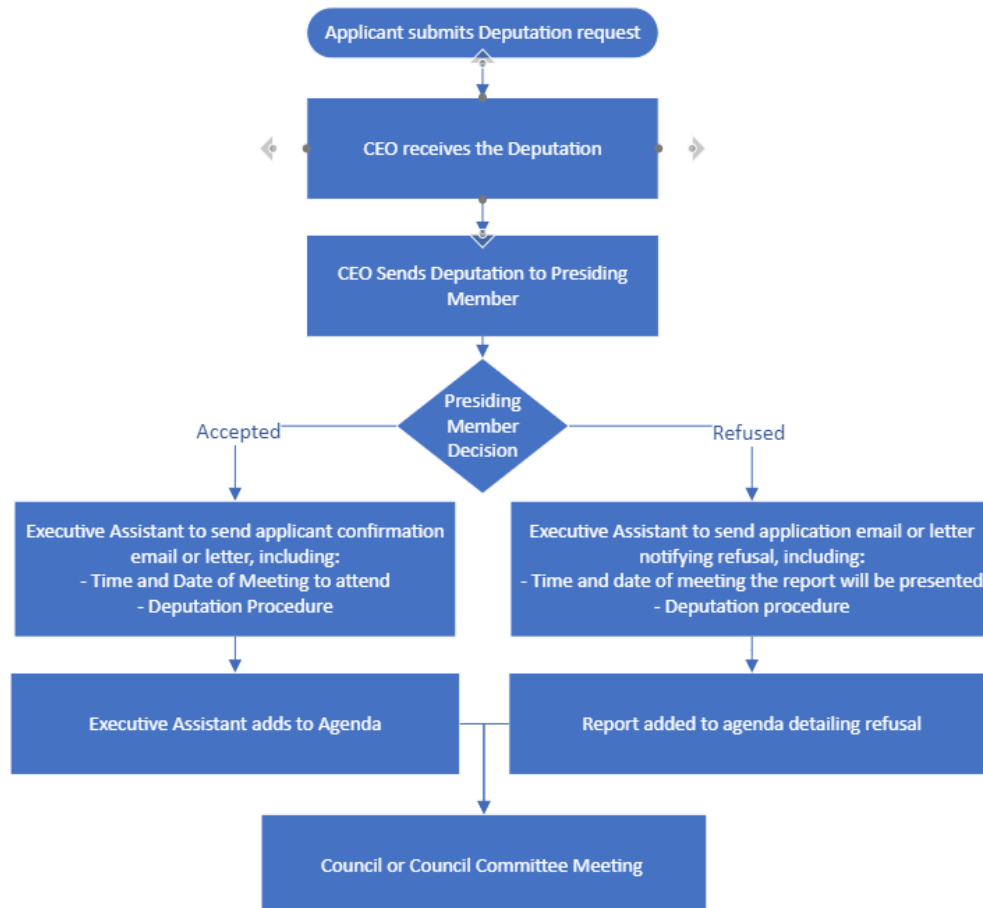
A maximum of 2 persons attending may address Council.

The Presiding Member may seek questions of other deputation attendees if so desired by Council.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)
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	PROCEDURE 106	Version: DRAFT 2019_11
	Deputations to Council	Date Adopted:
		Next Review Due:

2.3 Handling of Requests for Deputations (Acceptance or Refusal)



2.4 Receiving Deputations


Council may refer the hearing of a deputation to a Council Committee.

Council is not compelled to make any formal decision at the relevant meeting.

If any formal decision is made, it will be published in the minutes of the meeting. Minutes are available for inspection at:

- Council's Principal office: Civic Centre, George Street, Millicent SA 5280; or
- Council Website: www.wattlerange.sa.gov.au

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	PROCEDURE 106	Version: DRAFT 2019_11
	Deputations to Council	Date Adopted:
		Next Review Due:

3. REVIEW

This procedure will be reviewed every four years after each general election.

Upon review Executive Leadership Team (ELT) must be consulted.

4. AVAILABILITY

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

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

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

5. REFERENCES & FURTHER READING


References	
Relevant Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Local Government (Procedures at Meetings) Regulation 11
Relevant Policies / Procedures / Guidelines	<p>This procedure should be read in conjunction with</p> <ul style="list-style-type: none"> • Code of Practice 6 - Public Access to Council and Committee Meetings and Associated Documents Code of Practice • Code of Practice 104 - Discretionary Procedures (Procedures at Meetings)

6. 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	8 June 2010	Council	Adopted	Folio 4387; Item 11.1.9
2	15 February 2011	Council	Reviewed	Folio 4519; Item 11.1.9
3				

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 369	Version: DRAFT 2019_10
	Petitions to Council	Date Adopted:
		Next Review Due:

This procedure relates to the Local Government (Procedures at Meetings) Regulations 2013, regulation 10 and Code of Practice104 - Discretionary Procedures (Procedures at Meetings).

1. DEFINITIONS

Petition means a formal request to Council seeking action or special consideration of a particular matter, which is signed by more than two residents/members of the public at, at least, two different property addresses.

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

2. PROCEDURE

2.1 Submitting a Petition

All petition submissions must be submitted in writing to Council's Chief Executive Officer by:

Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at a Council's Principal office 'Civic Centre', George Street, Millicent.

Please note: Petitions are to be received 5 clear days prior to the Council meeting, to be included on the Agenda.

A petition proforma template is available at Council's website:

<http://www.wattlerange.sa.gov.au/councilmeetings>

2.2 Guidelines for a Petition


All Petitions must be legibly written or typed or printed and must contain the following information;

- Clearly define the request or submission of the petitioners in writing,
- Include the name and contact details of the head petitioner (person submitting the petition),
- Include the name and address of each person who signed or endorsed the petition,
- The date the petition was initiated.

2.3 Handling Petitions

Petitions which have followed the guidelines listed above will be placed in their entirety on the agenda for the next Council Meeting.

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

 Wattle Range COUNCIL	PROCEDURE 369	Version: DRAFT 2019_10
	Petitions to Council	Date Adopted:
		Next Review Due:

3. REVIEW

This procedure will be reviewed every four years after each general election.

Upon review the Executive Leadership Team (ELT) must be consulted.

4. AVAILABILITY

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

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

A copy of the procedure may be purchased from the Principal Council Office upon payment of the fee specified in Council's Schedule of Fees and Charges.

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	• Local Government (Procedures at Meetings) Regulations 2013 – Regulation 10
Relevant Policies / Procedures / Guidelines	This procedure should be read in conjunction with <ul style="list-style-type: none"> • Code of Practice 6 - Public Access to Council and Committee Meetings and Associated Documents • Code of Practice 104 - Discretionary Procedures (Procedures at Meetings)

6. 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:
		Council		Folio INSERT FOLIO # ; Item INSERT ITEM #

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

15.2.6 Code of Practice - Public Access to Council & Committee Meetings

Report Type	Officer Report
Department	Corporate Services
Author	Jessica Robinson and Catherine Loder
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	<ol style="list-style-type: none"> 1. DRAFT Code - Access Council Committee Meetings Documents [15.2.6.1 - 16 pages] 2. Community Engagement Form - Code of Practice - Access [15.2.6.2 - 3 pages]

Purpose of Report

To review the Code of Practice – Public Access to Council and Committee Meetings.

Report Details

Council is required to prepare a Code of Practice regarding the operation of sections 90 & 91 of the *Local Government Act 1999* (the Act) (refer to section 92 of the Act). Sections 90 & 91 relate to meetings being held in public except in special circumstances, minutes and release of documents.

Council may at any time alter the Code of Practice or a substitute a new Code of Practice, however before it does so, must:

- Makes copies of the draft available for inspection or purchase at the Millicent Office (principle office)
- Make it available on Council's website – www.wattlerange.sa.gov.au
- Follow relevant steps in Council's Community Engagement Policy.

Council is required to review the Code of Practice within 12 months after the conclusion of the last periodic election (16 November 2018).

To meet these requirements Council's current Code of Practice – Public Access to Council & Committee Meetings & Documents has been reviewed by officers and the changes proposed are suggested to better align the Code to current Council practices. In addition, the structure of the document has also been amended, in order to make it easier for the Council Members, staff and the general public to follow and understand.

A draft Code of Practice - Public Access to Council and Committee Meetings is attached (Attachment 1) for consideration and it is recommended that the document be released for a period of 21 days consultation (as per the attached Establishing Community Engagement Form – attachment 2)

Financial Considerations

There are no known financial considerations related to this report.

Risk Considerations

Refer to Wattle Range Council's SharePoint Risk Register – Policy and Procedure Review Cycle.

Policy Considerations

Policy Framework

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

Legislative Considerations

Local Government (Procedures at Meetings) Regulations 2013

Environmental / Sustainability Considerations

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


Communication & Consultation Considerations

Public consultation is required by the Local Government Act (as per the attached Establishing Community Engagement Form).

RECOMMENDATION

That Council:

1. Endorse a period of 21 days Community Consultation for Code of Practice - Public Access to Council and Committee Meetings and Associated Documents.

 Wattle Range COUNCIL	CODE OF PRACTICE 6	Version:	DRAFT 2019_11
	Public Access to Council and Committee Meetings and Associated Documents	Date Adopted:	
		Next Review Due:	

1. STATEMENT

This Code sets out the commitment of Wattle Range Council to provide public access to Council and Council Committee meetings and associated documents and outlines the policies, procedures and practices contained within the *Local Government Act 1999 (the Act)*, to restrict public access.

Wattle Range Council supports the principle that the procedures to be observed at a meeting of Council or a Council Committee (formed under the Local Government Act) should contribute to open, transparent and informed decision-making and encourage appropriate community participation in the affairs of the Council.

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

2. DEFINITIONS

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

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

the Act refers to the *Local Government Act 1999*

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


3. PRINCIPLES

3.1 Scope

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

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

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3.2 Public access to meetings

3.2.1 Ordinary meetings of Council or Council Committees

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

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

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

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

- Millicent Office – 'Civic Centre' George Street, Millicent
- Beachport Office – Millicent-Beachport Road, Beachport
- Penola Office – 27 Arthur Street, Penola
- Council's website www.wattlerange.sa.gov.au

until the completion of the relevant meeting.

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

3.2.2 Special meetings of Council or Council Committees

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

3.2.3 Informal gatherings or discussion


Council members and staff may participate in informal gatherings and public access to these is detailed in Council's Informal Gathering Policy.

3.2.4 Recording Council or Committee Meetings

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

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

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3.3 Public access to documents

3.3.1 Public access to the Notice of Meeting and agenda

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

- Millicent Office – ‘Civic Centre’ George Street, Millicent
- Beachport Office – Millicent-Beachport Road, Beachport
- Penola Office – 27 Arthur Street, Penola
- Council's website www.wattlerange.sa.gov.au

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

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

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

3.3.2 Public access to minutes

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

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

A copy of the non-confidential minutes will be displayed at the Millicent Office – ‘Civic Centre’ George Street, Millicent for a period of at least one month.

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

3.3.3 Public access to other documents

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

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


3.4 Excluding public access to meetings or documents

3.4.1 Principles for the use of confidentiality provisions

The principle of open and accountable government is strongly supported.

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

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

3.4.2 Powers to exclude the public from meetings

Section 90 of the Act gives Council and Council Committees the power to exclude the public from a meeting, only when discussion of a matter involves:

- (a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
- (b) *information the disclosure of which -*
 - (i) *could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (c) *information the disclosure of which would reveal a trade secret;*
- (d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which -*
 - (i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (e) *matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;*
- (f) *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
- (g) *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
- (h) *legal advice;*
- (i) *information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;*
- (j) *information the disclosure of which—*
 - (i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and*
 - (ii) *would, on balance, be contrary to the public interest;*
- (k) *tenders for the supply of goods, the provision of services or the carrying out of works;*

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(m) *information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act;*

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

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

In considering whether to exclude the public, it is irrelevant that discussion of a matter in public may—

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

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

Once Council, or a Council Committee has made an order to exclude the public, it is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the police to use reasonable force to remove the person from the room if he or she fails to leave on request.

3.4.3 Powers to make orders of confidentiality over documents

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


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

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

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

Council also has the power to determine that an employee of Council may revoke the order. ^[s.91(9)]

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An order cannot be made to prevent: [refer s91(8) LG Act]

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

3.4.4 Public Requests for Information to be Confidential

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

3.4.5 Process to exclude the public

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

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

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


Council must, in public, formally determine if it is necessary and appropriate to consider an item confidentially. A resolution to exclude the public will need to be carried. If this occurs, the public must immediately leave the meeting room and move to a location that the meeting cannot be viewed or overheard. Any staff exempted and listed by name in the resolution are entitled to remain in the meeting room with the Council Members. At the discretion of Council, any other person or persons exempted and listed may remain in the meeting room (e.g. a ratepayer who is suffering personal hardship their circumstances concerning the payment of rates is being discussed).

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

Council will consider each confidential item separately (they will not be considered en bloc). Hence, if there is a further matter that needs to be considered in confidence it is necessary to again undertake the formal determination process and to resolve to exclude the public as above.

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

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Decisions made will be available in the public minutes unless Council has ordered that they remain confidential, in which case they will not be publicly available.

3.5 Review & Release of Confidentiality Orders

A review of the reports, attachments, minutes or any other documents that are the subject of a confidentiality order are conducted annually to ensure that items are released to the public in accordance with the resolutions of Council. Released documents are available on Council's website at www.wattlerange.sa.gov.au.

3.6 Accountability and Reporting to the Community

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

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

4. REVIEW

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

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

5. AVAILABILITY

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


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

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

6. REFERENCES & FURTHER READING

Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Local Government (Procedures at Meetings) Regulations 2013</i> • <i>Freedom of Information Act 1991</i>
Relevant Policies /	This Policy should be read in conjunction with:-

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**Procedures /
Guidelines**


- Appendix 1 – Matters for which Council, or a Committee, can order that the public be excluded.
- Appendix 2 – Template for Making Section 90(2) and 91(7) Orders Under the *Local Government Act 1999*
- Policy 1.1 – Code of Conduct for Council Members
- Policy 1.5 – Community Engagement
- Code of Practice 104 - Discretionary Procedures – Procedures at Meetings
- Policy 1.47 – Informal Gatherings
- Policy 28 – Customer Experience & associated procedures
- Procedure 106 – Deputations to Council
- Procedure 369 – Petitions to Council

7. ADOPTION & AMENDMENT HISTORY

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

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

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APPENDIX 1 - CONFIDENTIAL ITEM RECOMMENDATIONS

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

It is irrelevant to exclude the public from the Meeting just because the issue:

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

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

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

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

Recommendation 1

That Council:

- Pursuant to Sections 90(2) and 90(3)([REASON]) of the *Local Government Act 1999*, the Council orders that the public be excluded from attendance at that part of this meeting relating to Item XX.X, excepting the following persons:
 - o [First Name] [Last Name] – Chief Executive Officer
 - o [First Name] [Last Name] – Director Corporate Services
 - o [First Name] [Last Name] – Director Development Services
 - o [First Name] [Last Name] – Director Engineering Services
 - o [First Name] [Last Name] – Executive Assistant / Minute Taker

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

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

[GROUND(S)]

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

TEMPLATE FOR MAKING REPORT RECOMMENDATION


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

Recommendation 2

That Council:

1. Receive and note the report.
2. XXX

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

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

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

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

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

Please select one option only, not both. If using Option B, select

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

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

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

Recommendation 3

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

That Council confirms the Report, Attachment(s) and Minutes may be released to the public.

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

That Council:

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

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

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

[GROUND(S)]


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

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

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

- The **Report** of ...


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

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APPENDIX 2: REASONS TO EXCLUDE THE PUBLIC AND RETAIN DOCUMENTS IN CONFIDENCESource: section 90(3) of the *Local Government Act 1999*For use in Confidential Item **Recommendation 1** and **Recommendation 3** in Appendix 1.

REASON GROUNDS

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

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

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

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

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

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

[AND/OR]


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

The Council has considered the public interest in relation to whether to make this order. The prevailing public interest in these circumstances is [INSERT] (e.g. the Council's ability to obtain best value for money). The Council considers that, on balance, disclosure would be contrary to the public interest. [SUMMARISE REASONS OF COUNCIL]

(e.g. To discuss the matter publicly would seriously compromise the Council's ability to achieve optimum value for money for its residents, as the Council's business stance in relation to the matter would inappropriately become known to other involved parties.)

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REASON GROUNDS

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

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

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;

Specifically, the present matter relates to [TYPE OF INFORMATION] (e.g. a report from XX Consultants relating to a proposed development)
The disclosure of this information could reasonably be expected to prejudice the commercial position of the person who supplied the information [or, if appropriate, NAME OF PARTY] because [REASONS] (e.g. the information details confidential financial and business forecasts about that party which could reasonably be expected to prejudice the party's ability to conduct business with other parties)

[AND/OR]

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

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


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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

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		Next Review Due:	

REASON GROUNDS

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

- (h) legal advice;

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

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

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

- (j) information the disclosure of which:

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

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

This information was communicated to the Council on a confidential basis.


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

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

Specifically, the present matter relates to [DESCRIBE INFORMATION]

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
<u>INSERT FILE #</u>	<u>SELECT CLASSIFICATION</u>	<u>SELECT DEPARTMENT RESPONSIBLE</u>	<u>INSERT TITLE OF RESPONSIBLE OFFICER</u>	<u>INSERT REVIEW PERIOD</u>
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

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 Wattle Range COUNCIL	CODE OF PRACTICE 6	Version:	DRAFT 2019_11
	Public Access to Council and Committee Meetings and Associated Documents	Date Adopted:	
		Next Review Due:	

REASON GROUNDS

- (m) information relating to a proposed amendment to a Development Plan under the *Development Act 1993* before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act;

Specifically, the present matter relates to [DESCRIBE INFORMATION]

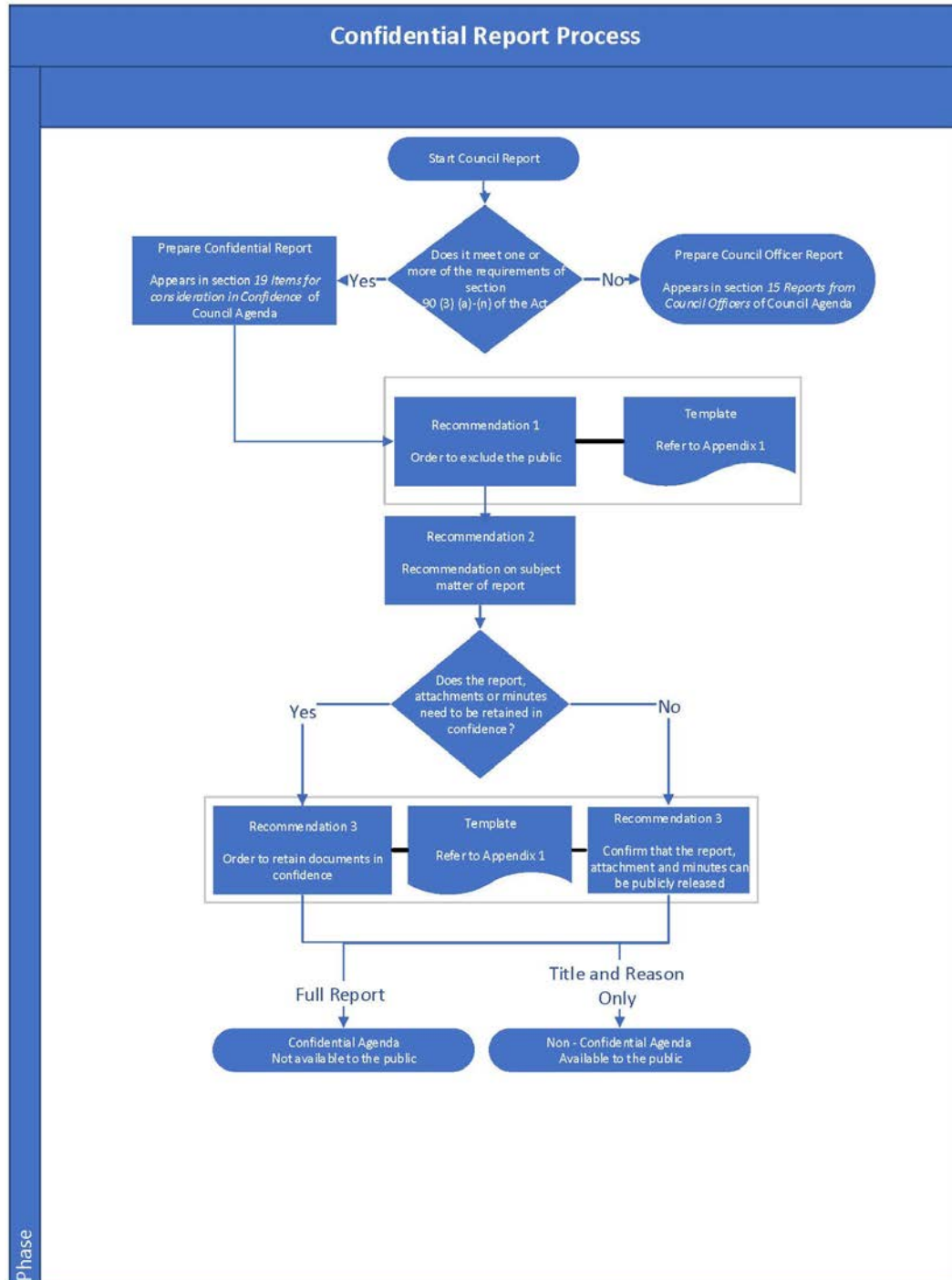
- (n) information relevant to the review of a determination of a council under the *Freedom of Information Act 1991*.

Specifically, the present matter relates to [DESCRIBE INFORMATION]

DRAFT

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
INSERT FILE #	SELECT CLASSIFICATION	SELECT DEPARTMENT RESPONSIBLE	INSERT TITLE OF RESPONSIBLE OFFICER	INSERT REVIEW PERIOD
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

APPENDIX 3: Council Officer Reporting of Confidential Items





Establishing Community Engagement Form

Please use this form to help identify Community Engagement process.
This form relates to *Policy 1.5 Community Engagement*

Title of Community Engagement	Date
Code of Practice – Public Access to Council and Committee Meetings	12 November 2019

<p>Clarify the decision – Please detail what the decision is that Council will be considering</p> <p>Council is considering the review of its Code of Practice – Public Access to Council & Committee Meetings. Council are considering whether to endorse a revised draft of the Code.</p> <p>There is certain information that council is required by legislation to include and this information must be included. The public may make submissions commenting on the draft document.</p> <p>Council will receive any public submissions and may consider, at its own discretion, amendments to the documents, but is not obliged to make changes.</p> <p>Council is the decision maker.</p>

<p>Stakeholders – Please identify all stakeholders who you will engage with. This should include anyone who may be affected by or have a specific interest in the decision or issue under consideration. Tick boxes provided as a guide only, ensure you identify all that apply.</p> <p><input checked="" type="checkbox"/> Staff <input type="checkbox"/> Business <input type="checkbox"/> Job Seekers <input type="checkbox"/> Community Groups <input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Senior Citizens <input type="checkbox"/> Families <input type="checkbox"/> Parents <input type="checkbox"/> Youth <input type="checkbox"/> Consultants</p> <p><input type="checkbox"/> Geographic Area <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Ratepayers <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Government</p>
List any other stakeholder group that applies:
Wattle Range Council Area

<p>Legislative Requirements – Please detail any legislative requirements that apply (refer to Appendix 1 of Policy for assistance)</p> <p>Do any of the following legislative requirements apply (note all that apply to the situation):</p>
<p>Act(s): <input checked="" type="checkbox"/> Local Government Act 1999 <input type="checkbox"/> Development Act <input type="checkbox"/> Other Act (specify section)</p>
<p>Section(s): <input type="checkbox"/> s4 <input type="checkbox"/> s12 <input type="checkbox"/> s13 <input type="checkbox"/> s45 <input type="checkbox"/> s48</p> <p> <input type="checkbox"/> s50 <input checked="" type="checkbox"/> s92 <input type="checkbox"/> s122 <input type="checkbox"/> s123 <input type="checkbox"/> s151</p> <p> <input type="checkbox"/> s156 <input type="checkbox"/> s193 <input type="checkbox"/> s194 <input type="checkbox"/> s197 <input type="checkbox"/> s198</p> <p> <input type="checkbox"/> s202 <input type="checkbox"/> s223 <input type="checkbox"/> s232 <input type="checkbox"/> s249 <input type="checkbox"/> s259</p>
<p>Requirements:</p> <p>Makes copies of the draft available for inspection or purchase at the Millicent Office (principle office).</p> <p>Make it available on Council's website www.wattlerange.sa.gov.au</p> <p>Follow relevant steps in Council's Community Engagement Policy.</p>

No legislative requirement applies

Type of Engagement – Use all that apply to the situation		
LEVEL	DESCRIPTION	LIST TECHNIQUES THAT WILL BE USED (Refer to Policy, e.g. media release, advertisement, social media, public meeting, etc.)
Inform	One way communication providing balanced and objective information to assist understanding about something that is going to happen or happened.	<p>Draft copies of the document will be made available on Council’s website and the following Council offices (being the main customer service locations):</p> <ul style="list-style-type: none"> • Millicent Office (Civic Centre, George St Millicent SA); • Beachport Visitor Information Centre (Millicent Rd, Beachport SA 5280); and • Penola Visitor Information Centre (27 Arthur St, Penola SA 5277) . <p>In addition, Council may:</p> <ul style="list-style-type: none"> • make a post on Council’s Facebook page promoting the availability of the documents for public review and comment, directing people to the website for further information. • Include reference in Council’s Weekly Communication Column in the SE Times and Penola Pennant to inform the public of the ability to make comment. • Include reference in Council’s monthly newsletter to inform the public of the ability to make comment. <p>These will be available over the 21 day period that submissions can be made and removed at the conclusion of the period.</p>
Consult	Two way communications designed to obtain feedback about ideas on rationale, alternatives and proposals to inform decision making.	<p>The public will be invited to make written submissions on the draft document. Submissions will be accepted by post to PO Box 27 Millicent SA 5280 or emailed to council@wattlerange.sa.gov.au with the subject line “Code of Practice – Access Consultation”.</p> <p>Submissions will be accepted over a 21-day period.</p>
Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	
Collaborate	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	

Resource Requirements – How will you fund the level of community engagement proposed? Does additional funding need to be sought? What human resources are required to achieve outcomes? What equipment is required? Are there time factors that need to be considered?
E.g. Fees, charges, advertising, material production, facility hire, meals, internal expertise, external consultants, holiday periods to avoid, time period restrictions, banners, tech resources (wi-fi, laptops, iPads), survey analysis, photocopying,

Budget Reference:

All the proposed methods can occur as part of ordinary business and administrative practices.

Records – How will you maintain a record of the engagement undertaken?

E.g. council reports, briefing papers, project briefs & proposals, media releases, survey responses, communications records, feedback, etc.

File Reference: **9.63.1/4****Collate and Analyse Information** – Prepare a report for Council that takes into account the collated feedback and provides Elected Members with the information and sufficient time they need to inform their final decision.Has all information from the above types of engagement been collated & considered? Yes No

If answered 'no' above, please detail reason why:

Make a decision & implement – including providing feedback to stakeholders who contributed to the process.

Has the decision been implemented (please provide detail)?

Have stakeholders been informed of decision and implementation? Yes No

If answered 'no' above, please detail reasons why:

Date Engagement Commenced:

Date Completed:

Form Completed by:

Form to be retained on relevant file.

15.2.7

Long Term Financial Plan 2020 - 2029

Report Type	Officer Report
Department	Corporate Services
Author	Aaron Peek
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 – Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.11.1/2
Attachments	1. Long Term Financial Plan (LTF P) 2020 - 2029 [15.2.7.1 - 18 pages]

Purpose of Report

To adopt the reviewed Long Term Financial Plan 2020 – 2029.

Report Details

The Long Term Financial Plan (LTFP) is one of a core set of Strategic documents that Council has in place and reviews on a consistent basis. As a strategic document of Council it underpins Council's Strategic Plan and is a core document for guiding whether Council can operate in a sustainable manner into the future.

The purpose of a LTFP is to express in financial terms the activities that the Council proposes to undertake over the medium to longer term to achieve its stated objectives. It is similar to, but less detailed than the Annual Budget and helps guide Council's future actions depending on the longer-term revenue and expenditure proposals.

The preparation of a LTFP generates improved information to guide Council's decisions about the mix and timings of outlays on operating activities and additional assets and the funding implications of these. Section 122 (1)(a) of the *Local Government Act 1999* mandates that Councils prepare a 10 year long term financial plan and that the LTFP is consistent with the Infrastructure Asset Management Plans of Council. Furthermore Regulation 5 *Local Government Financial (Regulations) 2011* mandates that the LTFP be prepared in a consistent manner to the Model Financial Statements – Uniform Presentation of Finances and detail Council's long term performance against its Key Financial Indicators.

The LTFP has been prepared in line with legislative requirements. Analysis of the reviewed plan indicates that the plan is financially sustainable for the life of the plan and the strategies within the Strategic Plan can be appropriately funded. In summary, the LTFP key performance indicators all acknowledge positive trends for the course of the plan including:

- Maintenance of an operating surplus for most years;
- Maintaining relatively low debt levels;
- Renewal of assets to be equivalent to 102% of the requirements of the completed Infrastructure Asset Management Plans and or depreciation from 2021.

At the September Ordinary Council, it was resolved that the draft 2020 – 2029 Long Term Financial Plan be released for public consultation for 21 Days. During this period of public consultation, no submissions were received. It should also be noted that the draft 2020 –

2029 LTFP was referred to the Audit & Risk Committee and the Committee recommends to Council the adoption of the Long Term Financial Plan 2020 – 2029.

Financial Considerations

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

The Long Term Financial Plan 2020 – 2029 provides guidance as to the future financial considerations for Council. The document details the financial impacts of the implementation of the Strategic Plan 2018 - 2021 in addition to implementation of Infrastructure Asset Management Plans inclusive of financial projections for the 10 year period.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Local Government Act 1999 – Section 122
Regulation 5 – Local Government (Financial Management) Regulations 2011.

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

As per the requirements of Section 92(5) of the *Local Government Act 1999* and Councils Community Engagement Policy, the Draft Long Term Financial Plan 2020 – 2029 was referred to the public for a period of 21 days from the 21st September to the 10th October and no submissions were received.

The plan has also been reviewed by both the Executive Leadership Team (ELT) and the Audit & Risk Committee.

RECOMMENDATION

That Council adopts the Long Term Financial Plan 2020 – 2029 as presented.



WATTLE RANGE COUNCIL LONG TERM FINANCIAL PLAN 2020 - 2029



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PUBLIC CONSULTATION

Council welcomes feedback and comments in relation to the Long Term Financial Plan.

Comments and feedback should be addressed to the Chief Executive Officer, Ben Gower and may be made via the following methods:

- Council's website
www.wattlerange.sa.gov.au
- Email council@wattlerange.sa.gov.au
-  Facebook
- By mail to PO Box 27 Millicent SA 5280, or
- Delivered in person to Council's offices at Millicent, Penola or Beachport.

Submissions closed for Council's Long Term Financial Plan on 10 October 2019.



MAYOR'S MESSAGE



Mayor Des Noll

On behalf of Council, I present Council's Long Term Financial Plan 2020 - 2029.

The purpose of this Long-Term Financial Plan (LTFP) is to express, in financial terms, the activities that the Wattle Range Council (Council) proposes to undertake over the medium to longer term to achieve its stated objectives as outlined in its Strategic Management Plan.

It is a guide for future action based on the longer-term impact of revenue and expenditure proposals. The aggregation of future intended outlays and anticipated revenues enables the accumulating overall financial implications to be readily identified and if warranted, for proposed future activities to be revised.

Council has developed a Strategic Plan 2018 – 2021. Underpinning the success of the Strategic Plan is Council's ability to fund the various strategies and actions included within. Equally as important the LTFP provides clarity on whether, longer term commitments such as Council's Infrastructure Asset Management Plans and existing services that provide community benefit are sustainably funded into the future.

Long-term financial plans are particularly important for local governments as they are responsible for managing a high level of long-lived assets relative to their income base. A Council may have long-periods with modest levels of asset renewal requirements and then other periods when very significant outlays are necessary. All Councils need to generate revenue in an equitable manner over time and ensure they have capacity to finance peaks in

asset management and other outlays including by way of borrowings where necessary.

The preparation of a LTFP generates improved information to guide decisions about the mix and timing of outlays on operating activities and additional assets and the funding implications of these.

Without a soundly based LTFP an organisation with significant asset management responsibilities is unlikely to have sufficient data to determine sustainable service levels and affordable asset stockholding strategies, appropriate revenue targets or optimal treasury management. The 2020 – 2029 Long Term Financial Plan has been developed with this in mind.

ABOUT WATTLE RANGE

Wattle Range Council was formed on 1 July 1997 following the amalgamation of the former district Councils of Beachport, Millicent and Penola.

The Council extends from the coast to the Victorian border incorporating the seaside towns of Beachport and Southend extending inland to Millicent as the major service centre and easterly across to the historic town of Penola and the world renowned wine region of Coonawarra.

One of the most diverse and productive rural areas in South Australia, the Council comprises 13 communities, covers an area of 394,602 hectares and is home to 12,031 residents.



COUNCILLORS

Wattle Range Council comprises a Mayor and 11 Councillors representative of four Wards. The Council is elected for a four year term and meets on a monthly basis.

SORBY ADAMS WARD



Cr. Deb Agnew



Cr. Dale Price

RIDDOCH WARD



Cr. Rick Paltridge



Cr. Dean Burrow

KINTORE WARD



Cr. Kevin McGrath



Cr. Peter Dunicliff

CORCORAN WARD



Cr. John Drew



Cr. Graham Sarks



Cr. Sharon Cox



Cr. Moira Neagle
(Deputy Mayor)



Cr. Glenn Brown
(Resigned)



STRATEGIC PLANNING FRAMEWORK

VISION "Wattle Range - a great place to live and work."

TRUST
Trust is the glue that binds us all together as a community. Doing what we say we are going to do and being honest and transparent in both our intentions and actions helps build trusted relationships.

TEAMWORK
Teamwork is the cornerstone of high performing organisations, embracing the diversity of thoughts and experiences that exist within a team generates a broader range of innovative ideas and leads to better decision making. Individuals perform better when they are a valued member of a team, they are more confident, they have more fun and they are more productive. We become more resilient when we know that someone is watching our back, and we are more likely to cope under stressful or difficult circumstances.

FUN
Fun, the importance of enjoying what we do and how we do it should never be underestimated. Having fun at work builds stronger teams and enhances relationships. Recognising and celebrating our successes no matter how big or small they are encouraging the right behaviours in the workplace and ultimately enhances our performance.

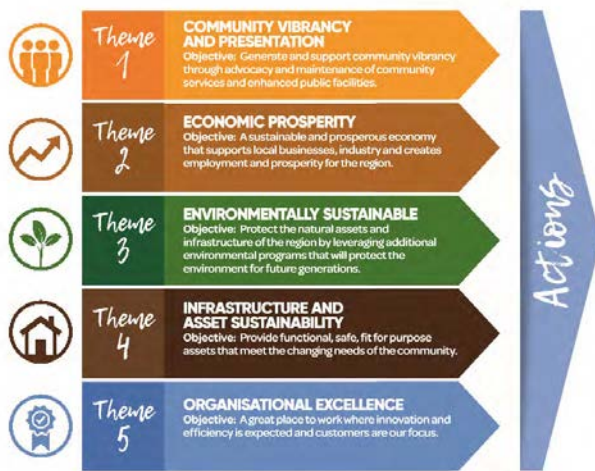
The Long Term Financial Plan (LTFP) also forms an integral part of the strategic planning framework. The LTFP acts as the mechanism for determining whether the actions in the asset management plans and the strategies and actions within the Strategic Plan are affordable and sustainable into the future.



STRATEGIC PLAN 2018 - 2021

The Council Strategic Plan is a core document for guiding Council's future direction. The plan takes into consideration Council's strategic planning framework and both the communities priorities and external considerations such as the State Strategic Plan. As detailed under Section 122 of the Local Government Act 1999, Council's Strategic Plan covers a period of 4 years from 2018-2021.

The 2018 -2021 Strategic Plan focuses on five key themes and objectives and the structure of the Strategic Plan.



The Wattle Range Council Strategic Plan forms an integral part of Council's 'Planning Framework'. The Council Strategic Plan integrates the future asset requirements for Council through its various asset management plans and integrates external influences such as community engagement and alignment with local township plans and state government plans.





KEY PROJECTS

There are a number of key projects / strategies and priorities that Council has included in its Strategic Plan and have been included within this LTFP for the purposes of assessing the long term financial sustainability of these projects / strategies including:

A continuing focus on economic development, particularly strengthening and attracting investment to the region;

Increased capital expenditure on footpaths both renewal and new footpaths across the Council area, the increased focus is due in part to the footpath survey responses from the community as well as community need;

Improvement of infrastructure delivery to the region including:

- Telecommunications - mobile phone towers for blackspot areas;
- Improvement of high volume / heavy vehicle trafficable roads across the district;
- Design and plan infrastructure requirements for the Snuggery food precinct, in order to attract further investment;
- Installation of public WiFi in Millicent, Beachport and Penola;
- Installation of updated tourism signage across the district;
- Advocate for improved access to mains gas and electricity supply to the Council area.

Continual development of Asset Management Plans for all asset categories;

Lobby the State Government for increased funding for the Coastal Protection Board and South East Drainage Boards;

Various Council Building Refurbishments

- Council's Main Office Redevelopment \$3.5M
- Millicent Depot Main Office \$700K
- Various renewals and refurbishments of the Civic and Arts Centre \$1.47M
- Various hall and toilet block renewals

Scheduled reviews of the operations of Council's business units to make them more sustainable in the longer term;

The improvement of the visual amenity of Millicent, Penola and Beachport;

Implementation of the Domain masterplan including the upgrade of the Domain precinct area and surrounds;

Continued lobbying of the State Government for improvement in health services to the region;

Relocation and construction of a new waste transfer station – Beachport

Staged development of the Coonawarra rail trail;

FINANCIAL INFLUENCES & CHALLENGES

In determining the assumptions within the LTFP there are a number of financial influences that have been considered including:

Managing ongoing cost shifting from the State Government to Local Government such as -

- In 2019/20 the Solid Waste Levy (a levy imposed on the disposal of waste) is forecast to rise by 40%, this is a follow on from previous increases to the levy of 15% in 2018/19 and 20% in 2017/18 respectively
- In 2017/18 Housing SA – Community Housing stock located within the Wattle Range Council area was transferred to Unity Housing (a private entity). This transfer resulted in a financial impact to ratepayers of \$96K, as Unity Housing was deemed eligible for a 75% mandatory rebate of rates
- In 2016/17 Council ratepayers were significantly impacted by an increase of 213% in South East Natural Resources Management Levy in 2019/20 a further 0.18% increase is expected

Changing legislative requirements that impact Local Government, such as changes to the;

- *Local Government Act*
- *Planning, Development and Infrastructure Act*

Controlling costs in an environment where cost increases are above CPI such as;

- Energy and other utility costs
- Fuel
- Postage costs
- Wages under enterprise bargaining agreements

Balancing community expectation of new assets and services whilst providing sufficient funding to renew existing assets and maintain current services to meet community needs.

Funding new and upgraded community infrastructure (roads, buildings, kerbing & guttering, drains, footpaths etc.) to address demands of a changing community.

Maintaining Council rates and charges increases at an acceptable level whilst balancing the external and additional cost pressures.



KEY ASSUMPTIONS

The following assumptions have been built into the forecast calculations:

- The content of the LTFP is based on the initiatives / strategies and actions included within Council's Strategic Plan 2018 – 2021;
- The LTFP financial results are based on the budgeted 3rd Quarter end result (2018/19) and includes the (2019/20) original budgeted figures;
- Adelaide Consumer Price Index (CPI) is used as the indexation applicable for the LTFP. Adelaide (CPI) of 2% (December 2018) has been utilised as the basis for relevant indexations within the Plan;
- All applicable costs and revenues in subsequent years after 2019/20 have been indexed by CPI;
- Employee Costs are fixed to negotiated Enterprise Bargaining Agreements currently based on the State Wage Case annual increase assumed 3.0% for ASU employees and 3.0% for AWU employees;
- Interest applied to investment income is based on 2019/20 cash rates 1.0% for the planning period;
- Interest expense is calculated on the current fixed loan borrowings with a weighted interest rate of 5.87%. New borrowings will be required in 2023 assumed 4.0% interest expense for the planning period for these funds;
- Commonwealth Financial Assistance Grant (FAGs) revenue, is expected to increase by CPI annually over the planning period. Timing of receipt of FAGs revenue has been assumed to be quarterly four times each year. Assumed that prepayment will cease in 2023 and normal CPI indexed four quarterly payments will be restored from 2024;
- Capital and maintenance expenditure on asset renewals will match expenditure requirements for completed infrastructure asset management plans;
- Capital expenditure on asset renewals of all classes of assets where an asset management plans does not exist, the assumption is that expenditure will be the equivalent to 100% of the associated depreciation charge for that class of asset, applied from 2021;
- New assets will be constructed over the life of the plan however, priority is given to renewing existing assets over the planning period;
- Waste Collection Service Charges - In 2019/20, the Waste Collection Service Charge for both the 3-bin service and 2 bin services will increase by \$16 for a 3 bin pick up and \$11 for a 2 bin pick up respectively. The increase in the charges can be largely attributed to the 40% increase in the solid waste levy coupled with the 3% contract escalation for the provision of the waste collection service. After 2019/20 increases in the waste collection service charge are assumed to be 3% based on the current waste collection contract escalations;
- Community Wastewater Management Scheme charges (CWMS) is assumed to have increases equivalent to CPI annually;
- Rate revenue to increase at a rate equivalent to CPI annually plus growth from new assessments estimated to be an average of 0.4% for the planning period;
- Other grant income of \$100K to be sourced annually from various locations;
- Funding from Commonwealth Roads to Recovery has increased in recent years by \$512K, this amount will be recurring until 2025. It is assumed the program will continue and the annual amount has been assumed to be CPI Indexed.;
- Special Local Roads Grants are assumed to be maintained at \$270K on an annual basis from 2020/21 for the remainder of the planning period;
- It is expected that Local Government Elections will be held every 4 years 2023/24 and 2027/28.



FINANCIAL STRATEGY

The LTFP projects a continuing steady performance in Council's financial position and performance over time. This is based on an achievement of the financial strategy described below.

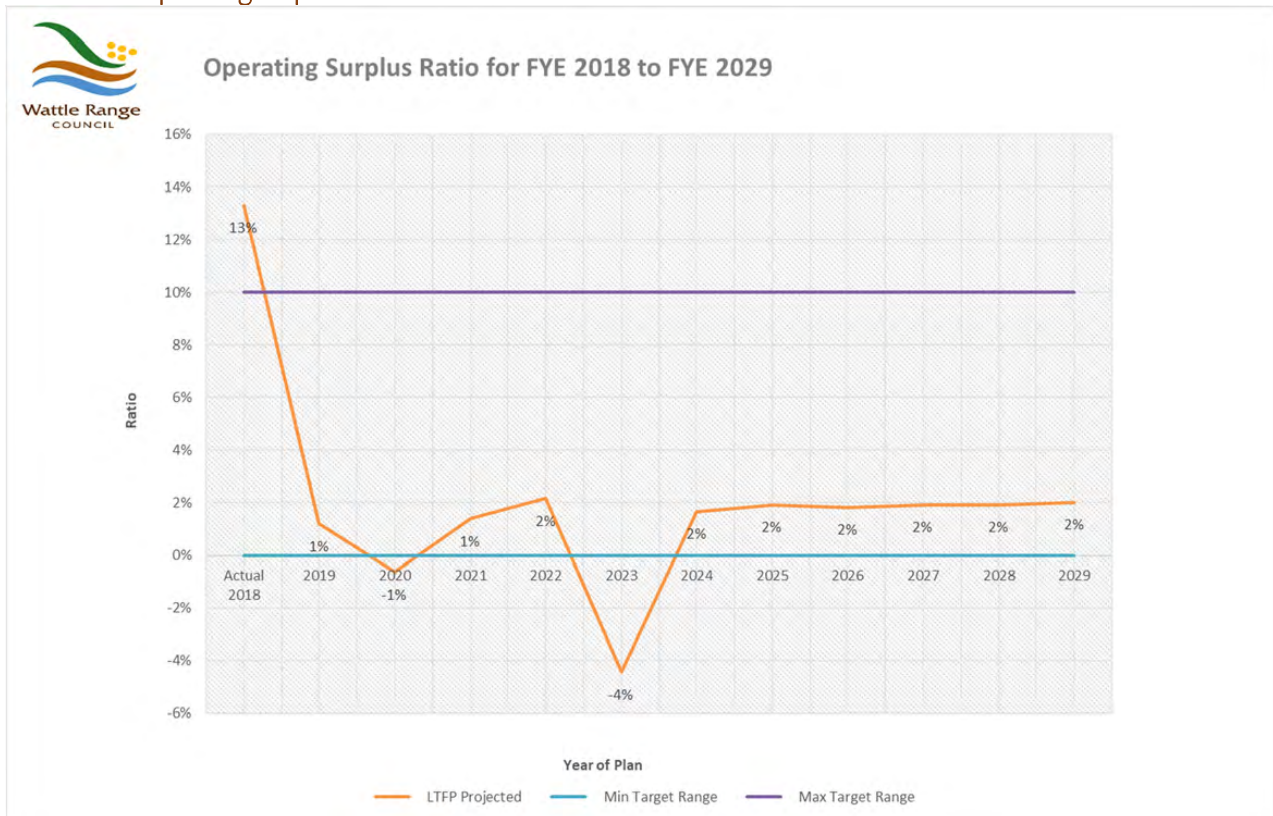
- It is anticipated that general rates will increase in line with the Consumer Price Index (CPI) and or Local Government Price Index (LGPI) rate from 2019/20 for each remaining year of the LTFP (ie until 2028/29), plus growth from new assessments and development, equivalent to 0.4%. Council's current average rating levels are consistent with other similar sized rural and regional councils in South Australia and this strategy will assist Council in maintaining this level.
- Community Wastewater Management Schemes (CWMS) service charges are anticipated to increase in line with CPI and or LGPI increases incrementally over time. A review of the charges will be undertaken upon completion of the CWMS asset Management Plan.
- Waste Collection Service Charge is expected to increase by 5.5% in 2019/20 as a result of the large increase in the Solid Waste Levy of 40%. Beyond 2019/20 increases are equivalent to the 3% contract escalation for the provision of the waste collection service.
- Council recognises the need to review services provided to the community as well as investigating any opportunities to reduce operating costs due to increased operating efficiencies;
- Council recognises the need to maintain its financial capacity to address the increased investment requirements of townships and maximise their long term sustainability;
- Council will strive to replace assets in a strategic manner with the aim of minimising the necessity to build any major new additional assets over the next 10 years. By committing to this strategy Council will be allocating resources to replacing existing assets in a timely manner as well as minimising any increases in operating costs associated with additional assets;
- Grant revenue will be targeted in a proactive and strategic manner. This means that grant revenue to build new assets would only be pursued and accepted if the new assets were deemed to be of economic benefit and of community necessity;
- Where an operating grant is sought and additional Council funds are required to be contributed, then careful consideration will be given to long-run benefits and costs. This will ensure activities that may better fit Council's strategic objectives are not being delayed in lieu of the activity being funded by the grant;





LONG TERM FINANCIAL SUSTAINABILITY – KEY FINANCIAL INDICATORS

Indicator 1 - Operating Surplus Ratio



Definition:

The operating surplus ratio expresses the operating surplus (deficit) as a percentage of operating revenue.

Calculated as: (Operating revenue minus operating expense) divided by operating revenue.

Analysis based on LTFP forecasts:

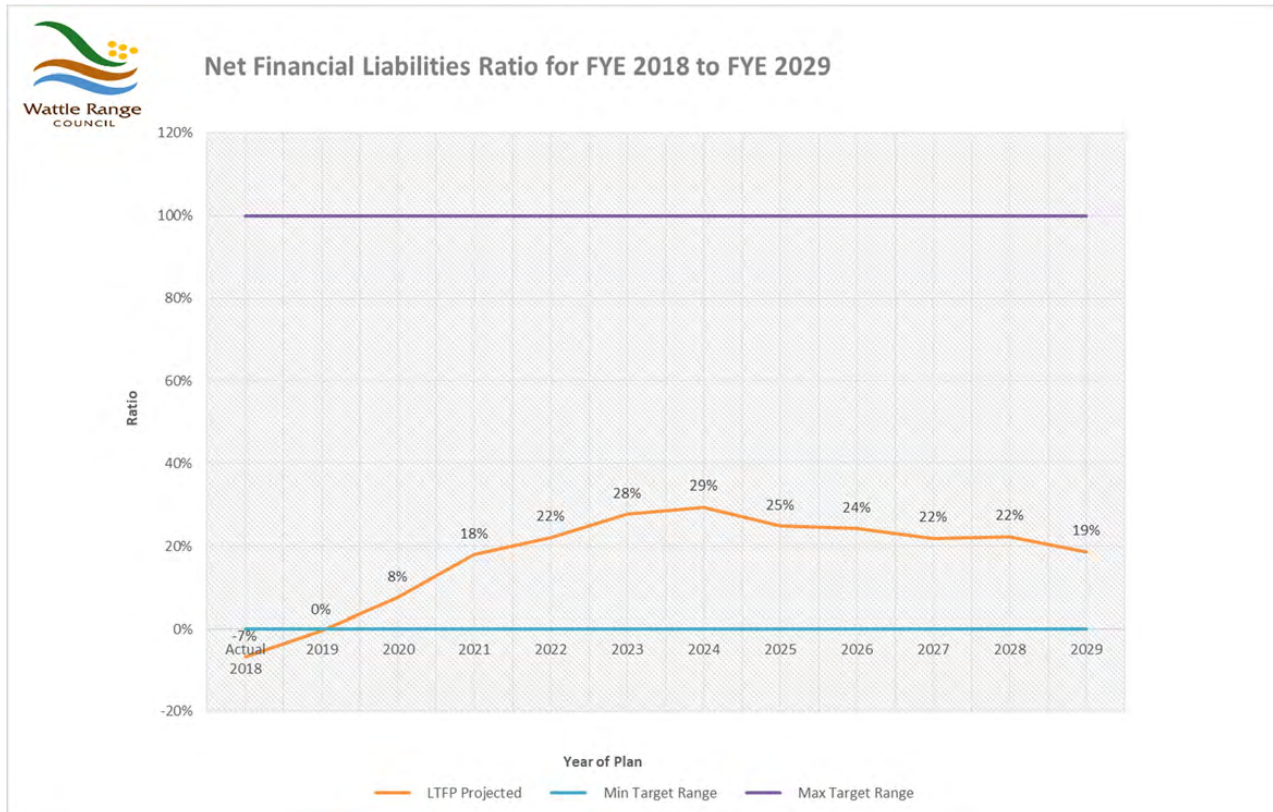
The target ranges allow for the planned financial strategies discussed earlier in this document to be implemented and to take effect. Based on these strategies it is anticipated that Council will continue to maintain an operating surplus position throughout most of the planning period.

Please note that it is generally accepted across the Local Government sector that appropriate level of operating surplus should range from between 0% to 10%.

It is important for Council to maintain a surplus position as periods of continuous operating deficits over a medium to long-term, would require increased borrowings to be raised to accommodate asset renewal when required. Eventually and inevitably if operating deficits are maintained Council would struggle to be able to maintain standards of service provision.



Indicator 2 - Net Financial Liabilities Ratio



Definition:

Net financial liabilities ratio is a comprehensive measure of the indebtedness of the Council as it includes items such as employee long-service leave entitlements and other amounts payable as well as taking account of the level of Council's available cash and investments. Specifically, Net Financial Liabilities equals total liabilities less financial assets, where financial assets for this purpose includes cash, cash equivalents, trade and other receivables, and other financial assets, but excludes equity held in Council businesses, inventories and land held for resale.

Analysis based on LTFP forecasts:

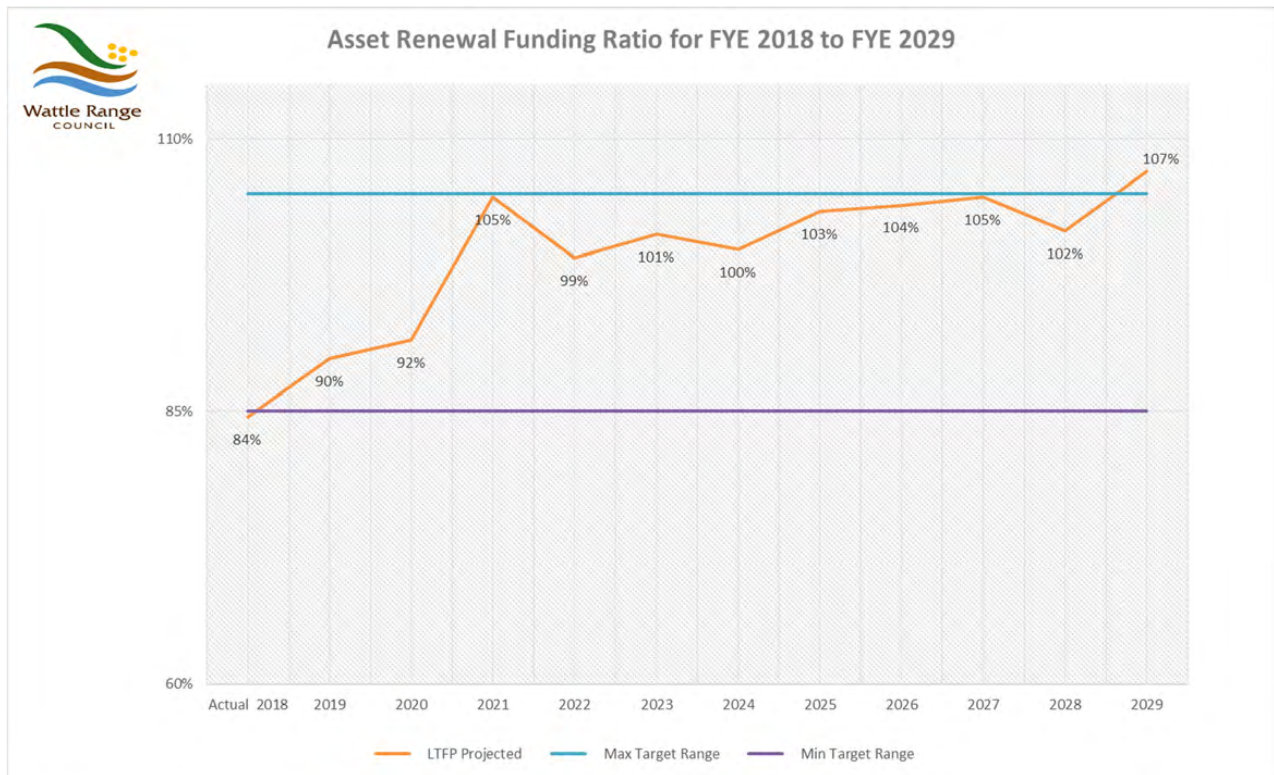
It is generally accepted across the Local Government sector that appropriate level of net financial liabilities should range from between 0% to 100% of operating revenue. Councils with sound projected financial performance could well operate satisfactorily with even higher net financial liabilities if so needed (e.g. to finance assets associated with rapid growth or generation of future income).

Based on the implementation of the financial strategies outlined earlier in this document the forecast net financial liabilities ratio will remain within the target range of 0% to 100% throughout the planning period.





Indicator 3 - Asset Renewal Funding Ratio

**Definition:**

This ratio indicates the extent to which existing non-financial assets are being renewed and replaced, compared with what is needed to cost-effectively maintain service levels. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to the optimal level of such expenditure proposed in a Council's Infrastructure Asset Management Plan (IAMP).

Analysis based on LTFP forecasts:

If capital expenditure on renewing or replacing existing assets is at least equal to the level proposed in the IAMP, then a Council is ensuring optimal timing of replacement of physical assets to maintain service levels. Any material underspending on renewal and replacement over the medium term is likely to adversely impact on the achievement of preferred, affordable service levels and could potentially progressively undermine a Council's financial sustainability.

The Wattle Range Council currently has in place IAMP's for the following asset categories; Roads, Kerb & Gutter, Footpaths and Plant and Equipment and draft IAMP's have recently been developed for Building and Structures and Stormwater. In addition to the above, it is planned that Council will complete in 2020 the development of the Community Wastewater Management Schemes (CWMS) asset management plan.

In the interim until all individual asset management plans are developed, depreciation will be utilised as a surrogate for the optimal capital replacement expenditure. For the purposes of this plan 100% of the depreciation charge has been included as planned renewal expenditure for all asset categories that do not have an asset management plan in place. For the life of this plan it is forecast that Council will maintain an asset renewal funding levels of between 85% - 105%.

Summary of Council's Long-Term Sustainability based on LTFP forecasts

The above key financial indicators point to Council operating in a sustained manner and supports Council's current financial sustainable position, provided that the proposed financial strategy or similar is followed.

In summary, the consistent operating surplus results that are forecasted to occur from a projected increase in revenue, is largely supported by a consistent growth in rate assessments of 0.4% annually, whilst controlling operating expenditure for the life of the plan. This results in Council having a sustained operating surplus of on an average 1% for the life of the plan and further strengthens Council's financial capacity, including the paying down of debt.

In relation to debt, Council anticipates the requirement for new borrowings in 2023 of \$3.5 Million to fund the Millicent Office Redevelopment. This will see higher debt levels in 2023 & 2024 however, over the life of the plan, Council's main financial indicator of debt the Net Financial Liabilities Ratio will decrease to 19% by 2029. Whilst this level of debt is conservative in nature it does provide Council with financial scope to undertake larger capital projects if the opportunity arises.

Asset sustainability will also improve over the course of the plan, where it is envisaged that by 2021 that Council's expenditure on asset renewal will match expenditure required under infrastructure asset management plans and or depreciation for the various asset categories.

Summary of Financial Performance & Position Statement (SFPPS)

The SFPPS in tandem with the above results of the Key Financial Indicators provides a strategic summarised report of Council's finances. In assessing the future impact of undertaking the strategic initiatives and capital projects set by Council the following are the forecasted impacts to the SFPPS;

- The operating surplus / (deficit) measure is considered the most critical indicator of a Council's financial performance. Over the course of the plan's life an average of a \$294K operating surplus will be maintained which signifies the continuance of a financial sustainable position. However, it should be noted that in 2023 there will be adverse impact to the operating surplus position where a deficit of \$1.1M is anticipated. This deficit can be attributed to the assumption that the Federal Assisted Grants cycle of prepayment of a half year of grant funds will cease in this year and restoration of normal 4 quarterly payments will be restored from 2024. The impact of the correction will result in over \$1.4M in grants funding not being prepaid.
- Net Outlays on Existing Assets are set to increase to near \$5M annually for the forward projections of the plan. This high amount of renewal expenditure is largely based on the IAMP's that have been completed combined with capital expenditure equal to the depreciation of the CWMS assets. As detailed above based on these projected capital renewals, Council's Asset Renewal Funding Ratio is expected to be at near an average of 102% for the life of the plan.
- Net Outlays on New & Upgraded Assets are set to increase in the short term and on average expenditure will remain over \$1.4M for life of the plan. It should be noted that any increase in expenditure on new and upgraded assets creates additional pressure on Council's ability to renew assets in the future when they are required to be renewed.

In assessing the above movements, it should be noted that if the net lending / (borrowing) is zero in any given year it reflects that the Council has met all of its expenditure (both operating and capital) from the current year's income (with income including amounts received specifically for new / upgraded assets).

In summary based on the expected levels of capital expenditure and Council's operating position over the life of the plan it is envisaged that cash reserves will be drawn down in order to fund these levels of expenditure. Furthermore, there will be a requirement for loan borrowings \$3.5M in 2023 to fund the office redevelopment in that year. Whilst Council's cash holdings are minimised, over the life of the plan, Council's debt levels will still be relatively conservative comparative to other like Councils. However, it should be noted that if this plan is delivered as detailed, Council will fund the necessary capital renewals at a progressive rate and in line with its IAMP's and in a sustainable manner.



Summary of Financial Performance & Position Statement (SFPPS) con't

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
Operating Revenues	26,012	25,310	25,514	26,150	26,868	25,705	27,780	28,291	28,801	29,322	29,854	30,342
less Operating Expenses	22,551	25,005	25,675	25,783	26,283	26,847	27,315	27,745	28,273	28,757	29,279	29,729
Operating Surplus/(Deficit) before Capital Amounts	3,461	305	(160)	367	585	(1,141)	465	546	528	565	575	613
LESS: Net Outlays on Existing Assets												
Capital Expenditure on Renewal or Replacement of Existing Assets	3,622	4,463	4,438	5,858	5,716	4,962	5,369	4,172	5,325	4,969	4,692	4,283
less Depreciation, Amortisation & Impairment	(4,483)	(4,539)	(4,700)	(4,760)	(4,828)	(4,847)	(4,858)	(4,890)	(4,900)	(4,914)	(4,927)	(4,931)
less Proceeds from Sale of Replaced Assets	(159)	(193)	(190)	(115)	(274)	(216)	(199)	(40)	(323)	(301)	(184)	(66)
Net Outlays on Existing Assets	(1,020)	(269)	(452)	983	614	(101)	312	(758)	103	(246)	(419)	(713)
LESS: Net Outlays on New or Upgraded Assets												
Capital Expenditure on New/Upgraded Assets	1,086	3,091	3,838	2,580	1,563	500	1,550	503	723	603	1,573	673
less Amounts Specifically for New/Upgraded Assets	(640)	(525)	(1,553)	(400)	(350)	(350)	(350)	(350)	(350)	(350)	(350)	(350)
less Proceeds from Sale of Surplus Assets	(11)	(139)	0	0	0	0	0	0	0	0	0	0
Net Outlays on New or Upgraded Assets	435	2,427	2,285	2,180	1,213	150	1,200	153	373	253	1,223	323
Net Lending / (Borrowing) for Financial Year	4,046	(1,853)	(1,993)	(2,796)	(1,242)	(1,190)	(1,047)	1,152	52	558	(229)	1,003

In the financial years of 2019 through to 2024 and in 2028, it is anticipated that these years will have net borrowings. Please note these years shortfalls will be funded from accumulated cash reserves in the first instance. However, in 2023 there will be requirement to borrow funds of \$3.5M to fund the Millicent office redevelopment project.

Scenario Analysis – Table of how various options impact on KFI's

The following tables look at how the key financial indicators vary based on 5 scenarios being:

1. Scenario 1 – (Recommended Scenario) CPI increase in rates and service charges plus 0.4% rates growth and operational expenditures equal to CPI for applicable costs. Loan borrowings of \$3.5M in 2023 and capital renewal as per the Infrastructure Asset Management Plans apart from Community Wastewater Management Scheme assets where the equivalent of depreciation is taken as the capital renewal amount.
2. Scenario 2 – CPI increase in service charges. 1.5% increase in general rates plus 0.3% rates growth and material and contractor costs increasing by 0.5% above CPI all other operational expenditures are equal to CPI for applicable cost. Loan borrowings of \$3.5M in 2023, 1.5M in 2024, \$2.0M in 2026 and \$3.25M in 2028. Capital renewal as per the Infrastructure Asset Management Plans apart from Community Wastewater Management Scheme assets where the equivalent of depreciation is taken as the capital renewal amount.
3. Scenario 3 - CPI increase in service charges. General rating increases of 2.2% in 2021, 4.2% in 2022, all other years CPI increase in general rates of 2% plus 0.3% rates growth. Operating Expenses materials and contractor costs increasing by 0.5% above CPI all other operational expenditures are equal to CPI for applicable cost. Loan borrowings of \$3.5M will be required. Capital renewal as per the Infrastructure Asset Management Plans apart from Community Wastewater Management Scheme assets where the equivalent of depreciation is taken as the capital renewal amount.
4. Scenario 4 - CPI increase in rates and service charges plus 0.3% rates growth and material and contractor costs increasing by 0.5% above CPI all other operational expenditures are equal to CPI for applicable cost. Loan borrowings of \$3.5M in 2023, and capital renewal are under the optimal expenditure by \$474K in 2021 other years are as per the Infrastructure Asset Management Plans apart from Community Wastewater Management Scheme assets where the equivalent of depreciation is taken as the capital renewal amount.
5. Scenario 5 - CPI increase in service charges, 1.5% increase in general rates plus 0.3% rates growth and material and contractor costs increasing by 0.5% above CPI all other operational expenditures are equal to CPI for applicable cost. Loan borrowings of \$3.5M in 2023, and capital renewal are under the optimal expenditure by \$474K in 2021 other years are as per the Infrastructure Asset Management Plans apart from Community Wastewater Management Scheme assets where the equivalent of depreciation is taken as the capital renewal amount.

Operating Surplus Ratio	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Scenario 1	13%	1%	-1%	1%	2%	-4%	2%	2%	2%	2%	2%	2%
Scenario 2	13%	1%	-1%	1%	1%	-6%	0%	-1%	-1%	-2%	-2%	-3%
Scenario 3	13%	1%	-1%	1%	3%	-4%	2%	3%	2%	2%	2%	2%
Scenario 4	13%	1%	-1%	1%	2%	-5%	1%	1%	1%	1%	1%	1%
Scenario 5	13%	1%	-1%	1%	1%	-6%	0%	0%	-1%	-1%	-2%	-2%

Scenario 1 maintains an Operating Surplus Ratio at a consistent “above break even” position for a large portion of the Plan. Scenarios 2 & 5 have a greater portion of years in deficit than in surplus which will in the longer term put pressure on Council’s financial sustainability. Scenarios 3 is not preferred, due to Scenario 3 relying on increases in rates above CPI in 2021 & 2022 to keep a positive operating surplus ratio result. Scenario 4, whilst the operating surplus ratio result is positive in most years the amount of surpluses are smaller comparative to Scenario 1 and capital renewals are less over the life of the plan in this scenario.

Net Financial Liabilities Ratio	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Scenario 1	-7%	0%	8%	18%	22%	28%	29%	25%	24%	22%	22%	19%
Scenario 2	-7%	0%	8%	19%	24%	31%	35%	33%	35%	37%	42%	43%
Scenario 3	-7%	0%	8%	18%	21%	26%	27%	22%	20%	18%	18%	15%
Scenario 4	-7%	0%	8%	16%	19%	24%	25%	19%	18%	15%	15%	12%
Scenario 5	-7%	0%	8%	17%	20%	26%	28%	24%	25%	24%	26%	25%

Scenario 1 funds all the capital expenditure and strategic projects of Council which will over the life of the plan return Council to debt levels that are still comparatively conservative. All other scenarios will still keep the Net Financial Liabilities ratio within the target range if implemented but there are consequences in each scenario that are less preferred than Scenario 1 for instance Scenario 2 will require more borrowings over the life of the plan. Scenario 3 will require general rate rises above CPI to reach this result. Scenario 4 requires a reduction in capital renewal to achieve this result and Scenario 5 will require both decreased capital renewal and if implemented would return a number of deficit years which is not sustainable ongoing.

Asset Renewal Funding Ratio	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Scenario 1	84%	90%	92%	105%	99%	101%	100%	103%	104%	105%	102%	107%
Scenario 2	84%	90%	92%	105%	99%	101%	100%	103%	104%	105%	102%	107%
Scenario 3	84%	90%	92%	105%	99%	101%	100%	103%	104%	105%	102%	107%
Scenario 4	84%	90%	92%	96%	91%	92%	91%	92%	95%	95%	91%	95%
Scenario 5	84%	90%	92%	96%	91%	92%	91%	92%	95%	95%	91%	95%

Scenario 1 maintains capital renewals as per Council's Infrastructure Asset Management Plans meaning that capital renewals are undertaken when scheduled which minimises Council's risk profile of complete asset failure. Scenarios 2 & 3 also meet Council's requirements to renew assets when required. Scenario 4 & 5 also return positive Capital renewal funding results however both scenarios fall short in renewing all capital renewals when required.

In conclusion, Scenario 1 is the recommended scenario. This scenario mostly maintains Council in a slight surplus position for the life of the plan, it keeps debt levels at relatively low levels without imposing greater than CPI increases in general rates and funds all of Council asset renewals and strategic projects when scheduled.

Projects yet to be fully scoped and not included in this LTFP

The financial implications of the projects below have not been included in the forecasts for this plan. Future updates of this plan will include consideration of their inclusion as further information becomes available.

- Asset management plans for asset classes of infrastructure (CWMS).
- Millicent Railway Lands – any future development past remediation if applicable.



Appendix A – Financial Statements – Comprehensive Income Statement

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
Operating Revenue												
Rating Revenue	18,424	18,619	18,759	19,335	19,719	20,110	20,511	20,919	21,336	21,763	22,198	22,585
Statutory Charges	318	281	288	292	297	301	305	309	314	318	323	328
User Charges	2,269	2,066	2,153	2,196	2,240	2,285	2,330	2,377	2,424	2,473	2,522	2,573
Grants Revenue	4,073	3,440	3,849	3,873	4,178	2,613	4,232	4,279	4,315	4,351	4,388	4,426
Investment Income	154	185	140	124	100	57	56	56	56	55	56	57
Other	774	720	325	330	335	340	345	351	356	361	367	373
Total Operating Revenue	26,012	25,310	25,514	26,150	26,868	25,705	27,780	28,291	28,801	29,322	29,854	30,342
Operating Expenses												
Employee Costs	8,457	9,054	9,641	9,869	10,102	10,345	10,590	10,841	11,098	11,361	11,631	11,902
Materials, Contractual Services & Other	9,138	10,990	10,957	10,887	11,122	11,312	11,555	11,732	12,023	12,250	12,510	12,707
Depreciation	4,483	4,539	4,700	4,760	4,828	4,847	4,858	4,890	4,900	4,914	4,927	4,931
Finance Charges	473	422	376	267	231	342	311	281	252	232	211	189
Total Operating Expenses	22,551	25,005	25,675	25,783	26,283	26,847	27,315	27,745	28,273	28,757	29,279	29,729
Operating Surplus / (Deficit)	3,461	305	(160)	367	585	(1,141)	465	546	528	565	575	613
Physical Resources Free of Charge												
Physical Resources Free of Charge	0	0	0	0	0	0	0	0	0	0	0	0
Amounts specifically for new or upgraded assets	640	525	1,553	400	350	350	350	350	350	350	350	350
Asset disposal & fair value adjustments	(1,143)	(35)	(223)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)
Net Surplus / (Deficit)	2,958	795	1,169	667	835	(891)	715	796	778	815	825	863
Other Comprehensive Income												
Other Comprehensive Income	24,893	0	0	0	1,400	0	0	0	0	0	0	0
Impairment recoupment Offset to Asset Revaluation Reserve	(1,963)	0	0	0	0	0	0	0	0	0	0	0
Total Comprehensive Income	27,851	795	1,169	667	2,235	(891)	715	796	778	815	825	863

Appendix A – Financial Statements – Balance Sheet

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
ASSETS												
Current Assets												
Cash and Cash Equivalents	10,836	8,308	5,858	2,409	745	2,512	972	1,601	1,260	1,397	749	1,312
Current Trade & Other Receivables	1,326	1,185	1,210	1,216	1,222	1,228	1,247	1,253	1,259	1,265	1,272	1,278
Inventories	565	540	565	562	562	565	568	571	574	575	576	577
Total Current Assets	12,727	10,033	7,633	4,187	2,530	4,306	2,787	3,425	3,093	3,237	2,596	3,167
Non - Current Assets												
Loans to Community Organisations	279	300	290	307	265	222	178	134	120	113	106	98
Infrastructure, Property, Plant & Equipment	225,610	230,776	233,953	237,416	240,893	241,192	242,954	242,598	243,324	243,581	244,635	244,495
Total Non - Current Assets	225,889	231,076	234,243	237,723	241,158	241,414	243,132	242,732	243,444	243,694	244,741	244,593
Total Assets	238,616	241,109	241,876	241,910	243,688	245,719	245,919	246,157	246,537	246,931	247,338	247,761
LIABILITIES												
Current Liabilities												
Trade & Other Payables	2,325	2,150	2,420	2,460	2,270	2,425	2,411	2,386	2,554	1,919	1,894	1,871
Borrowings	918	658	695	463	586	537	567	406	428	426	447	470
Provisions	1,842	1,895	1,885	1,904	1,923	1,942	1,962	1,981	2,001	2,021	2,041	2,062
Total Current Liabilities	5,085	4,703	5,000	4,827	4,779	4,904	4,940	4,773	4,983	4,366	4,382	4,403
Non-current Liabilities												
Borrowings	5,356	4,698	4,003	3,540	3,128	5,924	5,369	4,975	4,364	4,558	4,120	3,657
Provisions	246	275	270	273	275	278	281	284	287	289	292	295
Total Non - Current Liabilities	5,602	4,973	4,273	3,813	3,403	6,202	5,650	5,259	4,651	4,847	4,412	3,952
Total Liabilities	10,687	9,676	9,273	8,639	8,182	11,106	10,590	10,032	9,634	9,214	8,795	8,355
Net Assets	227,929	231,433	232,603	233,270	235,505	234,613	235,329	236,125	236,903	237,717	238,543	239,406
EQUITY												
Accumulated Surplus	68,832	69,307	69,803	70,694	71,396	70,373	70,956	71,622	72,271	72,959	73,658	74,398
Asset Revaluation Reserves	157,568	160,268	160,268	160,268	161,668	161,668	161,668	161,668	161,668	161,668	161,668	161,668
Other Reserves	1,529	1,858	2,532	2,308	2,441	2,573	2,704	2,835	2,964	3,090	3,217	3,341
Total Equity	227,929	231,433	232,603	233,270	235,505	234,613	235,329	236,125	236,903	237,717	238,543	239,406

Appendix A – Financial Statements – Cash Flow Statement

	2018 \$'000	2019 \$'000	2020 \$'000	2021 \$'000	2022 \$'000	2023 \$'000	2024 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'001
CASH FLOWS FROM OPERATING ACTIVITIES												
<i>Receipts</i>												
Operating Receipts	27,325	25,125	25,374	26,026	26,768	25,648	27,724	28,235	28,745	29,267	29,799	30,285
Investment Receipts	144	185	140	124	100	57	56	56	56	55	56	57
<i>Payments</i>												
Employee Costs	8,298	9,054	9,641	9,869	10,102	10,345	10,590	10,841	11,098	11,361	11,631	11,902
Materials, contracts & other expenses	11,231	10,797	10,765	10,887	11,122	11,312	11,555	11,732	12,023	12,250	12,510	12,708
Finance Payments	485	422	376	267	231	342	311	281	252	232	211	189
Net Cash provided by (or used in) Operating Activities	7,455	5,037	4,732	5,127	5,413	3,706	5,324	5,437	5,428	5,479	5,502	5,544
CASH FLOWS FROM INVESTING ACTIVITIES												
<i>Receipts</i>												
Grants Specifically for new or upgraded assets	640	525	1,553	400	350	350	350	350	350	350	350	350
Sale of replaced Assets	159	193	190	115	274	216	199	40	323	301	184	66
Sale of surplus Assets	11	139	-	-	-	-	-	-	-	-	-	-
Repayments of Loans Community Groups	48	50	8	41	42	43	44	44	13	7	7	7
<i>Payments</i>												
Expenditure on renewal/replaced assets	3,622	4,463	4,438	5,858	5,716	4,962	5,369	4,172	5,325	4,969	4,692	4,283
Expenditure on new/upgraded assets	1,086	3,091	3,838	2,580	1,563	500	1,550	503	723	603	1,573	673
Loans made to Community Groups	-	-	-	-	-	-	-	-	-	-	-	1,000
Net cash provided by (used in) Investing Activities	(3,850)	(6,647)	(6,525)	(7,882)	(6,613)	(4,853)	(6,327)	(4,241)	(5,363)	(4,914)	(5,724)	(4,534)
CASH FLOWS FROM FINANCING ACTIVITIES												
<i>Receipts</i>												
Proceeds from Borrowings	-	-	-	-	-	3,500	-	-	-	-	-	-
<i>Payments</i>												
Repayment of Borrowings	1,132	918	658	695	463	586	537	567	406	428	426	447
Net Cash Provided by (Used in) Financing Activities	(1,132)	(918)	(658)	(695)	(463)	2,914	(537)	(567)	(406)	(428)	(426)	(447)
Net Increase / Decrease in Cash	2,473	(2,528)	(2,451)	(3,450)	(1,663)	1,767	(1,540)	629	(341)	137	(648)	563
Cash and Cash Equivalents at start of reporting period	8,363	10,836	8,308	5,858	2,409	745	2,512	972	1,601	1,260	1,397	749
Cash & Cash Equivalents at the end of the reporting period	10,836	8,308	5,858	2,409	745	2,512	972	1,601	1,260	1,397	749	1,312



Appendix A – Financial Statements – Statement of Equity

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
ACCUMULATED SURPLUS												
Balance at end of previous reporting period	63,989	68,832	69,307	69,803	70,694	71,396	70,373	70,956	71,622	72,271	72,959	73,658
Net Result for Year	2,958	795	1,170	667	835	(891)	715	796	778	815	825	863
Transfer to & from Reserves	1,885	(320)	(674)	224	(133)	(132)	(132)	(130)	(129)	(126)	(126)	(124)
Balance at end of period	68,832	69,307	69,803	70,694	71,396	70,373	70,956	71,622	72,271	72,959	73,658	74,398
ASSET REVALUATION RESERVE												
Balance at end of previous reporting period	154,918	157,568	160,268	160,268	160,268	161,668	161,668	161,668	161,668	161,668	161,668	161,668
Gain on Revaluation of Property Plant & Equipment	4,613	2,700	-	-	1,400	-	-	-	-	-	-	-
Impairment (expense) / recoupment's offset to ARR	(1,963)	-	-	-	-	-	-	-	-	-	-	-
Balance at end of period	157,568	160,268	160,268	160,268	161,668	161,668	161,668	161,668	161,668	161,668	161,668	161,668
OTHER RESERVES												
Balance at end of previous reporting period	1,213	1,529	1,858	2,532	2,308	2,441	2,573	2,704	2,835	2,964	3,090	3,217
Transfers to / from Accumulated Surplus	316	329	674	(224)	133	132	132	130	129	126	126	124
Balance at end of period	1,529	1,858	2,532	2,308	2,441	2,573	2,704	2,835	2,964	3,090	3,217	3,341
TOTAL EQUITY AT END OF REPORTING PERIOD	227,929	231,433	232,603	233,270	235,505	234,613	235,329	236,125	236,903	237,717	238,543	239,406

15.2.8 Treasury Management Policy

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.63.1
Attachments	<ol style="list-style-type: none"> 1. Treasury Management Policy [15.2.8.1 - 4 pages] 2. coudoc policy 1-23 - Treasury Management - Superceded [15.2.8.2 - 4 pages] 3. LGA Financial Sustainability Infomation Paper 15 - Treasury Management [15.2.8.3 - 15 pages] 4. Council investments & loans [15.2.8.4 - 1 page]

Purpose of Report

Is to adopt the reviewed Treasury Management Policy and receive and note the investment and borrowings report.

Report Details

Council first adopted the Treasury Management Policy on 10th March 2009 and reviewed and amended the policy thereafter as required.

The purpose of this Policy is to ensure that Council establishes a decision framework to ensure that:

- funds are available as required to support approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed;
- the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.

Treasury management refers to the way in which borrowings are raised and cash and Investments are managed. In addition to the changes in the level of borrowings and interest rates, a Council's treasury management practices can have a significant effect on its interest costs. Regardless of the level of a Council's borrowings, it is desirable that Council undertakes treasury management to minimise interest costs, in a risk averse manner, over the medium to longer term.

The LGA Financial Sustainability Paper 15 – Treasury Management outlines the purpose of treasury management and it provides support to Councils as to formulating their own policy framework for treasury management decisions. The Information Paper also details a template policy to be utilised. Councils Policy has been updated to ensure consistency with this pro forma template.

A number of cosmetic changes have been made to the Policy, including the updating of the format of the Policy to be consistent with Councils current Policy format. In addition, the following was also changed;

- Opening statement was condensed;
- The definition for Non-Financial or Physical Assets has been removed;
- An additional Objective (rationale for having a Treasury Management Policy) being “financing of Council operations as documented in its Annual Budget and Long Term Financial Plan is supported.

It is recommended that the Council adopt the reviewed Treasury Management Policy as presented.

Financial Considerations

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

There are no known financial considerations related to this report.

Risk Considerations

Risk Management Medium risks have been identified as detailed in the table below.

Risks	Likelihood	Consequence	Rating	Mitigating Action
Financial Risk – Cashflow issues & Interest Costs not minimised by optimum treasury management strategy	Very Unlikely	Major	Medium	That Council adopt a Treasury Management Policy and train all public officers (relevant staff) in its operations

Policy Considerations

- 1.46 Internal Control Policy

Legislative Considerations

This Policy complies with responsibilities under the *Local Government Act 1999* 1999, and relates to the following relevant Sections, 44,48,122,134 (Borrowings), Section 47,139,140 (Investments).

Environmental / Sustainability Considerations

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


Communication & Consultation Considerations

Executive Leadership Team, Audit & Risk Committee, Council.

RECOMMENDATION

That Council:

1. Adopt the reviewed Treasury Management Policy as presented.
2. Receive and note the updated Statement of Investment and Borrowings balances.

 Wattle Range COUNCIL	POLICY 125	Version:	4
	Treasury Management	Date Adopted:	TBA
		Next Review Due:	November 2023

1. STATEMENT

This policy provides the framework, direction and targets for which Councils' treasury management activities can operate within and its associated financial risks managed.

2. DEFINITIONS

Credit Foncier Borrowings – are borrowings for a fixed period with regular repayments where each repayment includes components of both principal and interest, such that at the end of the period the principal will have been entirely repaid. Commercial credit foncier borrowings (including to local governments) usually have a fixed rate of interest.

Financial Assets - include cash, investments, receivables and prepayments. Equity held in a Council business is normally regarded as a financial asset but is excluded for the purpose of calculating local government published financial indicators. Inventories and land held for resale are also not regarded as financial assets.

Financial Sustainability – is achieved where planned long term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to service.

Net Financial Liabilities – equals total liabilities less financial assets, where financial assets for this purpose include cash, investments, receivables and prepayments, but excludes equity held in Council business, inventories and land held for resale.

Net Financial Liabilities Ratio – indicates the extent to which net financial liabilities of a Council could be met by its operating revenue.

3. PRINCIPLES

3.1 Objectives

This Treasury Management Policy establishes a decision framework to ensure that:

- financing of Council operations as documented in its annual budget and Long-Term Financial Plan (LTFP) is supported;
- funds are available as required to support associated projected / actual cash flow receipts and approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed;
- subject to Council's capital expenditure decisions, the gross level of debt is minimised over the longer term and Council is reasonably likely to optimise the net interest costs associated with borrowing and investing.


3.2 Treasury Management Strategy

Council's operating and capital expenditure decisions are made on the basis of:

- identified community need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and,
- affordability of proposals having regard to Council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities (NFL) ratio).

Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets. This means Council will:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	POLICY 125	Version:	4
	Treasury Management	Date Adopted:	TBA
		Next Review Due:	November 2023

- maintain target ranges for its NFL ratio;
- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its LTFP ;
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

3.3 Interest Rate Risk Exposures (Borrowings)

3.3.1 Fixed Interest Rate versus Variable Interest Rate Borrowings

Council recognises that future movements in interest rates are uncertain in direction, timing and magnitude. It considers it is appropriate to set range limits for both fixed and variable interest rate borrowings to achieve its objective of minimising net interest costs on average over the longer term and at the same time managing interest rate movement risks within acceptable limits. Therefore Council has approved the range limits set out below.

Type of Loan	Proportion of the Debt Portfolio	
	Minimum	Maximum
Fixed Interest Rate - Credit Foncier	30%	70%
Variable Interest Rate – Cash Advanced Debentures	30%	70%

3.3.2 Fixed Interest Rate Borrowings

To ensure an adequate mix of interest rate exposures, Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve and thereafter maintain on average in any year, not less than 30% of its gross debt in the form of fixed interest rate borrowings.

In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where Council needs to raise new fixed interest rate borrowings it will consider using medium to long-term borrowings (3 years or more duration) that:


- have a fixed interest rate;
- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

Council also will ensure that no more than 25% of its fixed interest rate borrowings mature in any year.

3.3.3 Variable Interest Rate Borrowings

Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve, and then maintain, not less than 30% of its gross debt on average in any year in the form of variable interest rate borrowings.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 125	Version:	4
	Treasury Management	Date Adopted:	TBA
		Next Review Due:	November 2023

Council will continue to make extensive use of long term Cash Advance Debenture (CAD) facilities through the Local Government Finance Authority (LGFA), which requires interest payments only and which enables any amount of principal to be repaid or redrawn at call. The redraw facilities will provide Council with access to liquidity when needed.

3.4 Investments

Council funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with 'at call' market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Council funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council's variable interest rate borrowing facility.

When investing funds Council will select the investment type which delivers the best value, having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.

Council Senior Staff may from time to time invest surplus funds in:

- deposits with the LGFA; and/or
- bank interest bearing deposits.

Any other investment will require the specific approval of Council. Where Council authorises any investments of a type outside of those specified above, the amount so invested will be cumulatively limited to no more than 20% of the average level of funds expected to be available for investment by Council over the duration of the specific authorised investments.

3.5 Treasury Performance Reporting

At least once a year Council's Audit & Risk Committee shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:

- for each Council borrowing and investment - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report; and,
- the proportion of fixed interest rate and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across this period along with key reasons for significant variances compared with the targets specified in this policy.

4. REVIEW

This Policy will be reviewed every four years after each general election.


Upon review, the Executive Leadership Team (ELT) and Audit & Risk Committee must be consulted.

5. AVAILABILITY

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

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 125	Version:	4
	Treasury Management	Date Adopted:	TBA
		Next Review Due:	November 2023

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

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

6. REFERENCES & FURTHER READING

References	•
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – <ul style="list-style-type: none"> • Sections 44, 48, 122 and 134 of Borrowings. • Sections 47, 139 and 140 of Investments; • <i>Local Government (Financial Management) Regulations 1999</i>
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Financial Sustainability Information Paper 15 – Treasury Management; • Financial Sustainability Information Paper 9 – Financial Indicators; • Financial Sustainability Information Paper 10 – Debt; • Long-term Financial Plan

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	10 March 2009	Council	Adopted	Folio 4141; Item 5.2
2	11 August 2011	ELT	Reviewed	-
3	10 November 2015	Council	Reviewed	Folio 6156; Item 13.2.10
4	26 June 2017	ELT	Adapted into new format	-
5	TBA	Council	Review	Folio XXXX; Item xx.x.xx

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
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Treasury Management Policy

Reference Number:	1.35
Classification:	Policy - Public
Subject:	Corporate Governance
Department:	Corporate Services
Responsible Officer:	Director Corporate Services
Community Plan Reference:	Strategic Direction One – Service Delivery
First Issued/Approved:	10 th March 2009 (Folio 4141; Item 5.2)
Review Frequency:	Every 4 years, after each general election
Last Reviewed:	10 th November 2015 (Folio 6156; Item 13.2.10)
Next Review Date:	November 2019
Council File Reference:	GF/7.63.1
Applicable Legislation:	Local Government Act 1999 <ul style="list-style-type: none"> • Sections, 44,48,122,134 (Borrowings) • Section 47,139,140 (Investments) Local Government (Financial Management) Regulations 1999
Relevant Council Policies / Procedures / Guidelines:	Financial Sustainability Information Paper 15 – Treasury Management Financial Sustainability Information Paper 9 – Financial Indicators Financial Sustainability Information Paper 10 – Debt
Consultation:	ELT, Audit Committee

Superseded

1. STATEMENT

This policy provides the structure, direction and targets within which Council, the Chief Executive Officer and Senior Staff can record and consider treasury management decisions. .

This policy underpins Council's decision-making regarding the financing of its operations as documented in its annual budget and long-term financial plan and associated projected and actual cash flow receipts and outlays.

2. DEFINITIONS

- Credit Foncier Borrowings – Are borrowings for a fixed period with regular repayments where each repayment includes components of both principal and interest, such that at the end of the period the principal will have been entirely repaid. Commercial credit foncier borrowings (including to local governments) usually have a fixed rate of interest.
- Financial Assets – include cash, investments, receivables and prepayments. Equity held in a Council business is normally regarded as a financial asset but is excluded for the purpose of calculating Local Government published financial indicators. Also, inventories and land held for resale are not regarded as financial assets.
- Financial Sustainability – is achieved where planned long term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to service.
- Net Financial Liabilities – equals total liabilities less financial assets, where financial assets for this purpose include cash, investments, receivables and prepayments, but excludes equity held in Council business, inventories and land held for resale.

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- Net Financial Liabilities Ratio – indicates the extent to which net financial liabilities of a Council could be met by its operating revenue.
- Non –Financial or Physical Assets – means infrastructure, land, buildings, plant, equipment, furniture and fittings, library books and inventories.

3. PRINCIPLES

OBJECTIVES

This Treasury Management Policy establishes a decision framework to ensure that:

- funds are available as required to support approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed;
- subject to Council's capital expenditure decisions, the gross level of debt is minimised over the longer term and Council is reasonably likely to optimise the net interest costs associated with borrowing and investing.

POLICY

Treasury Management Strategy

Council's operating and capital expenditure decisions are made on the basis of:

- identified community need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and,
- affordability of proposals having regard to Council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities ratio).

Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets. This means Council will:

- maintain target ranges for its Net Financial Liabilities ratio;
- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its Long-term Financial Plan;
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

Interest Rate Risk Exposures (Borrowings)

Fixed Interest Rate versus Variable Interest Rate Borrowings

Council recognises that future movements in interest rates are uncertain in direction, timing and magnitude. It considers it is appropriate to set range limits for both fixed and variable interest rate borrowings to achieve its objective of minimising net interest costs on average over the longer term and at the same time managing interest rate movement risks within acceptable limits. Therefore Council has approved the range limits set out below.

Type of Loan	Proportion of the Debt Portfolio	
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<u>Fixed Interest Rate - Credit Foncier</u>	<u>30%</u>	<u>70%</u>
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Fixed Interest Rate Borrowings

To ensure an adequate mix of interest rate exposures, Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve and thereafter maintain on average in any year, not less than 30% of its gross debt in the form of fixed interest rate borrowings.

In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where Council needs to raise new fixed interest rate borrowings it will consider using medium to long-term borrowings (3 years or more duration) that:

- have a fixed interest rate;
- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

Council also will ensure that no more than 25% of its fixed interest rate borrowings mature in any year.

Variable Interest Rate Borrowings

Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve, and then maintain, not less than 30% of its gross debt on average in any year in the form of variable interest rate borrowings.

Council will continue to make extensive use of Long Term Cash Advance Debenture facilities through the Local Government Finance Authority, which requires interest payments only and which enables any amount of principal to be repaid or redrawn at call. The redraw facilities will provide Council with access to liquidity when needed.

Superseded

Investments

Council funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with 'at call' market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Council funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council's variable interest rate borrowing facility.

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Treasury Performance Reporting

At least once a year Council's Audit Committee shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:

- for each Council borrowing and investment - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report; and,
- the proportion of fixed interest rate and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across this period along with key reasons for significant variances compared with the targets specified in this policy.

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6. ADOPTION AND AMENDMENT HISTORY

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

Date	Authorised by	Minute Reference
10 th March 2009 (Adopted)	Council	Folio 4141; Item 5.2
11 th August 2011 (Reviewed)	Management Team	-
10 November 2015 (Reviewed)	Council	Folio 6156; Item 13.2.10



Financial Sustainability
Information Paper 15

Treasury Management

Revised February 2015



**LGA 'Financial Sustainability' Information Paper No. 15: *Treasury Management*
- Revised February 2015**

Introduction

This Information Paper is one of a series of Information Papers about Financial Sustainability and Financial Governance in Local Government.

The series of Information Papers was originally published in 2006 to 2011 as part of the Financial Sustainability Program. The history of that program and a complete list of Information Papers and other resources, including a glossary of terms and abbreviations, is provided on the LGA's "Financial Sustainability" web page: www.lga.sa.gov.au/FSP.

The entire series of Papers was revised in early 2012, and again in early 2015 to take account of legislative changes and other developments. These Papers are addressed to, and written primarily for the benefit of Council Members and staff, but they are also available as a resource for the general public and students of Local Government.

Background

Most Councils have capacity to better serve communities by making greater use of debt and achieving financial savings and reductions in risk from a more holistic approach to managing their borrowings and investments. These benefits often can be achieved through some relatively simple improvements in financial governance.

In the past it was commonly accepted practice for Councils to raise borrowings for specific purposes and at the same time set aside funds for specific future expenditures. The [Local Government Act 1999](#) now requires a longer-term financial planning focus. This, and a requirement to use accrual accounting, have been catalysts for changes in recommended treasury management practices.

This information paper discusses the key elements of treasury management and includes, at Attachment 1, a Model Treasury Management Policy that enables Councils to embrace the recommended treasury management practices. It also includes, at Attachment 2, some examples that illustrate the application of the treasury management principles set out in the model policy.

This information paper should be read in conjunction with the [Local Government Act 1999](#) and other LGA Financial Sustainability information papers, including:

- No. 9 - *Financial Indicators*
- No. 10 – *Debt*

available at www.lga.sa.gov.au/FSP.

This information paper provides support to Councils as they formulate their own policy framework for treasury management decisions. It provides a structure within which Councils can consider and record their treasury management decisions. Councils should consider the content of the paper and adapt the Model Treasury Management Policy at Attachment 1 to suit their individual circumstances. In particular some text is italicised and included in square brackets. In these areas Councils should insert specific detail relevant to their own circumstances. Once adopted, Councils should review their treasury management policies on a regular basis (say annually).

What is treasury management?

Treasury management refers to the way in which borrowings are raised and cash and investments are managed. In addition to changes in the level of borrowings and changes in

**LGA 'Financial Sustainability' Information Paper No. 15: *Treasury Management*
- Revised February 2015**

interest rates, a Council's treasury management practices also can have a significant effect on its interest costs.

Councils have flexibility with respect to the maturity of their borrowings (i.e. when borrowings are scheduled for repayment) and, more importantly, how frequently the interest rate on an individual borrowing is re-set. This flexibility enables Councils to manage their interest rate exposures in a deliberate fashion.

Regardless of the level of a Council's borrowings, it is desirable that each Council undertakes treasury management to minimise interest costs, in a risk averse manner, over the medium to longer term.

What does legislation require?

