



NOTICE

of

COUNCIL MEETING

Pursuant to the provisions of section 84 (1) of the
Local Government Act 1999

to be held

via electronic means through live streaming at
<https://www.youtube.com/channel/UCZxKI13S3M8n8zxKI5LFT9w>

as afforded for through the Electronic Participation in Council Meetings Notice 2020, SA
Government Gazette, 31 March 2020 and resolved by Council.

on

MONDAY 17 MAY 2021 AT 7PM



KIKI CRISTOL
CHIEF EXECUTIVE OFFICER

Issue Date: 13 MAY 2021

MEMBERSHIP

MAYOR ELIZABETH FRICKER - PRESIDING MEMBER

Cr R Ashby AM
Cr S Furlan
Cr C Wilkins

Cr M Bishop
Cr J Joshi
Cr J Williams

Cr N Coleman oAM
Cr J Nenke

AGENDA
17 May 2021

1. ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present / Leave of Absence

2. CONFIRMATION OF MINUTES

- 2.1 That the minutes of the Ordinary Council meeting held on the 19 April 2021 be confirmed as a true and accurate record of the proceedings. p 7

3. DECLARATIONS OF INTEREST (material, actual, perceived)

4. DEPUTATIONS / REPRESENTATIONS / PRESENTATIONS

Nil

5. MAYORS DIARY

- 5.1 Mayors Diary p 22

6. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED TRAINING, CONFERENCES, SEMINARS OR EXTERNAL MEETINGS (NON-COUNCIL SPECIFIC)

7. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED SUBSIDIARY BOARD MEETINGS

8. QUESTIONS FROM THE GALLERY

8.1 *During the COVID -19 restrictions members of the public wishing to ask a question must provide the question(s), in writing, to the Chief Executive Officer **before 5pm on Monday 17 May 2021** with a maximum of two questions per person;*

8.2 *Answers to the questions will be provided via live streaming of the Council meeting and in the minutes of the meeting;*

8.3 *Further information on the questions from the gallery policy can be located on Council's website.*

8.4 **Question from Mr. Brad Tindall (received via email on 13 May 2021)**

Preamble

Recent Development Plan Consent lodgment to the Walkerville Council for the tree removal on Council owned land due to property redevelopment.

Council subsequent approval of the removal of the tree, however costs provided by the council demonstrate an increase of over 400% when compared to other works completed in the past 2 years.

Council have advised the increase in costs is due to changes in their methodology to determine the fees associated with the removal of a street tree.

The following extract from public records illustrates the increase in costing provided by Walkerville Council for tree removals,

14 STEWART AVENUE VALE PARK SA: Removal of street tree acceptable subject to a removal and replacement fee of \$3675

2 WALLACE STREET VALE PARK SA: \$3150 + GST - Tree removal replacement and establishment of a new street tree(s)

Development Register for

Period 2019: https://www.walkerville.sa.gov.au/data/assets/pdf_file/0044/369989/2019-DA-Register-october-version.pdf

11A LANSDOWNE TERRACE VALE PARK SA: Offset Street Tree Removal \$935

35A DEVONSHIRE STREET WALKERVILLE SA: Offset Street Tree Removal \$650

51A ASCOT AVENUE VALE PARK SA: Offset Street Tree Removal \$450

32D BRUNSWICK STREET WALKERVILLE SA: Offset Street Tree Removal \$650

35 DEVONSHIRE STREET WALKERVILLE SA: Offset Street Tree Removal \$440

Development Register for

Period 2017: https://www.walkerville.sa.gov.au/data/assets/pdf_file/0029/399530/2017-DA-Register-.pdf

Due to the exorbitant cost provided by Walkerville Council for my own circumstances, I had organised a quotation from a local Tree Removalist specialist for the removal of the street tree. Their cost being \$66.00 inclusive of GST for the removal of such tree.

Walkerville Council fee as part of their "Tree Valuation and Replacement Cost Analysis Methodology Table" - \$3,675 + gst.

These increased in costs are certainly not in line with community expectations, market value or other local councils pricing in the Adelaide.

Question: How can the Walkerville Council justify this increase in costs to residents in their local council?

Administration Response

The Town of Walkerville has recently undertaken a review of the value and costs associated with the removal and re-establishment of trees within the Township. There are two main components that make up the 'value' that apply to trees; the value of the tree itself and the cost to re-establish the new tree(s) over the first three years post planting.

The 'value of trees' is based upon the City of Melbourne's tree valuation method. This method looks at a number of components, including a basic value of the tree, the particular species, the current aesthetics, its location and current condition. Each of these components is given a score and then used in a formula to calculate the final value on the actual tree. The formula is:

$$\text{Value (V)} = \text{Basic Value (\$)} \times \text{Species (S)} \times \text{Aesthetics (A)} \times \text{Locality (L)} \times \text{Condition (C)}$$

Costs associated with the re-establishment of the tree(s) has a number of components, which include the inspection of the tree, the tree and stump removal, new tree costs, locating of underground services, labour associated with the planting, materials including water wells, stakes etc. The cost also includes the maintenance costs over the first three years, after planting. For example, watering, pruning, fertilising and soil conditioning.

These costs do not include any additional costs that may be incurred due to vandalism, pest and disease control, tree protection from development and additional pruning or watering.

9. QUESTIONS WITHOUT NOTICE

10. QUESTIONS WITH NOTICE

Nil.

11. PETITIONS

Nil

12. MOTIONS WITHOUT NOTICE

13. MOTIONS WITH NOTICE

Nil

14. REPORTS REQUIRING DECISION OF COUNCIL

14.1 Strategy

14.1.1 Preliminary Suburban Boundary Realignment and Renaming Proposal – Additional Information

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15. IDENTIFICATION OF ITEMS FOR INDIVIDUAL CONSIDERATION

16. REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

16.1 Strategy

Nil.

16.2 Policy

Nil.

16.3 Operational

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20.	CLOSURE	



MINUTES

of

COUNCIL MEETING

held via

electronic means through live streaming at
<https://www.youtube.com/channel/UCZxKI13S3M8n8zxK15LFT9w>

as afforded for through the Electronic Participation in Council Meetings Notice 2020, SA Government Gazette, 31 March 2020 and resolved by Council.

on

MONDAY 19 APRIL 2021 AT 7PM

MINUTES 19 April 2021

The Meeting was declared open at 7.00pm.

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Cr Rob Ashby AM
Cr MaryLou Bishop
Cr Norm Coleman OAM
Cr Stephen Furlan
Cr Jennifer Joshi
Cr James Nenke
Cr Conrad Wilkins
Cr James Williams

Staff in Attendance

Chief Executive Officer, Kiki Cristol
Group Manager Assets & Infrastructure, Ben Clark
Group Manager Corporate Services, Monique Palmer
Group Manager Customer Experience, Danielle Garvey
Group Manager Planning, Environment & Regulatory Services, Andreea Caddy
Manager Community Development & Engagement, Fiona Deckert
Manager Property, Contracts & Strategic Projects, Scott Reardon
Acting Council Secretariat, Rae Pluck

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence

CNC330/20-21

Moved: Cr Wilkins

Seconded: Cr Joshi

1. That Council approve Cr Williams request for Leave of Absence from 21 April to 24 April 2021, inclusive.
2. That Council approve Cr Ashby's request for Leave of Absence from 9 May to 15 May 2021, inclusive.

CARRIED

2. CONFIRMATION OF MINUTES

2.1 Council meeting held on 15 March 2021

CNC331/20-21**Moved:** Cr Nenke**Seconded:** Cr Furlan

That the minutes of the Ordinary Council meeting held on the 15 March 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED**3. DECLARATIONS OF INTEREST (material, actual, perceived)**

Cr Wilkins declared a perceived interest in agenda item 14.1.1 'Preliminary Suburb Boundary & Renaming Proposal – Report' as he lives in the area of concern, has a financial interest in property in the area of concern and advised that he would remain in the Chamber during the discussion of the item, participate in the debate and vote on the agenda item.

4. DEPUTATIONS / REPRESENTATIONS / PRESENTATIONS

Nil.

5. MAYORS DIARY

5.1 Mayors Diary

CNC332/20-21**Moved:** Cr Coleman**Seconded:** Cr Williams

That Council receives and notes the Mayoral Diary from 12 March to 15 April 2021.

CARRIED**6. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED TRAINING, CONFERENCES OR SEMINARS**

Nil.

7. REPORTS FROM ELECTED MEMBERS HAVING ATTENDED SUBSIDIARY BOARD MEETINGS

Nil.

8. QUESTIONS FROM THE GALLERY

8.1 Questions from Rhonda Avard

Preamble Q1

The recent report 'Temperature Check: Greening Australia's Warming Cities' by Dr Lucy Richardson from Monash Climate Change research communication hub, found green spaces in major cities had declined significantly. Further Dr Richardson said that 'increasing urban vegetation will become essential for Australia's largest cities to reduce serious heatwave impacts in the future.

'Greener Spaces Better Places' ranks Walkerville 14/23 for green cover compared to similar places across Australia with 22.6% green cover.

The Urban Forest Policy endorsed by Walkerville council has in section 6 Future Direction goals and objectives to achieve: 'A healthy and resilient urban forest that contributes to the health and wellbeing of the Town of Walkerville's community, economy, and environment.....'

Q1: What progress has been made achieving the goals and objectives in Urban Forest Policy 'Future Directions'?

Administration Response

Thank you for the question. I will answer this question under each of the five (5) major heading of the 'Future Directions' section of the Urban Forest Policy. Namely:

Grow

We undertook an audit of all of our trees in late 2017. The information gathered at that time gave us a good and accurate outline of where our tree stock / assets are. We intend to undertake a subsequent audit in late 2021. Since the Policy was adopted, we have been and continue to plant between 120 and 150 trees each financial year, which will deliver Council's target set of 1% canopy increase.

Protect

As we receive an increasing number of development applications, we aim to ensure that our tree stock is retained. Sadly, this is not always possible and in those instances every effort is made to either replant a tree in close proximity to where it was removed or at an alternative location. We maintain our tree stock (that is Council owned trees in public spaces) with regular and proactive pruning, which is undertaken by trained and experienced staff in order to ensure that trees are able to reach a life expectancy in excess of 20 years.

Engage

As part of the State Governments planning reform agenda, Council's submission outlined both positive and negative impacts that the Design Code will have on our urban forest. We work closely with community groups to provide areas that are available for community plantings.

Manage

We continually look for opportunities to include Water Sensitive Urban Design (WSUD) into our streetscapes and have factored this into our budgeting processes. This includes the installation of tree inlets as a part of the capital works program, rain gardens and other WSUD features that allow the passive watering of the urban forest.

Fund

We have developed and implemented a tree valuation methodology, which is under constant review in order to ensure the true value of removing a tree is understood and accounted for, beyond the simple cost to replace the tree.

Preamble Q2

Volunteers have contributed time and effort to the development of native gardens adjacent to The Watson on public land. I observed one volunteer unloading containers of water from her car to use for watering nearby plants.

Q2: Is a tap located in the area to assist volunteers or workers to water the plants?Administration Response

The garden bed in question has a drip irrigation system installed. This is monitored regularly by the Beautification Team as part of our general maintenance regime. We avoid the installation of new taps in the township due to vandalism, which has been experienced in other public land areas where taps have been installed. It is not our intention to install any new taps, but rather work towards WSUD, tree inlets, rain gardens, drip irrigation and other passive watering methods. I also wish to take this opportunity to remind residents that any plantings on Council owned land requires the prior approval of Council.

9. QUESTIONS WITHOUT NOTICE**9.1 Cr Bishop - Overhanging of Council owned trees**

What are the rules for residents being able to cut back Council owned trees that overhang their private property? What is the process for residents where root systems from Council owned trees are causing damage to private property?

Administration Response

A property owner can trim tree branches overhanging their property in a straight line to the sky from the boundary fence line as long as they remove and dispose of the offcuts themselves. As a courtesy the property owner should notify the Council/neighbour.

In respect of root system damage, this would be a civil matter, between the private property owner and Council.

CEO Qualification

Information provided at the meeting in regard to damage caused by the root system of Council owned trees to private property was incorrect. Council is not held liable for any damage to property, which results from the planting of a tree or the existence of a tree growing, whether planted by Council or not. Specifically, section 245 of the *Local Government Act 1999* states:

245 - Liability for injury, damage or loss caused by certain trees

(1) A council is not liable for any damage to property which results from—

- (a) the planting of a tree in a road; or
- (b) the existence of a tree growing in a road (whether planted by the council or not).

(2) However, if—

- (a) the owner or occupier of property adjacent to the road has made a written request to the council to take reasonable action to avert a risk of damage to property of the owner or occupier from the tree; and
- (b) the council has failed to take reasonable action in response to the request,

the council may be liable for any damage to property that would have been averted if the council had taken reasonable action in response to the request.

10. QUESTIONS WITH NOTICE

Nil.

11. PETITIONS

Nil.

12. MOTIONS WITHOUT NOTICE

Nil.

13. MOTIONS WITH NOTICE

Nil.

14. REPORTS REQUIRING DECISION OF COUNCIL

14.1 Strategy

14.1.1 Preliminary Suburban Boundary Realignment and Renaming Proposal

Moved: Cr Bishop
Seconded: Cr Furlan

That Council receives and notes the information contained in the Preliminary Suburban Boundary Realignment and Renaming Proposal report and in accordance with resolution **CNC225/21-22** directs Administration to proceed to community consultation in order to obtain the community's feedback prior to Council determining whether to further pursue one of the following suburban boundary realignment and/or renaming proposals:

1. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville;

OR

2. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville, then the remaining section of the suburb of Vale Park as bounded by Ascot Avenue, North East Road, Fife Street and the River Torrens be renamed North Walkerville;

OR

3. That the entire suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Fife Street and the River Torrens be renamed North Walkerville;

OR

4. That no change to the current suburban boundaries and place names be pursued.

AMENDMENT

CNC333/20-21

Moved: Cr Williams
Seconded: Cr Ashby

That the item be deferred until indicative costings have been identified and further consultation with the Department of Education has been completed.

CARRIED

The Amendment having been put and **CARRIED** became the substantive **MOTION**, which on being put was **CARRIED**.

14.2 Policy

14.2.1 Draft Assessment Panel and Assessment Manager Reporting Policies

CNC334/20-21

Moved: Cr Joshi

Seconded: Cr Furlan

1. That Council release the Draft Assessment Panel Reporting Policy, appearing as Attachment A, for public consultation.
2. That Council release the Draft Assessment Manager Reporting Policy, appearing as Attachment B, for public consultation.

CARRIED

14.2.2 Review of Council's Development Enforcement and Compliance Policy

CNC335/20-21

Moved: Cr Ashby

Seconded: Cr Wilkins

That Council release the Draft Development Compliance and Enforcement Policy, appearing as Attachment C, for public consultation.

CARRIED

14.2.3 Mobile Food Vendor Policy Report

CNC336/20-21

Moved: Cr Williams

Seconded: Cr Ashby

1. That Council endorse 'in principle' the draft Mobile Food Vendor Policy report, appearing as Attachment A to this report and release the draft policy for public consultation.
2. That Council authorise Administration to make any changes to the draft Mobile Food Vendor Policy of a minor technical or formatting nature prior to releasing the policy for public consultation.
3. That the Policy be reviewed within the first 12 months of a new Council term.

CARRIED

14.2.4 Use of Council Parks, Gardens, Reserves and Open Space Policy Review – Consultation Feedback

CNC337/20-21

Moved: Cr Williams

Seconded: Cr Joshi

1. That Council receives and notes the Use of Parks, Gardens, Reserves and Open Space Policy – Consultation Feedback report and adopts the revised Use of Parks, Gardens, Reserves and Open Space Policy, appearing as Attachment A, for operational commencement.
2. That Council authorise Administration to make any changes to the Use of Parks, Gardens, Reserve and Open Spaces Policy of a minor technical or formatting nature.

CARRIED

14.2.5 Draft Notification Policy - Accredited Professionals Report - Consultation Feedback

CNC338/20-21

Moved: Cr Furlan

Seconded: Cr Wilkins

1. That Council receive and note the Draft Policy of Notification - Accredited Professionals – Consultation Feedback Report and adopt the Notification Policy – Accredited Professionals found in Attachment A.
2. That Council authorise Administration to make any changes to the Notification Policy - Accredited Professionals of a minor technical or formatting nature.

CARRIED

14.3 Operational

14.3.1 KEEP CLEAR Pavement Marking and Medindie Transport and Parking Plan Implementation Update

CNC339/20-21

Moved: Cr Bishop

Seconded: Cr Williams

1. That Council requests that Administration formally approach the Department of Infrastructure and Transport in order to seek approval and installation of the KEEP CLEAR Pavement Markings at Dutton Tce / Northcote Tce (northbound and southbound) and Robe Tce Access / Robe Tce (R1)(eastbound).
2. That Council requests that Administration undertake further investigations for the KEEP CLEAR Pavement Markings at the Gilbert St / Walkerville Tce (eastbound) intersection and at Dutton Tce / Main North Road (westbound).
3. That Council receives and notes the update 12 months on from the implementation of the Medindie Transport and Parking Plan.

CARRIED

14.3.2 PDI Act - Delegations Update April 2021

CNC340/20-21**Moved:** Cr Bishop**Seconded:** Cr Wilkins

1. That Council hereby revokes all previous delegations made to the person occupying the position of Chief Executive Officer under Instrument A, Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*.
2. In exercise of the power contained in section 44 of the *Local Government Act 1999* the powers and functions under the *Planning, Development and Infrastructure Act 2016* and statutory instruments made thereunder contained in the proposed Instrument of Delegation (annexed to the Report dated 19 April 2021 and entitled Delegations Update April 2021 and marked Appendix A) are hereby delegated this 19th day of April 2021 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.
3. 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.
4. That the amended CAP - Terms of Reference contained in Attachment C be endorsed.

CARRIED

14.3.3 Reappointment of Independent Audit Committee Member

CNC341/20-21**Moved:** Cr Furlan**Seconded:** Cr Wilkins

1. That Council resolves to reappoint Mr David Hitchcock, as the Independent Member to the Audit Committee for a further eighteen (18) month term commencing on 1 July 2021 and expiring 31 December 2022.
2. That Council resolves to change the Audit Committee Terms of Reference in order to allow for future appointments of Independent Members to be in line with Council general elections, which occur four (4) yearly, noting that the next general election will be held in November 2022.

CARRIED

14.3.4 Community Fund Application – John Rolls

CNC342/20-21**Moved:** Cr Joshi**Seconded:** Cr Bishop

1. That Council allocates the following funds to the Community Fund applicant from the 2020/2021 Community Fund budget:
 - a. John Rolls – (\$210)
2. That Administration write to the applicant for the Community Fund grant and advises them of the Council's resolution and in so doing highlights that all plant purchases are to approved and be from an approved supplier as determined by the Group Manager Asset & Infrastructure and planted under the supervision of the Group Manager Asset & Infrastructure (or as delegated).
3. That the successful applicant is invited to attend the Ordinary Meeting of Council to be held on 17 May 2021, to formally receive the funds from Her Worship Mayor Fricker at the beginning of the Council Meeting (dependent on COVID restrictions).

CARRIED

14.3.5 Community Fund Application – Ella Copeland

CNC343/20-21**Moved:** Cr Williams**Seconded:** Cr Wilkins

1. That Council allocates the following funds to the Community Fund applicant from the 2020/2021 Community Fund budget:
 - a. Ella Copeland – (\$150)
2. That Administration writes to the applicant for the Community Fund and advises them of the Council resolution.
3. That the successful applicant is invited to attend the Ordinary Meeting of Council to be held on 17 May 2021, to formally receive the funds from Her Worship Mayor Fricker at the beginning of the Council Meeting (dependent on COVID restrictions).

CARRIED

14.3.6 Proposal to disband Waste Advisory Group

CNC344/20-21**Moved:** Cr Williams

Seconded: Cr Nenke

That Council resolves to suspend the Waste Advisory Group until 1 November 2022.

CARRIED

14.4 Subsidiaries

Nil.

15 IDENTIFICATION OF ITEMS FOR INDIVIDUAL CONSIDERATION

CNC345/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

That items 16.1.1, 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.7, 16.4.1 and 16.5 be moved as per their recommendations.

CARRIED

16 REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

16.1 Strategy

16.1.1 ERA Chairman & CEO – December 2020 Progress Report

CNC346/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

That Council receives and notes the ERA Chairman & CEO December 2020 Progress Report and in so doing acknowledges that the report was received by Administration on Monday 12 April 2021.

CARRIED

16.1.2 Local Heritage & Development Plan Amendment Update Report

CNC347/20-21

Moved: Cr Furlan

Seconded: Cr Williams

That Council receives and notes the Local Heritage Survey & Development Plan Amendment Update Report.

CARRIED

16.2 Policy

Nil.

16.3 Operational

16.3.1 Elected Members Allowances and Benefits Register- Ending 31 March 2021

CNC348/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

That Council receives and notes the Elected Members Allowance and Benefits Register for the period ending 31 March 2021.

CARRIED

16.3.2 Community Services Quarterly Report – January to March 2021

CNC349/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

That Council receives and notes the Community Services Quarterly Report for the period January to March 2021.

CARRIED

16.3.3 Works Report for March 2021

CNC350/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

That Council receives and notes the Works Report for March 2021.

CARRIED

16.3.4 Quarterly Financial Report

CNC351/20-21

Moved: Cr Nenke

Seconded: Cr Bishop

1. That Council receives and notes the Quarterly Financial Report, which incorporates:

a. the CAPEX & OPEX as at 31 March 2021

b. the Year-to-Date Solar Panel Management System data and savings.

CARRIED

- 16.3.5 Walkerville Library 2019/2020 Australian Library and Information Association (ALIA) Standards Report

CNC352/20-21**Moved:** Cr Nenke**Seconded:** Cr Bishop

That Council receives and notes the Walkerville Library 2019/2020 Australian Library and Information Association (ALIA) Standards Report.

CARRIED

- 16.3.6 Council Assessment Panel – Decisions of CAP Update Report

CNC353/20-21**Moved:** Cr Bishop**Seconded:** Cr Furlan

That Council receive and note the Council Assessment Panel – Decisions of CAP Update report.

CARRIED

- 16.3.7 Walkerville Oval Redevelopment Committee Meeting Minutes 13 April 2021

CNC354/20-21**Moved:** Cr Nenke**Seconded:** Cr Bishop

That Council receives and notes the minutes of the Walkerville Oval Redevelopment Committee held on 13 April 2021.

CARRIED

16.4 Subsidiaries

- 16.4.1 ERA Water Board Minutes 29 March 2021

CNC355/20-21**Moved:** Cr Nenke**Seconded:** Cr Bishop

That Council receives and notes the ERA Water Board Minutes for the meeting convened on 29 March 2021.

CARRIED

16.5 Outstanding Council resolutions

CNC356/20-21**Moved:** Cr Nenke**Seconded:** Cr Bishop

That Council receives and notes the list of Council resolutions currently being processed as at 15 April 2021.

CARRIED**17 CORRESPONDENCE****CNC357/20-21****Moved:** Cr Bishop**Seconded:** Cr Ashby

That the correspondence as listed below be received and noted.

- 17.1 Correspondence to Mayor Fricker from State Planning Commission
- 17.2 Correspondence to Mayor Fricker from the Hon Rob Lucas MLC
- 17.3 Correspondence to Mayor Fricker from the Hon Vickie Chapman MP
- 17.4 Correspondence to Mayor Fricker from the Hon Corey Wingard MP
- 17.5 Correspondence to Mayor Fricker from Local Government Association
- 17.6 Correspondence to Mayor Fricker from Mayor City of Onkaparinga

CARRIED**18 URGENT OTHER BUSINESS**

Nil.

19 CONFIDENTIAL ITEMS

Nil.

20 CLOSURE

The Presiding Member declared the meeting closed at 8.15pm.

Meeting: Council

Title: Mayor's Report

Responsible Manager: Chief Executive Officer, Kiki Cristol

Author: Acting Council Secretariat, Rae Pluck

Key Pillar: Strategic Framework – Key Pillar – Leadership – A responsible and influential local government organisation

Type of Report: **Information Only**

Recommendation

That Council receives and notes the Mayoral Diary from 16 April 2021 to 13 May 2021.

Summary

Date of Meeting	Subject	Attendees
16 April 2021	Women of Walkerville Committee	Mayor Elizabeth Fricker, Cr Jennifer Joshi, various members of the Committee, Manager Community Development and Engagement, Fiona Deckert and Acting Council Secretariat Rae Pluck
19 April 2021	Mayoral Agenda briefing	Mayor Elizabeth Fricker, CEO Kiki Cristol and Acting Council Secretariat, Rae Pluck
19 April 2021	Council meeting	Mayor Elizabeth Fricker, Elected Members, CEO Kiki Cristol, senior staff and Acting Council Secretariat Rae Pluck
21 April 2021	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker and CEO Kiki Cristol
25 April 2021	Anzac Day Dawn Service	Mayor Elizabeth Fricker, Hon. Rachel Sanderson MP, Hon Russell Wortley MLC, various Elected Members, President of the RSL and various RSL Committee members, CEO Kiki Cristol and members of the public
27 April 2021	Walkerville Oval Redevelopment Committee	Mayor Elizabeth Fricker, Cr James Williams, Cr MaryLou Bishop, Deputy Mayor Cr Robert Ashby AM, Cr Norm Coleman OAM (observer), Group Manager Planning, Environment and Regulatory Services Andreea Caddy, Manager Property Contracts and Strategic Projects Scott Reardon and Acting Council Secretariat Rae Pluck

28 April 2021	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker, Deputy Mayor Cr Rob Ashby AM and CEO Kiki Cristol
28 April 2021	CEO Performance Review "Pulse" Feedback meeting	Mayor Elizabeth Fricker, CEO Kiki Cristol and Council's HR Consultant Richard Altman
29 April 2021	Women of Walkerville Committee	Mayor Elizabeth Fricker, Cr Jennifer Joshi, various members of the Committee, Manager Community Development and Engagement, Fiona Deckert, Program & Events Officer, Adriane Dade and Acting Council Secretariat Rae Pluck
30 April 2021	Local Government Association Ordinary General Meeting	Mayor Elizabeth Fricker, various local government Mayors and CEOs
4 May 2021	Budget Workshop No. 3	Mayor Elizabeth Fricker, Elected Members, CEO Kiki Cristol and senior staff
5 May 2021	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker, Deputy Mayor Rob Ashby AM and CEO Kiki Cristol
6 May 2021	Audit Committee meeting	Mayor Elizabeth Fricker, Members of the Audit Committee, CEO Kiki Cristol, Group Manager Corporate Services Monique Palmer and Acting Council Secretariat Rae Pluck
7 May 2021	Women of Walkerville High Tea	Mayor Elizabeth Fricker, Cr Jennifer Joshi, Cr MaryLou Bishop, Amanda Vanstone AO, Manager Community Development and Engagement Fiona Deckert, Program and Events Officer Adriane Dade, Mayor David O'Loughlin, Mayor Anne Monceaux, Mayor Jill Whittaker and various members of the public
11 May 2021	Walkerville Oval Redevelopment Committee	Mayor Elizabeth Fricker, Cr MaryLou Bishop, Cr James Williams, Proxy Delegate Cr Norm Coleman OAM, CEO Kiki Cristol, Manager Property Contracts & Strategic Projects Scott Reardon, Communications & Marketing Manager Sarah Spencer and Acting Council Secretariat Rae Pluck
11 May 2021	Budget Workshop No. 4	Mayor Elizabeth Fricker, Elected Members, CEO Kiki Cristol and senior staff
12 May 2021	Mayor and CEO weekly catch up	Mayor Elizabeth Fricker and CEO Kiki Cristol



Item No: 14.1.1
Date: 17 May 2021
Attachment: A, B, C, D

Meeting: Council

Title: Preliminary Suburban Boundary Realignment and Renaming Proposal – Additional Information

Responsible Manager: Chief Executive Officer, Kiki Cristol

Author: Manager Property, Contracts & Strategic Projects, Scott Reardon

Key Pillar: Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation

Key Focus Area: Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources

Type of Report: Decision Required

Recommendation

1. That Council receive and note the Preliminary Suburban Boundary Realignment and Renaming Proposal report having been deferred by Council at their Ordinary Meeting of 19 April 2021;
2. That Council receive and note the additional information provided as part of this report;
3. That in accordance with resolution **CNC225/21-22** Council directs Administration to proceed to community consultation in order to obtain the community's feedback on all four (4) suggested options, prior to Council determining whether to further explore and pursue one of the following four (4) suburban boundary realignment/renaming proposals:
 - A. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville;

OR

- B. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville, then the remaining section of the suburb of Vale Park as bounded by Ascot Avenue, North East Road, Fife Street and the River Torrens be renamed North Walkerville;

OR

- C. That the entire suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Fife Street and the River Torrens be renamed North Walkerville;

OR

- D. That no change to the current suburban boundaries and place names be pursued.
-

Summary

At their Ordinary Meeting of 21 December 2020 Council directed Administration to investigate both the feasibility of and community's interest in renaming the portion of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens 'Walkerville', and thus realigning the suburban boundary of Walkerville to include the area south-west of Ascot Avenue.