Borrowings

Councils in South Australia are virtually unconstrained in relation to the source, quantum, term and type of their borrowings. Section 134 of the [Local Government Act 1999](#) ("the Act") requires a Council to consider independent expert advice before entering into particularly complex and sophisticated types of borrowing arrangements¹ but Councils' interest in such arrangements traditionally has been negligible. The [Local Government Financing Authority](#) (LGFA) and other financial institutions ensure Councils have considerable choice of borrowing products.

Section 48 of [the Act](#) requires a Council to develop and maintain prudential management policies, practices and procedures² for the assessment of all "projects". If a project requires financing arrangements, then the project must be considered within the context of the Council's prudential management policy. However [the Act](#) does not impose limits on financing options.

Under section 122 of [the Act](#), a Council must have a long-term financial plan (LTFP) as part of its suite of strategic management plans (SMPs).³ These documents must include:

- the sustainability of a Council's financial performance and position;
- the maintenance, replacement or development needs for infrastructure within its area;
- proposals with respect to debt levels; and,
- the identification of any anticipated or predicted changes that will have a significant effect upon the costs of the Council's activities/operations.

Section 44 of [the Act](#) provides that a Council cannot delegate the power "to borrow money or to obtain other forms of financial accommodation". Many Councils therefore, ensure that all proposed borrowings for a year are approved at the time the annual budget is adopted.

Investments

Under Section 47 of [the Act](#) a Council is prohibited from directly acquiring shares in a company.

¹ (a) interest rate swaps;
(b) forward interest rate agreements;
(c) interest rate options;

² See Local Government Financial Sustainability Information Paper No. 27: *Prudential Management Requirements* at www.lga.sa.gov.au/FSP. This paper contains as an attachment, a model Prudential Management Policy.

³ See LGA Financial Sustainability Information Paper 8: *Long-term Financial Plans* at www.lga.sa.gov.au/FSP.

**LGA 'Financial Sustainability' Information Paper No. 15: *Treasury Management*
- Revised February 2015**

Section 139 of [the Act](#) empowers a Council to invest and requires that the power of investment be exercised with the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons. Section 139 also requires a Council to avoid investments that are speculative or hazardous in nature. Section 140 requires that a Council review the performance of its investments at least annually.

Treasury management and financial sustainability

A Council should be committed to operating in a financially sustainable manner. It should make expenditure decisions in line with the directions set out in its SMPs and the scheduled works in its Infrastructure and Asset Management Plan (I&) while setting out its financing requirements in its LTFP.

Whether a borrowing needs to be raised, and if so the nature of it, is a separate decision to the expenditure one and it is made in accordance with the criteria specified in Councils' Treasury Management policy.

A Council should not make an operating or capital expenditure decision that would generate (or increase) an ongoing operating deficit without concurrently committing to other strategies that negate this impact (e.g. by increasing other revenue and/or decreasing other expenses). If a Council has an operating deficit it cannot normally afford more borrowings. If nothing else changes the financing costs alone exacerbate the existing operating deficit. If a Council has a projected long-run operating deficit it does not have the capacity to provide additional services and should not embark on such a course until it has developed a strategy to address the deficit and reflected this in its LTFP.

If a Council has a projected long-term operating surplus then it may be able to afford additional services without increased revenue but it would need to compare the proposal with the benefits and net costs of other alternatives, because there are always more demands and opportunities than available resources.

Even when operating in a financially sustainable manner, it will often be necessary for a Council to borrow money. This could occur for example in a year where the Council makes a decision, in accordance with its I&, to increase its stock of assets or to replace/update existing assets. It also may be necessary for a Council to borrow for short periods during any year when operating outlays occur ahead of revenue inflows.⁴

Furthermore, a new borrowing may be affordable if the funds are required to help reduce a Council's operating deficit (e.g. the borrowing has resulted from the need for abnormally high levels of expenditure on maintaining/replacing assets which will lead to a reduction in future operating expenses).

Financing decisions

The traditional approach to determining expenditure affordability (based for example on cash costs of a project) and associated debt financing strategies has risks. These are often „hidden" or under-recognised.

If a Council undertakes a borrowing while at the same time holding surplus financial assets there is an opportunity cost arising from the difference between the borrowing and investment interest rates achieved on each. If interest rates then fall (or increase), after

⁴ See: *'Debt is Not a Dirty Word: The Role and Use of Debt in Local Government'* published by the Australian Centre of Excellence for Local Government at www.acelg.org.au/news/use-debt-australian-local-councils

**LGA 'Financial Sustainability' Information Paper No. 15: *Treasury Management*
- Revised February 2015**

locking into a long-term fixed interest rate borrowing, there is a further effective (but unrecorded) opportunity cost (or gain).

In general, it is nearly always more cost effective for a Council to meet current expenditure needs by first using any surplus cash and investments currently available (even if these are surplus only for a short term) before undertaking a new borrowing (even if this simply defers the need to raise the borrowing for a short period of time).

Capital outlays

There is a „cost of capital“ (interest paid on a borrowing or investment income forgone) associated with all capital outlays. Where a Council wishes to track all costs associated with a capital project (for example for reporting purposes or pricing decisions) its costing information should recognise the „cost of capital“ utilised in the venture regardless of whether specific borrowings were raised for such purposes or not.

In determining the impact of a capital outlay on Council's finances in the future it is best to ignore financing arrangements. An expenditure evaluation decision must come first and is always separate from the financing decision. A simple and appropriate approach is to assess the affordability of capital projects in terms of their annual long-run impact on the Council's operating result. This would involve estimating the annualised long-run costs (e.g. depreciation, cost of capital, operating and maintenance costs etc) and comparing this with the increase in rate or other operating revenue required to leave the Council's operating result unaffected on average over time.

Financial indicators

LGA Financial Sustainability Information Paper 9: „*Financial Indicators*“ provides information on the financial sustainability indicators recommended for use by South Australian Councils in monitoring their financial performance and position. Councils may adopt a more or less conservative target for the Net Financial Liabilities ratio than suggested in that paper, depending on their financial governance capabilities, current and projected needs and financial capacity (and the soundness of their LTFPs and I&s). The target ratio chosen by a Council needs to be managed in the context of the other financial targets, and in particular the Operating Surplus ratio target.

Adoption of the traditionally used „debt servicing ratio“ (interest or interest and principal repayments expressed as a percentage of either rate revenue or total operating revenue) as a financial indicator or target) is strongly discouraged. It is far less meaningful in the context of Councils' operating environment than the Net Financial Liabilities ratio. Furthermore its calculated result (when the numerator is based on both interest and principal repayments) is highly dependent on the term of duration and required pattern of repayment of borrowings raised.

Reserves

Councils should manage their finances holistically and in a strategically optimum way rather than practicing „shoebox accounting“ whereby monies are earmarked for particular needs and therefore are not available for others. All unrestricted revenues and investments should be applied to meet planned expenditure outlays and extinguish borrowings where possible.

Councils may, however, choose to use „reserve accounting“ as a useful means of recognising and planning for future proposals. A Council may therefore establish various equity accounts (or „reserves“) within its balance sheet to identify an allocation for future purposes. However,

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it should not have separate bank/investment accounts for these „reserves“ unless required to do so under law, or as a condition of funding provided by an external funding body.

There are very few circumstances where a Council is legally required to quarantine funds. A typical case might involve some type of trust fund e.g. developer contributions for car parks. Councils can and should use funds traditionally earmarked, by way of example, for Community Wastewater Management Systems, Plant Replacement, Open Space Reserves, Long Service Leave and other typically cash backed balance sheet liability or equity accounts as part of their overall financing strategies. Nothing prevents Councils from using these funds to “finance” other activities and thereby achieving savings (because of the margin between borrowing and investment rates) until they are required for the original purpose. At this time a new borrowing could be raised if required.

Interest rate risk exposures

A Council is exposed to risk whenever it takes out a borrowing, regardless of whether it involves fixed or variable interest rates. Minimising exposure to interest rate risk requires a balance of both fixed and variable interest rate borrowings. Councils should set range limits for both fixed and variable interest rate borrowings having regard to cost effectiveness, risk management criteria and flexibility.

Future interest rate movements (particularly over the medium and longer-term) are always uncertain.

Locking into a long-term fixed interest rate borrowing, for example, effectively means that a Council is taking a view (effectively, a type of gamble) that variable rates over the period of the borrowing will be higher than the fixed rate negotiated. If a Council took out a fixed interest loan and interest rates on average fell over the duration of the loan, then the Council would become worse off compared to the position it would have been in, if it had taken out a variable interest rate loan over the same period (and vice-versa). Such a Council might not have been intending to gamble on interest rate movements, or appreciate that it was doing so, but choosing a fixed-interest rate borrowing does not remove risk. It removes only one risk; the risk of higher average rates for the term of the loan.

It is not possible for Councils to structure their overall portfolio of borrowings and investments in a way which is „neutral“ to interest rate changes. That is to say, Councils' interest rate risks cannot be eliminated. Councils must therefore structure their portfolio of borrowings and investments to achieve a balance between interest costs and the risk of interest rate changes. This means having a mix of interest rate exposures.

Fixed Interest Rate Borrowings

On average over time, fixed interest rate borrowings normally are slightly more expensive than variable rate ones because of the certainty they offer.

Fixed interest rate borrowings most commonly come in two forms:- „credit foncier“ and „interest only“. Some lenders such as the [LGFA](#) also will structure fixed interest borrowings to suit the particular needs of a Council.

Credit Foncier Borrowings

In the public sector prior to the implementation of accrual accounting, credit foncier borrowings were widely considered to be the most appropriate form of borrowing on grounds of inter-generational equity. They were often used to finance the acquisition of long-term assets. The regular repayment of principal on such borrowings was effectively treated as a surrogate for depreciation notwithstanding that the principal

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repayments on borrowings may not have borne any close relationship with actual depreciation (e.g. the life of asset may have been much longer than the borrowing period).

Under accrual accounting, principal repayments are not treated as an expense. Intergenerational equity is achieved by accurately recognising all operating expenses (including depreciation) and pricing/taxing to match them with operating revenue. Where an accrual break-even operating result is being achieved, the cost of consumption of assets is being met by ratepayers who benefit from their availability and use.

While the use of credit foncier borrowings does ensure the repayment of an individual borrowing it does not necessarily ensure a reduction in a Council's overall indebtedness. Where existing borrowings are being repaid, while at the same time new borrowings are raised, the overall value of outstanding borrowings may not vary significantly from year to year. In this case, in effect, the new borrowings would be largely offsetting regular principal repayments on the existing borrowings (although they would not have been explicitly intended for this purpose) because of the structure of the portfolio of borrowings.

Councils should be mindful of the above issues in determining the extent of any credit foncier borrowings in their overall portfolio of fixed interest rate borrowings.

Interest Only Borrowings

Interest only borrowings avoid regular principal repayments i.e. instead, the total principal would be repayable at maturity, at which time the borrowing can be repaid or rolled over, depending on a Council's projected cash flow needs.

Interest-only borrowings are a simpler and more appropriate form of debt for a Council that manages its finances on an accrual accounting basis. Such an approach avoids the need to continually arrange new borrowings to effectively provide finance to meet regular principal repayments on existing borrowings. It also results in significantly fewer borrowings, making the treasury management task easier.

Variable Interest Rate Borrowings

A Council's treasury management strategy should aim to keep debt levels both during a year and over periods of years as low as its budget and Long-term Financial Plan allow (and its budget and Long-term Financial Plan should be based on best meeting community needs in an equitable and financially sustainable manner).

There is usually a margin between borrowing and investment rates and Councils can generate savings by structuring their portfolios of borrowings so that cash inflows that are surplus to short or medium term needs can be applied in the first instance to reduce the level of borrowings that would otherwise be necessary. This means repaying borrowings wherever, and as soon as, surplus (even short-term) cash flow allows. This is more readily and effectively achievable with variable interest rate borrowings.

Long-term Interest Only Borrowings

Councils will have periods during a year when they have significant funds available for investment and may have significant amounts that are available on an ongoing basis.

If a Council includes in its debt structure, a long-term interest only borrowing where interest rates are re-set every three or six months, a proportion of principal will be able to be repaid if any surplus funds are available at the time rates are reset.

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An even more flexible product is the [LGFA](#) Cash Advance Debenture. (Other financial institutions offer similar products.) Such a borrowing facility will typically have a long-term maturity date, the interest rate will vary from time to time (e.g. when there is a movement in official short term interest rates) and the amount of principal outstanding at any time would not be repayable until maturity. The outstanding balance on the facility may vary significantly during a year and between years with the timing and extent of cash inflows and outflows. A Council may repay or redraw funds up to the maximum value of the borrowing facility at any time. It effectively enables the Council to earn an implicit rate of interest on its surplus funds equal to the borrowing rate (typically more than 1.5% higher than rates earned on investing surplus funds) and draw additional funds whenever required.

The savings that are able to be generated from utilising variable interest rate borrowings in this way are likely over time to far more than offset interest rate risks from having a large proportion of Councils' debt portfolios at variable interest rates.

Proportion of Fixed Interest Rate and Variable Interest Rate Borrowings

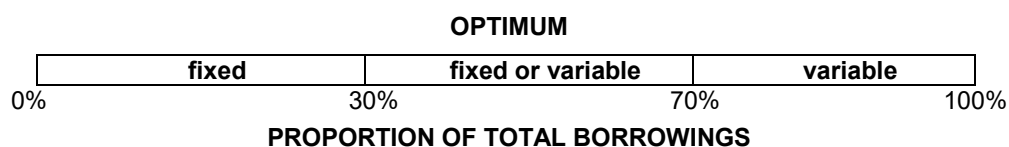
Councils may choose, from time to time, to vary the proportions of their debt taken up by fixed or variable interest rate borrowings. In so doing they should have a clear understanding of the likely impact on net interest costs and their exposure to interest rate risks. For example a Council may prefer to increase its proportion of variable interest rate borrowings because this should, on average over the longer term, reduce its overall net interest costs and the Council is comfortable (having regard to its financial capacity and position) with the additional cost volatility from interest rate movements that this will bring.

If a Council has variable interest rate borrowings, a rise in interest rates will have a negative budget impact (and vice versa). However when compared with total operating costs, the impact normally will be small.

If a Council aims to achieve, say, a 50:50 split on average between the value of fixed and variable interest rate borrowings, it is inevitable that there will be specific short periods of time where the weighting will be heavily in favour of either fixed or variable rate borrowings (e.g. particularly where a large receipt is received earlier than expected or a large payment is delayed). In some instances this will be unavoidable (and may be to Council's financial advantage).

Councils should therefore establish a target range within which the proportions of their fixed and variable rate borrowings will lie. Good cash flow planning and good treasury management will minimise the duration of periods where the weighting of borrowings is outside of this target range.

A policy of having at least 30% of borrowings (say on average over a year) with a fixed interest rate and at least 30% with a variable interest rate can be represented diagrammatically as follows:



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Investments

As there usually is a margin between borrowing and investment rates, a Council should seek to avoid holding investments (and particularly considerable investments over extended periods of time) if the Council has outstanding borrowings. The Council should instead apply the funds to retire some of its outstanding borrowings. A Council's ability to achieve this will depend on the nature of both its borrowings and its investments.

Interest rates offered on medium/longer term investments are often slightly higher than for short-term investments, but the difference is not usually significant enough to offset the difference between borrowing and investment rates. For this reason it is important that a Council ensures that funds are invested only for a short-term period, so that the funds can be applied, whenever possible, to cost-effectively defer the need to raise a new borrowing or reduce the level of a Council's variable interest-rate borrowing facility. Unless there is considerable understanding and certainty about the timing and value of future cash inflows and outflows, the most practical and cost-effective strategy is likely to be to invest any funds „at call“.

What are the issues for Councils?

Every Council should consider developing and adopting a policy about treasury and debt management. Such a policy should have regard to issues raised in this paper, balanced against the needs and preferences identified in the Council's strategic management plans.⁵

Reporting

Councils may choose to report on their treasury management performance more frequently than annually e.g. biannually or quarterly in line with budget reviews. More frequent reporting than this is unlikely to prove worthwhile. The report on a Council's treasury management performance should be submitted through its Audit Committee.

Qualification

This paper is intended to provide a general overview of the principles of sound treasury and debt management in the context of the typical current operating environment of the South Australian Local Government sector. Some described concepts and situations have been simplified to meet the needs of a general audience and in order to keep the paper brief. Councils should not rely on the proposals suggested in this paper when making treasury management decisions without comprehensive consideration of their specific circumstances and needs.

Acknowledgements

Development of this paper has benefited from contributions by:

- Mr John Comrie of [JAC Comrie Pty Ltd](#);
- Mr John Wright
- supported by a reference group from the [SA Local Government Financial Management Group](#)

and funding from the [Local Government Research and Development Scheme](#).

⁵ A model draft Treasury Management Policy is provided as Attachment 1 to this Information Paper.

Attachment 1: Model Treasury Management Policy***[Council Name]*****POLICY NAME:** Treasury Management**APPROVED BY:** *[Council]***DATE:** *[Date]***SUBSEQUENT AMENDMENTS****DATE:** *[Date]***AUTHORISATION:** *[Authorisation]***SECTIONS AMENDED:** *[Reference to aspects amended]***REVIEW DATE:** *[Date of next review]***DOCUMENT OWNER:** *[Position responsible for maintenance of the document]***1. INTRODUCTION**

This policy provides clear direction to management, staff and Council in relation to the treasury function. It underpins Council's decision-making regarding the financing of its operations as documented in its annual budget and long-term financial plan and associated projected and actual cash flow receipts and outlays.

Council is committed to operating in a financially sustainable manner and maintains a Long-term Financial Plan (updated at least annually) to assist it to determine affordable service levels and revenue raising needs. This Plan also provides projections of future cashflow availability and needs.

2. POLICY OBJECTIVES

This Treasury Management Policy establishes a decision framework to ensure that:

- funds are available as required to support approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed;
- the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.

3. POLICY STATEMENTS**3.1 Treasury Management Strategy**

Council's operating and capital expenditure decisions are made on the basis of:

- identified community need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and

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- affordability of proposals having regard to Council's long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council's Net Financial Liabilities ratio⁶).

Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets. This means Council will:

- maintain target ranges for its Net Financial Liabilities ratio;
- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its Long-term Financial Plan;
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

3.2 Interest Rate Risk Exposures

Council has set range limits for both fixed and variable interest rate borrowings in order to minimise net interest costs on average over the longer term and at the same time manage interest rate movement risks within acceptable limits.

3.2.1 Fixed Interest Rate Borrowings

To ensure an adequate mix of interest rate exposures, Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve and thereafter maintain on average in any year, not less than [x% - Council to determine percentage but may wish to consider a value of the order of 30%] of its gross debt in the form of fixed interest rate borrowings.

Decision Required:

Council will need to determine the minimum proportion of its gross debt that it wishes to hold, at any time, in the form of fixed interest rate borrowings. In determining this minimum proportion, Council will need to take account of, and achieve its preferred balance between:

- *interest costs;*
- *the risk of interest rate changes;*
- *flexibility.*

In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where Council needs to raise new fixed interest rate borrowings it will consider using medium to long-term borrowings (3 years or more duration) that:

- have a fixed interest rate;
- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

⁶ The LGA's Financial Sustainability Information Paper No 9 *Financial Indicators* at www.lga.sa.gov.au/FSP provides further information on this (and other) financial sustainability indicators and associated targets.

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Council also will ensure that no more than [x% - Council to determine percentage but may wish to consider a value of the order of 25%] of its fixed interest rate borrowings mature in any year.

Decision Required:

Council will need to determine the maximum proportion of its fixed interest rate borrowings that it wishes to have maturing in any year in order to spread its exposure to interest rate movements.

3.2.2 Variable Interest Rate Borrowings

Council will restructure its portfolio of borrowings, as old borrowings mature and new ones are raised, to progressively achieve, and then maintain, not less than [x% - Council to determine percentage but may wish to consider a value of the order of 30%] of its gross debt on average in any year in the form of variable interest rate borrowings.

Decision Required:

Council will need to determine the minimum proportion of its gross debt that it wishes to hold, at any time, in the form of variable interest rate borrowings. In determining this minimum proportion, Council will need to take account of, and achieve its preferred balance between:

- *interest costs;*
- *the risk of interest rate changes;*
- *flexibility.*

Council will establish, and make extensive use of, a [long-term variable interest rate borrowing facility / LGFA's Cash Advance Debenture facility] that requires interest payments only and that enables any amount of principal to be repaid or redrawn at call. The redraw facility will provide Council with access to liquidity when needed.

3.3 Investments

Council funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with „at call“ market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Council funds available for investment will be lodged „at call“ or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council's variable interest rate borrowing facility.

When investing funds Council will select the investment type that delivers the best value, having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.

Council management may from time to time invest surplus funds in:

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- deposits with the [Local Government Financing Authority](#); and/or
- bank interest bearing deposits.

Any other investment requires the specific approval of Council. Where Council authorises any investments of a type outside of those specified above, the amount so invested will be cumulatively limited to no more than [x% - *Council to determine percentage but may wish to consider a value of the order of 20%*] of the average level of funds expected to be available for investment by Council over the duration of the specific authorised investments.

Decision Required:

Council will need to determine the proportion of its investment funds that will be placed in various investment types. In determining this proportion Council will need to take account of:

- *investment risk;*
- *likely return;*
- *relevant legislative requirements.*

3.4 Reporting

At least once a year Council's Audit Committee shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:

- for each Council borrowing and investment - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report; and,
- the proportion of fixed interest rate and variable interest rate borrowings at the end date of the reporting period and an estimate of the average of these proportions across this period along with key reasons for significant variances compared with the targets specified in this policy.

Attachment 2

Illustrative Questions and Answers on the Application of the Model Treasury Management Policy

QUESTION 1

Some Councils have outstanding a lot of small value fixed interest rate borrowings (typically taken out for 5 to 15 year periods). They also hold various (often numerous) investments that are 'ear-marked' for specific purposes. What sort of structure of borrowings should such a Council aim to progressively achieve?

Answer:

Ideally the Council would, over time, move to a reduced number of fixed interest rate borrowings. These borrowings could, for example, be of similar value with maturity dates spread over a period of, say, ten years. Only one variable interest rate borrowing facility would be necessary and with a suggested maturity date of at least ten years. The amount of the facility could be set at, say, 70 per cent or more of the maximum level of the Council's estimated net financial liabilities as shown in its Long-term Financial Plan.

QUESTION 2

How should a Council go about phasing in changes in practices consistent with the model treasury management policy?

Answer:

If the value of a Council's borrowings exceeds the value of its investments it is likely to be better off by applying surplus funds to reduce the level of outstanding principal under its variable interest rate borrowing facility (such facilities, e.g. the LGFA's Cash Advance Debenture, typically allow part or full repayment of the outstanding principal at any time without penalty). Accordingly, many Councils may find it unnecessary to hold any investments.

If the value of a Council's investments exceeds its variable interest borrowings it should use the investment funds to pay down its variable interest borrowings to zero and retain the balance as an investment until these funds can be applied to avoid new borrowings that would otherwise be necessary. There is no value in seeking to „cash out“ outstanding fixed interest rate borrowings. This will not generate savings as any lender that agrees to do so would seek to be financially compensated and be left no worse off.

Councils that have utilised their investments and still require additional borrowings should look first to ensure that their level of variable interest rate borrowings is in line with the suggested target (between, say, 30% and 70% of total borrowings on average over a 12 month period) rather than raise additional fixed interest rate borrowings.

Where a Council's existing level of variable interest rate borrowings is already within the target range and/or proposed new borrowings are relatively large the Council should look to raise a combination of fixed and variable interest rate borrowings to ensure that the proportions of both are expected to remain within its target ranges in future. Nevertheless in so doing it may find it simpler to raise all of the new borrowing as a variable interest rate one in the first instance and then convert a proportion to a fixed interest rate by adding it to an existing fixed interest rate borrowing when it matures and needs to be rolled over. This would help the Council to avoid building up a large portfolio of small value fixed interest rate borrowings.

Councils are required to prepare Long-term Financial Plans which will show the extent of expected movements in their forecast stock of borrowings for the budget year and for each year of the Long-term Financial Plan. Councils should use this information to help plan the timing, duration, magnitude and mix of new fixed and variable interest rate borrowings (including any necessary as a result of the maturing of existing borrowings).

In addition to managing borrowing needs between years, Councils also need to optimise treasury management within a budget year. Each year they will have periods where they have high levels of net cash inflows (e.g. at times when rates or Grants Commission payments are due) and other times where they have net cash outflows. Their portfolio of borrowings should be structured to enable surplus funds received during periods of net cash inflows to be used to repay borrowings (even if for only a short periods) rather than to be invested if borrowings also exist. This can best be achieved by repaying variable interest rate borrowings during periods of net cash inflow and drawing additional such borrowings during periods of net cash outflow. As a result a Council that averages a 50:50 split between fixed and variable interest rate borrowings over a year may experience periods where there is a heavy weighting of fixed or variable interest rate borrowings in its total portfolio and periods where its portfolio of borrowings is considerably higher or lower than its budgeted end of year position.

Council Investments						
Name	Balance at 30/6/18	Deposits	Withdrawals	Interest	Bonus Interest	Balance at 30/06/19
LGFA - 24 Hour account	\$ 10,426,280.73	\$ 12,181,774.95	\$ 10,820,000.00	\$ 176,595.43	\$ 33,607.92	\$ 11,998,259.03
Beach Aged Accommodation Fund	\$ 14,678.97	\$ -	\$ 14,864.70	\$ 185.73	\$ -	\$ -
Glencoe Soldiers Memorial Trust Fund	\$ 5,513.99	\$ -	\$ -	\$ 97.68		\$ 5,611.67
Wattle Range Sporting Foundation	\$ 22,613.97	\$ -	\$ -	\$ 399.01	\$ -	\$ 23,012.98

Council Loans											
Loan Number	Lending Authority	Description	Date Started	Loan Period	Maturity Date	Interest Rate	Amount Borrowed	Principal Balance 30/06/19	Principal Repaid 18/19	Interest Paid 18/19	Balance 18/19
94	LGFA	Civic & Arts & Local History Building	May-04	15	May-19	6.70%	\$ 1,721,000.00	\$ 174,813.09	\$ 174,813.09	\$ 8,832.60	\$ -
101	LGFA	Millicent Soccer Club Loan	Jul-08	10	Jul-18	8.25%	\$ 155,000.00	\$ 11,074.87	\$ 11,074.87	\$ 456.90	\$ -
102	LGFA	Southend, Kalangadoo & Penola Cwms L	Apr-10	15	Apr-25	7.00%	\$ 1,750,000.00	\$ 1,039,085.66	\$ 119,621.03	\$ 70,678.63	\$ 919,464.63
104	LGFA	Resource Recovery Facilities	Aug-11	7	Aug-18	6.35%	\$ 1,250,000.00	\$ 108,536.10	\$ 108,536.10	\$ 3,446.02	\$ -
106	LGFA	Penola Bypass	Jul-12	10	Jul-22	4.75%	\$ 1,250,000.00	\$ 635,353.94	\$ 129,824.62	\$ 28,655.74	\$ 505,529.32
109	LGFA	Beachport CWMS	Jun-14	20	Jun-34	5.80%	\$ 4,055,563.00	\$ 3,568,065.69	\$ 140,314.38	\$ 204,942.34	\$ 3,427,751.31
110	LGFA	Canunda Landfill	Jun-14	7	Jun-21	5.00%	\$ 1,565,463.00	\$ 737,561.52	\$ 233,817.07	\$ 33,991.45	\$ 503,744.45
								\$ 918,001.16	\$ 351,003.68	\$ 351,003.68	\$ 5,356,489.71

15.2.9

Prudential Management Policy

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	<ol style="list-style-type: none">1. Prudential Management Policy [15.2.9.1 - 4 pages]2. coudoc Policy 1-42 - Prudential Management Policy 100412 - Superseded [15.2.9.2 - 5 pages]3. LGA Financial Sustainability Information Paper 27 - Prudential Management [15.2.9.3 - 16 pages]

Purpose of Report

To endorse the reviewed Prudential Management Policy be released for public consultation.

Report Details

Council first adopted the Prudential Management Policy on 10th April 2012 and reviewed and amended the policy thereafter as required.

The purpose of this Policy is to ensure that before commencing an eligible project an appropriate level of “due diligence” is undertaken to minimise financial risks.

For large projects, commercial or non-commercial, Section 48(1) of the *Local Government Act 1999* (The Act) requires that a full prudential report is to be prepared for Council. A report that is prepared under Section 48 will be regarded as the highest-level, most thorough type of due diligence report (DDR) for the purposes of this Policy.

Section 48(aa1) of the Act requires Council to also develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

- (a) acts with due care diligence and foresight; and
- (b) identifies and manages risks associated with a project; and
- (c) makes informed decisions; and
- (d) is accountable for the use of Council and other public resources.

As such, this Policy applies to all Council projects (as defined below), no matter how large or small, to ensure that decisions are taken based on reliable, accurate and timely information. All projects should be considered in the context of not only this Policy, but also Council’s Risk Management Planning Framework.

By definition of The Act a “Project” is, a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset.

This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities and therefore are not included within this definition.

A project is a temporary endeavour with a defined beginning and end. The nature of the projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a “project” if the purchase is not part of a wider project or part of ongoing operations. Please note that any purchase must comply with Council’s Procurement Policy.

However, a “project” will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

The LGA Financial Sustainability Paper 27 – Prudential Management outlines the purpose of prudential management and it provides support to Councils as to formulating their own policy framework for prudential management decisions.

The reviewed Prudential Management Policy includes significant changes to the previous version. These changes include:

- Updating the format of the Policy to be in line with Councils Policy Framework.
- Reduction in the Statement wording.
- Definitions section updated and definitions altered.
- Policy Objectives section was shortened.
- References to a Due Diligence Report and related clauses removed as this is not a requirement of the Act. Requirement is for production of a Prudential Management Review Report and the undertaking of due diligence during and after the project is completed.
- References to Prudential Management Report changed to Prudential Management Review Report (PMRR).
- Clauses included in relation to the PMRR and its operation to provide greater clarity to its operation.

Financial Considerations

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

There are no known financial considerations related to this report.

Risk Considerations

Medium risks have been identified as detailed in the table below.

Risks	Likelihood	Consequence	Rating	Mitigating Action
Financial Risk – Project Management	Very Unlikely	Major	Medium	That Council adopt a Prudential Management Policy and train all public officers (relevant staff) in its operations

Policy Considerations

- Policy 1.30 Procurement Policy
- Policy 1.11 Risk Management Policy
- Policy 1.46 Internal Control Policy

Legislative Considerations

This complies with responsibilities under the *Local Government Act 1999 SA*, and relevant Section 48.

Environmental / Sustainability Considerations


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

Communication & Consultation Considerations

If endorsed by Council, the reviewed Prudential Management Policy will be referred for endorsement of 21 days public consultation. Other consultation will occur with the Executive Leadership Team, Staff, Audit & Risk Committee and Council prior to final adoption.

RECOMMENDATION

That Council endorse the reviewed Prudential Management Policy be released for public consultation for a period of 21 days.

	POLICY 124	Version:	4
	Prudential Management	Date Adopted:	10 November 2015
		Next Review Due:	November 2019

1. STATEMENT

Section 48(aa1) of the *Local Government Act 1999* requires Council to develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

- a) acts with due care diligence and foresight; and
- b) identifies and manages risks associated with a project; and
- c) makes informed decisions; and
- d) is accountable for the use of Council and other public resources.

2. DEFINITIONS

Due Diligence - the conduct of a systematic review of a transaction, prior to entering the transaction. It has been defined in landmark legal cases as:

“a minimum standard of behaviour involving a system which provides against contravention of relevant regulatory procedures and adequate supervision ensuring the system is carried out” and “indistinguishable from the obligation to exercise reasonable care.”

Project - Means a new and discrete undertaking or activity that would involve the:

- expenditure of money, and/or
- deployment of resources, and/or
- incurring or assuming a liability, accepting an asset or divestment of an asset.

A project has a defined beginning and end. Regular, ongoing deliveries of Council services are not “projects”.

Prudential Management – Requires the financial risks or adverse financial consequences of a project to be considered, minimised or offset to ensure that the proposed benefits of the project are achieved.

Whole of Life Cost - The total cost of owning an asset over its entire life such as design and building costs, operating costs, associated financing costs, depreciation, and disposal costs. Whole-life cost also includes environmental impact and social costs.

3. PRINCIPLES

3.1 Policy Objective


This Policy provides guidance to Council in respect to the appropriate due diligence and prudential management required for certain projects. In addition, this Policy provides guidance as to when and what type of project of Council will require the production of a Prudential Management Review Report and by whom.

3.2 Triggers for production of a prudential management review report

Production of a prudential management review report will be required before engaging in a project, if a project meets one of the following requirements;

- a. where calculated on accrual basis, the expected operating expenditure of the project over the ensuing five years is likely to exceed 20% of the Council’s average annual

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Chief Executive Officer	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 124	Version:	4
	Prudential Management	Date Adopted:	10 November 2015
		Next Review Due:	November 2019

operating expenses over the previous five financial years (as shown in the Council's financial statements); or

- b. where the expected capital cost of the project over the ensuring five years is likely to exceed \$4,000,000 (indexed based on Adelaide CPI September 2009 divided by the September Adelaide CPI directly preceding the date of the project);¹ or
- c. where the Council considers that it is necessary or appropriate to complete a report.

3.2.1 Projects exempt from production of a prudential management review report

In accordance with Section 48 (3) this policy does not apply to

- a) road construction or maintenance; or
- b) drainage works.


3.3 Prudential Management Review Report (PMRR)

Prudential issues that should be considered within a PMRR include:

- a) the relationship between the project and relevant strategic management plans;
- b) the objectives of the Development Plan in the area where the project is to occur;
- c) the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
- d) the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- e) if the project is intended to produce revenue, revenue projections and potential financial risks;
- f) the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
- g) the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;
- h) any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the Chief Executive Officer and to the Council);
- i) the most appropriate mechanisms or arrangements for carrying out the project.
- j) if the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the Land Valuers Act 1994.

¹ Section 48(6d) provides for the indexation of this threshold amount, in line with the Consumer Price Index for Adelaide. Between 2009 and 2018, the figure was adjusted from \$4 million to \$4.79 million.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Chief Executive Officer	4 Yearly
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 Wattle Range COUNCIL	POLICY 124	Version:	4
	Prudential Management	Date Adopted:	10 November 2015
		Next Review Due:	November 2019

3.3.1 Preparation of a PMRR

Preparation of the report should be undertaken by;

- a) a person whom the Council reasonably believes to be qualified to address the prudential issues, and
- b) a person who does not have an interest in the relevant project, (but may be prepared by a person who is an employee of the Council).

3.4 Consideration of the PMRR

The completed PMRR should be tabled to Council for its consideration. Council should give due regard to the PMRR before determining to proceed or not with a project.

3.5 Public Access of the PMRR

The PMRR will form part of the Council Agenda papers and will be a public document unless it been determined otherwise by the Council in accordance with Section 90 of the Local Government Act 1999.

3.6 Due Diligence during a Project

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

Council will take action to manage the project so that:

- the project remains focussed upon the expected public benefits or needs that have been identified in the PMRR; and
- financial risks identified in the PMRR are managed appropriately.

3.7 Due Diligence after a Project

After a substantial project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project:

- has achieved the public benefits or needs identified in the PMRR that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the PMRR.

The subsequent report will be provided to Council's Audit Committee and Council.

4. REVIEW

This Policy will be reviewed every four years.

Upon review, ELT, all Staff, Audit Committee and Council must be consulted.


5. AVAILABILITY

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

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

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Chief Executive Officer	4 Yearly
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 Wattle Range COUNCIL	POLICY 124	Version:	4
	Prudential Management	Date Adopted:	10 November 2015
		Next Review Due:	November 2019

6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Consumer Price Index for Adelaide
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 48(1) and 48(aa1)
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • LGA Financial Sustainability Information Paper 27 – Prudential Management; • Procurement Policy; • Risk Management Policy

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	10 April 1012	Council	Adopted	Folio 4744; Item 10.1
2	10 September 2013	Council	Reviewed and Amended	Folio 5231; Item 11.2.8
3	10 November 2015	Council	Reviewed	Folio 6157; Item 13.2.11
4	26 June 2017		Adapted into new format	-

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Chief Executive Officer	4 Yearly
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Prudential Management Policy

Reference Number:	1.34
Classification:	Policy – Public
Subject:	Corporate Governance
Department:	Corporate Services
Responsible Officer:	Chief Executive Officer
Community Plan Reference:	Strategic Direction One – Service Delivery
First Issued/Approved:	10 th April 2012
Review Frequency:	Every Four Years
Last Reviewed:	10 th November 2015 (Folio 6157; Item 13.2.11)
Next Review Date:	November 2019
Council File Reference:	GF/7.63.1
Applicable Legislation:	Local Government Act 1999 - Section 48 (aa1)
Related Council Policies / Procedures / Guidelines:	This Policy should be read in conjunction with:- LGA Financial Sustainability Information Paper 27 – Prudential Management Contracts and Tenders – Purchasing Policy; and Risk Management Plan
Consultation:	ELT, All Staff, Audit Committee, Council

1. STATEMENT

This document sets out the policy of the Wattle Range Council for prudential management of all its projects. This policy applies to all projects (as defined below) regardless of size.

For large projects, commercial or non-commercial, section 48(1) of the Act requires that a full prudential report is to be prepared for Council. A report under section 48 will be regarded as the highest-level, most thorough type of due diligence report (DDR) for the purposes of this Policy.

Section 48(aa1) of the Local Government Act 1999 requires Council to also develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

- (a) acts with due care diligence and foresight; and
- (b) identifies and manages risks associated with a project; and
- (c) makes informed decisions; and
- (d) is accountable for the use of Council and other public resources.

As such, this Policy applies to all Council projects (as defined below), no matter how large or small, to ensure that decisions are taken based on reliable, accurate and timely information. All projects should be considered in the context of not only this policy, but also Council's Risk Management Planning Framework.

2. DEFINITIONS

For the purposes of this policy:

“Project” is: a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset. This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities and therefore are not

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included within this definition. A project is a temporary endeavour with a defined beginning and end. The nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a "project" if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council's Procurement Policy. However, a "project" will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

"Prudential Management" - taking a precautionary approach to proposed projects.

Prudential management attempts to foresee what adverse financial consequences might arise from any project that Council is contemplating, and requires managing the project in such a manner as to capture the proposed benefits, while minimising, offsetting or otherwise taking account of the foreseeable financial risks.

"Decision-maker" - the Elected Council or, where able to be delegated, the CEO and his sub-delegates

"Due Diligence" - the conduct of a systematic review of a transaction, prior to entering the transaction. It has been defined in landmark legal cases as:

"a minimum standard of behaviour involving a system which provides against contravention of relevant regulatory procedures and adequate supervision ensuring the system is carried out" and *"indistinguishable from the obligation to exercise reasonable care"*

3. PRINCIPLES

POLICY OBJECTIVE

Council recognises the need to balance the value of community outcomes against the cost of achieving those outcomes.

The efficient and cost effective use of public funds is a fundamental of good government. A culture of public sector management that fosters accountability, integrity and due process results in the efficient use of public resources.

This policy has two objectives

1. To ensure that a Council project is undertaken only after an appropriate level of "due diligence" is applied to the proposed project; and
2. To ensure that each Council project is
 - Managed during the project and
 - Evaluated after the project, to achieve identified public benefit or needs and to minimise financial risks

These objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.

Deciding upon an appropriate level of due diligence

Any proposed project must first be assessed as to the level of due diligence that is required. Council's record of delegations lists the powers that the Council has delegated to the Chief Executive and/or other managers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects. The record of delegations may distinguish types of projects that a specific manager is permitted to approve.

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Therefore, for a particular proposed project, (depending on the record of delegations) the decision-maker may be the Council, the Chief Executive, or a manager.

When approval is being sought or considered for a specific proposed project, information must be provided to the decision-maker to indicate approximately, at first instance:

- the specific benefits or needs to be addressed;
- the extent to which it may be substantially similar to other past projects;
- the expected whole-of-life costs of the proposed project; and
- what, if anything, is known about the levels of financial risk that may be involved.

a) Two threshold questions

The decision-maker will then make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

As a first step, the decision-maker must ascertain:

- whether funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's Long Term Financial Plan; and
- whether the proposed project will (or might) generate any additional financial risk for the Council.

Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, Council will record its reasons for *not* obtaining a due diligence report and no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a further step.

b) Due Diligence Report (DDR)

To resolve any remaining doubt, the decision-maker must request preparation of a due diligence report.

The minimum requirements for effective due diligence include:

- management procedures and controls to be put in place to undertake the project
- benefits and costs of the project to be identified
- assessment of the risks of the project including financial, political, social, community and environmental impacts

c) Prudential Management Report

A full prudential report may also be commissioned under section 48, "for any other project for which Council considers that it is necessary or appropriate". All projects (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body):

- (a) where the expected expenditure of the council over the ensuing five years is likely to exceed 20 per cent of the council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
- (b) where the expected capital cost of the project over the ensuing five years is likely to exceed \$4.5m (indexed)¹ require a full prudential report in accordance with the Act.

¹ Section 48(6d) provides for the indexation of this threshold amount, in line with the Consumer Price Index for Adelaide. Between 2009 and 2015, the figure was adjusted from \$4 million to \$4.52 million.

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A PMR is not required to be completed, where the project is in relation to road construction and maintenance and or drainage works.

Prudential issues that should be considered within a PMR include:

- (i) the relationship between the project and relevant strategic management plans;
- (ii) the objectives of the Development Plan in the area where the project is to occur;
- (iii) the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
- (iv) the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- (v) if the project is intended to produce revenue, revenue projections and potential financial risks;
- (vi) the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
- (vii) the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;
- (viii) any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);
- (ix) the most appropriate mechanisms or arrangements for carrying out the project.

Due diligence before a decision on whether to proceed

Depending upon the extent of due diligence required by the decision maker, a DDR of greater or lesser detail will be prepared. This DDR will include in relation to the proposed project:

- an analysis of the need or demand;
- identification and quantification of the expected financial and other benefits;
- identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the project) and consideration of ways they can be managed and/or mitigated;
- an evaluation that weighs up all of the factors above.

For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single staff member. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers. The DDR will be typically prepared by the Corporate Services Department, but will be commissioned by the staff member responsible for the project and/or the decision maker.

For example, the decision-maker may request a DDR from a working party of Council officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning etc.

In requesting and preparing a DDR, the decision-maker and Council officers must utilise the Risk Management Framework, to evaluate the level of risk and determine whether the proposed project has, over the life of the project, a likelihood of financial risk that cannot be regarded as moderate, minor or unlikely to occur.

Due diligence during a project

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After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

Council will take action to manage the project so that:

- the project remains focussed upon the expected public benefits or needs that have been identified in the DDR; and
- financial risks identified in the DDR are managed appropriately.

Due diligence after a project

After a substantial project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project:

- has achieved the public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the DDR.

The subsequent report will be provided to Council's Audit Committee and the elected Council.

4. REVIEW

This Policy will be reviewed every four 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
- Council Website: www.watlerange.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. ADOPTION AND AMENDMENT HISTORY

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

Date	Authorised by	Minutes Reference
10 th April 2012 (Adopted)	Council	Folio 4744; Item 10.1
10 th September 2013 (Reviewed and Amended)	Council	Folio 5231; Item 11.2.8
10 th November 2015	Council	Folio 6157; Item 13.2.11



Financial Sustainability
Information Paper 27

Prudential Management

February 2015



**LGA 'Financial Sustainability' Information Paper No 27 – Prudential Management
- Revised February 2015**

Introduction

This Information Paper is one of a series of Information Papers about Financial Sustainability and Financial Governance in Local Government.

The series of Information Papers was originally published in 2006 to 2011 as part of the Financial Sustainability Program. The history of that program and a complete list of Information Papers and other resources, including a glossary of terms and abbreviations, is provided on the LGA's "Financial Sustainability" web page: www.lga.sa.gov.au/FSP.

The entire series of Papers was revised in early 2012, and again in early 2015 to take account of legislative changes and other developments. These Papers are addressed to, and written primarily for the benefit of Council Members and staff, but they are also available as a resource for the general public and students of Local Government.

Prudential management – why is it important?

A key outcome of prudential management is public value, or providing Local Government services in a manner that delivers a community benefit. The role of a Council includes "to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner."¹ This requires decisions to be made about resource allocation, and in particular, a balanced focus on community outcomes and financial sustainability. In any prudential decision, it is important to balance the value of community outcomes against the cost of achieving those outcomes.

Definitions

Prudential management may be described as taking a precautionary approach to proposed projects. Put simply, prudential management attempts to foresee what adverse financial consequences might arise from any project that a Council is contemplating, and requires managing the project in such a manner as to capture the proposed benefits, while minimising, offsetting or otherwise taking account of the foreseeable financial risks.

A project, in turn, may be defined as

"a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset"

This should not be interpreted to mean that all Council activities are "projects". A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a "project" if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council's Procurement Policy. However, a "project" will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations.

On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

¹ [Local Government Act 1999](#) Section 6(b)

**LGA 'Financial Sustainability' Information Paper No 27 – Prudential Management
- Revised February 2015**

Prudential management versus risk management

Prudential management is not the same thing as risk management. Risk management is a similar concept – but has a broader focus. Not all risks from a project are necessarily *financial* risks. For example, good risk management might also include considering risks to a Council's *reputation* that might arise from a proposed project. Risks may also exist in the absence of any Council "project". For example, a number of risks are anticipated to Council land and infrastructure from climate change.²

However, this paper is confined to *financial issues* arising from Council "projects" and so will use the term "prudential management" to refer to the management of these particular risks.

It is not possible to avoid financial risks. Every Council must take financial risks on a daily basis, in carrying out its functions; providing services and managing its finances and assets. Financial risks may arise from commencing a project, managing an ongoing project, or even from *not* acting, while contemplating a proposed project.

Therefore, it is essential to recognise and manage such risks, in a prudent manner.

Prudential management in context – what level is sufficient?

Generally, any project with a large proposed budget should attract a correspondingly high degree of prudential management. However, the reverse is not always true. The Council might be exposed to a large financial risk (for example by permitting a risky activity on Council land) without making any financial commitment at all.³

There is no project so small that the question of prudential management can be disregarded altogether. The question of "how much prudential management is enough" depends not upon the amount that the Council is considering spending, but on the level of financial risk to which the Council may be exposed by undertaking a project.

Even for a proposed project:

- that may be a repeat of a previous successful one; or
- on a low or zero budget; or
- that is known to be subject to low levels of financial risk;

prudential management still requires at least some process of due diligence (described below).

However, in clear-cut low-risk instances, this process may be undertaken with minor formality, perhaps as part of a written proposal to the Council, or to the Chief Executive (or a delegated Manager) seeking approval to undertake the project. A corresponding level of follow-up monitoring, compliance reporting and evaluation (always commensurate with the level of financial risk) should occur during and/or after the project.

One possible way of fitting an appropriate level of due diligence to the relative risks of a proposed project is described in the attached Model Prudential Management Policy.

² See Local Government Financial Sustainability Information Paper No. 22 *Understanding Risk Management* at www.lga.sa.gov.au/FSP

³ Such a risk should be anticipated with a Council's Risk Management Plan and may also be addressed by one or more of a Council's Internal Financial Controls. See Local Government Financial Sustainability Information Paper No. 21 *Internal Financial Controls* at www.lga.sa.gov.au/FSP.

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At the high end of the scale, for a large project, a full independent prudential report under section 48 of the Act will be required (see below) before commencement.

These varying degrees of prudential management are integral to ensuring a Council's financial sustainability. Careful husbandry of financial resources over a period of many years can be wasted if a Council does not take adequate precautions against financial risks to which it may be exposed, from a number of potential sources, when entering any project.

A proposed project of any size should also be consistent with a Council's Service Range Policy and Service Level Policies⁴ and should also take into account the possibilities of a range of collaborative frameworks for service delivery.⁵

Prudential management, therefore, should be considered as part of a Council's continuous review of services (including any small or recurring projects) to identify:

- how services could be delivered more efficiently or effectively; and/or
- whether services may be subject to any newly-emerging financial risks.

What does the Act require?

"Policies, practices and procedures"

Section 48 (aa1) of the [Local Government Act 1999](#) ("the Act") requires each Council to have prudential management "policies, practices and procedures" that must be applied to all Council projects, not just large ones.

These "policies, practices and procedures" are intended to ensure that the Council:

- (a) acts with due care diligence and foresight; and
- (b) identifies and manages risks associated with a project; and
- (c) makes informed decisions; and
- (d) is accountable for the use of council and other public resources.

A "prudential report"

Section 48 additionally requires a Council to obtain an independent prudential report before a Council enters a project which entails a relatively large financial commitment.

The necessity to obtain a prudential report under section 48 is triggered:

- a) where the "expected expenditure of the Council over the ensuing five years is likely to exceed 20 per cent of the Council's average annual operating expenses over the previous five financial years (as shown in the council's financial statements)" or
- b) where the expected capital costs over the ensuing five years is likely to exceed \$4.5 million (indexed⁶).

[The Act](#) provides, at section 48(3), that a prudential report is not *required* in relation to road construction or maintenance, or drainage works, even when the cost of such works would exceed the expenditure levels cited above. However, there is nothing to prevent a Council from requesting such a report in relation to roads and drainage works. In any case, such

⁴ See Local Government Financial Sustainability Information Paper No. 26: *Council Services – Range and Levels* at www.lga.sa.gov.au/FSP

⁵ See Local Government Financial Sustainability Information Paper No. 7: *Service Delivery Framework and the Role of Shared Services* at www.lga.sa.gov.au/FSP

⁶ Section 48(6d) provides for the indexation of this threshold amount, in line with the Consumer Price Index for Adelaide. Between 2009 and 2015, the figure was adjusted from \$4 million to \$4.52 million.

**LGA 'Financial Sustainability' Information Paper No 27 – Prudential Management
- Revised February 2015**

projects (like all Council's projects) must be subject to a Council's own prudential management "policies, practices and procedures".

[The Act](#) also encourages a Council to obtain a prudential report for any project, when the Council considers it "necessary or appropriate".⁷

In considering whether a full prudential report might be warranted, the question that should be asked is: "If not, why not?" If a full prudential report is not sought, the reasons for *not* obtaining such a report should be recorded.⁸

This Information Paper will return, later, to the details of prudential reports, including:

- the specific matters that must be dealt with in a prudential report;
- who may prepare a prudential report; and
- how a Council must consider a prudential report.

Smaller projects – below the threshold for a required prudential report

Relatively few Council projects will be large enough to trigger the requirement in section 48 to obtain a mandatory independent prudential report. On the other hand, of course, there will be many, varied Council projects of a smaller size that must nevertheless be subject to a process of prudential management in accordance with Council "policies, practices and procedures" under section 48(aa1) of [the Act](#).

This paper includes as an attachment, a Model Prudential Management Policy.

The Model Policy suggests that evaluating any project – large or small – must reflect the principles of *due diligence*.

Due Diligence

Due diligence is an expression used to describe the conduct of a systematic review of a transaction, prior to entering the transaction. It has been defined in landmark legal cases as:

*"a minimum standard of behaviour involving a system which provides against contravention of relevant regulatory procedures and adequate supervision ensuring the system is carried out"*⁹

and:

*"indistinguishable from the obligation to exercise reasonable care"*¹⁰

The efficient and cost effective use of public funds is a fundamental of good government. A culture of public sector management that fosters accountability, integrity and due process results in the efficient use of public resources.

Effective due diligence requires a Council to devote at least some attention to:¹¹

- compliance;

⁷ [Local Government Act 1999](#) Section 48(1)(b)(iii)

⁸ It may be sufficient for this purpose to record that the Council's own internal process of due diligence has been applied, and the proposed project has been assessed as one with a low level of financial risk.

⁹ *Universal Telecasters (Qld) Ltd v Guthrie* [1978] FCA 9

<http://www.austlii.edu.au/au/cases/cth/FCA/1978/9.html>

¹⁰ *Riverstone Meat Co Pty Ltd v Lancashire Shipping Co Ltd* [1961] AC 807 per Willmer J

¹¹ South Australian Auditor-General's inquiry into construction of Hindmarsh Football Stadium Vol 3 at p243

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- benefits or needs; and
- financial risks.

Compliance

A Council may impose on itself internal rules, procedures and structures to regulate how projects are assessed. It would do this to ensure that a project's financial risks are identified and managed before, during and after the project has been completed.

History is littered with failed projects marred by the abandonment of compliance rules during the course of the project. Accordingly, sufficient discipline is required to ensure compliance with internal rules or guidelines, such as those specified in the attached Model Prudential Management Policy.

Benefits or needs

In decision-making in the private sector, citizens need consider only their personal needs or preferences. In the public sector, Councils are required to act in the public interest.

A project should be focussed on specific identified public purposes; i.e. public benefits or needs. Therefore, to discharge its due diligence responsibilities in relation to a proposed project, a Council should:

- identify, articulate and (where possible) quantify measures of public benefits or needs that are intended to be achieved or satisfied by the project;
- supervise the project to ensure that it remains focussed on the expected public benefits or needs; and
- at completion, evaluate the project on the extent to which it has achieved the public benefits or needs that it was intended to achieve or satisfy.

Financial Risks

All activities are attended by some level of financial risk. Declining to enter a project also entails risks of missing out on potential benefits, including in some cases, financial benefits. Therefore, to discharge its due diligence responsibilities in relation to a proposed project, a Council should:

- identify, in a systematic and transparent manner, both the financial risks and the benefits of the project to both the Council and its community;
- quantify the level of financial risk involved, benchmark and undertake sensitivity analysis;
- develop measures prior to commitment to reduce the financial risk to an acceptable level or if practical eliminate the financial risk;
- ensure that those measures are adhered to during implementation; and
- supervise the project to ensure that the financial risks continue to be monitored.

Therefore, when a Council is considering any proposed project – large or small – it should ensure that these matters - compliance, benefits or needs, and financial risks – are taken into account before, during and after the project. The level of information that should be obtained before a proposed project (along with the monitoring that may be required during the project, and the evaluation required after the project) can be adjusted to require greater or lesser effort, depending upon the quantification of financial risks.

Content of a prudential report

A formal prudential report under section 48, is the way that [the Act](#) has specified due diligence must be carried out for certain large projects.

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The issues that the full prudential report must address are listed in Section 48(2) of [the Act](#):

- a) *the relationship between the project and relevant strategic management plans;*
 Along with issue (b) below, this should ensure that the project is consistent with a Council's long-term objectives.
- b) *the objectives of the Development Plan in the area where the project is to occur;*
- c) *the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in away that ensures fair competition in the market place;*
- d) *the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;*
- e) *if the project is intended to produce revenue, revenue projections and potential financial risks;*
 However, when a project is not expected to produce any revenue it is still advisable to evaluate the costs of the proposal against those of an alternative means of service provision, to see if costs can be reduced.
- f) *the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;*
 If a project involves acquiring buildings or long-lived infrastructure (whether those assets are to be constructed, purchased or donated) then (if the assets are relatively new) there might not be large management costs in the first few years. However, as assets age, their maintenance costs often increase. Assets eventually require renewal if service levels provided by those assets are to be maintained. Therefore, a Council needs to consider its capacity to accommodate these long-run expected whole-of-life costs before proceeding to acquire buildings or long-lived infrastructure. Similar considerations may apply to other projects that are expected to continue for long periods of time.
- g) *the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;*
 The report should not only estimate the expected costs and revenues over the life of the project but should also devote attention to considering the reliability of these estimates, particularly if revenues are dependent on market conditions. A project that is intended to extend over a long time-span should also critically examine likely variations in the costs of the project. Money has an opportunity cost. It can be used to earn interest. In order therefore to evaluate proposals that have financial outlays and inflows projected to occur at different points in time this time value of money needs to be considered. This is best achieved by undertaking the financial analysis using discounted cashflow techniques. Any financial evaluation needs to include an assessment of the Council's financial capacity and the impact the project will have on achievement of soundly-based financial indicator targets. This is particularly critical where the net whole-of-life financial costs to a Council are expected to be less than any financial returns from a project.
- h) *any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);*
- i) *the most appropriate mechanisms or arrangements for carrying out the project.*

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A report required at short notice?

It is common for a Council to be offered a chance to participate in a project with either the State Government or Commonwealth Government. These other spheres of Government may require an expression of interest on relatively short notice – perhaps with insufficient time for the Council to have prepared and considered a prudential report.

In these circumstances the Council should consider preparing a prudential report in two stages. A relatively quick and simple report should be sought before the Council submits an expression of interest, and a more detailed report considered before Council formally considers whether or not to commit to the project.

Who may be engaged to prepare a prudential report?

Subsection 48 (4) of [the Act](#) provides that

- (4) A report under subsection (1) must be prepared by a person whom the council reasonably believes to be qualified to address the prudential issues set out in subsection (2).*

Independence of the prudential report is an importance governance consideration. Council should consider appointing a suitable qualified independent person¹² who should be skilled in the assessment of the project being undertaken. This may include engineering, finance, infrastructure, and project management skills being required.

Subsection 48 (4a) of [the Act](#) requires this independence but does not exclude an employee undertaking this analysis.

- (4a) A report under subsection (1) must not be prepared by a person who has an interest in the relevant project (but may be prepared by a person who is an employee of the council).*

Subsection 48 (6a) of [the Act](#) further expands the independence of the person providing the prudential report. It states:

- (6a) For the purposes of subsection (4a), a person has an interest in a project if the person, or a person with whom the person is closely associated, would receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect detriment or a non-pecuniary detriment if the project were to proceed*

This would allow, for instance the internal auditor, chief finance officer or engineer employed by Council to undertake the preparation of the prudential report after the Council had satisfied itself as to the independence of mind and appropriateness of the skills held by that person. However, it would naturally exclude a person who would benefit or have some direct or indirect pecuniary interest in the project.

Subsection 48 (6b) of [the Act](#) defines the relationships that would preclude a person undertaking the work and these definitions are consistent with other areas of professional practice.

¹² A company is a legal “person” and therefore it may be appropriate to consider engaging a company that can draw upon a range of skills.

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The Council's external auditor cannot be engaged to provide a section 48 report. Legislation provides that a Council's statutory auditor cannot undertake activities outside the scope of the auditor's functions under [the Act](#) to avoid compromising the auditor's independence.¹³ However, the Council may engage a different auditor.

Considering a prudential report

Subsection 48 (4b) of [the Act](#) provides:

(4b) A council must give reasonable consideration to a report under subsection (1) (and must not delegate the requirement to do so under this subsection).

This prevents the Council from delegating formal consideration of the report to the Audit Committee or any other group or person. A Council could though seek and consider comment from its Audit Committee (or another committee of Council) as part of its deliberations. Advice may be sought, for example, about:

- the adequacy of the assumptions underpinning the project;
- the manner in which financial risk is to be managed for the project; and
- the way that the report envisages or recommends project milestones (both financial and otherwise) should be managed during the course of the project's progress from concept to delivery.

Subject to restrictions to protect commercial confidentiality, or other people's financial affairs, the report must become a public document after the Council has made a decision on the project (or earlier at the Council's discretion).¹⁴

Assets received for free

When a Council is offered a free asset, it is not normally required to obtain a prudential report under section 48, before deciding whether or not to accept the asset. However, accepting a free asset has long-term financial implications for a Council, and prudential management issues must be considered.

For example, a developer or another sphere of government may offer a Council a "free" asset, such as a building or a road. A developer might not necessarily construct an asset to the standard that the Council would require, and so the expected useful life of the asset may be shorter than other similar assets. A Council should ensure that any agreement that includes donation of built assets provides that the assets will be (or have been) built to an appropriate standard. This should include evidence from an appropriately qualified person (a staff member or a consultant acting on Council's behalf) to independently verify that the required standards have been met.

Any free asset also will be subject to whole-of-life costs, although of course these costs would not include the original capital costs.

Examples of where prudential management practices have failed

Example One

A Council had some vacant land surplus to requirements and did not have the means to effectively capitalise on its value through development. It entered into a development

¹³ [Local Government \(Financial Management\) Regulations 2011](#) - regulation 22 (1). See also Local Government Financial Sustainability Information Paper No. 4 *Specifications for External Audit* at www.lga.sa.gov.au/FSP

¹⁴ [Local Government Act 1999](#) s48(5) and (6)

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agreement with a developer who convinced the Council to use the land as security for the development. Insufficient due diligence was undertaken and the land development costs exceeded the budget. The market for the development collapsed. The developer also financially collapsed, and the lender looked to the Council to make good the shortfall on the outstanding borrowings, net of proceeds from the sale of the land.

The project was managed by a sub-committee of Council that reported on an irregular basis. The project straddled two Council terms, and there were changes to the membership of the sub-committee. The Council ended up with \$10 million shortfall that it needed to fund. This compromised its ability to deliver services and serve its community.

This project failed because of insufficient due diligence. In particular, the Council failed to adequately take into account:

- the financial risks around the land development costs and escalations;
- the financial risks around land speculation;
- the reporting risks of project management;
- the financial risks of the developer collapsing;
- analysis of the demand for subdivisions at that time;
- the lack of governance structure for the project; and
- the risks to Council's financial capacity to deliver existing services in future if the project failed.

Example Two

A Council decided that to better service its community it would employ nurses to provide immunisation services. Nurses were contracted and baby health centres created all over the Council area. Because of the desire to get the project available to the community as quickly as possible, nurses were recruited from overseas and from agencies. Children were incorrectly immunised and some ended up in hospital. The Council had to deal with several legal claims for damages. What started as an initiative that "wasn't going to cost much" ended up being very expensive and the reputational damage to the Council lasted for a generation. The Council discovered that as it had not advised its insurer of the activity there was no liability coverage for claims. Council had a liability to fund compensation, over many years, which could have been spent on better community based services being delivered.

Where did this project fail?

- The project's expenditure was deemed too small to consider financial risk analysis as part of due diligence;
- The project was hurried for political purposes;
- A lack of financial risk analysis led to delivery problems;
- There was no analysis of the Council's ability to deliver the service effectively;
- There was no cost-benefit analysis of the possibility of contractors delivering services compared with in-house staff;
- Insurance issues were not examined.

Summary

Section 48 of [the Act](#) is designed to provide a measure of assurance that Councils are making informed decisions based on accurate information, and that the decision is in the public interest.

Insufficient due diligence has often been a factor when public sector projects have failed to achieve intended net benefits. This typically arises because of insufficient consideration of the financial viability of a project and/or poor prioritisation of financial risk in the decision making process.

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Such project outcomes could seriously adversely impact on a Council's financial sustainability and erode community confidence in the Council.

The matters raised in this Paper should encourage Councils to properly consider all types of financial risk, arising from projects of all sizes.

Councils in the past have generally been good project managers. The purpose of section 48 of [the Act](#) is to ensure that Councils have appropriate systems and processes in place to ensure that this continues, and that high levels of accountability are maintained.

Acknowledgements

Development of this paper benefited from contributions by the late Mr [Allen Bolaffi](#) of [UHY Haines Norton](#) and funding from [Local Government Risk Services](#).

{Name of Council} Prudential Management Policy

COUNCIL NAME**COUNCIL LOGO****MODEL PRUDENTIAL MANAGEMENT POLICY**

Responsibility:	
Version:	
Effective date:	
Last revised date:	
Minutes reference:	
Next review date:	
Applicable Legislation:	Local Government Act 1999 – s48 (aa1)
Related Policies:	<ul style="list-style-type: none"> • Risk Management Plan • Procurement Policy • Internal Financial Controls Policy
Related Procedures:	

1. INTRODUCTION

This document sets out the policy of the [XXXXXX] Council for prudential management of all its projects. This policy applies to all projects (as defined below) regardless of size.

2. PROJECT DEFINITION

A project may be defined as

“a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset”

This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

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Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a “project” if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council’s Procurement Policy. However, a “project” will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered in the context of not only this policy, but also Council’s Risk Management Plan.

3. POLICY OBJECTIVES

This policy has two Objectives.

- 3.1 to ensure that a Council project is undertaken only after an appropriate level of “due diligence”¹⁵ is applied to the proposed project; and
- 3.2 to ensure that each Council project is:
 - managed during the project and
 - evaluated after the project, to achieve identified public benefits or needs; and to minimise financial risks.

The Objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.

4. LEGISLATION

This Policy is made pursuant to section 48(aa1) of the [Local Government Act 1999](#) (“the Act”) which provides:

A Council must develop and maintain prudential management policies practices and procedures for the assessment of projects to ensure that the Council:

- (a) *acts with due care diligence and foresight; and*
- (b) *identifies and manages risks associated with a project; and*
- (c) *makes informed decisions; and*
- (d) *is accountable for the use of Council and other public resources.*

As such, this Policy applies to all Council projects, no matter how large or small, to ensure compliance with this provision, and that decision-making in respect of any project is made with reliable, accurate and timely information.

5. DECIDING UPON AN APPROPRIATE LEVEL OF DUE DILIGENCE

Any proposed project must first be assessed as to the level of due diligence that is required.

The Council’s record of delegations¹⁶ lists the powers that the Council has delegated to the Chief Executive and/or other managers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects. The record of delegations may distinguish types of projects that a specific manager is permitted to approve.

¹⁵ As defined in the LGA’s Financial Sustainability Information Paper No. 27: *Prudential Management* at www.lga.sa.gov.au/FSP

¹⁶ Many Council powers may be delegated to the Chief Executive or other officers under section 44 of the [Local Government Act 1999](#). Under section 44(6), the Council must keep a record of delegations.

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Therefore, for a particular proposed project, (depending on the record of delegations) the decision-maker may be the Council, the Chief Executive, or a manager.

When approval is being sought or considered for a specific proposed project, information must be provided to the decision-maker to indicate approximately, at first instance:

- the specific benefits or needs to be addressed by the proposed project;
- the extent to which the proposed project may be substantially similar to other past projects;
- the expected whole-of-life costs of the proposed project; and
- what, if anything, is known about the levels of financial risk that may be involved.¹⁷

5.1 Two threshold questions

The decision-maker accordingly should make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

As a first step, the decision-maker must ascertain:

- whether funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; and
- whether the proposed project will (or might) generate any additional financial risk for the Council.

Seeking the answers to these two questions is a threshold „due diligence“ test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.

5.2 Due diligence report

To resolve any doubt, the decision-maker must request preparation of a **due diligence report** (DDR). See section 6 below.

For large commercial or non-commercial projects, section 48(1) of [the Act](#) requires that a full prudential report be prepared for Council. A report under section 48 will be regarded as the highest-level, most thorough type of DDR for the purposes of this Policy.¹⁸

A full prudential report may also be commissioned under section 48, for “any other project for which the Council considers that it is necessary or appropriate”.¹⁹

If a full prudential report is not sought, the Council will record its reasons for *not* obtaining such a report. This might be satisfied simply by noting (if appropriate) that the proposed project has been assessed under 5.1 of this policy, or under a DDR as being of low or negligible financial risk.

¹⁷ For this purpose, see Local Government Financial Sustainability Information Paper No. 22 *Establishing a Risk Management Plan* at www.lga.sa.gov.au/FSP

¹⁸ Information about the legal requirements and restrictions that apply to a full prudential report under section 48 of the Act are outlined in the LGA's Financial Sustainability Information Paper No. 27: *Prudential Management* at www.lga.sa.gov.au/FSP

¹⁹ [Local Government Act 1999](#) Section 48(1)(b)(iii)

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6. DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED

Depending upon the extent of due diligence required by the decision-maker, a DDR of greater or lesser detail will be prepared. This DDR will include, in relation to the proposed project:

- an analysis of the need or demand;
- identification and quantification of the expected financial and other benefits;
- identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated;
- an evaluation that weighs up all of the factors above.

For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single staff member. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.

For example, the decision-maker may request a DDR from a working party of Council officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning etc.

In requesting and preparing a DDR, the decision-maker and Council officers must consider *where* the proposed project should be placed within each of the following two tables.

Financial risk (FR) over the whole of life Likelihood of FR occurring	Insignificant (i.e. FR less than \$XXX)	Minor i.e. FR between \$XXX and \$X,XXX	Moderate i.e. FR between \$X,XXX and \$XX,XXX	Major i.e. FR between \$XX,XXX and \$XXX,XXX	Serious i.e. FR greater than \$XXX,XXX
Almost certain					
Likely					
Possible					
Unlikely					
Rare					

Whole of life (WoL) costs	Insignificant (i.e. WoL costs less than \$X,XXX)	Minor i.e. WoL costs between \$X,XXX and \$XX,XXX	Moderate i.e. WoL costs between \$XX,XXX and \$XXX,XXX	Major i.e. WoL costs between \$XXX,XXX and \$X,XXX,XXX	Serious i.e. WoL costs greater than \$X,XXX,XXX

For any project that falls into the shaded area of either table, a DDR must also include a project feasibility study, to provide a high level consideration of the expected costs and revenues over the life of the project, using discounted cashflow analysis. One important

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aspect that will be considered in such a study is the reliability of these costs and revenues within these calculations, particularly if revenues are dependent on future market conditions.

7. DUE DILIGENCE DURING A PROJECT

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

- the project remains focussed upon the expected public benefits or needs that have been identified in the DDR; and
- financial risks identified in the DDR are managed appropriately.

8. DUE DILIGENCE AFTER A PROJECT

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project:

- has achieved the public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the DDR.

9. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.\[\] .sa.gov.au](http://www.[] .sa.gov.au)

[Insert details of Council office location(s)]

Copies will be provided to interested parties upon request. Email [council@\[\] .sa.gov.au](mailto:council@[] .sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

15.2.10

Asset Policy

Report Type	Officer Report
Department	Corporate Services
Author	Paul Duka
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/9.63.1/4
Attachments	<ol style="list-style-type: none">1. Asset Policy [15.2.10.1 - 9 pages]2. coudoc policy 2-5_-_ Asset Management Superseded [15.2.10.2 - 5 pages]3. coudoc policy 143 asset accounting__ Superseded [15.2.10.3 - 8 pages]

Purpose of Report

To adopt the Asset Policy and revoke operation of the Asset Management and Asset Accounting Policies.

Report Details

In September 2015 Council endorsed the operation of the Asset Accounting Policy which was again reviewed in June 2017.

In summary, the function of the Asset Accounting Policy is to provide guidance to Council about the asset capitalisation thresholds and revaluation timings and methods utilised to value Councils Asset Categories.

Originally the adoption of the Asset Accounting Policy was derived by combining the Asset Capitalisation and Asset Revaluation Policies together into the one Policy.

Similarly, the Asset Policy attached to this report combines both the Asset Accounting and Asset Management Policies together to form this Policy.

It should be noted that the Asset Policy utilises the Asset Accounting Policy as a basis for its development and has been completed by making additions to it from the Asset Management Policy. In summary the main changes from the base document surround;

- The inclusion of Asset Management references in the Policy such as the definition of asset management;
- The inclusion of *3.2 Asset Management Planning* and *3.3 Asset Management Framework*;
- Alterations to Appendix 1, with the inclusion of Asset Management Plans including when the Plans are scheduled, to be reviewed;
- Other changes to Appendix 1 surround the CWMS useful lives following the recent revaluation for this asset class.

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 is a medium risk consideration, surrounding the non - compliance with review cycles of legislated policy and procedure reviews.

Policy Considerations

- Asset Management Policy
- Asset Accounting Policy

Legislative Considerations

The Local Government Act 1999 SA.

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

The Asset Policy has been reviewed by the Executive Leadership Team and the Audit and Risk Committee,

RECOMMENDATION

That Council;

1. Adopts the Asset Policy as presented.
2. Revokes the operation of both the Asset Management and Asset Accounting Policies.

	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

1. STATEMENT

Council recognises that assets exist to provide services and this recognition underpins the Council's asset management strategy and practices.

Council will only acquire assets after due consideration of the service needs of the community and the operating needs of the Council. Service levels will be determined in consultation with the community and in line with the Council's 'duty of care' to the community.

2. DEFINITIONS

Asset - refers to a resource controlled by the Council as a result of past events from which future economic benefits are expected to flow in. As such, structures fixed to land controlled by the Council are also considered an asset of Council. This also includes, for example, improvements to land provided by a Lessee, where Council is the Lessor, unless there is any clearly expressed agreement to the contrary in place. The Lessor has a responsibility to record these assets and the depreciation of the asset in their financial statements.

Asset Class - refers to the categories of assets used by the Council for asset management and accounting purposes, such as land, land improvements, buildings, structures, CWMS, stormwater, library, plant and equipment, and furniture and fittings etc.

Asset Management - The process applied to manage assets over each stage of their service life including asset needs analysis, creation, operation, maintenance, renewal, upgrade and disposal. The objective of asset management is to ensure the assets deliver the required level of service in the most effective and efficient manner now and into the future.

Carrying Amount - refers to the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

Cost Model – After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

Depreciation - is the systematic allocation of the depreciable amount of an asset over its useful life.

Disposal Value - (in this Policy) is the net present value of the future cash flow where it is expected that there will be no regular future economic benefit occurring to Council, for those assets that Council deems not to be replaced. The disposal value is reduced to nil when there is no expected future economic benefit flowing to Council.

Fair Value - refers to the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction. For infrastructure assets, replacement cost represents fair value.

The *Fair Value* of land and buildings are usually determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. The *Fair Value* of items of plant and equipment is usually their market value determined by appraisal.

If there is no market-based evidence of Fair Value because of the specialised nature of the item of property, plant and equipment, and the item is rarely sold, except as part of a continuing business, an entity may need to estimate Fair Value using an income or a depreciated replacement cost approach.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

Where the future economic benefits embodied in the asset would not be replaced if the entity was deprived of the asset, then the asset should be measured at the net present value of future cash flows from its highest and best use, if this information is able to be derived. Where there is no regular cash flow generated from the asset, the net present value of future cash flows for that asset is estimated at disposal value. (AIFMG Section 12.12.3).

Impairment Loss - is the amount by which the carrying amount of an asset exceeds its recoverable amount.

Materiality - Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or elected representatives of the Council.

Recoverable Amount - is the higher of an asset's fair value less costs to sell and its value in use.

Replacement Cost - is the current cost to replace an item of property, plant and equipment on a like for like basis.

Residual Value - Is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revaluation Model - After initial recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.

3. PRINCIPLES

3.1 Scope & Purpose


3.1.1 Scope

This Policy will apply to all assets owned by or under the asset register of the Wattle Range Council and its application refers to Council's non-current assets that are considered in AASB 116 Property, Plant and Equipment, in particular, material assets as referred to in the Local Government (Financial Management) Regulations 1999.

3.1.2 Purpose

Council has an obligation to ensure that all assets are managed efficiently in accordance with the Council's Asset Management Plan's. This policy sets out the framework of asset management and accounting requirements as per the Local Government Act and Australian Accounting Standards and provides guidance as to application of these requirements.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

3.2 Asset Management Planning

Asset management is a key element of Council's integrated planning framework. Fundamental to this is Council's asset management alignment with the following principles:

- Asset management will be an integral element of Council's planning, budgeting and reporting frameworks.
- An asset management framework will be utilised to enable the development and application of appropriate asset management practices for the different infrastructure asset classes.
- Implementation of a forward-looking, long-term sustainable view to the provision and management of infrastructure assets, including a lifecycle approach to asset management.
- Provide easy access to up-to-date information on assets used for service delivery, including physical parameters and data on valuation, condition, maintenance history, performance and risk.
- Develop service levels based on responding to community needs, including expansion of the existing infrastructure networks to support the growing population, while ensuring that necessary funding is allocated to renewing existing assets in a timely manner, for ongoing provision of acceptable levels of service.
- Decision making for service delivery will be focused on asset renewal, rationalising under-utilised assets and non-asset solutions as far as practicable, in order to achieve a cost-effective asset base and deliver financial sustainability.
- Financial and asset management reporting will be categorised in terms of operational, maintenance, renewal, expansion, upgrade and new expenditure classifications to enable sound asset management decisions.
- Asset management performance and progress will be reported regularly to the community and will be integrated with the local government performance reporting framework.

3.3 Council's Asset Management Framework

Includes the following key elements;

Asset Policy

Asset Management Strategy: provides a road map for the delivery of asset management objectives in accordance with the asset management principles in this Policy.

Asset Management Plans (AMP): are developed for all major infrastructure asset categories including:

- Roads (Sealed & Unsealed)
- Pathways (Footpaths on and off road)
- Kerb & Gutter
- Stormwater
- Buildings & Structures (Including Playgrounds)
- Community Wastewater Management Schemes (CWMS)
- Plant & Equipment

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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		Next Review Due:	December 2023

To ensure long-term sustainability of the Council services AMPs are prepared utilising IPWEA asset management plan templates which are reviewed every four years and within two years of a Local Government general election. Review dates are outlined in Appendix 1.

AMP's are informed by community consultation and when completed the results are utilised as core inputs into the development of Council's Long Term Financial Plan (LTFP).

3.4 Recognition of an Asset

3.4.1 Land under roads

Council has elected not to recognise land under roads acquired prior to 1 July 2008 as an asset in accordance with AASB 1051 Land under Roads. Land under roads acquired after 30 June 2008 has not been recognised as in the opinion of Council it is not possible to reliably attribute a fair value, and further that such value if determined would be immaterial.

3.4.2 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance are recognised as other non-current assets "Work in Progress" and transferred to infrastructure, property, plant & equipment when completed ready for use.

3.4.3 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset.


In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are as follows. No capitalisation threshold is applied to the acquisition of land or interests in land.

3.4.4 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Further detail of existing valuations, methods and valuers are to be provided in notes to the accounts.

The Depreciated Replacement Cost method will be used as a default method unless Council determines otherwise, such as determining not to replace certain assets at the end of their economic useful life, which will require a disposal valuation method.

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	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
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All non-current assets other than receivables and investments are revalued in accordance with the Local Government (Financial Management) Regulations 2011. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value then the asset will be revalued regardless of when the last valuation took place. Non-Current physical assets that are acquired between revaluations are held at cost until the next valuation, where they are revalued to depreciated replacement cost.

Revaluation increments arising upon revaluing the above mentioned non-current asset classes to their depreciated replacement cost are credited directly to the asset revaluation reserve

3.4.5 Borrowing Costs Capitalisation

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) will be capitalised in accordance with the allowed alternative treatment in AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are to be disclosed in Note's to the accounts, likewise a similar disclosure is required for amounts (if any) of interest revenue offset against borrowing costs.

3.4.6 Changes to the Recognition of Assets

An asset of property, plant or equipment is to be de-recognised or valuation-basis modified:

- On disposal; or
- When no future economic benefits are expected from its use, replacement or disposal.

Assets can be disposed by Council in a few ways:

- By sale or trade-in;
- By donation; or
- De-recognition due to such circumstances as being scrapped, stolen, considered obsolete, or through an initial recording error, etc.

Any gain or loss from the disposal of an asset must be recognised in the Statement of Comprehensive Income. An asset can be re-valued at 'disposal value' if it is determined that the asset would not be replaced, and that there are no regular cash flows to Council being generated by the asset, and that there is no market-based evidence of fair-value for that asset. Any adjustment due to this change must be recognised through an adjustment to Council's Asset Revaluation Reserve.

4. MEASUREMENT

4.1 Measurement Method

After recognition as an asset, Council can choose either the Cost Model or Revaluation Model for processing the measurement. Under the Local Government Act 1999, Council is required to use the Revaluation Model to access all the material non-current assets.

Major asset classes are determined by the Council and are required to be revalued on a regular basis to ensure such that the carrying values are not materially different from the fair values.

Appendix 1 identifies the revaluation frequency for each class of assets to process regular revaluations.

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GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly
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	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

Fair value is the methodology for assets that Council has decided to utilise the Revaluation Model for measurement purposes.

For assets for which there is no market-based evidence existing to determine fair value, a replacement cost approach is used to estimate fair value. Where the future economic benefits embodied in the asset would not be replaced if the entity was deprived of the asset, then the asset should be measured at the net present value of future cash flows from its highest and best use, if this information is able to be derived. Where there is no regular cash flow generated from the asset, the net present value of future cash flows for that asset is the disposal value. Where assets are not rationally replaced, and Council has decided that no expected future economic benefit continuing to flow to Council, the disposal value will be reduced to nil.

A separate asset sub-class for these assets exists under building structures main class. Assets which are not replaced and have no regular expected future economic benefits from their use are derecognised from the main asset classes and re- categorised in these special sub-asset classes. There is no revaluation or depreciation processes assigned to these assets.

All other assets should be revalued at least in a four year period. For assets that experience significant change in fair value, more regular revaluation is required.

As a result of revaluation, the increment or decrement in the asset's carrying amount is to be recognised in other comprehensive income and accumulated in the Asset Revaluation Reserve account.

Revaluations generally are conducted by the qualified revaluation entity. All revaluations undertaken by Council's staff may be reviewed by an appropriately qualified external party.

To minimise the impact of revaluations on the depreciation expense and therefore on Council's operating surplus / deficit position, it is recommended that Council attempt to achieve a progressive revaluing of asset classes so that increases in depreciation expense are recognised in small increments each year rather than as large increases every 3 to 5 years. This can be achieved by undertaking a comprehensive asset revaluation within an established 4 year cycle, and a desktop revaluation whenever required.

4.2 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets is recognised systematically and is depreciated over the useful lives of the asset in a manner which reflects the consumption of the service potential embodied in those assets.

Generally, Council's depreciation is recognised on a straight-line basis, but other methods such as diminishing value depreciation can be utilised. Major depreciation periods for each class of asset are shown in Appendix 1. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council.

4.3 Componentisation

Major Assets are componentised if they are made up of separate material components that due to their very nature would be considered an asset in their own right. Componentisation will be considered if major components in the overarching asset have different useful lives and

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	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

are easily identifiable and due to their value are deemed material to account for them as a component.

Infrastructure assets such as roads have major components that depreciate at different levels such as the seal on a sealed road has a shorter life than the pavement it sits upon. Each component has a material value in comparative to the overall cost of the asset and therefore should be treated differently and componentised.

4.4 Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment. Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use). For assets assessed under Revaluation Model, the loss is treated as revaluation decrease in the first instance, and recognised in other comprehensive income and Asset Revaluation Reserve account. (AASB136 – Impairment of Assets)

4.5 Evaluation Asset Ratios

A key ratio related to the asset management is the Asset Renewal Funding Ratio. This ratio is an effective tool used in the evaluation of Council's current asset financial performance and an indicator on how the future asset management plans could impact on Council's sustainability and financial position. This ratio is required to be included as part of the Council's Annual Financial Statements and regularly reviewed throughout the year.

4.6 Impact of Revaluations and Intergenerational Equity

The concept of intergenerational equity refers to each generation of ratepayers contributing their fair share towards the cost of the services and assets they consume. From an accounting perspective, it can be assumed that intergenerational equity is achieved when operating incomes are sufficient to cover operating expenses i.e. when a balanced operating position is achieved.

This indicator of intergenerational equity is a reliable indicator when depreciation is based on up to date asset valuations. If asset values are not current and the depreciation expense related to them is undercharged, then that year's ratepayers are not contributing their fair share of the cost of the assets that they are consuming in that year. They will be subsidised by subsequent generations of ratepayers, who will have to pay more than their fair share. If future ratepayers are unwilling or unable to pay for the shortfall of previous generations, they will have to contend with assets that are of a poorer standard than they were in earlier years and hence receive a lower level of service.

To minimise the impact of revaluations on the depreciation expense and therefore on Council's operating surplus / deficit position, it is recommended that Council attempt to achieve a progressive revaluing of asset classes so that increases in depreciation expense are recognised in small increments each year rather than as large increases every 3 to 5 years. This can be achieved by undertaking a comprehensive asset revaluation every 4 years and a desktop revaluation whenever required by the "appropriate" indicator.

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GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly
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	POLICY 1.43	Version:	3
	Asset	Date Adopted:	XX December 2019
		Next Review Due:	December 2023

5. REVIEW

This Policy will be reviewed every four years and within two years of a Local Government election.

6. AVAILABILITY

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

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

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

7. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Australian Accounting Standards
Relevant Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Local Government (Financial Management) Regulations 1999
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Policy 1.46 Internal Control Policy • Australian Infrastructure Financial Management Guidelines (AIFMG) • IPWEA Asset Management Plan Templates

8. 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	15/09/2015	Audit Committee	Endorsed for adoption by Council	Folio 6138; Item 6.7
1	13/10/2015	Council	Adopted	Folio 6139; Item 11.2.9
2	13/06/2017	Council	Reviewed	Folio 7171; Item 13.2.7
3	17/10/2019	Audit Committee		

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/7.63.1	Public	Corporate Services	Director Corporate Services	4 Yearly
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 Wattle Range COUNCIL	POLICY I.43						Version:	2
	Asset Appendix I						Date Adopted:	TBA
							Next Review Due:	September 2019

Asset Category	Asset Class	Capitalisation Threshold	Useful Life (Years)	Revaluation Threshold	Measurement Model	Measurement Fair Value or Cost	Materiality	Revaluation Periods	Revaluation Year	Asset Management Plan Year
Land	Community - Land	N/A	N/A	N/A	Revaluation	Fair Value Level 3	Major	Min 4 yearly	2020	N/A
	Other - Land	N/A	N/A	N/A	Revaluation	Fair Value Level 2	Major	Min 4 yearly	2020	N/A
Buildings	Buildings	\$5,000	Short Life 20 to 100 Long Life 40 to 200	5,000	Revaluation	Fair Value Level 2 or Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2021	2022
	Structures - Major	\$5,000	Short Life 20 to 100 Long Life 40 to 200	\$85,000	Revaluation	Fair Value Level 2 or Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2021	2022
	Other Community Assets - Minor	\$5,000 – \$85,000	5 to 40	N/A	At Cost	Historical Cost	Minor Useful life less than 20 years. or Lower than \$85,000 cost. or less than 5% of carrying value	N/A	N/A	N/A
Infrastructure	Roads Sealed	\$5,000	Short Life 25 to 80 Long Life 150 to 900	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020	2021
	Roads Unsealed	\$5,000	Short Life 35 Long Life 175	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020	2021
	Footpaths	\$1,000	15 to 80	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020	2021
	Kerb & Gutter	\$1,000	15 to 80	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020	2021
	Stormwater	\$1,000	15 to 100	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Minor	Min 4 yearly	2022	2023
	CWMS	\$5,000	25 to 120	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2022	2023
Furniture Fittings	& Furniture & Fittings	\$1,000	5 to 20	N/A	At Cost	Historical Cost	Minor	N/A	N/A	N/A
Plant Equipment	& Plant & Equipment	\$2,000	5 to 15	N/A	At Cost	Historical Cost	Minor	N/A	N/A	2021

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Asset Management Policy

Reference Number:	5.7
Classification:	Policy – Public
Subject:	Engineering Services – Infrastructure
Department:	Engineering Services
Responsible Officer:	Director Engineering Services
Community Plan Reference:	Strategic Direction Seven – Asset Management
First Issued/Approved:	12 th November 2013 (Folio 5245; Item 12.4.1)
Review Frequency:	Every three years
Last Reviewed:	
Next Review Date:	November 2016
Council File Reference:	GF/14.63.1
Applicable Legislation:	Local Government Act 1999
Relevant Council Policies / Procedures / Guidelines:	This Policy should be read in conjunction with:- Appendix A – Asset Management Strategy
Consultation:	ELT, Council

1. STATEMENT

The key objective of this policy is to ensure that assets used to support the services delivered by the Council are sustainable and continue to function at a level of service determined by Council in consultation with the broader community. This policy provides direction as to how these assets will be managed within an Asset Management Framework.

This Asset Management policy will ensure that Asset Management is clearly recognised by Council and community in accordance with the requirements of the Local Government Act (LGA). It is also an important process in managing Council's infrastructure assets for present and future generations.

This Asset Management policy will complement and build upon Council's Community Plan and Long Term Financial Plan. With its continued implementation and more formalised approach to asset management principles and methodology, Council will achieve significant benefits including:

- Consolidation and integration of asset resources and knowledge.
- A strategic approach to asset management leading to better and more informed decision making.
- Improved efficiency in the use of limited capital funds and asset operation costs.

Infrastructure assets to be considered in this policy include:

- Roads,
- Footpaths,
- Kerb and Channel,
- Bridges,
- Buildings,
- Drainage,
- Playgrounds,
- Open Space,
- Sporting Reserves,
- Community Wastewater Management Scheme (CWMS),
- Plant; and

Policy No. 5-7 – Asset Management
Note: Policy number changed effective 27th July 2016

- 1 -

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- Fleet.

In developing this policy, it is essential to ensure consideration of the following:

- Compliance to Legislative and regulatory requirements.
- Corporate responsibility and the need for resources.
- Management of assets to be undertaken in a structured and coordinated way.
- Council's Risk Management policy.
- Financial, social and environmental sustainability.
- Continuous improvement.

2. DEFINITIONS

Asset

A physical item that is owned or controlled by Council, and provide or contributes to the provision of services to the community.

Asset Management

The process applied to manage assets over each stage of their service life including asset needs analysis, creation, operation, maintenance, renewal and disposal. The objective of asset management is to ensure the assets deliver the required level of service in the most effective and efficient manner now and into the future.

Asset Management Strategy

A strategy to provide timeframes and actions for achieving the objectives of the Council's Asset Management Policy.

Asset Condition Assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Depreciation

Depreciation is a measure of the average annual consumption of service potential over the life of the asset. Depreciation is not a measure of required expenditure in any given year.

Lifecycle Cost

Total expenditure required throughout the life of an asset in order to fund the creation, design, construction, operation, maintenance, renewal and disposal so that the asset can deliver the desired service level over its life.

Service

A combination of tangible and intangible benefits that can be produced and consumed.

Service Level

A relevant measurable standard or target that reflects the required performance to meet agreed community expectations in relation to the type, quality and quantity of services delivered by Council.

3. PRINCIPLES

INTRODUCTION

Wattle Range Council expends considerable funds on the acquisition and management of Assets. Council may be exposed to financial risk over the longer term if budget processes do not have regard for ongoing costs associated with the maintenance of these assets beyond the annual budget. It is incumbent on Council to carefully consider information about their stock of infrastructure and other assets, and the financial contribution that current ratepayers are making to

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offset the consumption of assets (i.e the gradual erosion of the remaining service potential of the assets).

Simple but soundly based asset management and financial plans allow Council to ascertain sustainable service levels, affordable asset acquisition strategies, cost-effective maintenance regimes and corresponding funding requirements.

The Local Government Act 1999 and its regulations require each Council to:

- have an Infrastructure and Asset Management Plan (I&), covering the management of infrastructure and other major assets of the Council for a period of at least 10 years.
- have a long-term financial plan covering a period of at least 10 years.
- maintain prudential management policies, practices and procedures for the assessment of all projects.
- prepare and consider a specially-commissioned report on the prudential aspects of a contemplated major asset acquisition or construction project (not required for road construction/maintenance or drainage).
- have a policy on the sale and disposal of assets.
- adopt an internal control policy which safeguards assets.
- maintain accounting records of assets.
- maintain a register of community land.
- maintain a register of public roads.
- regularly estimate its "asset sustainability ratio" and include the updated estimate in its:
 - long-term financial plans,
 - annual budget, and
 - budget reviews, and
 - regularly revalue its material non-current assets in accordance with the requirements of Australian Accounting Standards and the Local Government Act 1999.

Superseded

This Asset Management Policy is the guiding document to endorse compliance with these legislation provisions and to provide the basis for best practice asset management.

APPLICATION

This policy affects all Departments of Wattle Range Council in some way and therefore this policy applies to staff at various levels within the organisation. External service providers through contracts to the Council also are bound by this policy when applicable.

ASSET MANAGEMENT POLICY COMMITMENTS

In accordance with the LGA, the roles of the Councillors as custodians of all Wattle Range Councils assets are:

- To ensure the Council's legal obligations are met
- To represent the community as the asset owners
- To ensure the asset/service is maintained for future generation at an equitable cost

Council's staff has a corporate responsibility to provide the correct technical and professional advice so that the Councillors can make the best decisions on behalf of the community they represent.

As part of Council's consideration of infrastructure asset management, Council is committed to:

1. Ensuring that asset management functions are clear and well understood by the responsible staff within this organisation.

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2. Ensure Councillors and staff, with asset and financial management responsibilities, are appropriately trained in relevant asset and financial management principles, practices and processes.
3. Prepare and adopt an asset management strategy which outlines how this policy is to be implemented.
4. Prepare and adopt Asset Management Plans, to communicate information about assets, including particular actions required to provide defined levels of service whilst achieving the best value for money.
5. Manage and finance infrastructure and assets in a systematic and sustainable manner including:
 - Managing allowance for future maintenance responsibilities
 - Not replacing underutilised assets subject to community consultation where appropriate
 - Increase grants and other funding sources wherever possible
6. Encourage continuous improvement, innovation and cost effective methods to improve work practices and processes.
7. Linking asset management with long term financial planning and other relevant Council policy and strategy.
8. Prioritise funding for the maintenance and renewal of existing assets above the funding of new assets.
9. Recognise good quality asset management, encourage and promote economic and social development, meet industry standards and risk management requirements and ensure assets meet the needs and expectations of the users and community.

ASSET MANAGEMENT ROLES AND RESPONSIBILITIES

To achieve this policy the following key roles and responsibilities and Commitments are identified:
Council:

- To act as stewards for infrastructure assets.
- To set corporate Asset Management policy and vision.
- To set levels of service, risk and cost standards.
- Approve and review Asset Management Plans and monitor the outcomes.
- To ensure appropriate resources and funding for AM activities are made available to integrate Asset Management policies and Asset Management plans into the corporate governance framework.

Asset Management Steering Group, Manager Assets & Staff:

- To develop Asset Management plans documenting required allocation of funding and improvement plans for individual asset groups, using the principles of lifecycle analysis.
- To develop and implement procedures that ensure the asset registers are maintained and updated and provide required reports to Council to meet their statutory, legal and asset management responsibilities.
- To develop and implement processes and procedures that allows for the "whole of life" and continued management and ownership of assets including all asset life cycle management functions.
- Promote and raise awareness of Asset Management to the Council, staff, users and community. (Ongoing as part of Asset Management planning)
- Facilitate the implementation of the adopted Asset management Strategy

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4. REVIEW

This Policy will be reviewed every three 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
- Council Website: www.wattlerange.sa.gov.au.


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

6. ADOPTION AND AMENDMENT HISTORY

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

Date	Authorised by	Minutes Reference
12 th November 2013 (Adopted)	Council	Folio 5245; Item 12.4.1
26 th July 2016 (Amended – policy number)	ELT	

Superseded

 Wattle Range COUNCIL	POLICY 1.43	Version:	2
	Asset Accounting	Date Adopted:	13 June 2017
		Next Review Due:	September 2019

1. STATEMENT

Council recognises that assets exist to provide services and this recognition underpins the Council's asset management policy and practices.

Council will only acquire assets after due consideration of the service needs of the community and the operating needs of the Council. Service levels will be determined in consultation with the community and in line with the Council's 'duty of care' to the community.

2. DEFINITIONS

Asset - refers to a resource controlled by the Council as a result of past events from which future economic benefits are expected to flow in. As such, structures fixed to land controlled by the Council are also considered an asset of Council. This also includes, for example, improvements to land provided by a Lessee, where Council is the Lessor, unless there is any clearly expressed agreement to the contrary in place. The Lessor has a responsibility to record these assets and the depreciation of the asset in their financial statements.

Asset Class - refers to the categories of assets used by the Council for asset management and accounting purposes, such as land, land improvements, buildings, structures, CWMS, stormwater, library, plant and equipment, and furniture and fittings etc.

Carrying Amount - refers to the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

Cost Model – After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

Depreciation - is the systematic allocation of the depreciable amount of an asset over its useful life.

Disposal Value - (in this Policy) is the net present value of the future cash flow where it is expected that there will be no regular future economic benefit occurring to Council, for those assets that Council deems not to be replaced. The disposal value is reduced to nil when there is no expected future economic benefit flowing to Council.


Fair Value - refers to the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction. For infrastructure assets, replacement cost represents fair value.

The *Fair Value* of land and buildings are usually determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers. The *Fair Value* of items of plant and equipment is usually their market value determined by appraisal.

If there is no market-based evidence of Fair Value because of the specialised nature of the item of property, plant and equipment, and the item is rarely sold, except as part of a continuing business, an entity may need to estimate Fair Value using an income or a depreciated replacement cost approach.

Where the future economic benefits embodied in the asset would not be replaced if the entity was deprived of the asset, then the asset should be measured at the net present value of future cash flows from its highest and best use, if this information is able to be derived. Where there is no regular cash flow generated from the asset, the net present value of future cash flows for that asset is estimated at disposal value. (AIFMG Section 12.12.3).

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GF/7.63.1	Public	Corporate Services	Director Corporate Services	2 Yearly
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Impairment Loss - is the amount by which the carrying amount of an asset exceeds its recoverable amount.

Materiality - Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or elected representatives of the Council.

Recoverable Amount - is the higher of an asset's fair value less costs to sell and its value in use.

Replacement Cost - is the current cost to replace an item of property, plant and equipment on a like for like basis.

Residual Value - Is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Revaluation Model - After initial recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.

Superseded

3. PRINCIPLES

3.1 Scope & Purpose

3.1.1 Scope

This Policy will apply to all assets owned by or under the asset register of the Wattle Range Council and its application refers to Council's non-current assets that are considered in AASB 116 Property, Plant and Equipment, in particular, material assets as referred to in the Local Government (Financial Management) Regulations 1999.

3.1.2 Purpose


Council has an obligation to ensure that all assets are managed efficiently in accordance with the Council's Asset Management Plan's. This policy sets out the framework of asset accounting requirements as per the Local Government Act and Australian Accounting Standards and provides guidance as to application of these requirements.

3.2 Recognition of an Asset

3.2.1 Land under roads

Council has elected not to recognise land under roads acquired prior to 1 July 2008 as an asset in accordance with AASB 1051 Land under Roads. Land under roads acquired after 30 June 2008 has not been recognised as in the opinion of Council it is not possible to reliably attribute a fair value, and further that such value if determined would be immaterial.

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3.2.2 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance are recognised as other non-current assets "Work in Progress" and transferred to infrastructure, property, plant & equipment when completed ready for use.

3.2.3 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset.

In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are as follows. No capitalisation threshold is applied to the acquisition of land or interests in land.

3.2.4 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair values determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Further detail of existing valuations, methods and valuers are to be provided in notes to the accounts.

The Depreciated Replacement Cost method will be used as a default method unless Council determines otherwise, such as determining not to replace certain assets at the end of their economic useful life, which will require a disposal valuation method.


All non-current assets other than receivables and investments are revalued in accordance with the Local Government (Financial Management) Regulations 2011. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value then the asset will be revalued regardless of when the last valuation took place. Non-Current physical assets that are acquired between revaluations are held at cost until the next valuation, where they are revalued to depreciated replacement cost.

Revaluation increments arising upon revaluing the above mentioned non-current asset classes to their depreciated replacement cost are credited directly to the asset revaluation reserve

3.2.5 Borrowing Costs Capitalisation

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) will be capitalised in accordance with the allowed alternative treatment in AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are to be disclosed in Note's to the accounts,

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likewise a similar disclosure is required for amounts (if any) of interest revenue offset against borrowing costs.

3.2.6 Changes to the Recognition of Assets

An asset of property, plant or equipment is to be de-recognised or valuation-basis modified:

- On disposal; or
- When no future economic benefits are expected from its use, replacement or disposal.

Assets can be disposed by Council in a few ways:

- By sale or trade-in;
- By donation; or
- De-recognition due to such circumstances as being scrapped, stolen, considered obsolete, or through an initial recording error, etc.

Any gain or loss from the disposal of an asset must be recognised in the Statement of Comprehensive Income. An asset can be re-valued at 'disposal value' if it is determined that the asset would not be replaced, and that there are no regular cash flows to Council being generated by the asset, and that there is no market-based evidence of fair-value for that asset. Any adjustment due to this change must be recognised through an adjustment to Council's Asset Revaluation Reserve.

4. MEASUREMENT **Superseded**

4.1 Measurement Method

After recognition as an asset, Council can choose either the Cost Model or Revaluation Model for processing the measurement. Under the Local Government Act 1999, Council is required to use the Revaluation Model to access all the material non-current assets.


Major asset classes are determined by the Council and are required to be revalued on a regular basis to ensure such that the carrying values are not materially different from the fair values.

Appendix 1 identifies the revaluation frequency for each class of assets to process regular revaluations.

Fair value is the methodology for assets that Council has decided to utilise the Revaluation Model for measurement purposes.

For assets for which there is no market-based evidence existing to determine fair value, a replacement cost approach is used to estimate fair value. Where the future economic benefits embodied in the asset would not be replaced if the entity was deprived of the asset, then the asset should be measured at the net present value of future cash flows from its highest and best use, if this information is able to be derived. Where there is no regular cash flow generated from the asset, the net present value of future cash flows for that asset is the disposal value. Where assets are not rationally replaced, and Council has decided that no expected future economic benefit continuing to flow to Council, the disposal value will be reduced to nil.

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A separate asset sub-class for these assets exists under building structures main class. Assets which are not replaced and have no regular expected future economic benefits from their use are derecognized from the main asset classes and re- categorized in these special sub-asset classes. There is no revaluation or depreciation processes assigned to these assets.

All other assets should be revalued at least in a four year period. For assets that experience significant change in fair value, more regular revaluation is required.

As a result of revaluation, the increment or decrement in the asset's carrying amount is to be recognised in other comprehensive income and accumulated in the Asset Revaluation Reserve account.

Revaluations generally are conducted by the qualified revaluation entity. All revaluations undertaken by Council's staff will be reviewed by an appropriately qualified external party.

To minimise the impact of revaluations on the depreciation expense and therefore on Council's operating surplus / deficit position, it is recommended that Council attempt to achieve a progressive revaluing of asset classes so that increases in depreciation expense are recognised in small increments each year rather than as large increases every 3 to 5 years. This can be achieved by undertaking a comprehensive asset revaluation within an established 4 year cycle, and a desktop revaluation whenever required.

4.2 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets is recognised systematically and is depreciated over the useful lives of the asset in a manner which reflects the consumption of the service potential embodied in those assets.

Generally, Council's depreciation is recognised on a straight-line basis, but other methods such as diminishing value depreciation can be utilised. Major depreciation periods for each class of asset are shown in Appendix 1. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council.

4.3 Componentisation


Major Assets are componentised if they are made up of separate material components that due to their very nature would be considered an asset in their own right. Componentisation will be considered if major components in the overarching asset have different useful lives and are easily identifiable and due to their value are deemed material to account for them as a component.

Infrastructure assets such as roads have major components that depreciate at different levels such as the seal on a sealed road has a shorter life than the pavement it sits upon. Each component has a material value in comparative to the overall cost of the asset and therefore should be treated differently and componentised.

4.4 Impairment

Assets that have an indefinite useful life are not subject to depreciation and are reviewed annually for impairment. Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash

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outflows or value in use). For assets assessed under Revaluation Model, the loss is treated as revaluation decrease in the first instance, and recognised in other comprehensive income and Asset Revaluation Reserve account. (AASB136 – Impairment of Assets)

4.5 Evaluation Asset Ratios

A key ratio related to the asset management is the Asset Sustainability Ratio. This ratio is an effective tool used in the evaluation of Council's current asset financial performance and an indicator on how the future asset management plans could impact on Council's sustainability and financial position. This ratio is required to be included as part of the Council's Annual Financial Statements and regularly reviewed throughout the year.

4.6 Impact of Revaluations and Intergenerational Equity

The concept of intergenerational equity refers to each generation of ratepayers contributing their fair share towards the cost of the services and assets they consume. From an accounting perspective, it can be assumed that intergenerational equity is achieved when operating incomes are sufficient to cover operating expenses i.e. when a balanced operating position is achieved.

This indicator of intergenerational equity is a reliable indicator when depreciation is based on up to date asset valuations. If asset values are not current and the depreciation expense related to them is undercharged, then that year's ratepayers are not contributing their fair share of the cost of the assets that they are consuming in that year. They will be subsidised by subsequent generations of ratepayers, who will have to pay more than their fair share. If future ratepayers are unwilling or unable to pay for the shortfall of previous generations, they will have to contend with assets that are of a poorer standard than they were in earlier years and hence receive a lower level of service.

To minimise the impact of revaluations on the depreciation expense and therefore on Council's operating surplus / deficit position, it is recommended that Council attempt to achieve a progressive revaluing of asset classes so that increases in depreciation expense are recognised in small increments each year rather than as large increases every 3 to 5 years. This can be achieved by undertaking a comprehensive asset revaluation every 4 years and a desktop revaluation whenever required by the "appropriate" indicator.

5. REVIEW

This Policy will be reviewed biennially.

6. AVAILABILITY

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

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


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

7. REFERENCES & FURTHER READING

References	• Australian Accounting Standards
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Relevant Legislation:	<ul style="list-style-type: none"> Local Government Act 1999 Local Government (Financial Management) Regulations 1999
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> Internal Control Policy Asset Management Policy Australian Infrastructure Financial Management Guidelines (AIFMG)


8. 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	15/09/2015	Audit Committee	Endorsed for adoption by Council	Folio 6138; Item 6.7
1	13/10/2015	Council	Adopted	Folio 6139; Item 11.2.9
2	13/06/2017	Council	Reviewed	Folio 7171; Item 13.2.7

Superseded

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 Wattle Range COUNCIL	POLICY I.43	Version:	2
	Asset Accounting Appendix I	Date Adopted:	TBA
		Next Review Due:	September 2019

Asset Category	Asset Class	Capitalisation Threshold	Useful Life (Years)	Revaluation Threshold	Measurement Model	Measurement Fair Value or Cost	Materiality	Revaluation Periods	Revaluation Year
Land	Community - Land	N/A	N/A	N/A	Revaluation	Fair Value Level 3	Major	Min 4 yearly	2016
	Other - Land	N/A	N/A	N/A	Revaluation	Fair Value Level 2	Major	Min 4 yearly	2016
Buildings	Buildings	\$5,000	Short Life 20 to 100 Long Life 40 to 200	5,000	Revaluation	Fair Value Level 2 or Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2021
	Structures - Major	\$5,000	Short Life 20 to 100 Long Life 40 to 200	\$85,000	Revaluation	Fair Value Level 2 or Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2021
	Other Community Assets - Minor	\$5,000 – \$85,000	5 to 40	N/A	At Cost	Historical Cost	Minor Useful life less than 20 years, or Lower than \$5,000 cost, or less than 5% carrying value	N/A	N/A
Infrastructure	Roads Sealed	\$5,000	Short Life 25 to 80 Long Life 15 to 90	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020
	Roads Unsealed	\$5,000	Short Life 35 Long Life 175	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020
	Footpaths	\$1,000	15 to 80	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2020
	Kerb & Gutter	\$1,000	15 to 80	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2016
	Stormwater	\$1,000	15 to 100	\$1,000	Revaluation	Fair Value Level 3 Replacement Cost	Minor	Min 4 yearly	2018
	CWMS	\$5,000	15 to 100	\$5,000	Revaluation	Fair Value Level 3 Replacement Cost	Major	Min 4 yearly	2016
Furniture & Fittings	Furniture & Fittings	\$1,000	5 to 20	N/A	At Cost	Historical Cost	Minor	N/A	N/A
Plant & Equipment	Plant & Equipment	\$2,000	5 to 15	N/A	At Cost	Historical Cost	Minor	N/A	N/A

Superseded

15.2.11

Audit & Risk Committee Performance 2018 - 2019

Report Type	Officer Report
Department	Finance Department
Author	Aaron Peek
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Not Applicable
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/7.14.1/1
Attachments	1. 6.5 a Audit Committee Performance Report 2018 - 2019 [15.2.11.1 - 3 pages]

Purpose of Report

Update the Committee on the performance of the Audit & Risk Committee for 2018/19.

Report Details

The Audit & Risk Committee provides an important independent role between a Council and its management and between a Council and its Community. One of the primary roles of the Committee is to provide suggestions and recommendations to Council and/or management, about actions to be taken to enhance financial governance, considered to be in the best interests of local communities.

The Audit Committee plays a critical role in the financial reporting framework of a Council, by overseeing and monitoring the participation of management and external auditors in the financial reporting process.

Detailed within the Charter of the Audit & Risk Committee is a requirement to report annually on the performance of the Audit Committee for the past year. The Audit Committee's Charter is based on the Local Government Association template "Best Practice" model "Charter / Terms of Reference". Specifically, Clause 15 "Other Matters" refers to the requirement for the Audit Committee providing an annual review of its performance.

Clause 15 "Other Matters"

- *At least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.*

Reinforcing the requirements above of the Charter, under the Audit & Risk Committee Work Program the following has been added to ensure compliance with the Charter and to provide guidance as to the content of the annual performance report;

5.2 Report annually to Council;

- *Outlining outputs relative to the Audit & Risk Committee's work program and the results of a self-assessment of performance for the preceding period including whether it believes any changes to its Charter are appropriate;*
- *Outlining any identified training needs;*
- *Advising future work program proposals; and*
- *Invite comment from the Council on all of the above.*

Financial Considerations

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

There are no known financial considerations related to this report.

Risk Considerations

Refer to Wattle Range Council's SharePoint Risk Register – Internal Financial Controls.

Policy Considerations

There are no known policy considerations related to this report.

Legislative Considerations

Section 126 *The Local Government Act 1999* requires that council has an Audit Committee.

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

The performance report of the Audit & Risk Committee is to be forwarded to Council for information.

RECOMMENDATION

That Council receive and note the 2018/19 Annual Performance Report of the Audit & Risk Committee.

AUDIT COMMITTEE – ANNUAL PERFORMANCE REPORT

The Audit Committee is a legislative requirement of Section 126 of the *Local Government Act 1999*. As a Committee of Council it is formed under Section 41 of the Act for the purpose of providing independent advice and making recommendations to Council on matters relating to the corporate and financial governance of the Council.

Responsibilities of the Audit Committee

The Audit Committee is responsible for assisting Council in fulfilling its corporate governance responsibilities in regard to:

- Business risk management.
- Compliance with legal and regulatory obligations.
- The establishment and maintenance of the internal control framework.
- The reliability and integrity of financial information for inclusion in financial statements and other financial reports.
- Monitoring the financial performance of Council.
- Development of a long-term financial plan and associated policies.
- Safeguarding the independence of the internal and external auditors.
- Audit, accounting and financial reporting obligations.

Membership

Membership of the Committee for 2018/19 (Period 1/7/18 – 26/11/18).

Committee Membership 2018/19
Mayor Gandolfi
Chairperson Michael Schultz
Cr Rob Dycer
Cr Gwenda Lawlor
Cr Glenn Brown

Membership of the Committee for 2018/19 (Period 27/11/18 – 30/06/19).

Committee Membership 2018/19
Mayor Des Noll
Chairperson Michael Schultz
Cr Graham Slarks
Cr John Drew
Cr Glenn Brown (Resigned 10/06/2019)*
Cr Dean Burrow (Appointed 11/06/2019)*

The Chairperson is the independent member of the Committee, and the Chair's membership is reviewed every four years in line with Council elections.

All elected members are invited to attend each meeting as well as being provided an agenda for each meeting. The minutes of the Audit Committee are attached to the Council agenda following the Audit Committee meeting.

Other Attendee's

The Chief Executive Officer, Director Corporate Services and Manager Financial Services are generally in attendance and the Committee invites annually the External Auditor to attend a meeting.

Schedule of Meetings

The Committee convened meetings on three (3) separate occasions in 2018/19. The Table below details the dates of the meetings and attendance by Chairperson and Elected Members.

AUDIT COMMITTEE – ANNUAL PERFORMANCE REPORT

Meeting Dates			
Committee Members	09/10/18	19/03/19	14/05/19
Mayor Gandolfi	√	N/A	N/A
Chairperson M. Schultz	√	√	√
Cr Dycer	√	N/A	N/A
Cr Lawlor	√	N/A	N/A
Mayor Noll	N/A	√	√
Cr Slarks	N/A	√	√
Cr Drew	N/A	√	√
Cr Brown	√	√	X
Cr Burrow	N/A	N/A	N/A

Performance Against Audit Committee Works Program

Audit Committee Works Program	2018/19	Forecast Works	Comments
Financial Reporting			
Review "Draft" Annual Financial Statements	√		Completed
Review - Quarterly Budget Review 1	√		Completed,
Review - Quarterly Budget Review 2 (Mid-Year Major Review)	√		Completed
Review - Quarterly Budget Review 3	√		Completed
Review – Actual Result (Audited Figures) V Budget	√	√	Completed 2017/18 Tabled to Council at November 2018 Meeting. 2018/19 review forecast to occur once annual financial statements are audited and finalised by November 2019
Annual Review - Asset Values and Depreciation Rates	√	√	2017/18 completed. 2018/19 to be completed in line with revaluations and annual financial statements 2018/19 – October 2019.
Asset Policy	√		Completed – October 2019, Asset Accounting Policy and Asset Management Policy merged together to form the Asset Policy.
Asset Revaluations	√		CWMS & Land assets were revalued as part of the 2018/19 annual financial statements.
Internal Controls & Risk Management			
Internal Control Policy	√		Tabled at the April 2019 Council Meeting.
Internal Controls Framework	√	√	Framework has been developed and the financial Internal controls have been inputted into SharePoint and monitored. Future work is to integrate the internal controls with the risk management register.
Fraud & Corruption Policy		√	Completed November 2017 (Next review November 2021)
Business Continuity Plan		√	The Business Continuity Plan has been formalised and endorsed for operation in October 2017. Next review October 2019
Risk Management Policy		√	Completed (Next Review 2019)
Public Interest Disclosure (Whistleblowing)			
Public Interest Disclosure		√	Whistleblower Policy has been revoked & replaced by the Public Interest Procedure (Next Review Nov 2023).
External Audit			
External Auditor to Attend Meeting Discuss Audit	√		Completed

AUDIT COMMITTEE – ANNUAL PERFORMANCE REPORT

External Auditors Correspondence Tabled and Responded	√		Completed
External Auditor Independence Maintained	√		Completed
External Auditor Appointment Process		√	Next review 2021
Reporting			
Annual Performance Report	√	√	2017/18 Completed, 2018/19 to be completed by October 2019
Other Matters			
Review Charter	√	√	Completed. Next review after next Council election
Annual Business Plan	√		Completed
Infrastructure Asset Management Plans	√	√	Buildings – IAMP & Stormwater IAMP to be adopted at November 2019 Council meeting. CWMS – IAMP to be developed in 2019
Review Long Term Financial Plan	√	√	Reviewed in September 2019 and expected to be adopted in November 2019. Next review March 2020
Review Financial Indicators		√	Scheduled January 2020
Treasury Management Policy	√	√	Completed Review (To be tabled to November 19 Council meeting)
Prudential Management Policy	√	√	Completed Review (To be tabled to November 19 Council meeting)
Guarantee & Community Loans Policy		√	Next Review Nov 19
Training & Development Schedule	√		Completed

As evidenced above the Audit Committee has met a number of the key legislative requirements in the past year. Requirements such as; reviewing the Annual Financial Statements and Annual Business Plans of Council and implementation of the internal controls policy and the review of the Charter of the Audit Committee, have assisted the Committee in meeting its obligations.

As per the Charter of the Audit & Risk Committee and supported by action number, 5.2 of the Audit & Risk Committee's work program. The following is required to be included in the Audit & Risk Committee annual performance report.

Report annually to Council;

- *outlining outputs relative to the Audit Committee's work program and the results of a self-assessment of performance for the preceding period including whether it believes any changes to its Charter are appropriate;*
- outlining any identified training needs;
- advising future work program proposals; and
- invite comment from the Council on all of the above.

The above tables outline the performance of the Audit & Risk Committee. In addition, in the past year, post the election the Audit & Risk Committee have undertaken training in Audit Committees conducted by the Local Government Association and annually it will continue to review training requirements for its Committee members.

In respect to the forthcoming year's works program, the Committee has emphasised that it should continue to build on the previous good work undertaken by focusing on internal controls, risk management. completion of infrastructure asset management plans and ongoing policy updates.

15.2.12 Customer Experience Policy

Report Type	Officer Report
Department	Corporate Services
Author	Jessica Robinson and Catherine Loder
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/ 12.63.1/1
Attachments	<ol style="list-style-type: none"> 1. Final Draft Customer Experience Policy [15.2.12.1 - 7 pages] 2. Final Draft Compliments & Complaints Handling Procedure [15.2.12.2 - 6 pages] 3. Final Draft Request for Service Procedure [15.2.12.3 - 3 pages] 4. Final Draft Internal Review of Decisions Procedure [15.2.12.4 - 6 pages] 5. Final Draft Unreasonable Customer Conduct Procedure [15.2.12.5 - 4 pages] 6. Customer Experience Policy Report to 8 October 2019 Council Meeting [15.2.12.6 - 33 pages]

Purpose of Report

To review the following documents:

- Compliments & Complaints Handling Policy,
 - Complaints Handling Procedure,
- Internal Review of Council Decisions Policy,
- Request for Service Policy.

The review process has identified that the above documents will better align with Council's Policy Framework in a new structure, consisting of:

- Customer Experience Policy (Attachment 1),
 - Compliments and Complaints Procedure (Attachment 2),
 - Request for Service Procedure (Attachment 3),
 - Internal Review of Council Decisions Procedure (Attachment 4) and
 - Unreasonable Customer Conduct Procedure (Attachment 5).

Report Details

Following the report to Council on 8 October 2019 (Attachment 6), community consultation has occurred on the following documents:

- Customer Experience Policy;
 - Compliments and Complaints Procedure;
 - Request for Service Procedure;
 - Internal Review of Council Decisions Procedure; and
 - Unreasonable Customer Conduct Procedure.

Information was made available to the public during the period starting 10 October 2019 and ending 1 November 2019 (22 days) on:

- The Have Your Say page on Council's website (19 unique views during the consultation period, please note the page also has other consultation items listed on it);
- Council's Facebook page (581 people reached, 15 engagements with the post, 2 likes and 1 share);
- Council's column in the Pennant and South East Times newspapers (published 16, 17, 30, 31 Oct 2019);
- Council's community newsletter October 2019; and
- Information was provided to customer service officers at Council offices.

No public comments were received on any of the documents.

Draft Internal Review of Decisions Procedure

Following a further staff review of the Internal Review of Decisions Procedure, there were a number of recommended changes identified, these include;

- Clarification of role of Internal Review Contact Officer and Reviewers,
- Clarification on outcomes of review,
- Further example of where an application may be refused,
- Flow diagram updates,
- Inclusion of procedural fairness considerations.

The final draft versions of the documents are attached to this report for Council consideration.

- Customer Experience Policy (Attachment 1)
 - Compliments and Complaints Procedure (Attachment 2),
 - Request for Service Procedure (Attachment 3),
 - Internal Review of Council Decisions Procedure (Attachment 4) and
 - Unreasonable Customer Conduct Procedure (Attachment 5).

It is recommended that the documents be adopted and endorsed for operation in lieu of the current documents.

Financial Considerations

There are no known financial considerations related to this report.

Risk Considerations

Refer to Wattle Range Council's SharePoint Risk Register – Policy and Procedure Review Cycle.

Policy Considerations

Council Policy Framework
 Compliments & Complaints Handling Policy
 Complaints Handling Procedure
 Internal Review of Council Decisions Policy
 Request for Service Policy

Legislative Considerations

Local Government Act 1999 (particularly section 270)

Environmental / Sustainability Considerations

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


Communication & Consultation Considerations

Staff, ELT and Community Consultation has occurred in relation to these documents.

RECOMMENDATION

That Council:

1. Adopt and endorse the operation of:
 - a. *Customer Experience Policy; and*
 - b. *Requests for Service Procedure*
 - c. *Complaints Handling Procedure*
 - d. *Internal Review of Decisions Procedure*
 - e. *Unreasonable Customer Conduct Procedure*as presented
2. Revoke the operation of the following documents:
 - f. Compliments & Complaints Handling Policy
 - g. Complaints Handling Procedure
 - h. Internal Review of Council Decisions Policy
 - i. Request for Service Policy

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		Next Review Due:	

1. STATEMENT

Wattle Range Council delivers an extensive range of services and infrastructure to its community. Council is committed to the provision of quality service to customers and regards service requests, compliments, complaints and internal review requests as an opportunity to enhance practices and procedures as well as resolve matters.

This policy is prepared to meet Council's requirement under section 270 of the *Local Government Act 1999*.

2. DEFINITIONS

Council refers to the Wattle Range Council.

Employee includes a person employed directly by the Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

Business Day means a day when the Council is normally open for business, i.e. Monday to Friday, excluding public holidays and office closures.

Compliment is an expression of satisfaction with a product or service delivered by the Council or its representatives. An example is a customer statement of positive recognition or praise for a service or individual.

Complaint is an expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been or should have been delivered.

Complaints which are determined to be about matters that are not Council's responsibility, such as disputes between neighbours, will not be handled under this policy.

Frivolous Complaint a request or complaint made that is of false nature and/or has no reasonable grounds for lodging and/or there is not sufficient interest in the matters from the complainant

Vexatious Complaint a request or complaint that is made with the intent to harass, annoy, delay or cause detriment or trouble to the Council.

Feedback can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision. Feedback may, however, influence future service reviews and delivery methods.

Request for Service is an application to have Council or its representative take some form of action to provide or improve a Council service.


3. PRINCIPLES

3.1 Principles

This policy is based on several principles, which will be fundamental in the way Council approaches provision of service, compliments and complaint handling. They are:

- **Continuous Improvement:** review of service provision, compliments and complaints give Council an opportunity to identify services and areas of better practice by staff, and incorporate those practices and standards in other areas of Council activities.

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GF 9.87.1	Public	Corporate Services	Chief Executive Officer	4 Yearly
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- **Performance:** requests, compliments and complaints provide valuable indicators of the effectiveness of a service and useful insights about the aspects of service most meaningful to our community.
- **Recognition:** compliments enable Council to acknowledge excellence, recognise the efforts of staff and celebrate success.
- **Fairness:** treating people fairly requires impartiality, confidentiality and transparency at all stages of the process.
- **Accessibility:** to be accessible there must be broad public awareness about Council's policy and a range of contact options.
- **Responsiveness:** this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems.
- **Efficiency:** matters will be resolved as reasonably practical, ensuring that they are consistent with this policy and dealt with at a level that reflects their level of complexity.
- **Teamwork:** work together across Council departments where matters overlap functional responsibilities.
- **Procedural Fairness:** is concerned with the procedures used by a decision maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision.

3.2 Requests for Service

When determining how to respond to a request for service, the following will be considered:

- statutory responsibilities,
- the content of Council's strategic management plans, annual business plan & budget and annual works program,
- relevant Council policies and codes,
- established service standards and response times for regular Council activities.

When prioritising requests for service emphasis will be placed on:

- Public safety and emergencies,
- Fulfilling Council's strategic and business plans,
- Using Council resources efficiently & effectively,
- Guidelines and conditions of externally funded programs.

3.3 Compliments

Council values positive feedback and compliments as they demonstrate where Council is doing things right, what Council needs to do more of and/or continue to do.


Positive feedback will be used to promote better practice across Council and to recognise staff members who consistently demonstrate excellent service.

3.4 Complaints

The following types of complaints will be addressed under this policy:

- Complaints regarding dissatisfaction with a Council service, that has not been or inadequately supplied. *supported by Requests for Service Procedure and Compliments & Complaints Handling Procedure*

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- Complaints alleging an employee has contravened or failed to comply with the Code of Conduct for Council Employees supported by *Compliments and Complaints Handling Procedure*.
- Undertaking a review of the process of how a Council decision was made, or the decision itself. Supported by *Internal Review of Decision Procedure*.

The following matters are not covered by this policy:

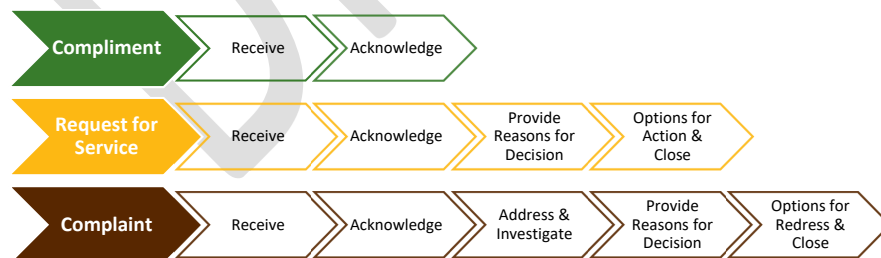
- Complaints against a Council Member (Councillor or Mayor). Refer to the *Elected Members Code of Conduct*,
- Insurance claims,
- Complaints or appeals against expiation notices,
- Some decisions made by Council may be subject to appeal or review rights as set out in other legislation. Where other appeal or review rights exist or are excluded by other legislation, a request for internal review under this policy will not be accepted. Examples include, but are not limited to:
 - Freedom of Information applications (refer to the *Freedom of Information Act 1991*)
 - *Dog & Cat Management Act 1995*
 - *Planning, Development & Infrastructure Act 2016*
 - *Expiation of Offences Act 1996*

The CEO may consider granting an Internal Review on the matters described above at their discretion.

3.5 Managing Requests, Compliments & Complaints

Council welcomes requests, compliments and complaints as a way of improving its services and programs as well as providing an opportunity to put things right.


Council will develop and maintain procedures that consider the following steps in managing these:



3.5.1 Timeframes

Council aims to acknowledge the receipt of requests, compliments & complaints within 10 business days. Where a matter cannot be resolved immediately or within 10 business days the customer should be advised of the process to be undertaken and timeframe they can expect to be updated on progress.

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3.5.2 Complaint Handling

Complaints will be handled in accordance with the below levels of escalation:

Level 1	Frontline Handling & Early Resolution All staff are empowered to handle complaints in the first instance, and it is preferable that they are dealt with promptly at the initial point of contact with the appropriate officer.
Level 2 *	Escalation to a Senior Officer Complaints will be directed to a more senior officer where circumstances indicate that the complaint would be more appropriately handled at a higher level. Examples include, but are not limited to <ul style="list-style-type: none"> • an officer is the subject of the complaint; • where the complaint is about an issue that requires a decision to be made at a more senior level; or • where a complaint concerns a matter that ranges across more than one Council work area. Allegations that an employee has contravened or failed to comply with the Code of Conduct for Council Employees must be directed: <ul style="list-style-type: none"> • to the employees direct manager, or • if the matter is in relation to the CEO, to the Mayor.
Level 3 *	Internal Review of Decisions Is a process to reconsider the information relied on to make a decision, including new information if relevant. This process is generally a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO. An internal review request can be made for a decision of: <ul style="list-style-type: none"> • the Council • employees of the Council • other persons acting on behalf of Council Requests for internal review must be received within 6 months of the decision in question being made. Refer to Council's Internal Review of Decisions Procedure.


** If possible, complaints will be handled independently of the original decision-maker or officer involved in the matter that is the subject of the complaint.*

3.5.3 Alternative Options

Council prefers being provided the opportunity to resolve complaints directly with our customers. Customers do also have a right to lodge a complaint through the State Ombudsman:

Ombudsman SA
 PO Box 3651, Rundle Mall SA 5000
 Phone: 08 8226 8699
 website: <https://www.ombudsman.sa.gov.au>

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If you think a public officer has broken the law, or acted in a way that is seriously inappropriate or negligent then you should consider making a report to the:

Office for Public Integrity (OPI)
GPO Box 11066, Adelaide SA 5001
Phone: 08 8207 1777
website: <https://icac.sa.gov.au>

When advising a complainant of the outcome of an investigation of a complaint, Council will provide information about alternative remedies, including any rights of appeal and the right to make a complaint to an external agency such as the State Ombudsman.

3.6 Systems for Receiving Requests, Compliments & Complaints

Council will maintain a system(s) to record service requests, compliments and complaints that will allow the information to be analysed for service improvement opportunities.

A person can make a request, compliment or complaint verbally or in writing in accordance with the relevant procedure, with the following exceptions:

- persons whose conduct is deemed unreasonable may be restricted in the way they can contact Council (*refer to the "3.7 Unreasonable Customer Conduct" section below*).
- Council will not accept service requests or complaints by social media, e.g. Facebook.

3.6.1 Using Systems to Improve Service (Monitoring & Reporting)

Analysis of requests, compliments and complaints is a powerful way of helping Council inform service improvements. Council will review and evaluate information gained through its system(s) to identify trends, systemic issues or opportunities to improve service.

Council's annual report will include:


- number of requests for internal review made; and
- the kinds of matters to which requests for internal review relate; and
- the outcome of requests for internal review (*refer s270(8) LG Act*).

Learnings may be implemented where appropriate by making changes to policies, procedures and practices.

3.6.2 Training

Employees will be trained to manage requests, compliments and complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

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3.7 Unreasonable Customer Conduct

All persons contacting Council will be treated with fairness and respect. However, occasionally the conduct of customers can be unreasonable. This may take the form of, but is not limited to:

- **unreasonable persistence:** persons persisting with their issues even though they have been dealt with to finality, refusing to accept final decisions and sending excessive amounts of correspondence.
- **unreasonable demands:** insisting on outcomes that are unattainable, moving the goal posts or demanding to have their complaints dealt with in particular ways.
- **unreasonable lack of cooperation:** providing disorganised, excessive or irrelevant information, being unwilling to consider other valid viewpoints, or refusing to define their issues of complaint when they are capable of doing so.
- **unreasonable arguments:** seeing cause and effect arguments where there are clearly none, holding conspiracy theories unsupported by evidence, and irrationally interpreting facts or laws and refusing to accept other more reasonable interpretations
- **unreasonable behaviour:** extreme anger, aggression, threats or other threatening or violent conduct. This includes making excessive demands, frequently contacting Council and making malicious, frivolous or vexatious requests or complaints.

Where Council or the Chief Executive Officer (CEO), or his/her delegate determines that a customer has engaged in unreasonable conduct, this is grounds to dismiss the matter and not take any further action in relation to it.

A determination will take into account:

- any similar requests previously made by the person (i.e. about the same service);
- the response and outcome to previous requests made by the person (if any);
- whether the service is capable of being provided by or required to be provided by the Council;
- the outcomes sought by the person; and
- the resources required to provide the service (to ensure that it is not an unreasonable diversion of public resources).


Where a person's behaviour is determined as unreasonable conduct a decision may be made to apply restrictions on contact with the person and may be managed or dealt with in accordance with Council's Unreasonable Customer Conduct Procedure.

Any decision to restrict contact or suspend action on a matter will be communicated (preferably in writing) to the customer.

3.8 Privacy and Confidentiality

All requests, compliments and complaints lodged with Council are subject to the *Freedom of Information Act 1991* and confidentiality cannot be guaranteed under the provisions of that legislation.

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	Customer Experience	Date Adopted:
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4. REVIEW

This Policy will be reviewed every four years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.

5. AVAILABILITY

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

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

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

6. REFERENCES & FURTHER READING


References:	
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999 – Sections 270 and 271;</i> • <i>Freedom of Information Act 1991;</i> • <i>Development Act 1993;</i> • <i>Expiation of Offences Act 1996</i>
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Policy 2.1 – Code of Conduct for Council Employees • Policy 1.1 – Code of Conduct for Council Members • Policy 1.8 – Fraud & Corruption Prevention • Procedure 101 – Internal Review of Council Decisions • Procedure 142 – Compliments and Complaints Handling • Procedure 400 - Unreasonable Customer Conduct • Procedure 239 - Duress Alarm • Procedure 29 - Request for Service

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	13/03/2012	Council	Adopted	Folio 4732; Item 11.1.5
2	13/12/2016	Council	Amendment and Policy Number Change (formerly 2.2)	Folio 6953; Item 13.2.5
			Changed to Customer Experience Policy. Merged Request for Service and Internal Review Policies into document. Some information moved to procedures.	

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	Compliments and Complaints Handling	Date Adopted:
		Next Review Due:

This procedure relates to the Customer Experience Policy

1. DEFINITIONS

Please refer to the Customer Experience Policy for definitions that apply to this procedure.

2. PROCEDURE

Council welcomes compliments and complaints as a way of improving its services and programs as well as providing an opportunity to assess current processes.

2.1 Receiving and Recording a Compliment or Complaint

A person can provide a compliment and complaint verbally or in writing in the following formats:

Online Form	Available on Council's website www.wattlerange.sa.gov.au
Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	PO Box 27 Millicent SA 5280
In Person	Wattle Range Council Offices
Telephone	08 8733 0900

Council encourages customers to provide their identity for their compliment or complaint to be fully processed. A person may remain anonymous, but where insufficient information is provided in a request, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

All compliments and complaints will be recorded in Council's Customer Request or Records Management System.

2.2 Recording and acknowledging a Compliment or Complaint


Details recorded into the Council's Customer Request System include

- Date and time request received
- Lodged by
- Customers Name
- Customers Address
- Customers Contact Phone Number
- Customers Email
- Details of complaints or compliment
- Officer assigned to
- Department

If the complaint or compliment is being made on another person's behalf the other person's details will need to be captured.

All compliments and complaints will be acknowledged verbally or in writing when the request is made. Council will acknowledge the receipt of compliments and complaints within 10 business days, unless resolved immediately.

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Any formal written compliments or complaints made to a Council Member will be forwarded to the Chief Executive Officer (CEO) for action.

2.3 Compliments

Compliments will be forwarded to the relevant officer and their supervisor/manager.

2.4 Address and Investigate Complaints

Each complaint must be assessed to determine its nature, how and when it should be handled, who should be involved and whether further information or investigation is required.

The first step is to assess the nature of the complaint, as not all complaints require investigation. Many complaints involve communication problems or misunderstandings that can be resolved informally by talking to the complainant or discussion between the parties, or through other processes such as mediation.

Issues to consider in the assessment of a complaint may include:

- whether there is a risk to public safety;
- how serious the complaint is and the significance it has for the complainant and for Council;
- the need and requirement of immediate action;
- complexity;
- whether it indicates the existence of a systemic problem;
- whether an alternative and satisfactory means of redress is available;
- whether the parties are agreeable to informal resolution of the complaint;
- whether the complaint is trivial, frivolous or without merit;
- the time that has elapsed between event and complaint.

All complaints will be handled in accordance with the three (3) Levels of escalation.

- Level 1 – Frontline Handling & Early Resolution
- Level 2 – Escalation to a Senior Officer
- Level 3 – Internal Review of Council Decisions

2.4.1 Level 1 - Frontline Handling & Early Resolution


When addressing and investigating the complaint be mindful that when people complain they want to:

- Feel secure
- Be listened to
- Be heard but not judged
- Have their point of view understood and acknowledged
- Be treated as an individual, with respect and courtesy
- Be provided with an explanation
- Be given an apology
- Have corrective action taken as soon as possible
- Make sure the problem never happens again

How first contact with a complainant is handled is extremely important. Council Employee's will try to resolve the complaint at the first point of contact.

The relevant Council Employee (first point of contact) is responsible for:

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- advising the complainant of the process to be undertaken and the time of the next contact; and
- accurately recording the details of the complaint.

Handling a complaint at this level can include referral to another officer who was not involved in the matter, or to a Team Leader or Manager.

If the complaint cannot be resolved at the frontline it will be directed to a more senior officer or an officer with greater knowledge of the matter to respond.

When a complaint is to be transferred to another Council Employee all information and details are to be provided. The first point of contact should brief the employee such that they feel comfortable discussing the complaint with the customer.

Ensure that the complaint has been logged and updated before transferring.

Having their complaint transferred can be frustrating for the complainant, so ensure that they do not have to explain everything again.

Advise the complainant of the reason for the transfer of responsibility and explain the process and timeframes which will be followed.

2.4.2 Level 2 - Escalation to a Senior Level

Complaints will be handled independently of the original decision-maker or officer involved in the matter that is the subject of the complaint.

The Senior Level Employee (Manager level or above) must ensure all information has been received from the first point of contact and is comfortable contacting the customer.

Senior Level Employee's will be involved in complaint handling when:

- It ranges across more than one service area within Council
- concerns a contractor or consultant
- alleges improper conduct by a staff member
- has a high degree of complexity and/or
- if a complainant is not satisfied with the outcome or handling of the complaint at the frontline level

In the great majority of cases, complaints should be resolved to the satisfaction of all parties at this level.

When the complaint cannot be resolved at this level it will be referred to the CEO who will determine the next course of action.

2.4.3 Level 3 - Internal Review of Council Decisions

Where complaints require a formal investigation the Internal Review of Decisions Procedure is to be followed

2.5 Provide Reasons for Decisions


Where a complaint is considered justified, Council will provide a response on the outcome of the complaints review or investigation.

Appropriate Outcomes for the complaint may include:

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- Providing the customer further information on Council's decision
- An Apology for the grievance caused
- Expressing empathy and understanding where there is no solution
- A process review to ensure the same issues do not occur in the future
- An explanation
- An admission of fault
- A change in decision
- A change to policy, procedure or practice
- Adding a file note acknowledging a correction of misleading records,
- The remission of a penalty
- Protection to the complainant
- Disciplinary action
- Referral of a matter to an external agency for further investigation or prosecution.

Any outcomes which involve compensation or admission of fault will be provided to the CEO for final review.

In cases where others have been affected outside the customer raising the complaint the outcome may be provided to them.

Even when the outcome is not what they want, people should feel that they have been treated decently and that the process has been fair.

2.6 Options for Redress and Close

Council will close the compliment or complaint request once the outcome has been provided.

If the customer is not satisfied with the closure of the complaint they can lodge a *Level 3 – Internal Review of Council Decisions* and will need to follow the *Internal Review of Decisions* Procedure.

2.7 Records Management and Review

All complaints and compliments must be recorded in Council's Customer Request and/or Records Management system for analysis and service improvement opportunities.

Analysis of requests, compliments and complaints is a powerful way of helping Council inform service improvements. Council will review and evaluate information gained through its system(s) to identify trends, systemic issues or opportunities to improve service.

A quarterly report of compliments and complaints will be provided to the Executive Leadership Team (ELT).

2.8 Alternative Complaint Procedures


There are also other complaint procedures which apply to particular types of complaints. If the complaint would be more properly handled by another process this should be explained to the complainant at the outset. For example:

- Freedom of Information applications
- Insurance claims
- Decisions made under legislation other than the *Local Government Act*, such as the *Development Act 1993* or *Expiation of Offences Act 1996*.

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 Wattle Range COUNCIL	PROCEDURE 142	Version: DRAFT 10_2019
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Ensure that the complainant has enough information to initiate the alternative process. There are some types of complaints which must be automatically transferred

- Complaints about a Council decision
- Complaints in relation to a Council Member or the CEO
- Where the problem is clearly outside of the staff member's delegation or area of expertise
- Complaints alleging fraud, corruption or other criminal behaviour, which should be referred to the Anti-Corruption Branch or other relevant branch of SAPOL
- Complaints involving an allegation of serious or controversial conduct by a staff member where disciplinary action is a possible outcome

3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the ELT, Council Staff and Council Members.

4. AVAILABILITY

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

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

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

5. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Managing Unreasonable Complainant Conduct Practice Manual, Endorsed by Australian Parliamentary Ombudsman – Section 3.4
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 270; • <i>Development Act 1993</i> – (Repealed by <i>Planning, Development & Infrastructure Act 2016</i>); • <i>Expiation of Offences Act 1996</i>; • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:</p> <ul style="list-style-type: none"> • Customer Experience Policy; • Employee's Code of Conduct; • Whistleblowers Protection Policy; • Fraud & Corruption Prevention Policy; • Internal Review of Decisions Procedure • Unreasonable Customer Conduct Procedure

6. 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	13 March 2012	Council	Adopted	Folio 4732; Item 11.1.5

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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 Wattle Range COUNCIL	PROCEDURE 29	Version:	DRAFT 10_2019
	Requests for Service	Date Adopted:	
		Next Review Due:	

This procedure relates to the Customer Experience Policy

1. DEFINITIONS

Please refer to Customer Experience Policy for definitions that apply to this procedure

2. PROCEDURE

2.1 Processing a Request for Service

Requests for service will be assessed in the context of the services and work provided for in the Council's annual business plan and budget and according to the conditions of externally funded programs.

2.1.1 Requesting a Service from Council

A person can request a service verbally or in writing in the following formats:

Online Form	Available on Council's website www.wattlerange.sa.gov.au
Email	council@wattlerange.sa.gov.au
Letter	PO Box 27 Millicent SA 5280
In Person	Wattle Range Council Offices
Telephone	08 8733 0900

All requests will be recorded in Council's Customer Request or Records Management System.

All requests will be acknowledged verbally or in writing within 10 days when the request is made.


2.1.2 Recording a Request

Details recorded into Council's Customer Request System may include:

- o Date and time request received
- o Lodged by
- o Customers Name
- o Customers Address
- o Customers Contact Phone Number
- o Customers Email
- o Details and nature of request
- o Officer assigned to

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

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.87.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 29	Version:	DRAFT 10_2019
	Requests for Service	Date Adopted:	
		Next Review Due:	

2.1.3 Timeframe for Response

All requests are assessed on an individual basis. Council Officer's will aim to provide a response within 10 business days and the response will advise of Council's proposed action in relation to the request for service.

2.1.4 Accepting or Declining a Request for Service

All requests are assessed individually by the delegated authority.

Accepted requests will be scheduled within current service standard timeframes (as automatically populated in the Customer Service System).

Applicants may be notified verbally or via return post/email of the outcome of their request.

Details of the action taken will be recorded against the request as lodged in the Customer Request System.

Declined requests will be recorded and may be reconsidered at a future date.

3. REVIEW

This Procedure will be reviewed every 4 years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.

4. AVAILABILITY

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


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

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

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Section 270
Relevant Policies / Procedures / Guidelines	This Procedure should be read in conjunction with: - <ul style="list-style-type: none"> • Customer Experience Policy • Internal Review of Decisions Procedure • Compliments and Complaints Handling Procedure • Unreasonable Customer Conduct Procedure

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.87.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 29	Version: DRAFT 10_2019
	Requests for Service	Date Adopted:
		Next Review Due:


6. 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	13/12/2016	Council	Adopted	Folio 6953; Item 13.2.6
			Changed to a procedure to sit under the Customer Experience Policy.	

DRAFT

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.87.1	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 101	Version: DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:
		Next Review Due:

This procedure relates to the Customer Experience Policy for customer service-related matters.

1. DEFINITIONS

Please refer to the Customer Experience Policy for the definitions

2. Procedure

The Internal Review of Decisions is Level 3 of the complaints handling process and generally a last resort, but it may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO. An internal review of decisions can be applied for relating to decisions of:

- a) the Council;
- b) employees of the Council; and
- c) other persons acting on behalf of the Council

Please refer to the Customer Experience Policy as not all types of decisions are eligible for review under this procedure.

2.1 Requesting an Internal Review of Decisions

All applications for an Internal Review must be received in writing describing the reasons for applying for the review and what is believed to be wrong with the decision. Applications need to be submitted within 6 months of the decision being made.

The customer can provide and is encouraged to provide new relevant information or evidence to support their application.

Written requests can be submitted by:

Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at a Council office.

Council encourages customers to provide their identity for their review to be fully processed. A person may remain anonymous, but where insufficient information is provided in a request, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

Applicants are encouraged to provide the below details (which will be recorded):


- Customer Name
- Customer Address
- Customer Preferred Phone Number
- Customer Email
- Reason for requesting internal review
- Supporting documentation relating to the decision (including any new information).

If the review is being requested on another person's behalf the other person's details will need to be captured.

Officers will record the following information with an application for Internal Review:

- Date and time received

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

 Wattle Range COUNCIL	PROCEDURE 101	Version:	DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:	
		Next Review Due:	

- Officer lodging the application
- Officer assigned to

2.2 Acknowledging a Request for Internal Review

All applications will be acknowledged with a return email or letter within 10 business days of receipt, advising that the request has been received and forwarded onto the relevant officer for action/review.

The Chief Executive Officer (CEO) will assign an Internal Review Contact Officer (IRCO) for the application who is responsible for:

- determining whether or not the decision is subject to review under this procedure;
- working in conjunction with the appropriately delegated officer to determine how the review will be handle;
- advising the applicant of the process to be undertaken and the time of the next contact; and
- ensuring the application is properly lodged, assigned and adequate records are maintained;
- updating the Internal Review Register.

When an IRCO has been selected, they will contact the customer advising of the expected timeframe for dealing with the matter.

Council will use its best endeavours to ensure that a review of the original decision will be completed within 20 business days. In more complex cases where a decision is to be reviewed by Council, a committee, or an external panel there may be delays caused by meeting cycle timelines.

The applicant will be regularly informed of progress, either by email, letter or telephone. Verbal conversations should be followed up in writing (where possible) or a file note made.

2.2.1 Applications for a Review of the Impact of Rates or Services Charges

If Council receives an application for a review of a decision concerning the financial impact of Council rates or services charges, these will be dealt with as a matter of priority and as per legislative requirements.

2.2.2 Refusing an Application for Review


An application may be refused if—

- the application is made by an employee of the Council and relates to an issue concerning his or her employment; or
- it appears that the application is frivolous or vexatious; or
- the applicant does not have a sufficient interest in the matter. (refer s270(4) LG Act)

Refusing an application for review will not be done lightly and the evidence on which a refusal is based will be documented.

Where a matter has been referred to the Local Government Association Mutual Liability Scheme (LGAMLS) and the LGAMLS have refused a claim or potential claim against the Council, on behalf of Council or where the LGAMLS have refused or provided advice to Council to refuse a claim in response to a threat of legal action against the Council, an application for review of a decision in connection with that claim or action (including the decision to refer the matter to the LGAMLS) will be vexatious.

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

 Wattle Range COUNCIL	PROCEDURE 101	Version: DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:
		Next Review Due:

2.3 Undertaking a Review

2.3.1 Internal Review Contact Officer

The role of the IRCO is to be the single point of contact for the applicant. The IRCO will ensure that an appropriate reviewer is assigned and may assist the reviewer.

2.3.2 Assignment of Applications for Review

The Council (being the group of members appointed or elected to the Council) will be the reviewer when:

- the decision being reviewed was made by a Committee of the Council or the CEO;
- the decision relates to civic and ceremonial matters; or
- in other circumstances as determined by the CEO or resolution of the Council.

Where the Council is not the reviewer, a reviewer will be chosen from the following:

- CEO or their nominee,
- A panel comprised of Council Members and Senior Staff,
- A panel of experts external to the organisation,
- An external body or person.

Wherever possible and appropriate, Council will seek to involve an external person or panel to assist with the review, including the enlistment of employees of other Councils.

2.3.3 Role of Reviewer

The reviewer will undertake a merits review of the decision.

The reviewer will consider all materials and information which were available to the original decisionmaker and any additional relevant information or material provided which has been provided or become available during the course of the review.


The reviewer will 'stand in the shoes' of the original decision-maker and determine the appropriate decision on the basis of the relevant circumstances and available information and materials.

2.3.4 Providing 'Procedural Fairness'

The reviewer will observe the principles of procedural fairness (also called 'natural justice') when undertaking the review. To observe the principles of procedural fairness:

- a) an applicant is entitled to put forward information and materials in support of the application for review;
- b) be informed of the proposed outcome of the review, have the opportunity to make submissions to the reviewer on the outcome and have these submissions taken into account; and
- c) the reviewer must not have a bias or perceived bias in respect of undertaking the review.

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

 Wattle Range COUNCIL	PROCEDURE 101	Version:	DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:	
		Next Review Due:	

2.4 Providing reasons

While there is no statutory requirement to give reasons for a decision, Council will provide reasons for the decision of the reviewer where practicable.

Council will always give reasons to explain the outcome where:

- A decision is not in accordance with a Council policy;
- A decision is likely to detrimentally affect rights or interests of individuals (or organisations) in a material way; or
- Conditions are attached to any approval, consent, permit, licence or other authorisation.

2.5 Outcome of review

Where the reviewer is the elected Council or a panel comprising of Elected Members and a staff member, the elected Council should determine whether to affirm, vary or revoke the original decision.

Where the reviewer is a Council employee, the employee may determine whether to affirm, vary or revoke the original decision if authority to make the decision has been delegated to that employee. If the reviewer does not have a delegation enabling the making of the decision, then the reviewer should report the outcome of the review to the elected Council (or delegate) for a determination as to whether the decision should be affirmed, varied or revoked.

Where the reviewer is an external person or body then the reviewer should report the outcome of the review to the elected Council for a determination as to whether the decision should be affirmed, varied or revoked. An external reviewer cannot vary or revoke a decision made by or on behalf of Council.

2.6 Recording and Reporting on Internal Reviews

All applications will be recorded into the Council's Records Management System and logged into the register of internal reviews.

Information captured into the Internal Review Register will be reported on in Council's Annual Report and provided to Council;

- The number of applications for review made
- The kinds of matters to which the applications relate
- The outcomes of the applications

3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.


4. AVAILABILITY

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

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

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

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

 Wattle Range COUNCIL	PROCEDURE 101	Version: DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:
		Next Review Due:

5. REFERENCES & FURTHER READING

References	•
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 254, 270, 270(8), 271 • <i>Development Act 1993</i> • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Attachment A – Internal Review of Council Decision • Policy Customer Experience • Whistleblowers' Protection Policy • Fraud and Corruption Prevention Policy • Procedure Compliments and Complaints Handling • Procedure Unreasonable Customer Conduct • Procedure Request for Service • Council's Records Management Procedure

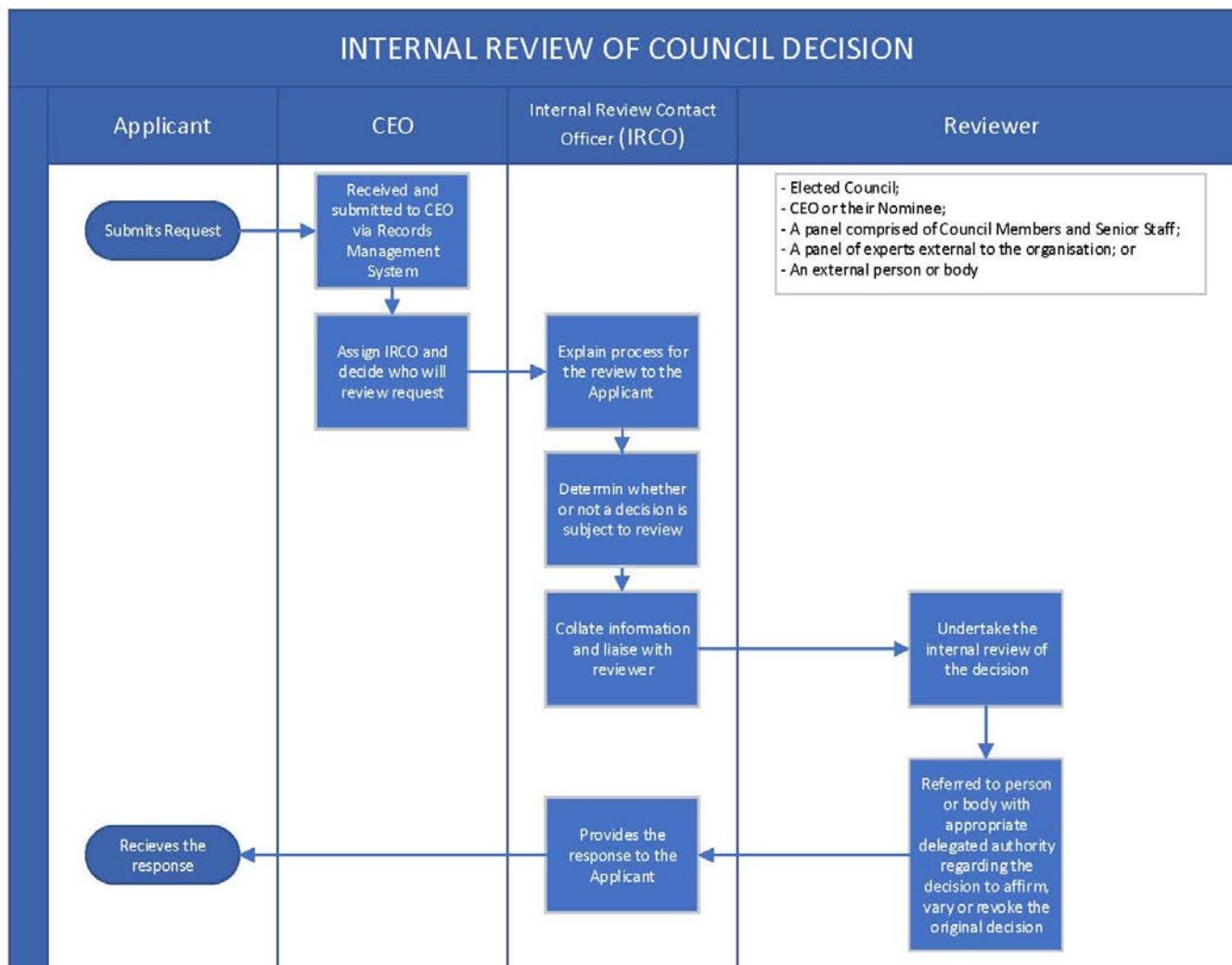
6. ADOPTION & AMENDMENT HISTORY


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

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12 December 2006	Council	Adopted	Folio 3789; Item 18.1.2
2	14 December 2010	Council	Reviewed	Folio 4496; Item 16.1.7
3	13 August 2012	Council	Amended	Folio 4797; Item 11.1.1
4	11 December 2012	Council	Reviewed and Amended	Folio 4847; Item 11.1.9
5	14 July 2015	Council	Reviewed and Amended	Folio 6115; Item 11.2.4
			Reviewed. Policy statements merged into Customer Experience Policy.	

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

Attachment A – Internal Review of Council Decision



 Wattle Range COUNCIL	PROCEDURE 400	Version: DRAFT 10_2019
	Unreasonable Customer Conduct	Date Adopted:
		Next Review Due:

This procedure relates to the Customer Experience Policy.

1. DEFINITIONS

Please refer to Customer Experience Policy for definitions that apply to this procedure.

2. PROCEDURE

2.1 What is Unreasonable Customer Conduct

As per Customer Experience Policy 28, all persons contacting Council will be treated with fairness and respect. However, occasionally the conduct of customers can be unreasonable. This may take the form of, but is not limited to:

- **unreasonable persistence:** persons persisting with their issues even though they have been dealt with to finality, refusing to accept final decisions and sending excessive amounts of correspondence.
- **unreasonable demands:** insisting on outcomes that are unattainable, moving the goal posts or demanding to have their complaints dealt with in particular ways.
- **unreasonable lack of cooperation:** providing disorganised, excessive or irrelevant information, being unwilling to consider other valid viewpoints, or refusing to define their issues of complaint when they are capable of doing so.
- **unreasonable arguments:** seeing cause and effect arguments where there are clearly none, holding conspiracy theories unsupported by evidence, and irrationally interpreting facts or laws and refusing to accept other more reasonable interpretations
- **unreasonable behaviour:** extreme anger, aggression, threats or other threatening or violent conduct. This includes making excessive demands, frequently contacting Council and making malicious, frivolous or vexatious requests or complaints.

2.2 Preventing Unreasonable Conduct

It is important that all customer requests be managed well from the outset to minimise:

- delays;
- misunderstandings; or
- unrealistic expectations.


Clear communication with customers is the key to managing customers' expectations and minimising unreasonable conduct. Council staff should ensure that customers understand what the Council can and cannot do, for example by:

- giving customers as much relevant and accurate information as possible;
- explaining the role of the Council;
- explaining how their request or complaint will be handled;
- informing the customer of the anticipated timeframe;
- explaining any further action or information required by the customer;
- keeping the customer informed of the progress of their request or complaint; and
- informing the customer of the possible outcomes.

2.3 Frontline Handling of Unreasonable Customer Conduct

Despite implementing prevention practices, there may be instances where customers are unreasonable in their conduct. If Council staff consider a customer's behaviour to be unreasonable, they can:

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 400	Version: DRAFT 10_2019
	Unreasonable Customer Conduct	Date Adopted:
		Next Review Due:

1 st Warning	Advise the customer that their conduct is unreasonable and explain why it is unreasonable.
2 nd Warning	<p>If behaviour continues Council Staff can give a 2nd warning and stop the conversation. Examples:</p> <ul style="list-style-type: none"> • Advise that you will not continue discussing the matter and may terminate the call. • Politely request the customer leave the office or area.
Duress Alarm / Exit Situation	<p>If at any time Council staff feel the situation has become threatening, aggressive or violent they can request for the police to be called and will follow the <i>Duress Alarm Procedure</i>.</p> <p>If occurring outside of Council offices remove yourself from the situation and head to a location where you will be supported.</p>

2.4 Continued Unreasonable Customer Conduct


Details of customers who are unreasonable in their conduct may be entered into an At Risk Register by the CEO.

When a person is continuing to show unreasonable conduct, a decision may be made to apply restrictions on contact with the person and may be managed or dealt with in accordance with the *Customer Experience Policy*.

Where the decision has been made to assign or place restrictions on the customer, the Chief Executive Officer (CEO) will write to the customer notifying of the proposed actions and restrictions that Council will be taking and why. Restrictions may include, but are not limited to:

Response Level	Restriction Applied	Action by the CEO (Note: If there is a risk to safety nothing prevents the CEO from immediate escalation as appropriate)
First Level Handling	Restricting Contact to one member of Council Staff (the customer will not make any further contact with other Council employees on the matter)	<p>The CEO may nominate an officer to handle the complaint with the customer.</p> <p>The customer will be notified, preferably in writing if possible, of the name and contact details of the officer who will be handling the complaint.</p>
Escalation First Response	No further complaints or comments on the issue will be acknowledged	Where the customer has contacted Council outside of their contact person or continued the unreasonable conduct with the Contact person. The CEO will contact the customer, preferably in writing (if possible), advising that all future comments and complaints on the matter will not be acknowledged, unless new evidence, new details or new information is presented.
Escalation Second Response	No further contact with Council on this matter moving forward	Where unreasonable conduct is continuing, and the customer is not following restrictions applied the CEO will contact the customer, preferably in writing, advising no further contact to be made on this matter.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 400	Version: DRAFT 10_2019
	Unreasonable Customer Conduct	Date Adopted:
		Next Review Due:

Response Level	Restriction Applied	Action by the CEO (Note: If there is a risk to safety nothing prevents the CEO from immediate escalation as appropriate)
Final Response	No further contact with Council or at Council facilities on any matter	When contact has been made since the Escalation Second Response step, the CEO will contact the customer, preferably in writing if possible, advising that all communications and contact is to cease, and no further contact is to be made at Council facilities.

The customer will be provided an opportunity to respond to the proposed actions within 10 days of receiving the written correspondence

Comments received from the customer will be reviewed and assessed prior to determining whether to proceed with the proposed actions and restrictions.

If no comments are received the CEO will continue as though there are no objections.

If restrictions are not applied the customer may receive a warning letter advising that the CEO has reviewed the actions and decided not to pursue restrictions at this time.

The CEO will notify all staff of any customer who has had restrictions applied and the customer's name and address will be recorded in Council's Risk Register.

2.5 Reviewing Customers with Restrictions

The restrictions will be recorded against the customers details and reviewed annually by the Executive Leadership Team (ELT).

After the 12-month period the customer will be notified in writing of the Council decision to

- Revoke the restrictions or
- Continue the restrictions for another 12-month period.

3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the ELT, Council Staff and Council Members.


4. AVAILABILITY

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

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

A copy of the Procedure 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:
12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	PROCEDURE 400	Version: DRAFT 10_2019
	Unreasonable Customer Conduct	Date Adopted:
		Next Review Due:

5. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Managing Unreasonable Complainant Conduct Practice Manual, Endorsed by Australian Parliamentary Ombudsman
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Development Act 1993 & Planning, Development & Infrastructure Act 2016;</i> • <i>Expiation of Offences Act 1996;</i> • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Policy – Code of Conduct for Council Employees • Policy – Code of Conduct for Council Members • Policy – Whistleblowers Protection • Policy – Fraud & Corruption Prevention • Policy Customer Experience • Procedure - Internal Review of Council Decisions • Procedure - Request for Service • Procedure – Compliments and Complaints Handling • Procedure – Duress Alarm

6. 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:
		Council	New procedure	Folio INSERT FOLIO # ; Item

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
12.63.1/1	Internal	Corporate Services	Chief Executive Officer	4 yearly
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

15.2.1 Customer Experience Policy

Report Type	Officer Report
Department	Corporate Services
Author	Jessica Robinson and Catherine Loder
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 5 - Organisational Excellence 5.2 Govern in a responsible and responsive way.
File Reference	GF/ 12.63.1/1
Attachments	<ol style="list-style-type: none"> 1. Customer Experience Policy [15.2.1.1 - 7 pages] 2. Request for Service Procedure [15.2.1.2 - 3 pages] 3. Compliments and Complaints Procedure [15.2.1.3 - 6 pages] 4. Internal Review of Decisions Procedure [15.2.1.4 - 6 pages] 5. Unreasonable Customer Conduct Procedure [15.2.1.5 - 4 pages] 6. Community Engagement Form - Customer Experience Policy [15.2.1.6 - 3 pages]

Purpose of Report

The following policies are due for review:

- Compliments & Complaints Handling Policy
 - Complaints Handling Procedure
- Internal Review of Council Decisions Policy
- Request for Service Policy

It is proposed to amend the above documents into a new structure, consisting of:

- Customer Experience Policy
 - Compliments and Complaints Procedure,
 - Request for Service Procedure,
 - Internal Review of Council Decisions Procedure and
 - Unreasonable Customer Conduct Procedure.

These documents detail how members of the public can submit requests, compliments, complaints and internal reviews. They also outline how such requests and feedback will be handled by the organisation. Hence it is likely there may be Community interest in the documents. This report is requesting that Council endorse a consultation period of 21 days.

Report Details

Section 270 of the *Local Government Act 1999* (the Act) requires Council to adopt policies, practices and procedures for dealing with:

- Reasonable requests for provision or improvement of a service provided by Council
- Complaints about the actions of council, employees of the council or other persons acting on behalf of the council.

Council currently has in place:

- Compliments & Complaints Handling Policy (last reviewed 13/12/2016)
 - Complaints Handling Procedure
- Internal Review of Council Decisions Policy (last reviewed 14 July 2015)
- Request for Service Policy (last reviewed 13/12/2016)

These documents are all due for review. Policies, practices or procedures established by Council under section 270 of the Act can be amended from time to time and they must be directed towards:

- dealing with the relevant requests or complaints in a timely, effective and fair way; and
- using information gained from the council's community to improve its services and operations.

There is significant reference material in relation to these topics and the following references have also been used to support the review:

- *Model Complaints Policy* (Local Government Association SA);
- *Managing Unreasonable Complainant Conduct Practice Manual 2nd Edition* (NSW Ombudsman 2012);
- *Valuing Complaints, An audit of complaint handling in South Australian Councils November 2011* (Ombudsman SA)
- *Right of Review - An audit of Local Government Internal Review of Council Decisions Procedures June 2017* (Ombudsman SA)
- *Complaint Management Framework* March 2016 (Ombudsman SA)
- Internal consultation with the Executive Leadership Team (ELT) and Council staff.

Having reviewed Council's documents and in consideration of Council's Policy Framework, it is proposed to amend the structure of Council's compliments, complaints, requests for service and internal review documents into:

- one overarching Policy document (the direction); and
- four procedures (the 'how to' that helps step through a process).

This is demonstrated in the below image:



Image: Proposed new document structure

Draft Customer Experience Policy (Attachment 1)

The existing policies contained some duplication. Hence these have been merged into the revised Customer Experience Policy, with an aim of providing a single consistent approach to customer experiences.

Due to the large amount of legislation that applies to council, it can become confusing to know which approach is the most appropriate to take. By having a single policy, supported by the proposed procedures below, it is hoped that this provides a clearer understanding of the options available to the public and how council manages requests and complaints.

Where information was of a 'how to' nature in the existing documents, this has been incorporated into the relevant procedures as detailed below.

Draft Requests for Services Procedure (Attachment 2)

A procedure that details how members of the public can lodge a request and how council officers manage these requests.

Draft Complaints Handling Procedure (Attachment 3)

A procedure that details how members of the public can lodge a compliment or complaint and how council officers manage these.

Draft Internal Review Procedure (Attachment 4)

Council is required to establish procedures for the review of decisions of:

- The Council;
- Employees of the council;
- Other persons acting on behalf of the council

It must contain:

- the manner in which an application for review can be made;
- the assignment of a suitable person to reconsider a decision under review;
- the matters that must be referred to the council itself for consideration or further consideration;
- in the case of applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers—the provision to be made to ensure that these applications can be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under this Act;
- the notification of the progress and outcome of an application for review;
- the time frames within which notifications will be made and procedures on a review will be completed.

This procedure details how members of the public can lodge an internal review application and how council will manage these applications.

Draft Unreasonable Customer Conduct Procedure (Attachment 5)

It is proposed to introduce a procedure for the management of unreasonable customer conduct. Council deals with many requests, compliments and complaints throughout its business and generally the conduct of customers is reasonable. However, there are members of the Community who have not acted so responsibly. Unreasonable conduct may include conduct that:

- Is aggressive, abusive or threatens harm towards Council and staff;
- Is dishonest, provides intentionally misleading information or deliberately withholds information that is relevant;
- Persistently contacts Council, requesting things they are not entitled to and outcomes that are clearly not possible or appropriate in the circumstances; or
- Demonstrates an unwillingness to accept a decision and continues to demand further action on a matter, even though internal review options may have been exhausted.

The implementation of this procedure is proposed to assist in risk mitigation.

Employees have a general duty to always act honestly and with reasonable care and diligence in the performance of official duties (section 109 of the Act). All persons have an expectation to be treated with fairness and respect, this includes customers, council members and employees. Unreasonable complainant conduct does not preclude there being a valid issue. It is important to recognise that the substance of a complaint dictates the level of resources dedicated to it, not a complainant's demands or behaviour.

The procedure is proposed to help provide a clear process to assist staff at all levels follow a consistent approach to the management of person's whose conduct is unreasonable.

Community Engagement

Section 270 of the Act does not specifically require council to undertake public consultation in relation to these policies, practices and procedures, however consideration should also be given to Council's Community Engagement Policy. The policy outlines that Council may also consider undertaking community engagement in accordance with the policy in other circumstances, including where "*there is likely to be significant impact, community concern or community interest in the issue or outcome*". Given the proposed policy and procedures contain information relating to the way in which the community and Council interact, it is likely there may be community interest in the documents. An *Establishing Community Engagement Form* (Attachment 6) has been prepared outlining the proposed Community Engagement process. The proposed community engagement process is similar to what the Act requires for other key policy document consultation (e.g. s50(4) of the Act for public consultation policies).

Financial Considerations

There are no known financial considerations related to this report.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

Policy Framework

Compliments & Complaints Handling Policy

- Complaints Handling Procedure

Internal Review of Council Decisions Policy

Request for Service Policy

Legislative Considerations

Section 270 of the *Local Government Act 1999*

Environmental / Sustainability Considerations

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


Communication & Consultation Considerations

It is proposed that 21 days public consultation occurs which involves advertising the revised document both in the local newspapers and on the Council's website.

RECOMMENDATION

That Council:

1. Endorse a period of 21 days Community Consultation in relation to the:
 - a. *Draft Customer Experience Policy; and*
 - b. *Draft Requests for Service Procedure*
 - c. *Draft Complaints Handling Procedure*
 - d. *Draft Internal Review of Decisions Procedure*
 - e. *Draft Unreasonable Customer Conduct Procedure*

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1. STATEMENT

Wattle Range Council delivers an extensive range of services and infrastructure to its community. Council is committed to the provision of quality service to customers and regards service requests, compliments, complaints and internal review requests as an opportunity to enhance practices and procedures as well as resolve matters.

This policy is prepared to meet Council's requirement under section 270 of the *Local Government Act 1999*.

2. DEFINITIONS

Council refers to the Wattle Range Council.

Employee includes a person employed directly by the Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

Business Day means a day when the Council is normally open for business, i.e. Monday to Friday, excluding public holidays and office closures.

Compliment is an expression of satisfaction with a product or service delivered by the Council or its representatives. An example is a customer statement of positive recognition or praise for a service or individual.

Complaint is an expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been or should have been delivered.

Complaints which are determined to be about matters that are not Council's responsibility, such as disputes between neighbours, will not be handled under this policy.

Frivolous Complaint a request or complaint made that is of false nature and/or has no reasonable grounds for lodging and/or there is not sufficient interest in the matters from the complainant

Vexatious Complaint a request or complaint that is made with the intent to harass, annoy, delay or cause detriment or trouble to the Council.

Feedback can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision. Feedback may, however, influence future service reviews and delivery methods.

Request for Service is an application to have Council or its representative take some form of action to provide or improve a Council service.


3. PRINCIPLES

3.1 Principles

This policy is based on several principles, which will be fundamental in the way Council approaches provision of service, compliments and complaint handling. They are:

- **Continuous Improvement:** review of service provision, compliments and complaints give Council an opportunity to identify services and areas of better practice by staff, and incorporate those practices and standards in other areas of Council activities.

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- **Performance:** requests, compliments and complaints provide valuable indicators of the effectiveness of a service and useful insights about the aspects of service most meaningful to our community.
- **Recognition:** compliments enable Council to acknowledge excellence, recognise the efforts of staff and celebrate success.
- **Fairness:** treating people fairly requires impartiality, confidentiality and transparency at all stages of the process.
- **Accessibility:** to be accessible there must be broad public awareness about Council's policy and a range of contact options.
- **Responsiveness:** this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems.
- **Efficiency:** matters will be resolved as reasonably practical, ensuring that they are consistent with this policy and dealt with at a level that reflects their level of complexity.
- **Teamwork:** work together across Council departments where matters overlap functional responsibilities.
- **Procedural Fairness:** is concerned with the procedures used by a decision maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision.

3.2 Requests for Service

When determining how to respond to a request for service, the following will be considered:

- statutory responsibilities,
- the content of Council's strategic management plans, annual business plan & budget and annual works program,
- relevant Council policies and codes,
- established service standards and response times for regular Council activities.

When prioritising requests for service emphasis will be placed on:

- Public safety and emergencies,
- Fulfilling Council's strategic and business plans,
- Using Council resources efficiently & effectively,
- Guidelines and conditions of externally funded programs.

3.3 Compliments

Council values positive feedback and compliments as they demonstrate where Council is doing things right, what Council needs to do more of and/or continue to do.


Positive feedback will be used to promote better practice across Council and to recognise staff members who consistently demonstrate excellent service.

3.4 Complaints

The following types of complaints will be addressed under this policy:

- Complaints regarding dissatisfaction with a Council service, that has not been or inadequately supplied. *supported by Requests for Service Procedure and Compliments & Complaints Handling Procedure*

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- Complaints alleging an employee has contravened or failed to comply with the Code of Conduct for Council Employees supported by Compliments and Complaints Handling Procedure.
- Undertaking a review of the process of how a Council decision was made, or the decision itself. Supported by Internal Review of Decision Procedure.

The following matters are not covered by this policy:

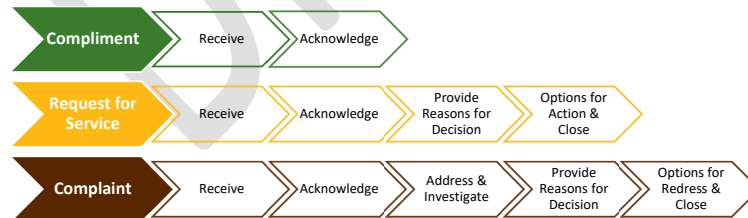
- Complaints against a Council Member (Councillor or Mayor). Refer to the Elected Members Code of Conduct,
- Insurance claims,
- Complaints or appeals against expiation notices,
- Some decisions made by Council may be subject to appeal or review rights as set out in other legislation. Where other appeal or review rights exist or are excluded by other legislation, a request for internal review under this policy will not be accepted. Examples include, but are not limited to:
 - Freedom of Information applications (refer to the *Freedom of Information Act 1991*)
 - *Dog & Cat Management Act 1995*
 - *Planning, Development & Infrastructure Act 2016*
 - *Expiation of Offences Act 1996*

The CEO may consider granting an Internal Review on the matters described above at their discretion.

3.5 Managing Requests, Compliments & Complaints

Council welcomes requests, compliments and complaints as a way of improving its services and programs as well as providing an opportunity to put things right.

Council will develop and maintain procedures that consider the following steps in managing these:




3.5.1 Timeframes

Council aims to acknowledge the receipt of requests, compliments & complaints within 10 business days. Where a matter cannot be resolved immediately or within 10 business days the customer should be advised of the process to be undertaken and timeframe they can expect to be updated on progress.

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3.5.2 Complaint Handling

Complaints will be handled in accordance with the below levels of escalation:

Level 1	<p>Frontline Handling & Early Resolution All staff are empowered to handle complaints in the first instance, and it is preferable that they are dealt with promptly at the initial point of contact with the appropriate officer.</p>
Level 2 *	<p>Escalation to a Senior Officer</p> <p>Complaints will be directed to a more senior officer where circumstances indicate that the complaint would be more appropriately handled at a higher level. Examples include, but are not limited to</p> <ul style="list-style-type: none"> • an officer is the subject of the complaint; • where the complaint is about an issue that requires a decision to be made at a more senior level; or • where a complaint concerns a matter that ranges across more than one Council work area. <p>Allegations that an employee has contravened or failed to comply with the Code of Conduct for Council Employees must be directed:</p> <ul style="list-style-type: none"> • to the employees direct manager, or • if the matter is in relation to the CEO, to the Mayor.
Level 3 *	<p>Internal Review of Decisions</p> <p>Is a process to reconsider the information relied on to make a decision, including new information if relevant. This process is generally a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO.</p> <p>An internal review request can be made for a decision of:</p> <ul style="list-style-type: none"> • the Council • employees of the Council • other persons acting on behalf of Council <p>Requests for internal review must be received within 6 months of the decision in question being made. Refer to Council's <i>Internal Review of Decisions Procedure</i>.</p>

** If possible, complaints will be handled independently of the original decision-maker or officer involved in the matter that is the subject of the complaint.*


3.5.3 Alternative Options

Council prefers being provided the opportunity to resolve complaints directly with our customers. Customers do also have a right to lodge a complaint through the State Ombudsman:

Ombudsman SA
 PO Box 3651, Rundle Mall SA 5000
 Phone: 08 8226 8699
 website: <https://www.ombudsman.sa.gov.au>

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If you think a public officer has broken the law, or acted in a way that is seriously inappropriate or negligent then you should consider making a report to the:

Office for Public Integrity (OPI)
GPO Box 11066, Adelaide SA 5001
Phone: 08 8207 1777
website: <https://icac.sa.gov.au>

When advising a complainant of the outcome of an investigation of a complaint, Council will provide information about alternative remedies, including any rights of appeal and the right to make a complaint to an external agency such as the State Ombudsman.

3.6 Systems for Receiving Requests, Compliments & Complaints

Council will maintain a system(s) to record service requests, compliments and complaints that will allow the information to be analysed for service improvement opportunities.

A person can make a request, compliment or complaint verbally or in writing in accordance with the relevant procedure, with the following exceptions:

- persons whose conduct is deemed unreasonable may be restricted in the way they can contact Council (*refer to the "3.7 Unreasonable Customer Conduct" section below*).
- Council will not accept service requests or complaints by social media, e.g. Facebook.

3.6.1 Using Systems to Improve Service (Monitoring & Reporting)

Analysis of requests, compliments and complaints is a powerful way of helping Council inform service improvements. Council will review and evaluate information gained through its system(s) to identify trends, systemic issues or opportunities to improve service.

Council's annual report will include:


- number of requests for internal review made; and
- the kinds of matters to which requests for internal review relate; and
- the outcome of requests for internal review (*refer s270(8) LG Act*).

Learnings may be implemented where appropriate by making changes to policies, procedures and practices.

3.6.2 Training

Employees will be trained to manage requests, compliments and complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

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3.7 Unreasonable Customer Conduct

All persons contacting Council will be treated with fairness and respect. However, occasionally the conduct of customers can be unreasonable. This may take the form of, but is not limited to:

- **unreasonable persistence:** persons persisting with their issues even though they have been dealt with to finality, refusing to accept final decisions and sending excessive amounts of correspondence.
- **unreasonable demands:** insisting on outcomes that are unattainable, moving the goal posts or demanding to have their complaints dealt with in particular ways.
- **unreasonable lack of cooperation:** providing disorganised, excessive or irrelevant information, being unwilling to consider other valid viewpoints, or refusing to define their issues of complaint when they are capable of doing so.
- **unreasonable arguments:** seeing cause and effect arguments where there are clearly none, holding conspiracy theories unsupported by evidence, and irrationally interpreting facts or laws and refusing to accept other more reasonable interpretations
- **unreasonable behaviour:** extreme anger, aggression, threats or other threatening or violent conduct. This includes making excessive demands, frequently contacting Council and making malicious, frivolous or vexatious requests or complaints.

Where Council or the Chief Executive Officer (CEO), or his/her delegate determines that a customer has engaged in unreasonable conduct, this is grounds to dismiss the matter and not take any further action in relation to it.

A determination will take into account:

- any similar requests previously made by the person (i.e. about the same service);
- the response and outcome to previous requests made by the person (if any);
- whether the service is capable of being provided by or required to be provided by the Council;
- the outcomes sought by the person; and
- the resources required to provide the service (to ensure that it is not an unreasonable diversion of public resources).


Where a person's behaviour is determined as unreasonable conduct a decision may be made to apply restrictions on contact with the person and may be managed or dealt with in accordance with Council's Unreasonable Customer Conduct Procedure.

Any decision to restrict contact or suspend action on a matter will be communicated (preferably in writing) to the customer.

3.8 Privacy and Confidentiality

All requests, compliments and complaints lodged with Council are subject to the *Freedom of Information Act 1991* and confidentiality cannot be guaranteed under the provisions of that legislation.

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4. REVIEW

This Policy will be reviewed every four years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.

5. AVAILABILITY

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

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

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

6. REFERENCES & FURTHER READING


References:	<ul style="list-style-type: none"> • <i>Local Government Act 1999 – Sections 270 and 271;</i> • <i>Freedom of Information Act 1991;</i> • <i>Development Act 1993;</i> • <i>Expiation of Offences Act 1996</i>
Relevant Legislation:	
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Policy 2.1 – Code of Conduct for Council Employees • Policy 1.1 – Code of Conduct for Council Members • Policy 1.8 – Fraud & Corruption Prevention • Procedure 101 – Internal Review of Council Decisions • Procedure 142 – Compliments and Complaints Handling • Procedure 400 - Unreasonable Customer Conduct • Procedure 239 - Duress Alarm • Procedure 29 - Request for Service

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	13/03/2012	Council	Adopted	Folio 4732; Item 11.1.5
2	13/12/2016	Council	Amendment and Policy Number Change (formerly 2.2)	Folio 6953; Item 13.2.5
			Changed to Customer Experience Policy. Merged Request for Service and Internal Review Policies into document. Some information moved to procedures.	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
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	PROCEDURE 29	Version:	DRAFT 10_2019
	Requests for Service	Date Adopted:	
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This procedure relates to the Customer Experience Policy

1. DEFINITIONS

Please refer to Customer Experience Policy for definitions that apply to this procedure

2. PROCEDURE

2.1 Processing a Request for Service

Requests for service will be assessed in the context of the services and work provided for in the Council's annual business plan and budget and according to the conditions of externally funded programs.

2.1.1 Requesting a Service from Council

A person can request a service verbally or in writing in the following formats:

Online Form	Available on Council's website www.wattlerange.sa.gov.au
Email	council@wattlerange.sa.gov.au
Letter	PO Box 27 Millicent SA 5280
In Person	Wattle Range Council Offices
Telephone	08 8733 0900

All requests will be recorded in Council's Customer Request or Records Management System.

All requests will be acknowledged verbally or in writing within 10 days when the request is made.


2.1.2 Recording a Request

Details recorded into Council's Customer Request System may include:

- o Date and time request received
- o Lodged by
- o Customers Name
- o Customers Address
- o Customers Contact Phone Number
- o Customers Email
- o Details and nature of request
- o Officer assigned to

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

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2.1.3 Timeframe for Response

All requests are assessed on an individual basis. Council Officer's will aim to provide a response within 10 business days and the response will advise of Council's proposed action in relation to the request for service.

2.1.4 Accepting or Declining a Request for Service

All requests are assessed individually by the delegated authority.

Accepted requests will be scheduled within current service standard timeframes (as automatically populated in the Customer Service System).

Applicants may be notified verbally or via return post/email of the outcome of their request.

Details of the action taken will be recorded against the request as lodged in the Customer Request System.

Declined requests will be recorded and may be reconsidered at a future date.

3. REVIEW

This Procedure will be reviewed every 4 years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.

4. AVAILABILITY

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


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

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

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Section 270
Relevant Policies / Procedures / Guidelines	This Procedure should be read in conjunction with: - <ul style="list-style-type: none"> • Customer Experience Policy • Internal Review of Decisions Procedure • Compliments and Complaints Handling Procedure • Unreasonable Customer Conduct Procedure

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	Requests for Service	Date Adopted:
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6. 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	13/12/2016	Council	Adopted	Folio 6953; Item 13.2.6
			Changed to a procedure to sit under the Customer Experience Policy.	

COPY of Report from 8 Oct 2019 Council Meeting

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	PROCEDURE 142	Version:	DRAFT 10_2019
	Compliments and Complaints Handling	Date Adopted:	
		Next Review Due:	

This procedure relates to the Customer Experience Policy

1. DEFINITIONS

Please refer to the Customer Experience Policy for definitions that apply to this procedure.

2. PROCEDURE

Council welcomes compliments and complaints as a way of improving its services and programs as well as providing an opportunity to assess current processes.

2.1 Receiving and Recording a Compliment or Complaint

A person can provide a compliment and complaint verbally or in writing in the following formats:

Online Form	Available on Council's website www.wattlerange.sa.gov.au
Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	PO Box 27 Millicent SA 5280
In Person	Wattle Range Council Offices
Telephone	08 8733 0900

Council encourages customers to provide their identity for their compliment or complaint to be fully processed. A person may remain anonymous, but where insufficient information is provided in a request, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

All compliments and complaints will be recorded in Council's Customer Request or Records Management System.

2.2 Recording and acknowledging a Compliment or Complaint

Details recorded into the Council's Customer Request System include

- Date and time request received
- Lodged by
- Customers Name
- Customers Address
- Customers Contact Phone Number
- Customers Email
- Details of complaints or compliment
- Officer assigned to
- Department


If the complaint or compliment is being made on another person's behalf the other person's details will need to be captured.

All compliments and complaints will be acknowledged verbally or in writing when the request is made. Council will acknowledge the receipt of compliments and complaints within 10 business days, unless resolved immediately.

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Any formal written compliments or complaints made to a Council Member will be forwarded to the Chief Executive Officer (CEO) for action.

2.3 Compliments

Compliments will be forwarded the relevant officer and their supervisor/manager.

2.4 Address and Investigate Complaints

Each complaint must be assessed to determine its nature, how and when it should be handled, who should be involved and whether further information or investigation is required.

The first step is to assess the nature of the complaint, as not all complaints require investigation. Many complaints involve communication problems or misunderstandings that can be resolved informally by talking to the complainant or discussion between the parties, or through other processes such as mediation.

Issues to consider in the assessment of a complaint may include:

- whether there is a risk to public safety;
- how serious the complaint is and the significance it has for the complainant and for Council;
- the need and requirement of immediate action;
- complexity;
- whether it indicates the existence of a systemic problem;
- whether an alternative and satisfactory means of redress is available;
- whether the parties are agreeable to informal resolution of the complaint;
- whether the complaint is trivial, frivolous or without merit;
- the time that has elapsed between event and complaint.

All complaints will be handled in accordance with the three (3) Levels of escalation.

- Level 1 – Frontline Handling & Early Resolution
- Level 2 – Escalation to a Senior Officer
- Level 3 – Internal Review of Council Decisions

2.4.1 Level 1 - Frontline Handling & Early Resolution


When addressing and investigating the complaint be mindful that when people complain they want to:

- Feel secure
- Be listened to
- Be heard but not judged
- Have their point of view understood and acknowledged
- Be treated as an individual, with respect and courtesy
- Be provided with an explanation
- Be given an apology
- Have corrective action taken as soon as possible
- Make sure the problem never happens again

How first contact with a complainant is handled is extremely important. Council Employee's will try to resolve the complaint at the first point of contact.

The relevant Council Employee (first point of contact) is responsible for:

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- advising the complainant of the process to be undertaken and the time of the next contact; and
- accurately recording the details of the complaint.

Handling a complaint at this level can include referral to another officer who was not involved in the matter, or to a Team Leader or Manager.

If the complaint cannot be resolved at the frontline it will be directed to a more senior officer or an officer with greater knowledge of the matter to respond.

When a complaint is to be transferred to another Council Employee all information and details are to be provided. The first point of contact should brief the employee such that they feel comfortable discussing the complaint with the customer.

Ensure that the complaint has been logged and updated before transferring.

Having their complaint transferred can be frustrating for the complainant, so ensure that they do not have to explain everything again.

Advise the complainant of the reason for the transfer of responsibility and explain the process and timeframes which will be followed.

2.4.2 Level 2 - Escalation to a Senior Level

Complaints will be handled independently of the original decision-maker or officer involved in the matter that is the subject of the complaint.

The Senior Level Employee (Manager level or above) must ensure all information has been received from the first point of contact and is comfortable contacting the customer.

Senior Level Employee's will be involved in complaint handling when:

- It ranges across more than one service area within Council
- concerns a contractor or consultant
- alleges improper conduct by a staff member
- has a high degree of complexity and/or
- if a complainant is not satisfied with the outcome or handling of the complaint at the frontline level

In the great majority of cases, complaints should be resolved to the satisfaction of all parties at this level.

When the complaint cannot be resolved at this level it will be referred to the CEO who will determine the next course of action.

2.4.3 Level 3 - Internal Review of Council Decisions

Where complaints require a formal investigation the Internal Review of Decisions Procedure is to be followed


2.5 Provide Reasons for Decisions

Where a complaint is considered justified, Council will provide a response on the outcome of the complaints review or investigation.

Appropriate Outcomes for the complaint may include:

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- Providing the customer further information on Council's decision
- An Apology for the grievance caused
- Expressing empathy and understanding where there is no solution
- A process review to ensure the same issues do not occur in the future
- An explanation
- An admission of fault
- A change in decision
- A change to policy, procedure or practice
- Adding a file note acknowledging a correction of misleading records,
- The remission of a penalty
- Protection to the complainant
- Disciplinary action
- Referral of a matter to an external agency for further investigation or prosecution.

Any outcomes which involve compensation or admission of fault will be provided to the CEO for final review.

In cases where others have been affected outside the customer raising the complaint the outcome may be provided to them.

Even when the outcome is not what they want, people should feel that they have been treated decently and that the process has been fair.

2.6 Options for Redress and Close

Council will close the compliment or complaint request once the outcome has been provided.

If the customer is not satisfied with the closure of the complaint they can lodge a *Level 3 – Internal Review of Council Decisions* and will need to follow the *Internal Review of Decisions Procedure*.

2.7 Records Management and Review

All complaints and compliments must be recorded in Council's Customer Request and/or Records Management system for analysis and service improvement opportunities.

Analysis of requests, compliments and complaints is a powerful way of helping Council inform service improvements. Council will review and evaluate information gained through its system(s) to identify trends, systemic issues or opportunities to improve service.

A quarterly report of compliments and complaints will be provided to the Executive Leadership Team (ELT).

2.8 Alternative Complaint Procedures


There are also other complaint procedures which apply to particular types of complaints. If the complaint would be more properly handled by another process this should be explained to the complainant at the outset. For example:

- Freedom of Information applications
- Insurance claims
- Decisions made under legislation other than the *Local Government Act*, such as the *Development Act 1993* or *Expiation of Offences Act 1996*.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 12.63.1/1	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)

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	Compliments and Complaints Handling	Date Adopted:	
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Ensure that the complainant has enough information to initiate the alternative process. There are some types of complaints which must be automatically transferred

- Complaints about a Council decision
- Complaints in relation to a Council Member or the CEO
- Where the problem is clearly outside of the staff member's delegation or area of expertise
- Complaints alleging fraud, corruption or other criminal behaviour, which should be referred to the Anti-Corruption Branch or other relevant branch of SAPOL
- Complaints involving an allegation of serious or controversial conduct by a staff member where disciplinary action is a possible outcome

3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the ELT, Council Staff and Council Members.

4. AVAILABILITY

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

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

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

5. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> • Managing Unreasonable Complainant Conduct Practice Manual, Endorsed by Australian Parliamentary Ombudsman – Section 3.4
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 270; • <i>Development Act 1993</i> – (Repealed by <i>Planning, Development & Infrastructure Act 2016</i>); • <i>Expiation of Offences Act 1996</i>; • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:</p> <ul style="list-style-type: none"> • Customer Experience Policy; • Employee's Code of Conduct; • Whistleblowers Protection Policy; • Fraud & Corruption Prevention Policy; • Internal Review of Decisions Procedure • Unreasonable Customer Conduct Procedure


6. 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	13 March 2012	Council	Adopted	Folio 4732; Item 11.1.5

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/12.63.1/1	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)

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File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/12.63.1/1	Public	Corporate Services	Chief Executive Officer	4 Yearly (After Every General Election)

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	PROCEDURE 101	Version:	DRAFT 10_2019
	Internal Review of Decisions	Date Adopted:	
		Next Review Due:	

This procedure relates to the Customer Experience Policy for customer service related matters.

1. DEFINITIONS

Please refer to the Customer Experience Policy for the definitions

2. Procedure

The Internal Review of Decisions is Level 3 of the complaints handling process and generally a last resort, but it may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO.

As per Council's Customer Experience Policy requests for an internal review of decisions must be received within 6 months of the decision being made.