Upon conducting further extensive research into both the procedural requirements to rename an established place within South Australia and the historical context of the Walkerville's suburban composition, further pertinent information was identified, which was deemed relevant to the proposal. Therefore a decision report was present to Council at their Ordinary Meeting of 19 April 2021, which presented four (4) alternate proposals to present to the community for consideration (indicative boundary maps of the respective options appear as Attachment D to this report). At this meeting Council resolved to defer the report until such time that Administration consulted with the Department for Education and then research and estimate the associated costs for a realignment/renaming.

Administration has now consulted with both the Department for Education and the Office of the Surveyor-General and the Preliminary Suburban Boundary Realignment and Renaming Proposal – Additional Information report is returned for Council's further consideration.

Background

At their Ordinary Meeting of 21 December 2020, Council resolved:

CNC225/21-22

That Administration investigate the impact to and interest of residents bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens to be designated as part of the suburb of Walkerville rather than Vale Park.

At their Ordinary Meeting of 19 April 2021, Council resolved:

CNC333/20-21

That the item be deferred until indicative costings have been identified and further consultation with the Department of Education has been completed.

Discussion/Issues for Consideration

The Town of Walkerville

The District Council of Walkerville was proclaimed on 5 July 1855 when the suburbs of Walkerville (Section 476) and Gilberton (Section 475), then later Medindie (Section 460) and Section 477 (later known as North Walkerville)¹ severed from District Council of Yatala (a South Australian local government jurisdiction established in 1853 and then abolished in 1868) (refer Attachment A).² The District Council of Walkerville obtained corporate "Town" status on 1 October 1944, after which becoming the Town of Walkerville.

Vale Park

Following a proposed redevelopment of the section of Vale Park east of Ilford Street in 1838, Vale Park was originally conceived to become the Township of Hamilton³ (named after Robert Hamilton owner of 'Hamilton House' (the first farmhouse built in the area)⁴ and member of the prominent Hamilton family

¹ Lewis., J, 1988, *The Walkerville Story; 150 Years*, Lutheran Publishing House, Adelaide, p.9.

² https://en.wikipedia.org/wiki/District_Council_of_Yatala#/media/File:Yatala_District_Council_1853.png

³ Lewis., J, 1988, *The Walkerville Story; 150 Years*, Lutheran Publishing House, Adelaide, p.41.

⁴ https://en.wikipedia.org/wiki/Vale_Park,_South_Australia

winemakers,⁵ however the land remained dormant and undeveloped and instead was anecdotally referred to as Willow Bend.⁶

The suburb of Vale Park (originally laid out in 1939) was officially proclaimed in 1961 following a private subdivision and suburban development of the land and became a Council Ward of the City of Enfield.

Due to the direct affinity and connection with the Town of Walkerville however, in 1969 the residents of Vale Park rallied and partitioned to sever from the City of Enfield and become part of the Town of Walkerville.⁷ The City of Enfield opposed the proposal and the residents of Vale Park commenced formal proceedings to proceed with the proposed severance. On 23 February 1970 the Court held in favour of the residents,⁸ then following proclamation on 2 April 1970,⁹ effective 5 July 1970 Vale Park became annexed to the Town of Walkerville as an additional suburb.

North Walkerville

While it has been previously supposed that North Walkerville was once a suburb within the Township, in conducting the research for this report and after liaising with the State Government's Land and Built Environment Directorate, Planning & Land Use Services, it has been determined that North Walkerville was never an officially recognised suburb.

In 1882, following the purchase from George Fife Angus, the new owners subdivided the majority of the Section 477 into an new housing estate comprised of 289 allotments.¹⁰ This new housing estate (the area bounded by Lansdowne Tce, North East Road, Burlington Street and the River Torrens) was named North Walkerville (refer Attachment B), and though never becoming a formal suburb of the Township the estate later became a Local Government Council Ward (established via proclamation in 1894¹¹).

It should be noted though that following the original approval of the Vale Park redevelopment in 1939 the name 'North Walkerville' was officially proposed as the name for the new suburb of Vale Park, however the name Vale Park was eventually decided deriving the name from the nearby Vale House, the former home of Philip Levi bequeathed to the Town of Walkerville in 1947.¹² It was approximately around this time North Walkerville ceased being used, and was replaced by the suburb name of Walkerville (proper).

Altering Boundaries and Names of Suburbs

The alteration of suburb names and/or boundaries is assessed and finalised by the Office of the Surveyor-General before recommendations are made to the Minister. Prior to this occurring however community consultation, Council review and endorsement, then the submission of an application to the Geographical Names Unit must occur.¹³

Changing address information incurs a cost to businesses and the community and can disrupt the delivery of services. As a consequence there must be a significant benefit to the general community before a change will be considered. While the costs associated with a possible suburban boundary realignment / renaming is presently unknown, and will be later determined by the Surveyor-General's

⁵ https://en.wikipedia.org/wiki/Hamilton%27s_Ewell_Vineyards.

Hamilton Street Vale Park being of dedication to the former land owner.

⁶ https://en.wikipedia.org/wiki/Vale_Park,_South_Australia

⁷ Lewis., J, 1988, *The Walkerville Story; 150 Years*, Lutheran Publishing House, Adelaide, p.15.

⁸ Lewis., J, 1988, *The Walkerville Story; 150 Years*, Lutheran Publishing House, Adelaide, p.41.

⁹ South Australian Government Gazette, No.14, 2 April 1970,

http://classic.austlii.edu.au/au/other/sa_gazette/1970/14/1300.pdf

¹⁰ Lewis., J, 1988, *The Walkerville Story; 150 Years*, Lutheran Publishing House, Adelaide, p.27.

¹¹ South Australian Government Gazette, No.25, 14 June 1894, http://classic.austlii.edu.au/au/other/sa_gazette/1894/25.pdf, p.1377.

¹² <https://manning.collections.slsa.sa.gov.au/pn/v/v1.htm#valeP>

¹³ <https://www.sa.gov.au/topics/planning-and-property/planning-and-land-management/suburb-road-and-place-names/place-name-proposals>

department should a formal process proceed, it is reasonable to expect the associated costs could emulate the cost of running a Council election

In accordance with the Geographical Names Guidelines, the following considerations are made by the Surveyor-General when assessing a proposal:

- the views of police, emergency service providers and Australia Post;
- difficulties by the community in access to and from the area;
- the costs associated with the change;
- any perceived impact on local businesses;
- the level of support received by the community for the proposal;
- any benefits the proposal will have on the entire township;
- the size of the area and the proposed boundaries.

If the proposal is considered to have merit, the Surveyor-General will commence a formal process to make the requested alterations in accordance the provisions outlined in the *Geographical Names Act 1991*.¹⁴ The Surveyor-General has established guidelines for submitting a realignment / renaming proposal,¹⁵ and a proposed submission should include the following:

- the name, address, contact number and email address (if available) of the person making the submission;
- a detailed justification for the proposal;
- a map or plan showing the location and extent of the proposal;
- an indication of the level of community support for the proposal and how this was determined;
- the views of the Council regarding the matter;
- any comments from affected individuals, agencies or interest groups.

Once this information is submitted, the Surveyor-General then further investigates the proposal, considers any associated implications and determines the overall costs associated with a realignment / renaming.

Reason for Proposed Realignment and/or Renaming

As the Town of Walkerville is one of the oldest settled Townships within the South Australia and is a place of historical significance for many of the state's pioneers and respected citizens, the Township retains a strong connection to its history.

On the basis that the original compilation of the District Council of Walkerville was anecdotally comprised of Medindie, Gilberton, Walkerville [and North Walkerville], and that the originally proposed name for Vale Park was North Walkerville, it is suggested that Council proceed to consultation with the recommendations of this report in order to obtain the community's feedback about the matter.

Proposed Community Consultation

Should Council determine to proceed with Option 1, a Township wide consultation will be undertaken for a period of 28 day. Due to the scale and importance of this proposal, during this consultation, residents will be engaged through the following means:

- a letter / survey posted to each ratepayer of the Township;
- an online survey;
- detailed information about posted on Council's website 'Open For Consultation' page and social media pages;
- detailed information about the proposal posted in the Weekly Round Up during the term of the consultation.

¹⁴ *Geographical Names Act 1991* (SA), s.11B.

¹⁵ <https://www.sa.gov.au/topics/planning-and-property/land-and-property-development/suburb-road-and-place-names/geographical-names-guidelines>

Additional Information

Department for Education Consultation

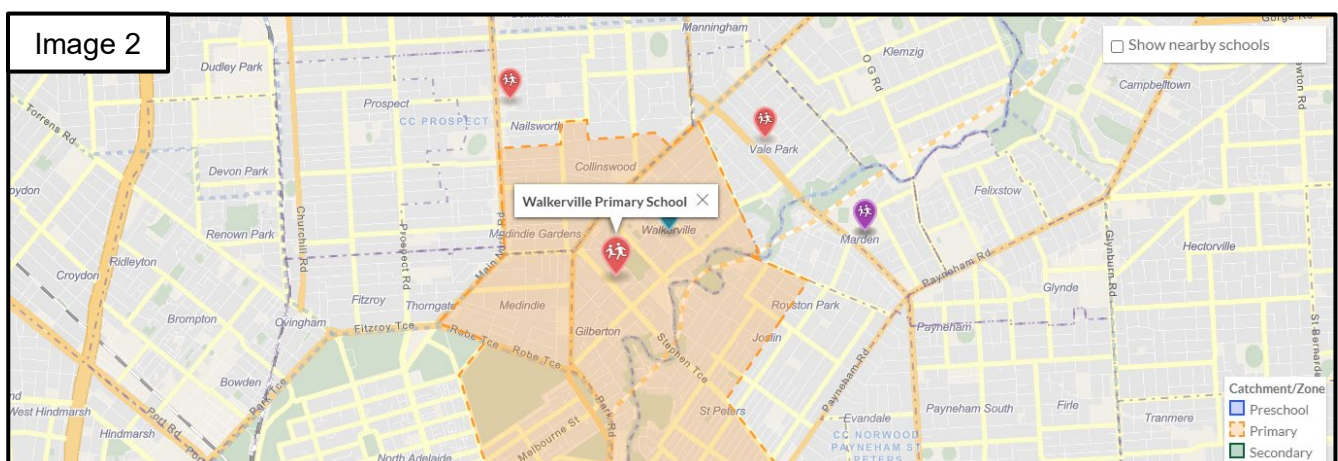
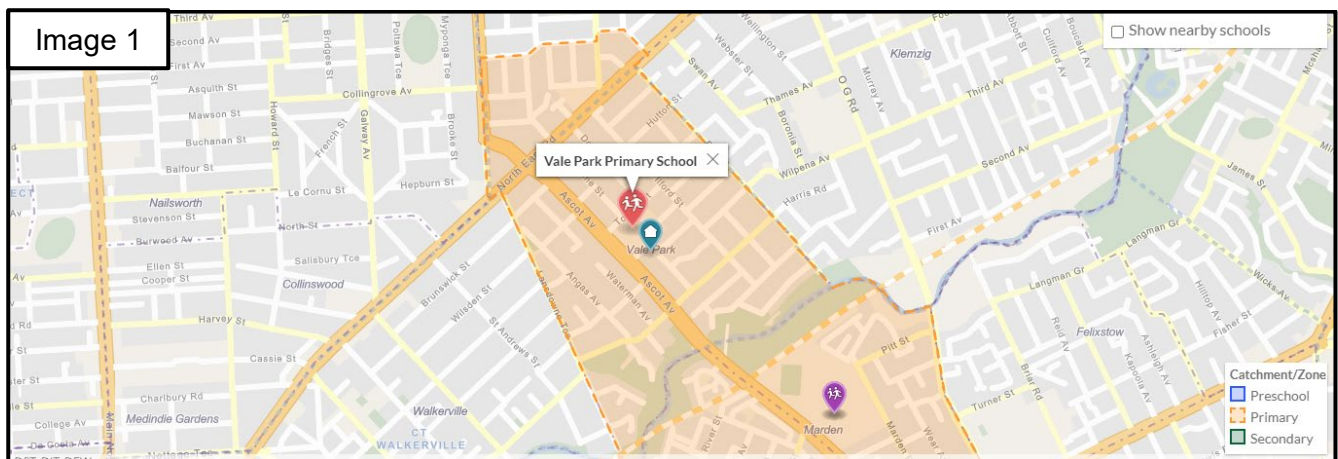
In accordance with Council's direction, Administration approached the Department for Education who provided the following verbal information:

- School zones are primarily determined by:
 - surrounding location population;
 - enrolment demand; and
 - each respective school's facilities and set student capacity.
- School zones are not necessarily determined by suburban boundaries.
- While not all schools in South Australia are zoned, highly desired schools have their catchment areas and protected by Capacity Management Plans (which are proclaimed via Gazette Notice) to ensure enrolment demand and teaching resourcing does not become a burden for the school.

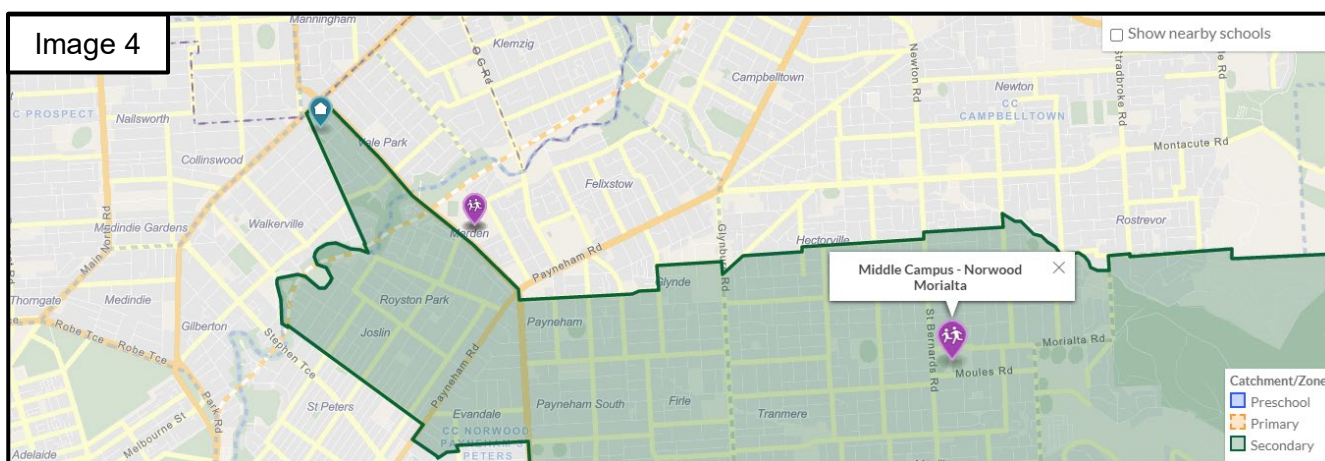
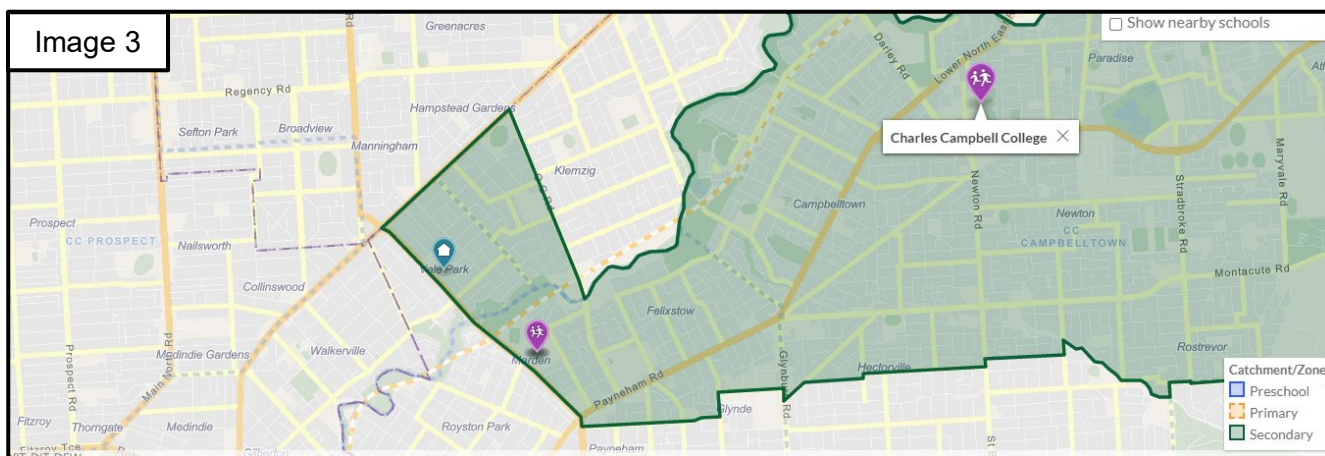
Based on both the verbal information provided and while also noting that the secondary school zoned catchment area for Vale Park is already divided by Ascot Avenue (refer images 3 and 4), it is not expected that a suburb realignment/renaming will have a significant impact on the Town of Walkerville's school zones. It should be noted however that should the entire suburb of Vale Park be renamed (per proposed Option C), further consideration will need to be given to the feasibility of renaming Vale Park primary school.

Current School Zones

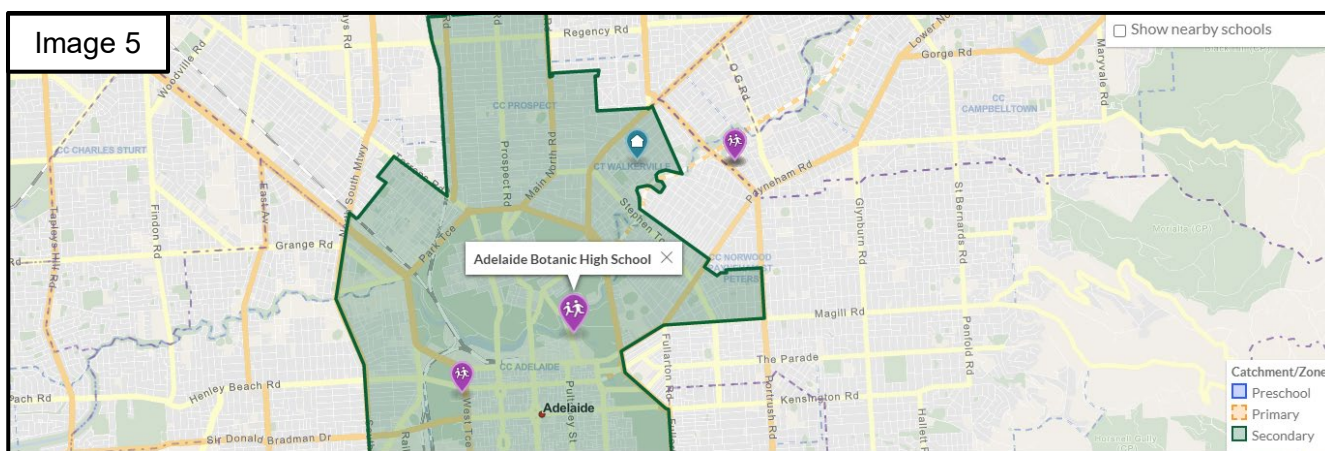
The entire suburb of Vale Park is zoned to Vale Park Primary School (refer image 1), with the remainder of the Town of Walkerville being zoned for Walkerville Primary School (refer image 2).



With regard to secondary schools, the section of the suburb of Vale Park as bounded by Ascot Avenue, North East Road, Fife Street and the River Torrens, is zoned to Charles Campbell College (refer image 3); and the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens is zoned to Norwood Morialta (refer image 4).



It should be noted that the remainder of the Town of Walkerville falls within the catchment area for either Adelaide Botanic or Adelaide High Schools (refer image 5).



Options for Consideration

Option 1

1. That Council receive and note the Preliminary Suburban Boundary Realignment and Renaming Proposal report having been deferred by Council at their Ordinary Meeting of 19 April 2021;

2. That Council receive and note the additional information provided as part of this report;
3. That in accordance with resolution **CNC225/21-22** Council directs Administration to proceed to community consultation in order to obtain the community's feedback on all four (4) suggested options, prior to Council determining whether to further explore and pursue one of the following four (4) suburban boundary realignment/renaming proposals:
 - A. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville;

OR

- B. That the triangle section of the suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens be ceded from the suburb of Vale Park and annexed into the suburb of Walkerville, then the remaining section of the suburb of Vale Park as bounded by Ascot Avenue, North East Road, Fife Street and the River Torrens be renamed North Walkerville;

OR

- C. That the entire suburb of Vale Park as bounded by Lansdowne Tce, North East Rd, Fife Street and the River Torrens be renamed North Walkerville;

OR

- D. That no change to the current suburban boundaries and place names be pursued.

Option 2

That Council determines not to proceed with the community consultation on this matter and rescinds resolution **CNC225/20-21**.

Analysis of Options

Option 1 delivers and outcome that is both aligned with the original resolution **CNC225/20-21** and the procedural requirements to commence the renaming of place within South Australia. Option 1 also seeks to gauge the community's interest and perspective as to whether this is a desired outcome for the Township.

Option 2 abandons the process without gauging the community's perspective on the matter.

Financial Implications

While the costs associated with a possible suburban boundary realignment/renaming is presently unknown, it is reasonable to suggest the associated costs could emulate the cost of running a Council election (viz approximately \$30,000). Any/all indicative costs will be determined by the Surveyor-General's department however should Council resolve to pursue a formal application.

Should Council resolve to proceed to the first stage of public consultation, the initial costs are expected to total approximately \$2,500.

Community Implications

On the basis that Option 1 directs Administration to conduct a consultation to obtain the community's feedback, any significant community implications may be determined following the close of the consultation.

Regional Implications

At this present time there are no perceived regional implications associated with this preliminary report.

Governance Implications

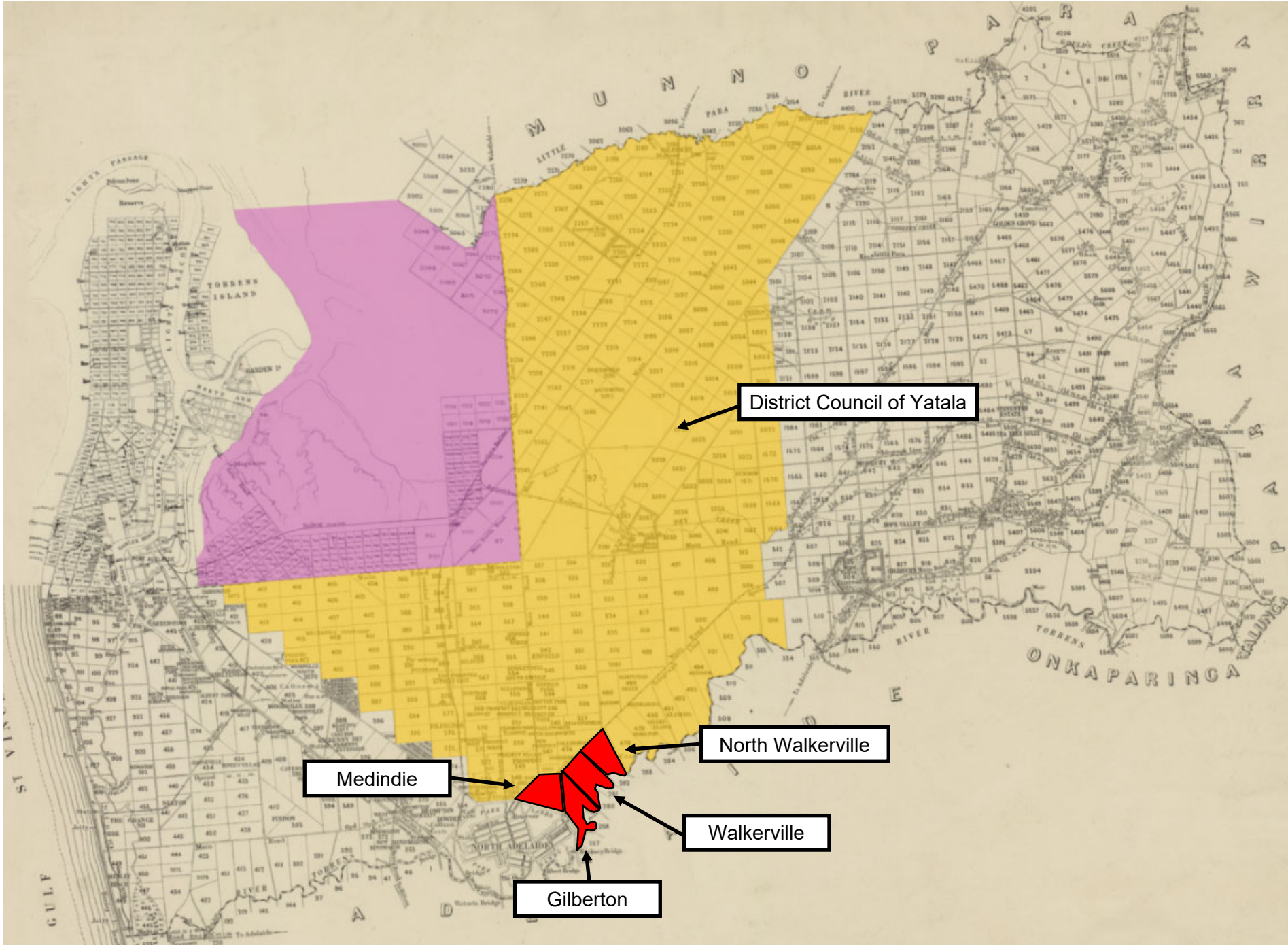
At this present time there are no perceived governance implication associated with this report. The procedural process for undertaking a realignment/renaming of a place is outlined by s.11B of the *Geographical Names Act 1991 (SA)* and the Geographical Names Guidelines. In order to adhere to Council's governance and legislative obligations, should Council and the community support any of the options put forth, Administration will work with the Geographical Names Unit to ensure compliance.

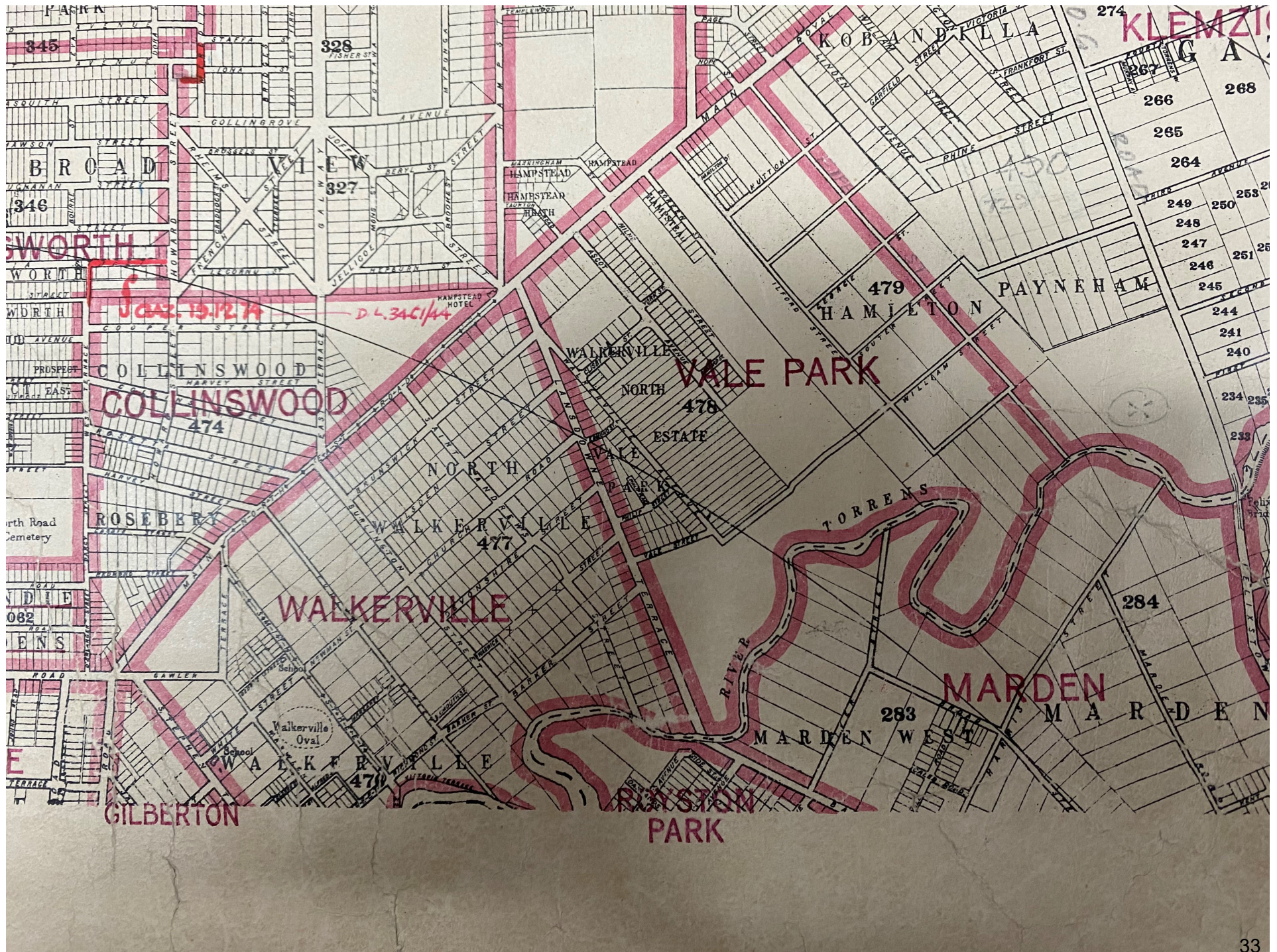
Preferred Option & Reasoning

Option 1 is the preferred option on the basis that it is aligned with Resolution **CNC225/21-22**, seeks to obtain the community's feedback in relation to this matter, and is consistent with the statutory requirements prescribed by s.11B of the *Geographical Names Act 1991 (SA)*.

Attachments

Attachment A	Map of Hundred Yatala
Attachment B	Site Map
Attachment C	Property Location Report – North Walkerville
Attachment D	Proposed Boundaries Option Maps





Placename Details: North Walkerville

The Property Location Browser is available on the Land Services Website: www.sa.gov.au/landservices



Scale ≈ 1:4513 (on A4 page)

200 metres ≈

The information provided above, is not represented to be accurate, current or complete at the time of printing this report.

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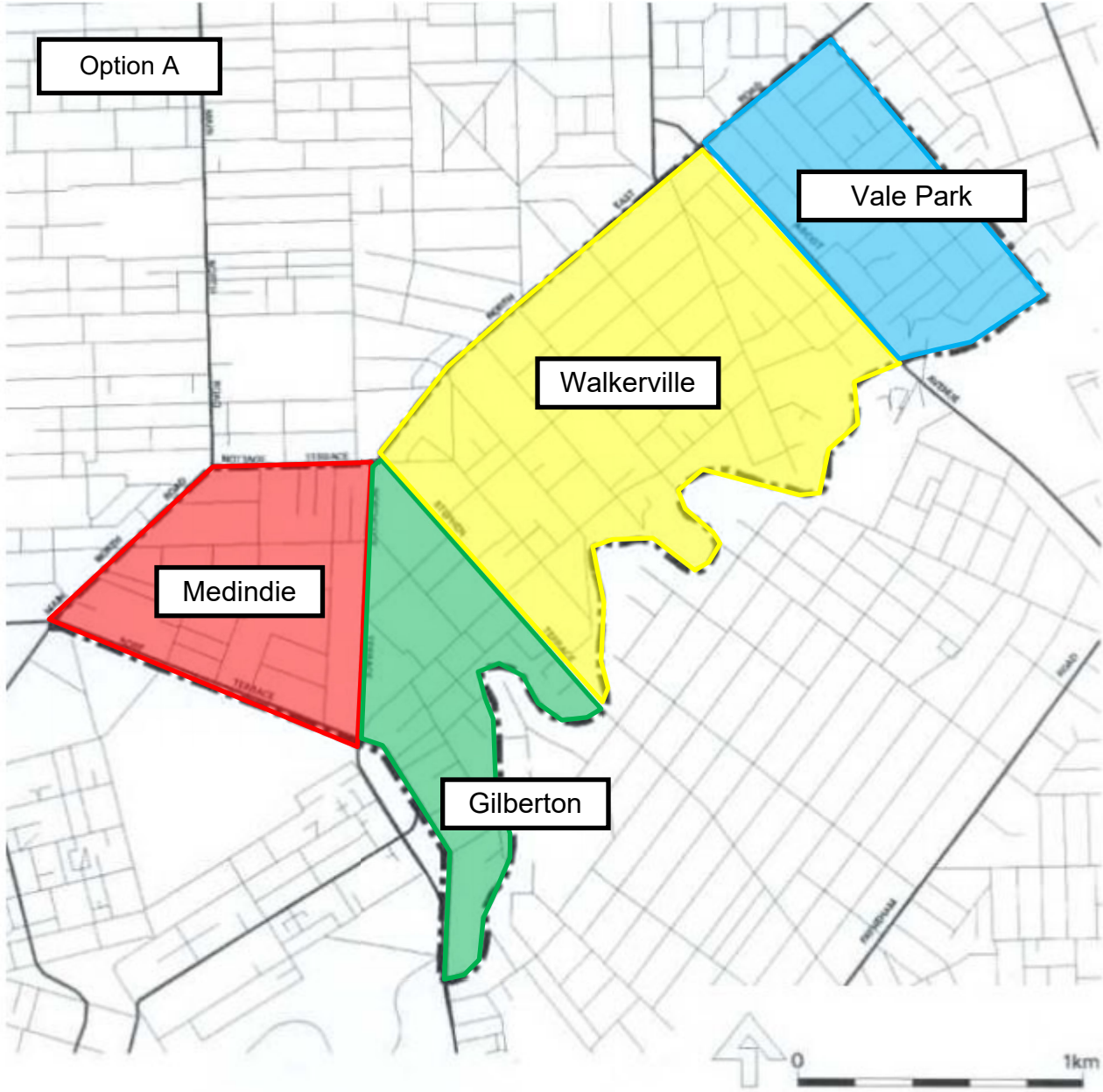
Land Services

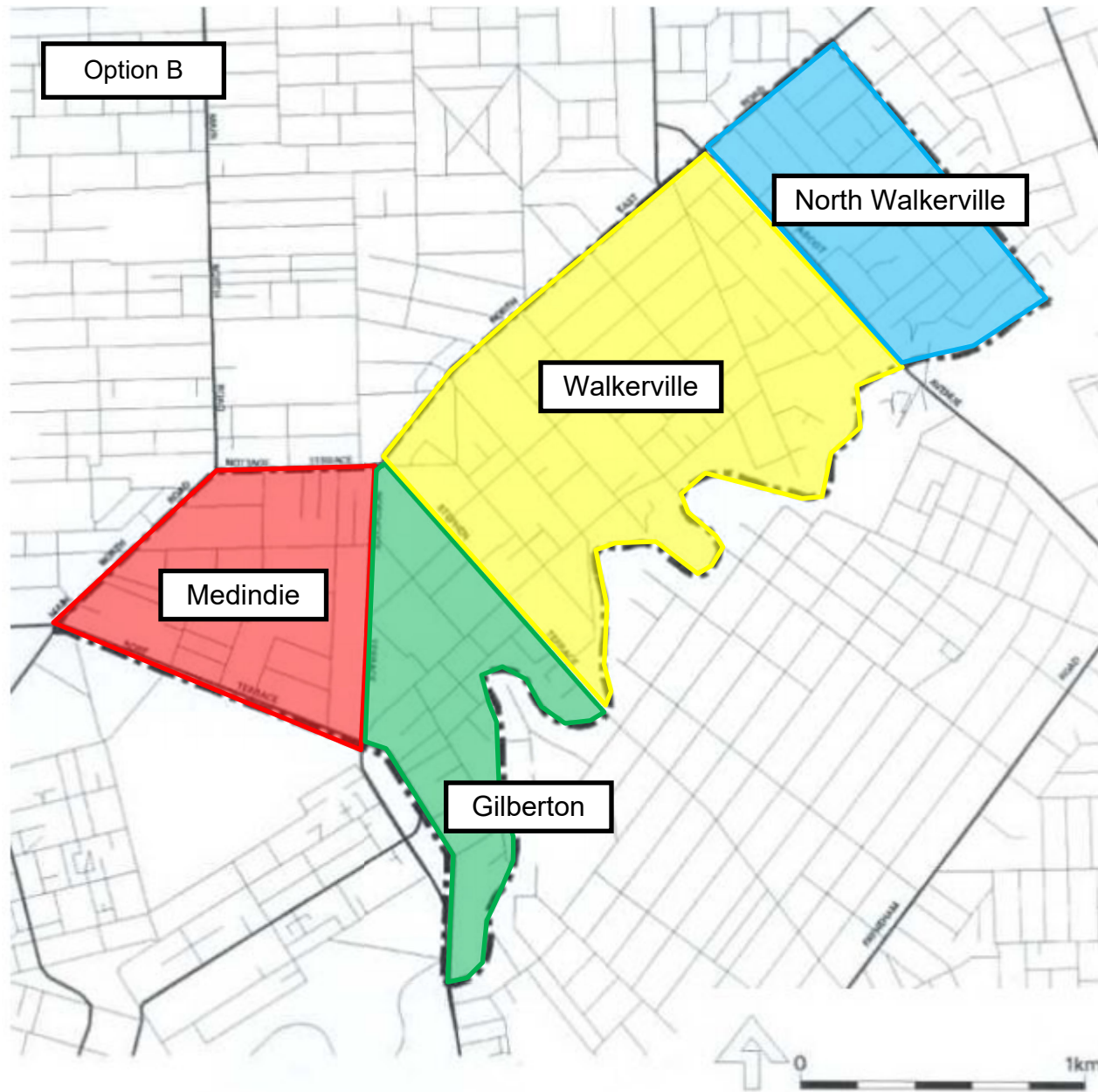


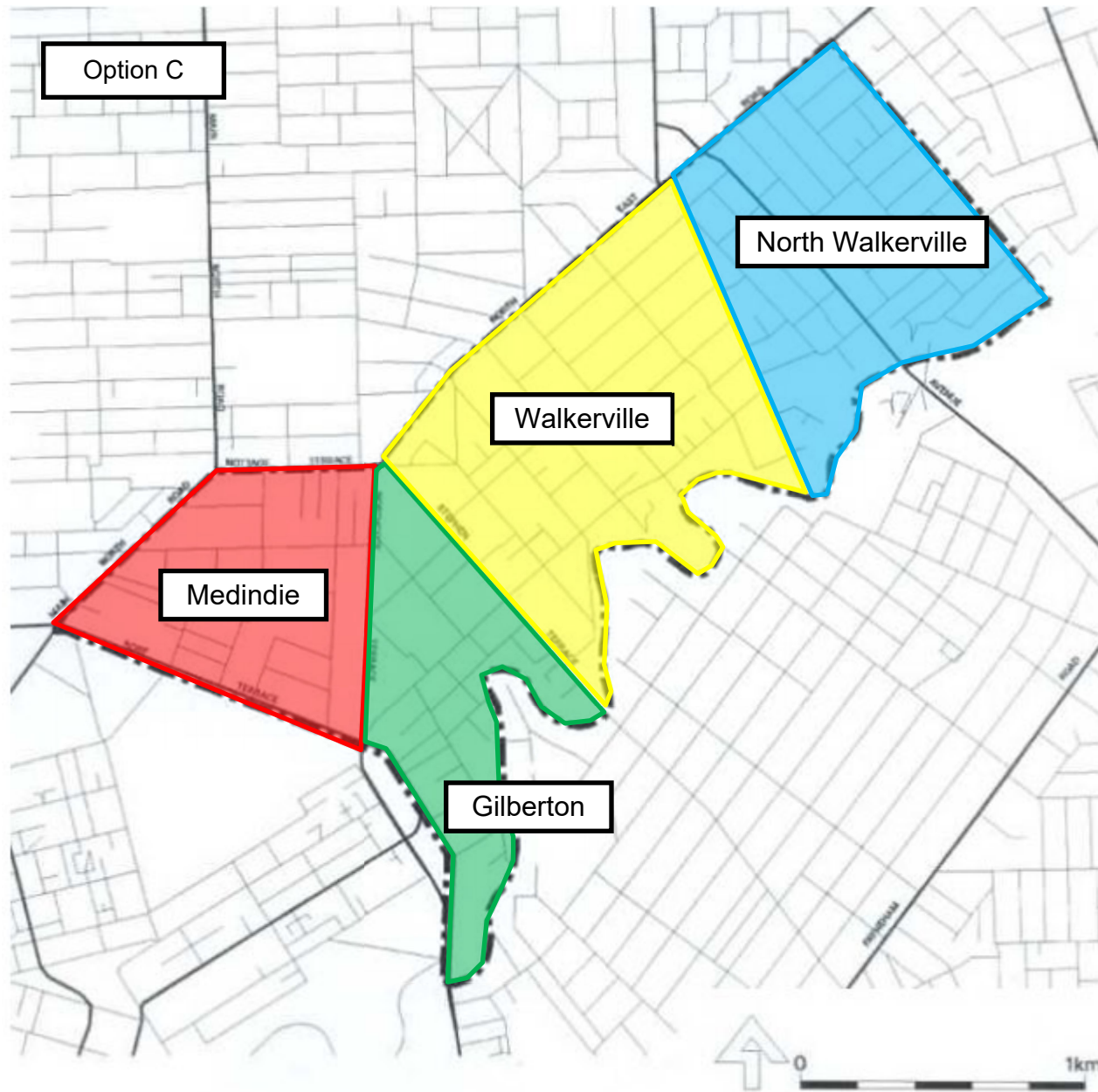
Government of South Australia

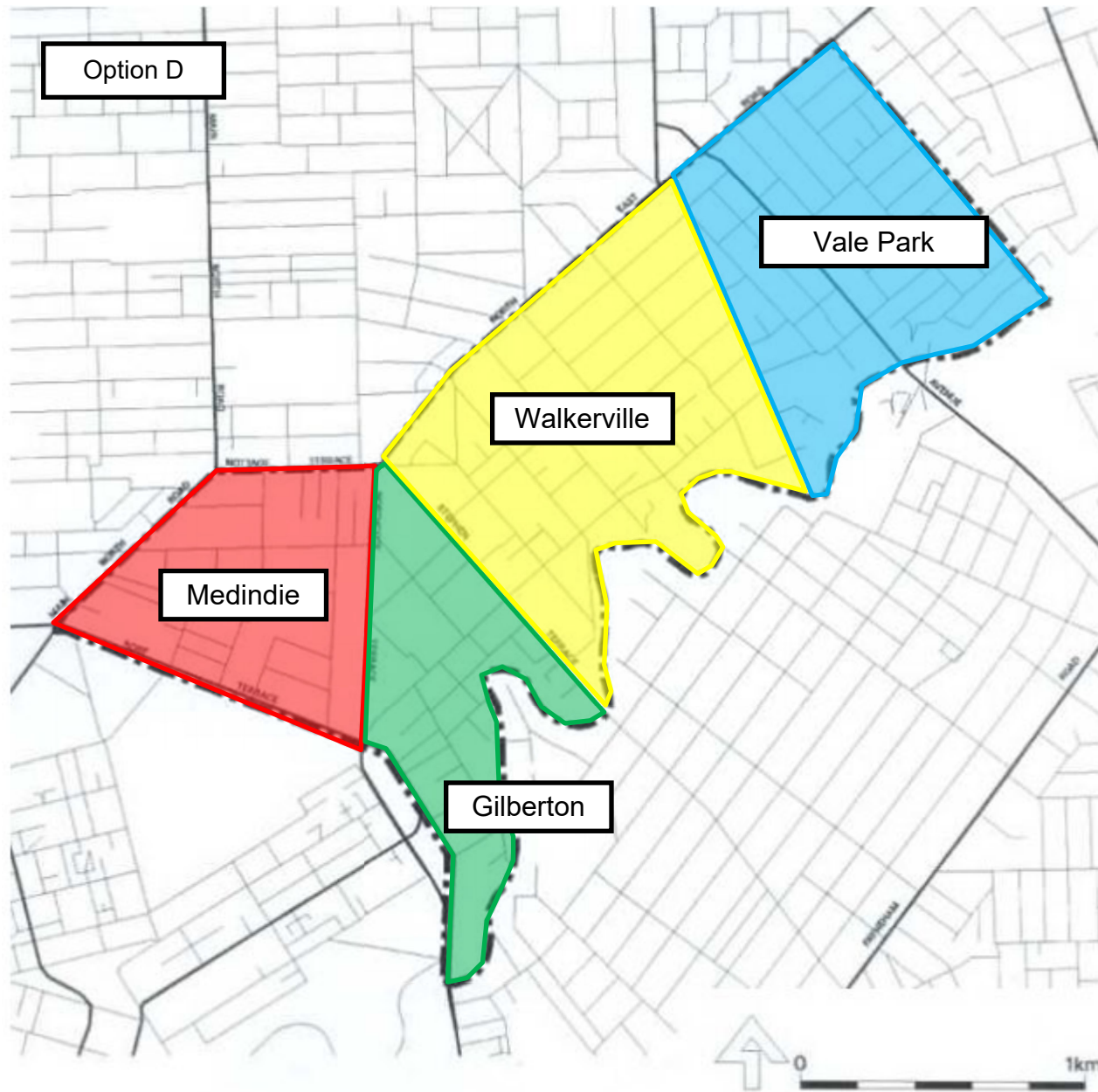
Department of Planning,
Transport and Infrastructure

Name	North Walkerville	Date of Record	6/02/2008
Record Number	SA0050887	Classification	Recorded Historical
Feature Type	Subdivision	Elevation	
Hundred	Yatala	Section	
County	Adelaide	Postcode	
Local Government	The Corporation of the Town of Walkerville	State	SA
1:50 000 Mapsheet N°	6628 3	MGA 94 Coordinates	282234, 6136698 (Easting, Northing - Metres)
GDA 94 Coordinates	-34.888790, 138.617030 (Latitude, Longitude - Decimal Degrees)	Zone	54
Named By		Date Named	
Current Name	Walkerville (portion)	Previous Name	
Alternative Name		Derivation of Name	
Dual Name			
Other Details	Private subdivision of sections 476/7. Name approved as a subdivision name by the Nomenclature Committee on 1/5/1925. Proposed in 1943 to be used for suburb name in lieu of Vale Park.		
Supporting Information	DL.120/1943 /		











Item No: 14.1.2

Date: 17 May 2021

Attachment: A, B

Meeting:	Council
Title:	Walkerville Oval Redevelopment Committee – Amendment to Terms of Reference & appointment of Specialist External Member.
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Chief Executive Officer, Kiki Cristol
Key Pillar:	Strategic Framework – Key Pillar 1 – Places and Spaces – Create useable open space facilities that meet community needs and promote physical activity
Key Focus Area:	Financial Guiding Principle 2 –Invest sustainably in community assets for the future
Type of Report:	Decision Required

Recommendation

1. That Council endorse the Walkerville Oval Redevelopment Committee's recommendation to appoint Mr. Paul Di Iulio as one of the [optional] Specialist External Members to the Committee, recognising that the sitting fee as prescribed under the Terms of Reference will be waived.
2. That Council adopt the amended Terms of Reference, appearing as Attachment B to this report and in so doing confers full delegations to the Committee to make Specialist External Member appointments, as and when required by the Committee.

Summary

Council at its meeting held on 18 January 2021 (**CNC262/20-21**) established the Walkerville Oval Redevelopment Committee (Committee) and adopted its Terms of Reference (ToR). In so doing, Council deferred the recruitment process for the appointment of the [optional] Specialist External Member(s) to the Committee as they see fit and to make a recommendation for appointment to Council. At its meeting held on 11 May 2021, the Committee considered the appointment of [optional] Specialist External Members(s) and now seeks Council's endorsement as required by its adopted ToR.

Background

Clause 5. Membership of the Committee's ToR allow for up to two (2) [optional] Specialist External Member(s) to be appointed at the discretion of Council and who is determined by the Council to have experience relevant and complimentary to the function and membership of the Committee.

The conditions of appointment of the [optional] Specialist External Member(s) require:

- 5.4.1 *The [optional] Specialist External Member(s) will have related development, building, planning business or financial management experience relevant to the functions of the Committee and be conversant with related Acts and/or Regulations.*
- 5.4.2 *The Specialist External Member(s) will be independent of persons and entities who have an interest in the project so far as can be determined with reference to Division 3 – Conflicts of Interest, sections 73, 74 and 75 of the Local Government Act 1999. The Committee will make a recommendation for appointment of a Specialist External Member(s) to Council.*

Council at its meeting held on 18 January 2021 (**CNC262/20-21**) established the Committee and adopted its ToR. In so doing, Council deferred the recruitment process for the appointment of the [optional] Specialist External Member(s) to the Committee as they see fit and to make a recommendation for appointment to Council (see point 4 below).

CNC262/20-21

1. *That Council establish a Section 41 Committee, pursuant to the Local Government Act 1999 to oversee the Walkerville Oval – Sports & Community Hub Redevelopment project and that the Committee be named the Walkerville Oval Redevelopment Committee.*
1. *That Council adopts the Terms of Reference, appearing at Attachment A as amended to allow for two Deputy members, as the Committee's terms of reference.*
2. *That in line with the adopted Terms of Reference, Council appoint the Mayor, Deputy Mayor and two Councillors, being Cr Williams and Cr Bishop, to the Committee.*
3. *That in line with the adopted Terms of Reference, Council appoint Cr Coleman and Cr Wilkins as Deputy Members, to act as proxy as and when required.*
4. *That in line with the adopted Terms of Reference (cl 5.4.2), Council defers the recruitment process for the appointment of up to two [optional] Specialist External Member(s) to the Committee as they see fit and make a recommendation for appointment to Council.*

At its meeting held on 11 May 2021, the Committee considered the appointment of up to two [optional] Specialist External Member(s) and resolved as follows:

WOR14/20-21

1. *That the Committee recommend to Council that Mr. Paul Di Iulio be approached for appointment (as and when required) as one of the optional Specialist External Members.*
2. *That the Committee further recommends to Council that clause 5.4.2 of the Committee's Terms of Reference be amended such that Council delegates the appointment (as and when required) of Specialist External Members to the Committee.*

Discussion/Issues for Consideration

At its Committee meeting held on 27 April 2021, the Committee appointed Walker Brooke as its architect. The Committee has yet to appoint a builder and as such it is unclear what skill gaps may be missing from the Committee in order to oversee and advance the project.

As part of its deliberation (in considering whether to appoint Specialist External Member(s)), the Committee discussed whether it should wait until designs are complete (and approved by Council if required) and a builder appointed before further consideration is made on engaging Specialist External Member(s). The Committee also recognised that its ability to function and undertake its roles and

responsibilities would not be hindered by delaying consideration of this matter. However, the Committee felt that it would benefit with advice from someone who has recent similar experience with these types of projects and based on the recommendation of the Deputy Mayor Cr Rob Ashby AM (*in absentia*), Mr. Paul Di Iulio (CEO City of Campbelltown and President of Norwood Football Club) was nominated.

Following the Committee's meeting and recommendation, Council's CEO approached Mr. Paul Di Iulio, who agree to be considered and also agreed to waive remuneration as set out in clause 11.2 of the ToR.

The Committee also discussed that there will be times when they may require urgent advice and so as not to delay or impinge on the project delivery, they are seeking Councils endorsement to amend the ToR allowing the Committee to appoint Specialist External Member(s) as and when required, without having to seek Councils endorsement every time.

Attachment A, reflects the Committee's recommendation to amend the ToR by removing the requirement for the Committee to seek Councils endorsement – refer to clauses 5.2, 5.4.2 and a new 5.4.3.

Options for Consideration

Option 1

1. That Council endorse the Walkerville Oval Redevelopment Committee's recommendation to appoint Mr. Paul Di Iulio as one of the [optional] Specialist External Members to the Committee, recognising that the sitting fee as prescribed under the Terms of Reference will be waived.
2. That Council adopt the amended Terms of Reference, appearing as Attachment B to this report and in so doing confer full delegations to the Committee to make Specialist External Member appointments, as and when required by the Committee.

Option 2

That Council endorse the Walkerville Oval Redevelopment Committee's recommendation to appoint Mr. Paul Di Iulio as one of the [optional] Specialist External Members to the Committee, recognising that the sitting fee as prescribed under the Terms of Reference will be waived.

Analysis of Options

Option 1 is in line with the Committee's recommendation to Council and will provide the Committee full delegations to appoint Specialist External Member(s) as and when required. It will also ensure the efficacy of the Committee.

Option 2, recognises and supports the Committee's recommendation to appoint Mr. Paul Di Iulio to the Committee but the final determination of the appointment of Specialist External Members will remain with Council.

Financial Implications

There are no known financial implications associated with the recommendations in this report.

Community Implications

There are no known community implications associated with the recommendations in this report.

Regional Implications

There are no known regional implications associated with the recommendations in this report.

Governance Implications

There are no known governance implications associated with the recommendations in this report.

Preferred Option & Reasoning

Option 1 is the preferred option. It is in line with the Committee's recommendation (from meeting held 11 May 2021) and will provide the Committee full delegations to appoint Specialist External Member(s) as and when required. It will also ensure the efficacy of the Committee.

Attachments

Attachment A	Walkerville Oval Redevelopment Committee – Terms of Reference – tracked changes
Attachment B	Walkerville Oval Redevelopment Committee – Terms of Reference – clean copy

Terms of Reference

Approval Date:	18 January 2021 – CNC262/20-21
Classification:	Terms of Reference
Committee:	Walkerville Oval Redevelopment Committee
Relevant Legislation:	<i>Local Government Act 1999</i>
Last Reviewed 18/01/2021	Next Review N/A

1. Establishment

The Walkerville Oval Redevelopment Committee [the Committee] is established under Section 41 of the *Local Government Act 1999* (as amended) and associated Regulations.

2. Functions

- 2.1 The Committee is established to oversee the proposed redevelopment of the Walkerville Oval – Sports & Community Hub at Smith Street, Walkerville [the Project] to ensure that it is delivered on time, within budget and to the agreed quality.
- 2.2 The Committee must prepare a project implementation plan that includes, but is not limited to a work breakdown structure, budget cash flow and a project governance and resourcing plan.
- 2.3 The Committee must regularly review the risk management plan throughout the Project life cycle and report to Council on any ongoing areas of concern.

3. Role, Duties and Responsibilities of the Committee

- 3.1 The primary role of the Committee is to oversee the redevelopment of the Project.
- 3.2 To ensure that at all times the Project is undertaken using open and transparent processes that meet all statutory obligations and best practice standards.
- 3.3 As part of the Council's governance obligations to its ratepayers and community, the Council has established the Committee to facilitate:
 - compliance with all relevant laws and regulations as well as use of best practice guidelines in relation to the Project;
 - the provision of an effective means of communication between the external parties, Administration and the Council;
 - effective management of financial and other risks related to the Project and the protection of the Council's assets and resources.
 - the review and reporting to Council on any matter relating to the management or the efficiency with which Council manages its resources in relation to the project.