2.1 Requesting an Internal Review of Decisions

All applications for an Internal Review must be received in writing describing the reasons for applying for the review and what is believed to be wrong with the decision.

The customer can provide and is encouraged to provide new relevant information or evidence to support their application.

Written requests can be submitted by:


Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission, if you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at a Council office.

Council encourages customers to provide their identity for their review to be fully processed. A person may remain anonymous, but where insufficient information is provided in a request, the matter may not be able to be properly investigated and notification on progress may not be able to be provided to the informant.

Details recorded will be:

- Date and time received
- Lodged by
- Customer's Name
- Customer's Address
- Customer's Contact Phone Number
- Customer's Email
- Internal Review details and supporting documentation
- Officer assigned to
- *If the review is being requested on another person's behalf the other person's details will need to be captured.*

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2.1.1 Applications for a Review of the Impact of Rates or Services Charges

If Council receives an application for a review of a decision concerning the financial impact of Council rates or services charges, these will be dealt with as a matter of priority and as per legislation requirements.

2.2 Acknowledging a Request for Internal Review

All applications will be acknowledged with a return email or letter within 10 business days of receipt, advising that the request has been received and forwarded onto the relevant officer for action/review.

The Chief Executive Officer (CEO) will assign an internal review contact officer (IRCO) for the application who is responsible for:

- ensuring the application is properly lodged and assigned,
- advising the applicant of the process to be undertaken and explore any alternative options to resolve the matter, such as alternative dispute resolution prior to an application for review,
- outline the timeframes involved and the action to be taken in the first instance,
- undertake a preliminary investigation to determine what actions have already been taken to try to resolve the matter,
- keep the applicant informed of progress,
- ensure adequate records are maintained,
- Update the Internal Review Register with the outcome details.

When a Council contact has been selected, they will contact the customer advising of the expected timeframe for dealing with the matter.

Council will use its best endeavours to ensure that a review of the original decision will be completed within 20 business days.

In more complex cases where a decision is to be reviewed by Council, a committee, or an external panel there may be delays caused by meeting cycle timelines.

The applicant will be regularly informed of progress, either by email, letter or telephone. Verbal conversations should be followed up in writing (where possible) or a file note made.

2.2.1 Refusing an Application for Review

An application may be refused if—

- the application is made by an employee of the Council and relates to an issue concerning his or her employment; or
- it appears that the application is frivolous or vexatious; or
- the applicant does not have a sufficient interest in the matter. (refer s270(4) LG Act)


Refusing an application for review will not be done lightly and reasons for the refusal will document the evidence on which a refusal is based.

2.3 Undertaking a Review

2.3.1 Internal Review Contact Officer

The role of the IRCO is to be the single point of contact for the applicant and complete the preliminary investigation to determine the current actions taken. Once the preliminary investigation is completed the IRCO will prepare the report for the investigation.

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2.3.2 Assignment of Applications for Review

The Council (being the group of members appointed or elected to the council) will be the reviewer when:

- the decision being reviewed was made by a Committee of the Council or the CEO;
- the decision relates to civic and ceremonial matters; or
- in other circumstances as determined by the CEO or resolution of the Council.

Where the Council is not the reviewer, a review methodology to suit the nature of the internal review to be undertaken will be chosen from the following:

- CEO
- A panel comprised of Council Members and Senior Staff
- A panel of experts external to the organisation
- The assistance of an external person

Wherever possible and appropriate, Council will seek to involve an external person or panel to assist with the review, including the enlistment of employees of other Councils.

2.3.3 Review Process

In carrying out a review of a decision, the reviewer will consider all the information and material that was before the original decision-maker and any additional relevant information or material provided by the applicant.

The reviewer will 'stand in the shoes' of the original decision-maker and make the best decision available on the evidence.

This means the reviewer will do more than simply consider whether the decision is legally and procedurally correct.

The reviewer will also consider whether a different decision would be better, based on the evidence. The process of merits review, as described above, will typically involve a review of the facts that support a decision, including any new evidence that may come to light.

2.4 Provide Reason for Decision

While there is no statutory requirement to give reasons for a decision, Council will provide reasons for the decision of the reviewer where practicable.

Council will always give reasons to explain the outcome where:

- A decision is not in accordance with published policy;
- A decision is likely to detrimentally affect rights or interests of individuals (or organisations) in a material way; or
- Conditions are attached to any approval, consent, permit, licence or other authorisation.


2.5 Options for Redress and Close

Where the review of a decision upholds the applicant's grievance, an appropriate remedy or response will be determined which is consistent and fair for both Council and applicant.

The remedy chosen will be proportionate and appropriate to the failure identified.

As a general principle the applicant will, so far as possible, be put in the position he or she would have been in, had the decision not been made. This may mean changing a decision.

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Where circumstances are such that it is not possible to return to the original situation, or to rectify the outcome of the decision, it may only be possible to offer an apology.

The range of other possible outcomes includes:

- an explanation
- mediation
- an admission of fault
- a change to policy, procedure or practice
- a correction of misleading records
- financial compensation, including a refund of any fees
- the waiving of a debt
- the remission of a penalty
- disciplinary action
- referral of a matter to an external agency for further investigation or prosecution.

The remedy or response may be one, or a combination of these actions. The chosen remedy will be proportionate and appropriate to the failure in service and take account of what the applicant is seeking as an outcome of the review.

If an apology is required it will be done promptly and the applicant advised that appropriate action will be taken to ensure the problem is not repeated.

Any outcomes which involve compensation or admission of fault will be provided to the CEO for final review. For serious and substantial cases, of loss and suffering the CEO or Council will seek the advice of external agencies such as the Local Government Association Mutual Liability Scheme (LGAMLS) and Council's solicitors.

When advising an applicant of the outcome of a review, information will also be provided about alternative remedies, including any rights of appeal and the right to make a complaint to an external agency such as the SA Ombudsman.

2.6 Recording and Reporting on Internal Reviews

All applications will be recorded into the Council's Records Management System and logged into the register of internal reviews.

Information captured into the Internal Review Register will be reported on in Council's Annual Report and provided to Council;

- The number of applications for review made
- The kinds of matters to which the applications relate
- The outcomes of the applications


3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the Executive Leadership Team, Council Staff and Council Members.

4. AVAILABILITY

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

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

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

5. REFERENCES & FURTHER READING

References	•
Relevant Legislation:	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> – Sections 125, 254, 270, 270(8), 271 • <i>Development Act 1993</i> • <i>Freedom of Information Act 1991</i>
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:-</p> <ul style="list-style-type: none"> • Attachment A – Internal Review of Council Decision • Policy Customer Experience • Whistleblowers' Protection Policy • Fraud and Corruption Prevention Policy • Procedure Compliments and Complaints Handling • Procedure Unreasonable Customer Conduct • Procedure Request for Service • Council's Records Management Procedure

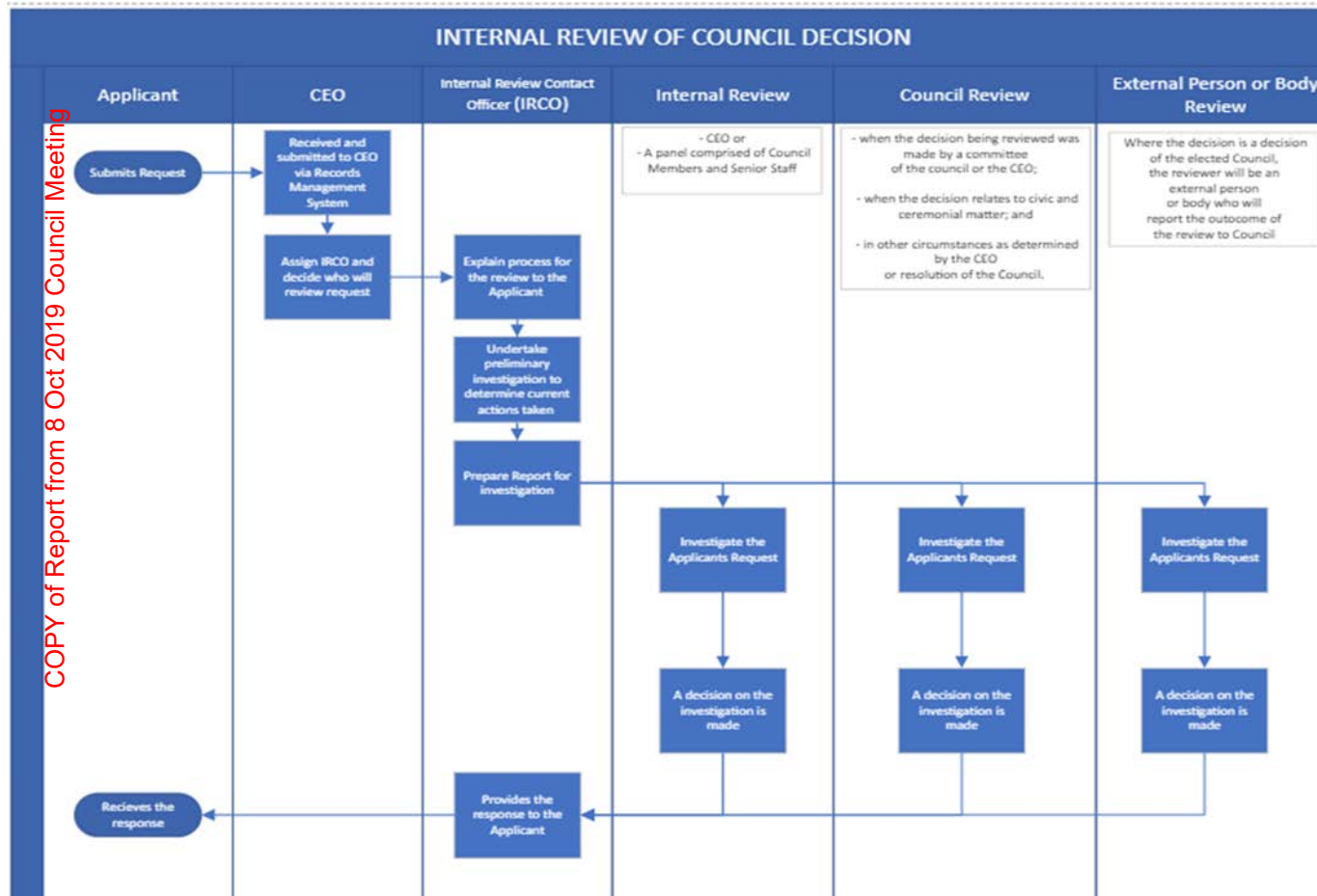
6. ADOPTION & AMENDMENT HISTORY


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

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12 December 2006	Council	Adopted	Folio 3789; Item 18.1.2
2	14 December 2010	Council	Reviewed	Folio 4496; Item 16.1.7
3	13 August 2012	Council	Amended	Folio 4797; Item 11.1.1
4	11 December 2012	Council	Reviewed and Amended	Folio 4847; Item 11.1.9
5	14 July 2015	Council	Reviewed and Amended	Folio 6115; Item 11.2.4
			Reviewed. Policy statements merged into Customer Experience Policy.	

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/9.63.1/2	Public	Corporate Services	Director Corporate Services	4 Yearly
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Attachment A – Internal Review of Council Decision



	PROCEDURE 400	Version:	DRAFT 10_2019
	Unreasonable Customer Conduct	Date Adopted:	
		Next Review Due:	

This procedure relates to the Customer Experience Policy.

1. DEFINITIONS

Please refer to Customer Experience Policy for definitions that apply to this procedure.

2. PROCEDURE

2.1 What is Unreasonable Customer Conduct

As per Customer Experience Policy 28, all persons contacting Council will be treated with fairness and respect. However, occasionally the conduct of customers can be unreasonable. This may take the form of, but is not limited to:

- **unreasonable persistence:** persons persisting with their issues even though they have been dealt with to finality, refusing to accept final decisions and sending excessive amounts of correspondence.
- **unreasonable demands:** insisting on outcomes that are unattainable, moving the goal posts or demanding to have their complaints dealt with in particular ways.
- **unreasonable lack of cooperation:** providing disorganised, excessive or irrelevant information, being unwilling to consider other valid viewpoints, or refusing to define their issues of complaint when they are capable of doing so.
- **unreasonable arguments:** seeing cause and effect arguments where there are clearly none, holding conspiracy theories unsupported by evidence, and irrationally interpreting facts or laws and refusing to accept other more reasonable interpretations
- **unreasonable behaviour:** extreme anger, aggression, threats or other threatening or violent conduct. This includes making excessive demands, frequently contacting Council and making malicious, frivolous or vexatious requests or complaints.

2.2 Preventing Unreasonable Conduct


It is important that all customer requests be managed well from the outset to minimise:

- delays;
- misunderstandings; or
- unrealistic expectations.

Clear communication with customers is the key to managing customers' expectations and minimising unreasonable conduct. Council staff should ensure that customers understand what the Council can and cannot do, for example by:

- giving customers as much relevant and accurate information as possible;
- explaining the role of the Council;
- explaining how their request or complaint will be handled;
- informing the customer of the anticipated timeframe;
- explaining any further action or information required by the customer;
- keeping the customer informed of the progress of their request or complaint; and
- informing the customer of the possible outcomes.

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INSERT FILE #	Internal	Corporate Services	Chief Executive Officer	4 yearly
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2.3 Frontline Handling of Unreasonable Customer Conduct

Despite implementing prevention practices, there may be instances where customers are unreasonable in their conduct. If Council staff consider a customer's behaviour to be unreasonable, they can:

1 st Warning	Advise the customer that their conduct is unreasonable and explain why it is unreasonable.
2 nd Warning	<p>If behaviour continues Council Staff can give a 2nd warning and stop the conversation. Examples:</p> <ul style="list-style-type: none"> Advise that you will not continue discussing the matter and may terminate the call. Politely request the customer leave the office or area.
Duress Alarm / Exit Situation	<p>If at any time Council staff feel the situation has become threatening, aggressive or violent they can request for the police to be called and will follow the <i>Duress Alarm Procedure</i>.</p> <p>If occurring outside of Council offices remove yourself from the situation and head to a location where you will be supported.</p>


2.4 Continued Unreasonable Customer Conduct

Details of customers who are unreasonable in their conduct may be entered into an At Risk Register by the CEO.

When a person is continuing to show unreasonable conduct, a decision may be made to apply restrictions on contact with the person and may be managed or dealt with in accordance with the *Customer Experience Policy*.

Where the decision has been made to assign or place restrictions on the customer, the Chief Executive Officer (CEO) will write to the customer notifying of the proposed actions and restrictions that Council will be taking and why. Restrictions may include, but are not limited to:

Response Level	Restriction Applied	Action by the CEO (Note: If there is a risk to safety nothing prevents the CEO from immediate escalation as appropriate)
First Level Handling	Restricting Contact to one member of Council Staff (the customer will not make any further contact with other Council employees on the matter)	<p>The CEO may nominate an officer to handle the complaint with the customer.</p> <p>The customer will be notified, preferably in writing if possible, of the name and contact details of the officer who will be handling the complaint.</p>
Escalation First Response	No further complaints or comments on the issue will be acknowledged	Where the customer has contacted Council outside of their contact person or continued the unreasonable conduct with the Contact person. The CEO will contact the customer, preferably in writing (if possible), advising that all future comments and complaints on the matter will not be acknowledged, unless new evidence, new details or new information is presented.
File Ref:	Classification:	Department:
INSERT FILE #	Internal	Corporate Services
		Position Responsible:
		Chief Executive Officer
		Review Frequency:
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Response Level	Restriction Applied	Action by the CEO (Note: If there is a risk to safety nothing prevents the CEO from immediate escalation as appropriate)
Escalation Second Response	No further contact with Council on this matter moving forward	Where unreasonable conduct is continuing, and the customer is not following restrictions applied the CEO will contact the customer, preferably in writing, advising no further contact to be made on this matter.
Final Response	No further contact with Council or at Council facilities on any matter	When contact has been made since the Escalation Second Response step, the CEO will contact the customer, preferably in writing if possible, advising that all communications and contact is to cease, and no further contact is to be made at Council facilities.

The customer will be provided an opportunity to respond to the proposed actions within 10 days of receiving the written correspondence

Comments received from the customer will be reviewed and assessed prior to determining whether to proceed with the proposed actions and restrictions.

If no comments are received the CEO will continue as though there are no objections.

If restrictions are not applied the customer may receive a warning letter advising that the CEO has reviewed the actions and decided not to pursue restrictions at this time.

The CEO will notify all staff of any customer who has had restrictions applied and the customer's name and address will be recorded in Council's Risk Register.

2.5 Reviewing Customers with Restrictions

The restrictions will be recorded against the customers details and reviewed annually by the Executive Leadership Team (ELT).

After the 12-month period the customer will be notified in writing of the Council decision to

- Revoke the restrictions or
- Continue the restrictions for another 12-month period.

3. REVIEW

This Procedure will be reviewed every four years after each general election.

Reviews must be done in consultation with the ELT, Council Staff and Council Members.


4. AVAILABILITY

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

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

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

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5. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> Managing Unreasonable Complainant Conduct Practice Manual, Endorsed by Australian Parliamentary Ombudsman
Relevant Legislation:	<ul style="list-style-type: none"> INSERT TITLE OF ACTS / REGS
Relevant Policies / Procedures / Guidelines	<p>This Procedure should be read in conjunction with:-</p> <ul style="list-style-type: none"> Policy – Code of Conduct for Council Employees Policy – Code of Conduct for Council Members Policy – Whistleblowers Protection Policy – Fraud & Corruption Prevention Policy Customer Experience Procedure - Internal Review of Council Decisions Procedure - Request for Service Procedure – Compliments and Complaints Handling Procedure – Duress Alarm

6. 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:
		Council	New procedure	Folio INSERT FOLIO #, Item

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
INSERT FILE #	Internal	Corporate Services	Chief Executive Officer	4 yearly
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Establishing Community Engagement Form

Please use this form to help identify Community Engagement process.
This form relates to *Policy 1.5 Community Engagement*

Title of Community Engagement	Date
Customer Experience Policy and Procedures	8 Oct 2019

Clarify the decision – Please detail what the decision is that Council will be considering
Council is considering the review of its policies and procedures relating to customer requests, compliments, complaints and review of decisions. Council are considering whether to endorse:

- Customer Experience Policy
 - Request for Service Procedure
 - Compliments & Complaints Handling Procedure
 - Internal Review of Decisions Procedure
 - Unreasonable Customer Conduct Procedure

There is certain information that council is required by legislation to include in the documents and this information must be included.
The public may make submissions commenting on the draft documents.
Council will receive any public submissions and may consider, at its own discretion, amendments to the documents, but is not obliged to make changes.
Council is the decision maker.

Stakeholders – Please identify all stakeholders who you will engage with. This should include anyone who may be affected by or have a specific interest in the decision or issue under consideration. Tick boxes provided as a guide only, ensure you identify all that apply.

<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Job Seekers	<input type="checkbox"/> Community Groups	<input type="checkbox"/> Disabled
<input type="checkbox"/> Senior Citizens	<input type="checkbox"/> Families	<input type="checkbox"/> Parents	<input type="checkbox"/> Youth	<input type="checkbox"/> Consultants
<input type="checkbox"/> Geographic Area	<input checked="" type="checkbox"/> Residents	<input checked="" type="checkbox"/> Ratepayers	<input type="checkbox"/> Special Interest Group	<input type="checkbox"/> Government

List any other stakeholder group that applies:

Wattle Range Council Area

Legislative Requirements – Please detail any legislative requirements that apply (refer to Appendix 1 of Policy for assistance)
Do any of the following legislative requirements apply (note all that apply to the situation):

Act(s):	<input type="checkbox"/> Local Government Act 1999	<input type="checkbox"/> Development Act	<input type="checkbox"/> Other Act (specify section)
Section(s):	<input type="checkbox"/> s4 <input type="checkbox"/> s12 <input type="checkbox"/> s13 <input type="checkbox"/> s45 <input type="checkbox"/> s48 <input type="checkbox"/> s50 <input type="checkbox"/> s92 <input type="checkbox"/> s122 <input type="checkbox"/> s123 <input type="checkbox"/> s151 <input type="checkbox"/> s156 <input type="checkbox"/> s193 <input type="checkbox"/> s194 <input type="checkbox"/> s197 <input type="checkbox"/> s198 <input type="checkbox"/> s202 <input type="checkbox"/> s223 <input type="checkbox"/> s232 <input type="checkbox"/> s249 <input type="checkbox"/> s259	<input type="checkbox"/> s38 <input type="checkbox"/> Part 6 Regulations	
Requirements:			
<input checked="" type="checkbox"/> No legislative requirement applies			

Type of Engagement – Use all that apply to the situation		
LEVEL	DESCRIPTION	LIST TECHNIQUES THAT WILL BE USED (Refer to Policy, e.g. media release, advertisement, social media, public meeting, etc.)
Inform	One way communication providing balanced and objective information to assist understanding about something that is going to happen or happened.	<p>Draft copies of the policy and procedures will be made available on Council's website and the following Council offices (being the main customer service locations):</p> <ul style="list-style-type: none"> • Millicent Office (Civic Centre, George St Millicent SA); • Beachport Visitor Information Centre (Millicent Rd, Beachport SA 5280); and • Penola Visitor Information Centre (27 Arthur St, Penola SA 5277) . <p>A post will be made on Council's Facebook page promoting the availability of the documents for public review and comment, directing people to the website for further information.</p> <p>Council's Weekly Communication Column in the SE Times and Penola Pennant will be used to inform the public of the ability to make comment.</p> <p>Council's monthly newsletter will also inform the public.</p> <p>These will be available over the 21 day period that submissions can be made and removed at the conclusion of the period.</p>
Consult	Two way communications designed to obtain feedback about ideas on rationale, alternatives and proposals to inform decision making.	<p>The public will be invited to make written submissions on the draft documents. Submission will be accepted by post to PO Box 27 Millicent SA 5280 or emailed to council@wattlerange.sa.gov.au with the subject line "Customer Experience Policy & Procedures Submission".</p> <p>Submissions will be accepted over a 21-day period.</p> <p>It is preferred to complete the 21-day period by the 1 November 2019, so that Council can consider submissions at its Ordinary Meeting on 12 November 2019.</p>
Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	
Collaborate	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	

Resource Requirements – How will you fund the level of community engagement proposed? Does additional funding need to be sought? What human resources are required to achieve outcomes? What equipment is required? Are there time factors that need to be considered?
E.g. Fees, charges, advertising, material production, facility hire, meals, internal expertise, external consultants, holiday periods to avoid, time period restrictions, banners, tech resources (wi-fi, laptops, iPads), survey analysis, photocopying.

Budget Reference:

All the proposed methods can occur as part of ordinary business and administrative practices.

Records – How will you maintain a record of the engagement undertaken?
E.g. council reports, briefing papers, project briefs & proposals, media releases, survey responses, communications records, feedback, etc.

File Reference: **13.63.1/1 & 12.63.1/1**

COPY of Report from 8 Oct 2019 Council Meeting

Collate and Analyse Information – Prepare a report for Council that takes into account the collated feedback and provides Elected Members with the information and sufficient time they need to inform their final decision.

Has all information from the above types of engagement been collated & considered? Yes No

If answered 'no' above, please detail reason why:

Make a decision & implement – including providing feedback to stakeholders who contributed to the process.

Has the decision been implemented (please provide detail)?

Have stakeholders been informed of decision and implementation? Yes No

If answered 'no' above, please detail reasons why:

--

Date Engagement Commenced:

Date Completed:

Form Completed by:

Form to be retained on relevant file.

15.3 Director Development Services

15.3.1 Proposed amendments to the Mobile Food Vendors Location Rules

Report Type	Officer Report
Department	Development Services
Author	Stephen Chapple
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Low
Strategic Plan Reference	Theme 1. Community vibrancy and presentation. Strategy 1.5 Support community events that are sustainable and provide longer term benefit to the community and visitors. Theme 2. Economic Prosperity. Strategy 2.2 Through appropriate planning, develop opportunities to expand economic and business opportunities throughout Wattle Range. Strategy 2.5 Promote Wattle Range as a tourism destination through provision of appropriate tourist facilities and advocacy.
File Reference	GF/18.63.2
Attachments	1. Mobile Food Vendors Location Rules [15.3.1.1 - 7 pages]

Purpose of Report

To provide Council with an alternate site proposal for a Mobile Food Vendor location at Beachport.

Report Details

At the Ordinary Meeting of Council held on 11 December 2018 Council staff presented a report on the impacts of changes in legislation implemented on 9 August 2017 when the *Local Government (Mobile Food Vendors) Amendment Act 2017* and the *Local Government (General) (Mobile Food Vendors) Variation Regulations*, were introduced. The amended Act & Regulations provided for sweeping changes to the issuing of permits pursuant to Section 222 of the *Local Government Act 1999*, for mobile Food Vans, Itinerant Traders and Mobile Vendors.

The purpose of that report was to provide the framework under which a mobile food vendor could apply to Council for a permit, and for Council to comply with its obligations under the *Local Government Act 1999* (The Act).

Council subsequently adopted the Wattle Range Mobile Food Vendors Location Rules as presented, on a trial basis until 1 June 2019 and adopted the amended Mobile Food Vendors Policy as was presented.

From the implementation of the Location Rules in December 2018 there have been no applications for Mobile Food vendor permits in the Council area.

A number of enquiries were made to staff from Mobile Food Vendor operators who did not subsequently apply for permits. Several of the enquiries were for the placement of food vans for specific days and not for a whole month or year.

A report outlining a review of the Mobile Food Vendors Location Rules was presented to the Ordinary meeting of Council on the 13th of August 2019 where Council adopted a motion that “Council provide another location in Beachport for a food van with the suggestion being the overflow carpark at the boat ramp. If this site is not suitable, Council to look at a location closer to the Beach than existing locations.”

The Director of Development Services and Director of Engineering Services examined a number of locations along the beachfront area of Beachport and have recommended that the location highlighted on the attached map, in front of the Beachport Caravan Park, is a suitable location with sufficient distance to existing business whilst still maintaining a beachfront aspect. It takes up vacant spacing adjacent to parking on Beach Road.

There has been no interest shown in the existing approved mobile food vendor location at the Pool of Siloam in Beachport. It is therefore recommended that the site at the Pool of Siloam is removed from the current Council location rules and that the two mobile food vendor locations at Beachport are:

The existing adopted location rules site at Centennial Park Beachport.



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

The newly proposed location rules site on Beach Road Beachport.



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

Financial Considerations

Budget Allocation	Not applicable
Budget Spent to Date	Not applicable
Budget Variation Requested	Not applicable

There are no known financial considerations related to this report.

Risk Considerations

Failure by Council to manage the use of Mobile Food vendor location rules sites and adherence to policy.

Policy Considerations

Council's Policy 3.11 – Mobile Food Vendors
Council's Location Rules – Mobile Food Vendors

Legislative Considerations

Food vans, Itinerant Traders and Mobile Vendors must adhere to parts of the following legislation:

- (a) the *Food Act 2001*;
- (b) the *South Australian Public Health Act 2011*;
- (c) the *Environment Protection Act 1993*;
- (d) the *Local Nuisance and Litter Control Act 2016*;
- (e) the *Motor Vehicle Act 1959 and the Road Traffic Act 1961*;
- (f) legislation relating to electrical or gas installations or appliances;
- (g) relevant legislation relating to health, safety or the environment.

- (h) the *Local Government Act 1999* Sections 222, 224, 224A & 225A
- (i) the *Local Government (General) Regulations 2013*

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

In September 2018 Council commenced discussions with the business associations of Beachport and Millicent to inform them of the mobile food vendor location rules and process to grant a permit.


A public meeting was held at Beachport in late November 2018 to discuss the Mobile Vendor legislative changes. In response it was the Community's preference to limit the locations proposed to one site with limited trading hours. Council subsequently adopted the trial to 1 June 2019 with two sites in Beachport (See attached Location Rules).

Council staff have discussed the newly proposed Food vendor site with the adjacent Caravan Park operators who have no issues relating the proposed site.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. That Council amend the Mobile Food Vendors Locations rules to include the Beach Road location and remove the Pool of Siloam, currently approved site from the rules.

 Wattle Range COUNCIL	Location Rules	Version: 1
	Mobile Food Vendors	Date Adopted: 11 December 2018
		Next Review Due: June 2019

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.



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

	Location Rules	Version:	1
	Mobile Food Vendors	Date Adopted:	11 December 2018
		Next Review Due:	June 2019

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)



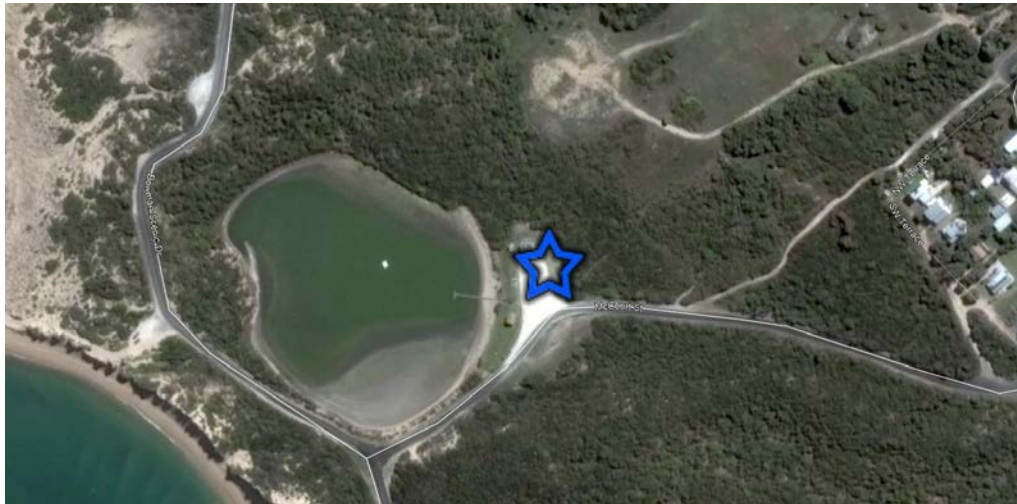
- Only 1 mobile food vendors permitted at any one time.
- Mobile food vendor to be located at the area indicated above.
- Hours of operation 10 am to Sunset.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
18.63.2	Public	Corporate Services	Director Corporate Service	Annually

Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.

	Location Rules	Version: 1
	Mobile Food Vendors	Date Adopted: 11 December 2018
		Next Review Due: June 2019

Beachport –Pool of Siloam



- 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

Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.

	Location Rules	Version:	1
	Mobile Food Vendors	Date Adopted:	11 December 2018
		Next Review Due:	June 2019

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
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

	Location Rules	Version:	1
	Mobile Food Vendors	Date Adopted:	11 December 2018
		Next Review Due:	June 2019

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.

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

	Location Rules	Version: 1
	Mobile Food Vendors	Date Adopted: 11 December 2018
		Next Review Due: June 2019

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

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
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

 Wattle Range COUNCIL	Location Rules	Version:	1
	Mobile Food Vendors	Date Adopted:	11 December 2018
		Next Review Due:	June 2019

8. REFERENCES & FURTHER READING

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

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

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

15.3.2 Plan of Management relating to Dogs and Cats

Report Type	Officer Report
Department	Development Services
Author	Steve Chapple
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Low
Strategic Plan Reference	Theme 5 – Organisational Excellence 5.2. Govern in a responsible and responsive way.
File Reference	GF/1.63.2
Attachments	<ol style="list-style-type: none"> 1. Animal management plan 2019 - 2024 - final [15.3.2.1 - 19 pages] 2. Dogs By- Law 2012 [15.3.2.2 - 3 pages] 3. Letter from DCMB - Approving AMP [15.3.2.3 - 1 page]

Purpose of Report

To provide Council with an update on the Dog and Cat Management Board consultation regarding the draft Animal Management Plan now named Plan of Management relating to Dogs and Cats.

Report Details

Council is required under *Section 26A* of the *Dog and Cat Management Act 1995* to submit a Plan of Management relating to Dogs and Cats for each 5-year period, to the Dog and Cat Management Board and to regularly review the Plan.

Council's existing Animal Management Plan was for the period 2012-2017. During 2017 Council sought advice on the submission of the revised plan from the Dog and Cat Management Board and was advised the submission of the new plan could be delayed.

At the Ordinary Meeting of Council held on 9th of April 2019 Council considered a report on the draft Animal Management Plan 2017-2022. Council moved to endorse the draft Animal Management Plan 2017 - 2022 for public consultation in accordance with the requirements of the *Dog and Cat Management Act 1995* and Council's Community Engagement Policy.

Public consultation commenced on 26th April 2019 with submissions invited before 5pm on Friday, 17th May 2019. Advertisements were placed in local newspapers The Border Watch, The South Eastern Times and the Penola Pennant. The draft Animal Management Plan was also available in hard copy at Council Offices and online on the Have your Say section of Council's website.

During the consultation Council received four submissions which have been considered and responded to by Council staff.

Staff have been required to change the name from the Animal Management Plan to 'Plan of Management relating to Dogs and Cats 2019-2024.' This decision was made to reflect the protocols in *Section 26A* of the *Dog and Cat Management Act 1995*. This plan also only relates to dogs and cats, not other animals which Council frequently manage such as Corellas, bees, stock and native animals.

The draft Plan of Management relating to Dogs and Cats was provided to the Dog and Cat Management Board for consideration as required under *Section 26A* of the *Dog and Cat Management Act 1995*. Correspondence received on 30th October 2019 from the Dog and Cat Management Board confirmed the Board has reviewed Wattle Range Council's Plan and is satisfied it meets the statutory requirements and the Board's policy. The plan has been approved for a period of five years until 2024.

Financial Considerations

Budget Allocation	\$31,619.00 (management of dog and cat matters)
Budget Spent to Date	To be advised
Budget Variation Requested	No variation requested

There are no known financial considerations related to this report outside of normal budgetary spending. Future potential projects highlighted within the plan will be considered during annual budgetary planning processes.

Risk Considerations

Failure to meet legislative requirements and present the Council Plan to the Dog and Cat Management Board.

Policy Considerations

Policy 1.5 – Community Engagement
Wattle Range Council – Dogs By-Law No:5

Legislative Considerations

Food Act 2001
Dog and Cat Management Act 2005
Dog and Cat Regulations 2017

Environmental / Sustainability Considerations

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

Communication & Consultation Considerations

Community consultation has been undertaken and a response received from the Dog and Cat Management Board.

RECOMMENDATION

That Council:

1. Receive and note the report.
2. Formally endorse the Plan of Management relating to Dogs and Cats 2019-2024.



Plan of management relating to dogs and cats

2019-2024

**DEVELOPED PURSUANT TO
SECTION 26A
OF THE
DOG AND CAT MANAGEMENT ACT 1995**

Approved by Dog and Cat Management Board:

30/10/2019

Date Plan comes into effect:

09/12/2019

Review Date:

09/02/2024

WATTLE RANGE COUNCIL PLAN OF MANAGEMENT RELATING TO DOGS AND CATS

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1. EXECUTIVE SUMMARY

The Wattle Range Council area comprises 13 townships, covering an area of 394,602 hectares and is home to 11,975 residents. The Council area is one of the most diverse and productive rural areas in South Australia.

This Animal Management Plan (AMP) has been prepared by the Wattle Range Council following consultation with the broader community and in partnership with the Dog and Cat Management Board. The development of the 2019 – 2024 AMP has been shaped by the changes to the *Dog and Cat Management Act 1995* during 2016. This plan will set the direction for the management of urban animals within Wattle Range Council over the next five years.

The plan identifies objectives, strategies and actions to implement the mission, aims and objectives for domestic animal management and to create an environment that encourages responsible pet ownership, where people and pets integrate safely and harmoniously within the Council area.

This plan contains recommendations for a wide range of actions to be undertaken by the Council in a programmed approach. These actions will enable Council to maintain a balance between competing interests and to reposition domestic animal management to accommodate new requirements.

The Wattle Range Council Strategic Plan 2019-2024 requires Council to provide services that enhance a healthy lifestyle and provide social, economic, and environmental benefits to the people of the Wattle Range Council area.

Our vision for this Plan is to:

Create a suitable environment for dog and cat ownership that enables the benefits of companion animals to be realised, while minimising nuisance behaviour and its negative impact on our community.

Objectives of the Plan include the promotion of desexing, microchipping, registration and the introduction of financial disincentives to deter nuisance dog and cat behaviour.

Objectives of the Plan are:

- Responsible dog exercise in public places
- To increase the percentage of registered dogs that are microchipped and desexed
- To encourage responsible dog and cat ownership
- Reduce public and environmental nuisance caused by dogs and cats
- Effective administration of the *Dog and Cat Management Act 1995* (as amended)

2. BACKGROUND

The earlier versions of the Wattle Range Council AMP have focused on increasing the proportion of dogs registered and to encourage the microchipping and desexing of dogs.

In 2004 the South Australian Parliament enacted a number of amendments to the Dog and Cat Management Act 1995 (the Act). Among the changes was the requirement for all councils to prepare a Plan of Management relating to dogs and cats within their area.

In 2016 Parliament commenced a regime of legislative amendments to reduce the number of dogs that are euthanized, to incentivise desexing and microchipping, and to provide greater powers to Authorised Officers, employed by Council, to enforce the Act.

The main changes to the Act include:

- Microchipping – commencing 1 July 2018 all dogs and cats over 3 months of age must be microchipped
- Desexing – commencing 1 July 2018 all new generations of dogs and cats born after 1 July 2018 must be desexed by 6 months of age.
- Breeders – introducing a requirement for anyone who breeds dogs and cats for sale to register as a breeder.
- Sellers – introducing a requirement for certain information to be provided to the buyer.
- Council powers – councils have greater powers to administer and enforce the Act.
- Penalties and offences – additional expiable offences and fees and penalties increased.
- Assistance dogs – this new definition replaces guide, hearing and disability dogs and accreditation of assistance dogs has been amended.
- New registration fee structure – mandatory rebates for standard dogs (dogs that are both desexed and microchipped) as opposed to non-standard dogs.

Section 26A of the *Dog and Cat Management Act 1995* creates a statutory obligation on Council to develop a plan relating to the management of dogs and cats in our area.

The plan must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by means of physical restraint and may include provisions for parks where dogs are prohibited.

In addition to the mandatory provisions, this plan outlines Council's approach to dog and cat management, defines roles and responsibilities in this field, and sets performance targets, which staff can monitor and report on.

Current statistics and figures

Dog statistics	2014/15	2015/16	2016/17	2017/18
Official barking dog complaints	25	17	23	27
Official wandering dog complaints	8	15	10	30
Dogs collected and returned before impounded	39	68	64	58
Total number of dogs impounded	110	116	92	97
Dogs impounded and returned to owner	67	74	78	84
Reported dog harassment on human	7	4	2	4
Reported dog attack on human	0	2	1	4
Reported dog attack on animal	3	6	9	6

3. THE LAW/GUIDELINES

The responsibilities for dog and cat management in South Australia are prescribed in the *Dog and Cat Management Act 1995* (the Act) as well as the *Dog and Cat Management Regulations 2017*. Section 26, "Council responsibility for the management of dogs and cats", outlines civic responsibilities that include the appointment of a Registrar of Dogs, maintenance of a dog register, the appointment of at least one authorised person to make arrangements for dogs and cats seized, and to fulfil other obligations under the Act. A council is also able to make by-laws relating to the management of dogs and cats within its area.

The Act also provides for the appointment of a Dog and Cat Management Board. The Board is responsible for planning, promoting and advising on the effective management of dogs and cats throughout South Australia, as well as overseeing the administrative provisions of the Act relating to dogs and cats.

Our aim is to cater for all stakeholder needs, and this will benefit not only dogs, cats and their owners as a group with legitimate needs, but also the wider community and those responsible for animal management and enforcing the Act.

The role of the Registrar of Dogs has been delegated to Council's Director of Development Services. The Wattle Range Council also employs two full time Animal Management officers and has a group of engineering staff who are Authorised Officers for the purpose of animal management.

4. REVENUE

The Wattle Range Council is currently required to contribute 12 per cent of revenue raised through dog registration fees to the Dog and Cat Management Board (DCMB). The Dog and Cat management Board conducts an audit to confirm compliance with Council's obligations under the Act.

Dog Registrations

Council sets its dog registration fees each year. The fee structure is available within Council's fees and charges register and is available for viewing on Council's website and at Council's offices in Penola, Beachport and Millicent. The DCMB requires all councils to offer two mandatory registration fee categories. Standard (mandatory legislated rebate) applies only to a dog that is both desexed and microchipped. Councils are required to provide a mandatory 50 per cent rebate off the non-standard 'fee for a 'standard' dog registration.

Non-standard (full fee) applies to all other kinds of dogs, even if they are exempt from the requirement to desex or microchip (such as dogs belonging to registered breeders, working livestock dogs, etc). Council offers additional discretionary registration fee rebates that are non-mandated by the Act for example concession card holders, working livestock dogs.

Expiations fees apply for the keeping of unregistered dogs, so it is important that dog owners renew their registrations before 31 August each year. A state-wide database of registered dogs and cats is available through Dog and Cat Online system (DACO), the DACO register contains information relating to dogs and cats throughout the state. DACO can be used to register, transfer, record lost animals, search for owners and search for animals.

Other Revenue

Council also collects fees under section 26 of the *Dog and Cat Management Act 1995*, including fees for the provision of extracts from registers kept under the Act, the registration of dogs or businesses, and for meeting any other requirement imposed on councils under the Act.

5. COUNCIL'S MANAGEMENT OF DOGS

Detention arrangements for seized dogs

Council's dog pound is located at the Works Depot at Millicent (with a short-term overflow facility located at Penola) and has provisions for the housing of dogs only that have been impounded or seized by authorised officers.

The pound:

- Can accommodate 10 dogs
- Has non-slip floor coating. Two of the pens have the ability to isolate unfriendly dogs.
- Provides dogs with beds, food and environment enrichment toys to keep them happy during their stay.
- An area to Exercise dogs

When a dog is found wandering at large and is seized, Council's authorised persons make every effort to identify owners by checking the dog for a microchip or any other visible identification. If the owner can be identified they will be contacted and reunited with their pet

as soon as possible. If the owner cannot be located immediately, a photo of the dog will be uploaded to the Council website and details added to the impounded dog register that is displayed at the main Council offices. If an owner cannot be found, the dog will be held at the pound for a period of 72 hours, after which time the dog will be considered to have been surrendered to Council.

Microchipping and desexing of dogs

It is a requirement of the Act that dog owners microchip their dog prior to 1 July 2018. All dogs being sold must be microchipped before they reach 12 weeks of age or within 28 days of the new owner taking possession of the dog.

The Act requires dogs to be desexed before they reach six months of age or within 28 days of the new owner taking possession of the dog, and that dogs must be desexed by a registered veterinary surgeon.

Owners will not be required to desex dogs born before 1 July 2018; however, Council will encourage this to be undertaken.

6. COUNCIL'S MANAGEMENT OF CATS

Effective management of cat-related issues is dependent on positively identifying the nuisance cat and the associated reasons for the behaviours, followed by determining the ownership of the cat. It is a requirement of the Act that all owned cats be microchipped by 1 July 2018 to ensure that their cats can be identified, in order to reduce the impact that nuisance cats have on the community.

Council will:

- Assess all complaints received about cats (except anonymous complaints) and respond accordingly
- Ensure their officers are delegated with the appropriate authority to exercise powers associated with the control and removal of cats
- Scan all trapped cats for microchip identification
- Provide cat management services during Council business hours only.

Prior to Council undertaking any authorised program of trapping nuisance cats Council will, as a minimum, provide written advice to adjoining properties detailing the commencement and completion of the program.

A range of options exist for the management of nuisance cats, which are set out in various acts and will be considered by authorised persons.

To support residents in managing nuisance cats Council provides cat cages for loan. This is subject to a deposit and subject to availability.

Identified cats

Wattle Range Council does not charge a fee for the registration of cats that live in the Council area, however Council does encourage all cat owners to register their animals on DACO. This will assist in the return of lost cats, due to the easier identification through any existing microchip.

If a person traps a cat that has identification (1) or a microchip that can be read, the cat will be deemed as identified. An authorised person will be available during office hours to scan cats for microchip identification. When a person traps an identified cat, they should release it immediately, unharmed, near the location where it was captured or return it to the owner.

(1) Under these circumstances, 'identification' refers to a collar around the cat's neck and/or a tag attached to the collar that is marked with the current address and telephone number of the owner or other person entitled to possession of the cat.

Unidentified cats

Where a person traps (i.e. seizes) an unidentified cat, under section 64(e2) of *the Dog and Cat Management Act 1995* the person should within 12 hours deliver the cat to a Council officer or a specified facility for the care of cats.

It should be noted that Council does not have a pound for holding cats. After every reasonable effort to find the owner has been exhausted, Council staff will photograph the cat and then Council staff will take cats to the vet for assessment and appropriate action taken. Cats approved for re-homing will be delivered to an approved facility.

Resourcing

All General Inspectors of Council are also authorised persons, who are responsible for responding to customer requests about cats during Council business hours.

Microchipping and desexing of cats

It is a requirement of the Act that cat owners microchip their cat prior to 1 July 2018. All cats being sold must be microchipped before they reach 12 weeks of age or within 28 days of the new owner taking possession of the cat.

The Act requires cats to be desexed before they reach six months of age or within 28 days of the new owner taking possession of the cat, and that cats must be desexed by a registered veterinary surgeon.

Owners will not be required to desex cats born before 1 July 2018; however, Council will encourage this to be undertaken.

7. OBJECTIVES/STRATEGIES/MEASURES

The Wattle Range Council has developed a wide range of objectives and strategies to facilitate domestic animal management. These objectives and strategies will ensure that requirements of the Act are met and provide effective management services and promote responsible animal management practices.

BUSINESS OPERATIONS

Responsible pet ownership

Objective	Strategies	Measures
Educate and inform the community on responsible pet ownership and their rights and responsibilities	<ul style="list-style-type: none"> Promote Council services to ensure residents and the community are aware of Council's role and responsibilities and the services provided Publicise information and educational materials for residents, who may be owners or non-owners of dogs and/or cats 	<ul style="list-style-type: none"> Link to GoodDogSA and GoodCatSA websites and Facebook pages on Council's website

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	<ul style="list-style-type: none"> • Use social media to improve information and communication for dog and cat management • Provide links to other relevant agencies and web pages to promote dog and cat information • Promote the benefits of owning pets • Ensure new and prospective dog and cat owners are aware of their responsibilities • Provide information to prospective pet owners to help them choose a dog breed appropriate to their current/future lifestyle • Promote the advantages of desexing, microchipping and training for dogs. 	
Reduce the number of stray or abandoned dogs and cats that are euthanised	Participate in the Getting to Zero Model (or similar) and developing principles, structures and strategies to reduce the number of animals euthanised.	Achieving zero killing of healthy and treatable cats and dogs (more than 90% of all incoming stray and surrendered cats and dogs) in whole communities.

Authorised persons

Objective	Strategies	Measures
To ensure relevant staff are provided with the safety equipment to ensure Council's work health and safety obligations are met	<ul style="list-style-type: none"> • Authorised Persons are provided with safe work procedures and equipment that allows them to work safely • Authorised Persons are provided with 'Lone worker Protection monitoring devices' when working alone • Authorised Persons are provided with material safety data sheets for all products used in their duties, including chemicals at pounds. 	Reduction in the number of accident and incident reports relating to the activities of Council's Authorised Persons

Provide Authorised Persons acting under the Dog and Cat Management Act 1995 with appropriate training	<ul style="list-style-type: none"> • Promote the role of Authorised Persons and ensure they actively promote responsible pet ownership and education of pet owners • Provide Authorised Persons with professional development, education and training opportunities suited to their roles • Promote and encourage Authorised Persons to join relevant professional organisations • Review skills of Authorised Persons to identify areas where additional training would be of benefit to other staff and Council • Review training options regularly to ensure they are relevant and up to date. 	<p>Type and number of training sessions attended by Authorised Person</p> <p>Maintain membership for Authorised Persons for industry peak bodies</p> <p>All Authorised Persons attend at least one training session annually</p> <p>All Authorised Persons to attend an accredited Dangerous Dog Training course</p> <p>All authorised persons undertake dog behavioural training as required</p>
Encourage and support the continuous professional development of Authorised Persons	<ul style="list-style-type: none"> • Utilise effective IT solutions to improve processes and customer service. 	Conduct regular performance reviews

Access to procedures

Objective	Strategies	Measures
Ensure that Authorised Persons enforce and operate within the provisions of the Dog and Cat Management Act 1995	<ul style="list-style-type: none"> • Ensure that standard operating procedures are developed for dealing with dog and cat matters • Review standard operating procedures regularly and implement changes as part of a continuous improvement program • Develop a procedure manual for use by Authorised Persons. 	<p>Standard operating procedures are developed and made accessible for all Authorised Persons by August 2019</p> <p>Standard operating procedures are reviewed and updated every two years</p> <p>Procedure manual is provided and accessible</p>

Emergency animal management

Objective	Strategies	Measures
Provide a 24-hour, after hours emergency call out service for dog-related matters	Authorised Persons attend to reports of aggressive dogs, dog attacks and dogs detained for collection outside of Council business hours.	Dog management services are available to residents outside of Council's core business hours
Minimise the impact of an emergency or disaster on the animal population of the Council	<ul style="list-style-type: none"> Highlight the importance of emergency management plans for pet owners and boarding kennels and catteries in rural and bushfire-prone areas Encourage animal owners in high-risk areas to consider their pets as part of their Bushfire Survival Plan Provide relevant advice, information and resources through Council's website. 	<p>Council provides rural residents and businesses with annual reminder to update emergency management plans</p> <p>Information is available on Council's website</p>

Dog training/obedience

Objective	Strategies	Measures
Increase participation in dog obedience programs and encourage dog owners to socialise and train their dogs	<ul style="list-style-type: none"> Promote dog training schools, which operate within the Council area. Advertise contact details and meeting times for local dog obedience and socialisation clubs, on Council's website. 	Increased number of dogs attending dog obedience school

DOG MANAGEMENT**Registration and identification**

Objective	Strategies	Measures
Increase/maintain the number of registered dogs in the Council area	<ul style="list-style-type: none"> Provide an effective and efficient service for people renewing their dog registration Ensure all current and new dog registrations are kept up to date Educate the community about the importance and requirement for registration and identification of dogs 	<p>Council dog registrations do not vary by more than 5% on a year to year basis</p> <p>Decrease in the number of un-registered expiations issued.</p>

	<ul style="list-style-type: none"> • Advertise the convenience of the DACO online registration system • Offer registration rebates for concession card holders • Provide information about dog registration on Council's website • Promote dog registration using roadside signage, social media, and local newspaper notices • Educate dog owners about the Council by-law limiting dog numbers on properties. 	
Enforce the legal requirements of identification and registration	<ul style="list-style-type: none"> • Issue expiation notices to owners if dogs are unregistered when they are impounded. • Conduct annual door knocks to identify dog registrations that have not been renewed or identify homes where there are unregistered dogs • Encourage residents to register prior to the door knock by placing an advance notice in the local newspaper 	<ul style="list-style-type: none"> • Council conducts an annual door knock program to check for dogs that have not been registered from the previous year • Council conducts a minimum of 1 whole of town door knock per annum

Mandatory microchip identification

Objective	Strategies	Measures
Educate residents about the mandatory microchipping requirements	<ul style="list-style-type: none"> • Use Council website and social media to post information about mandatory microchipping • Place notices in local newspaper about the microchipping requirements. 	<ul style="list-style-type: none"> • Increase in the number of times educational information is distributed • Increase in the number of different formats used to distribute information
Increase in the proportion of microchipped dogs and cats in the local Council area	<ul style="list-style-type: none"> • Host discount microchipping days • Promote microchipping requirements with posters, flyers, digital signage, roadside signage at dog 	<ul style="list-style-type: none"> • Increase in the number of dogs/cats microchipped at a Council-facilitated microchipping day or other promotion.

	<p>obedience school, local newspaper, vets and places likely to be visited by dog and cat owners</p> <ul style="list-style-type: none"> Promote registration rebates for standard dogs Send emails to dog owners whose dogs are not microchipped to advise of requirements and options. 	<ul style="list-style-type: none"> Increase in the number of microchipped dogs registered in the Council area
Enforce compliance with the mandatory microchipping requirements	<ul style="list-style-type: none"> If an un-microchipped dog is impounded, the owner is advised that they are required to microchip their dog. All costs associated with microchipping will be borne by the owner of the dog expiation notices will be issued to owners whose dogs and cats are not microchipped. 	<ul style="list-style-type: none"> Decrease in the number of non- microchipped dogs and cats arriving at Council's pound

Mandatory desexing

Objective	Strategies	Measures
Educate residents about mandatory desexing requirements	<ul style="list-style-type: none"> Use Council website and social media to post information about mandatory desexing Promote desexing requirements with posters, flyers, digital signage, roadside signage at dog obedience school, local newspaper, vets and places likely to be visited by dog and cat owners 	<ul style="list-style-type: none"> Increase in the number of times educational information is distributed Increase in the number of different formats used to distribute information
Increase the proportion of desexed dogs and cats in the Council area	<ul style="list-style-type: none"> Include information about the National desexing network (NDN) on Council's website 	<ul style="list-style-type: none"> High proportion of all dogs (born after 1 July 2018) are desexed

	<ul style="list-style-type: none"> Promote the NDNs National desexing month in July. 	<ul style="list-style-type: none"> Reduction in the number of dogs registered in the 'nonstandard' registration category
Monitor compliance with the mandatory desexing requirement	<ul style="list-style-type: none"> Enforce the 'standard dog' registration rebate by requiring proof of desexing for the rebate Follow up new dog registrations where the dog is registered and is not desexed. 	<ul style="list-style-type: none"> Reduction in the number of breeders identified as noncompliant with breeder registration Increase in the number of desexed dogs.

Breeder registration

Objective	Strategies	Measures
Educate residents about breeder registration requirements	<ul style="list-style-type: none"> Communicate with registered 'kennel establishments' and breeding businesses advising they need to be registered as a breeder with the DCMB after 1 July 2018 	<ul style="list-style-type: none"> Reduction in the number of breeders identified as non-compliant with breeder registration
Enforce compliance with the breeder registration requirements	<ul style="list-style-type: none"> Monitor adverts in local newspapers and local websites to check if dog and cat advertisements include a valid breeder registration number. 	<ul style="list-style-type: none"> Reduction in the number of breeders identified as non-compliant with breeder registration

Wandering at large

Objective	Strategies	Measures
Reduce the number of dogs found wandering at large	<ul style="list-style-type: none"> Inform the community (social media and other methods) about events that may cause dogs to wander (e.g. fireworks, severe weather, etc.) Educate property owners on the requirement to have adequate fencing to contain dogs Educate the community on safe practices when 	<ul style="list-style-type: none"> Number of events/ warnings posted to social media Reduction in the number of dogs found wandering at large Reduction in the number of dogs impounded Reduction in the number of complaints about wandering dogs

	<p>walking dogs in public places</p> <ul style="list-style-type: none"> • Ensure all dogs are registered and identified to enable safe return to their owners • Ensure 'on-leash' areas are adequately signed • Display rules at dog parks regarding effective control. 	<ul style="list-style-type: none"> • Reduction in the number of complaints about dogs not 'on-leash' or under effective control • SMS option is available for use to inform the community/dog owners about events
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Nuisance barking

Objective	Strategies	Measures
Reduce the impact of barking dogs in the community	<ul style="list-style-type: none"> • Educate the community about dealing with a nuisance barking dog in the neighbourhood (e.g. Council's investigation process) • Provide education to dog owners regarding nuisance barking offering suggestions to reduce or redirect unwanted behaviour in their dogs • Investigate nuisance barking complaints using Council's standard operating procedure 	<ul style="list-style-type: none"> • Reduction in the number of complaints received • Increase the number of methods used to distribute information, e.g. website, social media, local paper, at Civic Centre, and local vets.

Dog incidents (attack/harassment)

Objective	Strategies	Measures
Minimise the risk of dog attack/harassment incidents in the Council area	<ul style="list-style-type: none"> • Provide advice to dog owners on dog behaviour, what to do when they are approached by a dog, they are unfamiliar with, or a dog presenting aggressive behaviour • Advise dog owners that no matter what the size or breed of the dog, all 	<ul style="list-style-type: none"> • Reduction in the number of dog attack/harassment incidents that occur over time • Reduction in the number of repeat offenders through the use of control orders • Link to GoodDogSA and GoodCatSA websites

	<p>dogs have the ability to bite</p> <ul style="list-style-type: none"> • Encourage dog owners to socialise and train their dogs at recognised dog obedience schools • Fully investigate dog incidents reported to Council within agreed time frames • Use control orders as a tool to prevent re-offending • Require owners to attend training with their dog(s) if a control order is issued • Analyse collected dog attack data; identify any trends or common factors and revise management strategies where appropriate. 	and Facebook pages on Council's website
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Public safety/dogs in public places

Objective	Strategies	Measures
Provide areas of open space within the Council where dogs can be exercised 'off-leash', 'on-leash', as well as areas where dogs are prohibited in the interests of the health and safety of the public	<ul style="list-style-type: none"> • Consider requests for new 'on-leash' or 'off-leash' dog exercise areas • Regularly inform owners of leash provisions through website or media articles • Erection of signage in all 'off-leash', leash required and 'dogs-prohibited' areas • Undertake regular reviews of open space in the townships available for the exercise of dogs 'off-leash'. 	<ul style="list-style-type: none"> • Educate the community on safe practices when walking their dogs in public places • Reduction in the number of dog incidents that occur in public open space • Increase the total number of signs erected and number of different locations where the signs have been installed • Conduct a review of existing 'off-leash', 'on-leash' and dogs-prohibited areas and identify and implement any recommended changes

Exercise and socialisation

Objective	Strategies	Measures
Educate the community on the availability of suitable areas provided for exercising their dogs and the importance of socialising their pets	<ul style="list-style-type: none"> • Maintain and promote Wattle Range Council dog-friendly parks • Promote the benefits of training and socialising dogs • Erect signage in all dog exercise areas advertising conditions of use, facilities available, etc. • Undertake periodic reviews of 'off-leash' dog exercise areas, regarding suitability and effectiveness of facilities 	<ul style="list-style-type: none"> • Conduct twice-yearly education through multiple media sources • Increase number of visits to dog parks by General Inspectors • Conduct a quarterly review of dog park facilities

Impounding and pound facilities

Objective	Strategies	Measures
Operate and maintain Council's dog pound to a high standard of safety	<ul style="list-style-type: none"> • Ensure best practice management is followed for the care and transport of seized animals • Ensure the equipment in the pound is maintained to a high standard • Provide the impounded dogs with beds and environment enrichment toys, food and exercise during their stay. 	<ul style="list-style-type: none"> • All impounded dogs are kept in a safe environment • Workplace safety review conducted quarterly
Facilitate the prompt return of animals to their owners	<ul style="list-style-type: none"> • Educate dog owners about what happens when their dog is impounded and the associated costs • Maintain a daily register of impounded dogs and ensure photographs of the dogs can be viewed on Council's website and 	<ul style="list-style-type: none"> • 75 percent of impounded dogs are reunited with their owners as soon as possible • Reduction in the number of animals that need to be impounded

	<p>on Councils Facebook page</p> <ul style="list-style-type: none"> • Ensure that unclaimed dogs are held for at least 72 hours and that unclaimed dogs are assessed and rehomed to an approved facility. 	
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Dog faeces management

Objective	Strategies	Measures
Maintain a hygienic outdoor environment for all members of the community	<ul style="list-style-type: none"> • Educate the community about the responsibilities of dog owners to remove animal faeces from public places • Educate dog owners about the correct way to dispose of dog faeces collected on their properties • Determine sites where dog faeces is a problem and erect appropriate signage • Install dog tidy bag dispensers and waste bins in locations that have been identified as high-use areas. 	<ul style="list-style-type: none"> • Reduction in numbers of complaints received about dog faeces • Increase the total number of signs erected and number of different locations where the signs are installed

CAT MANAGEMENT

Cat management

Objective	Strategies	Measures
<p>Detention of seized / impounded cats</p> <p>Nominate a facility where seized or impounded cats may be delivered</p>	<ul style="list-style-type: none"> • Hire out cat traps to the community so that residents may capture wandering cats and deliver them to an appropriate facility • Inform the community where they can deliver unidentified cats when 	<ul style="list-style-type: none"> • All cat cage hirers are provided with information on expected cat management standards, prior to cage hire • Ensure Council's website provides information on nominated facilities

	they are caught as part of the hire process.	
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Nuisance cats

Objective	Strategies	Measures
Provide animal management services that meet the needs of the community and encourage responsible cat ownership	<ul style="list-style-type: none"> Assist residents where practical in the management of nuisance cats 	An increased number of customer requests is dealt with in relation to cat management issues

8. APPENDIX: TABLE OF ON-LEASH AND OFF-LEASH PARKS

ON-LEASH PARKS	
Location/Address	Comments

OFF-LEASH PARKS	
Location/Address	Comments
6 Plunkett Terrace, Millicent (corner of Williams Road and Plunkett Terrace)	Budget approved – due for construction 2019/20

DOG PROHIBITED AREAS	
Location/Address	Comments
Penola playground & skate park and Pool areas (excluding the grass area of Memorial Park)	Dogs prohibited at all times.
Nangwarry Swimming pool	Dogs prohibited at all times.
Tantanoola Playground	Dogs prohibited at all times.
Southend Playground	Dogs prohibited at all times.
Millicent Swimming Lake	Dogs prohibited at all times.
Playground in the Domain, Millicent	Dogs prohibited at all times.
Susan Wilson Playground, Beachport	Dogs prohibited at all times.
Beachport Beaches 5 & 7 (between Sandbag Reef Beach and the Beachport Jetty)	dog free beaches between the hours of 9am and 5pm daily from 1 November to 30 April annually
Lake McIntyre, Millicent	Dogs prohibited at all times.

APPENDICES

Wattle Range Council - Dogs By-Law No: 5.



*By-law made under the Dog and Cat Management Act 1995
and the Local Government Act 1999*

DOGS BY-LAW 2012

By-law No. 5 of 2012

For the management and control of dogs within the Council's area

1. Definitions

In this by-law unless the context otherwise requires:

- 1.1 **Act** means the *Dog and Cat Management Act 1995*;
- 1.2 **approved kennel establishment** means a building, structure or area approved by the relevant authority, pursuant to the *Development Act 1993* for the keeping of dogs on a temporary or permanent basis;
- 1.3 **authorised person** means a person appointed as a dog management officer under Section 27 of the Act and an authorised person under Section 260 of the *Local Government Act 1999*;
- 1.4 **council land** means all parklands, reserves, ornamental grounds, streets, roads, jetties, bridges, foreshore, public places and other land vested in or under the care, control and management of the Council;
- 1.5 **dog** has the same meaning as in the Act;
- 1.6 **effective control** means a person exercising effective control of a dog either:
 - 1.6.1 by means of a physical restraint; or
 - 1.6.2 by command, the dog being in close proximity to the person and the person being able to see the dog at all times;
- 1.7 **premises** means any domestic and non-domestic premises, except a kennel establishment in respect of which a development authorisation is in force under the *Development Act 1993*.

2. Dog Free Areas

A person must not on any Council land to which this paragraph applies cause suffer or permit any dog under that person's control, charge or authority to be, or remain in that place.

3. Dogs On Leash Areas

A person must not on any Council land to which this paragraph applies, cause, suffer or permit any dog under that person's control, charge or authority to be or remain in that public unless such dog is restrained by a strong leash not exceeding 2 metres in length and either tethered securely to a fixed object or held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.

4. Dog Exercise Areas

- 4.1 Any person may enter upon any part of Council land to which this paragraph applies in accordance with paragraph 6 of this by-law, for the purpose of exercising a dog under his or her effective control;
- 4.2 Where a person enters upon such part of Council land for that purpose, that person must ensure that the dog or dogs under his or her control remain under effective control while on the land;
- 4.3 The Council will erect signs to denote the land to which this paragraph applies, and information shall be provided to the public in a manner determined by the Council's Chief Executive Officer to inform the public about such land.

5. Limit on Dog Numbers

- 5.1 The limit on the number of dogs kept on a premises within a township is two dogs.
- 5.2 The limit on the number of dogs kept in a premises outside of a township is three dogs, other than working dogs.
- 5.3 A person must not, without permission, keep any dog on any premises where the number of dogs on the premises exceeds the limit:
 - 5.3.1 unless the premises is an approved kennel establishment; or
 - 5.3.2 the Council, or such person authorised by the Council, has exempted the premises from compliance with this Clause.

6. Orders


- 6.1 If a person engages in conduct that is in contravention of this by-law, an authorised person may order that person:
 - 6.1.1 if the conduct is still continuing – to stop the conduct; and
 - 6.1.2 whether or not the conduct is still continuing – to take specified action to remedy the contravention.

- 6.2 A person must comply with an order under this clause.
- 6.3 If a person does not comply with an order, the authorised person may take action reasonably required to have the order carried out, and the Council may recover its costs of any action so taken from the person to whom the order was directed.
- 6.4 However, an authorised person may not use force against a person under this clause.

7. Application of Paragraphs

- 7.1 Any of paragraphs 2, 3 and subparagraph 4.1 of this by-law shall apply only in such portion or portions of Council land as the Council may by resolution direct in accordance with Section 246(3)(e) of the Local Government Act, 1999.
- 7.2 The limits prescribed in paragraph 5 of this by-law do not include any dog that is under three (3) months of age.

The foregoing by-law was duly made and passed at a meeting of the Wattle Range Council held on the 10th day of JULY 2012 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.



.....
Mr F.N. (Frank) Brennan
Chief Executive Officer



Government of South Australia
Dog and Cat Management Board

GPO Box 1047
Adelaide SA 5001
Ph: 08 8124 4962
Fax: 08 8124 4648

ABN 48 100 971 189
www.dogandcatboard.com.au

30 October 2019

Mr Steve Chapple
Director
Development Services
Wattle Range Council
PO Box 27
Millicent SA 5280

Dear Steve

RE: PLAN OF MANAGEMENT RELATING TO DOGS AND CATS

Thank you for providing the Wattle Range Council's 2019 - 2024 Animal Management Plan for the approval of the Dog and Cat Management Board.

At its meeting on 3rd April 2018 the Dog and Cat Management Board decided to delegate its power under section 26A of the *Dog and Cat Management Act 1995*, to approve plans of management relating to dogs and cats.

Having reviewed the Plan I am satisfied it meets the statutory requirements and the Board's policy. The Plan is approved for a period of five years.

If you have any questions or require any support with dog and cat management matters, I encourage you to contact the Project Officer - Compliance, Gwyn Rimmington, on (08) 8124 4807 or gwyn.rimmington@sa.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Linda Allery'.

Linda Allery
Program Manager
Dog and Cat Management Board

15.3.3 Millicent Saleyards Update

Report Type	Officer Report
Department	Development Services
Author	Director Development services
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Moderate
Strategic Plan Reference	<p>Theme 2 - Economic Prosperity 2.1 Support and advocate for improved infrastructure that enhances and creates economic and business opportunities.</p> <p>Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use.</p> <p>Theme 5 - Organisational Excellence 5.4 Optimise Council operation of businesses and assets, to ensure value for money is returned to the community.</p>
File Reference	GF/4.64.1/4
Attachments	1. Saleyards income statement 311019 (002) [15.3.3.1 - 1 page]

Purpose of Report

To provide Council with an update on the Millicent Saleyards.

Report Details

At the Ordinary Meeting of Council held on Tuesday 15th January 2019, Council considered a report regarding the independent review of the Millicent Saleyards conducted by consulting firm SED Advisory resulting in the following motion; minute reference (*Folio 8014, Item 15.3.1*).

Cr Brown moved that Council:

1. *Provide a facilitated public meeting for all interested saleyard stakeholders to participate in a conversation to offer ideas, options or solutions for the Millicent Saleyards.*
2. *Subject to no realistic solutions being uncovered to address the current deficits through public consultation the Saleyards cease operation on the 30 June 2020.*

Cr Burrow seconded

CARRIED

Council staff organised a public meeting on Thursday 31st of January 2019 where community members and stakeholders were encouraged to have their say by providing Council with ideas and suggestions to increase throughput and other ways to enhance and improve business on the Saleyard's lands.

The meeting was well attended. Over 200 people gathered in the supper room at the Millicent Civic and Arts Centre. As a result of the meeting, a small group of stakeholders

made up of agents, drovers and farmers indicated they would be interested in joining an informal working group to discuss and explore options discussed at the meeting with Council staff and elected members.

The Millicent Saleyards Working Group met informally on five occasions from March to September 2019 with meetings facilitated by Council economic development staff. The first informal meeting was held on Wednesday 28th of March 2019. Many topics were considered during these meetings with pros and cons of each idea discussed.

Key discussion points were:

1) Changing the sale day from Thursday to Monday

Changing the sale day was discussed and the working group proposed the idea with stakeholders. Feedback was the sellers were not interested in changing the sale day to a Monday.

2) Improve the public relations / marketing of Millicent Saleyards

Public relations and marketing of the Millicent Saleyards was discussed at length during the meetings. The working group requested Council officers to investigate supplying a market report to the Stock Journal and local newspapers. It was discussed that the Saleyards have a good reputation for high quality stock but throughput could increase with improved exposure in the media.

The Manager Economic Development held discussions with the local Stock Journal staff and ABC South East radio staff regarding opportunities for greater media exposure. The on-duty sales agent is now required to produce a report after each sale for media distribution.

3) Increasing yard fees for cattle from \$9.00 per animal to \$12

The working groups views on the advantages of increasing the yard fees were as follows:

- a) An increase of \$3 per head is nominal when cattle are selling for approximately \$1000 per head (\$974.53 per head on 14 March 2019).
- b) A \$3 per head increase on an average of 300 head of cattle per sale (295 total cattle on 14 March 19) would be an increase of \$900 profit per sale.
- c) As a comparison Mortlake Saleyards yard fees are \$30 per head and Naracoorte Livestock Exchange is \$11.45 per head of cattle. Grant District Council Mount Gambier facility charge is \$12.87 per head of cattle.

The working group requested Council officers submit a report to Council requesting an amendment to the fees and charges schedule. At the Ordinary Meeting of Council held on Tuesday the 9th of April Council officers submitted a report for consideration by Council which resulted in the following motion; minute reference (*Folio 8465, Item 15.3.6*).

Cr McGrath moved that Council adopt the amended fees and charges schedule 2018/19 with the newly amended Millicent Saleyard's fees and charges.

Cr Neagle seconded

CARRIED

To date no negative feedback has been received, indicating saleyard users were satisfied with the slight increase in fees.

4) Possibly develop a training hub on the excess Saleyards land enabling youth to learn farm skills

The idea of building a training hub and shearing shed on the excess Saleyard land was raised. The proposed centre could provide farm skills to disengaged youth. An aging workforce and potential farm skills shortage in the future could be combated with a training hub.

It was decided the Saleyards already provide training opportunities by providing short term employment for up to two saleyard hands in a Government sponsored work program through Axis Employment. The saleyard hands are provided one on one training with the Saleyard's manager. They are taught a broad range of skills they can use in future employment.

While the proposed training hub and shearing shed has potential, it will not increase throughput so should only be investigated if throughput increases. Building new facilities for this purpose would come at a capital cost and have ongoing maintenance and budgetary requirements.

5) Investigate selling the sheep yards by tender

6) Increase event fees

7) Other infrastructure developments such as a solar farm installation

8) Possible lamb feedlot

A possible lamb feedlot was discussed by the working group. Infrastructure and water are already available to feed 500-1000 lambs from September to March. The Saleyards manager has already planted 8 hectares of beans ready for February that could be mixed with barley to feed the lambs. It was discussed that selling the sheep yards would have very low profit so it may be worth investigating using the yards for a lamb feedlot.

9) February, March and April 2020 organise a fat market first with a store sale starting at 12pm

The working group believe a fat market first with a store sale (cattle under two years of age generally resold for fattening) starting at 12pm will be very successful increasing throughput by possibly 500 head over the three sales. There was concern that the motion to close the yards in 2020 may turn clients off from supporting these sales.

10) Investigate EU Accreditation

The working group requested Council staff to investigate how the Millicent Saleyard could become EU Accredited. Accreditation could be a positive marketing tool for the yards and make them more competitive. Staff have begun preliminary investigations into the process and costs associated with this accreditation requirement. There are some concerns regarding ongoing compliance activities that would need to be undertaken to maintain the accreditation.

The Millicent Saleyards are national sale yard quality assurance (NSQA) accredited, audited annually. It should be noted that in the 2018 audit the Auditor stated: *The facility has shown vast improvement over the last 3 years.*

11) Ensure Agents from Mount Gambier to Kingston are recommending the Millicent Saleyards to their clients

The working group believe the key to increasing throughput is encouraging agents to recommend the yards to their clients. The working group have sent a letter to all agents from Mount Gambier to Kingston, encouraging them to support the Millicent Saleyards.

The Millicent Saleyards working group has indicated that they need more time to trial these and other ideas. They believe the motion to close the yards in 2020 will hinder any progress in stabilising throughput. Their main concern is that the motion to close the yards in 2020 may be impacting on sellers and buyers ongoing support of the yards.

Annual yearly comparison figures show that with one less sale in the 2018/19 year Saleyard throughput is comparable with previous years.

Saleyard statistics for the	18/19	17/18	16/17
Total Sale Days.	19	20	20
Total heads of Cattle.	8067	8509	8645
Total gross Sale.	\$9,133,854.40	\$10,077,669	\$13,177,939

Highest Gross Sale - January 2019 = \$838,078.95

Lowest Gross Sale - May 2019 = \$154,242,05

In the first six sales of the 2019/20 financial year Council has seen throughput of 2,558 cattle indicating that the total throughput for the year should be in line with the previous two years.

Annual ongoing losses for the Saleyards for the 2018/19 year were \$135,323.31 compared to \$180,163.13 in 2017/18. Financial data is attached to this report.

Council staff have had a number of discussions with potential lessees of parts of the Saleyards including land, shedding, buildings and the Saleyards pens. These discussions continue but at this time no potential investor or purchaser of the Saleyards complex has been found.

Further discussions are being held regarding the potential siting of the service kill abattoir in the vicinity of the Saleyards complex, however planning guidelines will prevent development of this on the Saleyards land itself due to potential impacts on nearby housing. The feasibility study into the potential for a small-scale regional service kill facility was undertaken by Council and has been provided to several potential investors.

The Manager of the Saleyards has committed to a program of buying and selling cattle. Recent internal sales realised a profit of approx. \$13,000 after costs and there is currently another 30 head of cattle that will be sold during the current financial year.

A petition has been received from the community, with over 370 signatures, due to be tabled at the November 2019 Ordinary meeting of Council.

The petition reads:

'We the undersigned, petition the Mayor and Councillors of the Wattle Range Council to:

Revoke the current motion to cease operations of the Millicent Saleyards on the 30th June 2020, and to extend the time allocated for the Millicent Saleyards operation to June 30th 2021 to provide sufficient time to implement measures to stabilise and improve the cattle throughput numbers.'

It should be noted that closure of the Saleyards will continue to have a financial impact on Council. Management of ongoing Environmental Protection Agency licence requirements and ongoing maintenance of infrastructure and buildings will need to occur.

Financial Considerations

Budget Allocation	\$146,054.51
Budget Spent to Date	\$65,314.73
Budget Variation Requested	Nil

One project has been approved in the 2019/20 budget to replace the holding yard fence posts which are located behind the cattle races along the northern end of the complex adjacent to the Millicent resource recovery centre and to upgrade one loading ramp to meet safety standards.

Risk Considerations

Ongoing unsustainable annual financial losses and inadequate throughput/revenue and potential impacts of investment in infrastructure renewal.

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

Ongoing management of the site has required changes to irrigation and waste management procedures. There are indications that further improvements may be required as legislative and testing regimes change.

Communication & Consultation Considerations

Council has received letters from Community Groups and individuals voicing their concerns with closing the Millicent Saleyards. These letters have been provided to Council in correspondence as they have come in during the year. A petition is currently circulating in the community requesting Council to consider extending the proposed closure date by twelve months.

RECOMMENDATION

That Council receive and note the report.

Income Statement

Millicent Saleyards

	17/18	18/19	19/20
Revenue			
Saleyards Fees	(\$73,557.12)	(\$71,736.66)	(\$37,389.09)
Reimbursements	(\$5,282.18)	(\$472.03)	(\$2,272.73)
User Charges	(\$10,257.03)	(\$9,296.90)	(\$2,510.89)
Insurance & Other Recoupments	(\$19,284.28)		
Other Revenues	(\$43,094.35)	(\$55,923.35)	(\$27.28)
Total Revenue	(\$151,474.96)	(\$137,428.94)	(\$42,199.99)
Expenses			
Employee Costs	\$ 133,054.19	\$ 114,970.37	\$ 32,558.94
Training	\$ -		
Sundry	\$ 31,169.10	\$ 37,971.78	\$ 3,817.26
Contractual Services	\$ 35,367.73	\$ 17,066.23	\$ 4,262.55
Cleaning	\$ 3,442.90	\$ 3,534.86	\$ 878.57
Maintenance	\$ 1,916.21	\$ 1,364.16	\$ 10,114.72
Materials & Feed	\$ 52,203.28	\$ 14,206.39	\$ 7,332.22
Telephone	\$ 1,267.55	\$ 992.97	\$ 247.05
Energy	\$ 12,025.75	\$ 12,131.59	\$ 2,880.21
Insurance	\$ 2,370.56	\$ 7,833.16	\$ 2,024.47
Fuel	\$ 240.57	\$ 213.50	\$ 58.54
Licence Fees	\$ 6,786.53	\$ 10,426.02	\$ 1,140.20
Depreciation	\$ 51,793.72	\$ 52,041.22	\$ -
Total Expenses	\$ 331,638.09	\$ 272,752.25	\$ 65,314.73
Net Operating Income			
Net Income (Loss)	\$180,163.13	\$135,323.31	\$23,114.74
Capital			
	\$ 27,028.94	\$ -	\$ -

15.4 Director Engineering Services

15.4.1 Asset Management Plans - Stormwater and Buildings & Structures

Report Type	Officer Report
Department	Engineering Services
Author	Kerri Baker
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	Theme 4 - Infrastructure & Asset Sustainability 4.1 Create a sustainable stock of assets, with appropriate long term asset planning and optimal use. 4.4 Plan for and optimise Council's stock of building assets whilst meeting the future and current needs of community.
File Reference	GF/7.7.3/1
Attachments	<ol style="list-style-type: none">1. AMP - Stormwater V 1.0 with Appendices [15.4.1.1 - 103 pages]2. AMP - Buildings & Structures - V 1.0 with Appendices [15.4.1.2 - 44 pages]

Purpose of Report

To adopt the Stormwater and the Buildings & Structures Asset Management Plans after a period of public consultation.

Report Details

The Stormwater and the Buildings & Structures Asset Management Plans form part of Council's greater Asset Management Strategy. Both plans outline the future path for renewal, replacement and upgrades of their respective Asset classes, whilst detailing the future financial implications and whether the strategy is sustainable into the future.

Pursuant to Section 122(1a) and (b) of the *Local Government Act 1999*, Council must develop and adopt an Infrastructure and Asset Management Plan, relating to the management and development of infrastructure and major assets by Council for a period of at least 10 years.

Asset management plans are a means of examining both the financial and physical attributes of a particular asset class. Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

Council has a number of existing asset management plans which have been developed over the past few years. As part of its Asset Management Strategy, it has been determined that asset management plans are required for each of the major asset categories.

To continue the completion of the raft of asset management plans, two plans have been developed; Stormwater and Buildings & Structures. The Stormwater and Buildings & Structures Asset Management Plans were developed utilising a national framework template issued by the Institute of Public Works Engineering Australasia (IPWEA) and is used by

many Councils across Australia. The information contained within the asset management plans detail the lifecycle costs (maintenance and capital expenditure) of the assets over the life of the asset. Also included in asset management plans are a number of key areas such as a range of financial attributes and indicators, annual depreciation (i.e. the rate, expressed in dollar terms, of the annual consumption of assets), recommended annual asset renewal programs (i.e. 10 year works programs) and annual expenditure required for all operational and maintenance activities.

The financial information contained within the asset management plans are utilised in the preparation of future Annual Business Plans and Council's Long Term Financial Plans. Key to this is the establishing whether the strategies contained within the asset management plans are affordable into the future.

Financial Considerations

The asset management plans are directly linked to Council's Long Term Financial Plan and Annual Business Plan. Included in the asset management plans is financial information including capital expenditure (new and renewal), depreciation and lifecycle costs for the assets.

Risk Considerations

There are no known risk considerations related to this report.

Policy Considerations

Policy 5.7 - Asset Management Policy
Policy 1.43 - Asset Accounting Policy
Policy 1.5 - Community Engagement Policy

Legislative Considerations

Asset management plans are required under Section 122 of the *Local Government Act 1999*.

Environmental / Sustainability Considerations

The Stormwater Asset Management Plan and the associated Penola Stormwater Management Plan will assist Council in minimising future environmental impacts of stormwater.

Communication & Consultation Considerations

In accordance with Council's Community Engagement Policy (Policy 1.5), the plans were released for a period of public consultation. One submission was received from Councillor Neagle and was dealt with prior to the plans being released for public consultation. The query regarded the addition of words relating to the proposed disposal of some buildings and/or structures into the Buildings & Structures Asset Management Plan.

RECOMMENDATION

That Council:



1. Receive and note the report.
2. Adopt both the Stormwater Asset Management Plan and Buildings & Structures Asset Management Plan



ASSET MANAGEMENT PLAN

STORMWATER DRAINAGE

Scenario 3 - Version V1.0

Document Control		Asset Management Plan  			
Document ID : NAMS>PLUS Concise Asset Management Plan Template v 3.1 16					
Rev No	Date	Revision Details	Author	Reviewer	Approver
Draft 1.0	Dec-17	Initial Draft	KLB	PEH	
Draft 2.0	May-19	Revised Draft	KLB	DKS	
V1.0	Oct-19	Adopted by Council	KLB	DKS	Council

NAMS.PLUS Asset Management Plan Templates

NAMS.Plus offers two Asset Management Plan templates – ‘Concise’ and ‘Comprehensive’.

The Concise template is appropriate for those entities who wish to present their data and information clearly and in as few words as possible whilst complying with the ISO 55000 Standards approach and guidance contained in the International Infrastructure Management Manual.

The Comprehensive template is appropriate for those entities who wish to present their asset management plan and information in a more detailed manner.

The entity can choose either template to write/update their plan regardless of their level of asset management maturity and in some cases may even choose to use only the Executive Summary.

The illustrated content is suggested only and users should feel free to omit content as preferred (e.g. where info not currently available).

The concise Asset Management Plan may be used as a supporting document to inform an overarching Strategic Asset Management Plan.

This is the **Concise** Asset Management Plan template.

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1 EXECUTIVE SUMMARY

1.1 Introduction

Wattle Range Council (WRC) was formed on 1 July 1997 following the amalgamation of the former District Councils of Beachport, Millicent and Penola. The WRC region is home to around 12,000 residents and stretches from the Victorian border to the South Australian coastline, producing a huge array of products for both local and export markets. With such a diverse region spread over a large area, it becomes a complex exercise to ensure all community services are funded and maintained to a high level of service.

WRC adopted an Asset Management Policy in 2013, followed shortly after by an Asset Management Strategy in 2014. As a result, Council are now working towards generating Asset Management Plans for each asset class as identified within the Strategy.

The stormwater drainage network is quite extensive, primarily in the township areas. With a mixture of buried pipe and open channels, WRC stormwater infrastructure is complimented by the extensive South Eastern Water Conservation and Drainage Board (SEWCDB) network of large open channels. Even though most of WRC's collected stormwater drains into the SEWCDB network, this plan covers the WRC network only.

1.2 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 20-year planning period. A key issue facing local governments throughout Australia, particularly rural or regional councils, is the management of ageing assets in need of renewal and replacement.

The infrastructure asset class of stormwater presents its own set of particular challenges for Wattle Range Council. Much of the township regions are quite flat, making it difficult to adequately drain the stormwater away. Expenditure for renewal works can be quite large, and have the potential to cause major disruptions to not only the stormwater network, but transportation infrastructure as well. This asset

management plan highlights the management of such complexities by undertaking condition assessments, accurate data collection and collation, maintenance programs and ongoing review of annual budgets and expenditures.

The creation of new assets also present challenges, as not only do we need to specifically design for the relevant catchment area, we also need to ensure downstream infrastructure has the capacity to take additional stormwater.

Whilst the majority of the townships are adequately serviced, there are some localised instances where challenges still exist. The township of Penola however, contains a high percentage of open and surface drainage that often experiences minor flooding when significant rainfall events occur. This plan identifies and prioritises a strategic upgrade program to specifically improve stormwater management within the township.

1.3 Asset Description

The Stormwater network comprises:

- Drainage Bores – 14 items
- Soakage Pits – 7 items
- Gross Pollutant Trap – 1 item
- Pits (JP/SEP) – 669 items
- Open Channels – unmeasured
- Pipe and Culverts – 17,257m
- Sump Pumps – 6 Items
- Retention Basins/Swamps – 5 items

These infrastructure assets have significant value estimated at \$4,199,857.

It should be noted that the asset register contains unvalued assets; primarily open channels, basins and swamps. The data in this report covers valued assets only.

1.4 Levels of Service

Our present funding levels are sufficient to continue to provide existing services at current levels in the medium term.

The main services consequences are:

- Ageing infrastructure
- Inadequate capacity for a changing climate (i.e. higher intensity events at irregular intervals)
- Significant gaps in the existing network

It should be noted that the closing of network gaps through construction of new infrastructure will

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significantly increase the value of the asset class as a whole. This is discussed in further detail in Section 5.

1.5 Future Demand

The main demands for new services are created by:

- New residential development
- Changing climate – higher intensity events at irregular frequency
- Significant gaps in existing network
- Aging infrastructure

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

- Regular condition assessments of existing infrastructure
- Compiling Township Specific Stormwater Management Plans
- Ensuring new residential subdivisions and developments have adequate stormwater infrastructure incorporated at design stage.

1.6 Lifecycle Management Plan

What does it Cost?

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal, upgrade and new assets over the 10-year planning period is \$6,857,000 or \$686,000 on average per year. This is a big increase on typical annual expenditure over recent years, due to the new infrastructure proposed to be constructed in Penola.

1.7 Financial Summary

What we will do

Estimated available funding for this period is \$6,436,000 or \$644,000 on average per year as per the long term financial plan or budget forecast. This is 94% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the long term financial plan can be provided. The emphasis of the Asset Management Plan is to communicate the consequences that this will have on the service provided and risks, so that decision making is “informed”.

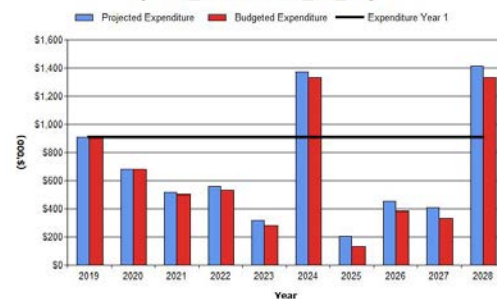
The allocated funding leaves a shortfall of \$42,000 on average per year of the projected expenditure

required to provide services in the AM Plan compared with planned expenditure currently included in the Long Term Financial Plan. This is shown in the figure below.

Projected Operating and Capital Expenditure

Figure Values are in current (real) dollars.

Wattle Range - Projected and Budget Expenditure for (2019_Stormwater_S3_V1)



We plan to provide Stormwater services for the following:

- Operation, maintenance and renewal of existing Stormwater Infrastructure to meet service levels set in annual budgets. This includes major upgrades and new infrastructure within the Penola Township
- Plan, review and priorities drainage renewal programs within the 10-year planning period.

What we cannot do

We currently do **not** allocate enough funding to sustain these services at the desired standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Upgrade all open stormwater channels to buried pipe
- Avoid all instances of flooding during significant rainfall events in the short to medium term

Managing the Risks

Our present funding levels are sufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Long term funding shortfalls
- Prioritisations of network renewals and upgrades
- Localised flooding events/changes in weather patterns

We will endeavour to manage these risks within available funding by:

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- Undertaking regular condition assessments to maximise proactive renewals
- Using network wide design approaches to ensure compatibility with the existing network
- Data collection activities to improve existing datasets
- Regular and ongoing maintenance programs to minimise reactive works and ensure the existing network performs at optimal levels

1.8 Asset Management Practices

Our systems to manage assets include:

- Synergy Soft
- Assetic Cloud

Assets requiring renewal/replacement are identified from one of three methods provided in the 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the 'Expenditure template'.

Method 3 was used for this asset management plan.

1.9 Monitoring and Improvement Program

The next steps resulting from this asset management plan to improve asset management practices are:

- Review current datasets to improve confidence in available information
- Generate regular and ongoing maintenance plans to ensure longevity in the infrastructure
- Seek specialist consultation to assist with township stormwater management plans, particularly where gaps and deficiencies in the network exist or no planning exists

2. INTRODUCTION

2.1 Background

This asset management plan communicates the actions required for the responsive management of assets (and services provided from assets), compliance with regulatory requirements, and funding needed to provide the required levels of service over a 20-year planning period.

The asset management plan is to be read with the Wattle Range Council planning documents, including the organisation's Asset Management Policy, Asset Management Strategy, Long Term Financial Plan and Strategic Management Plan. Council staff are currently working on additional documentation including maintenance plans and township specific stormwater management plans.

The infrastructure assets covered by this asset management plan are shown in Table 2.1. These assets are used to provide Stormwater drainage services.

Table 2.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value
Infiltration Devices	21 items	\$ 126,448
Gross Pollutant Trap	1 item	\$ 53,125
Pipe and Road Culverts	17258m	\$ 3,101,724
Retention Basins	5 items	\$ 41,260
Junction/Side Entry Pits	669 items	\$ 840,080
Mechanical (sump pumps)	6 items	\$ 37,220
Open Channel	Not Measured	Not Valued
TOTAL		\$ 4,199,857

2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable expenditure and how it will be allocated.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 ¹
- ISO 55000²

2.3 Core and Advanced Asset Management

This asset management plan is prepared as a 'core' asset management plan over a 20 year planning period in accordance with the International Infrastructure Management Manual³. Core asset management is a 'top down' approach where analysis is applied at the system or network level. An 'advanced' asset management approach uses a 'bottom up' approach for gathering detailed asset information for individual assets.

¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13

² ISO 55000 Overview, principles and terminology

³ IPWEA, 2015, IIMM.

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3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

This 'core' asset management plan is prepared to facilitate consultation prior to adoption by Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and stakeholders in matching the level of service required, service risks and consequences with the community's ability and willingness to pay for the service.

We currently have no research on customer expectations. This will be investigated for future updates of the asset management plan.

3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Wattle Range Council vision, themes and objectives.

Our vision is:

Wattle Range – A great place to live and work

Our themes and objectives are:

Theme 1: Community Vibrancy & Presentation

Generate and support community vibrancy through advocacy and maintenance of community services and enhance public facilities.

Theme 2: Economic Prosperity

A sustainable and prosperous economy that supports local businesses and industry and creates employment and prosperity for the region.

Theme 3: Environmentally Sustainable

Protect the natural assets and infrastructure of the region by leveraging additional environmental programs that will protect the environment for future generations.

Theme 4: Infrastructure & Asset Sustainability

Provide functional, safe, fit for purpose assets that meet the changing needs of the community

Theme 5: Organisational Excellence

A great place to work where innovation and efficiency is expected and customers are our focus.

Relevant goals and objectives and how these are addressed in this asset management plan are:

Table 3.2: Goals and how these are addressed in this Plan

Goal	Objective	How Goal and Objectives are addressed in AM Plan
Conduct a review of Council assets	Complete and update asset registers and condition ratings of all classes of assets	<ul style="list-style-type: none"> Accurate datasets ensure planning is undertaken effectively, generating a proactive approach to maintaining the infrastructure This Plan has set a benchmark for improvement in data collection for future revisions
Sustainably manage Council's infrastructure	Produce Asset Management Plans for all asset classes that are practical and reflect actual conditions and maintenance requirements	<ul style="list-style-type: none"> Indicates the needs to properly prepare and implement a maintenance, renewal and upgrade plan to ensure sustainability is achieved and maintained in the medium to long term.

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Ensure the organisation is financially accountable and sustainable	Utilise Asset Management Plans and perform condition assessments and renewal plans on a 4 yearly basis	<ul style="list-style-type: none"> Condition assessments are useful tools for forecasting renewal expenditure required Differences in forecast expenditure and forecast budget indicate a need to properly prepare and implement a maintenance, renewal and upgrade plan to ensure future sustainability
Rationalisation of community assets	Provide only the required level of service and infrastructure to be wholly sustainable as an organisation	<ul style="list-style-type: none"> Identify and formalise criteria for stormwater maintenance works, renewals and upgrade/new assets

Wattle Range Council will exercise its duty of care to ensure public safety in accordance with the infrastructure risk management plan prepared in conjunction with this AM Plan. Management of infrastructure risks is covered in Section 6.

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. These include:

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibility and powers of local governments including the preparation of long term financial plan supported by asset management plans for sustainable service delivery
Australian Standards	Various Standards which give the necessary guidelines and specifications for Stormwater Assets
Workplace Health & Safety Act and Regulations	Prescribes the organisational responsibility for workplace health and safety including individual responsibilities, systems reporting incidents and non-conformities and corrective actions
Environmental Protection Act	Provides for the protection of the environment, to establish the EPA and define its functions and powers
Planning, Development and Infrastructure Act	Provides for the matters that are relevant to the use, development and management of land and buildings, including design, construction and use of buildings

3.4 Customer Levels of Service

Service levels are defined service levels in two terms, customer levels of service and technical levels of service. These are supplemented by organisational measures.

Customer Levels of Service measure how the customer receives the service and whether value to the customer is provided.

Customer levels of service measures used in the asset management plan are:

Quality	How good is the service ... <i>what is the condition or quality of the service?</i>
Function	Is it suitable for its intended purpose <i>Is it the right service?</i>
Capacity/Use	Is the service over or under used ... <i>do we need more or less of these assets?</i>

The current and expected customer service levels are detailed in Tables 3.4 and 3.5. Table 3.4 shows the expected levels of service based on resource levels in the current long-term financial plan.

Organisational measures are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very good.

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These Organisational/Organizational measures provide a balance in comparison to the customer perception that may be more subjective.