Terms of Reference

- liaising with the Administration, Contractors and other parties to ensure an efficient and effective process.
- 3.4 To finalise the Prudential Review, once the detailed design has been completed and report back to Council.
 - 3.5 Oversee the engagement by Administration of suitably qualified external contractors, including but not limited to the Architect, Engineer and Project Manager in accordance with the Council's Procurement Policy. The costs of recruitment and engagement will be included as part of the total project costs.
 - 3.6 Manage the preparation of a Project Implementation Plan to include but not limited to a risk management plan.
 - 3.7 Work with Council's appointed contractors to prepare detailed design plans and drawings.
 - 3.8 Oversee the calling for, receiving and assessing of tenders for the construction works pursuant to Council's Procurement Policy. Provide a detailed assessment of the tenders and make a recommendation to Council for the engagement of the preferred tenderer.
 - 3.9 Critically analyse and follow up any significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues and any other matters relevant under the Committee's Terms of Reference.
 - 3.10 Provide a detailed project budget for each stage and specific costs so that variances may be reported to Council as and when they are proposed.
 - 3.11 Monitor costs and expenditure against the original tender and Council's adopted budget. Report to Council as soon as practical any proposed variation to the original tender of a specific cost item that would exceed 15%.
 - 3.12 Address issues brought to the attention of the Committee, including responding to requests from the Council for information and/or advice that are related to the project and are within the parameters of the Committee's Terms of Reference.
 - 3.13 Provide a progress report to the Ordinary Council Meeting after each meeting. The report is to include a copy of the minutes, updated progress schedule and a financial budget versus actual report. Provide a comprehensive interim report in the same format at the conclusion of the construction phase (Practical Completion) and a final report at the expiry of the defects period.

4. Authority

- 4.1 Pursuant to Section 44(2)(a) of the *Local Government Act 1999*, the Committee is empowered with delegated authority to act on behalf of and to undertake the functions, roles and duties of the Council in regard to the Project, subject to compliance with the adopted policies of Council.

This will enable the Committee to make decisions in a timely manner relating to options, variations and alterations within the scope of works that may occur from time to time.

Terms of Reference

4.2 However, the Committee must elevate matters of a significant nature where a proposal, proposed option, variation and/or alteration seeks to establish or significantly alter a scope of works not previously considered by Council.

5. Membership

5.1 Membership will be for the duration of the project including the defect period.

5.2 Membership will comprise:

- four (4) Elected Members, as determined by resolution of Council; one of whom will be Council's Presiding Member and one of whom will be Council's Deputy Mayor.
- two (2) Deputy Elected Members, as determine by resolution of Council to act as proxy as and when required.
- up to two (2) [optional] Specialist External Member(s) who have experience relevant and complimentary to the function and membership of the Committee.

5.3 Council's Presiding Member will be appointed as the Presiding Member of the Committee.

5.4 Conditions of Appointment [optional] Specialist External Member(s) shall include:

5.4.1 The [optional] Specialist External Member(s) will have related development, building, planning business or financial management experience relevant to the functions of the Committee and be conversant with related Acts and/or Regulations.

5.4.2 The Specialist External Member(s) will be independent of persons and entities who have an interest in the project so far as can be determined with reference to Division 3 – Conflicts of Interest, sections 73, 74 and 75 of the *Local Government Act 1999*.

5.4.3 Council delegates to the Committee, the appointment of the Specialist External Member(s), as and when required and as the Committee deems fit.

6. Meetings

6.1 The Committee shall meet as frequently as required during the initial design / tender stage at then at least once in each calendar month during the construction stage of the Project and at other appropriate times as and when required during other stages of the Project, as determined by the Presiding Member.

6.2 A schedule of meetings will be developed and agreed to by the Committee and be included in the Council Diary.

6.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, no later than three (3) clear days before the date of the meeting. Supporting papers, reports and documents shall be sent to the Committee Members at the same time.

Terms of Reference

- 6.4 Additional meetings shall be convened at the discretion of the Presiding Member or the Chief Executive Officer.
- 6.5 The Committee will be provided with administrative support from Council staff. A senior / executive staff member and the Project Manager must attend meetings, whilst other Council staff may be invited to attend to advise and provide information when required.
- 6.6 Pursuant to Section 41(8) of the *Local Government Act 1999*, all decisions of the Committee will be reported to the Council at its next ordinary meeting. The reporting of the decisions of the Committee in this manner, in accordance with Clause 3.13 of these Terms of Reference, will satisfy the requirements of Section 41(8).
- 6.7 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance, are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedures at Meetings) Regulations 2013.
- 6.8 Minutes of the Committee meetings shall be circulated within five (5) days after a meeting to all Members of the Committee and to all Members of the Council and will (as appropriate) be available to the public.
- 6.9 Insofar as the *Local Government Act 1999* and Regulations, Council's Code of Practice – Procedures at Meetings (**CNC271/19-20**) and these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.

7. Voting

All Committee Members shall have full voting rights and must vote on decisions before the Committee.

8. Removal of a Member

- 8.1 Membership of the Committee continues for the term of the Committee, unless a Member resigns from the Committee or is removed at an earlier time by resolution of Council.
- 8.2 If the Council proposes to remove a Member of the Committee, it must give written notice to the Member of its intention to do so and provide that Member with the opportunity to be heard at a Council meeting, which is open to the public, if that Member so requests, before the Member is removed.

9. Quorum

- 9.1 A quorum for a meeting of the Committee shall be three (3) members of the Committee.
- 9.2 A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

Terms of Reference

- 9.3 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.
- 9.4 If at the expiration of 15 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 the Presiding Member, the Deputy Mayor or, in the absence of the Deputy Mayor, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
- 9.5 If the meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minutes the reason for the adjournment, the names of any Members present and the date and time to which the meeting is adjourned.
- 9.6 If the meeting is adjourned to another day, the Chief Executive Officer must:
- 9.6.1 give notice of the adjourned meeting to each Member setting out the date, time and place of the meeting; and
 - 9.6.2 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.
- 9.7 If the Presiding Member of the Committee is absent from a meeting, then the Deputy Mayor will preside at the meeting.
- 9.8 All decisions of the Committee shall be made on the basis of a majority decision of the members present.

10. Review

- 10.1 These Terms of Reference were adopted by a resolution of Council at its ordinary meeting dated **18 January 2021 (CNC262/20-21)**.
- 10.2 The Committee is to continue in operation for the duration of the Project.
- 10.3 The Council must review the Committee's operations and membership within the twelve (12) month period following a general election, where the Project continues.

11. Sitting Fees

- 11.1 Elected Members sitting on the Committee shall not be paid a sitting fee.
- 11.2 Remuneration will be paid to the [optional] Specialist External Member(s) of the Committee, based on a set fee per meeting attended, being \$300.

12. Liabilities of Members

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the Member's or Committees powers, functions or duties, Such a liability is attached instead to the Council.

Terms of Reference

Approval Date:	18 January 2021 – CNC262/20-21
Classification:	Terms of Reference
Committee:	Walkerville Oval Redevelopment Committee
Relevant Legislation:	<i>Local Government Act 1999</i>
Last Reviewed 18/01/2021	Next Review N/A

1. Establishment

The Walkerville Oval Redevelopment Committee [the Committee] is established under Section 41 of the *Local Government Act 1999* (as amended) and associated Regulations.

2. Functions

- 2.1 The Committee is established to oversee the proposed redevelopment of the Walkerville Oval – Sports & Community Hub at Smith Street, Walkerville [the Project] to ensure that it is delivered on time, within budget and to the agreed quality.
- 2.2 The Committee must prepare a project implementation plan that includes, but is not limited to a work breakdown structure, budget cash flow and a project governance and resourcing plan.
- 2.3 The Committee must regularly review the risk management plan throughout the Project life cycle and report to Council on any ongoing areas of concern.

3. Role, Duties and Responsibilities of the Committee

- 3.1 The primary role of the Committee is to oversee the redevelopment of the Project.
- 3.2 To ensure that at all times the Project is undertaken using open and transparent processes that meet all statutory obligations and best practice standards.
- 3.3 As part of the Council's governance obligations to its ratepayers and community, the Council has established the Committee to facilitate:
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Terms of Reference

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Meeting:	Council
Title:	Review of Rating Policy
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer Manager Property, Contracts & Strategic Projects – Scott Reardon
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

1. That Council adopts the revised Rating Policy appearing as Attachment A to this report.
2. That Administration be authorised to make minor amendments of a formatting or technical nature to the Rating Policy.

Summary

To provide Council with the opportunity to review and question the revised Rating Policy.

Background

The Council endorsed the current Rating Policy in April 2020 (**CNC338/19-20**). Each year the Policy is reviewed in conjunction with the rates setting process that runs concurrently with the Budget and Annual Business Plan setting processes.

The revised Rating Policy was presented to the Audit Committee at its meeting of 6 May 2021. The Committee subsequently resolved:

AC40/20-21

That the Audit Committee;

- 1. Reviews and notes the revised Rating Policy appearing as Attachment C;*
- 2. Recommends the Rating Policy to Council for adoption*

Discussion/Issues for Consideration

The Rating Policy has undergone a scheduled review with minor amendments being proposed to the Policy as follows:

- Policy changes of grammar nature
- Policy put into new template
- Removal of COVID-19 Hardship

Options for Consideration

Option 1

1. That Council adopts the Rating Policy review appearing as Attachment A to this report.
2. That Administration be authorised to make minor amendments of a formatting or technical nature to the Rating Policy review.

Option 2

That Council adopts the Rating Policy with the following amendments:

- _____
- _____

Analysis of Options

The Rating Policy review includes minor changes and is in line with the Financial Guiding Principles. The Policy has been considered by the Audit Committee, who are recommending it to Council for adoption.

Financial Implications

There are no known financial implications associated with adopting the revised Policy.

Community Implications

The Rating Policy outlines to the Community the process that Council follows when setting rates.

Regional Implications

There are no known regional implications with adopting the revised Policy.

Governance Implications

Council’s powers to raise rates are found in Chapter 10 of the *Local Government Act 1999*. The revised Policy includes reference to compulsory features of the rating system, as well as the Policy decisions that the Council has made on how it imposes and administers the collection of rates.

Preferred Option & Reasoning

Option 1 is the preferred option as the revised Policy is in line with Chapter 10 of the *Local Government Act 1999* and Council’s Financial Guiding Principles.

Attachment

Attachment A	Revised Rating Policy
Attachment B	Track Changes

Rating Policy

Approval Date	Click or tap to enter a date.
Classification	Council Policy
Responsible Officer	Group Manager Corporate Services
Relevant Legislation	Local Government Act 1999 Local Government (General) Regulations 2013
Related Policies	Budget Management Policy Treasury Management Policy Financial Internal Controls Policy
Related Corporate Documents	
Associated Forms	
Record Number	POL2017710
Council Resolution Number	
Last Reviewed 18/05/2020	Next Review 6/05/2021

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2. Scope	1
3. Definition	1
4. Policy Statement	1
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Policy

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10. Regional Landscape Levy	4
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Rating Policy

1. Introduction

- 1.1. Section 123 of the *Local Government Act 1999* requires Council to have a rating policy that which is both prepared and adopted as part of Annual Business Plan each financial year in conjunction with the declaration of rates.
- 1.2. This policy sets out the Town of Walkerville's terms of reference and mechanisms for setting and collecting rates from its community in order to meet the requirements of section 123 of the *Local Government Act 1999*.

2. Scope

- 2.1. This policy is limited to the requirements of the *Local Government Act 1999* (SA) but is applicable to all rateable properties within the Township.

3. Definition

Act	Means to the <i>Local Government Act 1999</i> (SA).
Capital value	Refers to the valuation methodology used in determining the value of land as defined in the <i>Valuation of Land Act 1971</i> (SA).
Differential Rate	Variations within the community's capacity to pay Council rates based on the use of the property.
General Rate	Refers to the rate in the dollar that applies to properties in the calculation of the general rate payable by way of Council Rates.
Minimum rate	Refers to the minimum rate levied against the whole of an allotment.
Postponed rates	Refers to any Rates postponed under Section 182 or 182A of the Act
Rating	Refers to the overall process of raising revenue by way of levying rates and charges.
Rebates	Refers to an amount that a Rate may be reduced in accordance with Chapter 10, Division 5 of the Act.
Remissions	Refers to any reduction in amount payable granted in accordance with Section 182 of the Act.
Residential rate cap rebate	Refers to the rate cap applied to properties with a residential land use, subject to specific criteria which is applied under the provisions of Section 153(3) of the Act.

4. Policy Statement

4.1. Policy Objectives

- 4.1.1. Chapter 10 of the *Local Government Act 1999* outlines Council's

Rating Policy

powers to raise Rates. The Act provides the framework within which Council must operate, but also leaves room for Council's to determine and apply a range of policy positions.

- 4.1.2. This document includes reference to compulsory features of the rating system, as well as the policy positions that Council has determined to impose and administer the collection of Rates.
- 4.1.3. All land within a Council area, except for land specifically exempt (e.g. Crown Land, Council occupied land and a few other limited categories) is rateable.
- 4.1.4. For the avoidance of doubt, Rates are not classified as fees for services. They constitute a system of taxation for Local Government purposes as defined by the Act.
- 4.1.5. In addition to rates, Council also raises some revenue through Fees & Charges.

5. Valuation of Land

- 5.1. Council has determined to use capital value as the basis for valuing land within the Township. Council considers that this method provides the fairest method of distributing the rate burden across all ratepayers, as property value is representative of the property owners' wealth.
- 5.2. Council has chosen to adopt the valuations made by the Valuer-General as provided to the Council each year

6. Objection to Valuation

- 6.1. Any ratepayer dissatisfied with the valuation applied by the Valuer-General can raise an objection to the valuation. Information pertaining to the relevant dispute mechanism are provided on individual rate notices.
- 6.2. It should be noted that:
 - 6.2.1. The Council has no role in this dispute resolution process; and
 - 6.2.2. The lodgement of an objection does not change the due date for the payment of rates.
- 6.3. Where a person (including a Council) is dissatisfied with a decision made by the Valuer-General, they may seek a review of the decision by SACAT www.sacat.sa.gov.au.

Rating Policy

7. Components of Rates

7.1 A Rate in the Dollar

- 7.1.1 The largest component of Rates is the component that is calculated by reference to the value of land. Council will officially “declare” the Rate in the dollar before 31 August of each year. Council can impose Rates that differ (i.e. higher or lower) based on the locality and/or use of the land (residential, commercial, primary production, industrial, vacant, etc.).
- 7.1.2 To ensure an equitable distribution of the Rate burden and to account for the variations within the community’s capacity to pay, Council will continue to apply differential rates based on use of the property.
- 7.1.3 For the purposes of sections 156 and 167 of the Act, the following categories of land use(s) are declared as permissible differentiating factors:
- (a) Residential comprising the use of land for a detached dwelling, group dwelling, multiple dwelling, residential flat building, row dwelling or semi-detached dwelling within the meaning of the Development Regulations;
 - (b) Commercial—Shop comprising the use of land for a shop within the meaning of the Development Regulations;
 - (c) Commercial—Office comprising the use of land for an office within the meaning of the Development Regulations;
 - (d) Commercial—Other comprising any other commercial use of land not referred to in the categories specified in paragraph (b) or (c);
 - (e) Industry—Light comprising the use of land for a light industry within the meaning of the Development Regulations;
 - (f) Industry—Other comprising any other industrial use of land not referred to in the category specified in paragraph (e);
 - (g) Primary Production comprising—
 - i. farming within the meaning of the Development Regulations; and
 - ii. horticulture within the meaning of the Development Regulations; and
 - iii. the use of land for horse keeping or intensive animal keeping within the meaning of the Development Regulations; and
 - iv. in respect of a dairy situated on a farm—the use of land for a dairy within the meaning of the Development Regulations; and
 - v. commercial forestry;
 - (h) Vacant land comprising the non-use of vacant land;
 - (i) Other comprising any other use of land not referred to in a previous category.

Rating Policy

8. Differential General Rates

- 8.1. Land use is a factor to levy differential rates. If a ratepayer believes that a particular property has been wrongly classified by the Council as to its land use, then the ratepayer may object to that land use in writing to the Council within 60 days of being notified.
- 8.2. The objection must set out the basis for the objection and details of the land use that, in the opinion of the ratepayer, should be attributed to that property. Council may then decide the objection as it sees fit and notify the ratepayer.
- 8.3. A ratepayer also has the right to appeal against the Council's decision to the Land and Valuation Court.

9. Fixed of Minimum Rate

Council can apply either:

- a fixed charge (applying equally to all rateable properties); or
- a minimum rate (to lower-value properties);
- (or neither) but cannot use both of these mechanisms.

9.1 Minimum rate

- 9.1.1 Pursuant to section 158 of the Act, Council imposes a minimum rate, where it considers it appropriate, that all rateable properties make a base level contribution to the cost of Administering the Council's activities and Creating and maintaining the physical infrastructure that supports each property.
- 9.1.2 The minimum rate is levied against the whole of an allotment (including land under separate lease or licence) and only one (1) minimum rate is levied against two (2) or more pieces of adjoining land owned and occupied by the same ratepayer.
- 9.1.3 Section 158 (2) of the Act provides direction on which properties will be exempt from the minimum Rate. No more than 35% of the total number of properties in the Township subject to the separate assessment of Rates may be affected by the minimum rate.
- 9.1.4 Council will assess and determine the maximum percentage of properties on minimum Rate as part of the Annual Business Plan process, and will report on that maximum percentage in the Annual Business Plan.

10. Regional Landscape Levy

Previously known as the NRM Levy, Council is required under the *Landscape South Australia Act 2019 (SA)* to make a specified contribution to the Green Adelaide Board.

Rating Policy

It does so by imposing a separate Rate charges against all rateable properties. This separate Rate is effectively a State Government tax that Councils are required to collect, and return to a State Government agency.

11. Help with Rates

11.1. Concessions

11.1.1 From 1 July 2015, the State Government funded concessions on Council rates. These concessions were formerly available to the holders of pensioner concession cards, veterans, low-income earners, unemployed, students, and self-funded retirees. These concessions were all abolished by the State Government with effect from 30 June 2015. From 1 July 2015, the State Government has elected to replace these concessions with a single “cost-of-living payment” provided directly to those entitled. This payment may be used for any purpose, including offsetting Council rates. Note that not all former recipients of rates concessions will be entitled to the new payment.

11.2. Remission of Rates

11.2.1 The Council can partially or wholly remit (waive) Rates on the basis of hardship. Ratepayers experiencing financial hardship can contact the Council’s Rates Officer to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits. While arrangements for extended payments of rates are negotiable, remission of rates in whole, or in part, is rarely approved. Access to the relevant hardship application form can be obtained from Council’s website.

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11.3.1 Ratepayers who hold a State Seniors Card (or who are eligible to hold a State Seniors Card and have applied for one) are able to apply to Council to postpone payment of Rates on their principal place of residence. Postponed Rates remain as a charge on the land and are not required to be repaid until the property is sold or disposed of.

Further information regarding the postponement of rates and an application form are available from the Council’s website:

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12. Rebate of Rates

Pursuant to section 159 of the Act, false claims of eligibility for rebates and/or failing

Rating Policy

to notify the Council when eligibility no longer applies will result in the imposition of fines.

12.1 Mandatory rebates

Councils are required to rebate (discount) the rates payable on some land. A 100% rebate must be applied to land used for:

- health services;
- religious purposes;
- public cemeteries; and
- Royal Zoological Society of South Australia.

A mandatory rebate of at least 75% (or more, at the Council's discretion) must be applied to land used by:

- community service organisations; and
- schools and universities.

12.2 Discretionary Rebates

In addition, Council has the discretion to rebate any percentage of Rates for a number of other purposes, such as:

- securing proper development of an area;
- assisting or supporting a business;
- preservation of historically significant places;
- facilities or services for children or young persons; or
- accommodation for the aged or persons with disability; or
- other purposes.

Persons or bodies whom seek a discretionary rebate will be required to submit an application to the Council and provide to the Council such information as stipulated on the application form as well as any other subsequent information that Council may reasonably request.

Each rebate granted either A) reduces Council's revenue (and hence its capacity to provide services), or B) increases the amount that must be collected from other ratepayers. Decisions on these applications must be carefully considered and upon receipt of an application for a discretionary rebate, Council will take into account:

- why there is a need for financial assistance through a rebate;
- the level of rebate being sought;
- the extent of financial assistance, if any, being provided in respect of the land by Commonwealth or State agencies;
- whether, and if so to what extent, a ratepayer is providing a service within the Council area;
- whether the ratepayer is a public sector body, a private not for profit body or a private or profit body;
- the nature and extent of Council services provided in respect of the land,

Rating Policy

- in comparison to services provided elsewhere in the Council's area;
- the community need, if any, that is being met by activities carried out on the land;
- the extent to which activities at the land provide assistance or relief to disadvantaged persons;
- the desirability of granting a rebate for more than one year;
- consideration of the full financial consequences of the rebate for the Council;
- the time the application is received;
- whether you may be eligible for a Council community grant;
- any other matters and policies of the Council, which the Council considers relevant.

After considering these matters, Council may grant a rebate subject to specific conditions or refuse to grant any rebate of rates.

Council may grant a discretionary Rebate where two non-contiguous titles form a single residential. In those circumstances, Council may grant a rebate subject to further conditions. For example, in consideration for the grant of such a rebate and to avoid two non-contiguous titles from being sold independently, an applicant may be required to grant Council a caveatable interest over the relevant title (or titles). Any such conditions will be at the discretion of Council.

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13.1 Rates are declared annually, and may be paid, in one lump sum, or in quarterly instalments that fall due in early September, December, March and June. Council will determine the exact date that rates fall due, no later than 31 August of each year. Various options for paying rates will be clearly indicated on the rates notice. Ratepayers who have (or are likely to have) difficulty meeting these payments, should contact the Council's Rates Officer to discuss alternative payment arrangements. Such enquiries are treated confidentially.

13.2 Currently Rates can be paid through:

- BPay Service;
- Telephone 1300 276 468 using MasterCard or Visa Card;
- Council's website using MasterCard or Visa Card;
- in person at Council offices;
- cheque, money order, cash, EFTPOS, MasterCard or Visa Card facilities are available for payments (American Express and Diners Club cards are not acceptable);
- post addressed to the Town of Walkerville, PO Box 55, WALKERVILLE SA 5081;
- Australia Post.

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14.1 Council will impose a penalty of a 2% fine on any late payment for rates in accordance with section 181(8) of the Act.

Rating Policy

- 14.2 A payment that continues to be late is then charged an interest rate for each month it continues to be in arrears, including the amount of any previous unpaid fine and including interest from any previous month.
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- 14.5.1 firstly – to satisfy any costs awarded in connection with court proceedings (if applicable);
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- 15.1 Council is prepared to waive fines for late payment of rates for a limited range of circumstances, including:
- Financial difficulties due to unemployment or sickness of the principal income earner; and
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- 15.2 The following reasons are considered as not acceptable:
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 - Late remittances for payments made by Financial Institutions on the clients behalf;
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 - Intentional late payment as an objection for alleged non-receipt of expected services;
 - Simple oversight and no other explanation given;
 - Non receipt of rate notices as a result of change in postal address and not communicated to Council Administration.
- 15.3 Fines may be waived by Administration as per Council delegation as restricted to:

Request	Frequency	Fine	Accounts Officer	Finance Manager	CEO
In writing	Twice in last 24 Months	< = \$50	Yes		
In writing	> Twice in last 24 Months	>\$50 <= \$100		Yes	
In writing	> Twice in last 24 Months	>\$100 <= \$500			Yes

Rating Policy

Any fine waiver requests must be received in writing and will be recorded against the respective assessment file in Councils record management system.

16 Sale of Land for Non-Payment of Rates

Council may sell any property where the rates have been in arrears for three years or more. Council is required to notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

17 Contacting the Council Rates Officer

For further information, queries, or to lodge an application for rate postponement or remission, contact should be made with the Council's Rates Officer on:

Phone: +61 8 8342 7100

Fax: +61 8 8269 7820

E-mail: walkerville@walkerville.sa.gov.au

Post: PO Box 55, Walkerville 5081

In person at 66 Walkerville Terrace, Gilberton SA 5081

18 Availability of Policy

18.1 This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website www.walkerville.sa.gov.au

18.2 Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

19 Review

19.1 This policy will be reviewed every year or otherwise as required.

19.2 Any queries or questions regarding this Policy should be directed to the Group Manager Corporate or by emailing walkerville@walkerville.sa.gov.au

19.3 Council may deviate from his policy by way of Council resolution

19.4 Any complaints regarding a decision made in accordance with this policy may be directed to Council or to the Chief Executive Officer in accordance with section 270 of *Local Government Act 1999*. The complaint will be considered under the Internal Review of Council's Decision Policy.



Policy

Rating Policy

Approval Date	Click or tap to enter a date.
Classification	Council Policy
Responsible Officer	Group Manager Corporate Services
Relevant Legislation	Local Government Act 1999 Local Government (General) Regulations 2013
Related Policies	Budget Management Policy Treasury Management Policy Financial Internal Controls Policy
Related Corporate Documents	
Associated Forms	
Record Number	POL2017710
Council Resolution Number	
Last Reviewed 18/05/2020	Next Review 6/05/2021

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Rating Policy

1. Introduction

- 1.1. Section 123 of the *Local Government Act 1999* requires Council to have a rating policy that which is both prepared and adopted as part of Annual Business Plan each financial year in conjunction with the declaration of rates.
- 1.2. This policy sets out the Town of Walkerville's terms of reference and mechanisms for setting and collecting rates from its community in order to meet the requirements of section 123 of the *Local Government Act 1999*.

2. Scope

- 2.1. This policy is limited to the requirements of the *Local Government Act 1999* (SA) but is applicable to all rateable properties within the Township.

3. Definition

Act	Means to the <i>Local Government Act 1999</i> (SA).
Capital value	Refers to the valuation methodology used in determining the value of land as defined in the <i>Valuation of Land Act 1971</i> (SA).
Differential Rate	Variations within the community's capacity to pay Council rates based on the use of the property.
General Rate	Refers to the rate in the dollar that applies to properties in the calculation of the general rate payable by way of Council Rates.
Minimum rate	Refers to the minimum rate levied against the whole of an allotment.
Postponed rates	Refers to any Rates postponed under Section 182 or 182A of the Act
Rating	Refers to the overall process of raising revenue by way of levying rates and charges.
Rebates	Refers to an amount that a Rate may be reduced in accordance with Chapter 10, Division 5 of the Act.
Remissions	Refers to any reduction in amount payable granted in accordance with Section 182 of the Act.
Residential rate cap rebate	Refers to the rate cap applied to properties with a residential land use, subject to specific criteria which is applied under the provisions of Section 153(3) of the Act.

4. Policy Statement

4.1. Policy Objectives

- 4.1.1. Chapter 10 of the *Local Government Act 1999* outlines Council's

Rating Policy

powers to raise Rates. The Act provides the framework within which Council must operate, but also leaves room for Council's to determine and apply a range of policy positions.

- 4.1.2. This document includes reference to compulsory features of the rating system, as well as the policy positions that Council has determined to impose and administer the collection of Rates.
- 4.1.3. All land within a Council area, except for land specifically exempt (e.g. Crown Land, Council occupied land and a few other limited categories) is rateable.
- 4.1.4. For the avoidance of doubt, Rates are not classified as fees for services. They constitute a system of taxation for Local Government purposes as defined by the Act.
- 4.1.5. In addition to rates, Council also raises some revenue through Fees & Charges.

5. Valuation of Land

- 5.1. Council has determined to use capital value as the basis for valuing land within the Township. Council considers that this method provides the fairest method of distributing the rate burden across all ratepayers, as property value is representative of the property owners' wealth.
- 5.2. Council has chosen to adopt the valuations made by the Valuer-General as provided to the Council each year

6. Objection to Valuation

- 6.1. Any ratepayer dissatisfied with the valuation applied by the Valuer-General can raise an objection to the valuation. Information pertaining to the relevant dispute mechanism are provided on individual rate notices.
- 6.2. It should be noted that:
 - 6.2.1. The Council has no role in this dispute resolution process; and
 - 6.2.2. The lodgement of an objection does not change the due date for the payment of rates.
- 6.3. Where a person (including a Council) is dissatisfied with a decision made by the Valuer-General, they may seek a review of the decision by SACAT www.sacat.sa.gov.au.

Rating Policy

7. Components of Rates

7.1 A Rate in the Dollar

- 7.1.1 The largest component of Rates is the component that is calculated by reference to the value of land. Council will officially “declare” the Rate in the dollar before 31 August of each year. Council can impose Rates that differ (i.e. higher or lower) based on the locality and/or use of the land (residential, commercial, primary production, industrial, vacant, etc.).
- 7.1.2 To ensure an equitable distribution of the Rate burden and to account for the variations within the community’s capacity to pay, Council will continue to apply differential rates based on use of the property.
- 7.1.3 For the purposes of sections 156 and 167 of the Act, the following categories of land use(s) are declared as permissible differentiating factors:
- (a) Residential comprising the use of land for a detached dwelling, group dwelling, multiple dwelling, residential flat building, row dwelling or semi-detached dwelling within the meaning of the Development Regulations;
 - (b) Commercial—Shop comprising the use of land for a shop within the meaning of the Development Regulations;
 - (c) Commercial—Office comprising the use of land for an office within the meaning of the Development Regulations;
 - (d) Commercial—Other comprising any other commercial use of land not referred to in the categories specified in paragraph (b) or (c);
 - (e) Industry—Light comprising the use of land for a light industry within the meaning of the Development Regulations;
 - (f) Industry—Other comprising any other industrial use of land not referred to in the category specified in paragraph (e);
 - (g) Primary Production comprising—
 - i. farming within the meaning of the Development Regulations; and
 - ii. horticulture within the meaning of the Development Regulations; and
 - iii. the use of land for horse keeping or intensive animal keeping within the meaning of the Development Regulations; and
 - iv. in respect of a dairy situated on a farm—the use of land for a dairy within the meaning of the Development Regulations; and
 - v. commercial forestry;
 - (h) Vacant land comprising the non-use of vacant land;
 - (i) Other comprising any other use of land not referred to in a previous category.

Rating Policy

8. Differential General Rates

- 8.1. Land use is a factor to levy differential rates. If a ratepayer believes that a particular property has been wrongly classified by the Council as to its land use, then the ratepayer may object to that land use in writing to the Council within 60 days of being notified.
- 8.2. The objection must set out the basis for the objection and details of the land use that, in the opinion of the ratepayer, should be attributed to that property. Council may then decide the objection as it sees fit and notify the ratepayer.
- 8.3. A ratepayer also has the right to appeal against the Council's decision to the Land and Valuation Court.

9. Fixed of Minimum Rate

Council can apply either:

- a fixed charge (applying equally to all rateable properties); or
- a minimum rate (to lower-value properties);
- (or neither) but cannot use both of these mechanisms.

9.1 Minimum rate

- 9.1.1 Pursuant to section 158 of the Act, Council imposes a minimum rate, where it considers it appropriate, that all rateable properties make a base level contribution to the cost of Administering the Council's activities and Creating and maintaining the physical infrastructure that supports each property.
- 9.1.2 The minimum rate is levied against the whole of an allotment (including land under separate lease or licence) and only one (1) minimum rate is levied against two (2) or more pieces of adjoining land owned and occupied by the same ratepayer.
- 9.1.3 Section 158 (2) of the Act provides direction on which properties will be exempt from the minimum Rate. No more than 35% of the total number of properties in the Township subject to the separate assessment of Rates may be affected by the minimum rate.
- 9.1.4 Council will assess and determine the maximum percentage of properties on minimum Rate as part of the Annual Business Plan process, and will report on that maximum percentage in the Annual Business Plan.

10. Regional Landscape Levy

Previously known as the NRM Levy, Council is required under the *Landscape South Australia Act 2019 (SA)* to make a specified contribution to the Green Adelaide Board.

Rating Policy

It does so by imposing a separate Rate charges against all rateable properties. This separate Rate is effectively a State Government tax that Councils are required to collect, and return to a State Government agency.

11. Help with Rates

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Rating Policy

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Rating Policy

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Rating Policy

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19.4 Any complaints regarding a decision made in accordance with this policy may be directed to Council or to the Chief Executive Officer in accordance with section 270 of *Local Government Act 1999*. The complaint will be considered under the Internal Review of Council's Decision Policy.

19.5

Meeting:	Council
Title:	Public Notification and Hard Lodgement Fees Under the PDI Act
Responsible Manager:	Group Manager Planning Environment & Regulatory Services, Andreea Caddy
Author:	Group Manager Planning Environment & Regulatory Services, Andreea Caddy
Key Pillar:	Strategic Framework – Key Pillar 6 – Economy – Create the means to enable economic diversity and encourage business opportunities
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Decision Required

Recommendation

That Council resolves to amend the fees and charges as conferred by the powers under Regulation 47(4)(d) of the PDI (General) Regulation 2017, to reflect that the reasonable cost for each notice, including an appropriate administration fee, to be erected on the land (corner sites are required to have two signs, one for each road frontage) will be borne by the applicant.

Summary

This report seeks that Council set a revised fee for public notification in accordance with Regulation 47(4)(d) of the *Planning, Development and Infrastructure (General) Regulations 2019*.

Background

Public Notification of Performance Assessed Developments

At its meeting 17 August 2020 Council resolved to amend the fees and charges as conferred by the powers under Regulation 47(4)(d) of the PDI (General) Regulation 2017, upon commencement of the Phase Three Planning and Design Code, to reflect that the actual cost for each notice to be erected on the land (corner sites are required to have two signs, one for each road frontage) will be borne by applicant.

The 'actual cost' as described in the report to Council at its meeting 17 August 2020 was based on simply passing-on the quoted fee for supply from an external third party provider (Approximately \$155).

The 'actual cost' did not carry any additional capacity for the administration costs in administering the management of the third party provider nor any flexibility to cover variations due to locational requirements.

Given that the process involves some administrative responsibilities from the organisation in procuring and verifying the placement of the signs it is reasonable to increase the fee to reflect the costs to the organisation.

An increase of \$50 to cover the administration cost is considered reasonable and appropriate. The total cost to be reflected in the Fees & Charges Schedule for 2021/22, a report to be considered later in the subject Agenda will reflect the amount of \$205 per sign, per street frontage (applicable to corner blocks or blocks that have multiple frontages).

Option 1

That Council resolves to amend the fees and charges as conferred by the powers under Regulation 47(4)(d) of the PDI (General) Regulation 2017, to reflect that the reasonable cost for each notice, including an appropriate administration fee, to be erected on the land (corner sites are required to have two signs, one for each road frontage) will be borne by the applicant.

Option 2

That Council directs the Administration to continue to charge the actual cost for each notice to be erected on the land and thereby subsidise the administrative costs from Council associated in placing the notice on the land.

Analysis of Options

Option 1 seeks to cover all the reasonable costs in placing the notice on the land thereby ensuring that the user pays principle is upheld. This will mean that costs will increase from \$50 to \$205, to properly reflect the reasonable costs of placing the notice/s on the land to be borne by applicant.

Option 2, will continue with the practice to simply pass-on the quoted fee for supply from an external third party provider (Approximately \$155) and does not recognise the administration costs associated with this legislative process.

Financial Implications

Adoption of Option 1 ensures the administrations costs for carrying out this legislated function is to be fully recovered.

Community Implications

Adoption of Option 1 ensures the financial burden of this legislative requirement is covered by the applicant and not subsidised by the Council.

Regional Implications

There are no known regional implications.

Governance Implications

This report meets the financial responsibilities set out under Regulation 47(4)(d) of the PDI (General) Regulation 2017. It also responds well to the Sixth pillar of the *2020-2024 Living in the Town of Walkerville: a strategic community plan*, which is to create the means to enable economic diversity and encourage business.

Preferred Option & Reasoning

Option 1 provides the most cost effective response to Regulation 47(4)(d) of the PDI (General) Regulation 2017 and the *2020-2024 Living in the Town of Walkerville: a strategic community plan*.

Meeting:	Council
Title:	Proposed 2021/22 Animal Management Fees and Charges Schedule
Responsible Manager:	Group Manager Corporate Services - Monique Palmer
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Decision Required

Recommendation

That Council receive, note and adopt the proposed 2021/22 Animal Management Fees and Charges Schedule, as appearing as Attachment A to this report, to take effect from 1 July 2021.

Summary

Administration is currently in the process of reviewing and finalising its annual fees and charges schedules for the forthcoming 2021/22 financial year in order to ensure completeness, applicability and appropriateness of value.

Pursuant to the Dog & Cat Management Boards requirements all dog registration fees are required to be uploaded to Dogs and Cats Online (DACO) no later than **COB 7 June 2021**. Therefore the proposed 2021/22 Animal Management Fees and Charges Schedule is now submitted for Council's consideration and endorsement ahead of the complete fees and charges schedule so that Administration may submit the required information to DACO by the set deadline.

Background

No previous reports have been presented to Council regarding the proposed 2021/22 Animal Management Fees and Charges Schedule.

Discussion/Issues for Consideration

Pursuant to the provisions of both the *Dog and Cat Management Act 1995* and the *Local Government Act 1999*,¹ Council are authorised to fix fees and charges to ensure the registration, recording, management and control of animals within the jurisdiction.

The general approach in establishing the proposed 2021/22 Animal Management Fees and Charges has been to apply the March CPI indexation rate of 1.2% to the 2020/21 fees and charges while rounding up to the nearest dollar (where possible); which is in line with the draft 2021/22 business plan and budget.

¹ *Local Government Act 1999* (SA), s.188.

Where practicable and appropriate, these fees have been set at a level to cover the full cost of the service where possible.

Options for Consideration

Option 1

That Council receive, note and adopt the proposed 2021/22 Animal Management Fees and Charges Schedule, as appearing as Attachment A to this report, to take effect from 1 July 2021.

Option 2

That Council directs Administration to make the following amendments to the proposed 2021/22 Animal Management Fees and Charges Schedule:

- _____

Analysis of Options

As Council relies on fees and charges to cover those direct costs imposed to meet its statutory obligations and service delivery to the community, the proposed Animal Management Fees and Charges Schedule has been reviewed in-line with the provisions set out in section 188 of the *Local Government Act 1999*.

Adopting the Fees and Charges Schedule (with or without amendments) will ensure that Councils direct costs are reasonably covered.

Financial Implications

The proposed fees will not have any material impact on the Councils adopted budget.

The general approach in establishing the 2021/22 Animal Management Fees and Charges has been to apply the March CPI indexation rate of 1.2% to the 2020/21 fees and charges, rounding up to the nearest dollar (where possible).

Community Implications

Council's Fees and Charges Schedule informs the community on those fees and charges that will apply to all services delivered within the Township.

Regional Implications

There are no perceived regional implications associated with the content of this report, however a number of various fees have been set to accommodate Animal Welfare League costs, impounding and the collection of animal from adjacent locations outside the Township.

Governance Implications

Section 188 of the *Local Government Act 1999* is the relevant authority which authorises Councils to set and impose fees and charges for the delivery of services within a Council area. The proposed 2021/22 Animal Management Fees and Charges Schedule appearing as Attachment A to this report has been set in line with the intent of section 188 of the Act.

Preferred Option & Reasoning

Option 1 is the preferred option. The proposed fees and charges have been reviewed and amended to reflect current practices and cover the direct cost to Council.

Attachments

Attachment A	2021/22 fees and charges
Attachment B	2020/21 fees and charges

Town of Walkerville

SCHEDULE OF FEES AND CHARGES EFFECTIVE 1 July 2021

ATTACHMENT A

1.20%

Description	GST	2021/22 Fee		
		Fee Payable (ex GST)	GST	Fee Payable
ANIMAL MANAGEMENT				
Standard Dog Registration				
Non Standard	No	\$76.00	\$0.00	\$76.00
Non Standard - Concession	No	\$38.00	\$0.00	\$38.00
Standard Dog (Desexed & Micro-chipped)	No	\$38.00	\$0.00	\$38.00
Standard Dog (Desexed & Micro-chipped) - concession	No	\$19.00	\$0.00	\$19.00
Assistance Dogs (assists a person living with a disability) (must be accredited)	No	\$0.00	\$0.00	\$0.00
Assistance Dogs in training	No	\$0.00	\$0.00	\$0.00
Late registration (after 31 August)	No	\$20.00	\$0.00	\$20.00
Transfer of registration	No	\$10.00	\$0.00	\$10.00
Replacement Disc	No	\$10.00	\$0.00	\$10.00
AWL Veterinary Costs	No	dependent on animal needs and @ cost as per AWL		
Transport fee to AWL for relinquishment of a Dog or Cat		\$155.00	\$0.00	\$155.00
Impounding Fee	No	\$250.00	\$0.00	\$250.00
Desexing Fee (at Council's request)	No	price TBC by AWL		
Deceased Animals Fee	No	\$52 per animal		
New Microchip Fee (at Council request)	No	\$30 per animal		
New Other Companion Animal Acceptance Fee	No	\$57 per animal		
New Cat Acceptance Fee	No	\$ 100 per cat		
Daily Holding Fee	No	\$57 per dog per day		
Euthanasia Fee	No	\$190.00	\$0.00	\$190.00
3rd Dog Permit	No	\$33.00	\$0.00	\$33.00
Partial Year Rego (first time rego only for a dog 3 months or less, registered after 1 Jan 2022) - 50%	No	50% Rebate of registration type		
Dog Registrations for Month of June - Free (at request of D&CM Board)	No	\$0.00	\$0.00	\$0.00
New Puppy Registration Fee (under 6 months of age at time of registration)	No	50% of Non-Standard Dog Registration Fee		
Dog Business Registration				
Dog Business Registration Fee	No	\$80.00	\$0.00	\$80.00
Dog Business - 1 Dog	No	\$80.00	\$0.00	\$80.00
Dog Business - 2 Dogs	No	\$160.00	\$0.00	\$160.00
Dog Business - 3 Dogs	No	\$240.00	\$0.00	\$240.00
Dog Business - 4 Dogs	No	\$320.00	\$0.00	\$320.00
Dog Business - 5-10 Dogs (flat fee)	No	\$400.00	\$0.00	\$400.00
Dog Business - 21-30 Dogs (flat fee)	No	\$1,200.00	\$0.00	\$1,200.00
Dog Business - 31 + Dogs (flat fee)	No	\$1,500.00	\$0.00	\$1,500.00
New Dangerous Dog Signage	No	\$60 - Council will recover this fee from Dog Owner		
Dangerous Dog Collars (all sizes)	No	\$65 - Council will recover this fee from Dog Owner		

Town of Walkerville

SCHEDULE OF FEES AND CHARGES EFFECTIVE 1 July 2020

Description	GST	2020/21 Fee		
		Fee Payable (ex GST)	GST	Fee Payable
ANIMAL MANAGEMENT				
Standard Dog Registration				
Non Standard	No	\$75.00	\$0.00	\$75.00
Non Standard - Concession	No	\$37.50	\$0.00	\$37.50
Standard Dog (Desexed & Micro-chipped)	No	\$37.50	\$0.00	\$37.50
Standard Dog (Desexed & Micro-chipped) - concession	No	\$18.75	\$0.00	\$18.75
Assistance Dogs (assists a person living with a disability) (must be accredited)	No	\$0.00	\$0.00	\$0.00
Assistance Dogs in training	No	\$0.00	\$0.00	\$0.00
Late registration (after 31 August)	No	\$20.00	\$0.00	\$20.00
Transfer of registration	No	\$10.20	\$0.00	\$10.20
Replacement Disc	No	\$15.00	\$0.00	\$15.00
Transport fee to AWL for relinquishment of a Dog or Cat		\$153.20	\$0.00	\$153.20
Impounding Fee	No	\$173.80	\$0.00	\$173.80
Daily Holding Fee	No	\$62.70 per dog or other animal/per day or \$57.20 per cat/per day		
Euthanasia Fee	No	\$190.00	\$0.00	\$190.00
3rd Dog Permit	No	\$32.70	\$0.00	\$32.70
Partial Year Rego (first time rego only for a dog 3 months or less, registered after 1 Jan 2020) - 50%	No	50% Rebate of registration type		
Dog Registrations for Month of June - Free (at request of D&CM Board)	No	\$0.00	\$0.00	\$0.00
Dog Business Registration				
Dog Business Registration Fee	No	\$80.00	\$0.00	\$80.00
Dog Business - 1 Dog	No	\$80.00	\$0.00	\$80.00
2020/21 Fee				
	GST	Fee Payable (ex GST)	GST	Fee Payable
Dog Business - 2 Dogs	No	\$160.00	\$0.00	\$160.00
Dog Business - 3 Dogs	No	\$240.00	\$0.00	\$240.00
Dog Business - 4 Dogs	No	\$320.00	\$0.00	\$320.00
Dog Business - 5-10 Dogs (flat fee)	No	\$400.00	\$0.00	\$400.00
Dog Business - 11-20 Dogs (flat fee)	No	\$800.00	\$0.00	\$800.00
Dog Business - 21-30 Dogs (flat fee)	No	\$1,200.00	\$0.00	\$1,200.00
Dog Business - 31 + Dogs (flat fee)	No	\$1,500.00	\$0.00	\$1,500.00
Dangerous Dog Collars (all sizes)	No	\$55 - Council will recover this fee from Dog Owner		

* GST may be applicable on monies held in bond.

** Legislated Fees & Charges

NOTE - Any fees and charges not specified in this schedule that are specifically prescribed by legislation will be charged as per the legislation.

Meeting:	Council
Title:	Budget Review 3 (BR3) 2020 / 2021
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

That Council adopts Budget Review 3 for the 2020/ 21 financial year and the variances contained within it, as its amended and current budget for the period ending 30 June 2021.

Summary

Budget Review 3 was presented to the Audit Committee on the 6 May 2021. The Committee subsequently resolved:

AC35/20-21

That the Audit Committee receive and note Budget Review three (3) for the 2020/2021 financial year and the variances contained within it.

Background

Pursuant to clause 5.1.4 of its Terms of Reference (ToR) the Audit Committee is required to review and make recommendations to the Council regarding any other significant financial, accounting and reporting issues as deemed necessary by the Committee, Council and Management.

Regulation 9 of Local Government (Financial Management) Regulations 2011 states:

'A report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances'.

Pursuant to regulation 9 of Local Government (Financial Management) Regulations 2011, budget reviews are considered and endorsed after 30 September and before 31 May of each financial year.

Budget Review 1 & 3 – have completed between 30 September and 31 May (both dates inclusive) in the relevant financial year a report showing a revised forecast of its operating and capital investment

activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the Uniform Presentation of Accounts.

Budget review 2 – is completed between 31 November and 15 March (both dates inclusive) in the relevant financial year a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.

Budget reviews give Administration the opportunity to update the budget for items, which were unknown at the time of the original budget process, or were still being evaluated and to correct errors that have been discovered.

Discussion/Issues for Consideration

The following items have been identified that require a variation in the budget for the 2020/21 financial year. Positives indicate a surplus and negatives indicate a deficit. Commentary on each of the item is presented below.

Budget Review 1

	Opening Surplus*	\$15,222
1	Local Heritage Development Plan Amendment expenditure	(16,000)
2	Salaries & Wages savings	16,000
3	Additional Tied Grant – Special Local Roads Program	150,000
4	CAPEX - Smith Street works	(150,000)
5	Additional Tied Grant – Local Roads and Community Infrastructure Program	167,120
6	CAPEX - Works on Warrick Street, River Torrens and Tennis Court	(167,120)
	Surplus	\$15,222

Budget Review 2

Operating Surplus*		15,222
Income		
1	User Charges	121,861
2	Grants, Subsidies & Contributions	317,000
3	Other Income	18,636
4	Profit on Disposal of Assets	414,750
Total Income Changes		872,247
Expenditure		
5	Employee Costs	-19,402
6	Employee Costs	35,544
7	Agency Staff	-32,780
8	Depreciation	-2,701
9	Target green waste and education program*	-3,000
10	Software Expenditure	-4,750
11	Intellectual Property and Technology Licensing	-5,589
12	E- planning contribution	-6,000

13	PLIX integration of Synergy	-4,300
14	Street Sweeping rate increase	-735
15	Cemeteries & Crematoria Administration Services	-9,720
16	Finance Costs*	4,051
17	CAPEX Expenditure - Willow Bend & Smith Street*	-317,000
18	CAPEX Expenditure - Levi Caravan Infrastructure	-400,000
19	CAPEX Expenditure - Walkerville Signage Project	-76,098
Total Expenditure Changes		-842,481
Operating Surplus before Capital Amounts		106,336
Total Other Comprehensive Income		44,988

Budget Review 3

Opening Operating Surplus		106,336
1	Employee Salary Savings	44,849
2	Agency Staff	-34,757
3	Debt Collection	-5,000
4	Assetic	-15,477
5	External Auditor *	-4,130
6	Sponsorship Fund	7,000
7	Community Fund	7,000
8	Public Art	-14,000
9	Traffic Plan *	-32,495
10	E-Planning Portal	-9,600
Closing Operating Surplus		49,726

*Indicates Council Resolution

1. Position vacancies in Customer Experience team, Corporate Services and Office of the CEO have led to savings in employee costs. This is to be offset by additional expenses for agency temporary staff costs to back fill the positions in Customer Experience and Office of the CEO until recruitment is complete.
2. As per the above commentary, vacancies in the above departments have required the use of Agency staff to backfill vacant positions.
3. Increase for the budget allocation for the cost of debt recovery to Council. Council moved to a new debt collection agency this financial year and Administration have reviewed the balances outstanding and sent any council rates that have been unpaid for 2 or more quarters to the collection agency.
4. The full year subscription fee was not budgeted for a full year in original budget. For FY20 Council spent \$116k but FY1 original budget only allowed for a \$98k spend.
5. Appointment of BDO (Audit) SA Pty Ltd as Councils External Auditor, **CNC304/20-21**. Original budget allocation required to be increased to cover the fees charged and agreed upon during the application process.
6. Savings in Sponsorship Fund to be allocated to Public Art for a mural for the Community.

7. Savings in Community Fund to be allocated to Public Art for a mural for the community.
8. Reallocation of savings in Sponsorship & Community Funds budget allocation to be designated to Public Art for a community mural.
9. Increase in line marking requirements and a number of traffic impact statements (TIS) required for the township. Recent Council resolutions –

CNC339/20-21

1. *That Council requests that Administration formally approach the Department of Infrastructure and Transport in order to seek approval and installation of the KEEP CLEAR Pavement Markings at Dutton Tce / Northcote Tce (northbound and southbound) and Robe Tce Access / Robe Tce (R1)(eastbound).*
 2. *That Council requests that Administration undertake further investigations for the KEEP CLEAR Pavement Markings at the Gilbert St / Walkerville Tce (eastbound) intersection and at Dutton Tce / Main North Road (westbound).*
 3. *That Council receives and notes the update 12 months on from the implementation of the Medindie Transport and Parking Plan.*
10. Contribution to the E-Planning portal. Council have received an invoice for their contribution to the total of \$18,300 which is based on the development values per year. Town of Walkerville falls into Group B which is development value >\$50M & <\$100M for the 2020-2021 financial year. In BR2 Administration requested an additional \$6k and were on the assumption that this was the total invoice to be received. In the current year Administration had an original budget of \$2,700 + BR2 allocation of \$6,000. BR3 requests the remainder of the invoice \$9,600 for the total allocation for FY21.

Nature of Budget Review Changes

The nature of the budget review changes is summarised below:

Nature	Total Value
Revised Budget changes approved by resolutions by Council	\$36,625
Internal Adjustments	\$19,985
Total value of proposed changes	\$56,610

Impact of proposed changes on the Budget Income Statement is shown below:

	2020-2021	2020-2021	2020-2021	2020-2021
	Year 1	BR2	BR3	Adjusted
INCOME	\$(‘000)	\$(‘000)	\$(‘000)	\$(‘000)
Net Rates Revenue	9,184			9,184
Statutory Charges	285			285
User Charges	330	122		452
Grants, Subsidies & Contributions	276			276
Investment Income	0			0
Reimbursements	16			16
Other Income	121	19		140
Net Gain - Equity Accounted Council Businesses				0
Total Revenues	10,212	141		10,353
EXPENSES				
Employee Costs	3,338	(16)	(45)	3,277
Materials, Contracts & Other Expenses	4,518	67	101	4,686
Finance Costs	159	(4)		155
Depreciation, Amortisation & Impairment	2,182	3		2,185
Net Loss - Equity Accounted Council Businesses	0			0
Total Expenses	10,197	50		10,303
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	15	91		50
Asset Disposal & Fair Value Adjustments		415		415
Amounts Specifically for New/Upgraded Assets		400		400
Infrastructure, Property, Plant & Equipment Received FOC				
NET SURPLUS/(DEFICIT)	15	106		65
OTHER COMPREHENSIVE INCOME				
Changes in revaluation surplus				
Total Other Comprehensive Income	0	0		0
Total Comprehensive Income	15	106		65

Options for Consideration

Option 1

That Council adopts Budget Review 3 for the 2020/ 21 financial year and the variances contained within it, as its amended and current budget for the period ending 30 June 2021.

Option 2

That Council make any other changes as it deems fit.

Analysis of Options

Option 1 allows Administration to adjust the 2020/21 budget to reflect the changes in nature of expenditure for staffing and operational project requirements. It is consistent with Council’s Financial Guiding Principles and Budget Management Policy.

Financial Implications

There are no major financial implications from the decreased surplus proposed during Budget Review 3.

Community Implications

There are no known regional implications with BR3.

Regional Implications

There are no known regional implications with BR3.

Governance Implications

Budget reviews are required under the *Local Government Act 1999* and Regulation 9 of Local Government (Financial Management) Regulations 2011.

Preferred Option & Reasoning

Option 1 is the preferred option. The revised budget allows Administration to continue the business of Council.

Meeting:	Council
Title:	2021/22 Draft Annual Business Plan and Budget
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Authors:	Group Manager Corporate Services - Monique Palmer Communications and Marketing Manager – Sarah Spencer Chief Executive Officer, Kiki Cristol
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Decision Required

Recommendation

1. That Council authorises the release of the Draft 2021/22 Annual Business Plan and Budget appearing as Attachment A (Option 1) for public comment as part of the statutory consultation process, prescribed under the *Local Government Act 1999*.
2. That Council note that the public consultation process will commence on Monday 24 May 2021 and end on Friday 2 July 2021.
3. That Council authorises Administration to make minor typographical or other amendments to the Draft 2021/22 Annual Business Plan and Budget prior to release for public consultation.

Summary

To provide Council with the opportunity to review and assess the Draft 2021/22 Annual Business Plan and Budget (ABPB), prior to the statutory consultation process. The Draft ABPB has been prepared with the following assumptions:

- Maintaining existing service levels to community;
- Re-introducing those social events that were removed from the 2020/21 budget (current financial year) due to COVID-19;
- Sustainable, accurate and timely asset management;
- Keeping rates low and affordable;
- Redevelopment of the Walkerville Oval Project (\$1m).

The Draft ABPB has been structured to ensure that we responsibly remain within key financial indicator benchmarks and ensure Council's financial sustainability going forward.

Background

The *Local Government Act 1999*, through the Regulations, sets out certain requirements of the budgeting process:

Regulation 7 of *Local Government (Financial Management) Regulations 2011* states (in part):

‘...each budget of a council under the Act must—

(a) include budgeted financial statements, which must be presented, other than notes and other explanatory documentation, in a manner consistent with the Model Financial Statements; and

(b) state whether projected operating income is sufficient to meet projected operating expenses for the relevant financial year; and

(c) include a summary of operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and

(d) include estimates with respect to the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators’.

The Draft 2021/22 ABPB has been prepared using the second budget review for the FY 2020/21 and the Council's existing Long Term Financial Plan as a foundation.

Where practicable, budget items have been approached with a ‘zero based budgeting’ methodology.

Workshops with Elected Members, were held on 1 March, 24 March, 4 May and 11 May 2021 and have provided guidance to Administration in order to develop the Draft 2021/22 ABPB for Council's consideration.

In line with the statutory consultation process, prescribed under the *Local Government Act 1999*, public consultation will commence on Monday 24 May 2021 and end on Friday 2 July 2021.

Council's financial requirements for the Draft 2021/22 ABPB include:

- Operating surplus of \$58,568;
- Operating expenditure of \$10,792,867;
- Operating surplus ratio of 0.55%;
- Capital expenditure of \$3,052,000 (*noting that Administration is assuming a \$1m capital expenditure for the Walkerville Oval Redevelopment NOT \$2m as presented in Budget Workshop #4*);
- Total assets at 30 June 2022 of \$124,074,000;
- Net liabilities as at 30 June 2022 of \$8,637,000;
- Net financial liabilities ratio as at 30 June 2021 of 75%;
- Asset renewal funding ratio of 85% (Average over a five year period = 95% for FY21 to FY25);
- Forecast debt level as at 30 June 2022 of \$6,286,000
- Superannuation guarantee increased from 9.5% to 10% from 1 July 2021 (legislated increase).