Table 3.4: Customer Level of Service

	Expectation	Performance Measure Used	Current Performance	Expected Position in 10 Years based on the current budget.
COMMUNITY OUTCOMES:				
Sustainable: A community that appreciates its natural environment and its physical resources in planning, delivery and protection				
Vibrant: A community that provides high quality infrastructure matched to demand				
Quality	Provide well maintained stormwater drainage systems	Customer service requests relating to blocked/failed infrastructure	12 / year	No change
	Confidence levels		Medium	Medium
Function	Ensure stormwater drainage systems meet community expectations	Customer service requests relating to property flooding	15 / year	No change
	Confidence levels		High	High
Capacity and Use	The capacity of the drainage system is adequate	Customer service requests relating to property flooding	15 / year	No Change
	Confidence levels		High	High

3.5 Technical Levels of Service

Technical Levels of Service - Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- Operations – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),
- Upgrade/New – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.⁴

Table 3.5 shows the technical levels of service expected to be provided under this AM Plan. The 'Desired' position in the table documents the position being recommended in this AM Plan.

⁴ IPWEA, 2015, IIMM, p 2 | 28.

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Table 3.5: Technical Levels of Service

Service Attribute	Service Activity Objective	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
TECHNICAL LEVELS OF SERVICE				
Operations & Maintenance				
	Drainage systems meet community needs	Condition and defect surveys	4 yearly condition and defect inspections	4 yearly condition and defect inspections
		Maintenance programs	Informal annual maintenance program to flush and clean out stormwater infrastructure	Formalisation of annual maintenance plans - Pit Program (4yr cycle) \$50,000 - Open Drains and Basins \$10,000 - Infiltration devices inspection and clean (annual) \$ 8,000 - Sump pump maintenance (3yr cycle) \$10,000 - Other reactive tasks \$36,000
		Budget	\$114,000	\$114,000
Renewal				
	Sustainable stormwater infrastructure	Percentage of stormwater assets renewed or replaced every year	0.76% (year one) 0.48% (year two onwards)	0.86% (equivalent to annual depreciation cost)
		Budget	\$32,000 (year one) \$20,000 (year two onwards)	\$36,000 (discussed further in Section 5.3)
Upgrade/New				
	Close the infrastructure gaps in existing network in Penola	Continual funding of the upgrade program in Penola over the next 15 years	As needed	As needed until the stormwater system in Penola is completed (discussed further in Section 5.4)
	Identify infrastructure requirement to address drainage issue in Kalangadoo	Development of a Stormwater Management Plan for the Kalangadoo. The plan would assess catchment areas and determine solutions to local flooding issues.	\$35,000 to prepare the plan with further funding required to prepare detailed designs	As needs – the stormwater management plan would establish priorities with the capital new and upgrade to be amended in the future to reflect the additional priorities.

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Service Attribute	Service Activity Objective	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
		Budget	\$774,000 (year one)	\$500,000 average per year

Note: * Current activities and costs (currently funded)

** Desired activities and costs to sustain current service levels and achieve minimum life cycle costs (not currently funded)

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time. Review and establishment of the agreed position which achieves the best balance between service, risk and cost is essential.

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets were identified and are documented in Table 4.3.

4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Table 4.3: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Population changes	Decline of approximately 1%	Decline of approximately 1%	No impact
Asset age and renewal schedules	Mid-life stage for most stormwater infrastructure	Assets will continue to age, requiring additional maintenance	Minimal impact in the short to medium term, potential impact long term
Residential development	Small number of higher density residential developments within township boundaries	Small number of higher density residential developments within township boundaries	Requirement for additional infrastructure to service new allotments (usually gifted)
Changing weather patterns	Weather patterns are starting to vary from 'days of old'	Increase in abnormal weather events, long term forecast is for less frequent events but at a higher intensity	Existing services may not have the capacity to remove stormwater quickly, increasing localised flooding, requiring upgrades to increase capacity

4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of this asset management plan.

Table 4.4: Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
---------------	--------------------	------------------------

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Asset age and renewal schedules	Minimal impact in the short to medium term, potential impact long term	- Regular condition assessments - 10yr forecast renewals - Ongoing annual maintenance plans
Residential development	Requirement for additional new infrastructure	- New residential developments will require stormwater management planning and construction
Changing weather patterns	Existing services may not have the capacity to remove stormwater quickly, increasing localised flooding, requiring upgrades to increase capacity	- Township specific management plans to forecast new or upgrade requirements - Regular ongoing maintenance to ensure network is fully operational

4.5 Asset Programs to meet Demand

The new assets required to meet demand can be acquired, donated or constructed. Additional assets are discussed in Section 5.5. The summary of the cumulative value of additional asset is shown in Figure 1.

Figure 1: Upgrade and New Assets to meet Demand – (Cumulative)

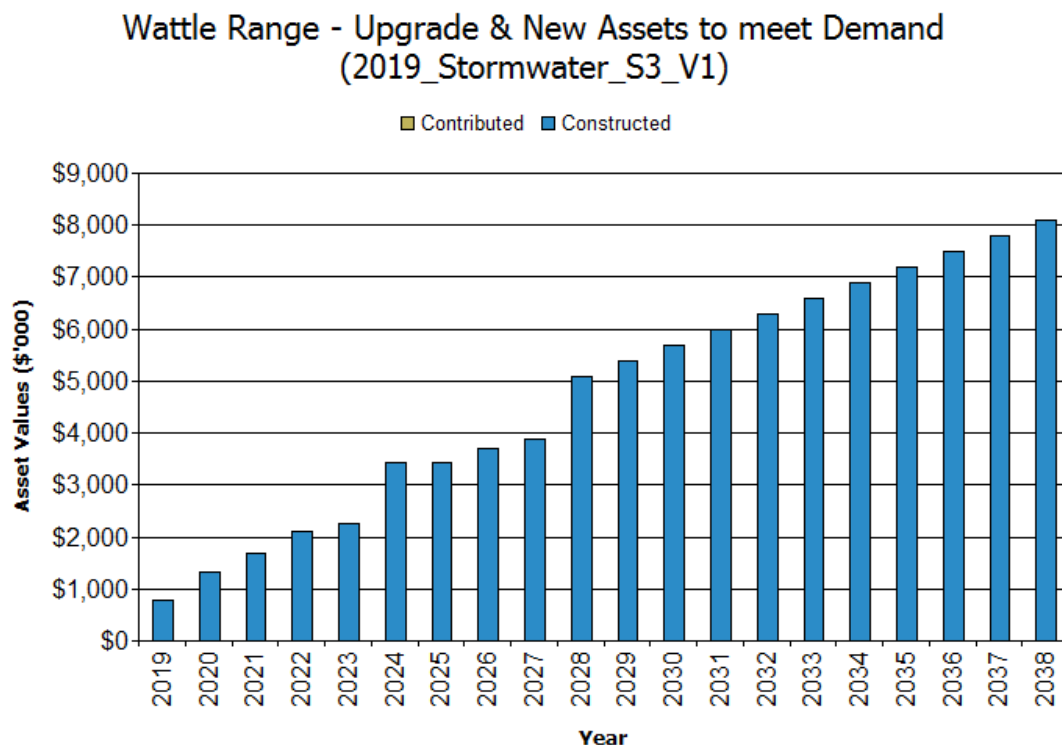


Figure Values are in current (real) dollars.

As the graph indicates, the primary growth in this asset class relates to new constructed stormwater infrastructure. It is difficult to forecast contributed assets from proposed land divisions, however this is not expected to have a significant impact on the valuation of the assets. Further details regarding the constructed assets is detailed in Section 5.4

Acquiring these new assets will commit ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long term financial plan further in Section 5.

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how Wattle Range Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 2.1.

Wattle Range Council maintain an extensive stormwater system across the district, comprising of various open channels, drains, pipes and pits. The WRC stormwater network is complemented by a unique drainage network owned and maintained by the South Eastern Water Conservation and Drainage Board. Much of the stormwater runoff in the region ultimately ends up in this network of drains, generally flowing from east to west. The main issue faced by Council is how to get the stormwater runoff to these drains and other retention areas.

5.1.2 Asset capacity and performance

The stormwater assets are generally provided to meet design standards where these are available.

The stormwater network across the main township areas generally performs to an acceptable level during normal or average rainfall events. The deficiencies within the network generally appear after a single intensive event, however over a relatively short period of time the excess stormwater does drain away. This is particularly evident in the township of Millicent where a large portion of the land is relatively flat.

The township of Penola faces a slightly different challenge, in that much of the stormwater infrastructure is via overland surface flows. As with Millicent, the Penola Township is relatively flat, thus utilising overland flow paths can be problematic during short, intense rainfall events. A Stormwater Management Plan for the Penola Township has been compiled, identifying catchment zones and concept designs to improve stormwater management in the area through the construction of underground pipes. It is proposed to upgrade the Penola stormwater infrastructure and this is discussed further in Section 5.4.

5.1.3 Asset condition

Condition of the stormwater infrastructure is not currently monitored in a formal way. As the infrastructure database is reviewed and digital mapping is enabled, maintenance maps and maintenance schedules will be generated. As the maintenance program becomes formalised, asset condition will be assessed during this process.

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. cleaning, street sweeping and repairs to damaged infrastructure.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating.

Maintenance expenditure is shown in Table 5.2.1.

Table 5.2.1: Maintenance Expenditure Trends

Year	Maintenance Budget \$
2017/2018	\$ 99,000
2018/2019	\$104,000
2019/2020	\$114,000

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that they will result in a lesser level of service, the service consequences and service risks have been identified and is highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

It should be noted that there are no operational costs listed within this plan for the stormwater asset class. Such costs include maintenance of asset management and/or finance systems (typically licensing/software fees) and asset management staff, and these can be attributed across all classes of assets. As of June 2019, licensing fees for the asset management systems are approximately \$25,000 per annum. Other operational costs include staff time and general overheads that can be apportioned to the management of assets, however these are generally allocated to general staffing budgets and not directly linked to asset management.

Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in current 2018/2019 dollar values (i.e. real values).

Figure 4: Projected Operations and Maintenance Expenditure

Wattle Range - Projected Operations & Maintenance Expenditure (2019_Stormwater_S3_V1)

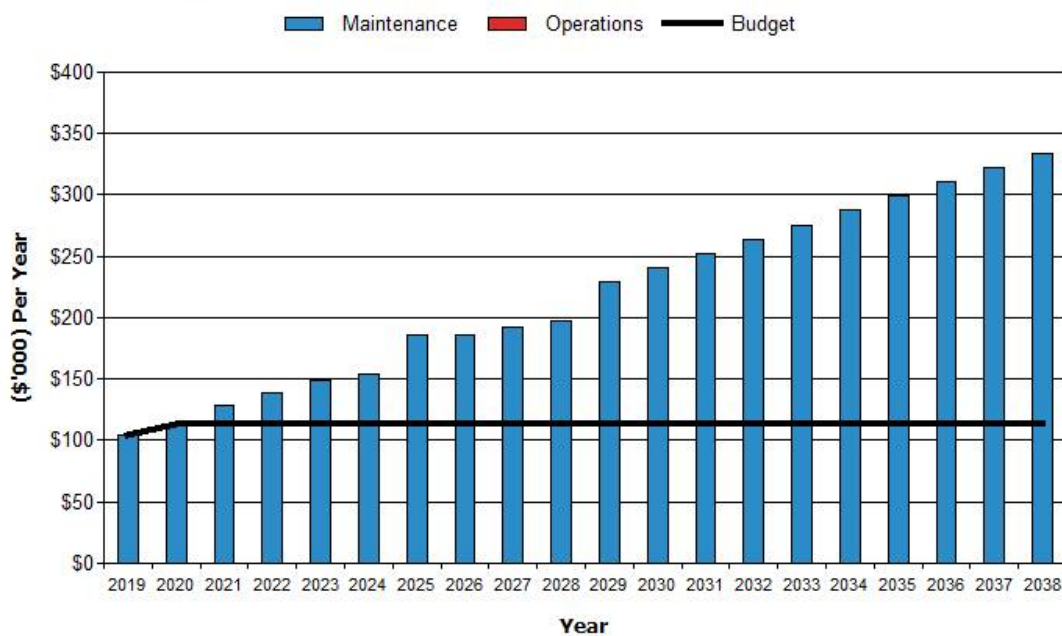


Figure Values are in current (real) dollars.

The annual operations and maintenance costs are expected to rise as WRC add more infrastructure to the network. More infrastructure requires more maintenance. Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan.

Maintenance is funded from the operating budget. This is further discussed in Section 7.

5.3 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset’s design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

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Assets requiring renewal/replacement are identified from one of three methods provided in the 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan worksheets on the 'Expenditure template'.

Method 3 was used for this asset management plan.

5.3.1 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. roughness of a road).⁵

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be greatest,
- Have a total value representing the greatest net value,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs, and
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.⁶

With limited condition data available, renewal ranking criteria has not been set. This will be part of the improvement plan for future iterations of this document.

5.3.2 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time when the asset stock increases. The expenditure is required is shown in Fig 5. Note that all amounts are shown in current (real) dollars.

The projected capital renewal and replacement program is shown in Appendix A.

⁵ IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

⁶ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

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Fig 5: Projected Capital Renewal and Replacement Expenditure

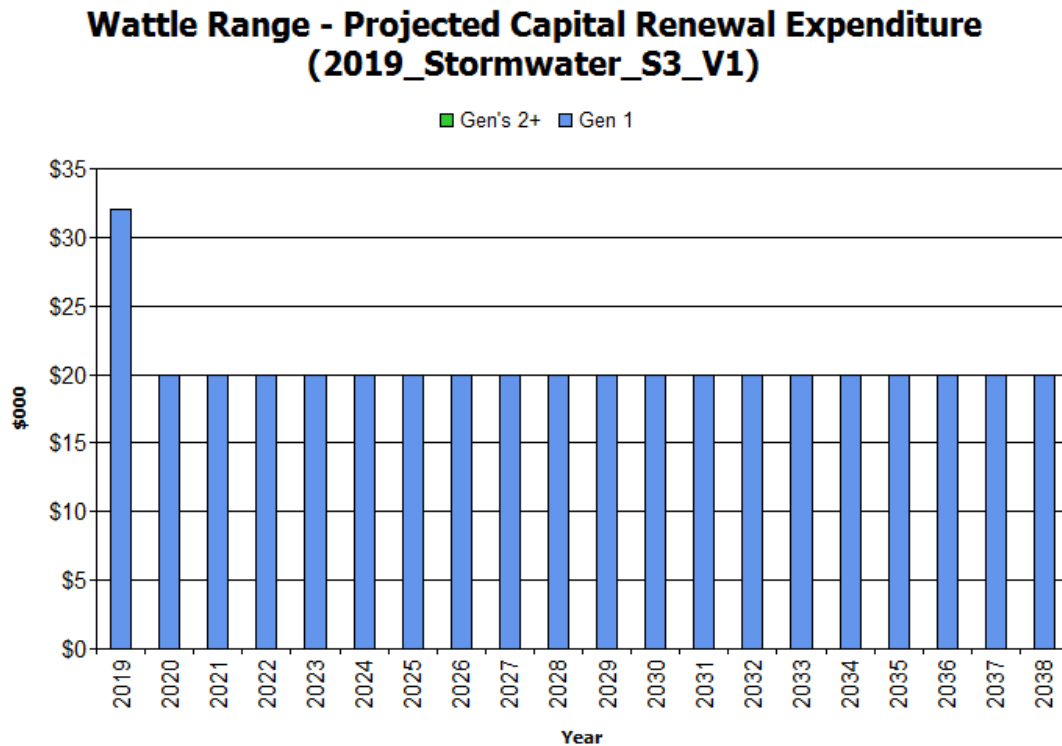


Figure Values are in current (real) dollars.

5.3.3 Renewal Funding Gap and Deferred Liability

As Figure 5 indicates, Council are not proposing to renew the stormwater assets at their anticipated rate of decline (ie depreciation rate). This will result in a deferred liability, which may cause a significant increase in renewal funding at some point in the future. When additional comprehensive condition data becomes available, the annual renewal expenditure will be reviewed and adjusted to accommodate the findings. Due to the long life anticipated from the stormwater infrastructure, it is expected that large spikes in renewal funding may be avoided, provided that the condition data collected enables thorough future planning.

Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist, or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost. These additional assets are considered in Section 4.4.

5.4.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes.

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At the time of this plan, Council are proposing to construct new and upgrade infrastructure within the township of Penola. An independent consultant was commissioned to provide catchment details and concept plans for the area, including a prioritisation. Whilst Council will generally adhere to the recommendations, some prioritisations have been moved forward. This is as a result of proposed developments not going ahead as planned at the time of commissioning of the independent report.

5.4.2 Summary of future upgrade/new assets expenditure

Projected upgrade/new asset expenditures are summarised in Fig 6. The projected upgrade/new capital works program is shown in Appendix B. All amounts are shown in real values.

Fig 6: Projected Capital Upgrade/New Asset Expenditure

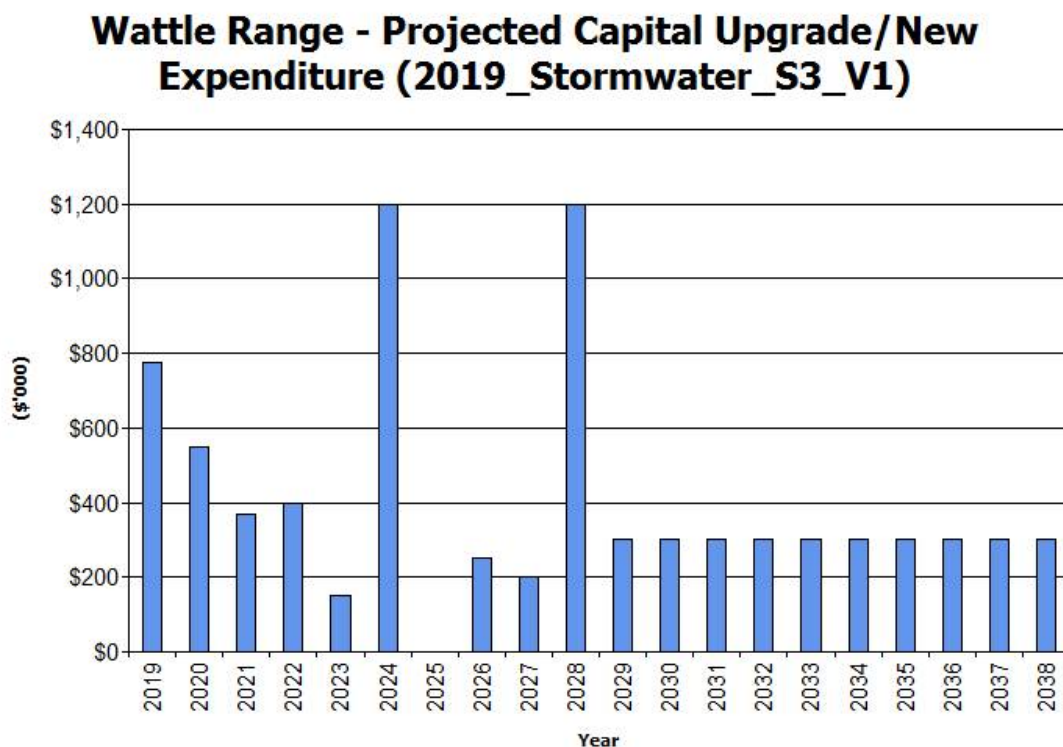


Figure Values are in current (real) dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long term financial plan but only to the extent of the available funds

5.4.3 Penola Township Stormwater Management

As can be seen in Figure 6, Council are proposing to invest quite significantly in the construction of new and upgraded stormwater infrastructure within the township of Penola. Acquiring these new assets will cause a flow on affect, in that additional funds will be required in order to operate and maintain the infrastructure once in service.

In 2010, Council commissioned Tonkin Consulting to undertake a study of the existing stormwater drainage network within the township of Penola. It was identified that there was a need to adequately plan for and manage runoff from existing and future development within the township area.

Tonkin investigated various options to manage runoff within the township, provided a recommendation for a multistage project. This includes new infrastructure containing pits, pipes, channels and basins, plus upgrades of undersized existing infrastructure. The proposed works were provided as a staged project.

Other infrastructure projects within the Penola Township resulted in the construction of some components of the stormwater recommendations. These include retention basins on Robe Road/Clay Wells Road, Clarke Street, Abbey Road and South Terrace. Surface run-off from the construction of the Penola Bypass has also been accounted for. As a result, these works have been excluded from forecast costings.

Referring to Figure 6-1 Staging of Drainage Works (within the management plan), Council has determined an adjusted priority staging, taking into consideration the newly constructed retention basins and the residential/commercial development progress within the township area. On average, Council proposing new/upgrade infrastructure at a cost of \$341,000 (on average) per year over the 10 year period. Appendix C details the proposed staging further.

Council will seek grant funding where available, to assist in the constructing of the proposed infrastructure. At the time of this plan, potential sources of funding streams have been identified as a possibility, with ongoing investigations continuing.

5.4.4 Summary of asset expenditure requirements

The financial projections from this asset plan are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.

The bars in the graphs represent the anticipated budget needs required to achieve lowest lifecycle costs, the budget line indicates what is currently available. The gap between these informs the discussion on achieving the balance between services, costs and risk to achieve the best value outcome.

Fig 7: Projected Operating and Capital Expenditure

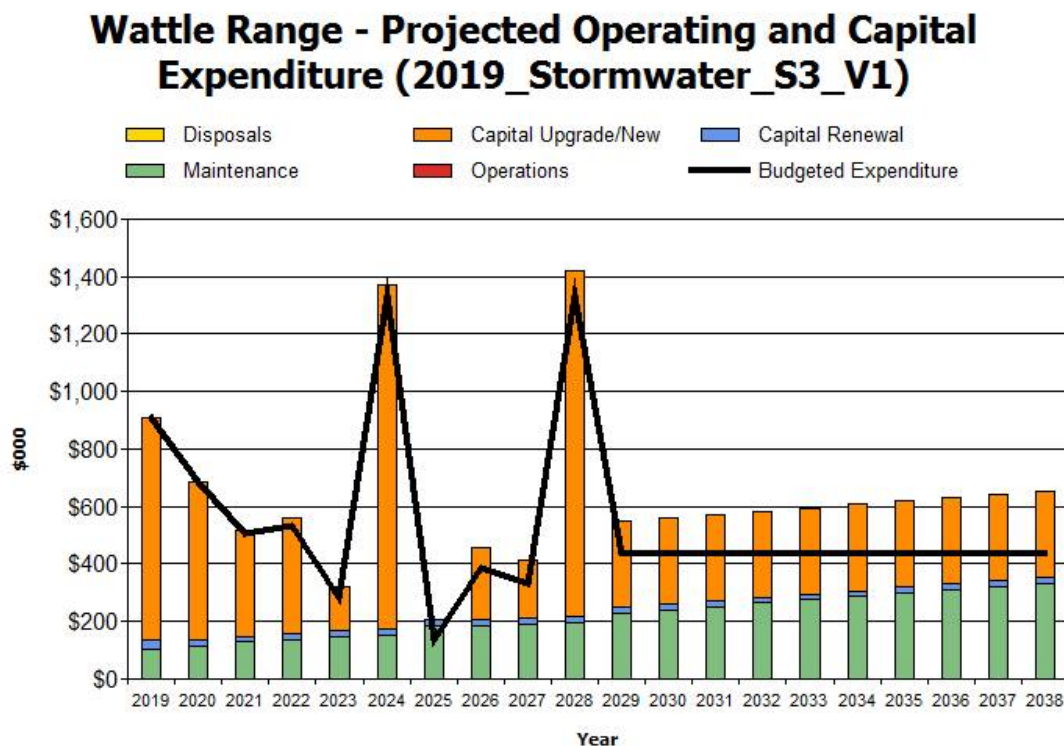


Figure Values are in current (real) dollars.



5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.5, together with estimated annual savings from not having to fund operations and maintenance of the assets. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any. Any costs or revenue gained from asset disposals is accommodated in the long term financial plan.

There are no stormwater assets proposed for disposal at the time of this plan.

6. RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2009 as: 'coordinated activities to direct and control with regard to risk'⁷.

An assessment of risks⁸ associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock'. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

By identifying critical assets and failure modes investigative activities, condition inspection programs, maintenance and capital expenditure plans can be targeted at the critical areas. At the time of this plan, critical assets have not been identified.

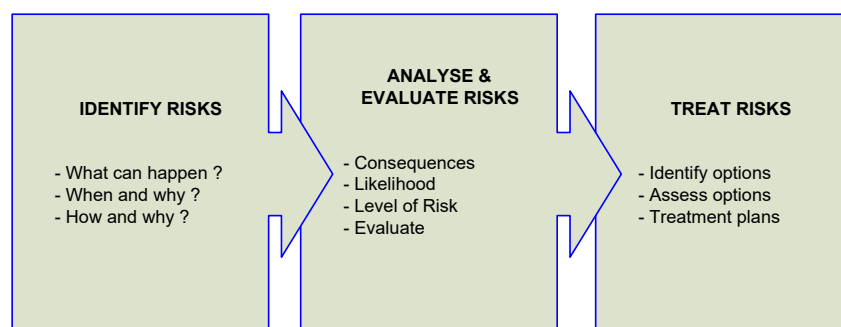
6.2 Risk Assessment

The risk management process used in this project is shown in Figure 6.2 below.

It is an analysis and problem solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of the ISO risk assessment standard ISO 31000:2009.

Fig 6.2 Risk Management Process – Abridged



⁷ ISO 31000:2009, p 2

⁸ Wattle Range Council – Risk Register

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The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery from infrastructure assets has identified the critical risks that will result in significant loss, 'financial shock' or a reduction in service.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment cost after the selected treatment plan is implemented is shown in Table 6.2. These risks and costs are reported to management.

Table 6.2: Critical Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk *
Stormwater Drainage	Failure to maintain and manage appropriate to standards	M	Customer service requests Condition Assessments Asset Management Plan Stormwater Management Plans	M

Note * The residual risk is the risk remaining after the selected risk treatment plan is operational.

6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to our customers and the services we provide. To adapt to changing conditions and grow over time we need to understand our capacity to respond to possible disruptions and be positioned to absorb disturbance and act effectively in a crisis to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity and crisis leadership.

Whilst WRC have a series of Business Continuity Plans, at the current time Stormwater infrastructure is not covered.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Provide Stormwater Management Plans for all townships
- Undertake largescale new/upgrade projects every year to close the network gap
- Upgrade all open channel systems into buried pipe

6.4.2 Service trade-off

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users. These include:

- Localised flooding during short-term, high-intensity events
- Ponding of stormwater in open channels for lengthy periods of time

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences. These include:

- Lower customer satisfaction
- An increase in localised flooding

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These actions and expenditures are considered in the projected expenditures, and where developed are included in the Risk Management Plan.

7. FINANCIAL SUMMARY

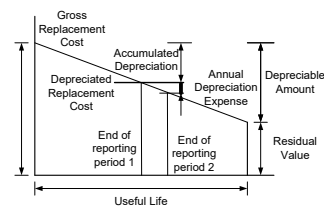
This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. Assets are valued at fair cost to replace service capacity.

Gross Replacement Cost	\$4,200,000
Depreciable Amount	\$4,200,000
Depreciated Replacement Cost ⁹	\$3,075,000
Annual Average Asset Consumption	\$36,000



7.1.2 Sustainability of service delivery

Two key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the:

- asset consumption and expenditure, and
- medium term budgeted expenditures/projected expenditure (over 10 years of the planning period).

Asset Consumption and Expenditure Ratios

Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

Rate of Annual Asset Consumption (depreciation/depreciable amount)	0.9%
Rate of Annual Asset Renewal (capital renewal exp/depreciable amount)	0.8%
Asset Sustainability (Asset renewals as percentage of consumption)	89.0%

In 2019, WRC planned to renew assets at 0.8% of the rate they are being consumed and will be increasing its asset stock by 18.4% in the year.

Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

⁹ Also reported as Written Down Value, Carrying or Net Book Value.

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These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$176,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$134,000 on average per year giving a 10 year funding shortfall of \$57,000 per year. This indicates 70% of the projected expenditures needed to provide the services documented in the asset management plan. This excludes upgrade/new assets.

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long Term Financial Plan.

7.1.3 Projected and LTFP Budgeted Renewals and Financing Shortfall

Table 7.1.3 shows the shortfall/surplus between projected renewal and replacement expenditure in the long term financial plan. Budget expenditures accommodated in the long term financial plan or extrapolated from current budgets are shown in Appendix A.

Table 7.1.3: Projected and LTFP Budgeted Renewals and Financing Shortfall (\$000)

Year	Consumption of Assets (\$000)	LTFP Renewal Budget (\$000)	Renewal Financing Shortfall (\$000)	Cumulative Shortfall (\$000) (-ve Gap, +ve Surplus)
2019	\$36	\$32	-\$4	-\$4
2020	\$36	\$20	-\$16	-\$20
2021	\$36	\$20	-\$16	-\$36
2022	\$36	\$20	-\$16	-\$52
2023	\$36	\$20	-\$16	-\$68
2024	\$36	\$20	-\$16	-\$84
2025	\$36	\$20	-\$16	-\$100
2026	\$36	\$20	-\$16	-\$116
2027	\$36	\$20	-\$16	-\$132
2028	\$36	\$20	-\$16	-\$148
2029	\$36	\$20	-\$16	-\$164
2030	\$36	\$20	-\$16	-\$180
2031	\$36	\$20	-\$16	-\$196
2032	\$36	\$20	-\$16	-\$212
2033	\$36	\$20	-\$16	-\$228
2034	\$36	\$20	-\$16	-\$244
2035	\$36	\$20	-\$16	-\$260
2036	\$36	\$20	-\$16	-\$276
2037	\$36	\$20	-\$16	-\$292
2038	\$36	\$20	-\$16	-\$308

Providing services in a sustainable manner will generally require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

There are two main things to note with regard to the projected shortfall in renewal funding as detailed in the table above. The first is that these figures don't take into account the projected upgrades, as detailed in Section 7.3. The

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proposed upgrades will add significant value to the asset stock, whilst also increasing the annual consumption; thus creating a larger renewal shortfall if budgets are not increased appropriately. The second relates to the expected long life of assets within the stormwater class and the potential for a deferred liability. This is discussed further in Section 5.3.3.

7.1.4 Projected expenditures for long term financial plan

Table 7.1.4 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2019 real values.

Table 7.1.4: Projected Expenditures for Long Term Financial Plan (\$000)

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2019	\$0	\$104	\$32	\$774	\$0
2020	\$0	\$114	\$20	\$550	\$0
2021	\$0	\$129	\$20	\$370	\$0
2022	\$0	\$139	\$20	\$400	\$0
2023	\$0	\$150	\$20	\$150	\$0
2024	\$0	\$154	\$20	\$1,200	\$0
2025	\$0	\$186	\$20	\$0	\$0
2026	\$0	\$186	\$20	\$250	\$0
2027	\$0	\$193	\$20	\$200	\$0
2028	\$0	\$198	\$20	\$1,200	\$0
2029	\$0	\$229	\$20	\$300	\$0
2030	\$0	\$241	\$20	\$300	\$0
2031	\$0	\$252	\$20	\$300	\$0
2032	\$0	\$264	\$20	\$300	\$0
2033	\$0	\$276	\$20	\$300	\$0
2034	\$0	\$287	\$20	\$300	\$0
2035	\$0	\$299	\$20	\$300	\$0
2036	\$0	\$311	\$20	\$300	\$0
2037	\$0	\$322	\$20	\$300	\$0
2038	\$0	\$334	\$20	\$300	\$0

7.2 Funding Strategy

Funding for assets is provided from the budget and long term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the asset management plan communicates how and when this will be spent, along with the service and risk consequences of differing options.

7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are constructed as part of the Penola Township Stormwater Management Plan.

Additional assets will generally add to the operations and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

As expected, the proposed construction of new and upgrade infrastructure in Penola will significantly increase the valuation of this asset class. A summary of the proposed increases (in today's values) are listed below.

Table 7.3: Projected Valuation Increase of Asset Stock

Year	Proposed New/Upgrade Expenditure ('000)	% Increase of Asset Stock
2019	\$774	18%
2020	\$550	13%
2021	\$370	9%
2022	\$400	10%
2023	\$150	4%
2024	\$1,200	29%
2025	\$0	0%
2026	\$250	6%
2027	\$200	5%
2028	\$1,200	29%

The increase in asset stock will have an effect on all streams of expenditure. Annual depreciation and maintenance expenditures will both increase. Due to the expected long lives of stormwater infrastructure (in the order of 80-100 years), it is not anticipated to have a short or medium term effect on renewal expenditure. Provided regular maintenance is undertaken and the new infrastructure functions as is designed, the corresponding increase in renewal expenditure is not expected for many, many years.

7.4 Key Assumptions Made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- Financial projections are based on historical expenditure averages and revenue trends with little or no change in the future
- Legislative requirements will remain the same
- Asset data is complete and reliable

7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale¹⁰ in accordance with Table 7.5.

Table 7.5: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate \pm 2%
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate \pm 10%

¹⁰ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

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Confidence Grade	Description
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated \pm 25%
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy \pm 40%
E Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is considered to be C – Uncertain.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices¹¹

8.1.1 Accounting and financial data sources

The financial systems are managed by the Financial Services Team under the Corporate Services Division, and are operated through the following program:

- Assetic Cloud
- Synergy Soft

Policy No. 143 – Asset Accounting Policy guides the valuation practices.

8.1.2 Asset management data sources

The asset data sources are managed by the Assets Team under the Engineering Services Division. The primary data is held within Assetic Cloud database, and from this data, Council has compiled 10yr renewal and new/upgrade work plans.

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.1.

Table 8.1: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
1	Asset Register Update and finalise a GIS dataset for this asset class	Asset Team	Existing Staff	October 2019
2	Maintenance Generate a rolling maintenance plan network wide to undertake regular and ongoing maintenance tasks such as cleaning and flushing.	Asset Team	Existing Staff / Contractors	October 2019

¹¹ ISO 55000 Refers to this the Asset Management System

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3	Asset Register Undertake rolling condition assessments during maintenance programs at least every 4 years, in order to generate future renewal programs	Asset Team	Existing Staff / Contractors	October 2019
4	Administration Undertake a review of the Infrastructure Risk Management Plan to identify if there are any high/very high risks associated with this class of assets	Asset Team / WHS and Risk Management Team	Existing Staff	December 2020
5	Administration Undertake a review of the infrastructure to identify if there are critical assets within the stormwater drainage network	Asset Team / WHS and Risk Management Team	Existing Staff	December 2020
6	Strategic Planning Generate a Stormwater Management Plan for the township of Millicent, identifying the suitability of the existing network and/or concept detailing of new/upgrade infrastructure	Asset Team	Contractors	July 2023

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The AM Plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the long term financial plan.

The AM Plan has a life of 4 years.

8.4 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the target of 1.0.

9. REFERENCES

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- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- Wattle Range Council – Annual Business Plan and Budget
- Wattle Range Council – Strategic Plan
- Wattle Range Council – Long Term Financial Plan

10. APPENDICES

Appendix A Projected 10 year Capital Renewal and Replacement Works Program

Appendix B Projected 10 year Capital Upgrade/New Works Program

Appendix C LTFP Budgeted Expenditures Accommodated in AM Plan

Appendix D Penola Stormwater Management Plan

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Appendix A Projected 10-year Capital Renewal and Replacement Works Program

Year	Network Renewal Projects	Estimate ('000)
2019	Stormwater Pit renewals - Various	\$32
2020	Stormwater Pit renewals - Various	\$20
2021	Stormwater Pit renewals - Various	\$20
2022	Stormwater Pit renewals - Various	\$20
2023	Stormwater Pit renewals - Various	\$20
2024	Stormwater Pit renewals - Various	\$20
2025	Stormwater Pit renewals - Various	\$20
2026	Stormwater Pit renewals - Various	\$20
2027	Stormwater Pit renewals - Various	\$20
2028	Stormwater Pit renewals - Various	\$20

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Appendix B Projected Upgrade/Exp/New 10-year Capital Works Program

Year	Network Upgrade/New Projects	Estimate ('000)
2019	Penola Stormwater Management Upgrade – Catchment: Arthur Street (Stage 1)	\$774
2020	Penola Stormwater Management Upgrade – Catchment: Arthur Street (Stage 2)	\$520
	Penola Stormwater Management Design – Catchment: Queen Street/South Terrace	\$30
2021	Penola Stormwater Management Upgrade – Catchment: Queen Street/South Terrace	\$300
	Penola Stormwater Management Design – Catchment: Arthur Street/Clarke Street	\$70
2022	Penola Stormwater Management Upgrade – Catchment: Arthur Street/Clarke Street	\$400
2023	Penola Stormwater Management Design – Catchment: Robe Road and all areas north of Robe Road	\$150
2024	Penola Stormwater Management Upgrade – Catchment: Robe Road (Stage 1 and 2)	\$1,200
2025	-	-
2026	Penola Stormwater Management Upgrade – Catchment: Clarke Street (south)	\$250
2027	Penola Stormwater Management Upgrade – Catchment: Ellen Street/Jessie Street	\$200
2028	Penola Stormwater Management Upgrade – Catchment: Clarke Street/John Street	\$1,200

Appendix C Budgeted Expenditures Accommodated in LTFF

NAMS.PLUS3 Asset Management		Wattle Range									
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia											
Stormwater_S3_V1		Asset Management Plan									
First year of expenditure projections		2019 (financial yr ending)									
Stormwater	Asset values at start of planning period	Calc CRC from Asset Register									
Current replacement cost	\$4,200 (000)	\$0 (000)									
Depreciable amount	\$4,200 (000)	This is a check for you.									
Depreciated replacement cost	\$3,075 (000)										
Annual depreciation expense	\$36 (000)										
		Operations and Maintenance Costs for New Assets									
		Additional operations costs % of asset value									
		Additional maintenance 0.00%									
		Additional depreciation 2.69%									
		Planned renewal budget (information only) 0.86%									
		You may use these values calculated from your data or overwrite the links.									
Planned Expenditures from LTFF											
20 Year Expenditure Projections		Note: Enter all values in current 2019 values									
Financial year ending	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)											
Operations	Operations budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Management budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Maintenance	Reactive maintenance budget	\$86	\$36	\$36	\$36	\$36	\$36	\$36	\$36	\$36	
	Planned maintenance budget	\$18	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	
	Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total maintenance	\$104	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	
Capital	Planned renewal budget	\$32	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	
	Planned upgrade/new budget	\$774	\$550	\$370	\$400	\$150	\$1,200	\$0	\$250	\$200	
	Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Asset Disposals	Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)											
	Additional Expenditure Outlays required and not included above	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
	Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
	Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)											
	Forecast Capital Renewal from Forms 2A & 2B	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
		\$32	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
	Forecast Capital Upgrade from Form 2C	\$774	\$550	\$370	\$400	\$150	\$1,200	\$0	\$250	\$200	\$1,200

Appendix D Penola Stormwater Management Plan



Wattle Range Council

Penola Township

Stormwater Management Plan





Wattle Range Council
Penola Township
Stormwater Management Plan

Principal Contacts
David Seeliger

April 2010
Ref No 20060836RA2

ADELAIDE
TONKIN CONSULTING
ABN 99 630 962 951
Level 2, 66 Rundle Street
Kent Town SA 5067
T +61 8 8273 3100
F +61 8 8273 3110
adelaide@tonkin.com.au

MOUNT GAMBIER
TONKIN CONSULTING
1 Krummel Street
PO Box 1192
Mount Gambier SA 5290
T +61 8 8723 5002
F +61 8 8723 5004
mtgambier@tonkin.com.au

BERRI
TONKIN CONSULTING
27 Vaughan Terrace
PO Box 2243
Berri SA 5343
T +61 8 8723 5002
F +61 8 8723 5004
berri@tonkin.com.au

DARWIN
TONKIN CONSULTING
Unit 33, 16 Charlton Court
Woolner NT 0820
T +61 8 8981 7155
F +61 8 8981 7455
darwin@tonkin.com.au



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Document History and Status

Document History and status

Rev	Description	Author	Rev'd	App'd	Date
A	Draft	AYC	DWS	DJ	29/05/07
B	Final Draft	AYC	DWS	DJ	25/07/07
C	Final	AYC	DWS	DJ	26/08/09
D	Revised Final	AYC	DWS	DJ	22/04/10



1. Introduction

The Wattle Range Council has recognised that there is a need to adequately plan for and manage runoff from existing and future development within the Township of Penola. Development of a Stormwater Management Plan has been proposed as a means of ensuring that this objective is achieved in an integrated and coordinated manner.

This document forms the output from this process and contains:

- A summary of existing information relevant to management of stormwater in the catchment;
- Catchment specific objectives for management of stormwater runoff;
- Management strategies that are recommended to be used to meet the identified management objectives;
- A framework and direction for management of runoff;
- A clear definition of a series of further investigations necessary to refine the Stormwater Management Plan.



2. Study Area

2.1 Study Area Description

The Study Area for the Penola Stormwater Management Plan includes all areas zoned in the current Development Plan including Residential, Industrial, Commercial and Town Centre. This area includes the developed area of Penola, in addition to some vacant areas to the west, east and the south of the township.

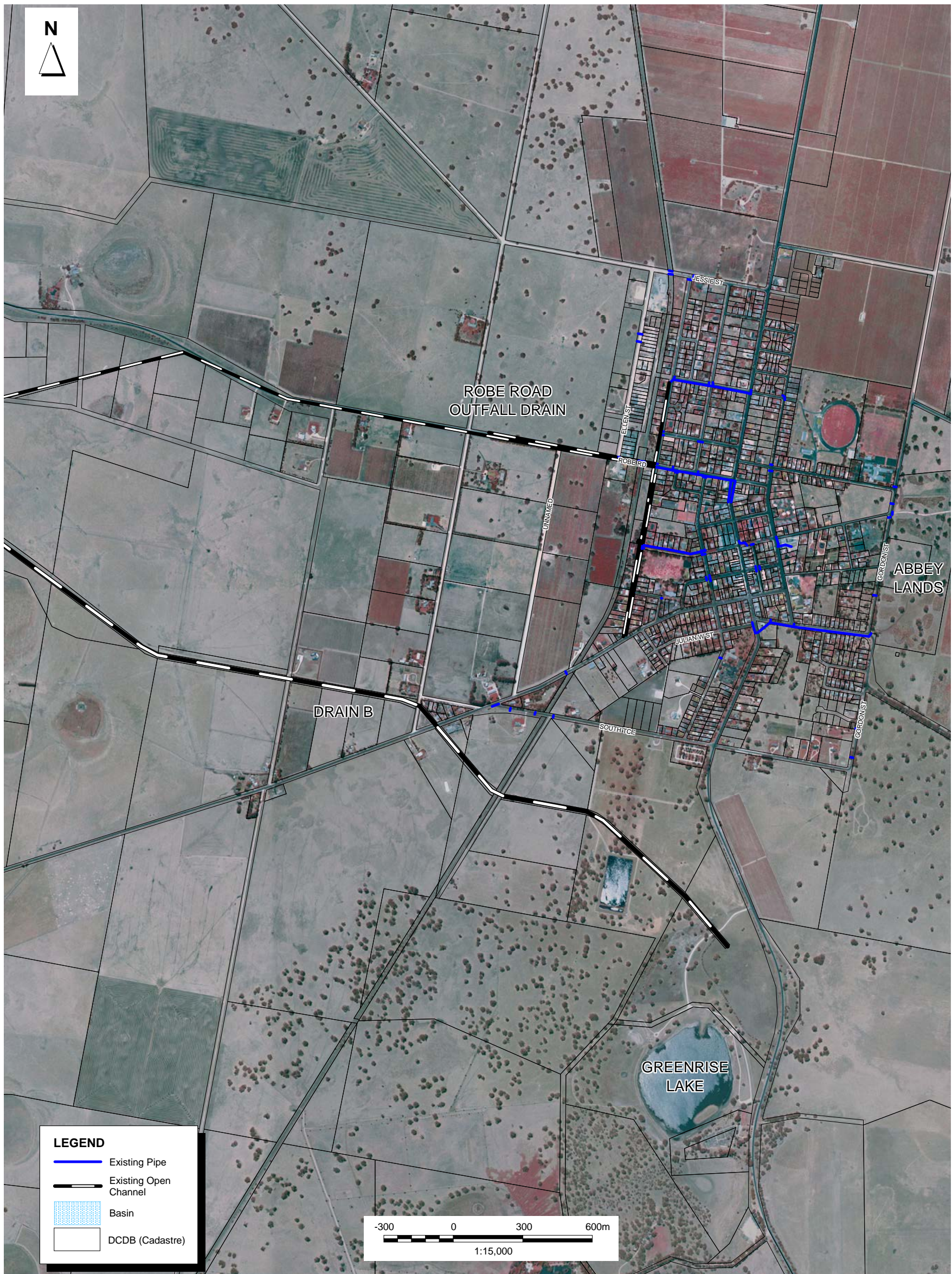
Figure 2-1 contains a locality plan of the area surrounding Penola. Penola is largely flat, with street grades generally in the range of 0.05% to 0.6%. A majority of the developed catchment flows into two open channels, draining west out of Penola along Robe Road, before entering Drain B or spilling into adjacent paddocks. A small catchment drains to the council depot retention basin and several catchments drain to the Abbey Land drainage reserve on Gordon Street. There are many small catchments that drain to adjacent vacant areas or paddocks outside Penola.

2.2 Previous Investigations

There have been a number of previous investigations covering areas within Penola including:

- Abbey Land/Penola West Drainage Study, Kinhill Engineers, 1998
- Penola – Ellen Street West Stormwater Drainage, Kinhill Engineers, 2000
- Penola – Ellen Street Drainage, Brown and Root, 2001

Some of these studies have provided recommendations for upgrading the existing drainage system by duplicating or replacing the existing infrastructure. The alignments recommended in these studies were considered when investigating the upgrade options.



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LEGEND

- Existing Pipe
- Existing Open Channel
- Basin
- DCDB (Cadastre)

-300 0 300 600m

1:15,000

Tonkin ENGINEERING SCIENCE

ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Drainage Study Area.wor
 Drawn: Alvin Chan
 Date: 18/05/2007

Wattle Range Council

Penola Stormwater Management Plan

LOCALITY PLAN
FIGURE 2-1



2.3 Stormwater Infrastructure

2.3.1 Existing Infrastructure

Figure 2-2 shows the location of existing stormwater infrastructure within the study area.

The following infrastructure elements are shown:

- Underground drainage systems (pipes, box culverts and pumping mains)
- Open channel drain systems
- Retention and detention basins
- Bubble-up pit systems
- Existing channels and drainage bore in the Abbey Land east of Gordon Street.

Table 2-1 shows a statistical summary of the existing stormwater infrastructure.

Table 2-1 Existing Stormwater Infrastructure Summary

Drain Element	Total
Pipes & Box Culverts	2,500 m
Open Channel / Creek	Approx 2,500 m
Rising Main	33 m
Pump Stations	1
Retention Basins	2
Detention Basins	1
Drainage Bores	1

2.3.2 Age and Condition of Infrastructure

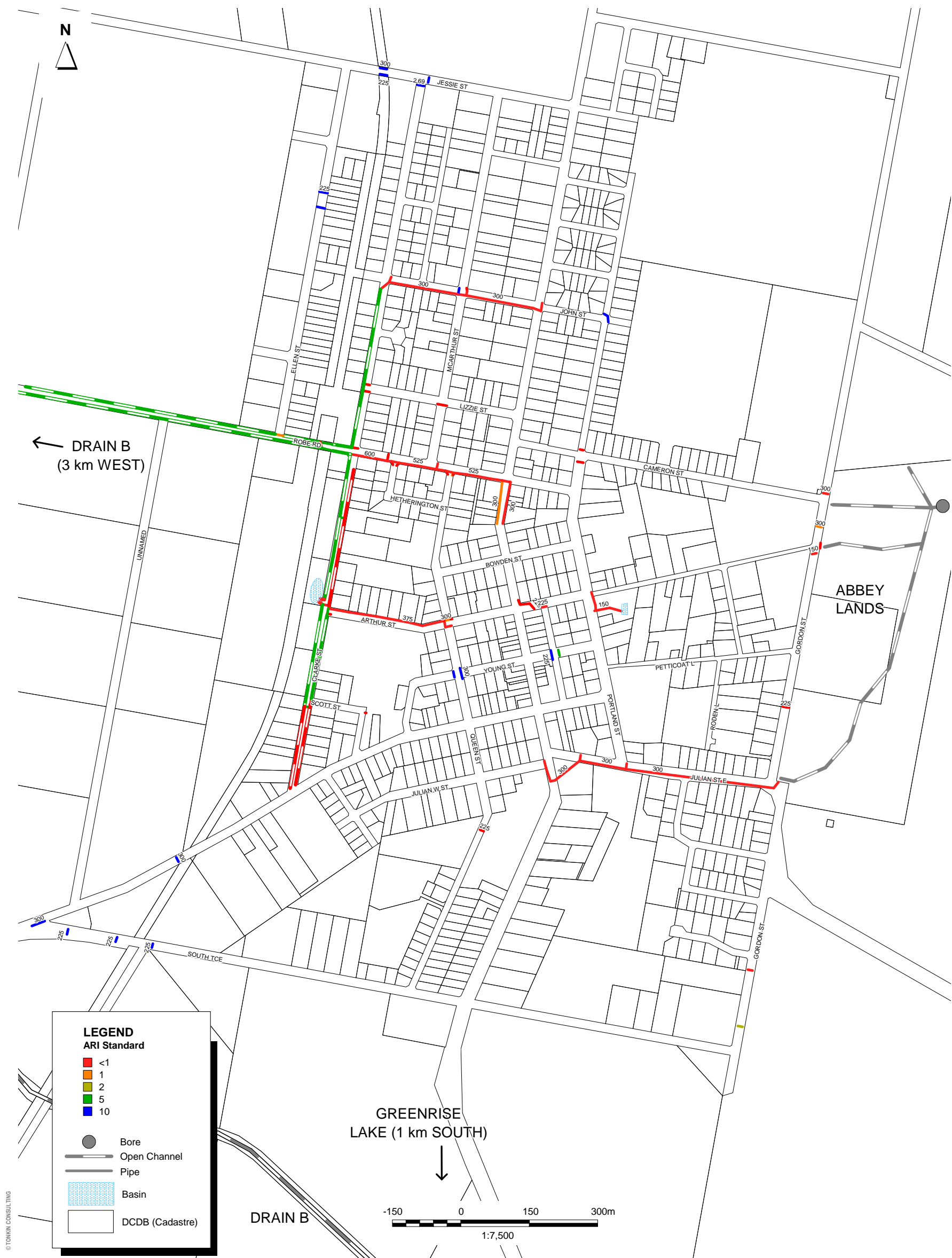
The infrastructure is in a relatively poor condition with many of the systems limited by shallow drains and poor inlet conditions which are prone to blockage. This assessment is based on a general observation only; no inspection was undertaken.

2.3.3 Proposed Infrastructure

The Kinhill Engineers report on the Penola West Drainage made recommendations to duplicate or replace the existing infrastructure in a number of locations. It was observed that none of these recommendations have yet been implemented.

2.4 Catchments

The township of Penola has been divided into catchments, shown in Figure 2-3, and detailed below.



ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Drainage Existing System.wor
 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council

Penola Stormwater Management Plan
EXISTING SYSTEM DRAINAGE STANDARD
FIGURE 2-2



2.4.1 Robe Road Catchment

The Robe Road Catchment is the largest catchment within the Township of Penola, comprised of approximately 90 hectares of industrial, residential and town centre commercial areas. The catchment consists of three main subcatchments that contribute to two open channels either side of Robe Road, that form the outfall to Drain B.

John Street Subcatchment (41 ha)

This large subcatchment has several "bubble-up pit" systems (a system to transfer flow under a road crown using two pits and a transfer pipe) and roadside swales which connect to an underground pipe system located in John Street. This system discharges into an open channel close to the intersection with Clarke Street before draining south to the Robe Road Outfall.

Clarke Street Subcatchment (24 ha)

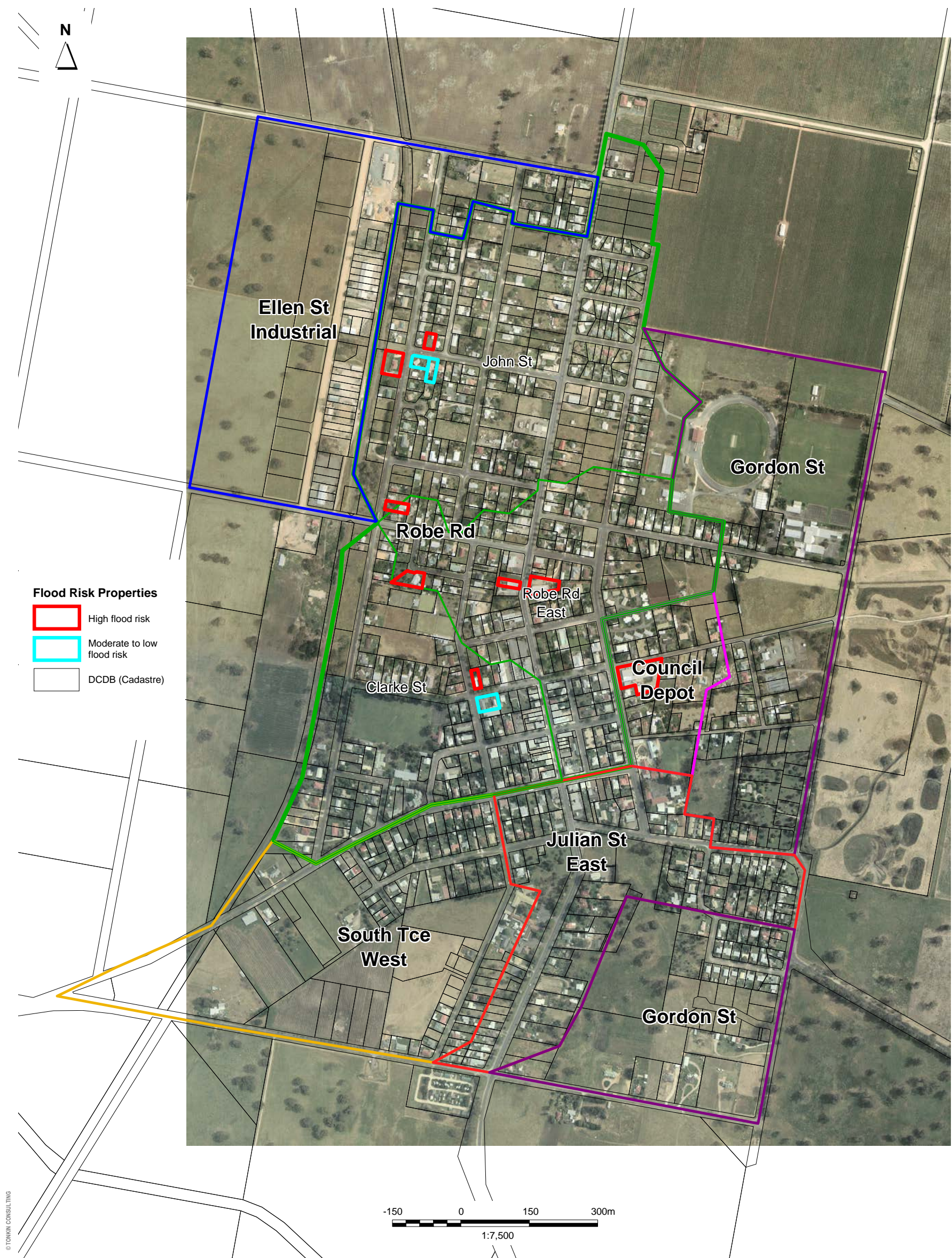
A portion of the catchment drains along the street water table to the low point at the intersection of Queen Street and Arthur Street. Pits intercept the flows arriving at the intersection and transfer it, via a 375 diameter underground drain, to a detention basin area on the west side of Clarke Street. The allotments along Clarke Street drain by open channels located on either side of street, with pipe crossings for driveway access, allowing flows to be also directed to the detention basin. The detention basin outfall discharges along the western channel of Clarke Street to meet with the Robe Road main drain.

Robe Road East Subcatchment (25 ha)

This subcatchment drains through a pipe system from a sag in Riddoch Highway (just south of Robe Road) along Robe Road to the main outfall channel at the intersection of Clarke Street. This catchment also includes the small pump station on Arthur Street, which transfers flows from Arthur Street and Alfred Street to Robe Road.

2.4.2 Council Works Depot Catchment

This 7.5 hectare catchment drains to a low point near the intersection of Portland Street and Arthur Street. Currently the runoff from this catchment is directed to a retention basin located at the back of the Council Works Depot. During large or extended rainfall events a significant volume of stormwater can be generated. When this exceeds the basin capacity, stormwater pools over the site, potentially leading to inundation of the Council workshop.



Flood Risk Properties

- High flood risk
- Moderate to low flood risk
- DCDB (Cadastre)

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ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Drainage Catchments.wor
 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council

Penola Stormwater Management Plan
MAIN CATCHMENTS AND SUBCATCHMENTS
FIGURE 2-3



2.4.3 South Terrace West Catchment

The South Terrace West Catchment consists of the 33 hectare area in the South Western corner of Penola that is generally bounded by South Terrace, Riddoch Street and Queen Street. The South Terrace West Catchment is partially drained by open channels that discharge flow down South Terrace and Riddoch Street until it intersects with Drain B southwest of Penola. This catchment is largely unkerbed with much of the developed area discharging into surrounding vacant undeveloped land.

2.4.4 Julian Street East Catchment

The 22 hectare Julian Street East Catchment is partly kerbed and collects runoff mostly from Julian Street and the southern portion of the Riddoch Highway. A drain commencing near Riddoch Highway collects runoff and directs it towards the Abbey Lands to the east, via a 300 diameter underground drain. A portion of this drain passes through private property with no allowance for an easement.

2.4.5 Ellen Street Industrial Catchment

The industrial area centred along Ellen Street is only partially developed with an area of approximately 28 hectares. The area to the west of Ellen Street is currently being expanded with plans to extend development in the area of land between the existing subdivided land and the proposed Penola Bypass. This catchment also includes an additional 5 hectares along Jesse Street on the northern edge of Penola (for a total of 33 hectares), which is not part of the industrial development. This catchment drains to the northwest, through bubble up pit systems. The runoff is discharged to adjacent rural properties. The existing drainage is very informal with culverts directing flow away from the recently developed areas.

2.4.6 Gordon Street Catchments

The Gordon Street Catchments consists of a number of subcatchments on the eastern side of Penola totalling approximately 53 hectares. A large portion of this catchment is not well developed, without formal drainage. Development on the eastern side of this catchment drains into the Abbey Land on the east side of Gordon Street via overland flow paths and several connecting road culverts. On the southern side, some of the catchments drain into a low lying undeveloped area south of Julian Street East. The remaining subcatchments drain into streets and rural paddocks surrounding Penola.

2.5 Modelling of Existing Drainage Performance

2.5.1 ILSAX Model

Hydrological modelling of the catchments was undertaken using the ILSAX model. ILSAX is a design and analysis program for urban stormwater drainage systems. It is a rainfall-runoff routing program combining flows through a drainage network, and



contains procedures to calculate flow times, pipe capacities and detention basin storage routing.

Runoff from each subcatchment is generated by the time-area method according to the specified rainfall temporal data, the rainfall loss model and the time of concentration specific to that subcatchment. Losses are based on an initial and continuing loss model.

2.5.2 Data Compilation

The following information was used in the formulation of the ILSAX model:

- Site inspection;
- Existing detailed survey;
- Drainage infrastructure, crown of road and water table survey produced for the study;
- Floor levels of dwellings and buildings in areas adjacent low points
- Aerial Photography;
- Design drawings of the regional drainage Drain B and Penola STEDS.

Subcatchment boundaries were delineated and digitised using this data and can be seen in Appendix A.

For the underground drains, pipe grade and size information was obtained from the surveys and site inspections. Pipe hydraulic grades were estimated from invert and water table levels. Where open channels are known to run against the grade, engineering judgement has been required to estimate the effective hydraulic grade.

2.5.3 ILSAX Runoff Parameters

The ILSAX modelling of Penola was based on runoff parameters appropriate to the current level of development. These parameters were based on analysis of aerial photography.

A detailed review of the runoff parameters used for modelling residential areas was carried out. The existing impervious area fraction was measured from aerial photography for a randomly selected sample of residential areas within the catchment. It was assumed that 15% of all subcatchments are indirectly connected impervious areas.

The analysis showed that the total impervious area fraction within existing residential zoned areas in the Penola Study area varied between 11% (undeveloped areas) and 50% (recently developed areas). Once allowance for areas not directly connected to the street water table was made, directly connected impervious area fractions ranged from 16% to 26% throughout the catchments.



Little data is available regarding appropriate parameters for modelling runoff from pervious areas in urban catchments. However, in recent studies it has become more common to adopt an initial loss of 45 mm for these areas. This level of loss is unlikely to influence the peak flows for events with a higher frequency than 20 years. For the purpose of this study, an initial loss of 45 mm was used for 100 year ARI event, and 30mm for 5 year ARI events.

2.5.4 Drainage System Capacity

The capacity of the existing drainage network based on ILSAX modelling is presented in Figure 2-2. Generally, pipe capacity was assessed to be exceeded when the model indicated that a greater pipe size (than existing) was required for a given storm event.

It should be noted that the standards of each drain reach as presented assume that all flows from the upstream catchment arrive at the respective pipe segment (i.e. all 'bottlenecks' are removed).

2.5.5 Development Potential

In consultation with Council, the following areas have been identified for potential future development.

- Most areas in central and northern Penola are relatively well developed, however opportunities are still available through the development of vacant blocks and increased paved and roof areas through additions made to existing dwellings.
- There is future industrial development potential west of Ellen Street.
- In south Penola, there is room for development in areas zoned as Residential but are currently vacant.

For the purposes of this study, it was assumed that these areas will approach an ultimate level of development.

2.5.6 Impact on Runoff

Increased development will affect run off in the following ways:

- Increased impervious areas will increase the proportion of runoff; and
- Kerbing of streets and installation of new underground drains will decrease the time of concentration thereby increasing the rate of runoff.

2.5.7 Flood Risk Assessment

An assessment of dwelling floor levels has been undertaken in a number of areas to improve our understanding of the potential flood risk to building and to confirm the standard of the drainage systems that have been adopted at critical points within the catchment.



Approximately 50 properties were surveyed adjacent to low points and then evaluated for their potential risk of flooding. Properties that have been identified as potentially being at risk of flooding are indicated in Figure 2-3. Other properties within the township may also be at risk of flooding but have not been identified in this study.

2.6 Problems and Opportunities

2.6.1 Problem Areas

Penola has many problem areas related to stormwater management, largely due to the small pipe sizes and flat grades. These include:

- Low lying areas at risk of flooding.
- Shallow drains with limited capacity.
- Insufficient capacity in the Council Depot retention basin. Additionally, the depot could potentially be redeveloped, removing the basin entirely.

Particular areas that have reportedly been vulnerable to flooding include:

- The intersection of Queen Street and Arthur Street. This is a sag point with four pits and has inadequate drainage. Of particular note is the church on the northeast corner, which has a low floor level.
- The Council Depot on Portland Street. This lot has a small retention basin, which fills quickly in storm events and has no safe overflow path when full.
- The area in the vicinity of the pump station to the east of the intersection of Arthur Street and Riddoch Highway, due to limited pump capacity
- The sag point on Riddoch Highway between Robe Road and Bowden Street.
- Queen Street low point near South Terrace.

2.6.2 Opportunities

A number of opportunities to improve the stormwater management of Penola have been identified. These include:

- Improving the stormwater infrastructure to account for future development.
- Increasing existing underground drain capacities by replacing/upgrading with larger diameters and/or steeper grades.
- Upgrading existing stormwater pits and installing new ones.
- Redirecting flows south to Greenrise Lake and the storage lagoons.
- Using the Penola Bypass construction to incorporate drainage for the township.
- Redirecting flows to the Abbey Land located east of Gordon Street.
- Replacing the existing poorly maintained open channel on Clarke Street with a 5 year ARI pipe and a grassed swale.
- Provide a higher standard of drainage in Queen Street at the intersection of Arthur Street and at the low point near South Terrace.



3. Stormwater Management Objectives

3.1 Stormwater Management Goals

The key issues to be addressed in the development of any plan for the management of stormwater runoff from an urban catchment include:

- Flooding
- Water Quality
- Water Use
- Environmental Protection and Enhancement
- Asset Management

Arising from these issues, broad objectives for management of urban stormwater runoff can be developed and are commonly identified as follows:

Goal 1: Flood Management

- Provide and maintain an adequate degree of flood protection to existing and future development.

Goal 2: Water Quality Improvement

- Improve water quality to meet the requirements for protection of the receiving environment and downstream water users.

Goal 3: Water Use

- Maximise the use of stormwater runoff for beneficial purposes while ensuring sufficient water is maintained in creeks and wetlands for environmental purposes.

Goal 4: Amenity, Recreation & Environmental Enhancement

- Where possible, develop land used for stormwater management purposes to facilitate recreation use, amenity & environmental enhancement.

Goal 5: Asset Management

- Ensure the condition of stormwater infrastructure is suitable for its intended purpose.



The development of a Stormwater Management Plan for Penola requires these broad objectives to be further refined to identify catchment specific management objectives. These specific objectives will then enable targeted management strategies to be identified and assessed.

3.2 Catchment Specific Objectives

3.2.1 Flood Management (Goal 1)

Existing Drainage Standard

Drainage within Penola is currently provided by a system of bubble up pits, shallow underground drains, swales and open channels. The existing standard of the drainage network has been reviewed as part of the development of this Stormwater Management Plan. This review has shown that the existing system has a generally low standard, with most of the main underground drains providing less than 1 year ARI standard (refer to Figure 2-2).

These drains ultimately discharge to Drain 'B', which is located approximately 3km west of Clarke Street.

Currently Accepted Design Standards

Australian Rainfall and Runoff (IE Aust, 2000) provides some guidance on design standards for urban stormwater drainage. The design standard is embodied in the major-minor principle, which aims to ensure that development is protected from inundation in a 100 year ARI event. Under the major-minor principle, the drainage system is considered to be comprised of a minor (generally underground) component that prevents nuisance flooding of roadways resulting from relatively frequent storm events, and a major component (generally along surface flow paths such as roads and reserves) that carries excess runoff during more substantial storm events. The combined capacity of the minor and major system components should be sufficient to carry the peak flow produced by a 100 year ARI event. A design standard ranging between 2 - 10 years is generally adopted for the minor system. A design standard in the higher end of this range would be adopted in locations of higher density development, or areas where a greater level of performance is required.

Within areas that are already developed, the ability to provide the same level of protection from flooding as in an area of new development is generally limited by the layout of existing roads and reserves and by the topography.

In these areas the selection of an appropriate design standard to protect property that is at risk of inundation therefore requires the exercise of engineering judgement to balance the cost of the works against the benefits obtained.



Proposed Drainage System Design Standard

The widespread adoption of a 5 year ARI underground drainage standard is in agreement with currently accepted design standards. There is some scope to consider the adoption of the lower standards in the local minor streets if there are adequate surface flow paths. Engineering judgment should be used on a case by case basis.

A number of road sag points exist without adequate overland flow paths for floodwaters to escape, potentially causing flooding to adjacent properties. Surrounding development is reliant on the ability of the stormwater systems to provide a reasonable level of flood protection. Therefore, a higher design standard (up to a 100 year ARI) is appropriate. However, in most locations, physical constraints, the capacity of the downstream drainage system or the cost of carrying out works may limit the design standard that is able to be achieved. In these circumstances, any works carried out to improve the degree of flood protection provided to property should provide the highest design standard (up to a 100 year ARI) that can be practically achieved within the given constraints.

The key areas where the capacity of the drainage system should be increased above the nominated 5 year ARI standard includes:

- Queen Street and Arthur Street intersection
- Queen Street low point near South Terrace
- Clarke Street North between Robe Road and John Street

Flood Management Objectives

Based on the above, the following catchment specific objectives for management of flooding within the Township of Penola have been set.

For new development undertaken within the catchment the following flood management objectives will apply:

Objective 1.1

- Protect all new development from inundation in a 100 year ARI event.

Objective 1.2

- Provide an underground drainage system having a minimum capacity sufficient to carry a 5 year ARI flow (or higher where appropriate).



Objective 1.3

- Ensure that gutter flow widths within local streets are not excessive to create significant inconvenience during minor rainfall events or the potential to flood adjacent properties during major events.

Objective 1.4

- Ensure that any new development does not increase the degree of flood risk to other properties for all events up to a 100 year ARI.

Within areas of existing development within the catchment, the following flood management objectives will apply:

Objective 1.5

- Where economically and practically viable, protect existing development from inundation in a 100 year ARI event. A lower standard of flood protection may be adopted where physical and economic constraints limit the ability to achieve a 100 year ARI level of protection.

Objective 1.6

- Provide an underground drainage system having sufficient capacity to carry a 5 year ARI event (or higher where justified by inadequate overland flow paths). A lower underground drainage standard (as low as 2 year ARI) may be adopted in existing developed areas provided that adequate surface flow paths are available to carry major flows and the consequences of nuisance flooding of roadways are not significant.

3.2.2 Water Quality Improvement (Goal 2)

Stormwater generated by the urban catchment discharges into Drain B to the west of Penola or to a bore in the Abbey Lands to the east of Penola and therefore water quality guidelines to protect this downstream environment and downstream water users is considered important.

There is an opportunity for stormwater quality improvement strategies to be implemented within the catchment. These strategies can focus on, but should not be limited to the following areas:

- Gross Pollutant Management
- Sediment Export
- Pollutant Point Sources

In order to address these issues, the following catchment specific objectives for management of water quality have been set:



Objective 2.1

- Improve the quality of the stormwater discharged downstream, with particular emphasis given to gross pollutants and suspended solids.

Objective 2.2

- Minimise the quantity of gross pollutants discharged into the drainage system to maintain hydraulic capacity of the underground drainage system and the hydraulic capacity and visual amenity of the open channel outfall.

Objective 2.3

- Intercept pollutants at source from land uses and activities having a high potential for pollutant generation.

3.2.3 Water Use (Goal 3)

As the drainage system within the catchment predominantly comprises of underground pipe systems, there is no requirement to maintain environmental flows within the township. A number of adjacent lake systems could potentially benefit from the diversion of water during dry periods.

The following catchment specific objectives for water use have therefore been adopted:

Objective 3.1

- Encourage on-site use of stormwater runoff to reduce demand on the water supply.

Objective 3.2

- Identify opportunities for large scale harvesting schemes, which might be comprised of constructed wetlands or directing runoff to adjacent lakes.

3.2.4 Amenity, Recreation & Environmental Enhancement (Goal 4)

Development of multiple use drainage open space requires a careful consideration of the interaction between drainage provision, environmental enhancement, water quality and recreation provision. By application of appropriate principles and implementation of suitable guidelines it is possible to serve a range of needs while at the same time providing a suitable drainage system. In doing so, advantages can be compounded beyond those which may be achieved if each component were considered in isolation.



The following general objectives have therefore been set:

Objective 4.1

- Within new developments, encourage the use of open space that is provided for drainage infrastructure for other purposes such as amenity enhancement, passive or active recreation and environmental enhancement.

Objective 4.2

- Where new stormwater management facilities are constructed on existing public open space, maximise the community use and benefit derived from the facility and ensure that opportunities for biodiversity, amenity and environmental enhancement are realised.

3.2.5 Asset Management (Goal 5)

Stormwater drainage forms a considerable financial asset within the Township of Penola. Stormwater drainage infrastructure is generally considered to have a useful life of 100 years. Degraded infrastructure will reduce the ability of the drainage system to act as per its original design intent.

Without careful planning structural failure of existing infrastructure may necessitate immediate and expensive rectification. Careful asset management will allow for future planning to determine the timeline for replacement of assets.

The following general objectives have therefore been set:

Objective 5.1

- Maintain up to date information on the age and condition of existing drainage infrastructure.

Objective 5.2

- Plan for the strategic replacement of infrastructure nearing the end of its design life.



4. Management Strategies

4.1 Introduction

This section identifies the key strategies that have been considered to meet the objectives for each goal outlined in Section 3. These strategies form the basis for the development of integrated options that have been detailed in Section 5.

4.2 Flood Management

The strategies identified for the Flood Management objectives set out in Section 3.2.1, are described below.

4.2.1 Strategy 1.1: Control Floor Levels of New Development

The floor level of any new development should be set at a level which protects dwellings, industrial and commercial buildings from flood inundation. It is usual to set floor levels between 200 to 300 mm above the adjacent top of kerb or crown of road level.

4.2.2 Strategy 1.2: Upgrade Existing Drainage Systems

The review of existing drain capacities within the catchment has shown that the standard of the existing underground systems is generally below acceptable standards across the catchment. This is because the drains are relatively shallow and on very flat grades giving them a limited capacity. Upgrading these drainage systems will require them to at a greater depth resulting in the downstream open channels being placed at a greater depth. This will be impractical in most locations and will therefore require upgrading of these channels to underground pipes. This will also improve safety and reduce maintenance requirements.

The limited capacity of the existing drainage system is an impediment to improving the level of flood protection for existing and future development. Consequently, future drainage upgrades within each major catchment are recommended to be developed with the following design criteria:

- Underground drains: 5 year ARI standard where safe overland flow paths are available for 100 year ARI event or reasonable volume of flood storage is available before inundation of development, otherwise 10 to 20 year ARI underground drain standard.
- Detention Basins. Sufficient storage is to be provided to enable 100 year ARI flows to be safely contained within the storage.



4.2.3 Strategy 1.3: Provide / Improve Detention Basins at Key Locations

This strategy involves the construction or modification of existing strategically located detention basins to reduce flows discharged into downstream drainage systems. This strategy is linked to strategy 1.2 outlined above.

Unless Council is willing to strategically acquire land to implement such a strategy, land available for construction of these basins would be limited to existing reserves and areas of open space.

4.2.4 Strategy 1.4: Upgrade Robe Road Outfall

Widening and deepening the outfall on Robe Road that connects to Drain B will permit underground drains at a greater depth, which will increase the slope and capacity of the drains.

4.2.5 Strategy 1.5: Provide Pump Systems at Key Locations

Pump systems could be provided to increase the hydraulic capacity of new and existing pipe systems. It will also allow the new drainage system to be placed at a greater depth without significant downstream works or providing a drowned system. The pump system would be needed to be combined with some detention storage to increase the efficiency of the pumps and maintain pump starts and stops to an acceptable level.

One issue that needs to be considered is the potential impact that power failure has on the capacity of the system. It is proposed to provide a mechanism where the system could still perform under gravity, however at a lower capacity.

4.2.6 Strategy 1.6: Penola Bypass Corridor Drainage

There is potential to use this corridor as a route for directing flow away from Penola in a more efficient way without requiring easements or deepening of existing drains. It has been assumed that at least the southern portion of the Bypass will be constructed and there is space available to construct a drain to Robe Road.

4.2.7 Strategy 1.7: Flood Proofing Existing Buildings

If several buildings are more flood prone than the majority of buildings within a area, these could be flood proofed to reduce the potential for damage and potentially reduce the size of the drainage systems required to provide these buildings with adequate flood protection.

4.2.8 Strategy 1.8: Changes to Development Plan

A site inspection shows that some undeveloped areas of Penola may be suitable for development and have been zoned as such. The analysis showing the location of



potential redevelopment within Penola highlights areas where increased concentrations of development are likely to occur, resulting in increased rainfall runoff and flood risk.

Changes to the Development Plan for these areas could be considered as a means of limiting the potential for redevelopment in these areas.

4.3 Water Quality Improvement

The strategies considered for meeting the Water Quality Improvement objectives, set out in Section 3.2.2, are described in Section 5.4.

4.4 Water Use

The potential strategies identified to objectives for Water Use set, out in Section 3.2.3, are described in Section 5.5

4.5 Amenity, Recreation & Environmental Enhancement

The potential strategies identified to meet the Amenity, Recreation & Environmental Enhancement objectives, set out in Section 3.2.4, are described Section 5.6.

4.6 Asset Management

The potential strategies identified to achieve the Asset Management objectives, set out in Section 3.2.5, are described Section 5.7.



5. Management Options

5.1 Introduction

The objectives and strategies outlined in Sections 3 and 4 have been assessed and used to develop stormwater management solutions for each catchment. Several options have been developed for some of the catchments and have been detailed in this section.

5.2 Development Requirements

An assessment has been made of 'special' stormwater-related development requirements considered appropriate to apply in relation to each of the catchment areas. These requirements are in addition to other 'normal' stormwater requirements that would ordinarily be expected to be applied. The development requirements recommended in this Section are considered to provide an appropriate balance between Council infrastructure upgrades and on-site measures incorporated into new development, such that the obligations that the Stormwater Management Plan imposes upon Council and developers are reasonable and practical.

Stormwater requirements that are considered to be required in all situations are discussed below.

Floor Levels

It is recommended that new development be required to have floor levels no less than 300 mm above the adjacent top of kerb level. Where this is not practical, engineering judgement should be used however floor levels should be 300 mm above the surrounding ground level. The floor level must be sufficient in order for adequate drainage, taking into account the lack of Council drainage available in some locations.

Notwithstanding, development adjacent to major drainage paths should be assessed on a case-by-case basis with regard to floor levels.

Impervious site coverage

The review of the existing stormwater drainage indicates that it generally has inadequate capacity to adequately cater for existing development.

Of particular concern is the potential for land within the catchment to be redeveloped in a manner that increases site runoff flow rates and volumes and therefore places



further pressure on the existing drainage systems. Until the recommended drainage systems are in place, council must ensure that runoff from new developments does not adversely impact on these systems. This could involve placing conditions on the development, including limiting peak flows to predevelopment flows or managing stormwater in an approved way. These conditions should be assessed on a case by case basis.

Council must ensure that development is managed such that the total level of 'imperviousness' in these areas does not exceed those assumed in developing this plan.

Land Division

Council must ensure that land divisions appropriately accommodate the planning issues described in this Section, particularly with regard to providing easements where necessary to drain all new allotments.

Any proposals for detention basins, wetlands or other drainage assets whose ownership will eventually transfer to Council must be carefully designed such that appropriate safety standards are met. A management plan for all such assets must also be prepared that describes the expected ongoing maintenance activities required for that asset.

Drainage easements

Council must take all options available to obtain easements over drains that currently or will form an integral part of the town drainage system on private property including dams, drains and rear of allotment drains.

5.3 Stormwater Drainage

5.3.1 Robe Road Outfall Drain Options

The Robe Road outfall currently drains the Robe Road catchment. The outfall is an open channel approximately 3.5 km long along Robe Road discharging to Drain B. In considering the upgrade of this drain, it was assumed that flows from the South Terrace and Ellen Street Industrial catchments would be directed to the outfall. Three options were considered for upgrading this drain.

In developing these options, the cost of land acquisition has not been included. The extent of land acquisition for the drains will be dependent on the form of the deepened drain. It would be expected that land acquisition would be required for 60 to 75% of the length of the deepened drain. This is because there should be adequate space to deepen the drain as it is being graded out at the downstream end.



The potential to deepen a 200m section of open channel between Clarke Street and Ellen Street is somewhat restricted by existing development and potential traffic safety issues. It has been assumed that this proportion of the drain will be placed in an underground pipe. If design and land acquisition constraints can be met the drain could remain as an open channel resulting in savings of up to \$250,000 in additional costs (excluding any acquisition costs).

5.3.1.1 Shallow Gravity Drain

Estimated Cost: \$747 000

This option assumes one of the Robe Road outfall channels is deepened to approximately 2 m below the edge of road at the intersection of Robe Road and Ellen Street (1.2 m below existing invert). Further upgrade of the outfall drain involves deepening and widening of the drain for a length of 1.8 km at a slope of 0.01%.

Advantages

- No pump maintenance required and does not rely on electricity supply.
- Less likely to intercept the groundwater table than deeper drain option.
- Less land acquisition required than deeper gravity drain.
- Lower estimated capital cost than pump option.

Disadvantages

- Additional land adjacent to Robe Road will be required to allow for the deeper channel.
- Upgraded drains will be shallower resulting in flatter hydraulic grades and larger drains. It will then be more difficult to avoid service conflicts.
- Traffic safety issues relating to having a deeper drain adjacent to Robe Road

5.3.1.2 Deep Gravity Drain

Estimated Cost: \$824 000

The deeper gravity option assumes one of the Robe Road outfall channels is deepened to approximately 2.5 m below the intersection of Robe Road and Ellen Street (1.7m below existing invert). Further upgrade of the outfall drain involves deepening and widening of the drain for a length of 2.5 km at a slope of 0.01%.

Advantages

- No pump maintenance required and does not rely on electricity supply.
- Deeper channel allows greater slope in the drains upstream, decreasing the size of the pipes required.
- More scope to adjust levels to avoid critical services due to deeper drain



- Lower estimated capital cost than pump option.

Disadvantages

- Additional land adjacent to Robe Road will be required to allow for the deeper channel.
- An easement will be required along the deeper portions of the improved channel.
- Deeper excavation to form outlet drain.
- More likely to intercept groundwater table than shallow gravity.
- Safety issues relating to having deep drains adjacent to Robe Road.

5.3.1.3 Pump and Detention Basin

Estimated Cost: \$1 382 000

This option involves deepening the outfall channel to 2.5 metres for 400m, leading into a 21 000 m³ detention basin where a 1 500 L/s pumpstation will lift the water to the existing Robe Road outfall channel. The channel between the pump location and Clarke Street may need to be piped if land acquisition becomes an issue.

Advantages

- Deeper channel allows greater slope in the drains upstream, decreasing the size of the pipes required.
- Minimal easement requirements for the outfall.
- Land acquisition only for a single property (currently proposed for Penola Bypass).
- Increased scope to adjust levels to avoid critical services for in town drains due to deeper drain.
- Provides detention storage required for pumping to Greenrise Lake.

Disadvantages

- Requires specialist pump maintenance and incurs ongoing operating costs.
- Relies on reliable electricity supply to ensure the system operates at maximum capacity.
- Only limited capacity could be provided if the pumps fail.
- Requires detention storage for the effective operation of the pumps.
- Higher capital cost.

5.3.2 Robe Road and Council Depot Catchments Options

The Robe Road Catchment is comprised of three main subcatchments that contribute to the Robe Road outfall that eventually discharges to Drain B. Several options to upgrade the drainage system for these catchments and the Council Works



Depot retention basin were investigated. A brief description of each option, estimated costs, advantages and disadvantages have been outlined below, with a costs summary in Section 5.3.3. Options for the outfall drain were considered previously in Section 5.3.1.

5.3.2.1 Option 1: Arthur Street/Robe Road with Shallow Outfall

Estimated Cost: \$3 686 000

This option involves construction of a drain down Arthur Street to pick up the Council Works Depot catchment, the low point of the existing pump system adjacent to the Riddoch Highway and the low point at Queen Street. The Arthur Street drain enters the detention basin on Clarke Street (upgraded from 800 m³ to 1 300 m³ capacity) with an outfall pipe discharging north to the Robe Road outfall. See Figure 5-1.

The Robe Road outfall channel is deepened to approximately 2 m, using the shallow gravity outfall described in Section 5.3.1.

Advantages

- Less risk of groundwater inundation than deeper options.
- Allows a larger portion of the catchment to use the detention basin on Clarke Street than other alignments.

Disadvantages

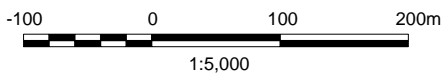
- The drainage system at the low point at Queen Street and Arthur Street may surcharge and be more at risk of flooding due to the hydraulic constraints and increased flows through the intersection. This makes it more difficult to provide a higher standard flood protection at the Queen Street intersection during larger flood events.
- The Clarke Street detention basin will need additional land to be sufficiently upgraded.
- Larger pipe sizes than the deeper outfall options.
- May be difficult to avoid services.



LEGEND
Proposed pipe diameters

- 375
- 525
- 600
- 675
- 750
- 825
- 900

- Existing Open Channel
- Upgraded/New Open Channel
- Upgraded Basin
- DCDB (Cadastre)



ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Drainage Option 1.wor
 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
CENTRAL TOWN DRAINAGE - OPTION 1
ARTHUR STREET/ROBE ROAD SHALLOW OUTFALL
FIGURE 5-1



5.3.2.2 Option 2: Arthur Street/Robe Road with Deep Outfall

Estimated Cost: \$3 632 000

This option is similar to Option 1, but with steeper pipe grades leading to an outfall channel 2.5m deep (rather than 2m). Refer to Figure 5-2.

Advantages

- Slightly lower cost option.
- Allows a larger portion of the catchment to use the detention basin on Clarke Street than other alignments.
- Smaller pipe sizes compared to shallower option.
- More likely to avoid services.

Disadvantages

- The low point at Queen Street and Arthur Street may be more at risk of flooding due to increased flows through the intersection compared to the other drain alignments.
- The Clarke Street detention basin will need additional land to be sufficiently upgraded.
- Groundwater may become an issue during construction of the drain.

5.3.2.3 Option 3: Riddoch Highway/Arthur Street/Robe Road

Estimated Cost: \$3 757 000

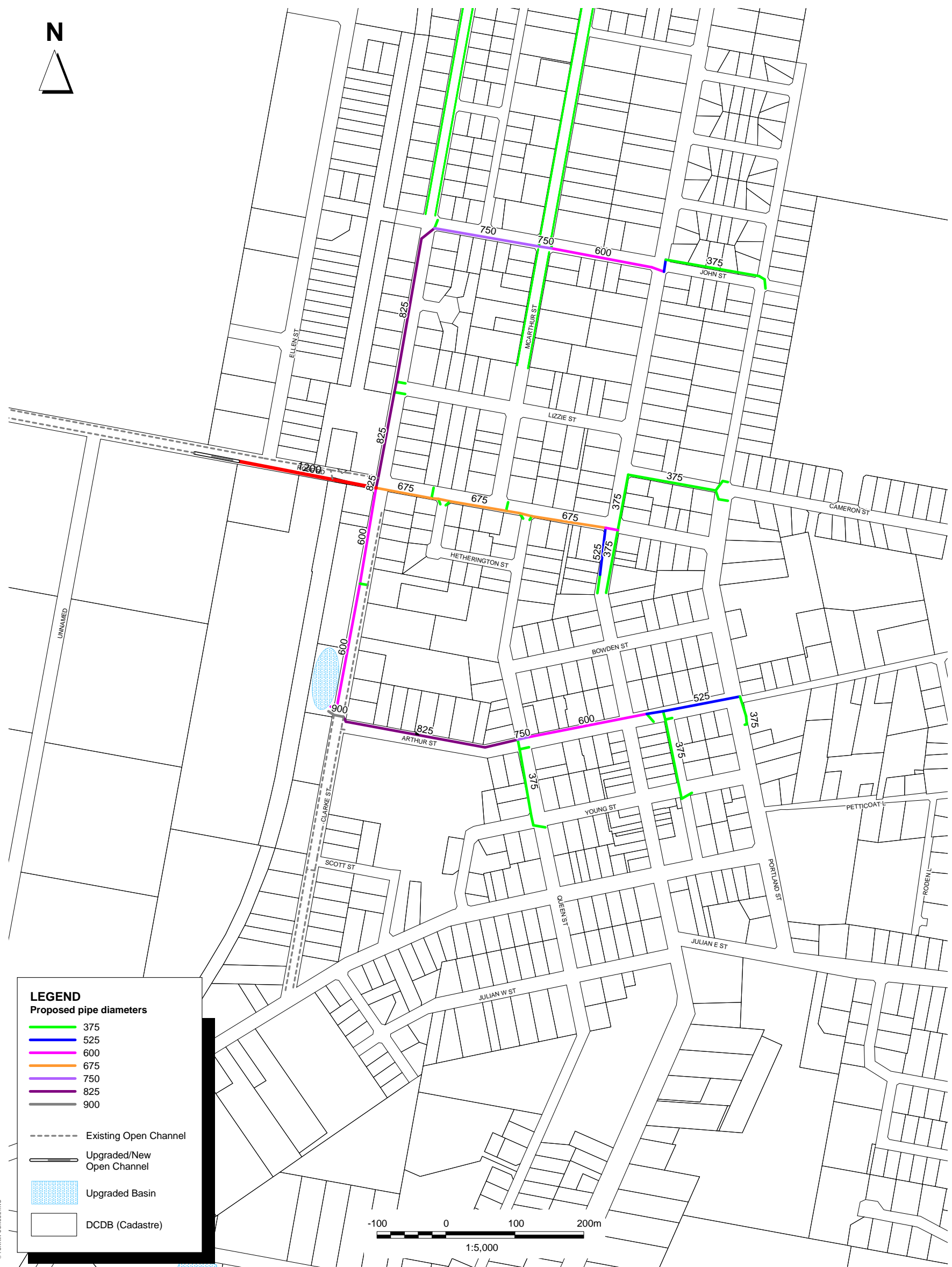
This alignment has the council depot and Alfred Street flow draining north into the Robe Road drain. This requires a larger pipe sizes in Robe Road, but decreases the pipe sizes on the Queen Street/Arthur Street/Clarke Street system. It is otherwise the same as Option 2. Refer to Figure 5-3.

Advantages

- Marginally lower cost than some of the alternative options.
- Allows Queen Street/Arthur Street to be drained separately, eliminating the risk of surcharging from upstream catchments and more easily achieving a higher standard for the downstream drain.
- The detention basin at Clarke Street is used only for the Queen Street low point and the catchments along Clarke Street.

Disadvantages

- Larger pipe sizes down Robe Road compared to alternative option.
- Outfall needs upgrading to construct drainage around Council Depot.



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LEGEND
Proposed pipe diameters

- 375
- 525
- 600
- 675
- 750
- 825
- 900

Existing Open Channel

Upgraded/New Open Channel

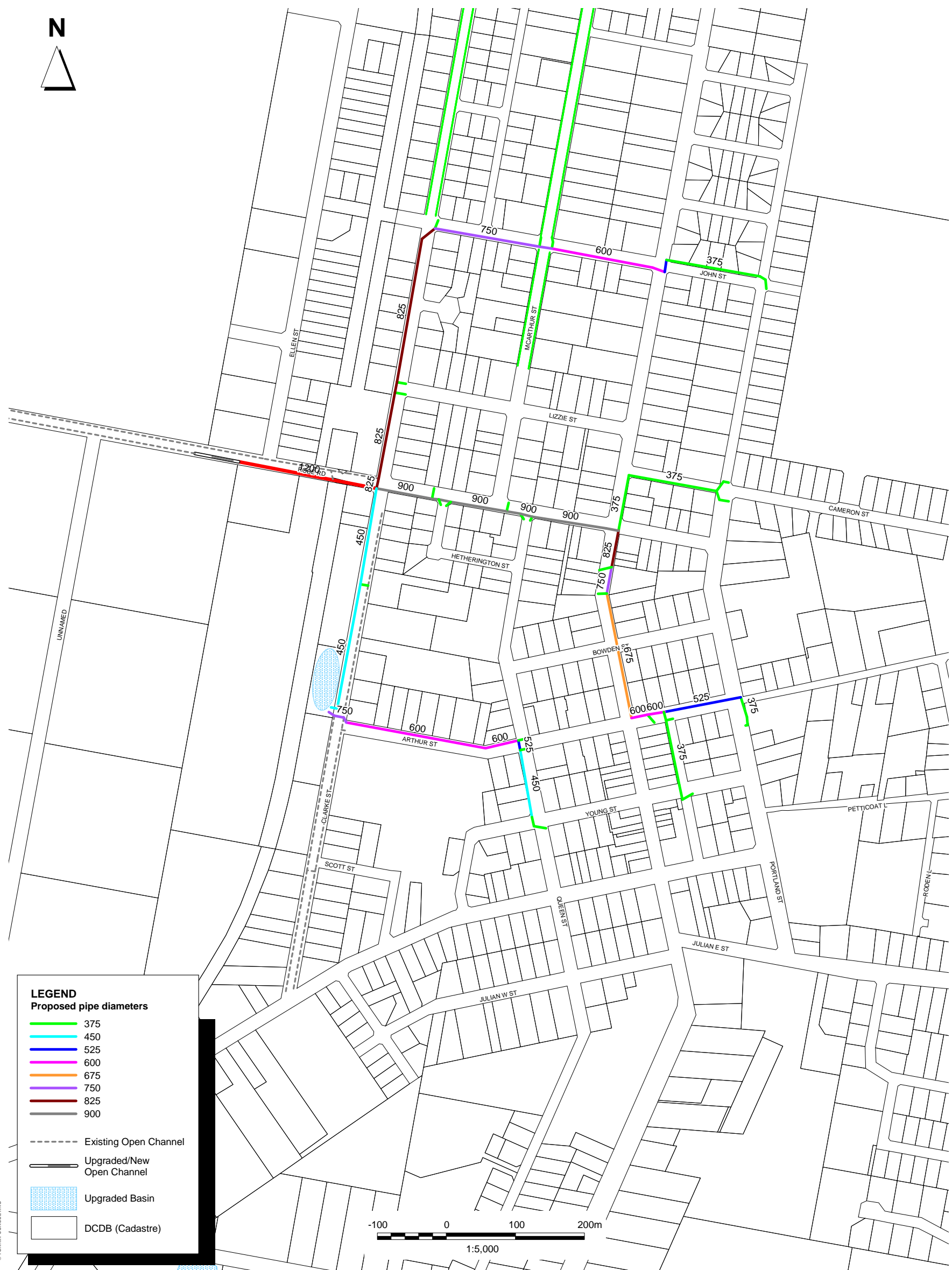
Upgraded Basin

DCDB (Cadastral)

TONKIN CONSULTING
ADELAIDE
5 COOKE TERRACE
WAYVILLE SA 5034
T +61 8 8273 3100
F +61 8 8273 3110
E adelaide@tonkin.com.au
W www.tonkin.com.au

MAP DETAILS
Cadastral Data: DEH
Drainage Data: Tonkin Consulting
Job Number: 2006.0836
Filename: Drainage Option 2.wor
Drawn: Tricia de Vink
Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
CENTRAL TOWN DRAINAGE - OPTION 2
ARTHUR STREET/ROBE ROAD
FIGURE 5-2



LEGEND

Proposed pipe diameters

- 375
- 450
- 525
- 600
- 675
- 750
- 825
- 900

--- Existing Open Channel

— Upgraded/New Open Channel

▒ Upgraded Basin

□ DCDB (Cadastre)

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TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

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 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
CENTRAL TOWN DRAINAGE - OPTION 3
RIDDICH HIGHWAY/ARTHUR STREET/ROBE ROAD
FIGURE 5-3



5.3.2.4 Option 4: Riddoch Street/Queen Street/Robe Road

Estimated Cost: \$3 865 000

This alignment has the Queen Street flow draining into Robe Road. This results in a larger pipe size in Robe Road. It is otherwise the same as Option 3. Refer to Figure 5-4.

Advantages

- Due to decreased flows through Clarke Street compared to other alignments, less upgrading to the detention basin on Clarke Street will be required.
- The Arthur Street drain does not need to be upgraded, so the tree roots will not be disturbed.

Disadvantages

- The Clarke Street basin is less effective at mitigating flows as it does not provide detention to as large a catchment.
- Provides the least flexibility with regard to staging of works.