Discussion/Issues for Consideration

In considering and developing the Draft 2021/22 ABPB, the following Financial Guiding Principles were taken into account:

Financial Guiding Principles

Priority 1: Stability

- *Council will only use debt financing to fund capital expenditure.*

No additional debt financing will be required to fund operating expenditure.

It is expected that Council will require to draw down close to \$1m from its CAD Cash Advance Facility in 2021/22. This is in line with the expected capital expenditure in the Asset Management plan (Attachment A) for the Walkerville Oval Redevelopment. This amount is predicated on an expected 9 month timeline for the design period, followed by the start of the construction process.

Based on the assumption of a 9 month design timeline, Council will be required to draw down from its CAD Cash Advance in 2022/23 and possibly 2023/24, depending on when construction starts on the site. This is yet to be finalised and the overall costs will be spread over two (or possibly three) financial years, in line with Councils current LTFP. Council will spend a total of \$4m on the Walkerville Oval Redevelopment project AND receive \$4m from SA Government grant funding to assist with the project.

- *Council will not increase loan borrowings beyond its current draw down facility of \$9.5m without community consultation.*

The maximum debt requirement throughout the year will not exceed the Council's current debt facility.

Council will only use debt financing to fund capital expenditure.

- *Council will plan to maintain a small operational surplus (average over three years).*

For the Draft 2021/22 ABPB, a small surplus has been forecasted.

- *Council will plan to maintain a small operating surplus (average over three years) and Operating Surplus Ratio 0-15%.*

This ratio expresses the operating surplus as a percentage of total operating revenue. The current Council target is 0-15%. A positive ratio indicates that recurring operating revenue exceeds recurring operating expenses. The positive operating surplus ratio is a strong indicator of long term sustainability.

- *Net financial liability ratio target 0-120%*

Net financial liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue. Current Council target is 0-120% zero meaning no debt.

The net financial liabilities ratio is a measure of the significance of the net amount owed at the end of a financial year compared with operating revenue for the year.

Priority 2: Affordability

- *Rate increases will be in line with the average of the December LGPI and CPI of the current financial year*

Council reviewed the December 2020 and March CPI rates of 2021. Based on the level of services provided by Council and guidance provided to Administration from the Elected Members throughout the

budget workshops, the March CPI rate of 1.2% was used for the development of the Draft 2021/22 ABPB.

- *Council will actively pursue funding and other contributions.*

The Draft 2021/22 ABPB includes; income from the Wesleyan Cemetery, additional grant funding and predicted income from future lease arrangements expected from the Smith Street and Fuller Street site (Expressions of Interest (EOI) to develop the site are currently being sought and close on 22 June 2021, noting that the site is Community Facilities Zoned).

Priority 3: Efficiency – Value for money.

- *Council will maintain an ongoing review of services*

As part of the budget process, where practicable, budget items have been approached with a 'zero based budgeting' methodology and realigned to Council's strategic plans.

- *Staffing establishment levels are in line with workforce plans and delivery of outcomes*

The recent budget workshops have identified additional positions that have been included in the FY22 budget –

- Senior Planner – Development & Compliance
- Community Services Officer
- Beautification team member

Assumptions

The Draft 2021/22 ABPB is underpinned by a number of assumptions. The most significant of these are:

- An actual rate of growth of 0.710%, where growth is the revenue arising from an increase in the number of assessable properties. This is used to calculate the total expected revenue.
- The value of rate rebates granted, including both mandatory and discretionary rebates, in line with the provisions set out in the *Local Government Act 1999*.
- 'Non Residential' Commercial properties are assessed at 165% differential rate.
- Vacant Land is assessed at 195% differential rate.
- Expenditure increases are in line with current contract arrangements in place and where required include additional services and inflation.
- All once-off funding projects for 2020/21 have been removed.
- Updated interest rates used for the CAD Cash Advance Facility.

The Draft 2021/22 ABPB, presented in Attachment A herein for consideration, has been based on revenue from growth in the Township being 0.710%, delivering an average residential rate increase of 1.91% (including growth).

Capital Values

Property valuations are outsourced to the Valuer-General. It has been the practice of the Valuer-General to revalue only a portion of the properties in a Council in any given year. However, as part of the State Government Revaluation initiative project, **all** properties in the Town of Walkerville have been revalued and inform the Draft 2021/22 ABPB.

The below table outlines the average properties changed in value, with the average change in capital value being 3.45%.

RESIDENTIAL	No of Assess 2021-22	Avg CV 2020-21	Avg CV 2021-22	CV Average Increase	CV Avg Increase (%)
Gilberton	861	745,488	775,592	30,105	4.04%
Medindie	425	1,712,047	1,765,380	53,333	3.12%
Walkerville	1,405	836,634	873,077	36,443	4.36%
Vale Park	1,037	699,048	713,978	14,930	2.14%
	3,728	877,789	908,031	30,242	3.45%

Changes in Capital Value do not drive changes in rates revenue but will affect the distribution of the burden of rates.

Options for Consideration

Option 1

1. That Council authorises the release of the Draft 2021/22 Annual Business Plan and Budget appearing as Attachment A (Option 1) for public comment as part of the statutory consultation process, prescribed under the *Local Government Act 1999*.
2. That Council note that the public consultation process will commence on Monday 24 May 2021 and end on Friday 2 July 2021.
3. That Council authorises Administration to make minor typographical or other amendments to the Draft 2021/22 Annual Business Plan and Budget prior to release for public consultation.

Option 2

That Council authorises the release of the Draft 2021/22 Annual Business Plan and Budget, for public consultation, with the following amendments:

-
-
-

Analysis of Options

Option 1

This option is in line with the Financial Guiding Principles adopted by Council in 2018. It will deliver an average residential rate increase of 1.91% (including growth) and return a small surplus.

Option 2

If Council seeks to amend the Draft 2021/22 Annual Business Plan and Budget, Administration will make the changes and release for consultation accordingly.

Financial Implications

The scenario presented maintains a surplus, while also funding the Capital Program (excluding the Walkerville Oval Redevelopment).

Community Implications

Council prepares a comprehensive ABPB to ensure it is able to deliver the services, programs and public infrastructure that supports the area which in turn supports us being recognised as a town of opportunity. In doing so, Council is managing in a strategic and accountable manner so that the community can be confident in its leaders.

Regional Implications

There are no known regional implications in the Draft 2021/22 Annual Business Plan and Budget.

Governance Implications

Council is required to release the proposed Draft 2021/22 Annual Business Plan and Budget for public consultation for a period of at least 21 days.

Preferred Option & Reasoning

Option 1 is the preferred option as it enables the Council to maintain the standard of services across the board, whilst making significant improvements in specific areas. It also allows major capital projects to be completed in an appropriate period. The draft budget has been prepared after four (4) budget workshops with Elected Members, who have guided Administration throughout the process and is in line with Councils' Financial Guiding Principles.

Attachments

Attachment A	Draft 2021/22 Annual Business Plan and Budget
Attachment B	Draft 2021/22 Draft Budget presented in the form of the Model Financial statements



Annual Business Plan 2021/22

Draft for public consultation



The Town of Walkerville acknowledges the Kurna people as the traditional custodians of this land, and respects their spiritual relationship with their country.

In preparing this strategic plan, we recognise the many generations of stewardship the Kurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

Town of Walkerville
66 Walkerville Terrace
Gilberton SA 5081

08 8342 7100

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 @TownOfWalkerville

 @TownOfWalkerville



Annual Business Plan 2021/22

Draft for public consultation

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Useful definitions

Key financial indicators

Key financial indicators are calculated and provided in accordance with *Information Paper 9 – Local Government Financial Indicators* prepared as part of the Financial Sustainability Program for the Local Government Association of South Australia. They assist the reader to track Council's financial management performance in identified critical areas.

Key financial indicators are:

1 Operating surplus ratio

The operating surplus ratio highlights the operating result as a percentage of total revenue (excluding the Regional Landscape Levy).

2 Net financial liabilities ratio

This ratio demonstrates the relative size of Council's net financial liabilities against total operating income.

3 Asset renewal funding ratio

The asset renewal funding ratio represents the ratio of new capital expenditure on renewal or replacement of assets, relative to the optimal level of such expenditure proposed in Council's *Asset Management Plan*.

CPI

The Consumer Price Index (CPI) is based on the price of a 'basket' of goods and services and is used to measure change in this price over time. The content of the 'basket' is determined through the *Australian Bureau of Statistics: Household expenditure survey*.

Differential rate

Refers to the rate in the dollar, which is used to calculate the 'actual' rates incurred by residential and non-residential ratepayers.

Growth

- any new developments made to the property e.g. an extension
- land divisions and new builds.

Budget review

The process of reviewing the budgeted income and expenditure and assessing the budget every quarter.

Land use classification

A state-wide property database, linked to the capital valuation process, is maintained by the Valuer-General. This database is updated annually and includes information on land use classification such as residential, commercial or industrial.

LGPI

The Local Government Price Index (LGPI) measures price movements faced by Local Government in South Australia in respect of their purchases of goods and services.

The LGPI provides Council with a useful reference regarding the inflationary effect of price changes of goods and services consumed by Local Government. The index reflects, over time, the movement in prices for a number of cost components, as well as the aggregate spent on these components. The index includes both operating and capital expenditure on a state average basis.

Average residential rate

Council calculates its average residential rate by dividing the total revenue to be raised by residential rates by the total number of rateable residential properties.

Average capital value

Council calculates its average capital value by dividing the capital value (set by the Valuer-General) of all rateable residential properties by the total number of rateable residential properties.

Total revenue

Total revenue is the revenue received by Council from all of its various sources of funding including rates revenue (net of all rebates), fees and charges levied and grants received.

Operating expenditure

The cost related to the running of the Council, it represents the cost of consumption incurred when supplying services in the period.

Capital expenditure

The investment in the infrastructure and assets of the Town of Walkerville that creates a long term benefit, beyond the current year.



Welcome

Preamble

Under Section 123 of the *Local Government Act 1999*, all Councils set a budget for each financial year.

The budget is aligned with the Council's Annual Business Plan.

The Annual Business Plan is prepared as part of Council's budget development process and must include:

- a summary of Council's long term objectives as outlined in its strategic framework
- a summary of Council's objectives for the financial year ahead
- an outline of how Council plans to achieve those objectives
- the measures (financial and non-financial) to assess Council's performance in achieving its objectives.

The Annual Business Plan will also:

- assess the financial requirements for the financial year and taking those requirements into account, set out a summary of its proposed operating expenditure, capital expenditure and sources of revenue
- set out the rates structure and policies for the financial year
- assess the impact of the rates structure and policies on the community, based on modelling that has been undertaken or obtained by the Council
- take into account the Council's Long Term Financial Plan and relevant issues relating to the management and development of infrastructure and major assets by the Council.

The Annual Business Plan also includes the annual budget, which details operating expenditure (day-to-day recurrent operations and services) and capital expenditure (renewal and acquisition), as well as identifying sources of revenue and rates for the year.

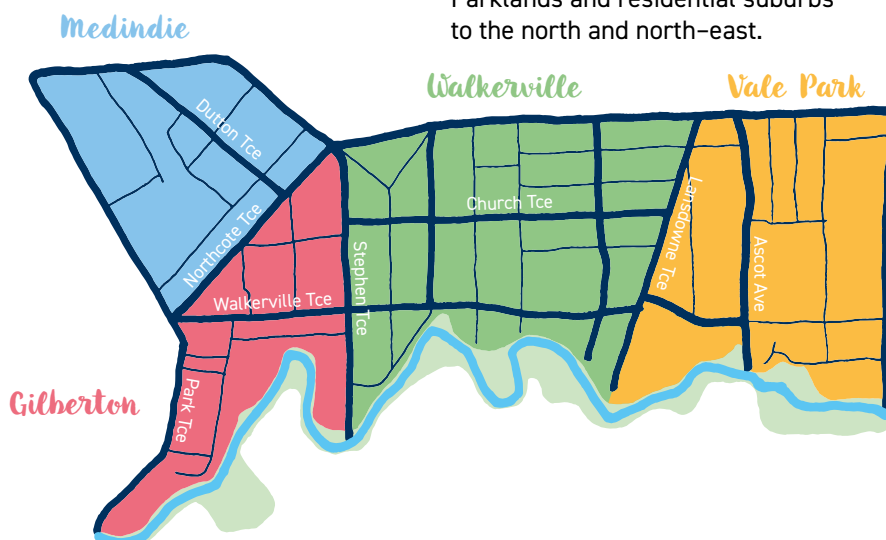


Our town

The Town of Walkerville encompasses the suburbs of Gilberton, Medindie, Vale Park and Walkerville and is located immediately north-east of the city of Adelaide, about six kilometres from the Adelaide GPO.

The Town of Walkerville is the smallest Council in inner metropolitan Adelaide and covers a land area of 3.5km². The Township is home to almost 8,000 residents and remains the only Council in inner metropolitan Adelaide to have retained its 'Town' status.

The Town of Walkerville is bordered by the River Torrens, the Adelaide Parklands and residential suburbs to the north and north-east.



Its street boundaries are:

- Park Terrace
- Robe Terrace
- Main North Road
- Nottage Terrace
- North East Road
- Fife Street.

Message from the Mayor

I wish to begin with two words: **Walkerville Oval.**

This Draft Annual Business Plan begins the delivery of a redevelopment more than 30 years in the making.

The upgrade of Walkerville Oval will be one of the largest community projects in the history of our Council and I am delighted to lead the way as we move forward with our plans to redevelop the precinct to provide a sporting and community hub that services the needs of both current and future generations.

It is clear over the past three decades that the community has expressed support for some type of revitalisation of the Walkerville Oval precinct. The infrastructure is not getting any younger, but our community demographic is. The new proposal delivers value for money, an integrated sporting hub on par with neighbouring Councils in the eastern metropolitan region and a facility that is going to meet the long term needs of future generations.

On 22 March 2021, I received notification that the \$8 million renewal for our flagship parcel of open space in the Township had been green lighted. This is a project first flagged in the 1970s and officially on the books since the 1990s when Nairn Architects drew up plans for a sporting hub. A project that has been discussed in the chamber a countless number of times throughout my time on the Elected Body. A project that has been so long in the making, I cannot describe the joy I felt when State Treasurer Rob Lucas MLC emailed me with confirmation that he was giving our Council \$4 million towards the upgrade. I cannot thank the State Government enough for this momentous and generous contribution as it means the redevelopment finally gets off the ground.

While this will largely be the focus for our Council in the 2021/22 financial year, we also move forward with several other small, yet important, upgrades. My message in the last Annual Business Plan was simple: COVID-19 meant there was a hold on all non-operational projects. This year, our proposed budget signals a hopeful new financial year. Not only can we now officially focus on one of the

biggest redevelopments this Council has ever undertaken, but we are also looking forward to green lighting a range of other new projects, albeit with a modest state of mind. Following off the back of a year where our priority was capital works in order to remain financially responsible as a result of the coronavirus pandemic, this year we move forward. We will remain fiscally prudent, while utilising our resources to their capacity to deliver the best possible services for our community.

The 2021/22 Annual Business Plan is forecasting:

- An average residential rate increase of **1.91%** (including growth)
- Total revenue of **\$10,851,434**
- Total expenditure of **\$10,792,867**
- Total expenditure allocated to capital works (the renewal of existing infrastructure, along with new projects, within the Township) of **\$3,058,108**
- A budgeted operating surplus of **\$58,567**

We know our residents want their rubbish collected, lawns mowed, gardens looking green, useable open spaces, functional roads and affordable rates. It is my aim to continue these services to the highest standard while delivering other key projects in 2021/22, including:

- **\$8 million Walkerville Oval Redevelopment:** \$1 million in 2021/22 to start construction on a sports and community hub (remaining funds to be spent over subsequent financial years)
- **Levi Park Upgrade:** \$300,000 for a revamped eastern end with a new playground, barbecue area, timber decking, drinking fountain and landscaping

- **Alfred Street Road and Streetscape Project:** \$290,000 to improve vehicle movements and pedestrian safety by creating a one-way street, lowering the speed limit and increasing roadside vegetation
- **Christmas Fair:** \$45,000 for the reintroduction of one of the Township's most popular community events
- **Local Area Traffic Management Plan:** \$25,000 to undertake traffic surveys and implement plans to improve transport issues.

As Mayor, I wish to reinvigorate the Township with not only physical structures, public art and beautification upgrades, but also to increase our digital presence and events space. I believe we have always completed developments in a timely manner, maintained parks to an immaculate standard and delivered events above and beyond in comparison to other Councils, however, now is our



chance to build upon what COVID-19 taught us in the online realm. We recently started a new subscription platform, which has received wonderful feedback from our community, and I am pleased to announce there will be more digital developments coming over the next year.

In 2021/22, we will also be bringing our village back together with an increase of in-person community services. One event in particular I look forward to delivering is the popular Christmas Fair, which was cancelled last year due to COVID-19.

I welcome and encourage you – as a valuable member of the Town of Walkerville – to take a look at the snapshot of our proposed 2021/22 budget and to share your views so that we can build a lasting and sustainable future that will support a better Township for all Walkervillians.



Elizabeth Fricker
Mayor of the
Town of Walkerville

The Draft 2021/22 Annual Business Plan will be open for community consultation until 5pm on Friday, 2 July 2021.

We are not holding a public meeting due to the Minister for Local Government exercising the COVID-19 emergency powers and excusing Councils from undertaking public face-to-face meetings in relation to a Draft Annual Business Plan and Budget.

Read, download or print the Draft 2021/22 Annual Business Plan on Council's website www.walkerville.sa.gov.au. You can also watch Council's budget video for a snapshot of the proposed 2021/22 financial year.

To pick up a hard copy of the Draft 2021/22 Annual Business Plan visit the Civic and Community Centre.

Use the QR code below to visit Council's budget webpage:



Have your say

Formal consultation responses can be submitted by completing the online survey at www.surveymonkey.com/r/draft-202122-abp. Hard copy surveys are available from the Civic and Community Centre – 66 Walkerville Terrace, Gilberton – during business hours.

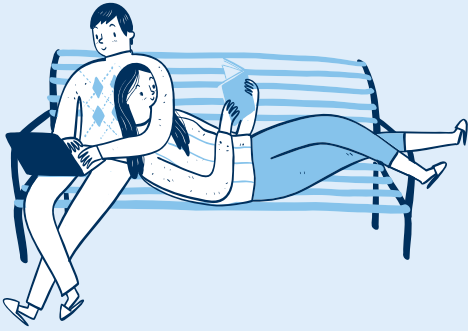
Responses received via the online survey will be compiled and provided to Council with statistical analysis for consideration at the **19 July 2021 Ordinary Meeting** when making a final determination of the 2021/22 Annual Business Plan.

If you do not wish to provide a formal consultation response, you can still provide feedback to Council by emailing walkerville@walkerville.sa.gov.au or by writing to the Chief Executive Officer at the Town of Walkerville, PO Box 55, Gilberton 5081 with the subject line "Draft 2021/22 Annual Business Plan".

General feedback received via email or in writing will not be included in the formal analysed consultation results, however, will be provided to Council separately for information when making a final determination of the 2021/22 Annual Business Plan.



Council's strategic framework



A connected community:
the Town of Walkerville urban master plan



Living in the Town of Walkerville:
a strategic community plan

Living Walkerville:
wellbeing for every age and stage

Disability access and inclusion plan

Asset management plans

Long term financial plan

Financial guiding principles

Annual business plan

Annual budget

Department plans

Development plan

WH&S management plan

Disaster recovery plan

Business continuity plan





Vision:
a liveable,
cohesive, safe,
active and
sustainable
Township.

Mission:
we will provide
services that
are affordable,
equitable and
sustainable.

Values:
we are fair and
ethical in our
decision making.

2020-2024

Living in the Town of Walkerville: a strategic community plan

The 2020–2024 strategic plan sets out the direction and aspirations of Council.

Driving strong policy, creating sustainability, securing the wellbeing for all and delivering outcomes in the Town of Walkerville are key tactics, which formulate the overarching strategy. This plan provides a framework for decisions about infrastructure investment, assets, community and corporate services. The basis behind this vision is to build a resilient Township for future generations. This plan grew out of the *2016-2020 Living in the Town of Walkerville: a strategic community plan*.

Future projects and budgets will be assessed on their capacity to deliver the outcomes in the plan, as well as for how they align to the objectives of the seven key pillars:

Places and spaces:

create useable open space facilities that meet community needs and promote physical activity.

Safety:

support the provision of a safe and supportive social environment that contributes to people and families feeling safe.

Mobility and movement:

provide easy traffic and pedestrian movement throughout the Town.

Assets:

continue to provide for and maintain a good standard of assets and public infrastructure.

Heritage:

protect and maintain the unique history of the township and its buildings.

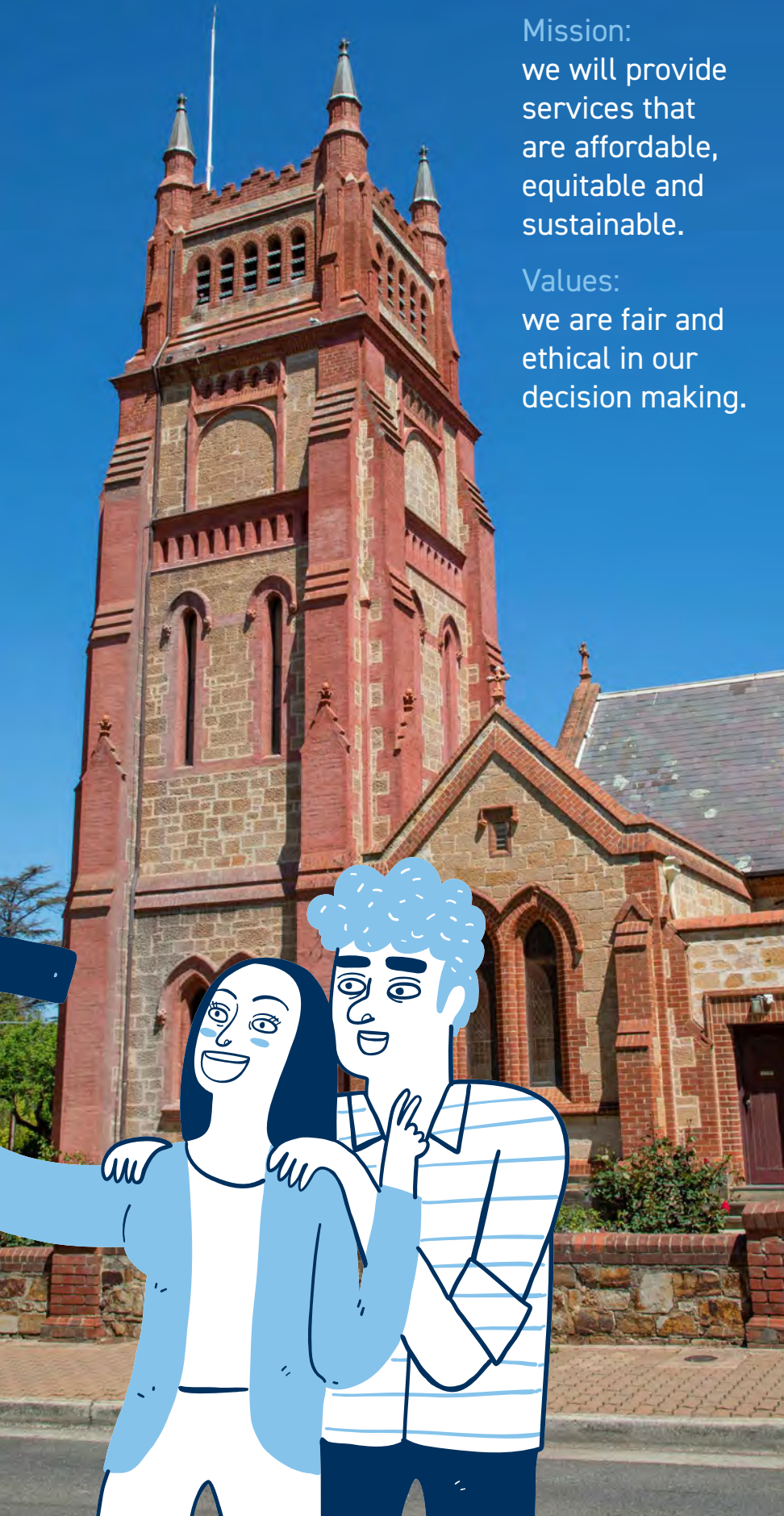
Economy:

create the means to enable economic diversity and encourage business opportunities.

Leadership:

a responsible and influential local government organisation.

This plan was adopted on 18 May 2020 as per resolution CNC382/19-204



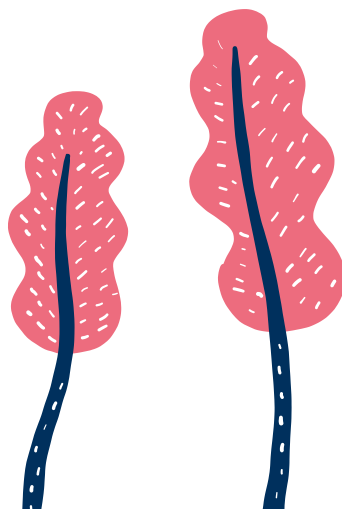
5 Rates

Where do your rates go?

- abandoned vehicles
- aged services
- arts and cultural programs
- bicycle tracks
- building applications and approvals
- bus shelters
- by-laws
- cemetery
- community wellbeing programs
- community bus
- dogs/cats
- Emergency Services Levy
- employment/training programs
- fire prevention
- food and health inspections
- footpaths
- free internet in library
- governance/mandatory reporting
- graffiti removal
- gutters
- immunisation
- inspections
- landscaping and maintenance
- Levi Caravan Park
- library
- linear park
- linemarking
- neighbourhood amenity
- ovals
- parking regulations and infringements
- parks and gardens
- pest control
- planning
- playgrounds maintenance
- policy development
- public order
- public toilets maintenance
- roads
- reserves and picnic areas
- signage
- stormwater drainage and reuse
- street cleaning
- street lighting
- street signs
- traffic control
- trees
- waste management
- zoning.

Factors that affect rates

- cost increases due to inflation
- increase in the utilities and waste management charges
- finance costs on borrowings for major capital projects
- maintaining and renewing assets to a standard that meet community needs
- growth
- increase to Solid Waste Levy
- increase to gate fees associated with recyclables.



Rating policy

In setting Council's rates for the 2021/22 financial year, Council has considered the following:

- Impacts from the COVID-19 pandemic
- Adhering to Council's financial guiding principles
- Achieving the goals and objectives outlined in *2020-2024 Living in the Town of Walkerville: a strategic community plan*
- The budget for the financial year and long term financial planning
- The financial implications of complying with the requirements of the *Local Government Act 1999* and other legislation
- The specific issues faced by the community, including:
 - The ongoing requirements for a capital program to replace, upgrade and maintain infrastructure assets, which include roads, paths, storm water infrastructure, parks, reserves and public buildings;
 - The development of a community service program based on community needs;
 - The current economic climate.

Ratepayers who are experiencing financial difficulties and who are unable to make payments by the due date, should contact the customer services team or Council's Rates Officer at the earliest opportunity to apply for a revised instalment payment scheme that fits their particular circumstances. Applications made after the amounts have fallen into arrears may, in some circumstances, be approved, however, such late applications will normally result in fines and interest being incurred in accordance with the requirements of the *Local Government Act 1999*. Payment of all rates, fines, interest and costs will not, in the absence of exceptional circumstances, be postponed beyond 30 June in the fiscal year in which they were incurred.



Council and the Office of the Valuer-General

All land within the Council area, except for land specifically exempt (e.g. Crown Land and Council-owned land), is considered subject to rates.

Council does not 'decide' on the valuation of properties within the Town of Walkerville. Valuations are provided by Valuer-General (State Government). Historically, the Valuer-General's office provided revaluations only on a portion of properties. This practice has now changed. As part of the State Government's Revaluation initiative project, beginning in 2018/19, all properties in the Township have been revalued and Council's budget process has been modified accordingly to reflect changes in valuations across all properties.

Refer to pages 12 and 13 to see how capital value impacts on rates.

Objection to valuation

A property owner may object to the valuation referred to in their rates notice by writing to the Valuer-General within 60 days after the date of service of the rate notice.

Council has no role in this process and the lodgement of an objection does not change the due date for payment.

Objections can be forwarded to:
 State Valuation Office,
 101 Grenfell Street,
 Adelaide SA 5000.
 Phone: 1300 653 345 or email:
OVGobjections@sa.gov.au.

General rates

The *Local Government Act 1999* provides for a Council to raise revenue for the broad purposes of the Council through a general rate which applies to all rateable properties within the Council's area. To ensure the achievement of Council's financial goal of delivering an achievable budget Council has determined to raise **\$9,063,345** in property rates (including rates rebates and excluding the Regional Landscape Levy for the 2021/22 financial year).

**Total budgeted
 revenue raised
 from properties
 (excluding the Regional
 Landscape Levy):**

\$9,063,345

5 Rates



Regional Landscape Levy

The Regional Landscape Levy (formally the NRM Levy) is collected by the Council on behalf of the State Government. Rates figures presented in this report are exclusive of the Regional Landscape Levy unless otherwise stated.

Differential rate

Due to the need to ensure an equitable distribution of the rate burden and to account for the variations within the community's capacity to pay, the Council will continue to apply differential rates based on use of the property.

Proposed changes to differential rate 2020/21:

Residential: **0.0022563**

Non-residential: **0.0037229**

Non Residential (vacant land): **0.0043997**

Note: The 'rates in the dollar' presented are subject to amendment based on the final property valuations for the Township prepared by the Valuer-General as at 30 June 2021.

Minimum rate

Council has also determined to charge a minimum rate against all rateable properties. The reason for a minimum rate is that Council considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities and maintaining infrastructure.

Minimum rate: **\$1,251**

The minimum rate is levied against the whole of an allotment (including land under separate lease or licence) and only one minimum rate is levied against two or more pieces of adjoining land owned and occupied by the same ratepayer.

The minimum rate will apply to properties valued less than **\$554,453**

The minimum rate will affect approximately **29.9%** of the properties. The maximum permitted under Section 158(2)(d) of the *Local Government Act 1999* is 35%.

Objection to land use classification

If a ratepayer believes that their property has been incorrectly classified as to its land use, they can object to that land use classification within 60 days of being notified. The objection must set out the basis for the objection and details of the land use that should be attributed to that property. The Council will then decide on the objection as it sees fit and notify the ratepayer accordingly. A ratepayer has the right to appeal against the Council's decision to the Land and Valuation Court. Objections to Council's land use classification may be lodged with the Chief Executive Officer, Town of Walkerville. Note that the lodgement of an objection does not change the due date for payment.

Valuations

Valuations on your property are made by the Valuer-General, not Council.

If your property was valued at **\$600,000** in 2020/21 and does not increase in 2021/22, your rates will decrease by **\$27** in 2021/22.

If your property was valued at **\$1,000,000** in 2020/21 and does not increase in 2021/22, your rates will decrease by **\$45** in 2021/22.

Capital value and rates 2019-2022

Capital value differential rate	2019/20	2020/21	2021/22	variance	variance
\$600,000	0.0022738	0.002301	0.0022563	-\$27	-1.94%
\$750,000	\$1,364	\$1,381	\$1,354	-\$34	-1.94%
\$1,000,000	\$1,705	\$1,726	\$1,692	-\$45	-1.94%
\$1,250,000	\$2,274	\$2,301	\$2,256	-\$56	-1.94%



Payment of rates

The Council has determined that the payment of all rates can be either by full payment – due and payable by the 13 September 2021 – or by quarterly instalments due and payable on the following dates:

1st payment:
13 September 2021

2nd payment:
13 December 2021

3rd payment:
13 March 2022

4th payment:
13 June 2022

Rates may be paid through:

- BPay Service
- telephone **1300 276 468** using Mastercard or Visa card
- Council's website using Mastercard or Visa card
- in person at the Civic and Community Centre
- cheque, money order, cash, EFTPOS, Mastercard or Visa card facilities are available for payments (American Express and Diners Club cards are not accepted)
- post addressed to the Town of Walkerville PO Box 55, Walkerville SA 5081
- Australia Post.

Late payment of rates

The *Local Government Act 1999* provides that a Council may impose a penalty of 2% on any payment for rates (whether by instalment or otherwise) that is received after the due date. A payment that continues to be late is then charged a prescribed interest rate for every overdue month. The *Local Government Act 1999* determines how this rate is calculated.

When rates are unpaid by the due date, Council issues a final notice for payment. Should rates remain unpaid then Council refers the matter to a debt collection agency. The debt collection agency charges collection fees to the ratepayer. When Council receives a payment in respect of overdue rates it applies the money as follows:

- 1st** – to satisfy any costs awarded in connection with court proceedings
- 2nd** – to satisfy any interest costs
- 3rd** – in payment of any fines imposed
- 4th** – in payment of rates, starting from the oldest account.

Postponement of rates

Seniors

Ratepayers who have a Seniors Card can apply to Council to postpone payment of rates on their principal place of residence. Postponed rates remain as a charge on the land and are not required to be repaid until the property is sold or disposed of.

Senior ratepayers experiencing hardship should contact the Rates Officer for a confidential discussion.

Remission and postponement of rates due to hardship

The *Local Government Act 1999* permits a Council, on the application of the ratepayer, to partially or wholly remit rates on the basis of hardship. Where a ratepayer is suffering hardship in paying rates they can contact the Rates Officer to discuss the matter. Such enquiries are treated confidentially by Council. While arrangements for extended payments of rates are negotiable, remission of rates in whole, or in part, is rarely approved due to the inequitable situation for the rest of the community.

Ratepayers experiencing hardship should contact the Rates Officer for a confidential discussion.

Forms are available from Council's website: www.walkerville.sa.gov.au/services/applicationforms

Rates based on your property value

Capital value range	All assessments	Residential	Percentage of properties
Up to \$500,000	1,268	1,047	28%
\$500,000 – \$750,000	859	818	22%
\$750,000 – \$1,000,000	678	645	17%
\$1,000,000 – \$1,250,000	468	457	12%
\$1,250,000 – \$1,500,000	254	249	7%
\$1,500,000 – \$2,000,000	258	253	7%
\$2,000,000 – \$3,000,000	183	176	5%
\$3,000,000 – \$4,000,000	63	58	2%
\$4,000,000+	36	25	1%
Total	4,067	3,728	100%

5 Rates

State Government concessions

The State Government offers a single 'cost-of-living payment' provided directly to those who are eligible. This payment may be used for any purpose, including offsetting Council rates.

To check eligibility, contact the Department for Communities and Social Inclusion (DCSI) Concessions Hotline 1800 307 758 or www.sa.gov.au/concessions

Regional Landscape Levy (RLL)

Council collects a Regional Landscape Levy (previously known as the Natural Resources Management Levy) on behalf of the State Government. The Landscape Board sets the levy, which helps to fund the operations of regional landscape boards, which have responsibility for the management of the state's natural resources. These responsibilities include regional landscape planning, water allocation planning, community capacity building, education and compliance activities. The RLL for 2021/22 is \$341,989 (2020/21: \$332,652).

For further information regarding this levy, or the work the levy supports, please visit www.landscape.sa.gov.au

Statutory rebate of rates

The *Local Government Act 1999* requires Council to rebate the rates payable on some land including:

- 100% on land used solely for religious purposes
- a minimum of 75% for land used predominantly for educational purposes (subject to some qualifications) and
- a minimum of 75% on land used for the provision of supported accommodation.

Discretionary rebates

Council may grant a rebate of service charges or rates in certain circumstances, as per Section 166 of the *Local Government Act 1999*.

The Council has an absolute discretion to:

- grant a rebate of rates or service charges as per the *Local Government Act 1999*
- determine the amount of any such rebate.

Persons or bodies, which seek a discretionary rebate will be required to submit an application form to the Council.

Application forms are available from Council's website, www.walkerville.sa.gov.au

Sale of land for non-payment of rates

The *Local Government Act 1999* provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide the owner with details of the outstanding amounts and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

Statutory rebates of rates

	2019/20	2020/21	2021/22
100% Religious	\$24,967	\$22,685	\$22,709
75% Education	\$171,445	\$187,806	\$188,205
75% Community Services	\$51,896	\$52,853	\$54,419
Statutory Rebate	\$248,308	\$263,343	\$265,333



Making it happen

How Council plans to achieve its objectives

To achieve its objectives for the financial year, Council has adopted a plan that seeks to achieve a reasonable degree of stability and predictability in the overall rates burden over time, while ensuring ratepayers are paying for the services and infrastructure maintenance, renewal and development obligations they are consuming.

Long term financial plans enable Council to plan for the future and assess Council's performance in adhering to key financial indicators and targets for debt, rates and asset sustainability. Taking into account revenue sources and factors affecting rates will assist Council to achieve its objectives.

Council's primary revenue source comes from property rates, which represent **83.52% of total revenue**. Every year, Council makes an informed assessment of how much it needs to maintain financial sustainability and ensure that services and infrastructure maintenance, renewal and development, can be afforded by the community over the long term.

Council is best placed to achieve its objectives by taking into account the following assumptions and considerations:

- Council's financial strategy and commitments
- Transparency and accountability
- Zero based budgeting
- Compliance with Australian accounting standards
- Effective and efficient use of resources available
- Alignment with strategic framework
- Adelaide CPI and LGPI for the March 2021 quarter in rates analysis
- Increase in salaries based on CPI or employment agreements
- Increase in insurance costs
- Increase in finance costs, waste management charges and utilities
- Increase in the Australian Government Superannuation Guarantee.

Funding the plan

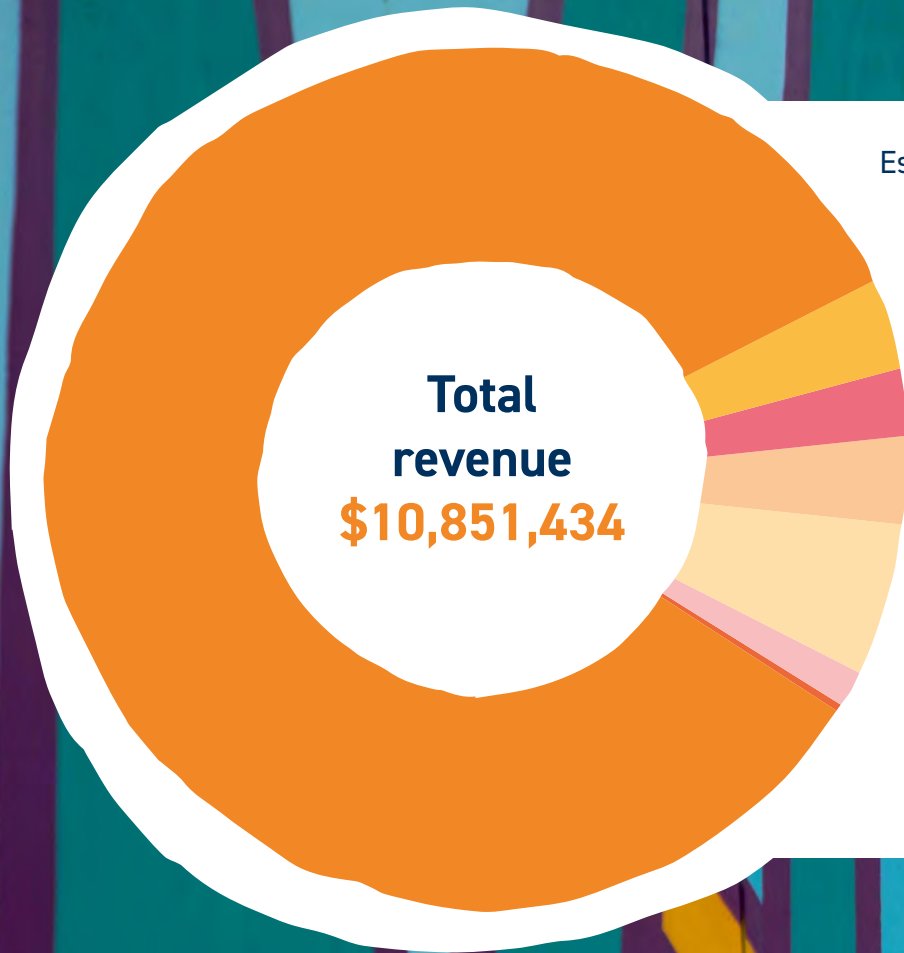
Council is granted the power to acquire funds under Section 133 of the *Local Government Act 1999*. Sources of funds include: property rates, grants, statutory charges, user charges, income from investments, reimbursements and commercial activity.

Operational expenditure is impacted by CPI and LGPI together with salary and wages costs, which are adjusted annually in accordance with contractual requirements, performance reviews and incremental increases. Depreciation is adjusted subsequent to additions, disposals and revaluations as appropriate.

Fees and charges

Council sets and reviews its fees and charges pursuant to Section 188 of the *Local Government Act 1999*. The Act states fees or charges must not exceed a reasonable estimate of the direct cost to the Council. Fees and charges are taken into account when developing the budget.

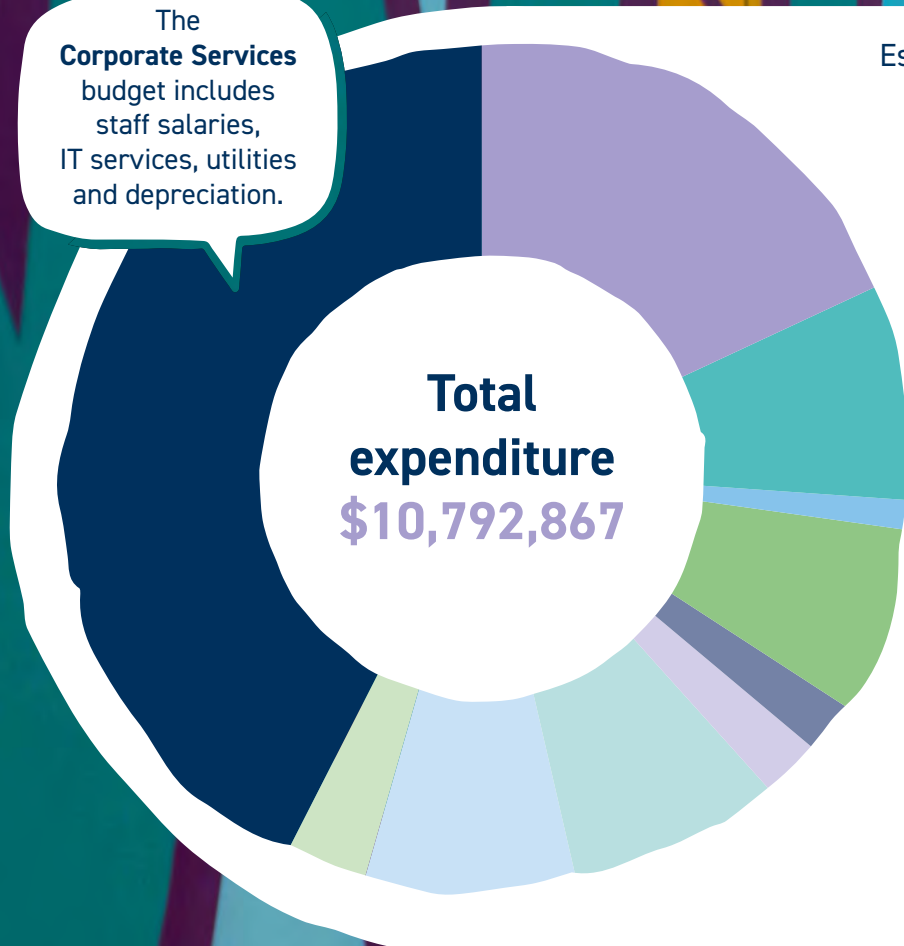




Estimated revenue by category:

- Rates**
83.52% / \$9,063,345
- Regional Landscape levy**
3.15% / \$341,322
- Grant, subsidies and contributions**
2.72% / \$295,670
- Statutory charges**
3.30% / \$358,596
- User charges**
5.80% / \$629,306
- Other income**
1.36% / \$147,243
- Reimbursements**
0.15% / \$15,952

The Corporate Services budget includes staff salaries, IT services, utilities and depreciation.



Estimated expenditure by category:

- Corporate Services**
42.00% / \$4,570,875
- Assets & Infrastructure**
17.77% / \$1,918,170
- Strategy & Governance**
7.94% / \$856,625
- Program & Events**
1.07% / \$115,168
- Planning & Environment**
7.17% / \$773,766
- Community Services**
1.98% / \$213,405
- Communications & Marketing**
2.36% / \$213,976
- Environment and Waste**
8.50% / \$917,336
- Customer Experience**
8.10% / \$874,115
- Regional Landscape Levy**
3.14% / \$339,431



Financial indicators

Financial indicators are calculated and provided in accordance with *Information Paper 9 – Local Government Financial Indicators* prepared as part of the Financial Sustainability Program for the Local Government Association of South Australia.

They assist the reader to track Council's financial management performance in identified critical areas.

Council's focus on its strategic directions in recent years aims to ensure Council creates and implements long term planning of its finances and asset management.

This will also ensure it focuses on being financially sustainable. This focus on strategic directions and implementation of long term strategies will continue in 2021/22 to ensure the implementation of previous strategies and to maintain Council's focus on its organisational sustainability.

Operating surplus ratio

The operating surplus ratio highlights the operating result as a percentage of total rate revenue (excluding Regional Landscape Levy). The Council target range is between 0-15%.

Net financial liabilities ratio

The Council target for this ratio is between zero and 120%. This ratio demonstrates the relative size of Council net financial liabilities against total operating income. It can be considered a measure of the ability to service liabilities.

Asset renewal funding ratio

The asset renewal funding ratio represents the ratio of new capital expenditure on renewal or replacement of assets, relative to the optimal level of such expenditure proposed in Council's *Asset Management Plan*. Council's target range is between 90-110% over the next five year period.

Key financial indicators 2021/22

	Target range	2020/21 Budget (BR2)	2021/22 Budget
Operating surplus/(deficit) ratio	0 - 15%	1%	0.54%
Net financial liability ratio	0 - 120%	84%	75%
Asset renewal funding ratio	90 - 110%	100%	85%





Budgeted financial statements

Statement of comprehensive income

Income	2020/21 BR2* \$('000)	2021/22 \$('000)
Rates	9,184	9,404
Statutory charges	285	358
User charges	452	629
Grants, subsidies and contributions	276	297
Investment income	-	-
Reimbursements	16	16
Other income	140	147
Total revenues	10,353	10,851
Expenses		
Employee costs	3,322	3,637
Materials, contracts and other expenses	4,585	4,807
Depreciation, amortisation and impairment	2,185	2,233
Finance costs	155	115
Net loss – equity accounted Council businesses	-	-
Total expenses	10,247	10,792
Operating surplus/(deficit) before capital amounts	106	59
Asset disposal and fair value adjustments	415	-
Amounts received specifically for new or upgraded assets	(400)	400
Net surplus/(deficit)	121	459
Other comprehensive income		
Changes in revaluation surplus - I,PP&E	-	2,352
Movements in other reserves	-	-
Total other comprehensive income	-	2,352
Total comprehensive income	121	2,811

*Budget review 2 (not audited)



Statement of financial position

Assets	2020/21 BR2* \$('000)	2021/22 \$('000)
Current assets		
Cash and cash equivalents	69	26
Trade and other receivables	425	433
Total current assets	494	459
Non-current assets		
Equity accounted investments in Council business	2,782	2,782
Infrastructure, property, plant & equipment	117,582	120,753
Other non-current assets	80	80
Total non-current assets	120,444	123,615
Total assets	120,938	124,074
Liabilities		
Current liabilities		
Trade & other payables	1,729	1,454
Borrowings	-	-
Provisions	505	505
Other current liabilities	-	-
Total current liabilities	2,234	1,959
Non-current liabilities		
Borrowings	5,686	6,286
Provisions	65	65
Liability – equity accounted Council businesses	327	327
total non-current liabilities	6,078	6,678
Total liabilities	8,312	8,637
Net assets	112,626	115,437
Equity		
Accumulated surplus	34,615	35,074
Asset revaluation reserve	77,620	79,972
Other reserves	391	391
Total equity	112,626	115,437

*Budget review (not audited)

8 Budgeted financial statements

Budgeted cash flow statement

Cash flows from operating activities	2020/21 BR2* \$('000)	2021/22 \$('000)
Receipts		
Operating receipts	10,345	10,843
Investment receipts	-	-
Payments		
Operating payments to suppliers and employees	(7,825)	(8,414)
Finance payments	(159)	(115)
Net cash provided by (or used in) operating activities	2,311	2,314
Cash flows from investing activities		
Receipts		
Amounts received specifically for new/upgraded assets	717	400
Sale of replaced assets	-	-
Repayments of loans by community groups	-	-
Payments		
Expenditure on renewal/replacement of assets	(2,357)	(1,895)
Expenditure on new/upgraded assets	(1,211)	(1,462)
Net cash provided by (or used in) investing activities	(2,851)	(2,957)
Cash flows from financing activities		
Receipts		
Proceeds from borrowings	250	600
Payments		
Repayments of borrowings	-	-
Net cash provided by (or used in) financing activities	250	600
Net increase/(decrease) in cash held	(290)	(43)
Cash & cash equivalents at beginning of period	359	69
Cash & cash equivalents at end of period	69	26

*Budget review 2 (not audited)

Budgeted statement of changes in equity

Accumulated surplus	2020/21 BR2* \$('000)	2021/22 \$('000)
Balance at end of previous reporting period	34,332	34,615
Net result for the year	121	459
Transfers from other reserves	162	-
Balance at the end of the period	34,615	35,074

Asset revaluation reserve		
Balance at end of previous reporting period	78,134	77,620
Gain (Loss) on Revaluation of I, PP&E	(514)	2,352
Balance at the end of the period	77,620	79,972

Other reserves		
Balance at end of previous reporting period	396	391
Transfers from accumulated surplus	(5)	-
Balance at the end of the period	391	391

Total equity at end of reporting period	112,626	115,437
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*Budget review 2 (not audited)



8 Budgeted financial statements

Uniform presentation of finances

	2020/21 BR2* \$('000)	2021/22 \$('000)
Income	10,353	10,851
Less expenses	(10,247)	(10,791)
Operating surplus / (deficit)	106	59

Net outlays on existing assets

Capital expenditure on renewal and replacement of existing assets	(2,327)	(1,895)
Add back depreciation, amortisation and impairment	2,185	2,233
Add back proceeds from sale of replaced assets	-	-
	(142)	338

Net outlays on new and upgraded assets

Capital expenditure on new and upgraded assets	(1,203)	(1,462)
Add back amounts received specifically for new and upgraded assets	717	400
	(486)	(1,062)

Net lending / (borrowing) for financial year

(522)

(665)

*Budget review 2 (not audited)



9 Asset management plan



8 Asset management plan

To achieve the objectives outlined in Council's strategic framework, Council needs a long term Asset Management Plan, to effectively plan and budget for the ongoing maintenance, renewal and replacement of Council-owned assets and infrastructure in the Township.

The plan ensures that ongoing funding for assets and infrastructure is prioritised and staged concurrent to their expected life span. In accordance with its strategic management plans, Council must adopt a long term financial management plan and asset and infrastructure plans that cover a period of no less than 10 years. Council must review its Long Term Financial Plan as soon as reasonably possible following the adoption of its Annual Business Plan and within the same financial year. When determining the appropriate expenditure levels across various asset classes a number of factors are taken into consideration. These include: indexation based on March **CPI of 1.2%**, condition, age, useful life, degradation/consumption curves, agreed levels of service and intervention markers.

Infrastructure programs

Infrastructure: roads & pavements & kerb

Infrastructure: footpath

Infrastructure: traffic control devices

Infrastructure: building

Infrastructure: stormwater

Infrastructure: lighting

Other infrastructure programs

Plant and equipment

Open space: reserve structures (incl: playgrounds)

Open space: irrigation

Other

Furniture and fittings

IT

Total

Upgrades

Levi Park

Alfred Street

ERA Connection (Ascot Avenue)

Walkerville Oval

Sub Total

Salary Capitalisaton

Grand total



2021/22 Year 1 \$('000)	2022/23 Year 2 \$('000)	2023/24 Year 3 \$('000)	2024/25 Year 4 \$('000)	2025/26 Year 5 \$('000)	2026/27 Year 6 \$('000)	2027/28 Year 7 \$('000)	2028/29 Year 8 \$('000)	2029/30 Year 9 \$('000)	2030/31 Year 10 \$('000)
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429	526	845	798	800	798	799	750	726	712
120	150	150	175	175	200	200	200	200	200
60	60	60	60	60	60	60	60	60	60
406	179	64	1350	550	69	69	69	69	69
196	106	84	84	84	186	186	186	186	186
25		25		25		25		25	25

35	115	130	140	15	15	15	15	16	16
175	170	25	150	25	25	25	150	25	25
21	60	35	40	20	25	25	25	25	25

52	52	52	525	52	52	52	52	52	52
204	105	100	100	250	350	100	100	100	100

1,723	1,523	1,570	3,422	2,056	1,780	1,556	1,607	1,484	1,470
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150									
150									
35									
1,000	3,000								
1,335	3,000	-	-	-	-	-	-	-	-

108	110	112	114	116	118	121	123	126	129
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3,058	4,523	1,570	3,422	2,056	1,780	1,556	1,607	1,484	1,470
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Statement of Comprehensive Income
Budgeted INCOME STATEMENT

ATTACHMENT B

	2021-22
INCOME	\$('000)
Net Rates Revenue	9,404
Statutory Charges	358
User Charges	629
Grants, Subsidies & Contributions	297
Investment Income	0
Reimbursements	16
Other Income	147
Net Gain - Equity Accounted Council Businesses	0
Total Revenues	10,851
EXPENSES	
Employee Costs	3,637
Materials, Contracts & Other Expenses	4,807
Finance Costs	115
Depreciation, Amortisation & Impairment	2,233
Net Loss - Equity Accounted Council Businesses	0
Total Expenses	10,792
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	59
Asset Disposal & Fair Value Adjustments	0
Amounts Specifically for New/Upgraded Assets	0
Infrastructure, Property, Plant & Equipment Received FOC	0
NET SURPLUS/(DEFICIT)	59
OTHER COMPREHENSIVE INCOME	
Changes in revaluation surplus	
Total Other Comprehensive Income	0
Total Comprehensive Income	59

Statement of Financial Position

	2021-22
	\$('000)
ASSETS	
Current Assets	
Cash & Cash Equivalents	26
Trade & Other Receivables	433
Total Current Assets	459
Non-Current Assets	
Equity Accounted Investments in Council businesses	2,782
Infrastructure, Property, Plant & Equipment	120,753
Other Non-Current Assets	80
Total Non-Current Assets	123,615
Total Assets	124,074
LIABILITIES	
Current Liabilities	
Trade & Other Payables	1,454
Borrowings-Current	0
Provisions	505
Total Current Liabilities	1,959
Non-Current Liabilities	
Borrowings	6,286
Provisions	65
Liability - Equity Accounted Council Business	327
Total Non-Current Liabilities	6,678
Total Liabilities	8,637
NET ASSETS	115,437
EQUITY	
Accumulated Surplus	35,074
Asset Revaluation Reserve	79,972
Other Reserves	391
TOTAL EQUITY	115,437

Budgeted Cash Flow Statement	
	2021-22
	\$('000)
CASH FLOWS FROM OPERATING ACTIVITIES	
<u>Receipts</u>	
Operating Receipts	10,843
Investment Receipts	0
<u>Payments</u>	
Operating Payments to Suppliers and Employees	(8,414)
Finance Payments	(115)
Net Cash provided by (or used in) Operating Activities	2,314
CASH FLOWS FROM INVESTING ACTIVITIES	
<u>Receipts</u>	
Amounts Specifically for New/Upgraded Assets	400
Sale of Replaced Assets	
Net distributions received from equity accounted businesses	
Repayments of Loans by Community Groups	0
<u>Payments</u>	
Expenditure on Renewal/Replacement of Assets	(1,895)
Expenditure on New/Upgraded Assets	(1,462)
Net Cash Provided by (or used in) Investing Activities	(2,957)
CASH FLOWS FROM FINANCING ACTIVITIES	
<u>Receipts</u>	
Proceeds from Borrowings	600
<u>Payments</u>	
Repayments of Other Borrowings	
Net Cash provided by (or used in) Financing Activities	600
Net Increase/(Decrease) in cash held	(43)
Cash & Cash Equivalents at Beginning of Period	69
Cash & cash equivalents at end of period	26

Budgeted Statement of Changes in Equity

	2021-22
	\$(’000)
ACCUMULATED SURPLUS	
Balance at end of previous reporting period	34,615
Net Surplus / (Deficit)	459
Transfers from Other Reserves	0
Balance at end of period	35,074
ASSET REVALUATION RESERVE	
Balance at End of Previous Reporting Period	77,620
Gain on Revaluation of Infrastructure, Property, Plant & Equipment	2,352
Balance at end of period	79,972
OTHER RESERVES	
Balance at end of previous reporting period	391
Transfers from Accumulated Surplus	0
Transfers to Accumulated Surplus	0
Balance at end of period	391
TOTAL EQUITY AT END OF REPORTING PERIOD	115,437

Uniform Presentation of Finances

	2021-22
	\$('000)
Operating Revenues	10,851
<i>less Operating Expenses</i>	10,792
Operating Surplus/(Deficit) before Capital Amounts	59
Less: Net Outlays on Existing Assets	
Capital Expenditure on Renewal/Replacement of Existing Assets	1,895
<i>less Depreciation, Amortisation & Impairment</i>	2,233
<i>less Proceeds from Sale of Replaced Assets</i>	0
	(338)
Less: Net Outlays on New and Upgraded Assets	
Capital Expenditure on New/Upgraded Assets	(1,462)
<i>less Amounts Specifically for New/Upgraded Assets</i>	400
<i>less Proceeds from Sale of Surplus Assets</i>	
	(1,062)
Net Lending / (Borrowing) for Financial Year	665

Key Financial Indicators

	2021-22
	\$('000)
Operating Surplus / (Deficit) - \$'000	59
Operating Surplus Ratio - %	0.54%
Net Financial Liabilities - \$'000	8,178
Net Financial Liabilities Ratio - %	75%
Asset Renewal Funding Ratio - %	85%

Meeting:	Council
Title:	Artificial Turf Removal - Policy Procedure
Responsible Manager:	Group Manager Assets & Infrastructure, Ben Clark
Author:	Group Manager Assets & Infrastructure, Ben Clark
Key Pillar:	Strategic Framework – Key Pillar 4 – Assets – Continue to provide for and maintain a good standard of assets and public infrastructure
Key Focus Area:	Financial Guiding Principle 2 – Invest sustainably in community assets for the future
Type of Report:	Decision Required

Recommendation

That Council adopts the Artificial Turf Removal - Policy Procedure (Attachment A) for managing the removal of artificial turf installed prior to 1 March 2021 on Council owned land / verges.