5.3.2.5 Option 5: Council Depot to Abbey Lands

Estimated Cost: \$3 950 000

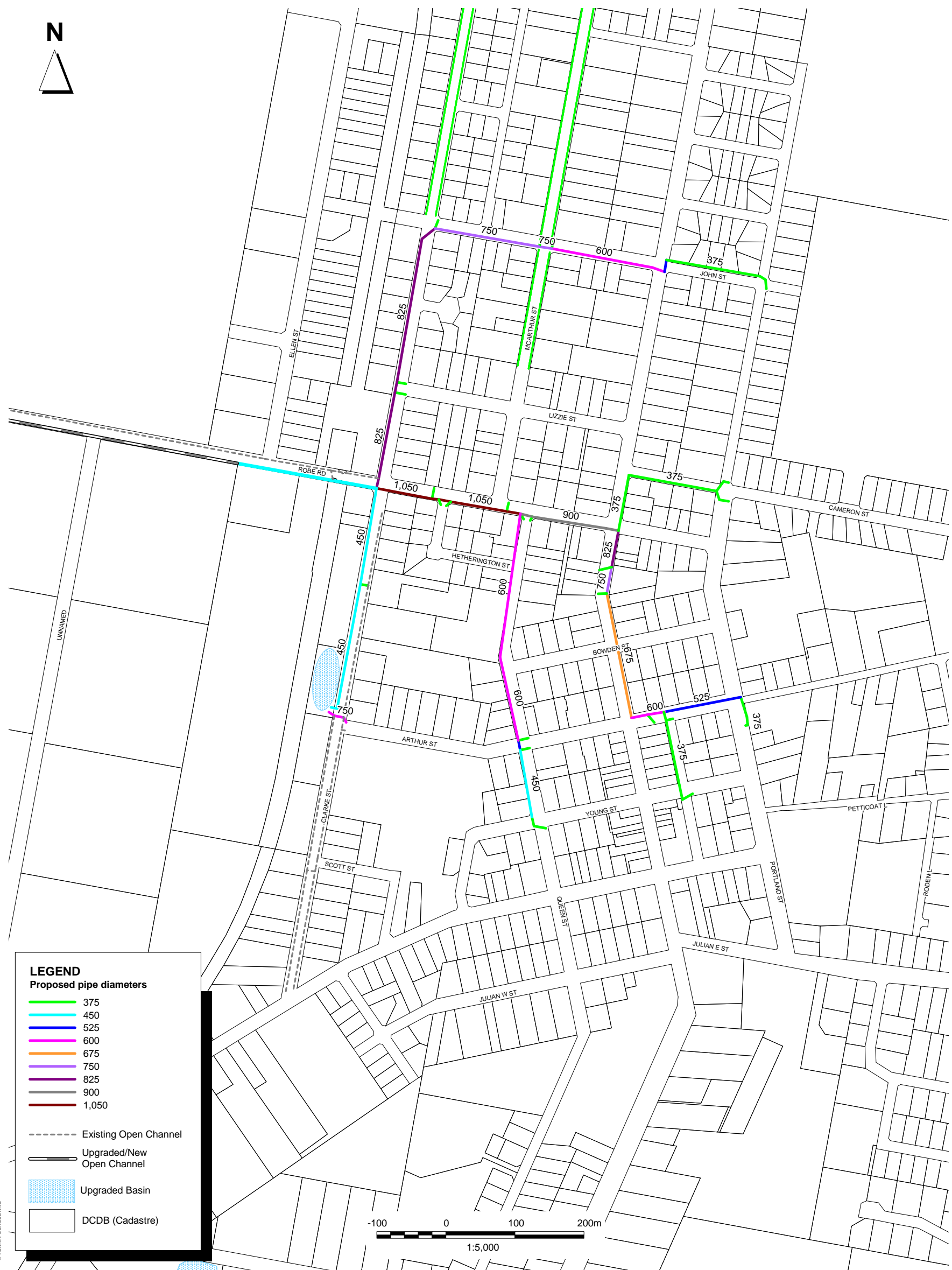
This alignment has the Council Depot and part of Arthur Street draining east into the Abbey lands. The rest of the alignment is similar to other options, but with smaller sizes due to the reduced inflow. Refer to Figure 5-5.

Advantages

- This alignment allows for the staging of works so that priority areas such as Queen Street and the Council Depot can be upgraded before the main outfall.
- More flow is directed to the Abbey Lands, which will aid in maintaining water levels
- Generally smaller drain sizes required.
- Less flow through the Clarke Street detention basin than other alignments means that the detention basin can provide a higher level of service and reduced outfall costs.

Disadvantages

Relies on the ability for the Abbey Lands to store the stormwater from the Council Depot and adjacent catchments (assumes that the general water level in Abbey Lands does not exceed 59.8 m AHD during wet winters).



LEGEND

Proposed pipe diameters

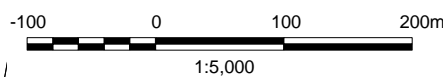
- 375
- 450
- 525
- 600
- 675
- 750
- 825
- 900
- 1,050

--- Existing Open Channel

— Upgraded/New Open Channel

▒ Upgraded Basin

□ DCDB (Cadastral)



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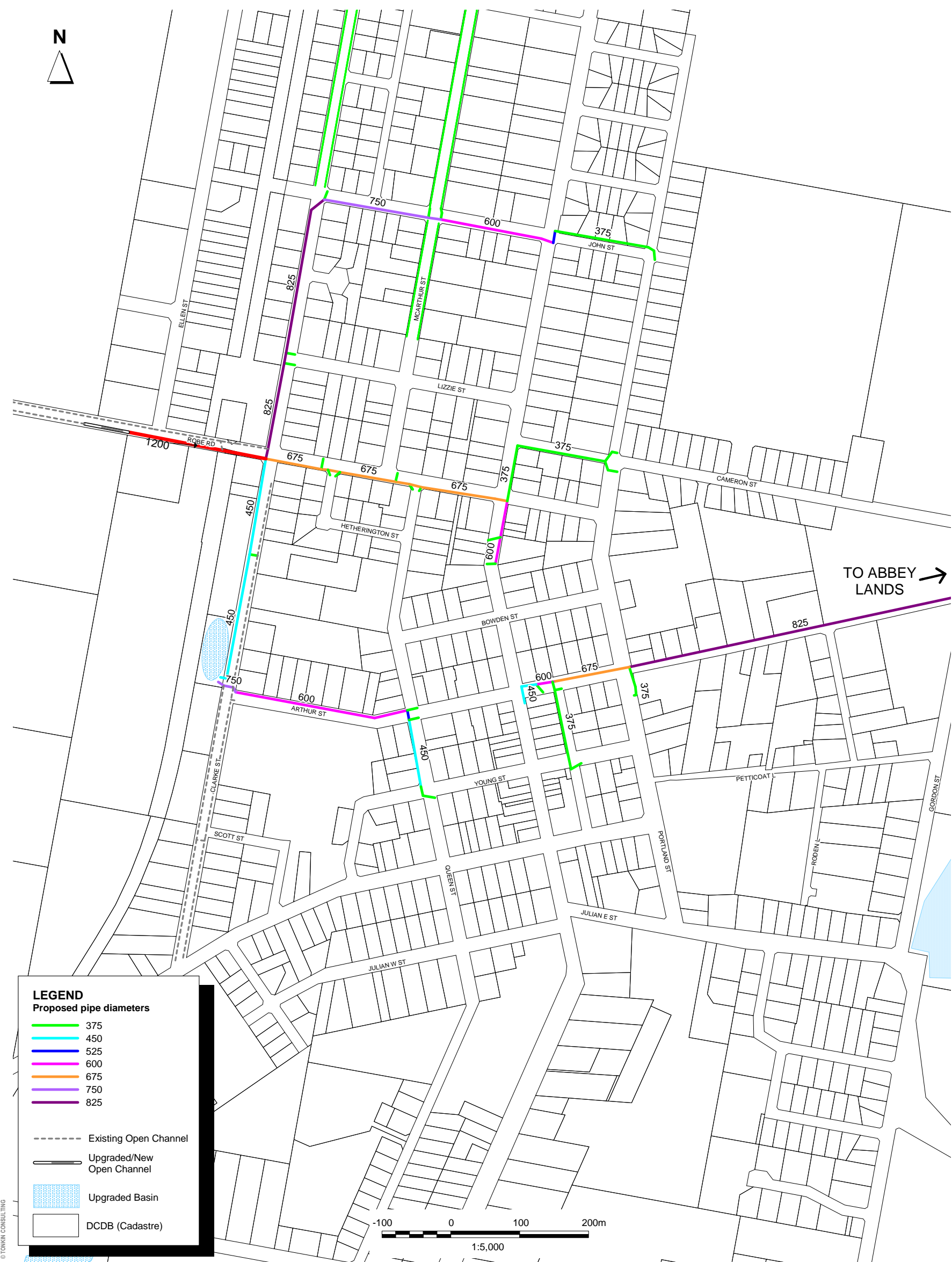


ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Drainage Option 4.wor
 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
CENTRAL TOWN DRAINAGE - OPTION 4
RIDDOCH HIGHWAY/QUEEN STREET/ROBE ROAD
FIGURE 5-4



LEGEND
Proposed pipe diameters

- 375
- 450
- 525
- 600
- 675
- 750
- 825

Existing Open Channel
Upgraded/New Open Channel
Upgraded Basin
DCDB (Cadastral)

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5 COOKE TERRACE
WAYVILLE SA 5034
T +61 8 8273 3100
F +61 8 8273 3110
E adelaide@tonkin.com.au
W www.tonkin.com.au

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Filename: Drainage Option 5.wor
Drawn: Tricia de Vink
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Wattle Range Council
Penola Stormwater Management Plan
CENTRAL TOWN DRAINAGE - OPTION 5
COUNCIL DEPOT TO ABBEY LANDS OUTFALL
FIGURE 5-5



Management Options

5.3.3 Options Cost Totals

The total costs for each option have been collated in Table 5-1.

Table 5-1 Robe Road Catchment Upgrade Costs

Option	Shallow Gravity	Deep Gravity	Pump and Detention
<i>Outfall Cost (included below)</i>	<i>\$747 000</i>	<i>\$824 000</i>	<i>\$1 382 000</i>
1 Arthur Street/Robe Road Shallow	\$3 686 000		
2 Arthur Street/Robe Road		\$3 632 000	\$4 190 000
3 Riddoch St/Arthur St/Robe Rd		\$3 757 000	\$4 315 000
4 Riddoch St/Queen St/Robe Rd		\$3 865 000	\$4 423 000
5 Council to Abbey Lands		\$3 950 000	\$4 508 000

5.3.4 Recommended Strategy

Estimated Cost: \$3 950 000

The recommended strategy for the Robe Road catchment includes the option 5 layout described in Section 5.3.2.5 with the deep gravity outfall described in Section 5.3.1.2. The Queen Street, Arthur Street and Clarke Street areas drains, via a 20 year ARI system, into a detention basin on Clarke Street, with an outfall heading north to the Robe Road drain. The catchment to the north of Robe Road drains by a 5 year ARI underground drain down John Street and a combination of 5 year ARI drain and a swale along Clarke Street to the Robe Road drain. McArthur Street and Clarke Street will have roadside kerbing treatment north of John Street. The low point on the Riddoch Highway (Church Street) and the catchment to the east will drain down Robe Road to the open channel outfall.

The above catchments all connect to a deepened outfall channel (the deeper gravity option described in Section 5.3.1) which drains from close to the corner of Robe Road and Ellen Street to Drain B to the west. This channel will need to be deepened for approximately 2700 m.

The outfall channel will also receive flows from the Ellen Street industrial development and the southern catchments via the proposed Penola bypass drain.

The church on the corner of Queen Street and Arthur Street has been identified as one of the most flood prone buildings within Penola. This building is significant and has a low floor level. In addition it is common for stormwater to enter the underfloor space of the building through air vents. It is recommended that this building is flood proofed to assist in providing an acceptable level of flood protection. Flood proofing would reduce the required capacity of the upgraded drain system for this intersection.



5.3.5 Issues

- The recommended strategy has been developed assuming that the water levels in the Abbey Lands is below 59.8 m AHD during wet winters.
- Further investigation should be undertaken to assess the ability of Abbey Lands to accommodate additional flows during wet winters.

5.3.6 Minor Catchments

Strategies to drain the minor catchments have been developed as shown in Figure 5-6. An outline of the strategies and associated cost estimate is provided below.

5.3.6.1 South Terrace West Catchment

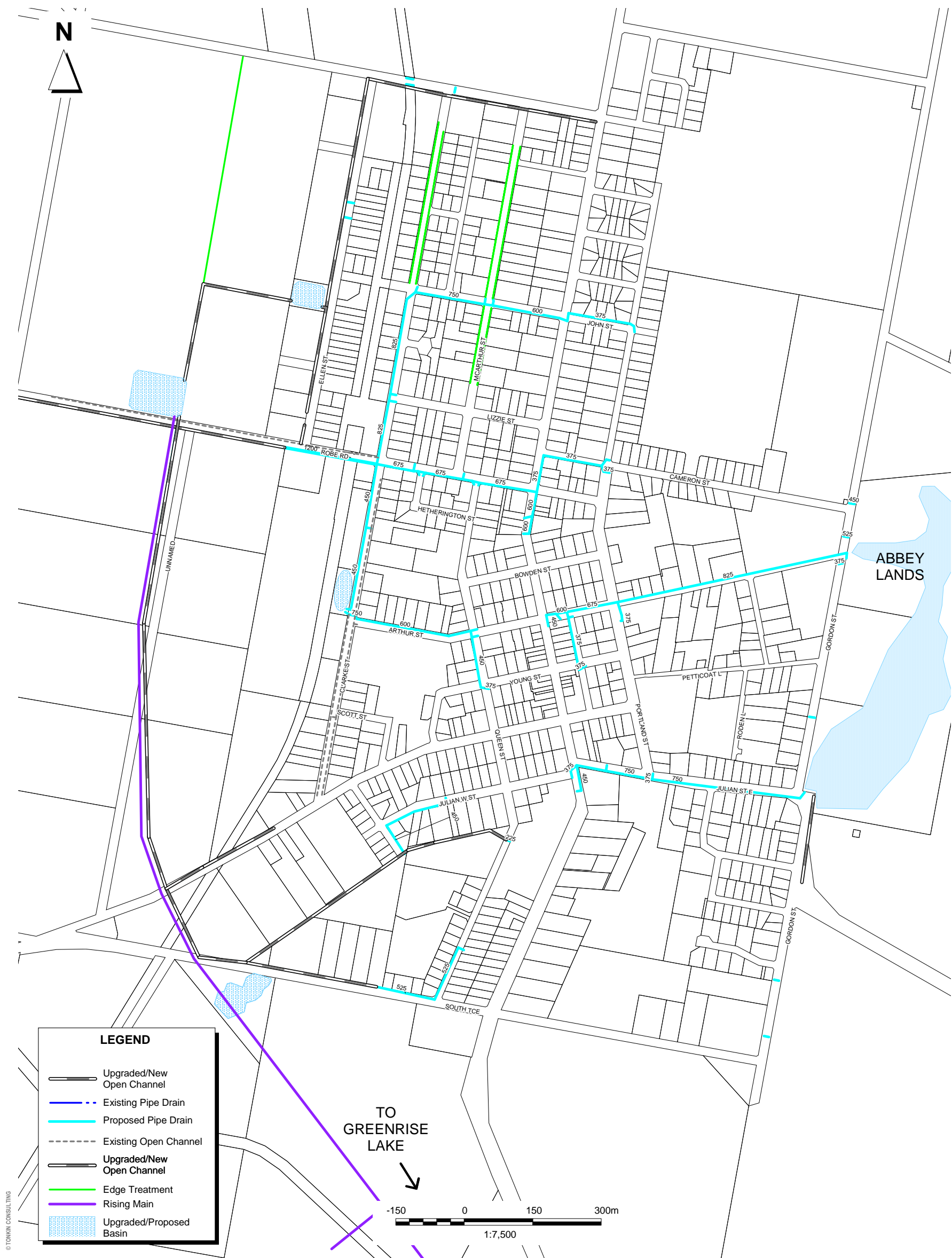
Estimated Cost: \$690 000

The proposed works consists of an underground drain, with a 20 year ARI standard, be installed to the low point at the southern end Queen Street and drain to the existing South Terrace open channel. The existing drain would need to be deepened by up to 2.3m below the road level because the low point in Queen Street is about 1m below the South Terrace. The drain would then be connected to the Penola Bypass drain or directed to the South Terrace retention basin.

The Penola Bypass drain would be formed in the road reserve and built in conjunction with the road earthworks. This drain alignment assumes that the Bypass proceeds within a reasonable timeframe, matching the timing of the construction of the upstream systems. The drain will also receive inflows from parts of Riddoch Street and Julian Street West.

It is proposed to drain the catchment and undeveloped land between Millicent Road, Queen Street and South Terrace to the Penola Bypass Drain via an appropriately aligned open channel. This would require easements / reserves to be acquired to permit this drain to be constructed.

The estimated costs assume that the underground drains follow road reserves where possible. If the alignments of these drains were permitted to be constructed through private property the estimated costs to construct this system could be significantly reduced. However this reduced cost would be somewhat offset by the cost to acquire easements.



TONKIN CONSULTING
ADELAIDE
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

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 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
DRAINAGE STRATEGY
FIGURE 5-6



5.3.6.2 Julian Street East Catchment

Estimated Cost: \$540 000

The proposed works involves the construction of a stormwater drainage system down Julian Street East from the Riddoch Highway to Gordon Street before discharging in to the Abbey Lands. The system has been sized to cater for a 5 year ARI event.

5.3.6.3 Ellen Street Industrial Development Catchment

Estimated Cost: \$203 000

Council owns a small allotment within the existing industrial area along Ellen Street. It is proposed to form a detention basin on this site and drain the existing development and any future areas to this site. Flows can then be directed to the Robe Road Drain via the future bypass road proposed for the Township of Penola. Open channels on Ellen Street and Jessie Street will drain into the detention basin.

5.3.6.4 Gordon Street Catchments

Estimated Cost: \$53 000

The Gordon Street catchment infrastructure includes a number of pipes transferring flows outside of the township. The proposed works includes upgrading these pipes to a larger size to increase their capacity. Part of Gordon Street will have an open channel installed, directing flows to the Abbey Lands.

5.4 Water Quality

The following strategies are proposed to improve the quality of stormwater entering the drains and being discharged from the township or being pumped to Greenrise Lake.

5.4.1 Street Sweeping

Street sweeping, particularly during the critical autumn periods should be practised to reduce the amount of trash and leaf litter that enters the stormwater system.

5.4.2 Pit Trash Baskets and Silt Traps

Pits draining catchments with a high trash load could be installed with silt traps and trash collection baskets. These features will need to be maintained on a regular basis to be effective in reducing the downstream pollution load. They would only be recommended in a few locations close to the Council office and the main street.



5.4.3 Detention Basins

Detention basins provide an area for sediments to settle and for pollutants to naturally breakdown. The bottom of the detention basin could be developed as an ephemeral wetland system which increases the pollutant reducing capacity and biodiversity of the basin through the establishment of a balanced system.

5.5 Water Use

5.5.1 Greenrise Lake

The upgrade of the stormwater infrastructure presents an opportunity to capture stormwater by constructing a pump and rising main to Greenrise Lake to maintain higher water levels and reduce the frequency of the lake drying out. Constructing a basin on the north side of the Robe Road outfall provides an area for temporary storage in order to increase the volume of storage water that can be pumped to the lake. It is recommended that a 10 L/s pump and a 6000m³ basin be adopted to supply water to the lake.

Council has a desire to direct stormwater runoff from the Penola Township to Greenrise Lake to maintain higher water levels and reduce the frequency of it drying out. It was identified early during the project investigation that it would not be possible to drain the Township of Penola via a gravity drain to the lake. Therefore, to direct runoff into the lake a pumped rising main system would be required.

A basin may be constructed on the north side of the Robe Road outfall, allowing a pump and a rising main alongside the proposed bypass to transfer stormwater to the Lake, 3 km to the south.

Three options have been developed at various costs and have been outlined in Table 5-2. The options were developed using WATER BALANCE software incorporating 107 years of daily rainfall data (1900-2007) and catchment areas for existing and ultimate conditions. The areas used are those associated with option 5 for the Robe Road catchment, which is the recommended option. The pump was assumed to operate throughout the year. If Greenrise Lake has sufficient water, pumping from the basin would not be required; therefore the harvest volumes below are indicative potential volumes.

The hydrogeology of Greenrise Lake is likely to influence the potential benefits of directing stormwater to the lake. It is recommended a further study on the hydrogeology of the lake be undertaken to further quantify these likely benefits.



Table 5-2 Greenrise Lake reuse system costs

	Option Cost		
	Low	Medium	High
Basin Size	3 000 m ³	6 000 m ³	12 000 m ³
Rising main diameter	100mm	150mm	200mm
Flow Rate	2 L/s	10 L/s	20 L/s
Existing Development (with new infrastructure)			
Average annual inflows	260ML	260ML	260ML
Annual harvested water volume	50ML (19%)	150ML (58%)	211ML (81%)
Operating Cost per annum (@ 60% efficiency and \$0.22/kWh and \$750/annum maintenance)	\$1 230	\$3 020	\$4 130
Rise in water level at Greenrise Lake (area approx 12.7 ha)	0.39m	1.18m	1.66m
Ultimate Development			
Average annual inflows	301ML	301ML	301ML
Annual harvested water volume	51ML (17%)	156ML (52%)	230ML (76%)
Operating cost per annum (@ 60% efficiency and \$0.22 /kWh)	\$1 240	\$3 050	\$4 230
Rise in water level at Greenrise Lake (area approx 12.7 ha)	0.40m	1.23m	1.81m
Construction Cost	\$356 000	\$467 000	\$781 000
Cost per ML over 20 years (discounted 7%/annum)	\$365	\$163	\$188

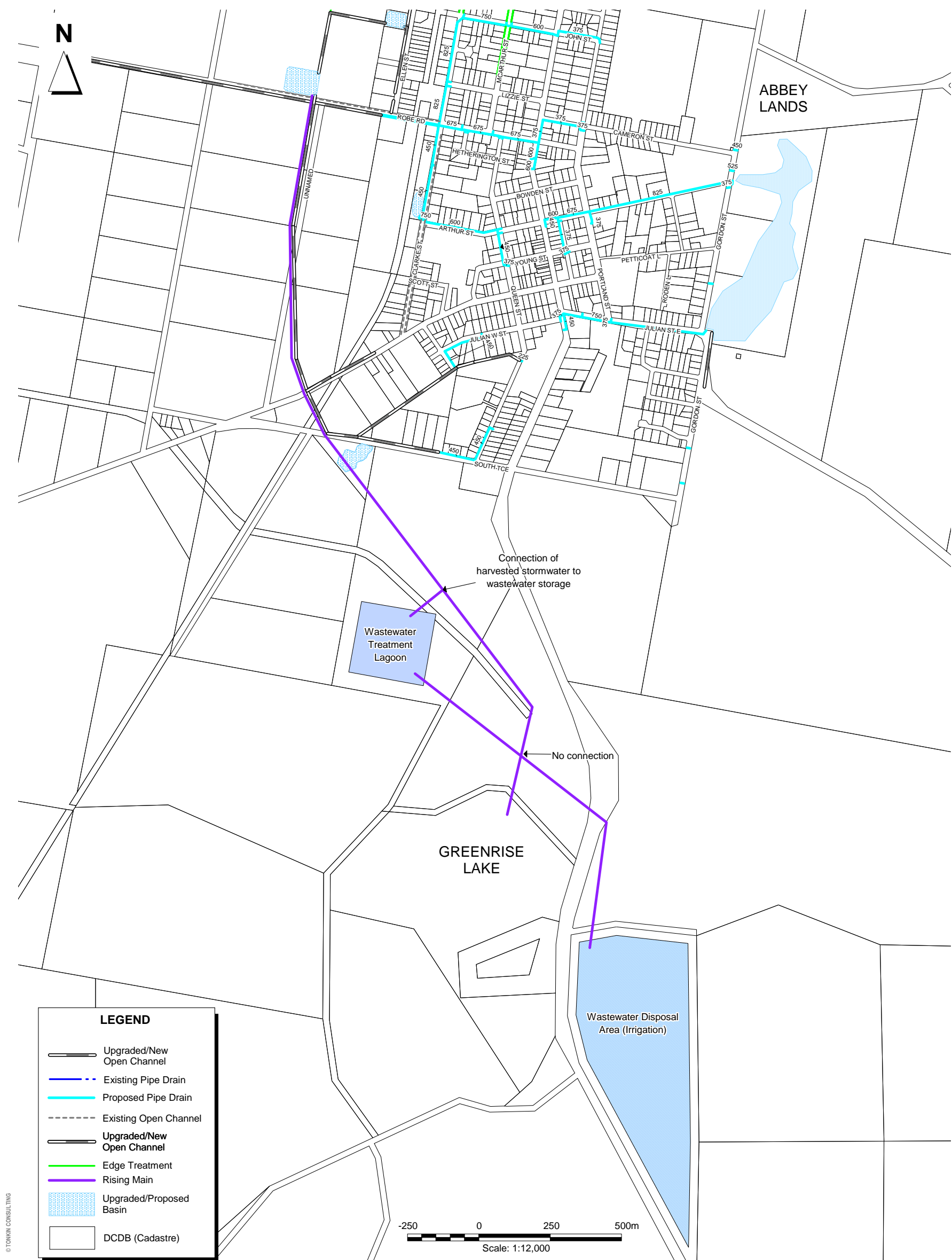
It is recommended that the 10 L/s pump option be adopted as it will provide a reasonable supply of water to the lake based on the capital outlay.

5.5.2 Integration of Stormwater and Wastewater Management Plans

The integration of the stormwater and wastewater management plans is possible because of the location of infrastructure to transfer and treat both water sources. The stormwater reuse at Greenrise Lake can be done on an opportunistic basis, such that when the water is available and capacity exists at Greenrise Lake it can be pumped directly from the basins to the west of Penola to Greenrise Lake. When the opportunity to reuse stormwater at Greenrise Lake is not desired the stormwater can be redirected into an expanded wastewater storage lagoon at the wastewater treatment site.

Any water which is in the wastewater storage lagoon will be reused for irrigation of agriculture as per the wastewater management proposal. The management of this integration needs to consider the availability of storage within the wastewater storage lagoon as well as the reuse opportunities at Greenrise Lake. A valve arrangement will be located adjacent the wastewater storage lagoons to allow for this proposed integration.

The integrated proposal will provide the maximum amount of reuse water which can be effectively and efficiently reused for the benefit of the wider community. An overview of the final proposal for management of stormwater and wastewater within the township of Penola is shown in Figure 5-7.



TONKIN CONSULTING
 ADELAIDE
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

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 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
STORMWATER & WASTEWATER REUSE STRATEGY
FIGURE 5-7



5.5.3 Abbey Lands

A number of catchments on the eastern side of the township of Penola drain to the Abbey Lands. The volume of stormwater generated from these catchments was calculated for the recommended strategies using the Water Balance software (a daily water balance model) with daily rainfall data (1900-2007) and catchment areas as inputs. With existing catchments and ultimate development scenarios (both with upgraded infrastructure), the inflows were 93 ML/annum and 106 ML/annum, respectively.

Directing additional catchments to this area will increase water volume in the low lying areas, particularly during dry periods and droughts. This could result in improved amenity and support increased biodiversity within the area.

5.6 Amenity, Recreation & Environmental Enhancement

The potential strategies identified to meet the Amenity, Recreation & Environmental Enhancement objectives, set out in Section 3.2.4 above, are described below.

- Landscape existing/proposed detention basins to promote enhanced amenity, biodiversity and environmental values.
- Direct flows to the Abbey Lands and Greenrise Lake to provide more permanent water features, as described in Section 5.5. This will provide opportunities for water recreation and environmental landscaping.

5.7 Asset Management

The potential strategies identified to achieve the Asset Management objectives, set out in Section 3.2.5, are described below.

- Maintain a database on the age and condition of the stormwater drainage infrastructure to facilitate a schedule of inspections and maintenance.
- Provide gross pollutant and silt capture to minimise potential for drains to become blocked over time, reducing their hydraulic capacity.
- Open channels shall be constructed to a form which reduces future maintenance requirements.



6. Stormwater Implementation Plan

6.1 Introduction

The recommended strategies developed in Section 5 will need to be implemented in a coordinated and logical order. This section will outline future staging of the proposed works together with the budgeting plan.

6.2 Staging of Works

The options outlined above allow for the staging of works by priority. The recommended order of works can be seen in Table 6-1 and Figure 6-1. The staging order has been developed in association with Council.



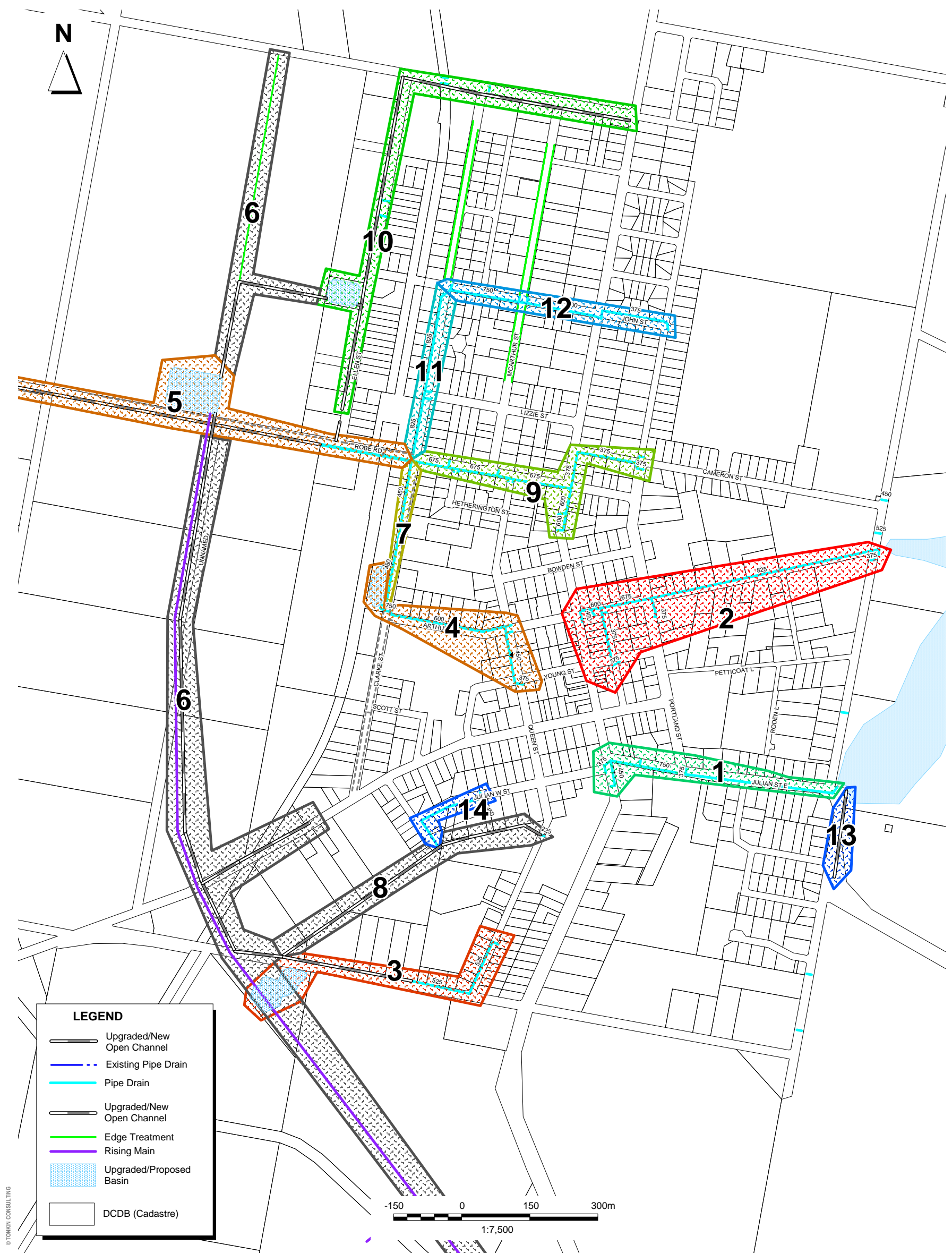
Table 6-1 Summary of Drainage Works

Priority	Project/Activity Title	Capital Cost (\$)	Recurrent Cost (\$ / annum)	Flood Mitigation Benefit		Water Harvesting Benefit		Water Quality Benefit		Other Benefits	
				Measure Used?	Quantification or Description of Benefit	Measure used?	Quantification or Description of Benefit	Rating	Qualitative Description of Benefit	Rating	Qualitative Description of Benefit
				(D) - AAD Reduction (P) - Properties Affected (Q) - Qualitative		(V) Volumetric (Q) Qualitative		(H) - High (M) - Med (L) - Low		(H) - High (M) - Med (L) - Low	
1	Julian Street East Drain and Detention Basin	\$540 000 ¹	\$800 ²	Q	Improves drainage for the area and reduces surface ponding.	V	Increases stormwater runoff to Abbey Lands to about 50 ML/annum	L	Detention in the Abbey Lands provides natural water filtration and sedimentation.		
2	Arthur Street/Council Depot	\$818 000	\$700 ²	Q	Improves drainage in the area and reduce surface ponding, particularly in the Council Depot. Frees up the council depot land for redevelopment.	V	Provides about 30 ML/annum of stormwater runoff to Abbey Lands	L	Silt traps, trash collection baskets installed.		
3	South Terrace/Queen Street Drain and Detention Basin	\$312 000	\$1 100 ²	Q	Improves drainage in the area and reduces surface ponding. Use detention basin as short term drainage solution.			M	Detention basin provides natural water filtration and sedimentation.		
4	Queen Street/Arthur Street and detention Basin upgrade	\$399 000	\$1 500 ²	Q	Improves drainage in the area and reduces surface ponding, particularly at the Queen/Arthur Street intersection. Reduces incidence of flooding at church building.			M	Silt traps, trash collection baskets installed. Detention basin provides natural water filtration and sedimentation.		
5	Robe Road West Outfall Drain	\$824 000 ¹	\$800 ²	Q	Provides an improved outfall for drainage of South Terrace, Robe Road, John Street, Queen Street and the Ellen Street Industrial Development.				Detention basin provides natural water filtration and sedimentation.		
6	Bypass Drain	\$177 000	\$2 000 ²	Q	Provides outfall for the South Terrace drain and the Ellen Street detention basin, and drainage for future development in the bypass and the existing development.						
6	Greenrise Lake stormwater reuse system	\$466 000 ¹	\$3 020	Q	Provides additional detention for Robe Road outfall.	V	Allows about 150 ML/annum to be harvested for Greenrise Lake (approx. 1.2m rise in lake levels)	M	Detention basin provides natural water filtration and sedimentation.	M-H	Provides additional recreation opportunities at Greenrise Lake.
7	Clarke Street South	\$195 000		Q	Provides an underground outfall for the detention basin on Clarke Street.					M	Removal of open channel improves safety and decreases maintenance
8	South Terrace Development Drain	\$67 000 ¹	\$700 ²	Q	Provides drainage for development in the area.						
9	Robe Road East	\$674 000	\$700 ²	Q	Improves drainage in the area and reduce surface ponding.				Silt traps, trash collection baskets installed.		
10	Ellen Street Drain and Detention Basin	\$203 000 ¹	\$2 000 ²	Q	Improves drainage and detention for the area and reduces surface ponding.	Q	Assists in detaining flows.	M	Detention basin provides natural water filtration and sedimentation.		
11	Clarke Street North Drain	\$478 000		Q	Improves outfall for the John Street drain and drainage for the area.					M	Removal of open channel improves safety and decreases maintenance
12	John Street Drain	\$609 000		Q	Improves drainage capacity for the area.						
13	Gordon Street Drain	\$53 000	\$200 ²	Q	Improves drainage for the area.	Q	Provides additional stormwater runoff to Abbey Lands				
14	Julian Street West Drain	\$86 000		Q	Upgrades drainage for the area.						

Cost estimates provided by Tonkin Consulting are based upon historic cost information and experience, and do not allow for latent conditions, changes in scope and market conditions (i.e. competition, escalation, changes to public and private utility policies in regards to relocation and augmentation of services). Tonkin Consulting recommends that a professional Quantity Surveyor be engaged if assurance of cost is required and project budget estimates allowing for these factors is required.

¹ Costs exclude land acquisition costs

² Assumed \$1m/annum for open channels, \$700/annum for silt traps maintenance and \$800/annum for detention basin maintenance.



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ADELAIDE
TONKIN CONSULTING
 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

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 Job Number: 2006.0836
 Filename: Drainage Staging.wor
 Drawn: Alvin Chan
 Date: 18/05/2007

Wattle Range Council

Penola Stormwater Management Plan

**STAGING OF DRAINAGE WORKS
 FIGURE 6-1**



6.3 Budgets Plan

The estimated cost to construct all the proposed works is approximately \$5 900 000. Any flood mitigation / drainage work which has a catchment area in excess of 40 ha is eligible, in principal, for \$ for \$ funding support from the Stormwater Management Authority. The only works that appear to meet this requirement are the Robe Road outfall drain (Priority 5). Actual funding availability is subject to a detailed application process and overall levels of funding then available to the Authority. Other works dealing specifically with stormwater quality and reuse may be eligible for funding support from the South East Natural Resources Management Board.

If works were to be implemented over a 15 year timeframe, it would be anticipated that Council should allocate approximately \$400 000 per annum. Table 6-2 shows the construction schedule assuming these factors.

Table 6-2 Budgeting Schedule

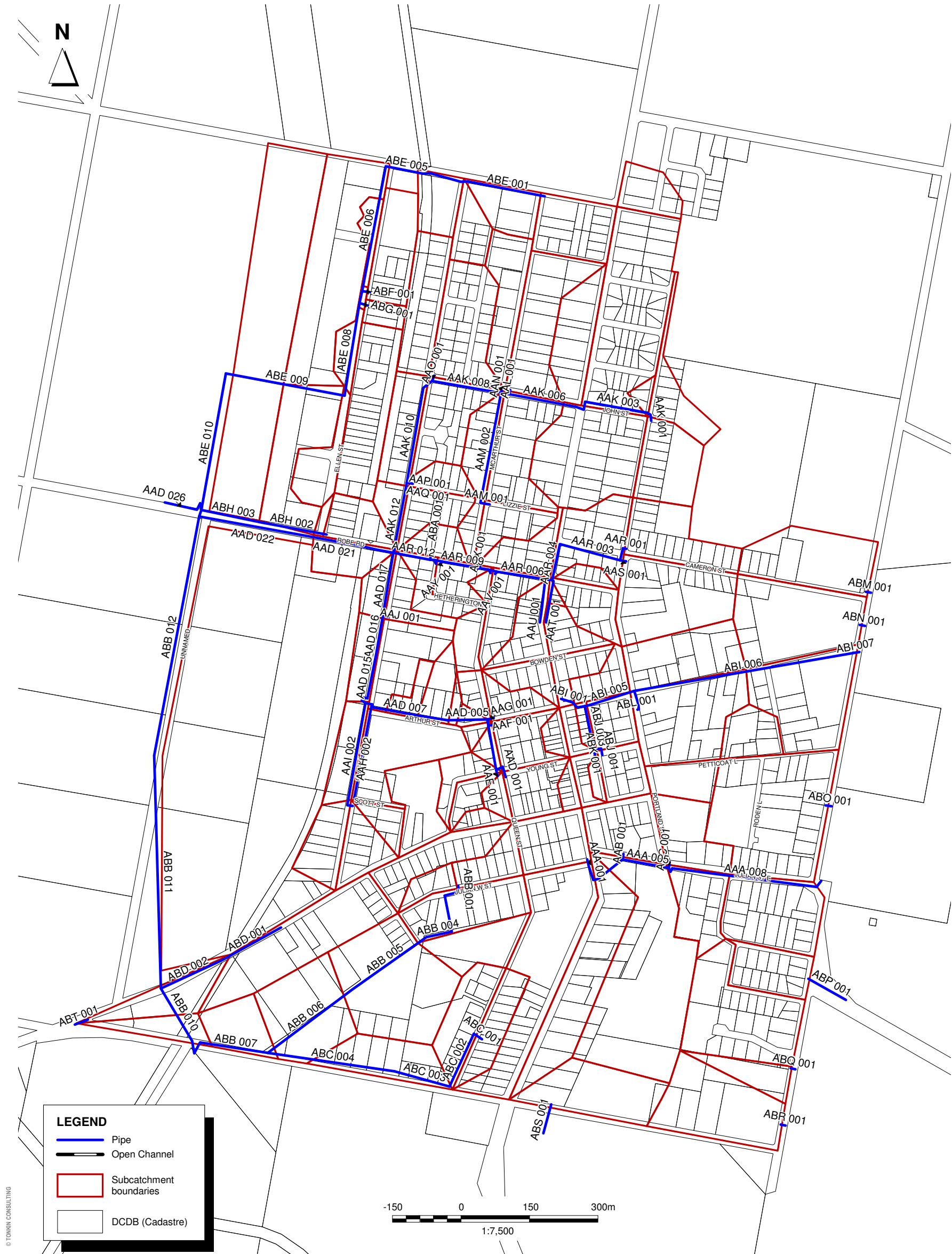
		Year															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Staging Priority Number (see Table 6-2)	1	█															
	2		█	█	█												
	3				█	█											
	4					█	█										
	5						█	█	█								
	6							█	█	█							
	7									█	█						
	8											█	█				
	9													█	█		
	10															█	█
	11																
	12																
	13																
	14																



Appendix A

Appendix A

Hydrological Modelling Summary Output



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 5 COOKE TERRACE
 WAYVILLE SA 5034
 T +61 8 8273 3100
 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

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Cadastral Data: DEH
 Drainage Data: Tonkin Consulting
 Job Number: 2006.0836
 Filename: Existing System.wor
 Drawn: Tricia de Vink
 Date: 18/05/2007

Wattle Range Council
Penola Stormwater Management Plan
SUBCATCHMENTS AND ILSAX MODEL
FIGURE A-1

Penola Township - ultimate development and drainage upgrade hydrology

	1 yr ARI Design	2 yr ARI Design	5 yr ARI Design	10 yr ARI Design	100 yr ARI Design
AAA1	0.032	0.043	0.057	0.068	0.12
AAA2	0.032	0.042	0.057	0.068	0.12
AAA3	0.083	0.112	0.15	0.177	0.363
AAA4	0.125	0.168	0.227	0.268	0.556
AAB1	0.06	0.081	0.112	0.134	0.253
AAA5	0.169	0.224	0.3	0.355	0.663
AAC1	0.055	0.074	0.101	0.121	0.209
AAA6	0.365	0.484	0.645	0.76	1.399
AAADET	0.365	0.483	0.644	0.76	1.399
AAA7	0.06	0.06	0.06	0.06	0.06
AAA8	0.06	0.06	0.06	0.06	0.06
AAA9	0.075	0.08	0.084	0.09	0.142
AAD1	0.029	0.041	0.057	0.069	0.129
AAD2	0.029	0.039	0.055	0.067	0.126
AAE1	0.014	0.019	0.026	0.032	0.06
AAD3	0.057	0.077	0.106	0.127	0.238
AAF1	0.027	0.036	0.049	0.059	0.11
AAD4	0.087	0.119	0.166	0.202	0.381
AAG1	0.024	0.033	0.046	0.055	0.102
AAD5	0.118	0.161	0.228	0.278	0.526
AAD6	0.119	0.164	0.232	0.282	0.533
AAD7	0.125	0.171	0.242	0.294	0.56
AAD8	0.131	0.178	0.249	0.303	0.578
AAD9	0.131	0.178	0.249	0.303	0.578
AAH1	0.011	0.014	0.02	0.024	0.041
AAH2	0.047	0.066	0.093	0.113	0.209
AAH3	0.047	0.065	0.089	0.107	0.19
AAH4	0.063	0.084	0.112	0.132	0.257
AAD10	0.183	0.244	0.348	0.426	0.831
AAD11	0.204	0.275	0.391	0.478	0.938
AAI1	0.021	0.028	0.038	0.046	0.079
AAI2	0.041	0.055	0.076	0.091	0.157
AAD12	0.247	0.329	0.456	0.561	1.113
AAD13	0.246	0.328	0.456	0.561	1.109
AADEET	0.246	0.327	0.456	0.561	1.109
AAD14	0.062	0.082	0.107	0.149	0.241
AAD15	0.062	0.082	0.107	0.149	0.241
AAD16	0.062	0.082	0.107	0.149	0.241
AAJ1	0.015	0.02	0.027	0.032	0.064
AAD17	0.066	0.086	0.113	0.159	0.281
AAK1	0.023	0.031	0.042	0.051	0.091
AAK2	0.048	0.065	0.09	0.108	0.185
AAK3	0.052	0.07	0.096	0.115	0.198
AAK4	0.083	0.112	0.153	0.203	0.444
AAK5	0.163	0.219	0.304	0.363	0.673
AAK6	0.163	0.219	0.304	0.363	0.673
AAL1	0.062	0.083	0.11	0.13	0.23
AAK7	0.23	0.309	0.426	0.516	0.954
AAM1	0.02	0.027	0.037	0.045	0.077
AAM2	0.019	0.026	0.036	0.043	0.077
AAN1	0.024	0.032	0.042	0.051	0.096

Note: the hydrology assumes that the flows follow the underground drainage path. Once flows exceed the drainage capacity they may flow in alternative overland flow paths and / or be mitigated through flood storage

Penola Township - ultimate development and drainage upgrade hydrology

	1 yr ARI Design	2 yr ARI Design	5 yr ARI Design	10 yr ARI Design	100 yr ARI Design
AAK8	0.283	0.378	0.525	0.637	1.196
AAO1	0.037	0.05	0.066	0.079	0.141
AAK9	0.34	0.451	0.611	0.729	1.368
AAK10	0.354	0.471	0.641	0.767	1.447
AAP1	0.009	0.012	0.016	0.019	0.036
AAK11	0.37	0.491	0.671	0.8	1.518
AAQ1	0.015	0.02	0.027	0.033	0.062
AAK12	0.38	0.506	0.693	0.826	1.575
AAK13	0.38	0.51	0.694	0.832	1.545
AAR1	0.018	0.023	0.031	0.037	0.08
AAR2	0.018	0.023	0.031	0.037	0.08
AAS1	0.054	0.071	0.095	0.112	0.205
AAR3	0.07	0.093	0.126	0.149	0.271
AAR4	0.07	0.093	0.123	0.147	0.267
AAT1	0.042	0.058	0.08	0.097	0.176
AAT2	0.045	0.062	0.089	0.107	0.197
AAT3	0.074	0.104	0.145	0.176	0.327
AAR5	0.174	0.241	0.332	0.4	0.714
AAU1	0.066	0.088	0.116	0.138	0.266
AAU2	0.065	0.087	0.116	0.137	0.264
AAR6	0.219	0.305	0.423	0.506	0.911
AAV1	0.02	0.026	0.035	0.042	0.078
AAR7	0.236	0.326	0.458	0.547	0.988
AAW1	0.004	0.005	0.007	0.008	0.015
AAR8	0.238	0.33	0.463	0.554	0.999
AAX1	0.022	0.029	0.039	0.047	0.088
AAR9	0.258	0.357	0.501	0.6	1.085
AAZ1	0.016	0.021	0.029	0.034	0.066
AAZ1	0.016	0.021	0.029	0.034	0.066
AAY1	0.01	0.014	0.019	0.023	0.042
AAR10	0.266	0.365	0.518	0.623	1.124
AAR11	0.282	0.38	0.539	0.647	1.171
ABA1	0.012	0.016	0.022	0.026	0.046
AAR12	0.288	0.39	0.553	0.664	1.206
AAD18	0.72	0.974	1.308	1.569	2.897
AAD19	0.716	0.965	1.297	1.555	2.422
AAD20	0.716	0.963	1.297	1.552	2.422
AAD21	0.716	0.961	1.297	1.55	2.066
AAD22	0.714	0.963	1.302	1.558	2.114
ABB1	0.016	0.022	0.031	0.037	0.069
ABB2	0.061	0.082	0.115	0.138	0.255
ABB3	0.06	0.082	0.114	0.138	0.255
ABB4	0.06	0.082	0.114	0.136	0.255
ABB5	0.089	0.121	0.169	0.201	0.381
ABB6	0.18	0.244	0.345	0.414	0.775
ABC1	0.024	0.032	0.042	0.049	0.089
ABC2	0.041	0.055	0.073	0.087	0.156
ABC3	0.041	0.054	0.072	0.087	0.156
ABC4	0.04	0.054	0.071	0.087	0.156
ABB7	0.295	0.401	0.553	0.667	1.266
ABB8	0.319	0.436	0.602	0.728	1.361
ABB9	0.319	0.432	0.601	0.728	1.361

Note: the hydrology assumes that the flows follow the underground drainage path. Once flows exceed the drainage capacity they may flow in alternative overland flow paths and / or be mitigated through flood storage

Penola Township - ultimate development and drainage upgrade hydrology

	1 yr ARI Design	2 yr ARI Design	5 yr ARI Design	10 yr ARI Design	100 yr ARI Design
ABB10	0.319	0.43	0.598	0.725	1.349
ABD1	0.077	0.104	0.139	0.166	0.339
ABD2	0.095	0.129	0.174	0.205	0.397
ABB11	0.404	0.548	0.597	0.627	0.821
ABB12	0.403	0.537	0.596	0.625	0.82
AAD23	0.894	1.2	1.608	1.935	3.033
ABE1	0.022	0.03	0.042	0.051	0.094
ABE2	0.042	0.058	0.079	0.097	0.203
ABE3	0.042	0.057	0.078	0.095	0.197
ABE4	0.046	0.064	0.093	0.112	0.226
ABE5	0.046	0.064	0.092	0.109	0.22
ABE6	0.045	0.063	0.091	0.108	0.219
ABF1	0.022	0.03	0.04	0.047	0.088
ABE7	0.066	0.092	0.128	0.155	0.286
ABG1	0.023	0.031	0.042	0.051	0.101
ABE8	0.07	0.097	0.136	0.166	0.325
ABEDET	0.07	0.097	0.136	0.166	0.325
ABE9	0.089	0.102	0.119	0.132	0.197
ABE10	0.575	0.752	0.993	1.168	2.15
ABH1	0.044	0.059	0.079	0.093	0.206
ABH2	0.046	0.062	0.082	0.099	0.213
ABE11	0.701	0.933	1.23	1.458	2.673
AAD24	1.524	2.049	2.73	3.26	5.375
AADDET	1.523	2.048	2.73	3.26	5.375
AAD25	1.5	1.5	1.5	1.501	1.504
AAD26	1.5	1.5	1.5	1.501	1.504
ABI1	0.034	0.048	0.067	0.08	0.148
ABI2	0.065	0.089	0.129	0.156	0.29
ABI3	0.076	0.105	0.151	0.187	0.344
ABJ1	0.017	0.023	0.032	0.039	0.071
ABJ2	0.017	0.023	0.032	0.039	0.071
ABK1	0.013	0.017	0.024	0.029	0.05
ABJ3	0.027	0.037	0.052	0.063	0.115

Note: the hydrology assumes that the flows follow the underground drainage path. Once flows exceed the drainage capacity they may flow in alternative overland flow paths and / or be mitigated through flood storage



Appendix B

Appendix B

Cost Estimates



Appendix B

INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater Management Plan
Job No: 2006.0836
Date: 25-Jul-07

Sheet No 1 of 3

Estimated by: Alvin Chan
Review by:

Shallow Gravity Outfall, Robe Road

Item No	Description	Unit	Qty	Rate	cost
1	Channel Deepening	m	1850	\$65	\$120,250.00
2	Box Culvert Road Crossings	item	3	\$30,000	\$90,000.00
3	Driveway Crossings	each	6	\$10,000	\$60,000.00
4	1200 dia	m	200	\$1,020	\$204,000.00
Subtotal					\$474,250
+ Preliminaries (5%)					\$23,713
+ Remote Areas (15%)					\$71,138
+ Contingencies (20%)					\$94,850
+ Service Alterations (10%)					\$47,425
+ Design Fees (7.5%)					\$35,569

Total \$ 747,000

Note: Indicative construction estimates are prepared for general information only, we recommend that an appropriately qualified quantity surveyor be consulted to provide detailed advice regarding construction costs.



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INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater Management Plan
Job No: 2006.0836
Date: 25-Jul-07 Sheet No 2 of 3

Estimated by: Alvin Chan
Review by:

Deep Gravity Outfall, Robe Road

Item No	Description	Unit	Qty	Rate	cost
1	Channel Deepening	m	2600	\$65.00	\$169,000.00
2	Box Culverts	item	3	\$30,000.00	\$90,000.00
3	Driveway Crossings	each	6	\$10,000	\$60,000.00
4	1200 dia	m	200	\$1,020	\$204,000.00
	Subtotal				\$523,000
	+ Preliminaries (5%)				\$26,150
	+ Remote Areas (15%)				\$78,450
	+ Contingencies (20%)				\$104,600
	+ Service Alterations (10%)				\$52,300
	+ Design Fees (7.5%)				\$39,225
Total					<u>\$ 824,000</u>

Note: Indicative construction estimates are prepared for general information only, we recommend that an appropriately qualified quantity surveyor be consulted to provide detailed advice regarding construction costs.



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INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater Management Plan
Job No: 2006.0836
Date: 25-Jul-07

Sheet No 3 of 3

Estimated by: Alvin Chan
Review by:

Pump and Detention Basin Outfall, Robe Road

Item No	Description	Unit	Qty	Rate	cost
1	Channel Deepening	m	400	\$100	\$40,000.00
2	1200 dia RCP	m	200	\$1,020	\$204,000.00
3	Pumps (2 duty, 1 standby, 1500L/s, 4m head, including chamber, controls and installation)	item	2 duty, 1 standby	n/a	\$340,000.00
4	Detention Basin	m ³	21500	\$12	\$258,000.00
5	Box Culverts	item	1	\$35,000	\$35,000.00
Subtotal					\$877,000
+ Preliminaries (5%)					\$43,850
+ Remote Areas (15%)					\$131,550
+ Contingencies (20%)					\$175,400
+ Service Alterations (10%)					\$87,700
+ Design Fees (7.5%)					\$65,775

Total **\$ 1,382,000**

Note: Indicative construction estimates are prepared for general information only, we recommend that an appropriately qualified quantity surveyor be consulted to provide detailed advice regarding construction costs.



Appendix B

INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater study – 2l/s reuse pump & rising main
Job No: 2006.0836
Date: 28/06/2007 Sheet No 1 of 3

Estimated by: Todd Rundle **Excludes GST**
Review by:

Note: Cost estimates provided by Tonkin Consulting are based upon historic cost information and experience, and do not allow for latent conditions, changes in scope and market conditions (ie competition, escalation, changes to public and private utility policies in regards to relocation and augmentation of services).

Tonkin Consulting recommend that a professional Quantity Surveyor be engaged if assurance of cost is required and project budget estimates allowing for these factors are required.

Item No	Description	Unit	Qty	Rate	cost
1	Preliminaries				
1.1	Establishment	Item	1	\$8,000	\$ 8,000
1.2	Setting Out	Item	1	\$ 5,000	\$ 5,000
1.3	Insurance, CITF Levy, etc	Item	1	\$ 2,000	\$ 2,000
2	Pump Station - refer Flygt Fax				
2.1	Pumps (1 x 2L/s at 5m head)				
plus 2.2	Control unit and pump chamber				
plus 2.3	Valve Chamber	Item	1	\$ 20,000	\$ 20,000
2.4	Civil - excavation / backfill	Item	1	\$ 10,000	\$ 10,000
3	Power Supply				
3.1	Connection to 3-phase power subject to supply, location and ETSA charges*	Item	1	\$ 20,000	\$ 20,000
3.2	Underground Power Supply - nom. Length	m	20	\$ 100	\$ 2,000
4	Rising Main				
4.1	100mm diameter rising main	m	2900	\$ 60	\$ 174,000
4.2	Fittings - allow 10%	Item	1	\$ 17,400	\$ 17,400
5	Detention Basin				
	Cut to fill	m3	1500	\$ 10	\$ 15,000
6	Miscellaneous				
6.1	Cleaning up and disestablishment	Item	1	\$ 5,000	\$ 5,000
6.2	Traffic control	Item	1	\$ 1,000	\$ 1,000
6.3	Compaction, pump, hydraulic testing	Item	1	\$ 5,000	\$ 5,000
	Sub-Total				\$ 284,400
	+ Contingencies/ service alterations/ engineering design & survey (25%)				\$ 71,100

*ETSA augmentation costs can be significant and depends upon nearby existing infrastructure

TOTAL **\$ 356,000**

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Appendix B

INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater study – 10l/s reuse pump & rising main
Job No: 2006.0836
Date: 28/06/2007 Sheet No 2 of 3

Estimated by: Todd Rundle **Excludes GST**
Review by:

Note: Cost estimates provided by Tonkin Consulting are based upon historic cost information and experience, and do not allow for latent conditions, changes in scope and market conditions (ie competition, escalation, changes to public and private utility policies in regards to relocation and augmentation of services).

Tonkin Consulting recommend that a professional Quantity Surveyor be engaged if assurance of cost is required and project budget estimates allowing for these factors are required.

Item No	Description	Unit	Qty	Rate	cost
1	Preliminaries				
1.1	Establishment	Item	1	\$12,000	\$ 12,000
1.2	Setting Out	Item	1	\$ 5,000	\$ 5,000
1.3	Insurance, CITF Levy, etc	Item	1	\$ 3,000	\$ 3,000
2	Pump Station - refer Flygt Fax				
2.1	Pumps (1 x 10L/s at 10m head)				
plus 2.2	Control unit and pump chamber				
plus 2.3	Valve Chamber	Item	1	\$ 25,000	\$ 25,000
2.4	Civil - excavation / backfill	Item	1	\$ 10,000	\$ 10,000
3	Power Supply				
3.1	Connection to 3-phase power subject to supply, location and ETSA charges*	Item	1	\$ 20,000	\$ 20,000
3.2	Underground Power Supply - nom. Length	m	20	\$ 100	\$ 2,000
4	Rising Main				
4.1	150mm diameter rising main	m	2900	\$ 80	\$ 232,000
4.2	Fittings - allow 10%	Item	1	\$ 23,200	\$ 23,200
5	Detention Basin				
	Cut to fill	m3	3000	\$ 10	\$ 30,000
6	Miscellaneous				
6.1	Cleaning up and disestablishment	Item	1	\$ 5,000	\$ 5,000
6.2	Traffic control	Item	1	\$ 1,000	\$ 1,000
6.3	Compaction, pump, hydraulic testing	Item	1	\$ 5,000	\$ 5,000
	Sub-Total				\$ 373,200
	+ Contingencies/ service alterations/ engineering design & survey (25%)				\$ 93,300

*ETSA augmentation costs can be significant and depends upon nearby existing infrastructure

TOTAL **\$ 467,000**

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INDICATIVE CONSTRUCTION COST ESTIMATE

Project: Penola Stormwater study – 20l/s pump and rising main
Job No: 2006.0836
Date: 28/06/2007 Sheet No 3 of 3
Estimated by: Todd Rundle **Excludes GST**
Review by:

Note: Cost estimates provided by Tonkin Consulting are based upon historic cost information and experience, and do not allow for latent conditions, changes in scope and market conditions (ie competition, escalation, changes to public and private utility policies in regards to relocation and augmentation of services).

Tonkin Consulting recommend that a professional Quantity Surveyor be engaged if assurance of cost is required and project budget estimates allowing for these factors are required.

Item No	Description	Unit	Qty	Rate	cost
1	Preliminaries				
1.1	Establishment	Item	1	\$16,000	\$ 16,000
1.2	Setting Out	Item	1	\$ 5,000	\$ 5,000
1.3	Insurance, CITF Levy, etc	Item	1	\$ 4,000	\$ 4,000
2	Pump Station - refer Flygt Fax				
2.1	Pumps (1 x 20L/s at 10m head)				
plus 2.2	Control unit and pump chamber				
plus 2.3	Valve Chamber	Item	1	\$ 30,000	\$ 30,000
2.4	Civil - excavation / backfill	Item	1	\$ 10,000	\$ 10,000
3	Power Supply				
3.1	Connection to 3-phase power subject to supply, location and ETSA charges*	Item	1	\$ 20,000	\$ 20,000
3.2	Underground Power Supply - nom. Length	m	20	\$ 100	\$ 2,000
4	Rising Main				
4.1	200mm diameter rising main	m	2900	\$ 120	\$ 348,000
4.2	Fittings - allow 10%	Item	1	\$ 34,800	\$ 34,800
5	Detention Basin				
	Cut to fill	m3	12000	\$ 12	\$ 144,000
6	Miscellaneous				
6.1	Cleaning up and disestablishment	Item	1	\$ 5,000	\$ 5,000
6.2	Traffic control	Item	1	\$ 1,000	\$ 1,000
6.3	Compaction, pump, hydraulic testing	Item	1	\$ 5,000	\$ 5,000
	Sub-Total				\$ 624,800
	+ Contingencies/ service alterations/ engineering design & survey (25%)				\$ 156,200
				TOTAL	\$ 781,000

*ETSA augmentation costs can be significant and depends upon nearby existing infrastructure

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Penola Stormwater Option 1 West gravity

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		(+ 57.5%)
Arthur st		225	100	10	20		190	280	10		12	17		
		65250	32600	4190	9460		115900	190400	7470		35700	58650		\$819,000
Clarke St Sth		10			330						2	2		
		2900			156090						5950	6900		\$271,000
Robe Rd East		400		100	20	245	90				10	13		
		116000		41900	9460	135730	54900				29750	44850		\$682,000
John St/Clarke St Nth		200	10			170		160	390	30	12	11	Edge Treatment	
		58000	3260			94180		108800	291330	26430	35700	37950	85000	\$1,167,000
SubTotal														\$2,939,000
Shallow Gravity														
Outfall on Robe Road	See outfall cost estimates for details													\$747,000
Shallow Gravity Grand Total														\$3,686,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)



Appendix B

Penola Stormwater Option 2 West Pump

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		(+ 57.5%)
Arthur st		225 65250	100 32600	30 12570	190 89870			280 190400	10 7470		12 35700	17 58650		\$776,000
Clarke St Sth		10 2900			330 156090						2 5950	2 6900		\$271,000
Robe Rd East		400 116000		100 41900	20 9460	335 185590					10 29750	13 44850		\$674,000
John St/Clarke St Nth		200 58000	10 3260		170 80410		160 97600	390 265200	30 26430	12 35700	11 37950	Edge Treatment 85000		\$1,087,000
SubTotal														\$2,808,000
Pump/Detention Basin Outfall on Robe Road	See outfall cost estimates for details													\$1,382,000
Pump Option Grand Total														\$4,190,000
Deep Gravity Outfall on Robe Road	See outfall cost estimates for details													\$824,000
Deeper Channel Grand Total														\$3,632,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)



Appendix B

Penola Stormwater Option 3 Pump alternative 1

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost (+ 57.5%)
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		
Queen/Arthur			100		280		20				5	9		\$352,000
			32600		132440		12200				14875	31050		
Clarke St Sth		10	330								2	2		\$195,000
		2900	107580								5950	6900		
Robe Rd East		350					40	50	355		10	13		\$788,000
		101500					24400	34000	265185		29750	44850		
John St/Clarke St Nth		200	10			170		160	390	30	12	11	Edge Treatment	\$1,167,000
		58000	3260			94180		108800	291330	26430	35700	37950	85000	
Council Depot		205		100	50	190					4	9		\$431,000
		59450		41900	23650	105260					11900	31050		
SubTotal														\$2,933,000
Pump/Detention Basin Outfall on Robe Road	See outfall cost estimates for details													\$1,382,000
Pump Option Grand Total														\$4,315,000
Deep Gravity Outfall on Robe Road	See outfall cost estimates for details													\$824,000
Deeper Channel Grand Total														\$3,757,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)

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Penola Stormwater Option 4 Pump alternative 2

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost (+ 57.5%)
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		
Queen St		40	100	15	330						4	9		\$394,000
		11600	32600	6285	156090						11900	31050		
Clarke St Sth		10	330		30						2	2		\$217,000
		2900	107580		14190						5950	6900		
Robe Rd East		350				40	50	145	210		10	13		\$832,000
		101500				24400	34000	108315	185010		29750	44850		
John St/Clarke St Nth		200	10		170		160	390	30		12	11	Edge Treatment	\$1,167,000
		58000	3260		94180		108800	291330	26430		35700	37950	85000	
Council Depot		205		100	50	190					4	9		\$431,000
		59450		41900	23650	105260					11900	31050		
SubTotal														\$3,041,000
Pump/Detention Basin														0
Outfall on Robe Road	See outfall cost estimates for details													\$1,382,000
Pump Option Grand Total														\$4,423,000
Deep Gravity														
Outfall on Robe Road	See outfall cost estimates for details													\$824,000
Deeper Channel Grand Total														\$3,865,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)

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Penola Stormwater Option 5 East Gravity Abbey Lands

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost (+ 57.5%)
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		
Queen/Arthur			100		280		20				5	9		\$352,000
			32600		132440		12200				14875	31050		
Clarke St Sth		10	330								2	2		\$195,000
		2900	107580								5950	6900		
Robe Rd East		400		100	20	335					10	13		\$674,000
		116000		41900	9460	185590					29750	44850		
John St/Clarke St Nth		200	10		170		160	390		30	12	11	Edge Treatment	\$1,087,000
		58000	3260		80410		97600	265200		26430	35700	37950	85000	
Council Depot		205	25		30	110		490			4	9		\$818,000
		59450	8150		14190	60940		333200			11900	31050		
SubTotal														\$3,126,000
Pump/Detention Basin Outfall on Robe Road	See outfall cost estimates for details													\$1,382,000
Pump Option Grand Total														\$4,508,000
Deep Gravity Outfall on Robe Road	See outfall cost estimates for details													\$824,000
Deeper Channel Grand Total														\$3,950,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)

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Penola Stormwater Final Strategy

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		(+ 57.5%)
Queen/Arthur			100		280		20				5	9	<i>detention</i>	\$399,000
			<i>32600</i>		<i>132440</i>		<i>12200</i>				<i>14875</i>	<i>31050</i>	<i>30000</i>	
Clarke St Sth		10	330								2	2		\$195,000
		<i>2900</i>	<i>107580</i>								<i>5950</i>	<i>6900</i>		
Robe Rd East		400		100	20	335					10	13		\$674,000
		<i>116000</i>		<i>41900</i>	<i>9460</i>	<i>185590</i>					<i>29750</i>	<i>44850</i>		
John St		170	10		170		160	25			10	7	<i>Edge Treatment</i>	\$609,000
		<i>49300</i>	<i>3260</i>		<i>80410</i>		<i>97600</i>	<i>17000</i>			<i>29750</i>	<i>24150</i>	<i>85000</i>	
Clarke St Nth		30						365		30	2	4		\$478,000
		<i>8700</i>						<i>248200</i>		<i>26430</i>	<i>5950</i>	<i>13800</i>		
Council Depot		205	25		30	110		490			4	9		\$818,000
		<i>59450</i>	<i>8150</i>		<i>14190</i>	<i>60940</i>		<i>333200</i>			<i>11900</i>	<i>31050</i>		
SubTotal														\$3,173,000
Deep Gravity Outfall on Robe Road	See outfall cost estimates for details													\$824,000
Deeper Channel														
Grand Total														\$3,997,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)

Wattle Range Council
Penola Township Stormwater Management Plan
20060836RA2.doc

Revision: D

Date: 22/04/2010



Appendix B

Penola Stormwater Minor Catchments

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450	open channel	(+ 57.5%)
Gordon St Catchment		56	12	12									200m@\$40 8000	\$53,000
Julian Street East		55	65		65		450							\$540,000
		15950	21190		30745		274500							
Ellen St Industrial Open Channel					50								1800m@\$50 90000	\$179,000
Ellen St Detention													1000@\$15 15000	\$24,000
Grand Total														\$796,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)



Appendix B

Penola Stormwater South Terrace

Proposed Drainage Works Estimated Costs

System Name	Pipe dia (mm)	375	450	525	600	675	750	825	900	1050	Junc. Box	SEP	Misc	Total Cost (+ 57.5%)
	Cost (\$/m, ea)	290	326	419	473	554	610	680	747	881	2975	3450		
Queen St	13		330								3	4		\$260,000
	<i>3770</i>		<i>138270</i>								<i>8925</i>	<i>13800</i>		
Queen/Sth Channel				10									280m@\$65	\$37,000
				<i>4730</i>									<i>18200</i>	
Culvert Crossings													2	\$33,000
													<i>20940</i>	
Julian St W	132										3	2		\$86,000
	<i>38280</i>										<i>8925</i>	<i>6900</i>		
Detention Basin													2000@\$15	\$48,000
													<i>30000</i>	
Bypass Channel													1500m@\$65	\$159,000
													<i>100750</i>	
Sth Tce Dev Channel													650m@\$65	\$67,000
													<i>42250</i>	
														\$0
Grand Total														\$690,000

*NB 1. 57.5% addition accounts for preliminaries (5%), remote area (15%), contingencies (20%), service alterations (10%) and design fees (7.5%)

Wattle Range Council
Penola Township Stormwater Management Plan
20060836RA2.doc

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Date: 22/04/2010





ASSET MANAGEMENT PLAN

BUILDINGS & STRUCTURES

Version V1.0 - October 2019



Document Control		Asset Management Plan				 
Document ID : Buildings & Structures - AMP						
Rev No	Date	Revision Details	Author	Reviewer	Approver	
Draft1.0	July 2019	Initial Draft	DS			
Draft 1.2	August 2019	Heritage clause added, approved by Council for consultation	DS			
V1.0	October 2019	Adopted by Council	DS	PEH	Council	

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EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 20-year planning period.

This plan covers the infrastructure assets – Buildings & Structures.

1.2 Asset Description

These assets include:

The Buildings & Structures network comprises:

- Council owned and occupied (including occupation under a lease or licence) buildings
- Council owned structures that are not occupied buildings

These infrastructure assets have a replacement value of \$58.97m.

1.3 Levels of Service

Our present funding levels are sufficient to continue to provide existing services at current levels in the medium term, noting that increased funding for planned preventative maintenance is highly desirable.

The main services consequences if funding is not available are:

- Decline in the presentation of the asset
- Removal of some assets
- Functionality of assets does not meet community expectations.

Our present funding levels are insufficient to continue to manage all risks in the medium term.

The main risk consequences are:

- Loss of functionality of building or structure
- Damage to asset due to lack of appropriate levels of maintenance
- Closure/removal of some assets

1.4 Future Demand

The main demands for new services are created by:

- Community expectations
- Availability of capital funding grants
- Operational needs of building occupiers
- Legislative changes

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

- Maximising building utilisation
- Regular inspections and response to urgent maintenance
- Ensuring occupiers of Council buildings conform with their tenancy obligations

1.5 Lifecycle Management Plan

What does it Cost?

The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is \$2,216,776 (rounded value) on average per year.

It should be noted that identified works that make up the 10 year renewal budget are less than the 10 year accumulated depreciation costs, hence Council is deliberately (based on current asset condition) deferring some expenditure to future planning periods.

1.6 Financial Summary

What we will do

Estimated available funding for this 10-year planning period is \$22,167,763 or \$2,216,776 on average per year which is 100% of the cost to provide the service.

Projected expenditure required to provide services in the AM Plan compared with planned expenditure currently included in the Long-Term Financial Plan are shown in figure 7.

We plan to provide Building & Structures services for the following:

- Operation, maintenance, renewal and upgrade of Buildings & Structures (to meet defined service levels) in annual budgets.

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Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects. We have identified major risks as:

- Financial Risk due to prolonging building life beyond its economic life
- Reputational Risk due to poor building presentation and functionality
- Public Liability Risk due to building failures or not being fit for purpose (eg poor food preparation areas)
- Non-Compliance with Building Code in key areas such as fire services, access/egress and accessibility
- Inability to complete identified tasks due to availability of skilled personnel
- Council buildings occupied by community-based groups not being adequately maintained
- Overly conservative condition reporting

We will endeavour to manage these risks within available funding by:

- Understanding the current condition of all buildings and structures
- Funding projects have regard to identified risks
- Endeavouring to allocate more funding for asset renewal works (as distinct from upgrades) and preventative maintenance works
- Disposal of surplus buildings
- Assigning appropriate condition ratings

1.7 Asset Management Practices

Our systems to manage assets include:

- Long Term Financial Planning
- Strategic Management Plan
- Asset Management Plans for all asset classes
- Strategic reporting to Council on asset condition

1.8 Monitoring and Improvement Program

The next steps resulting from this asset management plan to improve asset management practices are:

- Establish and maintain annual renewal budgets as forecast, to ensure long term sustainability of the Buildings & Structures
- Review operations and maintenance activities and budgets in the aim to achieve a planned maintenance and renewal program.

2. INTRODUCTION

2.1 Background

This asset management plan communicates the actions required for the responsive management of assets (and services provided from assets), compliance with regulatory requirements, and funding needed to provide the required levels of service over a 20-year planning period.

The asset management plan follows the format for AM Plans recommended in Section 4 of the International Infrastructure Management Manual¹.

The asset management plan is to be read with the Wattle Range Council strategic planning documents and policies. This should include the Asset Management Policy and Asset Management Strategy where these have been developed along with the following associated planning documents:

- Long Term Financial Plan
- Strategic Management Plan
- Annual Budget
- Asset Management Policy

The infrastructure assets covered by this asset management plan are shown in Table 2.1.1. These assets are used to provide Buildings & Structures services to the community.

Table 2.1.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value
Buildings	74 Buildings	\$38.69m
Structures	267 Structures	\$20.28m
TOTAL	341	\$58.97m

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.2.

Table 2.1.2: Key Stakeholders in the AM Plan

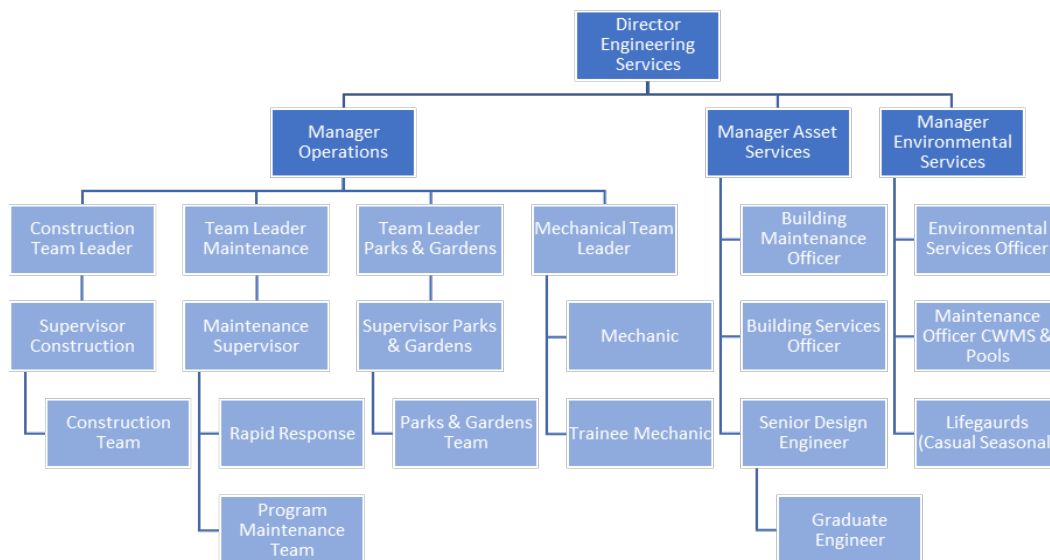
Key Stakeholder	Role in Asset Management Plan
Wattle Range Council	<ul style="list-style-type: none"> • Represent needs of community/shareholders • Allocate resources to meet planning objectives in providing services while managing risks • Ensure organisation is financial sustainable
CEO	<ul style="list-style-type: none"> • Allocate resources to meet the organisations objectives in providing services while managing risks • Ensure organisation is financially sustainable • Overall responsibility for budgets and implementation of plan • Provide leadership in influencing decision-making processes related to Asset Management
Director Engineering Services	<ul style="list-style-type: none"> • Overall responsibility for Asset Management • Manage resources and delivery of the organisations objectives in providing services while managing risks • Provide leadership in influencing decision-making processes related to Asset Management
Manager Asset Services	<ul style="list-style-type: none"> • Provide leadership for effective Asset Management • Deliver services in a cost effective and sustainable manner • Improve asset management and risk management performance • Coordinate with skilled personnel and Data Collection Officers to identify areas of need and process improvement • Deliver nominated renewal and upgrade projects

¹ IPWEA, 2015, Sec 4.2, Example of an Asset Management Plan Structure, pp 4|37 – 39.

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Key Stakeholder	Role in Asset Management Plan
Senior Design Engineer	<ul style="list-style-type: none"> Collate available data and produce Asset Management Plans Liaise between Manager Asset Services Asset Services personnel Report and manage actions resulting from the preparation of Asset Management Plans
Engineer/Data Collection Officer	<ul style="list-style-type: none"> Collection and collation of raw data Data input into collection system Work towards an overall process improvement in data management of asset classes

Our structure for service delivery from infrastructure assets is detailed below;



2.2 Goals and Objectives of Asset Ownership

Wattle Range Council exists to provide services. Some of these services are provided by infrastructure assets. We have acquired infrastructure assets by 'purchase', by contract, construction by our staff and by donation of assets constructed by developers and others to meet increased levels of service.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable expenditure and how it will be financed.²

Key elements of the planning framework are

- Levels of service – specifies the services and levels of service to be provided,

² Based on IPWEA 2015 IIMM, Sec 1.3, p 1 | 8

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- Future demand – how this will impact on future service delivery and how this is to be met,
- Life cycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015³
- ISO 55000⁴

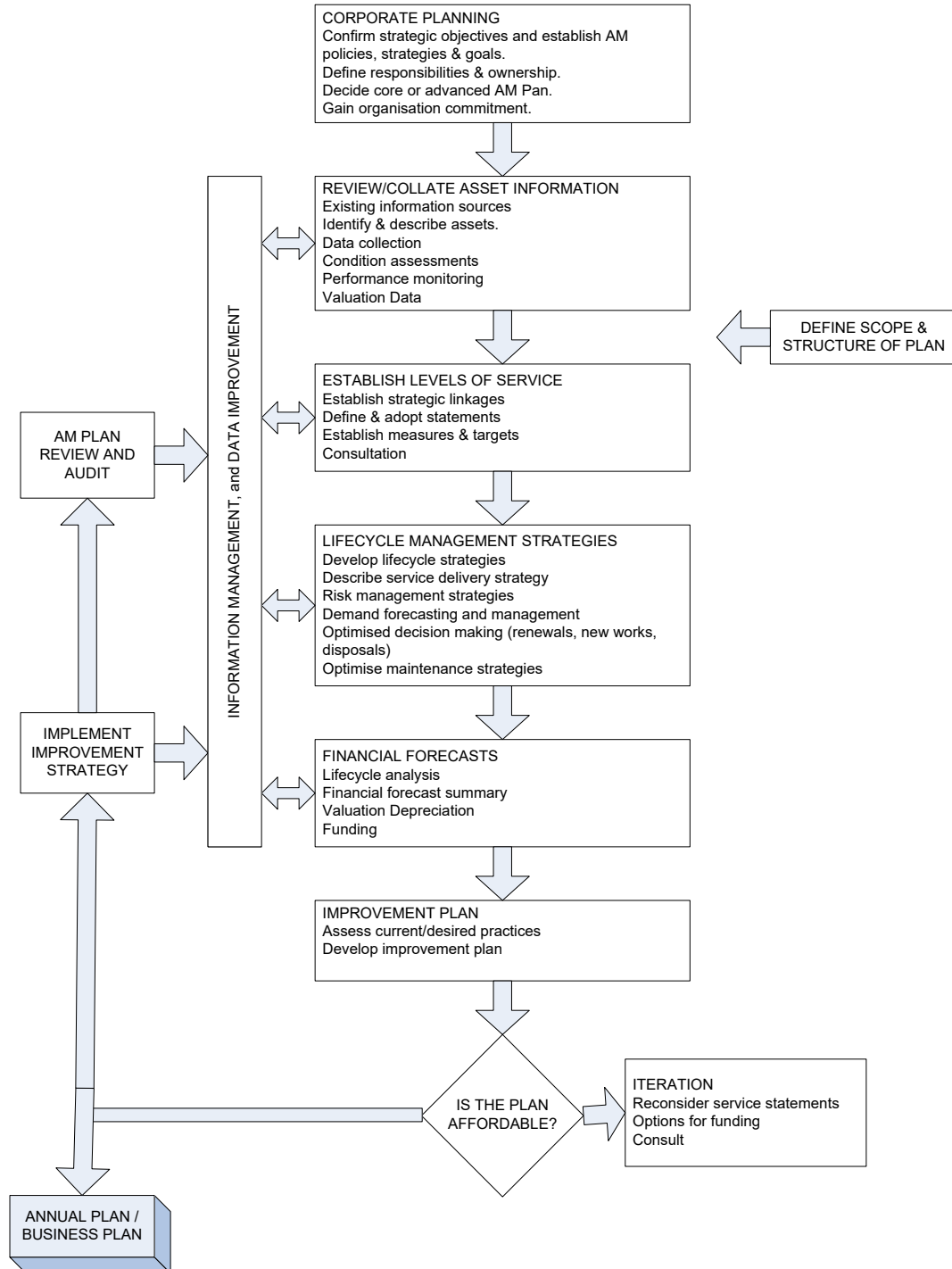
³ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2| 13

⁴ ISO 55000 Overview, principles and terminology

A road map for preparing an asset management plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



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2.3 Core and Advanced Asset Management

This asset management plan is prepared as a 'core' asset management plan over a 20 year planning period in accordance with the International Infrastructure Management Manual⁵. It is prepared to meet minimum legislative and user requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the system or network level.

Future revisions of this asset management plan will move towards 'advanced' asset management using a 'bottom up' approach for gathering detailed asset information for individual assets to support the provision of activities and programs to meet agreed service levels in a financially sustainable manner.

3. LEVELS OF SERVICE

3.1 Customer Research and Expectations

This 'core' asset management plan is prepared to facilitate consultation initially through feedback on draft asset management plans prior to adoption by the Wattle Range Council. Future revisions of the asset management plan will incorporate community consultation on service levels and costs of providing the service. This will assist the Wattle Range Council and stakeholders in matching the level of service required, service risks and consequences with the community's ability and willingness to pay for the service.

3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the organisation's vision, mission, goals and objectives.

Our vision is:

Wattle Range a Great Place to Live and Work

Our values are:

Trust – The glue that binds us all together as a community

Teamwork – The cornerstone of high performing organisations

Fun – The importance of enjoying what we do and how we do it should never be underestimated

Relevant goals and objectives and how these are addressed in this asset management plan are:

Table 3.2: Goals and how these are addressed in this Plan

Goal	Objective	How Goal and Objectives are addressed in AM Plan
Create a sustainable stock of assets, with appropriate long-term asset planning and optimal use	Regularly assess building condition and maintain asset condition rating register	Data sets prepared by external consultants and reviewed on a regular basis. Review data collection methodology and establish a condition rating regime that accurately reflects current condition of building stock.
Plan and provide for a safe building stock that is fit for purpose and meets the future and current needs of our community	Maintain the Asset Management Plan and develop maintenance and renewal programs that can be delivered in a timely manner	Deploy appropriate resources to maintenance and renewal services, using both in house and external labour resources. Regular checking of building stock to identify maintenance works that typically do not get assessed during the condition rating survey.

The organisation will exercise its duty of care to ensure public safety in accordance with the infrastructure risk management plan prepared in conjunction with this AM Plan. Management of infrastructure risks is covered in Section 6.

⁵ IPWEA, 2015, IIMM.

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3.3 Legislative Requirements

The organisation must meet many legislative requirements relating to the management of assets. These include:

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of Local Governments including the preparation of a long-term financial plan supported by asset management plans and works programs for sustainable service delivery.
Australian Standards	Various standards which give the necessary guidelines and specifications for infrastructure assets.
Workplace Health & Safety Act and Regulations	Prescribes the organisational responsibility for work, health and safety including individual responsibilities, systems, reporting incidents and non-conformities and corrective actions.

3.4 Customer Levels of Service

Service levels are defined service levels in two terms, **customer** levels of service and **technical** levels of service. These are supplemented by organisational measures.

Customer Levels of Service measure how the customer receives the service and whether value to the customer is provided.

Customer levels of service measures used in the asset management plan are:

- Quality** How good is the service ... *what is the condition or quality of the service?*
- Function** Is it suitable for its intended purpose *Is it the right service?*
- Capacity/Use** Is the service over or under used ... *do we need more or less of these assets?*

The current and expected customer service levels are detailed in Tables 3.4 and 3.5. Table 3.4 shows the expected levels of service based on resource levels in the current long-term financial plan.

Organisational measures are measures of fact related to the service delivery outcome. E.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very good.

These provide a balance compared to customer perception that can be more subjective.

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Table 3.4: Customer Level of Service

	Expectation	Performance Measure Used	Current Performance	Expected Position in 10 Years based on the current budget.
Service Objective: Provide functional, safe, fit for purpose assets that meet the changing needs of the community				
Quality	Maintain buildings and structures to an acceptable level of presentation	Number of customer complaints received	Average of 75 complaints per annum across entire building stock	No more than 40 complaints per annum across entire building stock
	Confidence level		reliable	reliable
Function	Ensure buildings meet the needs of occupiers	Number of complaints received	Average of 75 complaints per annum across entire building stock	No more than 20 complaints per annum across entire building stock
	Ensure buildings and structures are safe	Staff inspections	Approximately 20 defects noted per year	No more than 10 defects noted per year
	Confidence level		reliable	reliable
Capacity and Use	Council will strive for efficient service delivery for building maintenance works	Annual cost of maintenance	As per budget	More services for same level of expenditure
	Provide for access to all buildings at all times	Number of building lockouts	Nil lockouts	Nil lockouts
	Confidence level		reliable	reliable

3.5 Technical Levels of Service

Technical Levels of Service – Supporting the customer service levels are technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- Operations – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc.)
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),
- Upgrade/New – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

Service and asset managers plan, implement and control technical service levels to influence the customer service levels.⁶

Table 3.5 shows the technical levels of service expected to be provided under this AM Plan. The “Desired” position in the table documents the position being recommended in this AM Plan.

⁶ IPWEA, 2015, IIMM, p 2|28.

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Table 3.5: Technical Levels of Service

Service Attribute	Service Activity Objective	Activity Measure Process	Current Performance *	Desired for Optimum Lifecycle Cost **
TECHNICAL LEVELS OF SERVICE				
Operations	Building maintained at all times and ready for use	Regular inspections and response to unplanned maintenance requirements	Ad hoc inspections	Programmed inspections
Operational Cost – estimated at \$350,391 on average per annum over next 10 years				
Maintenance	Schedule maintenance works as required to maintain the asset in fit for purpose condition and to ensure economic life of each asset is achieved	Completion of annual works program	Ad hoc maintenance in response to identification of an issue – maintenance is currently reactive	Annual and long term works programs developed and funded, with all works completed annually.
Maintenance Cost – estimated at a ten-year average cost of \$537,800 per annum.				
Renewal	Building and structures renewed if required or demolished if no longer required	Works completed in accordance with annual works program	Very low level of expenditure on asset renewal	Works done in accordance with Building and Structures AMP and expenditure levels reflect asset consumption rates.
Renewal Cost – estimated at \$890,767 per annum				
Upgrade/New	Respond to community expectations	Number of requests received and assessed	As identified to meet fit for purpose standards	Improve amenity and presentation in addition to fit for purpose
Upgrade/New Cost – estimated at \$452,818 on average per annum over next 10 years.				

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies, availability of skilled personnel, technology and customer priorities that may change over time. Review and establishment of the agreed position which achieves the best balance between service, risk and cost is essential.

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, consumer preferences and expectations, technological changes, economic factors, environmental awareness, aspirations etc.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets were identified and are documented in Table 4.3.

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4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Table 4.3: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Community Expectations	Increasing demand for improved building stock	Each application will be assessed on merit	Upgrade works will increase Councils annual depreciation expense, renewal works will assist in meeting sustainability targets
Safety Requirements	Many building deficient in fire safety provisions and food handling standards	Improve fire safety standards to near as possible current Building code requirements and health requirements	These works will need to be given priority and maybe at the expense of other improvement works
Accessibility Requirements	Many buildings do not comply with Disability Access requirements	Implement a program to bring buildings into conformity with current requirements	These works will need to be given priority and maybe at the expense of other improvement works
Risk Management	Buildings routinely assessed for a range of risk factors	Respond to identified risks as required	These works will need to be given priority and maybe at the expense of other improvement works

4.4 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Non-asset solutions focus on providing the required service without the need for asset ownership and management actions including reducing demand for the service, reducing the level of service (allowing some assets to deteriorate beyond current service levels) or educating customers to accept appropriate asset failures⁷. Examples of non-asset solutions include providing services from existing infrastructure such as aquatic centres and libraries that may be in another community area or public toilets provided in commercial premises.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of this asset management plan.

Table 4.4: Demand Management Plan Summary

Demand Driver	Impact on Services	Demand Management Plan
New Buildings/Structures	Will likely reduce funds available for asset renewal	Investigate opportunities to dispose of building/structures stock, investigate co occupation opportunities to reduce demand for new buildings

4.5 Asset Programs to meet Demand

Some new assets required to meet growth maybe acquired free of cost from land developments and constructed/acquired. New assets constructed/acquired are discussed in Section 5.5. The summary of the cumulative value of new contributed and constructed asset values is shown in Figure 1 – no graph presented due to very low number of “gifted assets”

⁷ IPWEA, 2015, IIMM, Table 3.4.1, p 3|89.

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Acquiring new assets will commit ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs (which will be relatively low) are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.

4.6 Heritage Considerations

Council, at the time of preparing this plan, does not have formal heritage controls within its authorised Development Plan, but the Council may, at its own discretion as a building owner, apply the well-established principles of heritage preservation and restoration to its building stock. This plan recognises the heritage value of Council buildings and will therefore endeavour, where practicable and reasonable to do so, retain and maintain important heritage aspects of its building stock as a key element of its asset management strategy.

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 2.1.

Wattle Range Council owns 74 discrete buildings and 267 separate non-building structures (e.g. monuments, playgrounds, platforms). Current at the time of preparing this report.

The age profile of the assets included in this AM Plan are shown in Figure 2.

Figure 2: Asset Age Profile
(Accurate age data is not available at this time)

Council has registers identifying, in detail, each individual asset covered by this plan – refer Assetic – Cloud

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available.

Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Various buildings to varying degrees – further detailed assessment required	Fire Services, health standards, accessibility

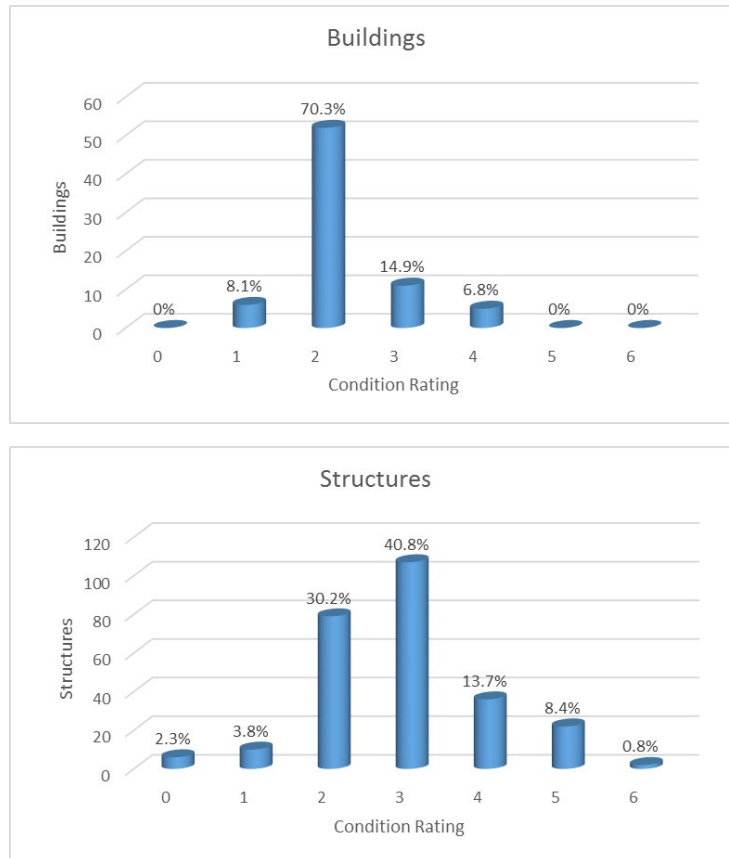
The above service deficiencies were identified from inspection of a number of buildings by Council staff

5.1.3 Asset condition

Condition is monitored by regular (biannual) field inspection

The condition profile of our assets is shown in Figure 3.

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Fig 3: Asset Condition Profile

The condition rating for Buildings is somewhat unusual (most are assessed at condition 2) and will require further examination to ensure the data collected to date is a true representation of building condition. Some cross checking has indicated that the condition 2 ratings in some cases is an over estimation of the asset condition. Further programmed assessments will improve the reliability of the data.

Note: The condition ratings shown in this graph are the overall ratings for individual buildings and structures. This value was derived by Council following review of the condition ratings provided by the independent condition assessor. The independent assessor componentised the buildings and structures into several elements and each element was condition rated. Council has combined all the individual component ratings for each building and structure into a single overall score for ease of presentation of data.

Condition is measured using a 0 – 6 rating system⁸ as detailed in Table 5.1.3.

⁸ IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

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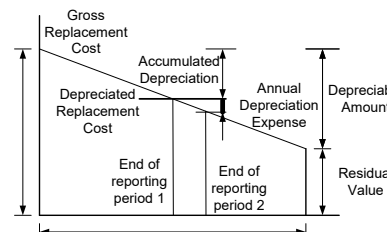
Table 5.1.3: Simple Condition Rating Model

Condition Rating	Description of Condition
0	Brand New
1	Very Good Condition, As brand new asset
2	Good Condition, only normal maintenance required
3	Minor Defects Only, Minor maintenance required (say 5% of asset)
4	Maintenance Required to Return to Acceptable Level of Service, Significant maintenance required (say 5-20 % of asset)
5	Renewal Required, Significant renewal work required (say 20-50% of asset)
6	Asset Unserviceable, over approximately 80% of asset requires replacement

5.1.4 Asset valuations

The value of assets recorded in the asset register as at 30 June 2017 covered by this asset management plan is shown below. Assets were last revalued at 1st July 2016. Assets are valued at fair value in accordance with AASBI 3 and AASBI 16.

Gross Replacement Cost	\$58,972,000
Depreciable Amount	\$58,972,000
Depreciated Replacement Cost ⁹	\$45,591,000
Annual Average Asset Consumption	\$913,000



Useful lives were reviewed in 2016 in accordance with AASBI 16 .

Key assumptions made in preparing the valuations were:

- Inspected items are compliant with regulatory and government statutes
- Assets valued assuming full ownership by Council with no monies owing
- Assets have been subject to normal wear and tear and have been properly maintained

Major changes from previous valuations are due to:

1. Full buildings valuation and condition assessment undertaken. *Realised in the Replacement Value, Accumulated Depreciation, Written Down Value and Annual Depreciation.*
2. Contractor Valuation of 75% (by value) of structures in 2016/17.
3. Useful lives have been revised to reflect more accurate useful lives where possible. This change has been substantiated via local engineering knowledge of how the assets have behaved over time and also where data was available, taking into account the known construction periods of these assets and their expected remaining useful lives. Refer to the following Useful Life Section. *Realised in the Annual Depreciation, Accumulated Depreciation and Written Down Value.*
4. Assets have been componentised with long and short lives applied to the components.
5. As a result of collating data for the recent implementation of a single core asset repository, asset attribute data such as materials, asset dimensions such as widths, lengths and quantities have improved. *Realised in the Replacement Value, Annual Depreciation, Accumulated Depreciation and Written Down Value.*
6. Previously assigned condition data has been revised as a result of recent network visual condition inspections by an independent contractor in 2016/17. *Realised in the Annual Depreciation, Accumulated Depreciation and Written Down Value.*

⁹ Also reported as Written Down Value, Carrying or Net Book Value.

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Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.

Rate of Annual Asset Consumption (Depreciation/Depreciable Amount)	1.55
Rate of Annual Asset Renewal (Capital renewal expenditure/Depreciable amount – 10 year average)	0.92

In 2019/20 the organisation will renew Buildings and Structures assets at 51% of the rate they are being consumed and will also be increasing its asset stock during the year by \$1,514,379.

5.1.5 Historical Data

Annual Expenditure	Year			
	15/16	16/17	17/18	18/19 (budgeted)
Annual Depreciation	\$1,278,000	\$906,000	\$943,000	\$919,000
Annual Maintenance Costs	\$106,000	\$165,000	\$151,000	\$454,000
Asset Renewal	\$472,000	\$241,000	\$678,000	\$641,000
Asset Upgrade/New	\$0	\$122,000	\$546,000	\$1,063,000

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. cleaning, power, insurance.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again, e.g. painting.

5.2.1 Operations and Maintenance Plan

Operations activities affect service levels including quality and function through the types and timing of activities, and the design of the infrastructure. Examples of these include cleaning and painting frequency, opening hours of building and other facilities etc.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. E.g. patching and painting discrete areas but excluding rehabilitation or renewal. Maintenance may be classified into reactive, planned and specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacing air conditioning units, etc. This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

5.2.2 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner,

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- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Maintain a current infrastructure risk register for assets and present service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council,
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs,
- Review asset use to identify under used assets and appropriate remedies, and over used assets and customer demand management options,
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure best value for the resources used.

Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

The service hierarchy is shown in Table 5.2.2.

Table 5.2.2: Asset Service Hierarchy

Service Hierarchy	Service Level Objective
Building Safety	Satisfy risk management objectives
Statutory Compliance	Satisfy legislative requirements
Accessibility	Satisfy legislative requirements
Asset presentation and serviceability	Meeting community expectations

Critical Assets

Critical assets are those assets which have a high consequence of failure but not necessarily a high likelihood of failure. By identifying critical assets and critical failure modes, investigative activities, maintenance plans and capital expenditure plans can be targeted at the appropriate time.

Operations and maintenance activities may be targeted to mitigate critical assets failure and maintain service levels. These activities may include increased inspection frequency, higher maintenance intervention levels, etc. Critical assets failure modes and required operations and maintenance activities are detailed in Table 5.3.2.1.

Table 5.2.2.1: Critical Assets and Service Level Objectives

Critical Assets	Critical Failure Mode	Operations & Maintenance Activities
Council Administration Buildings	Unsuitable for use and occupation	Maintain fire alert systems, regular risk inspections (and response)
Public Conveniences	Not suitable for use	Regular maintenance and regular risk inspections, Rapid Response capability
Recreation Facilities	Not suitable for use	Regular maintenance and regular risk inspections, ensure building occupiers meet their lease/license obligations

Standards and specifications

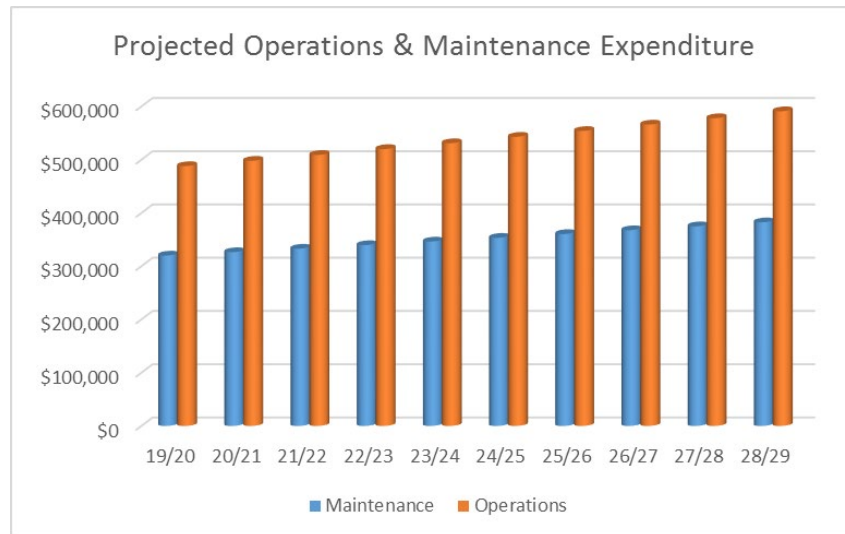
Maintenance work is carried out in accordance with the following Standards and Specifications.

- Council's internal standards
- Relevant National Construction Codes requirements and subservient legislation and codes
- Accepted industry practice

5.2.3 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in current 2019 dollar values (i.e. real values).

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Figure 4: Projected Operations and Maintenance Expenditure

Council's LTFP has allocated funds to meet operational costs but Council has also recognised the need to increase funding to meet increased maintenance targets. Annual budgets are expected to have higher maintenance budgets (both planned and reactive) than historical levels to meet increased identification of maintenance works. Increased maintenance allocations are not shown in this plan as they are yet to be ratified by Council.

Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan.

Maintenance is funded from the operating budget. This is further discussed in Section 7.

5.3 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure resulting in additional future operations and maintenance costs.

5.3.1 Renewal plan

Assets requiring renewal/replacement are identified from one of three methods provided in the 'Expenditure Template'.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year, or
- Method 2 uses capital renewal expenditure projections from external condition modelling systems (such as Pavement Management Systems), or
- Method 3 uses a combination of average *network renewals* plus *defect repairs* in the *Renewal Plan* and *Defect Repair Plan* worksheets on the 'Expenditure template'.

Method 2 was used for this asset management plan.

The useful lives of assets used to develop projected asset renewal expenditures are shown in Table 5.3.1. Asset useful lives were last reviewed on 1st July 2016.¹⁰

Appendix D is the 10 year Asset Renewal Program in place at the time of the formal adoption by Council of this Asset Management Plan. Appendix D will be subject to review by Council each year as part of its annual budget process and for the financial years beyond 2020/21 reference will need to be made to the annual budget and business plan for the latest iteration of the 10 year plan.

¹⁰ Assetic – Wattle Range Council Buildings Valuation & Condition Assessment

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Table 5.3.1: Useful Lives of Assets

Component / Asset Type	Council Adopted Useful Life (Years)	
	Short Life	Long Life
Fitouts & Fittings	30	60
Fitouts (Floor Coverings)	25 Carpet	60 Tiles and Timber
Roof	75	150
Services (Electrical)	30	60
Services (Fire)	20	40
Services (Hydraulics)	30	70
Services (Mechanical)	30	70
Services (Security)	20	40
Services (Transport)	25	50
Site Infrastructure	45	90
Site Services	30	60
Sub-Structure	100	200
Super-Structure	100	200
Sheds/Shelters	40 – 60	80 – 120
Playground Equipment	20	40
Lighting	25	50
Effluent Disposal Point	30	60
Fencing	25 – 50	50 – 100

5.3.2 Renewal and Replacement Strategies

We will plan capital renewal and replacement projects to meet level of service objectives and minimize infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most efficient manner,
- Undertaking project scoping for all capital renewal and replacement projects to identify:
 - the service delivery 'deficiency', present risk and optimum time for renewal/replacement,
 - the project objectives to rectify the deficiency,
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,
 - and evaluate the options against adopted evaluation criteria, and
 - select the best option to be included in capital renewal programs,
- Using 'low cost' renewal methods (cost of renewal is less than replacement) wherever possible,
- Maintain a current infrastructure risk register for assets and service risks associated with providing services from infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council,
- Review current and required skills base and implement workforce training and development to meet required construction and renewal needs,
- Maintain a current hierarchy of critical assets and capital renewal treatments and timings required ,
- Review management of capital renewal and replacement activities to ensure the best value for resources used is obtained.

Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a roof), or

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- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. mechanical services are upgraded).¹¹

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be greatest,
- Have a total value represents the greatest net value,
- Have the highest average age relative to their expected lives,
- Are identified in the AM Plan as key cost factors,
- Have high operational or maintenance costs, and
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.¹²

The ranking criteria used to determine priority of identified renewal and replacement proposals is detailed in Table 5.3.2.

Table 5.3.2: Renewal and Replacement Priority Ranking Criteria

Criteria	Weighting
Operational needs of Council	30%
Level of Community use	30%
Existing condition	20%
Forecast use/value of asset	20%
Total	100%

Renewal and replacement standards

Renewal work is carried out in accordance with the following Standards and Specifications.

- National Construction Code and subservient legislation
- Development Plan
- Council Policies

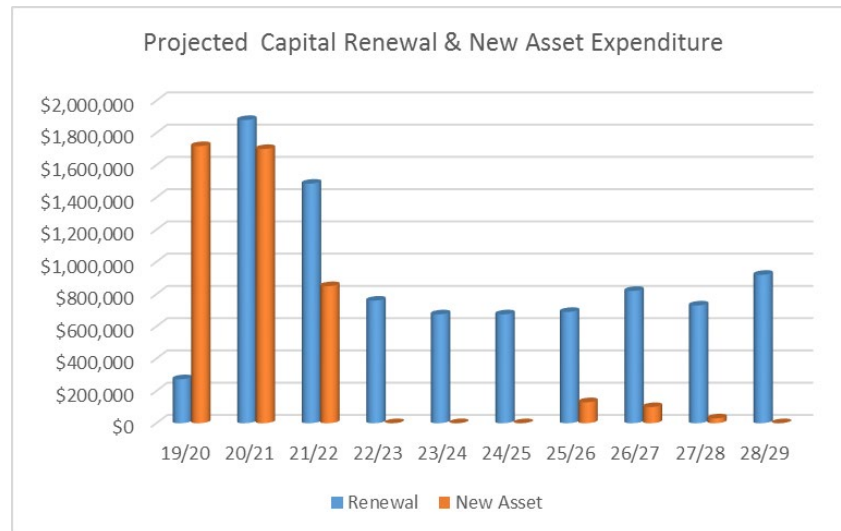
5.3.3 Summary of future renewal and new asset/upgrade expenditure

Projected future renewal and new asset expenditures are forecast to increase over time when the asset stock increases. The expenditure that is required is shown in Fig 5. Note that all amounts are shown in real values.

¹¹ IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

¹² Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

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Fig 5: Projected Capital Renewal and New Asset Expenditure

Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

5.4 Creation/Acquisition/Upgrade Plan

New works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost. These additional assets are considered in Section 4.4.

5.4.1 Selection criteria

New assets and upgrade/expansion of existing assets are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed below.

Table 5.4.1: New Assets Priority Ranking Criteria

Criteria	Weighting
Financial sustainability	25%
Environmentally sustainable	25%
Community benefit	25%
Economic benefit	25%
Total	100%

5.4.2 Capital Investment Strategies

Capital upgrade and new projects will be planned to meet level of service objectives by:

- Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,
- Undertake project scoping for all capital upgrade/new projects to identify:
 - the service delivery 'deficiency', present risk and required timeline for delivery of the upgrade/new asset,
 - the project objectives to rectify the deficiency including value management for major projects,
 - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency,

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- management of risks associated with alternative options,
- and evaluate the options against evaluation criteria adopted by Council, and
- select the best option to be included in capital upgrade/new programs,
- Review current and required skills base and implement training and development to meet required construction and project management needs,
- Review management of capital project management activities to ensure Council is obtaining best value for resources used.

5.5 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.5, together with estimated annual savings from not having to fund operations and maintenance of the assets. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any. Any costs or revenue gained from asset disposals is accommodated in the long-term financial plan.

Where cash flow projections from asset disposals are not available, these will be developed in future revisions of this asset management plan.

Table 5.5: Assets Identified for Disposal

24 Foster Street Beachport (Crown Land)
Old Netball clubrooms, Millicent
Italian Club
Tantanoola PO and Council Building
Kalangadoo Depot
Tower Road Refuse Depot
Mount Burr Football Club Clubrooms

* Disposal of these assets is possible

6. RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2009 as: “coordinated activities to direct and control with regard to risk”¹³.

An assessment of risks¹⁴ associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

Research on critical assets has not yet been undertaken. This will be investigated in future updates of the asset management plan.

¹³ ISO 31000:2009, p 2

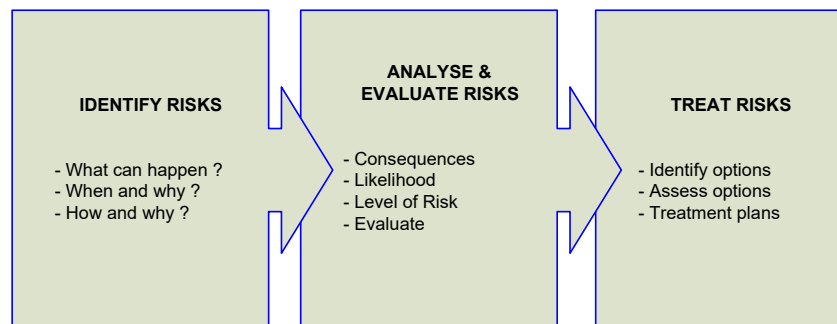
6.2 Risk Assessment

The risk management process used in this project is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of ISO risk assessment standard ISO 31000:2009.

Fig 6.2 Risk Management Process – Abridged



The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

An assessment of risks¹⁵ associated with service delivery from infrastructure assets has identified the critical risks that will result in significant loss, 'financial shock' or a reduction in service. This information can be found in "Sharepoint" and will not be repeated in this document.

6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to our customers and the services we provide. To adapt to changing conditions and grow over time we need to understand our capacity to respond to possible disruptions and be positioned to absorb disturbance and act effectively in a crisis to ensure continuity of service.

To enhance our capacity to manage unforeseen or unexpected risk to the continuity of operations we take an infrastructure resilience approach using an 'all hazards' methodology.

The 'all-hazards' approach involves:

- An initial assessment of critical assets;
- A resilience assessment for these assets; and
- Identification of related improvements or interventions

Council has in place Business Continuity Plans – refer "SharePoint" for further details and information.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

Options were considered based on the development of 3 scenarios.

Scenario 1 - What we would like to do based on asset register data

Scenario 2 – What we should do with existing budgets and identifying level of service and risk consequences (i.e. what are the operations and maintenance and capital projects we are unable to do, what is the service and risk consequences associated with this position). This may require several versions of the AM Plan.

Scenario 3 – What we can do and be financially sustainable with AM Plans matching long-term financial plans.

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The Asset Management Plan provides the tools for discussion with the Wattle Range Council and customers/community on trade-offs between what we would like to do (scenario 1) and what we should be doing with existing budgets (scenario 2) by balancing changes in services and service levels with affordability and acceptance of the service and risk consequences of the trade-off position (scenario 3).

This AM Plan has been developed using **Scenario 3**

6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

Nothing identified at this time

6.4.2 Service trade-off

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users. These include:

Nothing identified at this time.

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences. These include:

Nothing identified at this time.

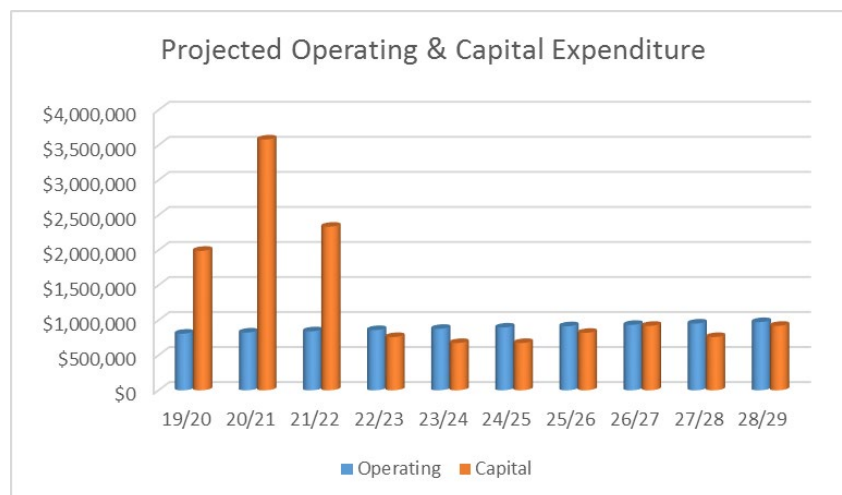
7. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.

Fig 7: Projected Operating and Capital Expenditure



7.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over 10 years of the planning period.

Asset Renewal Funding Ratio

Wattle Range Council BUILDINGS & STRUCTRES ASSET MANAGEMENT PLAN

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Asset Renewal Funding Ratio¹⁶ 0.9

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 10 years of the forecasting that we will have only 90% of the funds required for the **optimal** renewal and replacement of assets (based on annualised consumption of assets over their whole of life – \$976,000 in 2019/20).

Long term - Life Cycle Cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is **\$1,890,691** per year (average operations and maintenance expenditure plus depreciation expense projected over 10 years).

Life cycle costs can be compared to **life cycle expenditure** to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 10 year planning period is **\$1,778,958** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 10 years).

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is **-\$111,733** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is **94%** of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period for **optimal** asset services is \$1,890,691 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$1,778,958 on average per year giving a 10 year funding shortfall of \$111,733 per year.

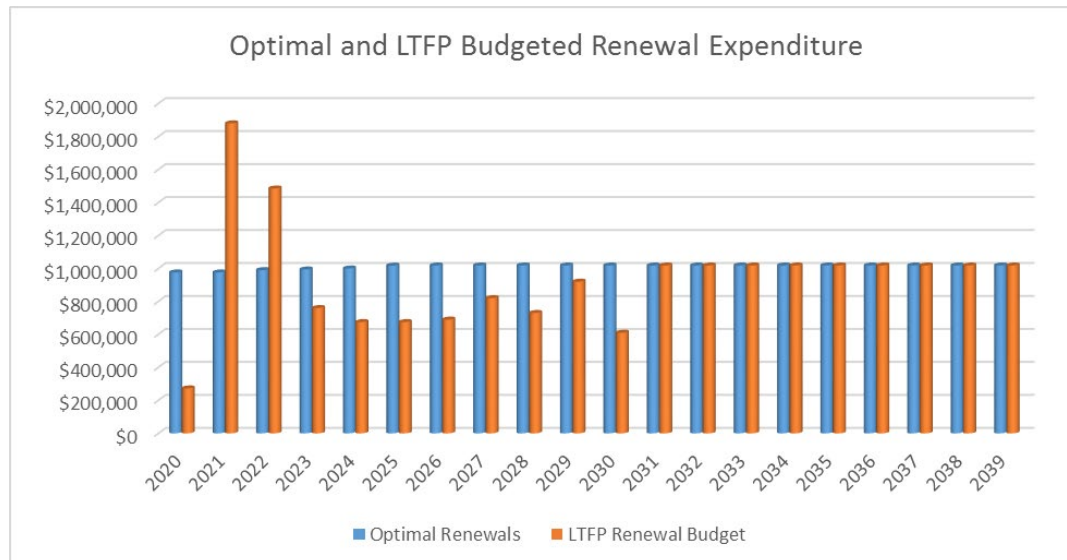
Asset management financial indicators

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long-Term Financial Plan.

Figure 8 shows the projected asset renewal and replacement expenditure over the 20 years of the AM Plan. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long term financial plan

¹⁶ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

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Figure 8: Optimal and LTFP Budgeted Renewal Expenditure

It is important to note that Council has allocated funding in its LTFP, based on long term works programs for renewals and upgrades for next 10 years.

Table 7.1.1 shows the shortfall between projected renewal and replacement expenditures and expenditure in the long-term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated from current budgets are shown in Appendix A.

Table 7.1.1: Asset Consumption and LTFP Budgeted Renewals and Financing Shortfall

Year	Consumption of Assets	LTFP Renewal Budget	Renewal Financing Shortfall (-ve Gap, +ve Surplus)	Cumulative Shortfall (-ve Gap, +ve Surplus)
2020	\$976,000	\$272,688	-\$703,332	-\$703,332
2021	\$976,000	\$1,880,000	\$904,000	\$200,668
2022	\$990,000	\$1,485,000	\$495,000	\$695,668
2023	\$994,000	\$760,000	-\$234,000	\$461,668
2024	\$1,000,000	\$675,000	-\$325,000	\$136,668
2025	\$1,017,000	\$675,000	-\$342,000	-\$205,332
2026	\$1,018,000	\$690,000	-\$328,000	-\$533,332
2027	\$1,018,000	\$820,000	-\$198,000	-\$731,332
2028	\$1,018,000	\$730,000	-\$288,000	-\$1,019,332
2029	\$1,018,000	\$920,000	-\$98,000	-\$1,117,332
2030	\$1,018,000	\$610,000	-\$408,000	-\$1,525,332
2031	\$1,018,000	\$1,018,000	\$0	-\$1,525,332
2032	\$1,018,000	\$1,018,000	\$0	-\$1,525,332

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Year	Consumption of Assets	LTFP Renewal Budget	Renewal Financing Shortfall (-ve Gap, +ve Surplus)	Cumulative Shortfall (-ve Gap, +ve Surplus)
2033	\$1,018,000	\$1,018,000	\$0	-\$1,525,332
2034	\$1,018,000	\$1,018,000	\$0	-\$1,525,332
2035	\$1,018,000	\$1,018,000	\$0	-\$1,525,332
2036	\$1,018,000	\$1,018,000	\$0	-\$1,525,332
2037	\$1,018,000	\$1,018,000	\$0	-\$1,525,332

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

A gap between projected asset renewal/replacement expenditure and amounts accommodated in the LTFP indicates that further work is required on reviewing service levels in the AM Plan (including possibly revising the LTFP) before adopting the asset management plan to manage required service levels and funding to eliminate any funding gap.

We will manage the 'gap' by developing this asset management plan to provide guidance on future service levels and resources required to provide these services, and review future services, service levels and costs with the community.

7.1.2 Projected expenditures for long term financial plan

Table 7.1.2 shows the projected expenditures for the 10 year long term financial plan.

Table 7.1.2: Projected Expenditures for Long Term Financial Plan

Year	Operations	Maintenance	Projected Capital Renewal	Capital Upgrade/ New	Disposals
2020	\$320,000	\$488,000	\$272,688	\$1,718,184	\$0
2021	\$326,400	\$498,000	\$1,880,000	\$1,700,000	\$100,000
2022	\$332,928	\$509,000	\$1,485,000	\$850,000	\$0
2023	\$339,587	\$520,000	\$760,000	\$0	\$0
2024	\$346,378	\$531,000	\$675,000	\$0	\$0
2025	\$353,306	\$543,000	\$675,000	\$0	\$0
2026	\$360,372	\$554,000	\$690,000	\$130,000	\$0
2027	\$367,579	\$566,000	\$820,000	\$100,000	\$0
2028	\$374,931	\$578,000	\$730,000	\$30,000	\$0
2029	\$382,430	\$591,000	\$920,000	\$0	\$0

7.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 7.1.2 will be accommodated in the 10 year long term financial plan.

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7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the asset stock from construction and acquisition of assets. Figure 9 shows the projected gross replacement cost asset values over the planning period in real values.

Figure 9: Projected Asset Values

No data available

Depreciation expense values are forecast in line with asset values as shown in Figure 10.

Figure 10: Projected Depreciation Expense

The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 11. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.

Figure 11: Projected Depreciated Replacement Cost

Not applicable

7.4 Key Assumptions Made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan and risks that these may change are shown in Table 7.4.

Table 7.4: Key Assumptions made in AM Plan and Risks of Change

Key Assumptions	Risks of Change to Assumptions
Council will fully fund projected capital renewal expenditure	Council reduce annual funding creating a funding gap
Council allocate additional funding to reactive and planned maintenance	Additional funding not provided resulting in a deterioration in building condition

7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale¹⁷ in accordance with Table 7.5.

¹⁷ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

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Table 7.5: Data Confidence Grading System

Confidence Grade	Description
A - Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate \pm 2%
B - Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate \pm 10%
C - Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated \pm 25%
D - Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy \pm 40%
E - Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.1.

Table 7.5.1: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	reliable	Can change due to community expectations
Growth projections	reliable	No foreseeable growth in SMP
Operations expenditures	reliable	No reason for costs to rise beyond inflation
Maintenance expenditures	reliable	Likely will need to increase with time
Projected Renewal expenditures. - Asset values	reliable	Funded in LTFFP
- Asset useful lives	reliable	Assessed independently by asset experts
- Condition modelling	reliable	Independently assessed but needs further refinement to build confidence
- Network renewals	n/a	
- Defect repairs	reliable	Likely will require additional funds over time
Upgrade/New expenditures	reliable	Funded in LTFFP
Disposal expenditures	reliable	Disposals may occur

Over all data sources the data confidence is assessed as medium.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial data sources

- Synergy Soft
- Assetic Cloud

Accountabilities for financial systems

The financial systems are managed by the Financial Services Team with assistance from the Assets Team.

Accounting standards and regulations

The standards and regulations relating to Asset Management are:

- Local Government Act
- AASB 116 Property, Plant and Equipment

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- AASB 13 Fair Value Measurement
- AASB 136 Impairment of Assets
- AASB 1021 Depreciation

Capital/maintenance threshold

Council has allocated the required finances according to independent valuations, further work is now required to develop and implement works programs to appropriately maintain, renew and upgrade assets.

Required changes to accounting financial systems arising from this AM Plan

None identified.

8.1.2 Asset management data sources

Buildings Valuation and Condition Assessment – Assetic 2016

Asset registers

Asset data relating to buildings and structures is stored in Assetic Cloud

Linkage from asset management to financial system

The asset database contains all required financial indicators relating to each identified asset. Assetic Cloud is the primary storage for the buildings and structures assets and Synergy Soft draws this information and produces the annual reports. Reconciliation between the two is undertaken on an annual basis after the end of financial year.

Accountabilities for asset management system and data maintenance

The asset management systems and data maintenance are carried out by:

- Engineering Services – Asset Team
- Corporate Services – Financial Team

Required changes to asset management system arising from this AM Plan

Development of rolling works programs.

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task No	Task	Responsibility	Resources Required	Timeline
1	Develop asset renewal plan	MAS	nil	Dec 19
2	Develop Preventative Maintenance Plan	BMO	nil	Sep 19

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The AM Plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the long term financial plan.

The AM Plan has a life of 4 years and is due for revision and updating in 2022.

8.4 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,

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- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the target of 1.0.

9. REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- Wattle Range Council Strategic Plan 2017-2021
- Wattle Range Council Budget

10. APPENDICES

- Appendix A LTFP Budgeted Expenditures Accommodated in AM Plan
- Appendix B Abbreviations
- Appendix C Glossary

Appendix A Budgeted Expenditures Accommodated in LTFP

NAMS.PLUS3 Asset Management Wattle Range										
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia										
Buildings & Structures_S1_V1					Asset Management Plan			IPWEA INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA		
First year of expenditure projections 2020 (financial yr ending)										
Buildings & Structures										
Asset values at start of planning period										
Current replacement cost	\$58,972	(000)	Calc CRC from Asset Register							
Depreciable amount	\$58,972	(000)	\$0 (000)							
Depreciated replacement cost	\$45,591	(000)	This is a check for you.							
Annual depreciation expense	\$913	(000)								
Operations and Maintenance Costs for New Assets										
										% of asset value
Additional operations costs										599.25%
Additional maintenance										967.92%
Additional depreciation										1.55%
Planned renewal budget (information only)										
You may use these values calculated from your data or overwrite the links.										
Planned Expenditures from LTFP										
20 Year Expenditure Projections Note: Enter all values in current 2020 values										
Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)										
Operations										
Operations budget	\$320,000	\$326,400	\$332,928	\$339,587	\$346,378	\$353,306	\$360,372	\$367,579	\$374,931	\$382,430
Management budget	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
AM systems budget	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total operations	\$323,000	\$329,400	\$335,928	\$342,587	\$349,378	\$356,306	\$363,372	\$370,579	\$377,931	\$385,430
Maintenance										
Reactive maintenance budget	\$488,000	\$498,000	\$509,000	\$520,000	\$531,000	\$543,000	\$554,000	\$566,000	\$578,000	\$591,000
Planned maintenance budget	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000
Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total maintenance	\$521,000	\$531,000	\$542,000	\$553,000	\$564,000	\$576,000	\$587,000	\$599,000	\$611,000	\$624,000
Capital										
Planned renewal budget	\$272,688	\$1,880,000	\$1,485,000	\$760,000	\$675,000	\$675,000	\$690,000	\$820,000	\$730,000	\$920,000
Planned upgrade/new budget	\$1,718,184	\$1,700,000	\$850,000	\$0	\$0	\$0	\$130,000	\$100,000	\$30,000	\$0
Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Disposals										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)										
Additional Expenditure Outlays required and not included above	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)										
Forecast Capital Renewal from Forms 2A & 2B	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Forecast Capital Upgrade from Form 2C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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Appendix B Abbreviations

AAAC	Average annual asset consumption
AM	Asset management
AM Plan	Asset management plan
GRC	Gross replacement cost
DA	Depreciable amount
DRC	Depreciated replacement cost
IRMP	Infrastructure risk management plan
LCC	Life Cycle cost
LTFP	Long term financial plan
MMS	Maintenance management system
RV	Residual value

Appendix C Glossary

Annual service cost (ASC)

1) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

2) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

Asset

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset category

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

Asset class

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset hierarchy

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

Asset management (AM)

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Asset renewal funding ratio (ARFR)

The ratio of the net present value of asset renewal funding accommodated over a 10-year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9].

Average annual asset consumption (AAAC)*

The amount of the asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

Borrowings

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

Capital expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

*Capital expenditure - expansion

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

Capital expenditure - new

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

Capital expenditure - renewal

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being

renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

Capital expenditure - upgrade

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

Capital funding

Funding to pay for capital expenditure.

Capital grants

Revenue received generally tied to the specific projects or purposes, which are often for upgrade and/or expansion or new investment proposals.

Capital investment expenditure

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months (See capital expenditure definition)

Capitalisation threshold

The value of expenditure on non-current assets above which the expenditure is recorded as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

Carrying amount

The amount at which an asset is recognised in the balance sheet after deducting any accumulated depreciation / amortisation and accumulated impairment losses.

Component

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

Core asset management

Asset management which relies primarily on the use of an asset register, maintenance management systems, top-down condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and a long-term cash flow projection.

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including

any costs necessary to place the asset into service. This includes one-off design and project management costs.

Critical assets

Those assets that are likely to result in a more significant financial, environment and social cost in terms of impact on organisational objectives.

Deferred maintenance

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value.

Depreciated replacement cost (DRC)

The gross replacement cost (GRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Depreciation / amortisation

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.

Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

Expenses

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arm's length transaction.

Financing gap

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap if not addressed will result in a future diminution of existing service levels.

Gross replacement cost (GRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Heritage asset

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

Impairment Loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Infrastructure assets

Physical assets that contribute to meeting the needs for access to major economic and social facilities and services, e.g. roads, drainage, footpaths and cycle ways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally, the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service

The parameters or combination of parameters that reflect social, political, economic and environmental outcomes that the organisation delivers.

Levels of service statements describe the outputs or objectives an organisation or activity intends to deliver to customers.

Life Cycle

The cycle of activities that an asset (or facility) goes through while it remains an identity as a particular asset i.e. from planning and design to decommissioning or disposal.

Life Cycle Cost (LCC)

Total LCC

The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

Average LCC

The life cycle cost is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure (LCE)

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long-term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

Maintenance

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g. road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

Maintenance may be classified as:

- **Planned maintenance**

Falls into three categories:

- a) Periodic – necessary to ensure the reliability or to sustain the design life of an asset.
- b) Predictive – condition monitoring activities used to predict failure.
- c) Preventive – maintenance that can be initiated without routine or continuous checking and is not condition based.

- **Reactive maintenance**

Unplanned repair work that is carried out in response to service requests and management/ supervisory directions.

- **Specific maintenance**

Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.

- **Unplanned maintenance**

Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

Maintenance expenditure *

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its

useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, misstatement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

Modern equivalent asset

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques. The modern equivalent asset is evidenced by renewal strategies in asset management plans and financing in a long-term financial plan covering at least 10 years.

***Net present value (NPV)**

The value of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from e.g. the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue, e.g. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operations

Regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting.

Operating expenditure

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, e.g. power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

Operating expense

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than

decreases relating to distributions to equity participants.

Operating expenses

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

Operations, maintenance and renewal financing ratio

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

Operations, maintenance and renewal gap

Difference between budgeted expenditures in a long term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. 5, 10 and 15 years).

Pavement management system (PMS)

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

PMS Score

A measure of condition of a road segment determined from a Pavement Management System.

Rate of annual asset consumption *

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

Rate of annual asset renewal *

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade/new *

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recoverable amount

The higher of an asset's fair value, less costs to sell and its value in use.

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital expenditure - renewal.

Remaining useful life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life provides an estimate of useful life.

Renewal

See capital expenditure - renewal.

Residual value

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life. Residual value reflects consideration receivable from an asset at the end of its useful life to the entity and accordingly would not include cost savings from the re-use of in-situ materials.

Revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, e.g. public halls and theatres, childcare facilities, sporting and recreation facilities, tourist information facilities, etc.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Section or segment

A self-contained part or piece of an infrastructure asset.

Service potential

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Service potential remaining

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

Strategic Asset Management Plan

A plan that documents and specifies how the organizational objectives are to be converted into AM

objectives, the approach for developing AM Plans and the role of the AM system in supporting the achievement of AM objectives.

Strategic Plan

A plan containing the long-term goals and strategies of an organisation. Strategic plans have a strong external focus, cover major portions of the organisation and identify major targets, actions and resource allocations relating to the long-term survival, value and growth of the organisation.

Sub-component

Smaller individual parts that make up a component part.

Useful life

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity. It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the entity.

Valuation

The process of determining the worth of an asset or liability. Assessed asset value which may depend on the purpose for which the valuation is required, i.e. replacement value for determining maintenance levels, market value for lifecycle costing and optimised deprival value for tariff setting.

Value in Use

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, IIMM & AIFMM 2015, Glossary

Additional and modified glossary items shown *

Appendix D - Buildings and Structures Forward Works Program VI.1
July 2019

Refer attached



Buildings & Structures Forward Works Program

Project No.	Asset ID	Location	Description	Year	New	Renewal	Notes
Year 1 2019/2020							
1	TBC	Millicent	Parklett	1	\$ 44,000		
2	TBC	Penola	Seating Poets Corner	1	\$ 10,140		
3	TBC	Penola	Greenrise Pumping Station - Power Supply	1	\$ 104,835		
4	TBC	Tantanoola	Tantanoola Town Entrance Signs	1	\$ 5,000		
5	TBC	Millicent	Dog Park for off leash exercise area	1	\$ 16,500		
6	TBC	Nangwarry	Fire Danger rating sign	1	\$ 16,500		
7	TBC	Burrungule	Fire Danger rating sign	1	\$ 16,500		
8	TBC	Beachport	Southern Ocean Tourist Park - Recreational Hall	1	\$ 220,550		
9	TBC	Glencoe	Glencoe War Memorial	1	\$ 60,000		
10	TBC	Millicent	Millicent Domain (TBA - Various Structures)	1	\$ 935,000		
11	TBC	Millicent	Records Storage Facility - Compactus Units	1	\$ 66,000		
12	TBC	Millicent	Road Traffic School - Shade Structure	1	\$ 10,000		
13	TBC	Nangwarry	Nangwarry Pools - Step Ladder	1	\$ 9,354		
14		Beachport	Southern Ocean Tourist Park - A Block Refurbishment	1		\$ 29,000	
15		Millicent	Gladys Smith Early Learning Centre - Re - Roof Storage Shed	1		\$ 8,000	
16		Millicent	Millicent Depot Office - Replace lino lunch room	1		\$ 18,000	
17		Southend	Southend Pedestrian Access Bridge - Repairs	1		\$ 27,500	
18		Millicent	Glenn Street Toilets - Refurbishment	1		\$ 50,000	
19		Millicent	Millicent Saleyards - Replace treated timber fence posts	1		\$ 12,000	
20		Beachport	Southern Ocean Tourist Park - Power Pod Replacements	1		\$ 6,188	
21		Millicent	Gladys Smith Early Learning Centre - Staff room kitchen cupboard replacement	1		\$ 10,400	
22		Penola	Penola dog pound refurbishment	1		\$ 5,500	
23		Millicent	Courtyard Entrance to Library & Council Offices	1		\$ 10,000	
24		Penola	Penola Stadium re-roofing of the lower section	1		\$ 60,150	
25		Beachport	Beachport Recreation Centre Entry and Roof	1		\$ 231,000	
					\$ 1,514,379	\$ 467,738	

Year 2 2020/21

26	ST.0160.02	Beachport	Museum - Machinery Display - new roof	2		\$ 20,000	
27	ST.0668.01	Millicent	Council Depot-renew 2 sheds and construct new workshop	2	\$ 500,000	\$ 200,000	total cost \$700,000 - requires \$500k upgrade
28	ST.0078.08	Beachport	Centennial Park - renew Lighting Tower	2		\$ 10,000	
29	ST.0597.01	Millicent	Civic & Arts, Library & Gallery, renew parapet façade and gutters	2		\$ 200,000	
30	ST.0027.01	Southend	Renew toilets and change rooms (into a single, relocatable building)	2		\$ 180,000	
31	ST.0158.04	Millicent	Domain Playground - softfall Stage 1	2		\$ 50,000	
32	ST.0104.01	Millicent	Mowbray St playground - replace play equipment	2		\$ 60,000	
33	ST.0668.09	Millicent	Council Depot - new premiss shed	2		\$ 110,000	
34		Beachport	New Waste Transfer Station	2	\$ 450,000	\$ -	
35	ST.0597.02	Millicent	Main Office renewal	2	\$ 900,000	\$ 900,000	
					\$ 1,850,000	\$ 1,730,000	

Year 3 2021/22

36	ST.0668.01	Millicent	Council Depot-convert existing workshop to lunch room/training	3		\$ 120,000	
37			- convert existing lunchroom to reception/offices	3		\$ 120,000	
38			-renew toilets at rear of reception area	3		\$ 90,000	Includes ST.0597.02 & ST.0597.03
39	ST.0078.08	Beachport	Centennial Park - renew footbridge	3		\$ 20,000	
40	ST.0132.01	Penola	Lions Park - replace playground equipment	3		\$ 30,000	
41	ST.0170.06	Penola	Swimming Pool - replace light towers x 6	2		\$ 30,000	Includes ST.1167.05
42	ST.1167.04	Kalangadoo	BBQ & Shelter at Riddoch Hall - renew both	2		\$ 20,000	
43	ST.0597.02	Millicent	Main Office renewal	3	\$ 850,000	\$ 850,000	
44	ST.0190.17	Penola	Basketball Stadium - renew court floor	2		\$ 200,000	
45	ST.1263.01	Mount Burr	walkway lighting - renew 2 x lighting towers	2		\$ 5,000	Are these capital items??
					\$ 850,000	\$ 1,485,000	

Year 4 2022/23

46	ST.1456.01	Beachport	Beachport Bowls Club - renewal works identified in 2011 report	3		\$ 250,000	
47	ST.0006.01	Penola	Council Depot - renew kitchen & lunchroom, building cladding	3		\$ 60,000	Consider new greenfield depot near WTC.
48	ST.1167.01	Kalangadoo	Riddoch Hall - underpin foundation to supper room	3		\$ 30,000	
49	ST.0930.01	Beachport	Council Depot - renew all buildings and consolidate to a single structure	3		\$ 400,000	
50	ST.0121.08	Nangwarry	Recreation Ground - replace pump house	3		\$ 20,000	
					\$ -	\$ 760,000	

Year 5 2023/24

51	ST.0597.03	Millicent	Civic & Arts Centre -Complete foyer renewal	4		\$ 300,000	
52	ST.0669.01	Millicent	Swimming Lake - reroof toilets and tidy remainder of building	4		\$ 120,000	
53	ST.0190.01	Penola	Rymill Hall - renew main hall& supper room floors, external shed	4		\$ 60,000	
54	ST.0078.08	Beachport	Centennial Park - renew lagoon pump shed	4		\$ 25,000	
55	ST.0926.14	Beachport	SOTP - renew water softeners x 2	4		\$ 20,000	
56	ST.1174.01	Kalangadoo	Lions Club Reserve - renew playground equipment	4		\$ 30,000	
57	ST.1445.01	Southend	Access Road - renew information shelter	4		\$ 10,000	
58	ST.0190.17	Penola	McCorquindale Park Basketball Stadium - renew change rooms & toilets	4		\$ 80,000	
59	ST.1314.01	Tantanoola	Tantanoola Reserve -renew BBQ and walls of shelter	4		\$ 30,000	
					\$ -	\$ 675,000	

Year 6 2024/25

60	ST.0177.01	Penola	VIC - replace gutters and fascia's	5		\$ 40,000	
61	ST.0597.03	Millicent	Civic & Arts Centre - renew theatre seating - upper level & lighting	5		\$ 70,000	
62	ST.1175.01	Tantanoola	Hall - partial renewal of kitchen facilities	5		\$ 30,000	
63	ST.1344.01	Mount Burr	Football Club Rooms -asbestos removal	5		\$ 10,000	
			-glazing/windows	5		\$ 10,000	
			-re roof as required	5		\$ 20,000	
			-renew toilets (internal)	5		\$ 70,000	
			-renew electricals	5		\$ 40,000	
			-electrical services/fire safety	5		\$ 20,000	
			-access/egress renewal, light/ventilation	5		\$ 30,000	

64	ST.0178.01	Penola	Memorial Park - replace playground equipment	5		\$ 100,000	
65	ST.0178.02	Penola	Memorial Park - replace playground softfall	5		\$ 40,000	
66	ST.0178.05	Penola	Memorial Park - replace light towers	5		\$ 30,000	
67	ST.0178.08	Penola	Memorial Park - replace playground fencing	5		\$ 30,000	
68	ST.0178.04	Penola	Memorial Park - Renew toilets	5		\$ 100,000	

\$ - \$ 640,000

Year 7 2025/26

69	ST.0597.01	Millicent	Library - renew air conditioning system	6		\$ 100,000	
70	ST.0011.01	Penola	Cemetery - renew shed	6		\$ 20,000	
71	ST.0011.04	Penola	Cemetery - renew fencing	6		\$ 20,000	
72	ST.0081.04	Beachport	Susan Wilson playground - renew playground equipment	6		\$ 80,000	
73	ST.0157.05	Millicent	Jubilee Park Rotunda - renew balustrade	6		\$ 30,000	
74	ST.0147.01	Kalangadoo	Council Depot and workshop - renew building elements	6		\$ 40,000	
75	ST.0559.12	Millicent	Airstrip - reseal and reline runway and aprons	6		\$ 70,000	
76	ST.0925.02	Beachport	Pool of Siloam - renew change rooms (treat roof frame etc)	6		\$ 30,000	
77	ST.0027.05	Southend	Foreshore steps x 2 - renew	8		\$ 70,000	
78	ST.1313.01	Rendelsham	Oval playground - renew equipment	6		\$ 30,000	
79	ST.0718.02	Penola	Greenrise Lake Toilets - renew effluent disposal, lights & showers	6	\$ 30,000	\$ 30,000	Plus \$30,000 with power & showers
80	ST.1333.03	Beachport	Surf Beach Toilet renewal			\$ 100,000	
81	ST.0598.01	Millicent	Centennial Park Toilets renewal	6		\$ 50,000	
82	ST.0606.03	Millicent	Jubilee Park RSL - renew window lintels and new toilets	6	\$ 100,000	\$ 20,000	Upgrade toilets to include disabled \$100,000

\$ 130,000 \$ 690,000

Year 8 2026/27

83	ST.1175.01	Tantanoola	Hall - renew internal toilets	7		\$ 60,000	
84	ST.0078.05	Beachport	Centennial Park - renew entrance	7		\$ 20,000	
85	ST.0136.02	Glencoe	Keelap Glade - renew BBQ & Shelter	7		\$ 20,000	
86	ST.0136.04	Glencoe	Keelap Glade - renew playground equipment	7		\$ 40,000	
87	ST.0417.06	Millicent	Cemetery - renew perimeter fencing	7		\$ 20,000	
88	ST.1257.01	Mount Burr	renew playground equipment	7		\$ 40,000	
89	ST.0078.11	Beachport	Centennial Park - renew skatepark and upgrade	7	\$ 100,000	\$ 100,000	Plus \$100,000 to upgrade the facility
90	ST.0011.02	Penola	Greenrise Cemetery - renew niche wall	7		\$ 20,000	
91	ST.0559.14	Millicent	Airstrip - renew PAALC lighting to apron and runway	7		\$ 100,000	
92	ST.0597.03	Millicent	Civic & Arts Centre - main hall refurbishment	7		\$ 400,000	

\$ 100,000 \$ 820,000

Year 9 2027/28

93	ST.0081.03	Beachport	Susan Wilson playground - renew bbq & shelter	8		\$ 40,000	
94	ST.0081.08	Beachport	Susan Wilson playground - renew fencing	8		\$ 20,000	
95	ST.0236.01	Tantanoola	Community Park - replace playground equipment	8		\$ 30,000	
96	ST.0417.03	Millicent	Cemetery - renew windmill and tank	8		\$ 10,000	
97	ST.1299.01	Southend	Nigel Philip Harvey Memorial Playground - renew equipment	8		\$ 40,000	
98	ST.0597.03	Millicent	Civic & Arts Centre - supper room and external walls refurbishment	8		\$ 500,000	
99	ST.0061.01	Millicent	Lake McIntyre - renew toilets and provide disabled	8	\$ 30,000	\$ 60,000	Plus \$30,000 for new disabled facility
100	ST.1322.01	Millicent	Cochrane Park - renew playground equipment	8		\$ 30,000	

\$ 30,000 \$ 730,000

Year 10 2028/29

101	ST.0061.03	Millicent	Lake McIntyre - renew fencing and gates	9		\$ 30,000	
102	ST.0096.02	Kalangadoo	Railway Reserve playground - replace play equipment	9		\$ 50,000	
103	ST.0598.02	Millicent	Centennial Park - renew playground equipment	9		\$ 50,000	
104	ST.0669.04	Millicent	Swimming Lake - renew playground equipment	9		\$ 60,000	
105	ST.0597.01	Millicent	Library - refurbishment	9		\$ 400,000	
106	ST.0926.09	Beachport	SOITP - Block D renewal	9		\$ 200,000	
107	ST.0669.07	Millicent	Swimming Lake - renew BBQ & shelter, pool fencing	9		\$ 100,000	
108	ST.1251.01	Nangwarry	Nangwarry Reserve Playground - renew playground equipment	9		\$ 30,000	

\$ - \$ 920,000

Year 11 2029/30

109	ST.0058.01	Beachport	Recreation Centre - re roof main stadium	10		\$ 150,000	
110	ST.0190.17	Penola	Basketball Stadium - renew roof cladding	10		\$ 80,000	
111	ST.0078.08	Beachport	Centennial Park - renew playground equipment	10		\$ 50,000	
112	ST.0158.03	Millicent	Domain Playground - stage 1 renewal of play equipment	10		\$ 150,000	
113	ST.0158.04	Millicent	Domain Playground - stage 2 renewal of rubber softfall	10		\$ 40,000	
114	ST.0170.05	Penola	Swimming Pool - renew perimeter fencing	10		\$ 30,000	
115	ST.0668.20	Millicent	Depot - renew perimeter fencing	10		\$ 40,000	
116	ST.0669.10	Millicent	Swimming Lake - renew lighting towers	10		\$ 20,000	
117	ST.0926.16	Beachport	SOTP - re-clad shed	10		\$ 10,000	
118	ST.1257.03	Mount Burr	renew shade sails at playground	10		\$ 10,000	
119	ST.0236.01	Tantanoola	Community Park - renew playground	10		\$ 30,000	

\$ - \$ 610,000

15.4.2 Sealed Roads Maintenance - Linemarking Budget Review

Report Type	Officer Report
Department	Engineering Services
Author	Kerri Baker
Disclosure of Interest	No Council Officers or Contractors have declared a Conflict of Interest regarding the matter under consideration.
Current Risk Rating	Medium
Strategic Plan Reference	<p>Theme 1 - Community Vibrancy & Presentation 1.1 Enhance public space areas including parks, public places, car parking, street lighting and streetscapes to provide vibrant, attractive areas.</p> <p>Theme 4 - Infrastructure & Asset Sustainability 4.2 Plan and provide for a safe local road network that meets the future and current needs of our community.</p>
File Reference	GF/20.64.1/7
Attachments	Nil

Purpose of Report

To request a budget variation for the maintenance of sealed road linemarking; including new linemarking after the completion of the reseal program, and both on-street and off-street parking areas.

Report Details

Sealed road maintenance includes the regular repainting of lines and markings on the road surface. Lines and markings are an important safety feature for the road network, meaning a regular maintenance program should be continued.

Engineering Services recently sought tenders from suitable contractors to undertake these works on a split program, with the western area of Council completed in Year 1, and the eastern area completed in Year 2, repeating this pattern. It is proposed to repaint all lines and markings on all roads every two years, with all on-street and off-street parking areas completed annually. Roads that have been resealed or upgraded to a sealed standard shall be linemarked (if applicable) within 4 weeks of the works being completed.

The proposed expenditure for a two-year program is as follows:

	Annual Program	Reseals	Parking Areas	Reactive Maintenance	Total
Year 1	\$90,000	\$15,000	\$12,000	\$5,000	\$122,000
Year 2	\$90,000	\$15,000	\$12,000	\$5,000	\$122,000

During the tender process, four submissions were received. Under Policy 1.30 - Procurement, the Chief Executive Officer has financial delegation to expend funds of the Council up to a specified limit. The proposed annual linemarking schedule falls within this delegation limit.

Available research indicates that pavement markings are essential for the comfortable, safe and efficient operation of roads in Australia. They are essential in marking the separation of traffic lanes, identifying general road rules (think 'stop' and 'give way') and helping other non-vehicle road users navigate their way through traffic. The safety of night driving can also be improved by the addition of reflective particles in the paint mix, this becomes especially important in times of low visibility. These are some of the main reasons to ensure the lines and other markings are maintained on sealed roads.

Financial Considerations

Budget Allocation	\$40,000
Budget Spent to Date	\$0
Budget Variation Requested	\$82,000

Risk Considerations

Risk Register – Road and Footpath Maintenance - Moderate/Unlikely - Medium

Policy Considerations

Policy 1.30 - Procurement

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. Approve a budget variation for an additional \$82,000

16 Correspondence

16.1 Great Australian Bight - Communication

Report Type	Correspondence
Correspondents	Senator The Hon Matthew Canavan, Minister for Resources and Northern Australia & The Hon Tim Whetstone MP, Minister for Primary Industries and Regional Development
File Reference	GF/4.36.1/6
Attachments	<ol style="list-style-type: none">1. Letter from Senator Hon Matthew Canavan re Great Australian Bight [16.1.1 - 2 pages]2. Letter from Hon Tm Whetstone MP Great Australian Bight [16.1.2 - 1 page]3. coulet ceo oil and gas exploration in the great australan bight 17092019 [16.1.3 - 2 pages]

RECOMMENDATION

That the correspondence from Senator the Hon Matthew Canavan dated 22 October 2019 and the Hon Tim Whetstone MP dated 16 October 2019 be received and noted.



Senator the Hon Matthew Canavan

Minister for Resources and Northern Australia

MC19-003289

22 OCT 2019

Mr Ben Gower
 Chief Executive Officer
 Wattle Range Council
 PO Box 27
 MILLICENT SA 5280

bjg@wattlerange.sa.gov.au

Dear Mr Gower

Thank you for your letter of 25 September 2019 concerning Wattle Range Council's opposition to oil and gas exploration in the Great Australian Bight.

I understand the Council's concern about the potential environmental impacts and risks of offshore exploration, and appreciate that the Great Australian Bight and its surrounding region is important to the local community, and to the fishing and tourism industries. The region is known for its unique environment and deserves strong protection.

The Australian Government is committed to encouraging the responsible development of Australia's offshore oil and gas resources. This includes in the Bight, where offshore petroleum exploration activities have occurred safely since the late 1960s. Exploration and production activity also continues to occur off the coast of western Victoria in the Otway Basin, supplying the eastern Australian gas market.

The Great Australian Bight is considered to be one of the most prospective new basins in the world. Modelling conducted by ACIL Allen in 2018 examined the economic outcomes from two possible development scenarios for the Bight and determined that between 1,361 and 2,116 full time equivalent workers could be employed during a lengthy construction phase. The study also found that Australia's real income per annum could grow by between \$3.2 billion and \$12.6 billion as a result of these projects.

Australia has one of the most robust regulatory regimes for offshore oil and gas exploration and development in the world, with activities subject to stringent regulation under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* and its regulations. No petroleum activity can occur without a valid petroleum title and an environment plan accepted by the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA). NOPSEMA's environmental regulation of Australia's oil and gas sector has been subject to independent reviews and NOPSEMA has been found to be a robust and competent regulator.

NOPSEMA's environment plan assessment process involves comprehensive consideration of potential impacts and risks to the environment from a proposed activity, and the proposed management and mitigation of those risks. NOPSEMA cannot accept an environment plan unless satisfied that the impacts and risks of the activity will be reduced to as low as reasonably practicable and to acceptable levels. This includes consideration of potential impacts and risks to other marine users, including tourism, fishing and other regional industries, as well as impacts and risks to the natural environment.

The Government recognises community concerns around drilling in the Great Australian Bight and local communities' requests for assurance of environmental protection. To provide this assurance, the Government commissioned an independent audit of NOPSEMA's consideration of exploration in the Great Australian Bight. Dr Alan Finkel AO, Australia's Chief Scientist, conducted the audit and found that NOPSEMA is applying stringent environmental regulation in considering applications for exploration in the Great Australian Bight.

The Chief Scientist identified opportunities for NOPSEMA, titleholders and governments to provide additional assurance to local communities to improve the public's understanding of the offshore oil and gas regulatory regime. The Hon Sussan Ley MP, Minister for the Environment, and I released the audit report on 20 September 2019. Minister Ley and I have directed our respective departments to adopt the audit findings and consider how governments and agencies can better communicate how the regulatory regime manages risks to the environment. The audit report is available at www.industry.gov.au/OffshoreExplorationAudit.

Thank you for writing on this matter.

Yours sincerely



Matthew Canavan



Government
of South Australia

Hon Tim Whetstone MP
Minister for Primary Industries
and Regional Development
GPO Box 1671 Adelaide SA 5001
Tel 08 8226 2931
Minister.Whetstone@sa.gov.au

eA188348

(084022) 1/169551

LETTER NO:	4.36.1/6				
FILE NO:					
DATE ACVD:	23 OCT 2019				
REFER TO:	Mayor				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					FILE

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Email: mayor@wattlerange.sa.gov.au

Dear Mayor *DES,*

Thank you for the letter of 18 September 2019 received from Mr Ben Gower, Wattle Range Council Chief Executive Officer regarding oil and gas exploration in the Great Australian Bight (GAB).

Thank you for informing me of the recent discussion held by councillors at the meeting held on 10 September 2019 regarding management of access to Commonwealth regulated waters in the Great Australian Bight, which are located some 800 kilometres north-west of Millicent and the Wattle Range Council in the state's south-east.

As you are no doubt aware, exploration for natural resources in the Great Australian Bight is regulated by the Commonwealth Government, not by the State or local tier of government. Australia has some of the most stringent regulations in the world.

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, environmental management, structural and well integrity for offshore petroleum facilities and activities in Commonwealth waters. NOPSEMA require offshore petroleum titleholders to demonstrate that all impacts and risks of their operations are managed to levels that are acceptable and are as low as reasonably practicable.

I am advised NOPSEMA requires development of an Environmental Plan (including an Oil Pollution Emergency Plan) and would assess any risks associated with activity in the Great Australian Bight before approving any exploratory drilling to occur.

Thank you for writing to me regarding this important matter.

Yours sincerely

Hon Tim Whetstone MP
**MINISTER FOR PRIMARY INDUSTRIES
AND REGIONAL DEVELOPMENT**

16 / 10 / 2019



Our Ref: GF/4.36.1/6
coulet ceo oil and gas exploration in the great Australian bight 17092019

29 October 2019

Mr Stuart Smith
Chief Executive Officer
National Offshore Petroleum Safety
and Environmental Management Authority
GPO Box 2568
Perth WA 6001

Dear Stuart,

Oil and Gas Exploration in the Great Australian Bight

Wattle Range Council is located in the picturesque Limestone Coast region in southern South Australia. It is renowned for its clean and green environmental attributes. Its rich volcanic soils, clean air and abundance of fresh water enables it to continually rate in Australia's top ten Local Government areas for primary production net worth.

The Council area spans from the Southern Ocean to the Victorian border and its extensive coastline supports thriving tourism and fishing industries that include a significant proportion of the Southern Rock Lobster fishing fleet. These industries contribute hundreds of millions of dollars per annum to the Local, State and National economies.

At its ordinary meeting on the 10th of September, Council resolved that I advise you that it opposes the exploration of oil and gas in the Great Australian Bight and that I express its condemnation of the issuing of exploration licences for that purpose. Its reasons relate to a relatively simple but logical cost benefit analysis.

Firstly, the risk of an environmental catastrophe as a result of oil and gas exploration and/or future extraction in the Great Australian Bight to the natural environment; the abundance of life that it supports; and the economic benefits that it provides is deemed to be unacceptable. While it is understood that the likelihood of an industrial accident may be remote, the consequences to our immediate coastline and dependencies we have on it would be catastrophic.

Secondly, while we understand that the Australian Government may benefit from royalties, the broader economic benefit to our Region, the State and the Nation are likely to be minimal. It is this Council's understanding that most of the infrastructure, technology and labour for this project will be imported from overseas, and any product that is extracted is likely to be processed overseas, and that any future profits associated with this project are likely to flow overseas.

-2-

This Council respectfully requests that you take its position into consideration when considering future exploration and/or extraction of oil and gas in the Great Australian Bight.

Yours sincerely

Ben Gower
Chief Executive Officer

Telephone: (08) 8733 0900
Email: big@wattlerange.sa.gov.au

CC'd

Senator the Hon. Matt Canavan, Federal Minister for Resources
The Hon. Sussan Ley MP, Federal Minister for the Environment
The Hon Dan Van Holst Pellekan, South Australian Minister for Energy and Mining
The Hon Tim Whetstone, South Australian Minister for Primary Industries and Regional Development
The Hon. David Spiers, South Australian Minister for Environment and Water
The Hon. Tom Koutsantonis, South Australian Shadow Minister for Energy and Mining
Eddie Hughes MP, South Australian Shadow Minister for Primary Industries and Regional Development
Susan Close MP, South Australian Shadow Minister for Environment and Water

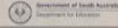
16.2 Nangwarry Primary School & Preschool on School Site - Thank You

Report Type	Correspondence
Correspondent	Rebekah Wettels, Chairperson, Nangwarry Primary School Governing Council
File Reference	GF/17.85.1
Attachments	1. Thank you [16.2.1 - 1 page]

RECOMMENDATION

That the correspondence be received and noted.

**Nangwarry Primary School
& Preschool on School Site**
Whitford Crescent
Nangwarry SA 5277
Phone: 08 8739 7241
Fax: 08 8739 7292
Email: dl.0592.info@schools.sa.edu.au



15.10.2019

Mr Ben Gower
Chief Executive Officer
Wattle Range Council

Dear Ben,

RE: NANGWARRY PRESCHOOL

With this letter I would like to thank you for your support regarding the matter of the Nangwarry Preschool.

Small communities don't want to survive, we want to thrive. With your support in safeguarding essential facilities it makes it more possible to get our voices heard.

I really appreciate your contribution and for taking the time to support myself, the school and the community.

Yours sincerely,

Rebekah Wettels
Chairperson, Nangwarry Primary School Governing Council

16.3 The Hon Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government, Minister for Planning re Forestry Land

Report Type	Correspondence
Correspondent	Hon Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government, Minister for Planning
File Reference	GF/7.82.2
Attachments	<ol style="list-style-type: none">1. 16.3 a Letter from Hon Stephan Knoll MP re Forestry Land Valuation [16.3.1 - 2 pages]2. 16.3 b Letter from Ben Gower to Hon Stephan Knoll re Forestry Land Valuation [16.3.2 - 2 pages]

RECOMMENDATION

That the correspondence be received and noted.

19MT13434



**Government
of South Australia**

**The Hon Stephan Knoll MP
Member for Schubert**

Mr Ben Gower
Chief Executive Officer
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Email: kristie.rowe@wattlerange.sa.gov.au

Dear Mr Gower

Thank you for your letter regarding valuation of forestry land within the Local Government Area of Wattle Range.

I am advised by the Department of Planning, Transport and Infrastructure that the current legislative scheme achieves fairness in rating and taxing by requiring the Valuer-General to independently provide rating and taxing authorities with accurate valuations in accordance with the requirements of the *Valuation of Land Act 1971* (the Act).

The accurate valuation of land, including land being used for forestry purposes, requires the Valuer-General to give consideration to a broad range of factors, including the use of the land that results in the highest value and market evidence. The valuation methodology used by the Valuer-General to determine these valuations are based on established principles determined through case law and outlined in valuation standards, which cannot be adjusted to provide a mechanism that achieves a desired rating outcome.

The decline in the blue gum industry has had considerable impact on the value of land used for blue gum plantations as the market places greater value on alternative uses for this land such as grazing. The cost of conversion to alternative and more desirable uses is reflected in the valuation and you will see cases that the capital value for blue gum plantations will be at a lower rate per hectare than adjoining land for this reason.

Alternatively, land used for pine plantations, that are part of a going concern, does not have remediation costs for conversion considered in the valuation as the market continues to see value in the land continuing to be used for this purpose. As a consequence, the value levels of land used for such pine plantations are on par with land used for grazing. For example, in the vicinity of the Hundred of Short current valuations for grazing land ranges from \$4,000 to \$7,000 per hectare and pine plantation land ranges from \$4,600 to \$5,500 per hectare.

**Minister for Transport, Infrastructure and Local Government
Minister for Planning**

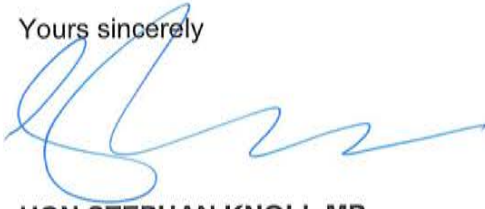
Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



The Valuer-General advises she is only in a position to interpret the market and if this means land associated with forestry plantations become less valuable, relative to other uses, her valuations must reflect this. Given the Valuer-General's independence, she is not able to have regard to the application of Council rating policy to her valuations, but she is open to feedback to address examples of valuations which may not be accurate so they can be reviewed and amended if required. To this end, I am aware that you will be meeting with the Valuer-General on 29 October 2019, to discuss your valuation concerns.

I trust this information is of assistance.

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

d / e /2019

Our Ref: GF/7.82.2
coulet ceo forestry land valuations 17092019

19 September 2019

Hon. Stephan Knoll MP
Minister Transport Infrastructure and Local Government
Minister for Planning
GPO Box 1533
Adelaide SA 5001

Dear Minister Knoll,

Forestry Land Valuation

At its ordinary meeting on the 10th of September 2019, Wattle Range Council resolved that I write to you to request that you investigate and implement a more appropriate methodology for valuing forestry land, including a mechanism that has parity with valuation changes of other primary producing lands within the region.

Wattle Range Council is located in the Limestone Coast and is home to a significant proportion of the State's plantation forests. Over 50,000 hectares or approximately one eighth of our landmass is allocated to plantation forest.

Over the past few years, primary production land values across the Wattle Range Council area have increased significantly on the back of record land sale prices. The Limestone Coast has a relatively high rainfall and an abundance of fresh groundwater, and the recent increases in land sale prices has undoubtedly been driven by drought conditions across the rest of the country.

This year alone, our primary producers have experienced an average 21% increase in land valuations on the back of an average increase of 11% in the preceding year. Valuation increases have been as high as 50% in the last year in the vicinity of Furner.

In stark contrast, forestry land across the Council area has not been reviewed by the Valuer General's Office to reflect the recent increases in adjoining land sale prices. Under the State Valuation Office's Land Use Code system, forestry is classified as primary production land and is therefore rated by this Council in the same way as all other agricultural land that falls within this land use code.

As a result of the disparity between the broader primary production land valuation increases in comparison to forestry land, Council rates have increased by an average of 12% for all primary production land use code properties, whilst forestry land has benefited from a 17% decrease in rates over the past two years. These variations are directly related to land valuations as Council's overall rate revenue has been limited to just a 2% increase over the same two year period.

This disparity has led to significant concern within this Council's farming community, who have correctly identified that there is considerable inequity in the raising of Council rates for primary production properties. This inequity is 100% driven by the lack of corresponding valuation increases on forestry land.

-2-

Their concern extends to the impact that the forestry sector has on our local road network during harvesting operations, which places a significant cost burden on all rate payers. Many of these farmers share a common boundary with plantation forests, and they are of the firm opinion, as is this Council, that this land should be valued and therefore rated in exactly the same way.

Council is limited in the way that it can raise rates through the State Government prescribed land use code system, and the only way the inequity can be addressed is to ensure that forestry land is appropriately valued. This Council therefore requests that you investigate and implement a more appropriate and equitable methodology for valuing forestry land in the future.

Yours sincerely

Ben Gower
Chief Executive Officer

Telephone: (08) 8733 0900
Email: bjg@wattlerange.sa.gov.au

CC'd

Ms Katherine Bartolo, Valuer General of South Australia

16.4 Fiona Rasheed, Presiding Member, South East Natural Resources Management Board - Thank You

Report Type	Correspondence
Correspondent	Fiona Rasheed, Presiding Member - SENRMB
File Reference	GF/5.14.3/5 EI2019/159595
Attachments	1. Letter from NRM Board - Thank you [16.4.1 - 1 page]

RECOMMENDATION

That the correspondence be received and noted.



Government of South Australia

South East Natural Resources
Management Board

ABN 93 209 459 406

11 Helen Street
PO Box 1046
Mount Gambier SA 5290

P (08) 8735 1177
F (08) 8735 1135

16 October 2019

Mayor Des Noll
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Email: mayor@wattlerange.sa.gov.au

Dear Mayor Noll,

On behalf of the South East Natural Resources Management Board (the Board), I write to thank you for hosting the Board at the council chambers in Millicent for their meeting held on Thursday 27th June, 2019.

The Board expressed their sincere appreciation for supporting the meeting in your council area, and the informative discussion with the NRM Board members, raising natural resources management issues.

Thank you again for hosting the Board and your keen interest in the natural resources management.

Yours sincerely,

A handwritten signature in black ink that reads 'F. Rasheed'.

Fiona Rasheed
Presiding Member
South East Natural Resources Management Board

16.5 Limestone Coast Local Government Association - Key Outcomes - 11 October 2019

Report Type	Correspondence
Correspondent	LCLGA
File Reference	GF/10.14.2/1 EI2019/159752
Attachments	1. Key Outcomes - LCLGA Board Meeting 11 October 2019. [16.5.1 - 1 page]

RECOMMENDATION

That the correspondence 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, 11th October 2019, District Council of Grant

1. Guest Speakers

Luke Wilson, Cross Border Commissioner Victoria

There was a presentation from the Cross Border Commissioner Victoria which was established in 2018 to work with communities to resolve issues that impact on businesses, organisations and residents living and working at the New South Wales, South Australia, For further information click [here](#)

Andy Stott and Judy Nagy, Substance Misuse Limestone Coast Project (SMLC)

SMLC was founded in 2015 and is now auspiced as a LCLGA Project to facilitate the establishment of a sustainable community based collaborative model to address issues of drug and alcohol use in the Limestone Coast. Since 2015 the funding has focused on specific programs. New funding has been offered by the Federal Government for the next three years to allow the development of an integrated strategy and program.

Matt Pinnegar, CEO – LGA SA

An overview and update of the LGA Objects and services, Matt provided updates on the LCLGA governance, SAROC, Strategic Management Framework, Campaigns, LG Reform, Productivity Commission Inquiry, Advocacy agenda, ALGA, Procurement & Commercial shared services and LGASA Mutual Pty Ltd.

2. Recommendation Reports & Items for Noting

- 2.1 The LCLGA 2019-20 Annual Report and Audited Financials were approved by the LCLGA Board.
- 2.2 A Risk & Audit Management Committee was approved by the LCLGA board and four members appointed.
- 2.3 Office Accommodation Review was approved in two parts (1). Review OH&S in the current site, (2). Assess the strategic needs of the LCLGA as part of the new strategic plan.
- 2.4 LC Economic Development Group TOR's and Workplan, Red Med Cluster were approved.
- 2.5 Strategic Plan Review progress and update was noted.
- 2.6 LCLGA Project Managers Information and Project Updates noted. Full reports available [here](#)
- 2.7 Inquiries and Submissions noted :
 - Parliamentary Inquiry into Matters relating to the timber industry in the Limestone Coast
 - Use of Off Road Vehicles in South Australia

3. Points of Interest

3.1 Peta Crewe, Regional Coordinator Limestone Coast, Regions SA, PIRSA

Have your say on the Accelerating Growth in the food, wine and agribusiness sector. [here](#) by 25th October 2019, Limestone Coast Leadership Program Applications Open until 25th October [Here](#), Agri futures Rural Women's Awards Nominations Close 31st October 2019 [Here](#)

3.2 Ian McKay, Regional Manager, UniSA – provided an update of developments at UniSA including the feasibility of having a Secondary Teaching Qualification available in Mount Gambier in the future.

3.3 Tony Piccolo MP, Shadow Minister Planning/Local Government, Housing/Urban Development, Veteran's Affairs

Tony attended the meeting and provided an update of his recent work and has invited all Councils to attend a Regional Mayor & CEO Shadow Cabinet Forum on the 29 October 2019.

Further information available by contacting Mr Tony Wight, Executive Officer P:0417 442 296 or via the Office P: 08 8723 7310 E: admin@lclga.sa.gov.au. Copy of reports can be found on the LCLGA Website www.lclga.sa.gov.au

16.6 Limestone Coast Local Government Association - Annual Report 2018-19

Report Type	Correspondence
Correspondent	LCLGA
File Reference	GF/10.14.2/1
Attachments	1. LCLGA Annual Report & Financial Statements 2018-19 - FINAL [16.6.1 - 66 pages]

RECOMMENDATION

That the correspondence be received and noted.

LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION



ANNUAL REPORT 2018-19



WELCOME

I am pleased to report that the Limestone Coast Local Government Association (LCLGA) has continued its excellent work in meeting its objectives of advocacy and representation for our seven constituent councils. Through our structure which includes our member councils, the elected Board, the various internal committees and our representation on a range of external committees we have continued to remain focused on delivering a wide range of outcomes for the Limestone Coast region.

Our purpose remains focused on achieving the five regional strategies that guided the work of the LCLGA

- 1. Infrastructure:** Regional leadership and advocacy to ensure that regional infrastructure is fit for purpose and has the capacity to meet the region's current and future needs.
- 2. Sustainable Economy:** Regional leadership and advocacy to promote a thriving and sustainable economy capitalising on our diverse resources, sustaining growth, prosperity and employment throughout the region.
- 3. Environmental Sustainability:** Advocacy and partnerships to responsibly manage our natural environment and resources, ensuring sustainability and diversity.
- 4. Community and Social Wellbeing:** Advocacy and partnerships to enhance the quality of life, health and opportunities for our regional communities.
- 5. LCLGA governance, leadership and financial sustainability:** Regional leadership and effective Constituent Council coordination to ensure that LCLGA continues as an efficient and well-governed regional organisation.

Some of the major highlights for the year have included;

- The implementation and prioritisation of critical projects identified in the Limestone Coast Regional Growth Strategy & Action Plan
- The Limestone Coast Waste & Resource Recovery Infrastructure Plan which identifies investment priorities and opportunities in new/expanded waste and resource recovery infrastructure for the Limestone Coast over the

next 10 years. This includes infrastructure to collect, transfer, process and dispose of waste via municipal services and facilities

- The Limestone Coast Regional Sporting Academy which inducted 42 athletes into the Academy for the 2018/19 iteration and welcomed Hockey SA and Athletics SA as official partners of the Academy
- The Limestone Coast Leadership Program inducted its first 16 participants, 9 Female & 7 Males

The next 12 months is going to see many developing opportunities for the LCLGA as we continue to implement and prioritise the critical projects identified in the Limestone Coast Regional Growth Strategy Action Plan. There is a strong, organised and collaborative economic development community in the Limestone Coast, with local government being an important enabler of this collaboration. We believe the Limestone Coast Regional Growth Strategy provides a strong foundation for a strong and vibrant regional community that can substantially grow its already significant contribution to the state GDP.

The new 2019 - 2024 LCLGA Strategic Plan will underpin and take direction from the key regional priorities identified in the Limestone Coast Regional Growth Strategy (LCRGS). The Limestone Coast Regional Growth Strategy builds on the current directions, strategies and leadership within the region. It will enable the Limestone Coast region to prioritise key strategic projects that can both drive and achieve future growth. It is recognised that without a clear set of strategic projects that link to existing and future regional plans, growth may not be achieved. In implementing the new Strategic Plan, LCLGA will work with our key partners to ensure that key regional needs and issues are addressed

by complementary regional action, with an emphasis on collaboration, brokerage, facilitation and partnership

We would like to extend a special thank you to those agencies that have partnered with us over the past twelve months. Without your valuable contribution, time and efforts many of our projects would not go ahead. South Australian Tourism Commission, Office for Recreation Sport and Racing, RDA Limestone Coast, Local Government Association of South Australia, Motor Accident Commission, the University of South Australia and the Australian Federal Government and finally our member Councils – your continued support is very much appreciated.

We acknowledge the tremendous efforts of Federal Member of Parliament Mr Tony Pasin MP and State Members Mr Troy Bell MP and Mr Nick McBride MP. Your assistance and support are not only valued but greatly appreciated.

On behalf of the Board I would like to acknowledge the efforts of our dedicated staff over the past 12 months: Dominic Testoni, Michaela Bell, Tony Elletson, Biddie Shearing, June Saruwaka, Rob Forgan, Prae Wongthong, Ali Auld, Sophie Bouchier, Mae Steele, Nicole Moran & Tony Wright, particularly during the transition period between LCLGA Executive Officers.

The Annual Report includes a detailed overview of the entire operations and what has been achieved on your behalf. I commend this years' report to you and would like to acknowledge the continued support of the constituent council Mayors, elected members and Chief Executive Officers

Mayor Erika Vickery

President LC LGA



INTRODUCTION

This document is the Annual Report of the Limestone Coast Local Government Association (LCLGA) Inc. for the period 1st July 2018 to 30th June 2019. It has been prepared pursuant to the Local Government Act 1999 to report to Constituent Councils on the work and operation of the Association for the preceding financial year.

This Report details the activities of the Association to represent and serve the seven Constituent Councils and to advance the Limestone Coast communities through effective advocacy, facilitation and innovation.

OUR ASSOCIATION

LCLGA was established as a regional body on 6th October 1885. LCLGA is a regional subsidiary representing its Constituent Councils and is established pursuant to Section 43 of the Local Government Act 1999 by the Constituent Councils.

The Association is comprised of the following Constituent Councils:

- | | |
|---------------------------------|-----------------------------|
| 1. District Council of Grant | 5. District Council of Robe |
| 2. Kingston District Council | 6. Tatiara District Council |
| 3. City of Mount Gambier | 7. Wattle Range Council |
| 4. Naracoorte Lucindale Council | |

Under its Charter, LCLGA's objectives are to:

- › Work in association with both the Local Government Association of South Australia (LGASA) and the Australian Local Government Association to assist in the achievement of their aims and objectives.
- › Undertake co-coordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level.
- › Facilitate and co-ordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils.
- › Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community.
- › Develop further co-operation between its Constituent Councils for the benefit of the communities of its region.
- › Develop and manage policies which guide the conduct of programs and projects in its region with the objective of securing the best outcomes for the communities of the region.
- › Undertake projects and activities that benefit its region and its communities.
- › Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest.
- › Implement programs that seek to deliver local government services on a regional basis.

LCLGA ANNUAL REPORT 2018-19

THE LCLGA BOARD

The LCLGA Board comprises nominated representatives from each of the Constituent Councils and is chaired by the LCLGA President. Each Constituent Council can nominate up to two Deputy Board Members.

LCLGA BOARD MEMBERS 2018-19

COUNCIL	DELEGATE	DEPUTY BOARD MEMBER/S
City of Mount Gambier	Mayor Andrew Lee (until November 2018) Mayor Lynette Martin (OAM)	Deputy Mayor Sonia Meziniec
District Council of Grant	Mayor Richard Sage	Cr Gillian Clayfield
Wattle Range Council	Mayor Peter Gandolfi (until November 2018) Mayor Des Noll	Deputy Mayor Glen Brown Cr Dale Price
District Council of Robe	Mayor Peter Riseley (until November 2018) Mayor Alison Nunan	Cr Peter Riseley
Kingston District Council	Mayor Reg Lyons (until November 2018) Mayor Kay Rasheed	Cr Jodie Gluyas Cr Chris England
Naracoorte Lucindale Council	Mayor Erika Vickery (OAM)	Cr Scott McLachlan Cr Craig McGuire
Tatiara District Council	Mayor Graham Excell	Cr David Edwards Cr Robert Mock

The Board held six ordinary bi-monthly General Meetings, and The Annual General Meeting during 2018 - 2019. Meetings are hosted by Constituent Councils on a rotational basis.

OFFICE BEARERS 2018-19

In accordance with the LCLGA Charter, the positions of LCLGA President and Vice President are appointed at the Annual General Meeting, held in February.

At the Annual General Meeting in February 2019, Mayor Erika Vickery was again elected as LCLGA President, to serve in the position for a period of 12 months. Mayor Richard Sage was elected as LCLGA Vice President.

During 2018 - 2019, the Executive Officer role was filled by Dominic Testoni (until January 2019) and Tony Wright (commenced 3rd June 2019).

Galpins are the appointed Auditor.

During 2018 - 2019, LCLGA engaged the following staff to deliver regional programs:

STAFF MEMBER	ROLE
Tony Wright (commenced 3rd June 2019)	Executive Officer
Dominic Testoni (until 15th January 2019)	Executive Officer
Biddie Shearing (15th January - 3rd June 2019)	Interim Executive Officer
Michaela Bell	Project Manager
Tony Elletson	STARCLUB Field Officer - Limestone Coast Regional Sporting Academy Coordinator
Biddie Shearing	Tourism Development Manager
Rob Forgan (until 31st August 2018)	Regional Community Road Safety Officer
Ali Auld (commenced 10th December 2018)	Special Projects (Road Safety Officer & Leadership)
Prae Wongthong (until November 2018) June Saruwaka (commenced 26th November 2018 returned Maternity Leave)	Regional Waste Management Coordinator
Prae Wongthong	Climate Adaptation Project Officer
Mae Steele	Executive Support Officer
Nicole Moran	Sports Trainee

LCLGA ANNUAL REPORT 2018-19

LCLGA WORKING PARTIES & COMMITTEES

DELEGATES TO THE LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA

Under the Constitution of the LGASA, regions are represented via appointed members to serve on the LGA Board and the South Australian Regional Organisation of Councils (SAROC).

COUNCIL	LC LGA REPRESENTATIVE
LGA Board	Mayor Erika Vickery
SAROC	Mayor Erika Vickery LCLGA EO Mayor Richard Sage

SAROC is an important LGA committee for non-metropolitan Councils. Membership is drawn from each of the six non-metropolitan Regional Local Government Associations with members meeting bi-monthly to discuss the key issues affecting non-metropolitan Councils.

ASSOCIATION COMMITTEES AND WORKING PARTIES

To undertake specific projects or fulfil areas of operational responsibility, LCLGA convenes a number of committees and working parties. LCLGA acknowledges the work of all who have contributed to the following committees and working parties throughout 2018 - 2019.

(The current appointments are listed, as of 8th February 2019)

COMMITTEE / WORKING PARTY	REPRESENTATIVE	COUNCIL
LC LGA Roads and Transport Management Group	Cr Jamie Jackson (Presiding Member) Mr Aaron Hillier	Tatiara District Council
	Cr Kate Amoroso CEO or delegated staff member	City of Mount Gambier
	Mr Steve Bourne	Naracoorte Lucindale Council
	Mr Dave Worthley	Kingston District Council
	Mr Peter Halton Mr Daryl Sexton (Proxy)	Wattle Range Council
	Mr Adrian Schutz	District Council of Grant
	Mr Trevor Hondow Cr Bob Bates (Proxy)	Robe District Council
	LCLGA EO Ms Ali Auld	LCLGA
Limestone Coast Economic Development Reference Group	Mr Trevor Smart Mayor Erika Vickery	Naracoorte Lucindale Council
	Cr Jodie Elliot CEO or delegated staff member (Proxy)	District Council of Grant
	Mr Ben Gower Mr Steve Chapple	Wattle Range Council
	Cr Frank Morello CEO or delegated staff member	City of Mount Gambier
	Mayor Peter Riseley	District Council of Robe
	Mr Andrew MacDonald	Kingston District Council
	CEO or delegated staff member	Robe District Council
	Mayor Graham Excell Ms Anne Champness	Tatiara District Council
LCLGA EO Mrs Michaela Bell	LCLGA	

LCLGA ANNUAL REPORT 2018-19

LCLGA WORKING PARTIES & COMMITTEES

COMMITTEE / WORKING PARTY	REPRESENTATIVE	COUNCIL
LCLGA Regional Waste Management Steering Committee	Mr David Worthley	Kingston District Council
	Mr Steve Bourne	Naracoorte Lucindale Council
	Cr Paul Jenner CEO or delegated staff member	City of Mount Gambier
	Mr Leith McEvoy	District Council of Grant
	Mr Nick Brown	Robe District Council
	Mr Andrew Pollock Mr Aaron Hillier (Proxy)	Tatiara District Council
	Mr Peter Halton Ms Lauren Oxlade (Proxy)	Wattle Range Council
	Mrs June Saruwaka LCLGA EO	LCLGA
Limestone Coast Climate Adaption Committee Members	Mayor Richard Sage Cr Brad Mann (Observer) CEO or delegated staff member	District Council of Grant
	Mayor Peter Riseley CEO or delegated staff member	District Council of Robe
	Mr Steve Bourne	Naracoorte Lucindale Council
	Cr Miles Hannemann Mr Rocky Callisto (Proxy)	Tatiara District Council
	Cr Paul Jenner CEO or delegated staff member	City of Mount Gambier
	Ms Lauren Oxlade Mr Peter Halton (Proxy)	Wattle Range Council
	Mr Andrew MacDonald	Kingston District Council
	Mr David Wheaton	RDA Limestone Coast
	Ms Michelle Benison	Department of Environment, Water and Natural Resources
	Ms Kerry DeGaris	South East Natural Resources Management Board
	Mr Tim Collins	Department of Environment, Water and Natural Resources
	LCLGA EO Mrs Prae Wongthong Mrs Michaela Bell	LCLGA
Tourism Management Group	Ms Jane Fetherstonhaugh Mr Mike Ryan CEO or delegated staff member	District Council of Grant
	Mrs Sally Klose	District Council of Robe
	Mr Andrew MacDonald	Naracoorte Lucindale Council
	Mr Steve Chapple Mr Roger Balbolka	Kingston District Council
	Ms Donna Foster	Wattle Range Council
	Mr Kingsley Green Ms Anne Champness	City of Mount Gambier
	Mrs Biddie Shearing LCLGA EO	Tatiara District Council
		LCLGA

LCLGA ANNUAL REPORT 2018-19

LCLGA WORKING PARTIES & COMMITTEES

COMMITTEE / WORKING PARTY	REPRESENTATIVE	COUNCIL
Regional Sport & Recreation Advisory Group	Cr Kate Amoroso CEO or delegated staff member	City of Mount Gambier
	Ms Jane Fetherstonhaugh Ms Jayne Miller (Proxy)	District Council of Grant
	Ms Heather Schinkel	Kingston District Council
	Mrs Sally Klose	Naracoorte Lucindale Council
	CEO or delegated staff member	District Council of Robe
	Ms Naomi Fallon	Tatiara District Council
	Ms Sarah Mrzec Mr Steve Chapple	Wattle Range Council
	Mr Tony Elletson	LCLGA

ASSOCIATION REPRESENTATION - OUTSIDE ORGANISATIONS

LCLGA has numerous representatives on working parties, boards and committees including State Government boards, cross border bodies and regional boards and committees. This representation allows LC LGA to keep in touch with communities and have input to new and existing initiatives.

During 2018-2019, LCLGA made or continued the following appointments to other organisations.

(The current appointments are listed, as of 8th February 2019)

BOARD / COMMITTEE	REPRESENTATIVE (FROM 2016)	COUNCIL
South East Zone Emergency Management Committee (ZEMC)	Mr Nick Serle	City of Mount Gambier
	LCLGA EO (Delegate)	LCLGA
Limestone Coast Zone Emergency Centre Committee (ZEST)	LCLGA EO (Local Government Controller)	LCLGA
	Mr Ben Hood (Local Government Deputy Controller)	City of Mount Gambier
Green Triangle Freight Action Plan - Implementation Management Group	Mr Peter Halton	Wattle Range Council
	Mr Steve Bourne (Proxy)	Naracoorte Lucindale Council
Limestone Coast Community Services Roundtable	Mayor Erika Vickery	Naracoorte Lucindale Council
	Cr Julie Reis	District Council of Grant
Limestone Coast Industry Leaders Group	LCLGA EO	LCLGA
Regional Development Australia Limestone Coast	Mayor Erika Vickery	Naracoorte Lucindale Council
Limestone Coast Bushfire Management Committee	Mr David Hood	Naracoorte Lucindale Council
	Mr Roger Balbolka	Wattle Range Council
Southern Border Fire Coordination Association	Mr Roger Balbolka	Wattle Range Council
Local Government Association of SA - LGA Board	Mayor Erika Vickery (SAROC Chair)	Naracoorte Lucindale Council
South Australian Regional Organisation of Councils (SAROC)	Mayor Erika Vickery (SAROC Chair)	Naracoorte Lucindale Council
	Mayor Richard Sage	District Council of Grant
	LCLGA EO	LCLGA

STRATEGIC ACTIVITIES 2018-19

1. INFRASTRUCTURE

DESIRED REGIONAL OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2018-2019	KEY OUTCOMES
1.1 Existing and future regional infrastructure is fit for purpose and has the capacity to meet the region's needs.	Regional Leadership	<p>Lead the implementation of the LCLGA 2030 Regional Transport Plan</p> <p>Lead the process to develop a needs based regional infrastructure plan, objectively prioritising all major infrastructure development required in the region</p>	<p>Our Roads and Transport Management Group has continued to investigate ways in which the Regional Plans can be used to attract additional funding to the region.</p> <p>The LCLGA has continued to work with RDA LC to support the development of the Limestone Coast Infrastructure Audit & Regional Prospectus. The Audit consolidates existing information detailing the regions infrastructure incorporating hard & soft, identifies gaps & deficiencies, key improvements and prioritised infrastructure needs. Both Projects are led by RDA LC with the Investment Prospectus showcasing the investment opportunities across the region.</p>
	Advocacy	Advocate for appropriate State and Australian Government investment in the upgrade, maintenance and operation of the South-East drainage and bridge network, in partnership with the South East Natural Resources Management Board, RDALC and the South Eastern Water Conservation and Drainage Board.	The LCLGA have continued to prosecute the regions concerns with the continued under-investment in the road and bridge network and highlighted the importance of this network to the continued economic viability of the region.
	Council Coordination	Effectively coordinate regional submissions for the Special Local Roads Program to maximise investment in regional road infrastructure.	LCLGA submitted nine prioritised applications for funding under the Special Local Roads Program (SLRP) for 2018-2019, requesting a total \$1,760,000 (refer to table below)
1.2 Councils to protect built heritage, heritage spaces and the region's cultural heritage.	Council Coordination	Effectively coordinate and manage a regional Heritage Advisory Service for the benefit of Constituent Councils and private owners.	<p>LCLGA engages Habitable Places Architects to deliver the Limestone Coast Heritage Advisory Services to Constituent Councils on a fee-for-service, under an Agreement for 2016-2021.</p> <p>The Heritage Adviser works closely with and under the direction of Councils' planning and development assessment staff to provide timely and considered professional advice that includes:</p> <ul style="list-style-type: none"> • Heritage conservation advice • Statutory DA assessment and advice • Policy advice to Council • Local Heritage Development Plan Amendments • CDAP/Heritage Committee • State Heritage Unit <p>A copy of the Heritage Advisors Annual Report for 2018-2019 is available from participating councils or the LCLGA.</p>

STRATEGIC ACTIVITIES 2018-19

1. INFRASTRUCTURE

	DESIRED REGIONAL OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2018-2019	KEY OUTCOMES
1.3	Development of a regional approach to the maintenance and provision of improved and new infrastructure and utility services.	Advocacy	Advocate for the region for improved and sustainable services from State and Australian Governments in meeting our regional needs for: <ul style="list-style-type: none"> • Roads • National Broadband Network • Mobile phone coverage 	LCLGA has continued to work with RDA Limestone Coast, the LGA South Australia and Federal and State members of parliament to ensure our region is recognised for continued mobile black spot funding.

SPECIAL LOCAL ROADS

	COUNCIL	ROAD	ROAD TYPE	ESTIMATED PROJECT COST \$	\$ SLRP SOUGHT
1	Tatiara District Council	Brown Terrace	Freight	145,000.00	73,000.00
2	Tatiara District Council	Ramsay Terrace	Freight	260,000.00	130,000.00
3	Tatiara District Council	Railway Terrace South	Freight	367,000.00	183,500.00
4	District Council Grant	Mingbool Road	Freight	400,000.00	200,000.00
5	Wattle Range Council	Wandilo Forest Road	Freight	550,000.00	275,000.00
6	Wattle Range Council	Kennedy Road (Glencoe)	Freight	300,000.00	150,000.00
7	Naracoorte Lucindale Council	Old Caves Road	Tourism	1,235,000.00	618,000.00
8	District Council Robe	Bagdad Road / Dairy Range Road	Freight	262,000.00	131,000.00
				\$ 3,519,000.00	\$ 1,760,000.00

STRATEGIC ACTIVITIES 2018-19

2. SUSTAINABLE ECONOMY

	DESIRED REGIONAL OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2017-18
2.1	A growing and diverse economy, based on the region's natural assets and innovative community, under the priorities of: Premium Food and Wine from our Clean Environment; and Growing Advanced Manufacturing.	Regional Leadership	<p>Convene the Limestone Coast Economic Development Reference Group and lead the implementation of the Limestone Coast Economic Diversification Group Work Plan.</p> <p>The Group continues to be an important forum to further regional priorities. The Group consists of LCLGA members, RDA Limestone Coast and State Government representatives through Primary Industries and Regions SA (PIRSA) and the Department of State Development. Some of the major projects discussed include:</p> <ul style="list-style-type: none"> > Limestone Coast Regional Growth Strategy & Action Plan implementation and prioritisation of critical projects. > Limestone Coast Red Meat Cluster. The LCLGA continues to financially support the Limestone Coast Red Meat Cluster > SEGRA Conference 2020 > Limestone Coast Regional Leadership Program > Designated Area Migration Agreements (DAMA) > Advocate for and support industry in the adoption of the Limestone Coast Brand.
		Advocacy	<p>Strongly advocate for investment, projects, legislation/ policy review or development to promote economic growth in the region.</p> <p>We continue to have a strong working relationship with the RDA Limestone Coast and cooperate on regional projects. In partnership with the Regional Australian Institute (RAI) and with support from RDA LC and each of the seven constituent councils the LC LGA developed a Regional Growth Strategy and Action Plan. It provides the evidence base, priority areas for focus, strategic directions, and potential actions required to give regional confidence.</p>
		Partnership	<p>Partner with RDA Limestone Coast to drive economic development projects for the Region.</p> <p>THE LCLGA recognise the importance of resourcing the RDA LC so that they can continue to represent the regions interests. The Limestone Coast Regional Growth Strategy and supporting Action Plan will assist with further discussions with RDA LC in determining funding arrangements and the delivery of identified projects in which the RDALC could potentially lead.</p>

STRATEGIC ACTIVITIES 2018-19

2. SUSTAINABLE ECONOMY

	DESIRED OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2018-2019	KEY OUTCOMES
2.2	A thriving and well-supported tourism industry, growing the region's status as a visitor destination.	Advocacy	<p>Advocate for state government investment in industry support, marketing and projects to enable the growth of the regions tourism industry.</p> <p>Advocate for the SATC to successfully market the Limestone Coast to increase visitor numbers. Advocate for and support industry leadership within regional tourism.</p>	LCLGA has continued to represent the region at the State Level. We have been representing the regions views to the State body and has sought direction from the LCLGA TIDM on many occasions to ensure our work plans remain relevant and aligned with other regional areas, including cross-border and the South Australian Tourism Commission.
		Delivery	Deliver a Regional Tourism Industry Development Program for the Limestone Coast.	The regional tourism program continues to be a strategic partnership between LCLGA and the South Australian Tourism Commission. The focus has been to facilitate activities that develop business capacity, grow the visitor economy. This is achieved through a comprehensive work plan which aligns LCLGA Strategic Priority No.2 - SUSTAINABLE ECONOMY: A thriving and well supported tourism industry, growing the regions status as a visitor destination. This body of work is also aligned to the South Australian Regional Visitor Strategy 2020. This financial year the LCLGA has continued to deliver on the LCLGA Priorities to Grow the Visitor Economy by 2020 through it's Implementation Plan.
2.3	A sustainable population base with the skills and capability to grow regional economic development.	Advocacy	<p>Assist key regional bodies and the South Australian Government with the objective to grow our population, develop our regional workforce, and to build skills and capability in our communities.</p> <p>Advocate for the infrastructure and services required to both attract and service a growing and diverse population, in particular recognising changing demographics.</p>	The Limestone Coast Regional Growth Strategy identified 'Invigorating the working age population, by attracting and retaining more people across the region to fill key skills gaps and support vibrant and sustainable regional communities' as a priority area for growing the population in the Limestone Coast. The LCLGA continues to investigate a migration program to attract new people to the region, targeting immediate labour and skills shortage opportunities as well as larger regionally planned and coordinated programs over the medium and long term.

STRATEGIC ACTIVITIES 2018-19

2. SUSTAINABLE ECONOMY

	DESIRED OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2018-2019	KEY OUTCOMES
3.1	Local Government is a key partner in the sustainable management of the environment and natural resources in the region.	Advocacy and Partnership	Through implementation of the Local Government Resource Industry Protocol 2015 lead appropriate regional action to ensure that resource development projects, including mining and unconventional gas, are environmentally sustainable, have approval of impacted landholders, provide community consultation and are governed by legislation and regulation appropriate to the Limestone Coast	LCLGA continues to represent the region with regard to unconventional gas exploration and mining practices that are environmentally sustainable. Each member Council continues to communicate with their respective constituents.
		Partnership	In partnership with Natural Resources South East and RDALC, participate in the Climate Change Vulnerability Assessment and Planning Project.	In partnership with Natural Resources South East and RDALC, the LCLGA continued to implement the Limestone Coast Regional Climate Adaptation Plan. With the support of the Limestone Coast Climate Adaptation Committee (LCCAC) the Limestone Coast Climate Education and Awareness Strategy (CEAS) was developed by the Climate Adaptation Project Officer. The CEAS forms the commitment of the Limestone Coast Local Government Association (consisting of 7 Constituent Councils) to ensure that the community and partner stakeholders have the information and support they need to make the right decisions.
3.2	A regional approach to landfill minimisation and innovative waste management.	Delivery	Coordinate shared resources for the Regional Waste Management Coordinator to deliver a regional approach to waste management.	The primary purpose of the position is to develop a regional approach to landfill minimization and innovative waste management. The management committee is made up of representatives of each of the member councils and meet bi-monthly to set priorities and monitor the work program.
		Delivery	In partnership with Constituent Councils, implement the South East Regional Waste Management Strategy to facilitate a regional approach to waste management.	In response to the China Sword Policy, the seven Constituent Councils in the Limestone Coast Region, developed the Limestone Coast Region Waste and Resource Recovery Infrastructure Plan, which was adopted by the LCLGA Board in April 2019. Work on the plan commenced during the 2017/18 financial year and was completed in April 2019.
3.3	Well-managed and protected terrestrial, wetland, coastal and marine environments, with active partnership from all responsible organisations.	Partnership	Partner with the SA Dept of Environment, Water and Natural Resources South East & Coastal Councils to access external funding to deliver coastal projects in the region targeting biodiversity conservation, sustainable strategies and community engagement.	With the support of the Limestone Coast Climate Adaptation Committee (LCCAC) the Climate Adaptation Project Officer successfully applied for funding through the Natural Disaster Resilience Program (NDRP) to deliver the following projects; <ul style="list-style-type: none"> > Lidar Mapping project for the coastline from SAVIC Border to the top of the Coorong > Develop Sea level Rise Flood Inundation mapping in the Limestone Coast of 12 settlements in the Limestone Coast in 6 sea level scenarios. The mapping will identify high risk areas and assets that are threatened (social, cultural, built and environmental) by projected sea level rise and storm surge. Identify areas for future development that are not likely to be at risk, Plan amendments to restrict future development in areas likely to be at risk and Build community resilience for emergency management

STRATEGIC ACTIVITIES 2018-19

3. ENVIRONMENTAL SUSTAINABILITY

	DESIRED OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2018-2019	KEY OUTCOMES
4.1	Regional communities have access to appropriate health and education services and facilities.	Advocacy	<p>Advocate for expanded mental health and drug treatment services and support in the Limestone Coast.</p> <p>Encourage and support the initiatives of Constituent Councils to be expanded regionally, particularly regarding suicide prevention and other priority issues with significant impacts on regional areas.</p>	The LC LGA continues to support the Substance Misuse Limestone Coast project and has engaged a Project Officer to deliver the Program in the region. The work of Substance Misuse Limestone Coast (SMLC) has focused on research by the Parliament in Victoria, inquiry in to the Supply and Use of Methamphetamines, and in the subsequent Parliament of Victoria, Ice Action Plan.
4.2	Regional communities have access to programs and facilities promoting a healthy lifestyle.	Partnership and Delivery	<p>Partner with the Office of Recreation and Sport to deliver the STARCLUB Program for the Limestone Coast.</p> <p>Explore opportunities to undertake regional projects to provide facilities or infrastructure for community recreation and amenity.</p>	<p>Our StarClub program continues to be one of the largest programs run in South Australia and our Project Manager has been able to impart the benefits of the program onto a large number of regional sporting bodies. This has enabled many small sporting organisations to increase their level of professionalism and governance structures.</p> <p>The SFO provided advice and support to 25 clubs looking to apply for grants. In the 2018/19 financial year over \$1.6million of Office and Recreation and Sport Funding has been given to Limestone Coast Clubs and Associations.</p>
4.3	Local Government is a key regional partner in emergency management, road safety and other community safety programs.	Council Coordination	Assist to coordinate Constituent Councils' role in Zone Emergency Management to ensure appropriate role for Local Government in emergency response and recovery.	The LCLGA continues to be a member of the Zone Emergency Management Committee and the Zone Emergency Centre with responsibility for regional emergency preparedness and response planning and implementation.
		Partnership and Delivery	Partner with the Motor Accident Commission (MAC), and work with relevant State agencies and community road safety groups to implement the South East Road Safety Strategy, including the engagement of a Regional Community Road Safety Officer to coordinate regional efforts to reduce road crashes and trauma.	The Limestone Coast Local Government Regional Road Safety Partnership is unique in South Australia and continues to work on road safety issues that affect all our 7-member councils. Sponsored by DPTI and supported by regional stakeholders the program continues to provide evidence that builds a clear case for the successful delivery of road safety initiatives in the region from the very region it serves. The employment of a Regional Community Road Safety Officer (0.6 FTE) provides leadership and coordination within our region. This position has enabled stronger links to our association's internal operations, e.g. its links to the LCLGA Roads and Transport Working Group and member Council's infrastructure developments. Local Government is a key partner in the continuing campaign "Towards Zero Together" the State Road Safety Strategy 2020. This has assumed greater importance with the Australian Government demanding that road safety is an essential criterion when applying for Commonwealth road infrastructure funding.

STRATEGIC ACTIVITIES 2018-19

3. ENVIRONMENTAL SUSTAINABILITY

	DESIRED OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2017-18
5.1	LCLGA is recognised as the regional leadership body which provides a framework and coordination for other regional groups.	Regional Leadership	<p>Lead regional advocacy and action on priority issues, and actively engage and coordinate partner organisations' action on common regional issues.</p> <p>Facilitate active engagement and participation of Constituent Councils on issues and decisions that impact their communities.</p> <p>As the peak Local Government body in the region, LCLGA continues to work closely with our local Members of Parliament, Federal Member for Barker Mr Tony Pasin, Member for Mount Gambier Mr Troy Bell, and Member for Mackillop Mr Nick McBride, and commends the work they do on behalf of our region. Additional to maintaining these close working relationships we also maintain close contact with both the State and Federal Government and regularly meets with Ministers and senior agency staff on issues relevant to the Region. During 2018 - 2019, LCLGA maintained its close partnership with the Hon Stephan Knoll MP, Minister for Transport Infrastructure and Local Government and the Hon. Tim Whetstone MP, Minister for Primary Industries and Regional Development.</p>
5.2	Regional Local Government is effective and cost efficient.	Council Coordination	<p>Identify and coordinate practical opportunities for joint investment, shared services and resources between Constituent Councils and the LGA that improve service delivery and provide cost savings.</p> <p>The Planning, Development and Infrastructure Act 2016 (PDI Act) provides for groups of Councils (and potentially other bodies) to enter into Planning Agreements with the Minister for Planning to form a Joint Planning Board. The LCLGA working group consisting of LCLGA Board members, Council CEOs, LCLGA Executive Officer and Jeff Tate of Jeff Tate Consulting successfully developed a Business Case, recommending three planning functions:</p> <ul style="list-style-type: none"> > Preparation of a Regional Plan (this is the only mandatory function of a Joint Planning Board – if there is no Joint Planning Board the Regional Plan would be prepared by the State Planning Commission) > Forming a Regional Assessment Panel and appointing an Assessment Manager, with Panel meetings alternating between the north and south of the region, to replace the current Council appointed panels > Undertaking such research and planning for other local government functions for the Councils that are parties to the Planning Agreement that may be requested by them from time to time (noting that approval of any such plans would remain with the Councils). <p>The LCLGA continues to coordinate and convene the following:</p> <ul style="list-style-type: none"> > Roads and Transport Working Group > Limestone Coast Economic Development Reference Group > Regional Waste Management Steering Committee > Regional Sport and Recreation Advisory Group > Limestone Coast Climate Adaptation Committee > Tourism Management Group

STRATEGIC ACTIVITIES 2018-19

4. COMMUNITY AND SOCIAL WELLBEING

	DESIRED OUTCOME	LC LGA ROLE	LC LGA ACTIONS 2017-18
5.3	A well-governed regional organisation.	Delivery	<p>Coordinate Constituent Councils and the LGA to develop and implement sound governance and decision-making practises that re open, accountable and comply with relevant legislation.</p> <p>LCLGA commenced the review process of the 2014-2019 Strategic Plan. The new 2019 – 2024 LCLGA Strategic Plan will underpin and take direction from the key regional priorities identified in the Limestone Coast Regional Growth Strategy (LCRGS).</p>
5.4	LCLGA maintains its reputation with State and Australian Governments as a leading Local Government body and effective advocate for the Limestone Coast.	Advocacy	<p>Lead effective and targeted advocacy campaigns, responses and input on priority regional issues, in partnership with Constituent Councils, the LGA and regional organisations as appropriate.</p> <p>Continue to be active members of SAROC and the LGA Board to support LCLGA's advocacy on regional issues and issues affecting Local Government.</p> <p>LCLGA continues to provide feedback and submissions on behalf of the Limestone Coast region and our Constituent Councils.</p> <p>President of the LCLGA Mayor Erika Vickery and the LCLGA Executive Officer continue to attend SAROC meetings and have input into the many regional issues that are elevated to the LGASA Board for consideration.</p>
5.5	Effective communications with Constituent Councils, partner organisations and the community.	Delivery	<p>Communicate regularly and openly with Constituent Councils on all decision making and relevant operational matters</p> <p>The LCLGA EO and Project staff continue to meet regularly with Constituent Councils LCLGA Project staff provide bimonthly reports to LCLGA Constituent Councils</p>
			<p>Undertake actions to raise the profile of the Association within the region, including the use of media, website and other formats</p> <p>The LCLGA continues to renew and maintain their website along with other relevant social media platforms.</p>
			<p>Ensure effective LCLGA representation on key outside organisations</p> <p>Continued LCLGA representation on key outside organisations.</p>
5.6	LCLGA financial processes are transparent and efficient, ensuring a sustainable financial position.	Delivery	<p>Implement an annual program of budget development, consultation, adoption and review.</p> <p>Ensure that the LCLGA Board and Constituent Councils are provided with bimonthly financial and performance reports, and an Annual Report.</p> <p>Explore approaches to attract funding for LCLGA to deliver or partner on priority regional projects.</p> <p>We continue to hold our bi-monthly Board meetings across the Limestone Coast with the full suite of financial reports and project reports being tabled for consideration.</p> <p>Budgets are prepared and sent out for Council feedback throughout April and May each year with final adoption of the Annual Budget taking place at the August Board meeting.</p> <p>Throughout the year many motions are also tabled for the Board's consideration and we thank those member Councils for utilising the strength of the regional body to prosecute their case to the State and Federal levels.</p> <p>Throughout the year our staff continually monitor the grants environment to assess opportunities as they arrive. In this past year we have been able to attract additional funding via ad-hoc grant programs.</p>

PROJECT REPORTS

REGIONAL TOURISM

The South Australian Tourism Commission has one strategic partnership with each region in South Australia (there are 11 regions including Limestone Coast).

The Limestone Coast Local Government Association (LCLGA) is the preferred partner and we enjoy a strong working relationship which supports the strategic alliance. The SATC provides \$45k pa to LCLGA, plus access to a further \$20kpa (matched 1:1) for consumer facing activity.

This financial agreement outlines pertinent KPI's be achieved like being an in-region liaison for industry, political acumen and local intelligence. In addition, there is a requirement for the Tourism Industry Development Manager to assess certain funding applications that may have a tourism outcome, for example Events Funding.

The LCLGA Tourism Management Group continues to monitor and oversee the implementation of the regional Priorities to Grow the Visitor Economy by 2020 within our Regional Tourism Framework.



Limestone Coast Booth at India Travel Mission, Jaipur, August 2018

INDUSTRY

The Limestone Coast Collaborative

Custodians of the Limestone Coast Regional Brand

24 x Tourism & Business Interest Groups

875 tourism business across the region

South Australian Tourism Industry Council

The peak body of the SA Tourism Industry

Delivering on the promise

Consumer Facing Activities

REGIONAL LEADERSHIP

Limestone Coast Local Government Association

Consisting of 7 local councils

Limestone Coast Economic Development Group

A group of high level leaders and economic practitioners focused on driving the region forward with their LCED Group Work Plan.

Regional Development Australia Limestone Coast

Capacity Building + Facilitation

Advocacy + Support

Leadership

GOVERNMENT

South Australian Tourism Commission

Regions SA / PIRSA

Dept. Environment, Water, Natural Resources

Austrade

AusIndustry

Leadership

Capacity Building + Support

Funding



PRIORITY 1: GROW OUR SHARE IN INTERNATIONAL VISITOR EXPENDITURE

The Limestone Coast was represented at the following Trade Events, specifically targeting our key international markets of United Kingdom, Europe/ Germany, United State of America, India, South East Asia, SE Asia and China.

- > India Travel Mission – Jaipur & Mumbai, August 2018. Secured 90 business to business face appointments with leading travel wholesalers and travel planners from across India. This was a Tourism Australia managed event and is invitation only.
- > Australian Tourism Exchange – Perth, April 2019. Secured 120 business to business appointments with wholesalers, online travel agents, inbound tour operators and tourism suppliers from Australia, United States of America, United Kingdom, Germany, Italy, France, Indonesia, China, New Zealand & Europe and is invitation only.

The Limestone Coast continues to be a financial member of the Australian Tourism Export Council (ATEC) which enables the region to be viewed credibly when being represented internationally and domestically in the trade distribution system. The region also holds a position on the South Australian Branch Committee of ATEC.

In support of the above trade activity, the region hosted several familiarisations with wholesalers, travel influencers and media from various countries, some as a result of meetings held previously at Trade Events. These familiarisations were hosted in partnership with the South Australian Tourism Commission and Tourism Australia.

The Limestone Coast international visitation is 45,309 with 306,019 nights valued at \$18m. (Tourism Research Australia International Visitor Survey, year ending March 2019).

PROJECT REPORTS

REGIONAL TOURISM

PRIORITY 2: BUILD ADVOCACY AND FORMALISE ACTIVITIES FOR THE 'VISITING FRIENDS & RELATIVES' SECTOR

Together with South Australian Tourism Commission and Tourism Australia, the Limestone Coast assisting in hosting trade and media familiarisations to increase reach through traditional media channels and social media, including WeChat.

PRIORITY 3: USE EVENTS TO GROW VISITATION

As part of our strategic partnership with the South Australian Tourism Commission, the Tourism Industry Development Manager supported 7 applications in the Regional Events and Festivals funding programme. 5 events were successful in receiving money to contribute towards their marketing efforts that could lead to increased visitation and expenditure in the region. This is the highest number of events that have been funded through this program since its inception.

The region was successful in securing triple j's One Night Stand for September 14th, 2019 in Lucindale. It is acknowledged, like most events in the region, the level of volunteer commitment and passion to secure this event and in its delivery is paramount to its success. The tourism industry development manager is supporting the delivery of this event where applicable and liaising with the SATC to ensure the Limestone Coast maximises on this exposure.



PRIORITY 4: BUILD A REGIONAL PROPOSITION TO ATTRACT CORPORATE AND BUSINESS TRAVELLERS

The Limestone Coast continued to be a regional member of the Adelaide Convention Bureau (ACB) and continue to monitor the on-line pitch portal and our regional profile within this members-only section.

The Limestone Coast was represented at the following business trade events to promote our destination, highlight pre and post itineraries to large scale delegations in Adelaide and to facilitate smaller scale conferences or business events to the Limestone Coast.

- › Connect SA - Adelaide, August 2018. Limestone Coast was one of only 34 exhibitors. 75 Professional Conference Organisers (PCO's) attended. This is an exclusive event managed by the ACB as part of the regional membership.
- › Destination SA - Adelaide, March 2019. (1day event) Limestone Coast secured 19 business to business appointments. This is an exclusive event managed by the ACB as part of the regional membership.

In support of this activity, LCLGA developed a brochure to assist PCO's to plan a business event in the Limestone Coast which also included sample itineraries for Pre and post touring.

The tourism industry development manager also supported the pitch preparation (including event convenor familiarisation) for the Sustainable Economic Development Regional Australia National Conference to be hosted in the Limestone Coast in August 2020, announcement pending in August 2019.

PRIORITY 5: WORK TOGETHER TO RAISE THE PROFILE OF THE LIMESTONE COAST

As part of our strategic partnership with the (SATC) the Limestone Coast was featured as part of a large-scale Winter Campaign with a number of creative executions including Billboards in capital cities, Social media platforms.

All tactical links back to www.southaustralia.com This marketing activity generated high volumes of interest with the biggest month ever for domestic traffic to sa.com, and the campaign has generated the most ATDW leads out to operators in a month as well as travel partner leads.

PROJECT REPORT

REGIONAL TOURISM



Participants - Growing Wine Tourism, UniSA Campus, Mount Gambier November 2018

The LCLGA continued to play an integral role in the Mixed Dozen Project as part of a large consortia, with 12 stakeholders with a total of \$350k. In conjunction with Wine Australia and Primary Industries, Regions SA (PIRSA) the project brings together wine associations and other symbiotic organisations to build capabilities and confidence to better target, attract and host international wine visitors.

A digital consumer-facing portal that will inform, entice and disperse travellers across the region, ultimately increasing length of stay and depth of meaningful experience. The tourism industry development manager is the vice-chair of the steering committee and is on target to meet the project milestones.

When representing the region, the Limestone Coast Regional Brand is used and supported to create awareness.



Trade Presentation front cover

PROJECT REPORT

WASTE MANAGEMENT

Local government plays a vital role in waste management in the region by providing municipal and resource recovery services, with the aim of reducing waste sent to landfill and increasing resource recovery rates. The Regional Waste Management Project continues to make strides to better manage waste in the region despite the ongoing challenges faced in the waste industry, such as limited markets for recyclables and increasing solid waste levy.



66,863

POPULATION



22,659

TONNES OF
WASTE GENERATED

9,460

TONNES OF WASTE
RECOVERED - 42%

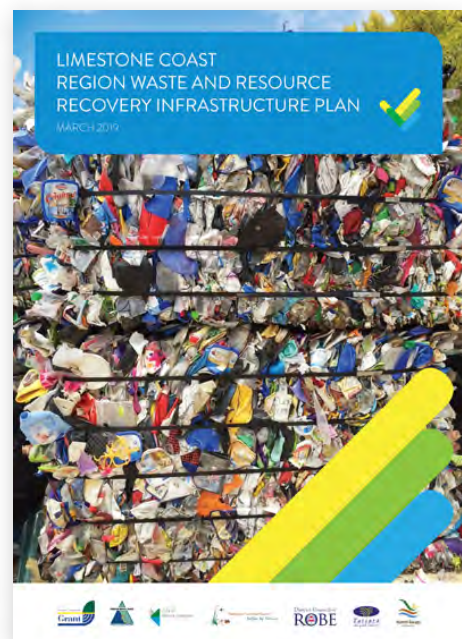
LIMESTONE COAST WASTE AND RESOURCE RECOVERY INFRASTRUCTURE PLAN

In response to the China Sword Policy, the seven Constituent Councils in the Limestone Coast Region, developed the Limestone Coast Region Waste and Resource Recovery Infrastructure Plan (the Limestone Coast Plan) which was adopted by the LCLGA Board in April 2019. Work on the plan commenced during the 2017/18 financial year and was completed in April 2019.

The Limestone Coast Plan assesses current waste and resource recovery infrastructure and waste management in the region; explores potential waste generation, gaps and opportunities over a 10-year period to identify infrastructure and costs for the region. It does not include ongoing infrastructure costs.

It was necessary to consider waste and resource recovery infrastructure planning to ensure that waste volumes generated in the region can be managed in an efficient, effective and safe manner, and targets set by the state can be met by the region. It was also beneficial to consider current and potential waste and resource recovery infrastructure in the region to:

- > Maximise diversion of waste from landfill
- > Achieve economies of scale
- > Identify what critical mass is needed to justify potential infrastructure
- > Increase employment opportunities in the region through waste and resource recovery
- > Identify potential innovative infrastructure that may help achieve targets
- > Reduce operating costs for Council's waste management



The Limestone Coast Plan was endorsed by the LCLGA Board in April 2019. To find out more about the plan go to www.lclga.sa.gov.au

PROJECT REPORT

WASTE MANAGEMENT

LIMESTONE COAST WASTE AND RESOURCE RECOVERY IMPLEMENTATION PLAN

Following the adoption of the Limestone Coast Plan by the LCLGA Board, an Implementation Plan was developed which identified four priority areas to align to the priority areas of the Limestone Coast Local Government Association Regional Waste Strategic Direction 2018 - 2023.

TABLE 1 LIMESTONE COAST WASTE AND RESOURCE RECOVERY IMPLEMENTATION PLAN PRIORITY AREAS

KEY AREA	OBJECTIVE
1. Resource recovery and innovation	Identify and encourage innovative cost-effective ways to increase resource recovery and local reuse.
2. Behaviour change	Achieve behaviour change that reduces waste generation and increases resource recovery.
3. Regional collaboration	Foster relationships for the aggregation of services through joint procurement to maximise resource recovery and cost effectiveness.
4. Market development	Identify and establish industry relationships to build market opportunities to maximise resource recovery and local reuse.

The Limestone Coast Plan provided an infrastructure action list based on short, medium and long- term priorities. Table 3 lists the priorities and actions to be undertaken at regional level.

TABLE 2 REGIONAL INFRASTRUCTURE PROJECTS

HARD INFRASTRUCTURE
Regional MRF ¹
Shared mobile steel baler
Glass to road base
Plastics and other (e.g. tyres) applications to road base
Innovative infrastructure options
> paper/cardboard remanufacturing in local area;
> small scale combustion energy from waste;
> organics processing including anaerobic digestion, biochar and regional biomass plant;
> hazardous waste treatment plant
SOFT INFRASTRUCTURE
Increasing demand for recycled products
Sound partnerships
Education and engagement
Advocate for packaging changes
Supporting commercial sector

1. MRF – Material Recycling Facility. A specialised plant that receives, separates and prepares recyclable materials for marketing to end-user manufacturers.

PROJECT REPORT

WASTE MANAGEMENT

WASTE LESS, DIVERT MORE

The Waste Less, Divert More project, was a project jointly funded by the Limestone Coast Councils and Green Industries South Australia, through the Recycle Right Grant funding. The project cost a total \$16,500. The project focus was on reducing food waste disposed in the general waste bin through raising awareness on food waste, its impacts and how households can reduce it thus saving money and the environment.

This was done through producing awareness material (see images below) and a video which was broadcast on WIN Network for a period of 3 months (July - September). The broadcast reached approximately 89,700 audiences across the Limestone Coast, Riverland, Murray Lands, Western Victoria and Southern New South Wales and is now available on YouTube entitled Waste Less Divert More TV Commercial <https://www.youtube.com/watch?v=E6sBShv0TKE>



Board Game



Meal Plan Fridge



Tea Towel

PROJECT REPORT

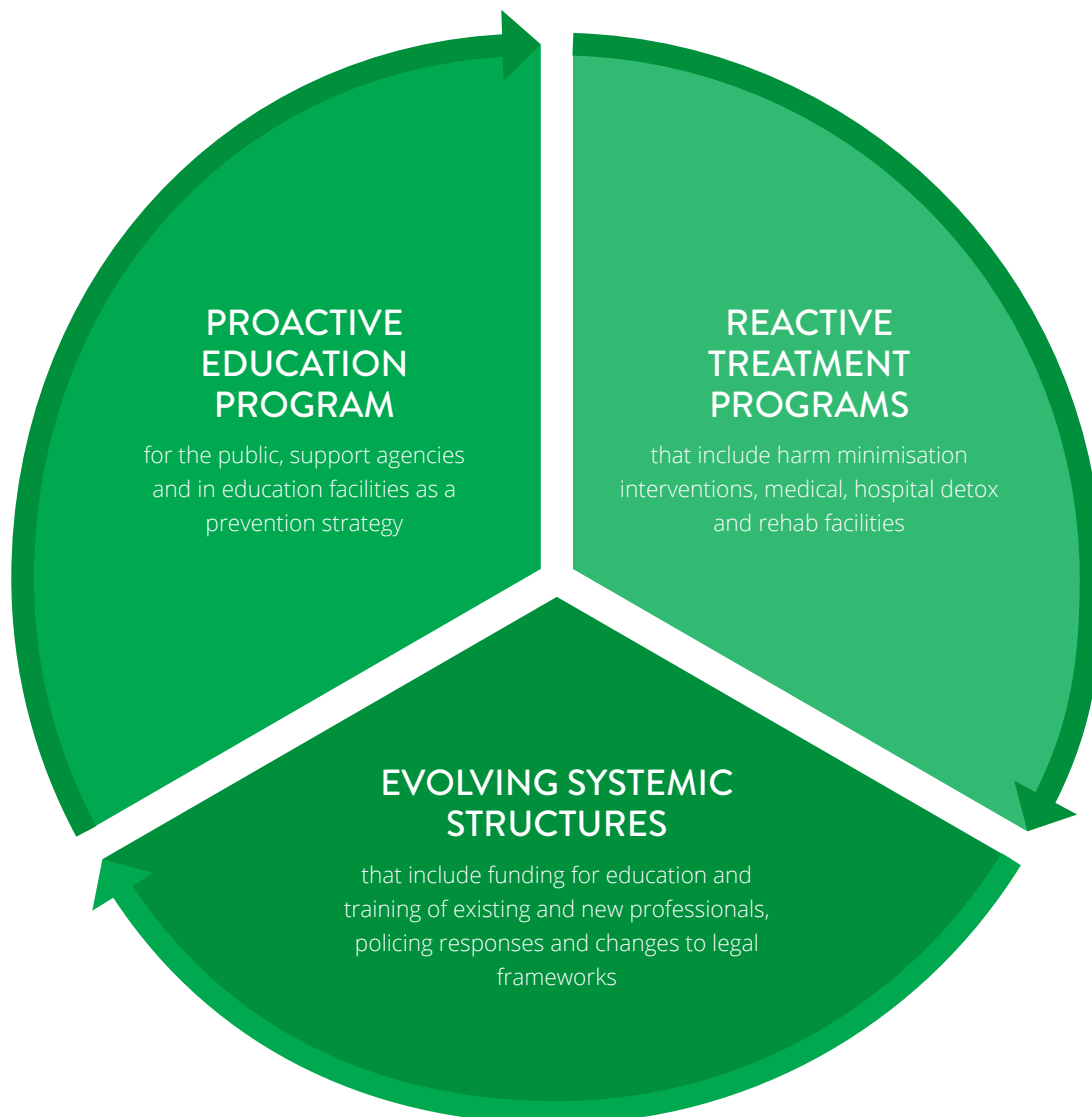
WASTE MANAGEMENT

LIMESTONE COAST WASTE AND RESOURCE RECOVERY IMPLEMENTATION PLAN

The work of Substance Misuse Limestone Coast (SMLC) has focused on research by the Parliament in Victoria, September 14 inquiry in to the Supply and Use of Methamphetamines, and in the subsequent Parliament of Victoria, March 2015, the Ice Action Plan. These reports make it clear that an effective response to alcohol and other drug use in rural and regional communities requires tailored interventions that consider the specific, evidenced based needs of the community.

While the issues and responses are complex, SMLC have focused on our objectives which match key elements of the Victorian Ice Action Plan and the South Australian Alcohol and Other Drug Strategy 2017-2021.

SMLC is progressing elements of these stages which are in our priority areas.



PROJECT REPORT

SUBSTANCE MISUSE LIMESTONE COAST

PRIORITY ONE: PROVIDE SUPPORT FOR SCHOOLS TO IMPLEMENT SUSTAINABLE EVIDENCE-BASED ALCOHOL & OTHER DRUG EDUCATION

Substance use and mental health issues are the leading cause of burden of disease for young people, causing incredible morbidity, behavioural problems, mental illness, loss of income to self and global economy. Mental illness and substance use disorders begin in adolescence & early adulthood 15-24 years and the delays to seek treatment is incredibly long with the median delay to seek treatment being 18 years for alcohol treatment (Gore et.al. 2011).

To mitigate this, SMLC is proactively promoting evidence based and sustainable alcohol and other drug education in schools using current best practice. In researching what that is, the Alcohol and Drug Foundation advised that secondary schools in Australia can access Climate Schools. Climate Schools is an innovative and engaging way to empower students to gain knowledge about their health and wellbeing.

Climate Schools aims to change and strengthen the school climate around alcohol and other drug education and the modules provide curriculum-consistent health education courses proved to reduce harm and improve student well-being.



Currently Using Climate Schools:

Tenison Woods College, Allendale East Area School, Millicent High School, Millicent Community Learning Centre, Independent Learning Centre, Grant High School FLO, Grant High School (purchased) and Mt Gambier High School (purchased).

Research in NSW has shown that CLIMATE Schools improves student outcomes by reducing alcohol bingeing and consumption, cannabis and ecstasy use, thereby reducing harms related to using those substances and increasing knowledge about alcohol, cannabis and psychostimulants.

Since then the Millicent High School Wellbeing Coordinator teamed with SMLC and together visited 4 Upper Limestone Coast Schools, promoting Climate Schools with evidence in the form of evaluations completed by Millicent High School. Confidence is building for the program in the education sector as more schools are engaging in the on-line program.

PRIORITY TWO: COMMUNITY EDUCATION TO BUILD KNOWLEDGE & PREVENT HARM

As a follow on from the 2017/2018 Community Forums, the Rotary Club of Naracoorte and the Rotary Club of Millicent along with the Naracoorte/Lucindale and Wattle Range Councils, supported SMLC in the delivery of their respective Community Forum "The Ice Update". Evaluations showed that regional communities desire ongoing information on alcohol and other drug issues and what services are available locally. The Naracoorte/Lucindale event was opened by Mayor Vickery and the Millicent event was opened by Manager of Crime Prevention SAPOL, Sgt Andrew Stott. Approximately 40 local people attended both events.

PROJECT REPORT

SUBSTANCE MISUSE LIMESTONE COAST



LCLGA President, Mayor Vickery opens the Naracoorte Community Forum



Participants at the Naracoorte and Wattle Range Community Forums.



PRIORITY THREE: COORDINATING WORKFORCE TRAINING FOR AGENCIES WORKING IN THE WELFARE SECTOR

In December 2018, SMLC coordinated training for front line staff employed in the welfare and education sector, and who work with families affected by substance use. This was funded by the Limestone Coast Local Government Association. 33 Limestone Coast front line staff registered for two trainings held at UniSA Mount Gambier. Evaluations showed that participants do not have access to ongoing professional development due to Agency budgets. This is because the competitive tendering process restricts agencies to add training and the associated costs of travel and accommodation to capital cities where trainings are commonly held, into their tender budgets.



Staff from agencies at training delivered at UniSA and coordinated by SMLC.



PROJECT REPORT

SUBSTANCE MISUSE LIMESTONE COAST

PRIORITY FOUR: ESTABLISHING
COMMUNITY PARTNERSHIPS

To deliver primary prevention programs to reduce isolation and loneliness in each Council area, targeting vulnerable populations. Seed funding came from LC LGA Council Membership and Rotary Clubs.

It was identified by SMLC and ADF in research that loneliness and isolation contribute to vulnerability and to reduce this by giving people opportunities to re-connect with community contributes to positive communities and reduces the uptake alcohol and other drugs.



Community think tanks in Keith and other Council areas are part of the process of establishing community partnerships.

PRIORITY FIVE: TO ESTABLISH A BOARD REPRESENTING DIVERSE COMMUNITY
INTERESTS TO BUILD AND CHAMPION THE DEVELOPMENT OF SUBSTANCE MISUSE
INFRASTRUCTURE AND A COMMUNITY BASED COLLABORATIVE MODEL

Knowledge gained from the Western Region Alcohol and Drug Centre suggests that Board members need to be proactively selected for their networks and an ability to garner broad based support of development strategies. <https://wrad.org.au/>

SMLC Committee Members along with Mayor Vickery visited WRAD and its Director Geoff Soma to hear the story of WRAD's successful operations and how the concept can be transferable to other regional locations. WRAD's success is contributable to their strategically handpicked Board, which represents the diverse skills needed to lead a standalone regional alcohol and other drug centre.

PROJECT REPORT

SUBSTANCE MISUSE LIMESTONE COAST



City of Mount Gambier Library Manager Georgina Davison and District Council of Grant Community Development Officer Jayne Miller joined SMLC Project Coordinator Sophie Bourchier to learn about the Planet Youth Model with the Icelandic Planet Youth Team.

OTHER HIGHLIGHTS

- › The Alcohol and Drug Foundation (ADF) asked to use SMLC's case study of Tenison Woods College using Climate Schools in a peer mentoring project between their Year 10 and Year 9 students, as an example of best practice in peer supports in schools on their website. Permissions were granted for this to occur. <https://community.adf.org.au/implement/stories/connection-reduce-substance/>
- › The ADF invited SMLC to present at their June Prevention in Practice Conference detailing the collaboration between SMLC, Tenison Woods College and Climate Schools and to be on the panel of speakers to answer further questions about school collaborations.
- › The Federal Department of Health has recognised SMLC and the proactive work that is being accomplished and has granted \$525,000 over three years as of 1st July 2019. This will assist our momentum in building a sustainable community-based collaborative that incorporates public education programs, training and education for professionals and reactive treatment programs.
- › SMLC has transitioned to the LCLGA office with LCLGA acting as the auspicing agency for all SMLC grant funding.
- › SMLC presented to the South Australian Network of Drug and Alcohol Services our work and plans at their June Forum to South Australian alcohol and other drug agencies
- › SMLC, along with 9 other Australian Local Drug Action Team sites have been invited to collaborate with the ADF and Planet Youth to pilot a highly successful Icelandic preventative model in two Council areas. The Planet Youth Model complements the school education program Climate Schools, which is now in place in Allendale East Area School and most City of Mount Gambier secondary schools. This informed the decision of trialling Planet Youth in these two Council areas. A workshop was held in Melbourne in June for all 10 Australian sites and District Council of Grant Community Development Officer Jayne Miller and City of Mount Gambier Library Manager Georgina Davison joined Sophie Bourchier to learn about the model and how we will begin implementation.

References: M Gore, Fiona & J N Bloem, Paul & Patton, George & Ferguson, Jane & Joseph, Véronique & Coffey, Carolyn & Sawyer, Susan & D Mathers, Colin. (2011). Global burden of disease in young people aged 10-24 years: A systematic analysis. *Lancet*. 377. 2093-102. 10.1016/S0140-6736(11)60512-6.

PROJECT REPORT

SPORT AND RECREATION

Local Government recognises the importance of sporting and recreation clubs to regional communities and is pleased to partner with the Office for Recreation and Sport to deliver the Star Club Program in the Limestone Coast. The Star Club Program promotes involvement in recreation and sport by supporting all sporting and recreation clubs in the Limestone Coast in the areas of leadership, financial sustainability, compliance, planning and volunteer management. LCLGA hosts the Starclub Field Officer, who serves as an on-ground resource and a conduit between clubs, councils, associations and the Office of Recreation and Sport.



The long term goals of this program are:

- › to ensure clubs in the region are compliant with State and Federal Legislation,
- › clubs are financially stable through prudent self-management and have access to appropriate funding
- › maintain and build on membership, players and volunteers within the club.

The STARCLUB Field Officer provides support to clubs and associations in a number of areas:

FUNDING AND FINANCIAL STABILITY

Awareness of grant availability and application support, increased eligibility through Starclub membership, and education and training regarding financial stability.

VOLUNTEER MANAGEMENT

Sourcing and retaining volunteer support, running nationally-accredited training and education locally, information on education and training courses, providing templates for job descriptions for volunteers, Volunteer Management Policy assistance, ideas to involve, recognise and reward volunteers, and providing information on Succession Plans and complaints / conflict procedure.

COMPLIANCE

Occupational Work, Health and Safety for club staff and volunteers, Child Protection, constitutions - update, review or start from scratch, incorporation, affiliation with State or national bodies, compliance with the Discrimination Act, risk management and information on licensing requirements for clubs selling alcohol.

PLANNING - long term maintenance of facilities, Strategic Planning, job descriptions, Codes of Conduct, Good Sports Program and Play by the Rules program.

The Starclub Field Officer is guided by the Regional Sport and Recreation Advisory Group, established with membership from all Constituent Councils. This Group provides direction and feedback for the Starclub Field Officer as well as determining issues for clubs and associations that can be dealt with on a regional level.

PROJECT REPORT

SPORT AND RECREATION

The STARCLUB Field Officer program delivered the following outcomes in 2018-19:

- › Had 121 face to face meetings with clubs/associations providing support in the STARCLUB Program, as well as Funding, Strategic Planning, Facility Planning, Sports Tourism Opportunities, Conflict Resolution, Volunteer Support, Financial guidance and various other sports related issues. Plus provided support to clubs with hundreds of phone calls and emails received.
- › Grant Assistance given to Clubs and Associations. The SFO provided advice and support to 25 clubs looking to apply for grants. In the 2018/19 financial year over \$1.6million of Office and Recreation and Sport Funding has been given to Limestone Coast Clubs and Associations
- › The STARCLUB Field Officer also provided the following training and education for clubs in the region.
 - 2 Funding Information Workshops (in partnership with ORSR). Mount Gambier - 25 attendees, representing 20 clubs. Naracoorte – 23 attendees, representing 12 clubs and 3 council representatives.
 - 2 Child Safe Officer Courses. Mount Gambier - 15 attendees, representing 9 clubs. Millicent – 11 attendees, representing 7 clubs.
 - 2 Sideline Helpers Courses. Mount Gambier – 20 attendees, representing 9 clubs. Naracoorte - 10 attendees, representing 6 clubs.
- › The SFO has worked with 4 clubs across the region on putting together their Strategic Plan. This has been a free service for clubs. To get a private consultant to come in and put together a plan would cost clubs hundred and maybe even over a thousand dollars. A strategic plan helps clubs become sustainable long term and is an essential tool when applying for funding, especially facility improvement funding.
- › Below is a table comparing the regions STARCLUB numbers from 2016-17 to 2017-18. In all areas we have seen an increase in clubs registering and progressing through the program. This is due to the support councils have shown to the program.

STARCLUB STATUS	2017-18	2018-19
Level 1 - Registered Number of sport and recreation organisations registered in the STARCLUB program	227	250
Level 2 - Submitted All questions have been answered online as either <i>Yes, No or In Progress</i>	57	65
Level 3 - Provisional online status achieved At least 3 questions in each of Parts 1-5 must be answered YES including all mandatory questions	46	50
Level 4 - Full STARCLUB recognition achieved A consultant has met with the club and determined if the club has appropriately met criteria for 'Recognition'	37	45

PROJECT REPORT

LIMESTONE COAST REGIONAL SPORTING ACADEMY



In partnership with the Office for Recreation, Sport and Racing and the LCLGA, the Limestone Coast Regional Sporting Academy (LCRSA) inducted its first Inductees in October 2017 and commenced working with these Athletes in November, as part of a Pilot Program.

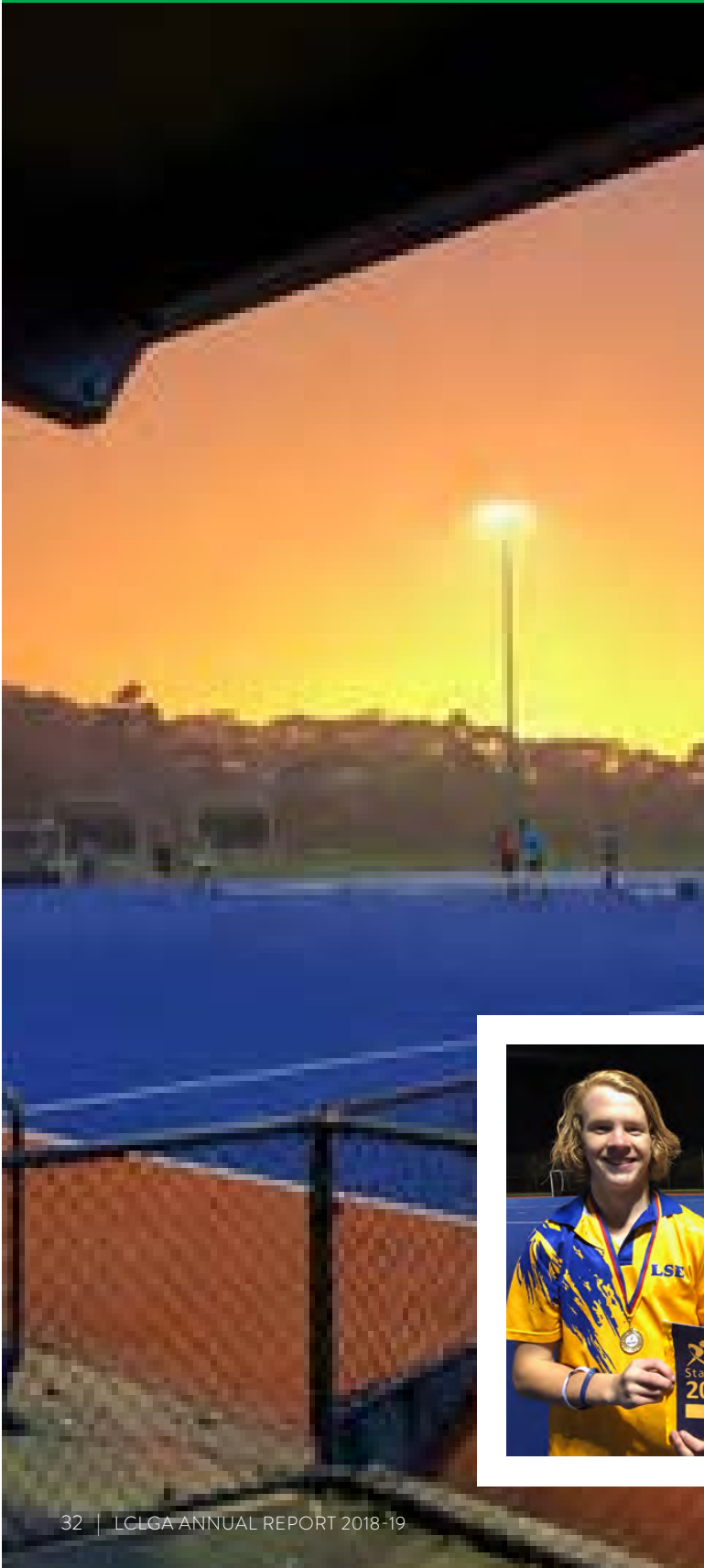


In June 2018 the LCLGA were successful in acquiring a grant through the ORS to extend the program for a further 12 months with an additional 12 months of funding promised if the LCRSA met certain requirements. Once again the LCLGA partnered with the ORSR and the second year of the LCRSA was launched in October 2018. We were pleased to welcome Hockey SA and Athletics SA as official partners of the Academy and were able to offer skill-based sessions for athletes in these sports and coaching development for local coaches as well.



PROJECT REPORT

LIMESTONE COAST REGIONAL SPORTING ACADEMY



We inducted 42 athletes into the Academy for the 2018/19 iteration. There are 15 athletes in the Hockey program, 5 in the Athletics program and 22 in the Lonestar Program.

These athletes are provided with a 12-month Gym membership, a 12-month Elite Athlete Strength and Conditioning Program (2 sessions a week at the gym and an at home program), Coaching, Educational Sessions (Sports Psychology, Media Training, Coping with Pressure, Sporting Routines and Sports Nutrition), and High level testing at the University of SA's High Performance Centre in Adelaide. We are also able to live stream our Education sessions to athletes across the region who are unable to attend due to travel.

The program has given the athletes the chance to understand the training and preparation requirements to become an elite athlete, as well as improve their performances at school as well as on the field or track.

We also continued our partnership with Uni SA, who provide us with the Education sessions and Testing. The LCRSA is extremely pleased to also be supported by the M & G Hotel Group, who have provided us with 30 nights of free accommodation for athletes and families, as well as a reduced rate for athletes and families on an ongoing basis.



PROJECT REPORT

LIMESTONE COAST REGIONAL SPORTING ACADEMY

The current intake of Athletes will complete the 12-month program at the end of November 2019. From there we are looking to expand the program once again. The Academy is in the process of finalising partnerships with SASI (South Australian Sports Institute) to include a cycling program in the Academy next year. We were lucky to have Olympic Gold Medallist Brett Aitken come and do some Talent ID Testing earlier this year and we have identified some amazing talent. We are also working with Tennis SA and South Australian Cricket Association (SACA) to have skill-based programs from these sports in the program also.

The Academy is also working with Local Government and Businesses to ensure the program can be a long term one in the region.

The LCRSA athletes have done the Academy and our region extremely proud, competing at State and National levels in the past year. All have been great ambassadors for the program. We look forward to continue supporting our current and future LCRSA athletes in the coming years.



The LCRSA has four main objectives:

- > To identify regional sporting talent
- > To educate and develop youth in the region
- > To provide pathways to State and national representation
- > To develop the skills of regional coaches
- > Outside of these four main sporting objectives, our key goal is to help young people become leaders in our communities.



PROJECT REPORT REGIONAL ROAD SAFETY

OBJECTIVES

The overarching responsibility of the Government of SA Regional Community Road Safety officer is to advance road safety in the South East region whilst promoting and raising awareness of Government of SA road safety programs. The priority work areas identified for 2018 / 2019:

- > Government of SA Campaign Support and Digital Engagement
- > Community and Industry Engagement



GOVERNMENT OF SA CAMPAIGN SUPPORT

Our strong relationship with regional print and electronic media enabled the promotion of Government of SA campaign messages throughout the year. The use of our social media (Facebook) was instrumental in pushing the messages out to the media, local members and community road safety groups.

Campaigns such as ‘Think who you’ll leave behind’ ‘No ones driving if your distracted’ ‘The 10 year hangover’ ‘Be Safe Be Seen’ and ‘Our town could save your life – rest every two hours’ are good examples of supporting Government of SA’s statewide campaigns. The ‘No Winners Here’ weekly road safety message continued to be circulated to all community road safety groups, Councils, regional media and interested stakeholders.

The same road safety message was updated each week and placed on the pages of 7 country football associations in South Australia during the football and netball season highlighting the unnecessary level of road trauma on regional and rural roads.

Country Footy SA were able to post this the weekly update on the pages of the majority of SA country football leagues on the weekend of the SA Country Football Championships. The weekly emails usually carry a themed State Government road safety message.



The use of social media that began in 2016 is now an important part of our communications package. Facebook posts highlighting campaigns, issues and events are also used to educate all road users. Regular social media posts promote and share current Government of SA road safety campaigns.

Opportunities are also seized to promote timely road safety messages that relate to regional issues for example, fatigue, drink/drug driving, distraction and speed. TV and Radio campaigns through winter promoting ‘Drive to the Conditions’ ‘See and Be Seen’ ‘Headlights On’.

PROJECT REPORT

REGIONAL ROAD SAFETY

An innovative bus safety campaign in collaboration with MP for Mt Gambier Mr Troy Bell, Department of Education and Regional Bus Service providers was designed and implemented this year. Every school has been requested to include this in their newsletter each term. Artwork has been provided to all councils.

The Limestone Coast has a high tourist visitation rates and the self-drive market comprises most of our visitors. Recognising this creative info-page and accompanying editorial was placed into the 'long shelf life' regional tourism magazine 'Stay Another Day'.

Partnering with The Little Blue Dinosaur Foundation through the Christmas holiday time promotes road safety awareness with key messages of 'Hold my Hand' and 'Slow Down – Kids Around' building awareness for both locals and tourists.

Road safety focus

Driver caution urged as school returns

AS CHILDREN across the region return to classrooms this week to continue their schooling journey, drivers are urged to behave appropriately around school zones.

Thousands of school children in Mount Gambier and across the Limestone Coast will be back on the footpaths as the second term of 2019 kicks off.

Mount Gambier Police officer in charge Senior Sergeant Chris King called on the community to obey the road rules and speed limits around school zones.

"We will increase our police presence around schools now the term has begun and if you do not drive to the rules you can expect to be dealt with accordingly," Snr Sgt King said.

RAA senior road safety manager Charles Mountain warned motorists to expect extra activity on the roads.

"Remember to allow more time for commuting if you have been leaving a little later over the past couple of weeks," Mr Mountain said.

"Stick to 25kph when travelling through school zones when students are present and watch out for car doors opening.

"Remember parked vehicles can make it harder for drivers to spot younger children trying to cross the road."

"Stop, one step back from the kerb, look for traffic to your right left and right again, listen for the sounds of approaching traffic and think whether it is safe to cross."

The plea comes amidst a new campaign launched by the LCLGA reminding the community about the road rules associated with school buses.

"Protect our treasures" is a new campaign reminding the community that bus safety is everyone's responsibility.

"When bus lights are flashing and they have stopped for children, drivers must slow down to 25kph," Ms Auld said.

"It is everyone's responsibility to ensure children make it to school and home safely.

"Teach children to be aware, protect themselves and watch out for traffic."



PROTECT OUR TREASURES SLOW DOWN. BE AWARE.



CHILDREN CAN COME OUT OF NO-WHERE!

PROJECT REPORT

REGIONAL ROAD SAFETY

INDUSTRY AND COMMUNITY ENGAGEMENT

In step with the South Australian Road Safety Strategy – Towards Zero Together workplace activities aligning with the region's key industries and major employers. In association with the Safe Freight Network (Forestry/manufacturing SA and Vic) and The Green Triangle Freight Action Plan Group progress is being made on improving workplace driving, road safety culture and the interaction of the Heavy Vehicle industry with other road users. These networks include the various sectors that comprise the regional freight task, forestry, livestock, fluids, bulk and general freight and contractors.

Input and feedback provided on regionally significant reviews and projects such as GHD Advisory, Princess Highway Corridor Strategy and RAA's Limestone Coast Issues Paper

Provide funding assistance and collaboration for promotion of the Annual Regional "Lights and Car Safety Check" championed by Rotary in the Limestone Coast. Evening sessions were held at Bordertown, Naracoorte, Millicent and Mount Gambier in April 2019 with over 300 vehicles taking advantage of the services



Training resources shared from the ARRB and NRSPP and the LGA Training Services alert industry of informative and business improvement (road safety/resultant economic benefits) opportunities

Raised opportunities through the media for the community to engage in community consultation and "Have their Say" on road safety issues, e.g. the proposed changes to kangaroo culling



Promote the availability of partner programs and current road safety programs delivered by RYDA, RAA – Street Smart and Street Smart Primary, The Little Blue Dinosaur Foundation, MFS- RAP

Promote and utilise the existence of Funding Grants, e.g. RAA's Regional Safety Grants, Bendigo Bank Community Fund, OTR and Foundation for Regional and Rural Renewal (FRRR) 'Small Grants' program

Regional Community Road Safety Officer is a member of LCLGA's Roads and Transport Working Group and the LGA SA steering committee for the 'Guide to a Local Government Road Safety Strategy and Action Plan

Promote and increase road safety awareness by promoting National Events such as 'National Ride to School Day' 'Walk Safely to School Day' 'National Ride to Work Day' 'National Police Remembrance Day' 'Fatality Free Friday' together with international 'World Day of Remembrance for Road Traffic Victims' and 'Global Road Safety Week'

Increase awareness of available regional support for road safety victims by promoting Road Trauma Support Team SA and The Limestone Coast Grief and Trauma Support Team. Supporting and where required sourcing resources and financial assistance to the Limestone Coast Road Safety Groups. Mount Gambier and District Road Safety Group, Wattle Range Road Safety Group and Tatiara Road Safety Group.

PROJECT REPORT

LIMESTONE COAST LEADERSHIP PROGRAM



The community capacity building program aims to develop people for Boards, Council, Community Leadership, Project Development and Governance, Industry and Business Associations and Sport, Recreation and Service Clubs. To stimulate and foster a diverse range of leaders in our region to support regional opportunities and address our challenges.

The program is delivered by the Leaders Institute of SA and includes the following topics:

- › Adaptive Leadership
- › Leadership Frameworks and Tools
- › Leading Change
- › Governance and Finance
- › Presentations and Public Speaking
- › Developing Teams and Motivating Others
- › Reactive v Creative Leadership

Through the program participants are placed into working groups to undertake Community Action Projects, these projects address real regional issues. Participants benefit through the journey, learning deeply about collaborative working and gaining valuable hands-on experience in complex fields and issues, while exploring the social and economic dynamics and issues across our region.

The projects undertaken in 2019 include:

- › Engaging Young Volunteers
- › Waste Management
- › Start-up Business and Entrepreneurs
- › Housing Shortfalls



PROJECT REPORT

LIMESTONE COAST LEADERSHIP PROGRAM

THE LIMESTONE COAST LEADERSHIP PROGRAM PARTNERS

KEY PARTNERS PROVIDING INITIAL FUNDING FOR 1 YEAR

The Australian Government through the Building Better Regions Fund, Regional Development Australia Limestone Coast, Primary Industries and Region SA, Department of Industry and Skills and program host LCLGA.



PROGRAM SCHOLARSHIP PARTNERS 2019

L.V. Dohnt, Beach Energy, EML, South East Natural Resource Management Board, Disability Workforce Project, City of Mt Gambier and District Council of Grant with Tatiara District Council and SADA joining in 2020.



LCLGA Constituent Councils have also provided in kind venue and catering support.



PARTICIPANTS FOR 2019

- > 16 (9 Female and 7 Male)
- > Inclusion Aboriginal, Migrant, Disability and Disadvantaged
- > Inclusion representatives from each of the seven Limestone Coast Council Areas

Participants are expected to: attend induction session, overnight workshops, monthly full day workshops and graduation event, in addition to out of session community action project work, substantial pre reading and research and written reflections.

PROJECT REPORT

LIMESTONE COAST LEADERSHIP PROGRAM

"The inaugural 2019 Limestone Coast Leadership Program has exceeded all expectations, and more. Not only have I had the opportunity to meet some amazing people and learn the skills needed to become a good leader, it has given me the chance to reflect on who I am and who I want to be in the future"

Paul

"The LCLGA Limestone Coast Leadership program has provided me with an opportunity to undertake study to not only better myself, but to become a better asset to our local community. "The tools that we have been provided, has seen me shift the way I act, I reflect and the outcomes achieved as a result."

Michael

"My experience of the Leadership Course has been a journey which has seen so much self-discovery to date. I've felt challenged, vulnerable, emotional and empowered. Sometimes all on the same day!"

Fiona

"The CAP project has provided a valuable benefit of applying what we are learning with other participants, giving us an opportunity to discuss a range of matters, including different perspectives and ideas"

Tracy



PROJECT REPORT

CLIMATE ADAPTATION

PLANNING FOR COASTAL HAZARDS AND SEA LEVEL RISE IN THE LIMESTONE COAST

Many coastal settlements in the Limestone Coast region have been vulnerable to the impacts of coastal flooding and erosion. At some locations, these impacts will be exacerbated in the future due to sea level rise as a result of our changing climate.

Following the acquired LiDAR data over the coast between Kingston and the Victorian / SA border in 2018, the LCLGA obtained funding through the National Disaster Resilient Program (NDRP) to map areas that could potentially be vulnerable to coastal flooding by sea level rise and storm surge. Based on six sea level rise scenarios, the flood maps will assist coastal councils in addressing coastal hazards, as well as building community resilience.

Six sea level rise scenarios are:

- | | |
|--|---|
| 1. 2019: mean high water spring tide level | 4. 2019: 1 in 100 (ARI) storm surge |
| 2. 2050: mean high water spring tide level + 30 cm | 5. 2050: 1 in 100 (ARI) storm surge + 30 cm |
| 3. 2100: mean high water spring tide level + 1 m | 6. 2100: 1 in 100 (ARI) storm surge + 1 m |

The flood maps revealed a range of vulnerability to sea level rise from minimal to extreme.

This data will enable Councils, development planners, emergency management agencies, natural resource managers to:

- > Identify areas for future development that are not likely to be at risk;
- > Plan amendments to restrict future development in areas likely to be at risk;
- > Develop conservation, mitigation and adaptation strategy;
- > Build community resilience for coastal hazards emergency management; and
- > Educate and raise awareness about climate change.

Online web application tool which incorporates the best available science and local data is currently being developed to allow communities and coastal managers to visualize the risks imposed by coastal hazards and sea level rise on the people, economy and coastal habitats in order to identify solutions for enhancing resilience and reducing risks where possible. This will follow by series of workshops on different approaches as well as printed and digital collaterals.

PROJECT REPORT

CLIMATE ADAPTATION

SOUTH AUSTRALIA COASTAL COUNCILS ALLIANCE

Limestone Coast LGA is the lead region in the statewide project, funded through the Local Government Research and Development Scheme, to establish a South Australian Coastal Councils Alliance on behalf of the 34 Coastal Councils in the state. This was based on the recognition that protection and management of the coastline and coastal assets are becoming increasingly complex and costly for Councils. Growing intensity and frequency of storm events, flooding, erosion, sand loss, pollution and development pressures are evident across the State.

The project commenced in December 2019 with Anita Crisp and Prae Wongthong being appointed as Project Coordinator and Project Officer respectively. The main outcomes of the project are to:

1. Establish the governance and resourcing arrangements for a South Australian Coastal Councils Alliance that supports an informed, coordinated advocacy voice.
2. Prepare advocacy documents that include current and emerging coastal issues and costings, and options for more sustainable funding and cost-sharing arrangements.

As of June 2019, interviews were conducted with all 34 coastal Councils and the Coastal Councils Alliance initiative was featured at the recent LGA Showcase in April - with a presentation and display booth generating positive feedback and additional Council input. Feedback has overwhelmingly reinforced that now, more than ever, Coastal Councils in South Australia need a strong, united voice to help find solutions to the increasing cost, liability and resourcing impacts facing local government.

To date, a discussion paper on the management of jetties has been prepared for Councils; work is well underway to identify current and emerging coastal management works and costings across Councils in SA; and a review of funding and legislative arrangements here and in other jurisdictions has also commenced.

To help shape the final administrative arrangements and terms of reference for the full Coastal Councils Alliance and guide transition by the end of 2019, the next step is to establish an Executive Committee, comprising representatives from Councils within each of the coastal zones (South, Metropolitan, North and West).

The project will complete in December 2019 with the SA Coastal Councils Alliance being formalised by November.



ACKNOWLEDGEMENTS

The LCLGA acknowledges the LCLGA Board Members, Constituent Council Mayors, Elected Members, Chief Executive Officers and staff for their support of the regional role of the Association.

During 2018 - 2019, the LCLGA Board engaged a small team to implement a diverse and comprehensive regional work plan; Michaela Bell (Projects Manager), Tony Elletson (LCLGA Star Club Field Officer), Biddie Shearing (LCLGA Tourism Industry Development Manager) Prae Wongthong (Climate Adaptation Project Officer & Regional Waste Management) and Mae Steele (Executive Support)

The team also farewelled Dominic Testoni (Executive Officer) in January 2019 and welcomed Tony Wright as the new LCLGA Executive Officer in June 2019. The LCLGA also welcomed to the team Ali Auld (Special Projects Road Safety & Leadership), Nicole Moran (Sports Trainee) and Sophie Bouchier (Substance Misuse Officer), June Saruwaka also returned from Maternity Leave to continue in the role of Regional Waste Coordinator. We also farewelled Rob Forgan (Regional Community Road Safety Officer) and wish him well in his retirement

The Local Government Research and Development Scheme funding has enabled LCLGA to undertake a range of additional projects throughout the year, both through additional Research and Development Fund projects and via the Regional Capacity Building Grants.

The Local Government Association SA has continued to provide strong support to LCLGA and its members throughout the year. LCLGA acknowledges the contributions of SAROC members, LGA Regional Executive Officers, Chief Executive Officer Matt Pinnegar and the many LGA staff that have supported LCLGA throughout the year.

Tony Wright
Executive Officer



LIMESTONE
COAST LOCAL
GOVERNMENT
ASSOCIATION

FINANCIAL
REPORTS

30 JUNE 2019





**Limestone Coast Local Government
Association
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 June 2019**

Limestone Coast Local Government Association**TABLE OF CONTENTS**

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Limestone Coast Local Government Association

STATEMENT OF COMPREHENSIVE INCOME
AS AT 30 JUNE 2019

	Note	2019 \$	2018 \$
Income			
Local Government Council Contributions	2	642,404	680,629
Other Contributions	2	498,859	422,510
Other Income	2	119,141	(61,102)
Project Income	2	130,069	291,200
Unbudgeted Project Income	2	7,063	86,000
Total Income		1,397,536	1,419,237
Expenses			
Operating Expenses	3	(284,088)	(231,237)
Salaries and Wages	4	(578,040)	(554,842)
Project Expenditure	5	(510,764)	(650,180)
Unbudgeted Project Expenditure	5a	(54,459)	(47,136)
Total Expenses		(1,427,351)	(1,483,395)
OPERATING SURPLUS / (DEFICIT)		(29,815)	(64,158)
Other Comprehensive Income			
Transfer to accumulated surplus of prior year unspent project funds	1(l), 2	460,021	-
Total Other Comprehensive Income		460,021	-
TOTAL COMPREHENSIVE INCOME		430,206	(64,158)

The accompanying Notes form part of these financial statements

Limestone Coast Local Government Association

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2019

	Note	2019 \$	2018 \$
Assets			
Current Assets			
Cash and Cash Equivalents	6	869,155	891,218
Trade and other receivables	7	109,323	47,608
Total Current Assets		<u>978,478</u>	<u>938,826</u>
Total Assets		<u>978,478</u>	<u>938,826</u>
Liabilities			
Current Liabilities			
Trade and other payables	8	65,047	24,605
Staff Benefits	9	41,632	31,047
Other Liabilities	10	97,455	553,892
Total Current Liabilities		<u>204,134</u>	<u>609,544</u>
Non Current Liabilities			
Staff Benefits	9	14,856	-
Total Current Liabilities		<u>14,856</u>	<u>-</u>
Total Liabilities		<u>218,990</u>	<u>609,544</u>
Net Assets		<u>759,488</u>	<u>329,282</u>
Member's Funds			
Accumulated surplus		759,488	329,282
Total Members Funds		<u>759,488</u>	<u>329,282</u>

The accompanying Notes form part of these financial statements

Limestone Coast Local Government Association

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019**

	Accumulated Surplus \$
2019	
Balance at the beginning of the year	329,282
Surplus for the year	(29,815)
Other Comprehensive Income	460,021
Balance at the end of year	<u>759,488</u>
2018	
Balance at the beginning of the year	393,440
Surplus for the year	(64,158)
Balance at the end of year	<u>329,282</u>

The accompanying Notes form part of these financial statements

Limestone Coast Local Government Association

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
Cash from operating activities			
Receipts from members		642,404	680,642
Other receipts		725,544	738,608
Payments to suppliers		(1,390,011)	(1,392,063)
Net cash provided from operating activities	11	<u>(22,063)</u>	<u>27,187</u>
Net increase in cash held		(22,063)	27,187
Cash at beginning of financial year		891,218	864,031
Cash at end of financial year	6	<u>869,155</u>	<u>891,218</u>

The accompanying Notes form part of these financial statements

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 1: Statement of Significant Accounting Policies

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the Local Government Act (1999). The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected noncurrent assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The financial statements were authorised for issue on by the members of the committee.

(a) Comparatives

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(b) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

(c) Income taxes

The activities of the Association are exempt from taxation under the Income Tax Assessment Act 1997.

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

(e) Leases

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

(f) Impairment of assets

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 1: Statement of Significant Accounting Policies (cont)

(f) Impairment of assets (cont.)

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

(g) Revenue

Prior Year Policy:

Non-reciprocal grant revenue is recognised in the statement of comprehensive income when the association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. When grant revenue is received whereby the association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Revenue from membership subscriptions are recognised as income in proportion to the stage of completion of the transaction at the reporting date. The stage of completion is determined by reference to the membership year.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Current Policy:

Amounts received in relation to contracts with sufficiently specific performance obligations are only recognised as the obligations are fulfilled.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST)

(h) Trade and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(i) Trade and other receivables

These include amounts due from ATO and accrued interest on deposits in financial institutions. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

(j) Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 1: Statement of Significant Accounting Policies (cont)

(j) Salaries, Wages & Compensated Absences (cont.)

No accrual is made for sick leave as experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave. Sick leave shall be portable from Council to Council. A local government employee shall be entitled to carry sick leave credits from the previous employing Council (or Councils) to the present Council provided the service is continuous as defined by the Local Government Act 1934 but such credits shall not be available until sick leave credits accrued at the employee's employing Council have been exhausted. The employing Council may recover from previous employing Councils a contribution towards the cost of sick leave granted in accordance with this contribution towards the cost of sick leave granted in accordance with this subclause.

(k) Critical Accounting Estimates and Judgments

Key estimates

(i) Impairment - general

The association assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions

(l) New and Amended Accounting Policies Adopted

The association have elected to early adopted AASB 1058 (Income of Not for Profit Entities) and AASB 15 (Revenue from Contracts with Customers) effective 30 June 2019 utilising the cumulative effect method. The cumulative effect of transition is shown as an adjustment to retained earnings at the date of initial application and no adjustments are made to comparative figures

AASB 16 Leases, which will commence from 1 July 2019, requires that the right of use conveyed by leasing contracts except leases with a maximum term of 12 months and leases for non-material amounts be recognised as a form of Infrastructure, Property, Plant and Equipment, and that the lease liability be disclosed as a liability. At 30 June 2019, a preliminary assessment has been made by the association and it is anticipated that the association has no leases to which this treatment will need to be applied.

Limestone Coast Local Government Association

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 2: Revenue	2019	2018
	\$	\$
Local Government Contributions		
City of Mount Gambier	180,098	190,243
District Council of Grant	78,125	83,063
Wattle Range Council	134,442	142,573
Naracoorte Lucindale Council	90,027	95,581
District Council of Robe	43,453	45,644
District Council of Tatiara	75,842	80,631
District Council of Kingston	40,417	42,894
Total	642,404	680,629
Other Contributions		
South Australian Tourism Commission	49,013	89,747
Local Government Association	248,846	154,777
Regional Development Australia	30,000	37,986
Starclub Funding	106,000	75,000
Road Safety Funding (Motor Accident Commission)	65,000	65,000
Total	498,859	422,510
Other Income		
Interest Revenue	15,891	22,483
Funds Carried Forward	37,252	(90,085)
Sundry Income	65,998	6,500
Total	119,141	(61,102)
Project Income		
Department of Environment and Water	58,910	68,000
Federal Grants	6,750	223,200
Sports Academy Contribution	13,182	-
Participant Fees (Limestone Coast Leadership Program)	24,091	-
SA Coastal Councils Alliance	9,000	-
Building Better Regions Fund	18,136	-
Total	130,069	291,200
Unbudgeted Project Income		
Uni South Australia	-	6,000
NDRP Funding LiDAR Mapping	-	45,000
RD Limestone Coast	-	30,000
SATC Signage	-	5,000
Green Industries SA	2,063	-
SA Fire & Emergency Services Commission	5,000	-
Total	7,063	86,000
Other Comprehensive Income		
Funds Carried Forward	173,376	-
Project Liability Income	286,645	-
Total	460,021	-
Total Income	1,857,557	1,419,237

Limestone Coast Local Government Association

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 3: Other Operating Expenses

	2019	2018
	\$	\$
Advertising	15,656	5,028
Audit fees	2,900	2,807
Bank Charges	498	1,204
Chairperson's Allowance	2,895	8,000
Computing	12,538	8,597
Consultancy	20,352	-
Governance	16,005	8,161
Insurance	7,685	13,502
Legal Fees	-	407
Minor Equipment	7,403	11,085
Motor Vehicle	53,690	53,740
Office Expenses	22,583	19,852
Rent	25,227	27,412
Seminars	5,118	3,160
Trade Shows	42,082	29,427
Training	6,928	5,491
Travel and Accommodation	42,528	33,364
Total	284,088	231,237

Note 4: Salaries and Wages

Salaries and Wages	500,833	495,946
Superannuation	46,957	46,221
Oncosts	4,809	6,434
Leave provision movement	25,441	6,241
Total	578,040	554,842

Note 5: Project Expenditure

Coastal Alliance	37,663	-
Leadership Program	81,255	-
Drug Action	-	40,000
Coastwatchers	-	217,200
Heritage Advisor	62,870	62,870
RDA Limestone Coast	90,781	88,740
Brand Development	9,325	15,600
Regional Growth Plan	6,050	81,086
Planning Reform	13,546	7,431
Climate Project	122,162	60,207
Sports Academy	46,996	29,681
Road Safety	1,307	7,965
Star Club	-	7,750
Tourism	13,871	23,773
Waste	24,938	7,877
Total	510,764	650,180

Limestone Coast Local Government Association

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 5a: Unbudgeted Project Expenditure	2019	2018
	\$	\$
Substance Misuse	40,000	-
Waste	14,459	-
Rating Equity State Project	-	600
Special Local Roads Program	-	6,536
Mixed Dozen	-	5,000
Regional Infrastructure Audit	-	5,000
Red Meat Cluster	-	30,000
	<u>54,459</u>	<u>47,136</u>

Note 6: Cash and cash equivalents

Petty Cash	500	250
Cash at bank	176,856	212,738
Term Deposit	691,799	678,230
Total	<u>869,155</u>	<u>891,218</u>

Note 7: Trade and other receivables

Trade and Other Receivables	109,323	47,608
Total	<u>109,323</u>	<u>47,608</u>

Note 8: Trade and other Payables

Trade and other payables	43,233	44,313
Accrued Expenses	12,979	-
GST Payable	(1,698)	(30,798)
PAYG Payable	10,533	11,090
Total	<u>65,047</u>	<u>24,605</u>

Note 9: Staff Benefits

Current:		
Annual Leave Provision	41,632	31,047
	<u>41,632</u>	<u>31,047</u>
Non Current:		
Long Service Leave Provision	14,856	-
	<u>14,856</u>	<u>-</u>
Total	<u>56,488</u>	<u>31,047</u>

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 10: Unspent Project Funds

The unexpended funds reserve represent funds set aside for the future use on projects manage by the association

	2019	2018
Star Club Field Officer	\$	\$
Balance brought forward	38,453	42,453
Expenses/Transfer	(38,453)	(4,000)
Project funds not expended at year end	<u>-</u>	<u>38,453</u>
 Regional Waste Management		
Balance brought forward	27,186	50,124
Funding Contributions	-	2,062
Expenses/Transfer	(27,186)	(25,000)
Project funds not expended at year end	<u>-</u>	<u>27,186</u>
 Planning		
Balance brought forward	57,204	65,004
Expenses/Transfer	(57,204)	(7,800)
Project funds not expended at year end	<u>-</u>	<u>57,204</u>
 Tourism		
Balance brought forward	151,851	182,080
Project Contribution (South Australian Tourism Commission)	20,000	-
Expenses/Transfer	(151,851)	(30,229)
Project funds not expended at year end	<u>20,000</u>	<u>151,851</u>
 Procurement		
Balance brought forward	10,000	7,000
Project Contribtuion	-	3,000
Expenses/Transfer	(10,000)	-
Project funds not expended at year end	<u>-</u>	<u>10,000</u>
 Training		
Balance brought forward	-	3,000
Expenses/Transfer	-	(3,000)
Project funds not expended at year end	<u>-</u>	<u>-</u>

Limestone Coast Local Government Association

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 10: Unspent Project Funds (cont)

	2019	2018
Attraction & Retention	\$	\$
Balance brought forward	-	25,000
Expenses/Transfer	-	(25,000)
Project funds not expended at year end	<u>-</u>	<u>-</u>
Rubble Royalty		
Balance brought forward	102,310	45,894
Project Contribution	81,053	101,416
Expenses/Transfer	(183,363)	(45,000)
Project funds not expended at year end	<u>-</u>	<u>102,310</u>
Climate Change Project		
Balance Brought forward	115,112	100,986
Project Contribution	-	115,111
Expenses/Transfer	(115,112)	(100,985)
Project funds not expended at year end	<u>-</u>	<u>115,112</u>
Limestone Coast Collaborative		
Balance Brought forward	-	5,000
Expenses/Transfer	-	(5,000)
Project funds not expended at year end	<u>-</u>	<u>-</u>
Limestone Coast Sports Academy		
Balance brought forward	16,319	-
Project Contribution	35,692	16,319
Expenses	(52,011)	-
Project funds not expended at year end	<u>-</u>	<u>16,319</u>
Regional Signage Partnership		
Balance brought forward	10,457	-
Project Contribution	-	10,457
Expenses/Transfer	(10,457)	-
Project funds not expended at year end	<u>-</u>	<u>10,457</u>

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 10: Unspent Project Funds (cont)

	2019	2018
Waste Infrastructure Plan	\$	\$
Balance brought forward	25,000	-
Project Contribution	-	25,000
Expenses/Transfer	(25,000)	-
Project funds not expended at year end	<u>-</u>	<u>25,000</u>
Limestone Coast Leadership		
Project Contribution	13,000	-
Project funds not expended at year end	<u>13,000</u>	<u>-</u>
ADFIcohol & Drug Foundation		
Project Contribution	9,925	-
Project funds not expended at year end	<u>9,925</u>	<u>-</u>
Regional Coastal Alliance		
Project Contribution	54,530	-
Project funds not expended at year end	<u>54,530</u>	<u>-</u>
Total unspent funds reserves	<u>97,455</u>	<u>553,892</u>

Note 11: Reconciliation of cash flow from operations with surplus for year

Net surplus for the year	430,206	(64,158)
<i>Changes in assets and liabilities</i>		
(Increase)/decrease in trade and other receivables	(61,715)	65,583
Increase/(decrease) in trade and other payables	40,999	(7,843)
Increase/(decrease) in staff benefits	25,441	6,241
Increase/(decrease) in other liabilities	(456,994)	27,364
	<u>(22,063)</u>	<u>27,187</u>

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 12: Financial Instruments

Details of the significant accounting policies and methods adopted including the criteria for the recognition, the basis of measurement and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 1 Summary of Significant Account Policies.

Categorisation of Financial Instruments

	Note	2019		2018	
		Due < 1 Year	Due > 1 Year	Due < 1 Year	Due > 1 Year
Financial Liabilities		\$	\$	\$	\$
Trade and other Payables	8	43,233	-	44,313	-
Total Financial liabilities		43,233	-	44,313	-
Financial Assets					
Cash and cash equivalents	6	691,799	-	678,230	-
Total Financial Assets		691,799	-	678,230	-

Receivable and payable amounts disclosed exclude amounts relating to statutory receivables and payables.

The fair values disclosed in the table above have been based on cash and cash equivalents, trade and other receivables and trade and other payables short term instruments in a nature whose carrying value is equal to fair value.

i. **Credit Risk**

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligation that could lead to a financial loss to the association.

Credit risk is managed through maintaining procedures to regularly monitor the financial stability of customers and counterparties and by investing surplus funds in financial institutions that maintain a high credit rating.

There is no collateral held by the association securing trade and other receivables.

ii. **Liquidity Risk**

Liquidity risk arises from the possibility that the association might accounting difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The association manages this risk by preparing and monitoring budgets, only investing surplus cash with major financial institutions and proactively monitoring the recovery of unpaid debts.

No assets have been pledged as security for any liabilities.

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 12: Financial Instruments (cont)

iii. **Market Risk**

Exposure to interest rate risk arises on financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows.

The following table illustrates sensitives to the association's exposure to changes in interest rates.

	2019		2018	
	% Weighted Average Interest rate	Carrying Value	% Weighted Average Interest rate	Carrying Value
Financial liability:	\$	\$	\$	\$
Trade and other Payables	0.0%	43,233	0%	44,313
Financial Assets				
Term Deposit	2.3%	691,799	2.5%	678,230

Note 13: Contingent Liabilities and Contingent Assets

At 30 June 2019, the association is unaware of any liability, contingent or otherwise, which has not already been recorded elsewhere in this financial report.

Limestone Coast Local Government Association**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019****Note 14: Capital Commitments**

At 30 June 2019, the association is unaware of any capital or leasing commitments which have not already been recorded elsewhere in this financial report.

Note 15: Events after the end of the reporting period

Since the reporting date, there have been no events that would materially impact on the contents of this report.

Note 16: Economic Dependence

Limestone Coast Local Government Association is dependent on the Local Councils within its jurisdiction and other funding bodies for the majority of its revenue used to operate the business. At the date of this report, the Committee believe that the Local Councils and other bodies will continue to fund the Association.

Note 17: Capital Management

The Committee controls the capital of the entity to ensure that adequate cash flows are generated to fund its programs and that returns from investments are maximised within tolerable risk parameters. The Committee ensures that the overall risk management strategy is in line with this objective. The committee operates under policies approved by the board. Risk management policies are approved and reviewed by the board on a regular basis. These include credit risk policies and future cash flow requirements. The entity's capital consists of financial liabilities, supported by financial assets. There have been no changes to the strategy adopted by the Committee to control the capital of the entity since the previous year.

Limestone Coast Local Government Association

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019**

Note 18: Related Party Transactions

The total remuneration paid to key management personnel of Limestone Coast Local Government Association Incorporated during the year was as follows;

	2019
	\$
Short term employee benefits incl. Allowan	110,512
Post employment benefits	10,223

Key management personnel above includes the executive and Board of Management.

The specific banding of key management personnel and Board of management from the Limestone Coast Local Government Association Incorporated during the year was as follows;

\$	2019	2018
under \$50,000	1	1
\$50,000 to \$100,000	0	0
\$100,000 to \$150,000	1	1

Other related parties includes close family members of key management personnel and entities that are controlled or jointly controlled by those key management personnel individually or collectively with their close family members. There were no transactions with other related parties.

Note 19: Association Details

The registered office of the association and principal place of business is;

Limestone Coast Local Government Association
Level 1, 9 Bay Road
Mount Gambier SA 5290

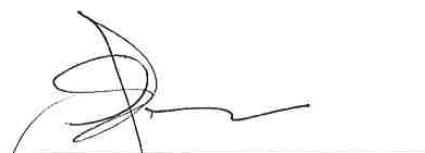
Limestone Coast Local Government Association**STATEMENT BY MEMBERS OF THE COMMITTEE
FOR THE YEAR ENDED 30 JUNE 2019**

In the opinion of the committee, the Financial Statements comprising of the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and Notes to the Financial Statements:

1. Presents a true and fair view of the financial position of Limestone Coast Local Government Association as at 30 June 2019 and its performance for the year ended on that date in accordance with Accounting Standards and other mandatory professional reporting requirements.
2. At the date of this statement, there are reasonable grounds to believe that Limestone Coast Local Government Association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Mayor Erika Vickery
President
Date: 14.10.19



Tony Wright
Executive Officer
Date: 15.10.19

Limestone Coast Local Government Association

**STATEMENT BY MEMBERS OF THE COMMITTEE
FOR THE YEAR ENDED 30 JUNE 2019**

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Limestone Coast Local Government Association for the year ended 30 June 2019, the Association's Auditor, Tim Muhlhausler has maintained his independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) Local Government (Financial Management) Regulations 2011.



**President
LC Local Government Association**



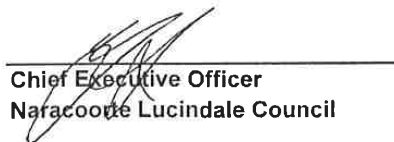
**Chief Executive Officer
District Council of Grant**



**Chief Executive Officer
City of Mount Gambier**



**Chief Executive Officer
Kingston District Council**



**Chief Executive Officer
Naracoorte Lucindale Council**



**Chief Executive Officer
District Council of Robe**



**Chief Executive Officer
Tatiara District Council**



**Chief Executive Officer
Wattle Range Council**

Galpins

Accountants, Auditors
& Business Consultants

David Chant CA, FCPA
Simon Smith CA, FCPA
David Sullivan CA, CPA
Jason Seidel CA
Renae Nicholson CA
Tim Muhlhauser CA
Aaron Coonan CA
Luke Williams CA, CPA
Daniel Moon CA



Mount Gambier
233 Commercial Street West
PO Box 246, Mount Gambier SA 5290
P: (08) 8725 3068
F: (08) 8724 9553
E: admin@galpins.com.au

Stirling
Unit 4, 3-5 Mount Barker Road
PO Box 727, Stirling SA 5152
P: (08) 8339 1255
F: (08) 8339 1266
E: stirling@galpins.com.au

Norwood
3 Kensington Road, Norwood SA 5067
PO Box 4067, Norwood South SA 5067
P: (08) 8332 3433
F: (08) 8332 3466
E: norwood@galpins.com.au

W: www.galpins.com.au

ABN: 30 630 511 757

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INDEPENDENT AUDITOR'S REPORT

To the members of the Limestone Coast Local Government Association

Opinion

We have audited the accompanying financial report of the Limestone Coast Local Government Association, which comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by the Executive Officer and the Chairperson.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Association as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, *Local Government Act 1999 and Local Government (Financial Management) Regulations 2011*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Association's Responsibility for the Financial Report

Association is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as Association determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Association is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Association either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Association's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS



Tim Muhlhausler CA Registered Company Auditor
Partner

15/10/2019

16.7 Hon John Gardner MP, Minister for Education - Preschool Services at Nangwarry Primary School

Report Type	Correspondence
Correspondent	Hon John Gardner, MP – Minister for Education
File Reference	GF/17.85.1
Attachments	<ol style="list-style-type: none">1. Letter from Minister for Education [16.7.1 - 2 pages]2. coulet ceo wattle range preschool programs 17092019 [16.7.2 - 1 page]

RECOMMENDATION

That the correspondence be received and noted.



Government
of South Australia

Hon John Gardner MP
Member for Morialta

19ME1899

Mr Ben Gower
Chief Executive Officer
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Email: kar@wattlerange.sa.gov.au

Dear Mr Gower

Thank you for your letter dated 20 September 2019 on behalf of the Wattle Range Council, regarding preschool services at Nangwarry Primary School.

I am advised that 4 registrations of interest have been submitted for children to attend a preschool program at Nangwarry Primary School in 2020. The decision not to fund a teacher to deliver a preschool program at Nangwarry Primary School in 2020, is consistent with the Department for Education's *Provision of Preschool Services in Rural Communities Policy*, which states that the department will provide funding for a teacher to deliver 15 hours of preschool when there are 6 or more enrolments. Under this policy, if there are fewer than 6 eligible preschool enrolments and there is no access to an alternative preschool, schools may consider integrating preschool children within the first years of school, subject to the endorsement of the education director.

I am further advised that the department has made the decision not to endorse the provision of an integrated preschool program at the school, on the basis that there are alternative local preschools that are able to accommodate the enrolments, coupled with the view that it is not in the best interests for improving the learning outcomes of all children enrolled at Nangwarry Primary School.

Ms Vonnie Dolling, Education Director for the region, has met with the affected families and has outlined the reasons for this decision. The department will continue to offer support to the Nangwarry community to access nearby preschools.

I am aware that Nangwarry Primary School currently offers a playgroup for families and in 2020, the department will fund a supported playgroup program as a transitional arrangement for 12 months at the school. Continued funding may be provided dependent upon demand and in line with departmental policy. This strategy will ensure the continuation of access to an early years learning program for young children and their families in the Nangwarry and surrounding

Minister for Education

Level 9, 31 Flinders Street, Adelaide SA 5000 | GPO Box 1563, Adelaide SA 5001 | DX 128 Adelaide
Tel 08 8226 1205 | Fax 08 8226 1556 | Email minister.gardner@sa.gov.au | ABN 60 168 401 578



communities. Ms Dolling and the partnership's early childhood leader will continue to liaise with Ms Erica Hurley, Principal, Nangwarry Primary School in relation to this matter.

In regard to the continuation of other local preschool programs in rural townships across the broader Council area, a preschool program will continue to be offered in 2020 in the townships of Penola, Kalangadoo, Mount Burr and Millicent.

Ms Hurley, in collaboration with staff from the South East Coast and Vines Partnership, are implementing strategies to support improved student outcomes at Nangwarry. The Nangwarry Primary School and Child Parent Centre Governing Council has been assured that the department will continue to work with families in Nangwarry to support their access to a quality preschool program.

Thank you for bringing this matter to my attention, and I would like to thank the Wattle Range Council for their commitment to supporting children and their families to access educational services across the Council area.

Yours sincerely



Hon John Gardner MP
Minister for Education

25 October 2019



Our Ref: GF/17.85.1
coulet ceo wattle range preschool programs 17092019

31 October 2019

Ms Vonnie Dolling
SECAV Education Director
Department for Education
64 Commercial Street West
Mt Gambier SA 5290

Dear Vonnie,

Wattle Range Preschool Programs

Council recently received a letter from the Nangwarry Primary and Preschool Governing Council outlining its concerns about the potential removal of preschool services in Nangwarry in 2020.

At its ordinary meeting on the 10th of September 2019, this Council resolved that I write to you outlining its concerns that the preschool children of Nangwarry may be significantly disadvantaged in accessing suitable educational services if the proposed changes are implemented, and to seek your support in continuing local preschool programs in Nangwarry and rural townships across the broader Council area.

The Australian Bureau of Statistics' Index of Relative Socio-Economic Disadvantage indicates that a significant number of Wattle Range Council townships such as Penola, Nangwarry, Kalangadoo, Mount Burr, Tantanoola and Millicent are all listed in the most disadvantaged quintile in Australia. Despite this evidence, many of these rural townships continue to be disadvantaged through a reduction in State Government services such as policing, healthcare and education.

Access to quality educational services during early childhood is essential to their development and the social fabric of our future generations, as it plays a vital role in developing social, behavioural and cognitive skills. Any reduction in preschool services to these vulnerable communities is therefore counterintuitive.

This Council is concerned that many of the young families in these socially disadvantaged towns may not have the means or the will to travel to another township to access preschool services, especially when their siblings may already be attending primary school in their home town. We are concerned that these vulnerable children will simply miss out, placing them at further disadvantage in comparison to the vast majority of their fellow Australians.

This Council implores that you reconsider any proposal to reduce educational services in our rural townships and instead recommends that you increase these essential services to help break the cycle of socio-economic disadvantage.

Yours sincerely

Ben Gower
Chief Executive Officer

Telephone: (08) 8733 0900
Email: bjg@wattlerange.sa.gov.au

CC'd

The Hon. John Gardner, Minister for Education
Susan Close MP, Shadow Minister for Education
Nick McBride MP, Member for MacKillop

16.8 Hon David Speirs, MP - Minister for Environment and Water - Lake George Management Committee

Report Type	Correspondence
Correspondent	Hon David Speirs MP, Minister for Environment and Water
File Reference	GF/5.14.3 EI2019/160035
Attachments	1. Letter from Minister for Environment & Water [16.8.1 - 1 page]

RECOMMENDATION

That the correspondence be received and noted.



**Government
of South Australia**

**Office of the Minister for
Environment and Water**

81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

19EW0005379

Mr Jim Pegler
Chair
Lake George Management Committee
PO Box 220
BEACHPORT SA 5280
Email: jfpegler@bigpond.com

Dear Mr Pegler 

I have received correspondence from Mayor Des Noll of Wattle Range Council (the Council) regarding the Lake George Management Committee (the committee).

I understand that Council's decision to disband the committee follows consultation with the committee to identify alternative options through which the community and stakeholders can continue to work together under a new governance arrangement to support the ongoing management of Lake George.

With regard to your request to establish a Ministerial Advisory Committee, I am supportive of the Lake George Management Committee being re-established as a Local Advisory Committee under the auspices of the Beachport District Development Association, as identified during consultation. A reformed committee should take guidance on management actions for Lake George as outlined in the existing *Lake George Management Plan (2006)* as the primary reference document.

I am advised that the existing state government representatives should be retained as members on the new committee. This will enable local action to occur consistent with management plans and give those government representatives the opportunity to provide advice on behalf of the committee to respective Ministers, including myself when required.

If you require further information regarding this matter, please contact Mr Nick McIntyre, Parks and Wildlife Manager Limestone Coast in the Department for Environment and Water on email nicholas.mcintyre@sa.gov.au or telephone 8735 1175.

Thank you for your ongoing involvement in the committee and I trust that this information is of assistance to you.

Yours sincerely



DAVID SPEIRS MP
Minister for Environment and Water

Date: 31/10/19.

cc: Mayor Des Noll, Wattle Range Council, council@wattlerange.sa.gov.au

16.9 Hon Tim Whetstone MP - Minister for Primary Industries and Regional Development - 2019 South Australian Agricultural Town of the Year Award

Report Type	Correspondence
Correspondent	Tim Whetstone MP – Minister for Primary Industries and Regional Development
File Reference	GF/4.38.1
Attachments	1. Letter from Tim Whetstone [16.9.1 - 1 page]

RECOMMENDATION

That the correspondence be received and noted.



**Government
of South Australia**

Hon Tim Whetstone MP
Minister for Primary Industries
and Regional Development
GPO Box 1671 Adelaide SA 5001
Tel 08 8226 2931
Minister.Whetstone@sa.gov.au

A4132792

Mr Des Noll
Mayor
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Email: mayor@wattlerange.sa.gov.au

Dear Mayor *Des,*

I write to congratulate the town of Millicent for finishing as a top five finalist in the inaugural 2019 South Australian Agricultural Town of the Year Award.

Chosen as a finalist by an independent judging panel from 43 nominations, Millicent has been a leader in innovation, and a significant contributor to the state's agricultural production.

The stories across all 43 nominations demonstrate the agricultural innovation, diversity, leadership and community spirit that exists in our regional areas.

Once again, congratulations to the Millicent community and I would encourage you to play an active role when the award opens in 2020.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Tim Whetstone'.

Hon Tim Whetstone MP
**MINISTER FOR PRIMARY INDUSTRIES
AND REGIONAL DEVELOPMENT**

29/10 2019



17 Motions On Notice

17.1 Motion on Notice - Cr Moira Neagle - Millicent Sale Yards

Report Type	Motions on Notice
Author	Cr Moira Neagle
File Reference	GF/9.24.1/6
Attachments	Nil

Cr Neagle submitted the following Motion on Notice in regard to Millicent Saleyards.

I, Cr Moira Neagle, give notice of my intention to move the following motion at the Council Meeting of Tuesday 12 November 2019.

RECOMMENDATION

That Council extend the time allocation for the Millicent Sale Yards operations to 30 June 2021 to facilitate the group formed to implement measures to stabilise and possibly improve cattle numbers.

Rationale

- *Following the Public Meeting held in January, a group was formed to investigate ways of addressing the falling number of cattle coming through the Millicent Sale Yards. This was done in good faith.*
- *This group has met regularly and taken some actions already and are planning to introduce a Store Cattle Sale to follow the ordinary sale in the busiest months of the year which are January through to May. This action will be seriously compromised if the closure date remains 30 June 2020.*
- *To give an extension of any time less than one year would not be productive.*
- *Numbers have plateaued and there were more sales during the winter months this year than have been in recent years.*

17.2 Notice of Motion - Cr John Drew - Capital Projects

Report Type	Motions on Notice
Author	Cr John Drew
File Reference	GF/9.24.1/6
Attachments	Nil

Cr Drew submitted the following Motion on Notice in regard to Capital Projects.

I, Cr John Drew, give notice of my intention to move the following motion at the Council Meeting of Tuesday 12 November 2019

RECOMMENDATION

That Council request the CEO to prepare a proposal for the December Council Meeting that will enable minimal carry over of capital projects by 30 June 2021.

Rationale

Each year our cash in hand increases and yet we raise the money from ratepayers with an expectation that the rates will be used to provide services and facilities to our communities.

We know that some of the carry-over is due to good management by our team in reducing / avoiding contingency built ins, but some is caused by there being just too much work to do with the current resources and in the time frames we expect.

Clearly our staff members are over worked in many areas and if we are to clear the backlog we either put less projects up and reduce rates, or provide better resources for our people to do their jobs.

I understand that some projects will always be delayed due to unforeseen circumstances.

I'm hoping that the CEO and his team can come up with a proposal to achieve minimal carryover of projects. I'm hoping that the proposal will cover additional staffing if and where required, and changes of policy with regard to contingencies.

17.3 Notice of Motion - Cr Peter Dunnicliff - Wind Turbines that have been decommissioned

Report Type	Motions on Notice
Author	Cr Peter Dunnicliff
File Reference	GF/9.24.1/6
Attachments	Nil

Cr Dunnicliff submitted the following Motion on Notice in regard to wind turbines and their disposal when decommissioned.

I, Cr Peter Dunnicliff, give notice of my intention to move the following motion at the Council Meeting of Tuesday 12 November 2019

RECOMMENDATION

That Council request the Chief Executive Officer or the appropriate Director, to contact the owners of the wind turbines in the Wattle Range Council area, to establish their intentions for the fate of their wind turbines when they are at the end of commission.

Rationale

There are several sites around the world where turbines have been decommissioned, and their disposal has created problems. The parts that are not recyclable, e.g. fibreglass blades, need to be disposed of. Some estimates have put the cost at \$200,000 per turbine for disposal. It may be 10-15 years before the local turbines are made redundant, but some guidance from the owners can assist Council to have an idea if local land may be required for a blade graveyard. Wyoming in USA have made a tidy sum of money by supplying land fill for the burial of the fibreglass components. There may be an opportunity for Wattle Range Council to do the same, so having an insight to the intentions of the owners gives Council guidance and plenty of time to have this opportunity for income. It can be kept in mind for future decisions regarding Council land as they arise.

18 Urgent Motions Without Notice

Urgent Motions without Notice may be raised at this point of the Meeting.