Summary

At the ordinary Council meeting of the 15 February 2021, the following was resolved:

CNC282/20-21

- 1. That Council receives and notes the Public Land Encroachment Policy Review report.*
- 2. That on the basis that this policy has received no substantive changes, Council endorse and adopt the Public Land Encroachment Policy, appearing as Attachment A to this report.*

The adopted Public Land Encroachment Policy also set out that as of 1 March 2021, installation of artificial turf on Council verges would no longer be permitted.

Background

Council owns the land between the property boundary and the road, including the verge. The term “verge” generally refers to the strip between the footpath and the kerb, but for the purposes of this report can also include a small width of public land between the property boundary and the footpath.

Pursuant to Section 221 of the *Local Government Act 1999* (the Act), a person must not make an alteration to a footpath or verge unless authorised to do so by the Council. An ‘alteration’ includes, for example, planting vegetation, replacing surface materials in the verge and installing any structures or objects.

Verges (or nature strips) are important components of the Town of Walkerville’s streetscapes and assist in defining the character and visual appeal of local streets. Footpaths and verges also provide a space for safe pedestrian and cyclist movement; vehicular access to private properties; accommodate public

assets and amenities including street trees, furniture, bus stops and street lights; and above and below ground infrastructure such as water, sewer, gas, electricity and telecommunications.

The increased green space that landscaped verges provide can assist in providing shade and absorbing heat from hard surfaces. Landscaped verges can help to mitigate the effects of increased temperatures and this is particularly important as the frequency and intensity of heatwaves is predicted to increase. Landscaped verges can also provide additional flora for biodiversity and food for local fauna.

Landscaped verges can soften the appearance of surrounding hard surfaces and add visual appeal to property frontages and streetscapes.

The Public Land Encroachment Policy provides for individuals or groups to apply for authorisation from the Council to landscape a verge in the Township, subject to compliance with the conditions set out in the Policy. Individual applications to landscape a verge can be made by the property owner, occupier or developer of a relevant property (residential or commercial), while group applications can be made by local community groups (e.g. residents associations) or strata corporations.

Discussion/Issues for Consideration

Since the update and endorsement by Council of the Public Land Encroachment policy on 15 February 2021 and the subsequent removal of artificial turf as an acceptable verge treatment Administration have investigated the current number of properties with artificial turf and how many received permission under a Section 221 application. There are 55 verges (some include multiple property owners) that have artificial turf installed. Of these 55, Administration has been able to identify three totalling have a Section 221 approved application.

Administration has sought advice from Paul Kelly at Norman Waterhouse Lawyers who have provided the following response in regards to Council's legal position under the *Local Government Act 1999*):

- 1. where there has been a breach of a condition contained within a permit, cancel any permit pursuant to Section 225 of the Act;*
- 2. remove and dispose of any artificial grass placed unlawfully without a permit or with a permit that has later been cancelled, pursuant to Section 234 of the Act. We note the Council may recover the cost of such removal and disposal but that this is at the discretion of Council;*
- 3. issue an order pursuant to Section 262 of the Act, ordering the person to remove the artificial grass which was deposited without a permit or authorisation of the Council; and/or*
- 4. take prosecutorial action against the individual for breaching Section 221(1) of the Act in the case of the placing of artificial grass without permission. This is entirely at Council's discretion.*

I have formed this opinion based on the reasons set out below.

1. Cancellation of Permits

Prior to taking this action, the Council must, pursuant to Section 225(2) of the Act, provide the holder of the permit a written notice of the proposed cancellation stating the grounds on which the Council proposes to act and allowing the holder a reasonable period to make written representations to the Council who must consider any representations made in response to the notice.

In accordance with Section 225(3) of the Act, the Council must provide the holder at least one month to provide written representations unless the Council determines that a shorter period should apply to protect the health or safety of the public.

Upon receipt of written representations the Council may, where it considers necessary, determine to cancel the relevant authorisation or permit.

Once this is completed, in accordance with the statutory requirements, you may then complete the process as detailed in option two below.

2. Removal of the Artificial Grass

Section 234 of the Act provides:

- (1) A council may remove and dispose of any structure, object or substance from a road if -
 - (a) it has been erected, placed or deposited on the road without the authorisation or permit required under this Part; or
 - (b) an authorisation or permit has been granted but has later expired or been cancelled.
- (2) The council may recover the cost of acting under this section as a debt from the person who erected, placed or deposited the structure, object or substance on the road.

Where the Council determines the individual has placed the artificial grass without a permit or authorisation under Section 221 of the Act, the Council may remove and dispose of the artificial grass.

With respect to artificial grass placed in accordance with a Section 221 permit, the Council must cancel the relevant permit prior to removing the artificial grass pursuant to Section 234(1)(b) of the Act.

As detailed above, if the Council undertakes work in accordance with Section 234 of the Act, the Council may recover the cost as a debt from the individual if they were the person who placed the artificial grass.

3. Issue an Order Pursuant to Section 262 of the Act

Section 262 of the Act provides that if a person engages in conduct that is a contravention of the Act, an authorised person may order that person:

- (a) if the conduct is still continuing - to stop the conduct; and
- (b) whether or not the conduct is still continuing - to take specified action to remedy the contravention.

This will enable an authorised person under Section 262 of the Act to issue an order provided there is a reasonable evidentiary basis to suggest beyond reasonable doubt that the recipient of the order placed the artificial grass on the public road, or counselled or procured another party to do so.

Such an order may require the individual to remove the artificial grass on the nature strip contrary to the Act.

The Act enables the Council to prosecute a person for the failure to comply with an order issued pursuant to Section 262(2) which attracts a maximum penalty of \$5,000. There is also the ability for Council to take action reasonably required to have the order carried out under Section 262(3) of the Act.

4. No breach of Condition of the Permit

Where a permit has been issued to an individual and there are either no conditions attached or there is no breach of a condition it is my view that the Council is relatively powerless to act. The

individual has right to use the nature strip in line with the permit or authorisation that has been provided. It is my view that in that situation you should use your best endeavours to negotiate an outcome with the permit holder in order to have the artificial grass removed. This may involve the offer of removal and disposal at Council's cost and replacement with another suitable covering.

I confirm that it is also my view that where a permit exists and has no conditions attached you could imply a condition of the permit that the artificial grass is not to damage any other infrastructure namely trees. Again, in that instance you should negotiate with the individual in order to protect Council's property.

With this in mind Administration has developed an Internal Policy (Attachment A) to manage the removal of existing artificial turf throughout the Township for both approved and non-approved locations prior to the 1 March 2021 policy change.

Options for Consideration

Option 1

That Council adopts the Artificial Turf Removal - Policy Procedure (Attachment A) for managing the removal of artificial turf installed prior to 1 March 2021 on Council owned land / verges.

Option 2

That Council adopts the Artificial Turf Removal - Policy Procedure (Attachment A) with the following amendments:

-
-
-

Analysis of Options

Option 1

Option 1 will ensure that Administration undertakes an agreed and fair process for removal of all artificial turf installed on Council verges. The cost for reinstating the approved verges at \$40 per square meter would total approximately \$3,000. It is estimated that the cost to reinstate the remaining no approved verges would be in the order of \$4,000 to \$8,000 (including the labour hours incurred by field staff).

Option 2

Option 2 provides Council the opportunity to amend the Policy Procedure, or to leave the existing artificial turf in-situ. This would have no cost implications, but would however if the turf isn't removed leave the trees at risk due the heat and lack of water infiltration caused by artificial turf.

Financial Implications

The cost of the recommendation would be in the order of \$7,000 to \$11,000 to remove all approved and non-approved artificial turf. This cost can be catered for within the 2021/22 budget pending Council endorsement of proposed budget figures.

Community Implications

Members of the community who have installed artificial turf, with approval or without approval may raise concerns with this proposed approach. The draft Policy Procedure aims to provide a fair and equitable resolve in implementing Council's *no artificial turf policy*, enacted on 15 February 2021 by way of Council resolution.

Regional Implications

There are no known regional implications in relation to this proposal.

Governance Implications

Administration has sought legal advice and the draft Policy Procedure has been informed by that advice. There appears to be no further governance implications in relation to this proposal.

Preferred Option & Reasoning

Option 1 is the preferred option as it will allow for Administration to undertake the process of removing the artificial turf from the Township. This will help to ensure the best chance of survival for the affected trees as well as has a cooling effect in those specific locations.

Attachment

Attachment A	Artificial Turf Removal (Prior 1 March 2021) - Policy Procedure
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Policy Procedure

Artificial Turf Removal Policy Procedure (Prior to 1 March 2021)

Approval Date	Click or tap to enter a date.
Classification	Administration Policy
Responsible Officer	Group Manager Assets & Infrastructure
Relevant Legislation	<i>Local Government Act 1999</i>
Related Policies	Public Land Encroachment Policy
Related Corporate Documents	
Associated Forms	
Record Number	Click or tap here to enter text.
Council Resolution Number	
Last Reviewed	Click or tap to enter a date.
Next Review	Click or tap to enter a date.

1. Introduction	1
2. Scope	1
3. Definition	1
4. Policy Statement	1
5. Availability of Policy	1
6. Review	3



Artificial Turf Removal Policy Procedure (Prior to 1 March 2021)

1. Introduction

Verges (or nature strips) are important components of the Town of Walkerville's streetscapes and assist in defining the character and visual appeal of local streets. Footpaths and verges also provide a space for safe pedestrian and cyclist movement; vehicular access to private properties; accommodate public assets and amenities including street trees, furniture, bus stops and street lights; and above and below ground infrastructure such as water, sewer, gas, electricity and telecommunications.

The increased green space that landscaped verges provide can assist in providing shade and absorbing heat from hard surfaces. Landscaped verges can help to mitigate the effects of increased temperatures and this is particularly important as the frequency and intensity of heatwaves is predicted to increase. Landscaped verges can also provide additional flora for biodiversity and food for local fauna.

2. Scope

For the purpose of interpretation this policy procedure is in reference to any artificial turf that has been installed on a Council verge prior to 1 March 2021.

3. Definition

Verge	The land between the property boundary and the kerb
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4. Policy Procedure

The actions required to perform this procedure are described below.

4.1 Non-Approved Artificial Turf

Action	Timing
Make written contact with resident at which the encroachment has occurred advising of the encroachment and requirement to remedy the site. If contact has been made Council will work with resident to advise of options to reinstate, Council will remove artificial turf on the residents behalf (artificial turf will be returned to resident) and replace with mulch. If they wish to have an alternative to mulch it will be at the resident's expense. W	As identified with six weeks to make contact with Administration.
If no response has been received, second letter to be sent advising of encroachment. If contact has been made Council will work with resident to advise of options to reinstate, Council will remove artificial turf on the residents behalf and replace with mulch. If they	Six weeks after first letter, with additional four weeks to make contact with Administration.

Artificial Turf Removal Policy Procedure (Prior to 1 March 2021)

wish to have an alternative to mulch it will be at the resident's expense.	
<p>If no response has been received, third letter to be sent advising of encroachment.</p> <p>If contact has been made Council will work with resident to advise of options to reinstate, Council will remove artificial turf on the residents behalf and replace with mulch. If they wish to have an alternative to mulch it will be at the resident's expense.</p>	Four weeks after second letter with additional four weeks to make contact with Administration.
If no response has been received, Administration will undertake the removal of the artificial turf and charge the resident for costs to remove and replace with mulch.	Four weeks after third letter.

4.2 Approved Artificial Turf

Action	Timing
<p>Make written contact with resident at which the encroachment has occurred advising of the changes to the Public Land Encroachment Policy and the impacts of artificial turf.</p> <p>Offering to negotiate the reinstatement of the verge area to an approved development pursuant to the Public Land Encroachment Policy. Costs for reinstatement are to be negotiated (up to a value of \$40 per square meter)</p>	As identified with six weeks to make contact with Administration.
<p>If no response has been received, second letter to be sent advising of the changes to the Public Land Encroachment Policy and the impacts of artificial turf.</p> <p>Offering to negotiate the reinstatement of the verge area to an approved development pursuant to the Public Land Encroachment Policy. Costs for reinstatement are to be negotiated (up to a value of \$40 per square meter)</p>	Six weeks after first letter, with additional four weeks to make contact with Administration.
<p>If no response has been received, third letter to be sent advising of the changes to the Public Land Encroachment Policy and the impacts of artificial turf.</p> <p>Offering to negotiate the reinstatement of the verge area to an approved development pursuant to the Public Land Encroachment Policy. Costs for reinstatement are to be negotiated (up to a value of \$40 per square meter)</p>	Four weeks after second letter with additional four weeks to make contact with Administration.

Artificial Turf Removal Policy Procedure (Prior to 1 March 2021)

5. Availability of Policy

- 5.1. This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website www.walkerville.sa.gov.au
- 5.2. Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

6. Review

This Policy will be reviewed by the Corporation of the Town of Walkerville within 12 months of each Council general election.

Meeting:	Council
Title:	Cluny Avenue 3 Hour Parking and Resident Permit Parking Proposal
Responsible Manager:	Group Manager Assets & Infrastructure, Ben Clark
Author:	Group Manager Assets & Infrastructure, Ben Clark
Key Pillar:	Strategic Framework – Key Pillar 3 – Mobility and Movement – Provide easy traffic and pedestrian movement throughout the town
Key Focus Area:	Asset Management Plan
Type of Report:	Decision Required

Recommendation

That Council received and notes the information contained in the Cluny Avenue, Walkerville 3 Hour Parking report and instructs Administration to implement a 3 Hour Parking Zone for the entirety of Cluny Avenue, which would operate from 8am to 5pm Monday to Friday, with Resident Permit Holders being exempt.

Summary

Administration have been contacted by residents of Cluny Avenue, Walkerville regarding the possibility of introducing 3P parking and residential permit exemption on both sides of Cluny Avenue, Walkerville between Victoria Terrace and Stephen Terrace, to alleviate parking congestion in the area due to the parking overflow from the Watson Hotel Car Park and commuter parking.

Cluny Avenue, Walkerville is located just outside of the recently implemented Transport and Parking Plan (3 Hour Parking with Resident Permit) Area within Gilberton.

Background

In response to enquiries from the residents of Cluny Avenue, Walkerville regarding the parking situation, Administration undertook community consultation, with the local affected residents, in order to seek comment for the proposed parking management scheme. The consultation period was open for three weeks between 5th February to 26th February 2021. The general feedback received was positive with the residents along Cluny Avenue, Walkerville supporting the proposal.

Timed parking is a form of parking control used to balance competing demands for parking space. This form of parking control is generally implemented on local streets where time limits help to limit visitor and commuter parking in residential neighbourhoods close to business precincts.

Cluny Avenue, a 11.2m wide carriageway, is under the care, control and management of Council. The local street provides access to residential properties located on both sides of the street and there are no restrictions to on-street parking.

The default urban speed limit on Cluny Avenue is 50 km/h unless sign posted otherwise.

A Traffic Impact Statement (TIS) has been prepared by Administration’s Consultant (Greenhill Engineers) and can be referred to in **Attachment A** of this report.

Discussion/Issues for Consideration

Consultation has been undertaken with local residents on Cluny Avenue and Stephen Terrace during the preparation of the aforementioned parking management proposal. A copy of the consultation letter, distributed to 12 residential properties has also been attached to this report (**Attachment B**).

Feedback from the consultation is summarised as follows:

- A total of 12 properties were consulted with four separate properties providing a formal response, along with an email prior to the consultation requesting investigation into availability of parking along Cluny Avenue.
- One Property Owner strongly opposed the proposal, stating that the parking from The Watson is not an issue and a timed parking arrangement would create issues for residents’ visitors.
- Three Property Owners supported the proposal and mentioned that it isn’t only The Watson residents but also bus commuters and local workers who park on Cluny Avenue, creating congestion in the street.
- The remaining property owners did not provide a formal response to Council during the consultation process.

Address	For/Against	Contact Method	Reason
Respondent 1	Against	Email	Stating issue for residents with visitors, wants more permits
Respondent 2	For	Email	States it’s not just to Watson, also workers and bus commuters, requested more permits
Respondent 3	For	Phone	Strongly for proposal, no objections
Respondent 4	For	Phone	Supported proposal, however pointed out error in map stating that didn't show the restrictions for whole of Cluny

Table 1 – Summary of feedback received on the proposed parking changes to Cluny Avenue

Originally the consultation letter included a 3 Hour Restrictions for 24 hours a day, 7 days a week, however this has been modified based on responses from residents and so it aligns better with the recent Parking Plans for other suburbs such as Medindie and Gilberton.

Administration have noticed that the parking congestion along Cluny Avenue, Walkerville can be quite intermittent with some periods being very congested during business hours and other times only having minor congestion. This can be typical of parking around businesses such as The Watson and surrounding smaller businesses as it often depends on business operation trends and peak operating hours.

Options for Consideration

Option 1 – 3P Parking Controls with Resident Permit Parking

That Council received and notes the information contained in the Cluny Avenue, Walkerville 3 Hour Parking report and instructs Administration to implement a 3 Hour Parking Zone for the entirety of Cluny Avenue, which would operate from 8am to 5pm Monday to Friday, with Resident Permit Holders being exempt.

Option 2 – Keep the Existing Parking Conditions

That Council receives and notes the information contained in the Cluny Avenue 3 Hour Parking report and instructs Administration to further monitor and assess this street and other streets outside of the recently implemented Transport and Parking Plan for timed parking opportunities.

Analysis of Options

Option 1 – 3P Parking Controls with Resident Permit Parking

The proposed timed parking will discourage commuter parking and this will help eliminate some of the parking and traffic congestion issues experienced by local residents along the street. It may also have an adverse effect on visitor parking, which will need to be managed. These issues have arisen due to Cluny Avenue being located in close proximity to The Watson Hotel and commercial activities along Walkerville Terrace. Furthermore, city workers would not be able to park on this street and take the public transport to the city.

Local residents who are eligible for residential parking permits will be exempted from the time parking restrictions subject to the type of permits being approved.

Timed parking will likely clear the majority of non-resident on street parking visiting surrounding businesses, however could create inconveniences for property owners who have visitor or who are ineligible for multiple parking permits.

Option 2 – Keep the Existing Parking Conditions

Currently there is no limited parking controls on Cluny Avenue and the street can be freely parked on at any time of day.

If the existing arrangements are kept there will likely be the existing inconvenience to some local residents of restricted parking availability near their properties.

If the existing parking conditions were to remain, Administration would assess Cluny Avenue along with other streets, that haven't been included within the Gilberton and Medindie Transport and Parking Plan, for timed parking opportunities where there may be parking and vehicle congestion problems.

Financial Implications

There are no known financial implications of this recommendation.

Community Implications

Local residents have raised ongoing concerns with respect to parking congestion in the area due to the parking overflow from the Watson Hotel Car Park and commuter parking. Whilst the response rate is considered low (4 responses out of a possible 12), it is clear from the feedback received, that there is support for implementing parking restrictions and issuing residential parking permits.

Regional Implications

There are no known regional implications of this recommendation.

Governance Implications

In accordance with the Minister for Transport and Infrastructure's Instrument of General Approval and Delegation to Council, the Traffic Impact Statement for the proposed Parking Management Proposal has been prepared by a person the Council deems to be an experienced traffic engineering practitioner, and endorsed by a person authorised by Council.

No Traffic Control Device within this proposal requires separate approval from the Commissioner of Highways (Department for Transport and Infrastructure).

Preferred Option & Reasoning

Option 1 is recommended on the basis that the Traffic Impact Statement confirms that the introduction of a 3P (Monday to Friday 8am-5pm) and residential permit parking restrictions will improve the traffic access and safety issues for local residents along Cluny Avenue, Walkerville. It will also reduce parking and traffic congestion issues caused by commuter parking on the street, but will equally limit visitor activity.

Attachment/s

Attachment A	Cluny Avenue 3P Traffic Impact Statement
Attachment B	Cluny Avenue 3P Consultation Letter

TRAFFIC IMPACT STATEMENT AND ENDORSEMENT

PROJECT: Proposal to install 3P and Resident Permit Parking along Cluny Avenue, Walkerville

DRAWINGS / ATTACHMENTS: Not applicable

COUNCIL:

ROAD AUTHORITY:



LOCATION: Cluny Avenue, Walkerville

BACKGROUND

In 2021, The Town of Walkerville (Council) identified a need to introduce 3P parking and residential permit exemption on both sides of Cluny Avenue, between Victoria Terrace and Stephen Terrace, to alleviate parking congestion in the area due to the parking overflow from Watson Hotel Car Park and commuter parking. The parking management scheme was proposed after complaints were raised by residents on Cluny Avenue experiencing increased congestion and parking issues.

A community consultation letter was issued by Council seeking comment for the proposed parking management scheme. The consultation period was open for three weeks between 5th February to 26th February 2021. The general feedback received was positive with the residents along Cluny Avenue supporting the proposal.

Cluny Avenue, a 11.2m wide carriageway, is under the care, control and management of Council. The local street provides accesses to residential properties located on both sides of the street and there are no restrictions to on-street parking.

The default urban speed limit on Cluny Avenue is 50 km/h unless sign posted otherwise.

PROPOSAL

This project proposes to:

- Install 3P (Monday to Friday 8am-5pm) and residential permit exempt restrictions along the entire length of Cluny Avenue.

TRAFFIC CONTROL DEVICES

This proposal includes the following traffic control devices to be installed, altered or removed:

Devices included under Council's Instrument of General Approval

- 3P (Monday to Friday 8am-5pm) and residential permit exempt signage

Devices requiring separate approval from the Commissioner of Highways**Listed traffic control devices in Appendix A of the Code or Non-standard traffic control devices**

- Not applicable.

IMPACTS

Timed parking is a form of parking control used to balance competing demands for parking space. This form of parking control is generally implemented on local streets where time limits help to limit visitor and commuter parking in residential neighbourhoods close to business precincts.

The proposed time parking will discourage visitor and commuter parking and this will help eliminate some of the parking and traffic congestion issues experienced by local residents along the street. These issues have arisen due to Cluny Street located in close proximity to the Watson Hotel and commercial activities along Walkerville Terrace. Furthermore, it is also possible that city workers would find it favourable to park on this street and take the public transport to the city.

Local residents who are eligible for residential parking permits will be exempted from the time parking restrictions subject to the type of permits being approved.

OUTCOME


The proposed 3P (Monday to Friday 8am-5pm) and residential permit parking restrictions will improve traffic access and safety issues for local residents along Cluny Avenue. It will also reduce parking and traffic congestions issues caused by visitor and commuter parking on the street.

CONSULTATION

Consultation has been undertaken by Council with local residents on Cluny Avenue and Stephen Terrace during the preparation of the above-mentioned parking management proposal. A copy of the consultation letters and consultation summary is also attached.

ENDORSEMENT

In accordance with the Minister for Transport and Infrastructure's *Instrument of General Approval and Delegation to Council*, this Traffic Impact Statement has been prepared by a person the Council deems to be an experienced traffic engineering practitioner, and endorsed by a person authorised by Council.

PREPARED BY: (Experienced Traffic Engineering Practitioner) Signed: 	Name: Peter Tan	Date: 31/3/2021
	Position: Principal Engineer, GREENHILL	
ENDORSED: (Person authorised by Council) Signed:	Name:	Date:
	Position:	

NOTE: If this proposal only contains devices that meet Council's *Instrument*, approval from the Commissioner of Highways is **not** required. Otherwise continue below.

APPROVAL FROM THE COMMISSIONER OF HIGHWAYS or authorised delegate is required for devices not conforming to the requirements of, or used in accordance with, the Australian Standards or DPTI's *Code of Technical Requirements* ('the Code'), or for devices listed in Appendix A of the Code as requiring a separate approval.

Applications for approval shall be addressed to:

Commissioner of Highways
% Manager, Traffic Services
Department of Planning, Transport and Infrastructure
GPO Box 1533
Adelaide SA 5001
Email: DPTI.TASSAdminSupport@sa.gov.au

and must include this traffic impact statement, any plans and relevant supporting documentation.

APPROVAL FROM COMMISSIONER OF HIGHWAYS (or authorised delegate) – DPTI USE ONLY		
TECHNICAL ENDORSEMENT (Recognised Traffic Engineering Practitioner) Signed:	Name:	Date:
	Position:	
APPROVED (Authorised delegate in accordance with OI 18.3) Signed:	Name:	Date:
	Position:	
File No:	KNet Ref:	

CONDITIONS

(Additional conditions may be added to this list)

Approval to install, alter or remove those traffic control devices listed as requiring separate approval from the Commissioner of Highways that are proposed in this traffic impact statement and its attachments is granted subject to the following:

- Devices shall be installed, altered or removed in accordance with the *Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices* where there is no conflict with this traffic impact statement and its attachments, and the conditions of this approval, and
- Devices shall be installed by a council employee or contractor with experience in the placement of traffic control devices, and
- Council must keep records of the times and dates the devices are installed, altered or removed, and
- For speed limit and end speed limit signs, Council shall notify the Commissioner of Police before signs are installed, altered or removed.



The Corporation of the Town of Walkerville

ABN 49 190 949 882

66 Walkerville Terrace, Gilberton SA 5081

PO Box 55, Walkerville SA 5081

File Number: 20.16.1.3

Please Quote Ref: OLT202146142

Contact Officer: Assets and Projects Engineer, James Kelly

Telephone: (08) 8342 7100

Facsimile: (08) 8269 7820

Email: walkerville@walkerville.sa.gov.au

www.walkerville.sa.gov.au

5 February 2021

The Resident
Cluny Avenue
Walkerville SA 5081

Dear Resident

Re: Cluny Avenue, Walkerville – 3P and Resident Permit Parking Proposal

Requests have been received by Council from residents for parking controls on Cluny Avenue, Walkerville.

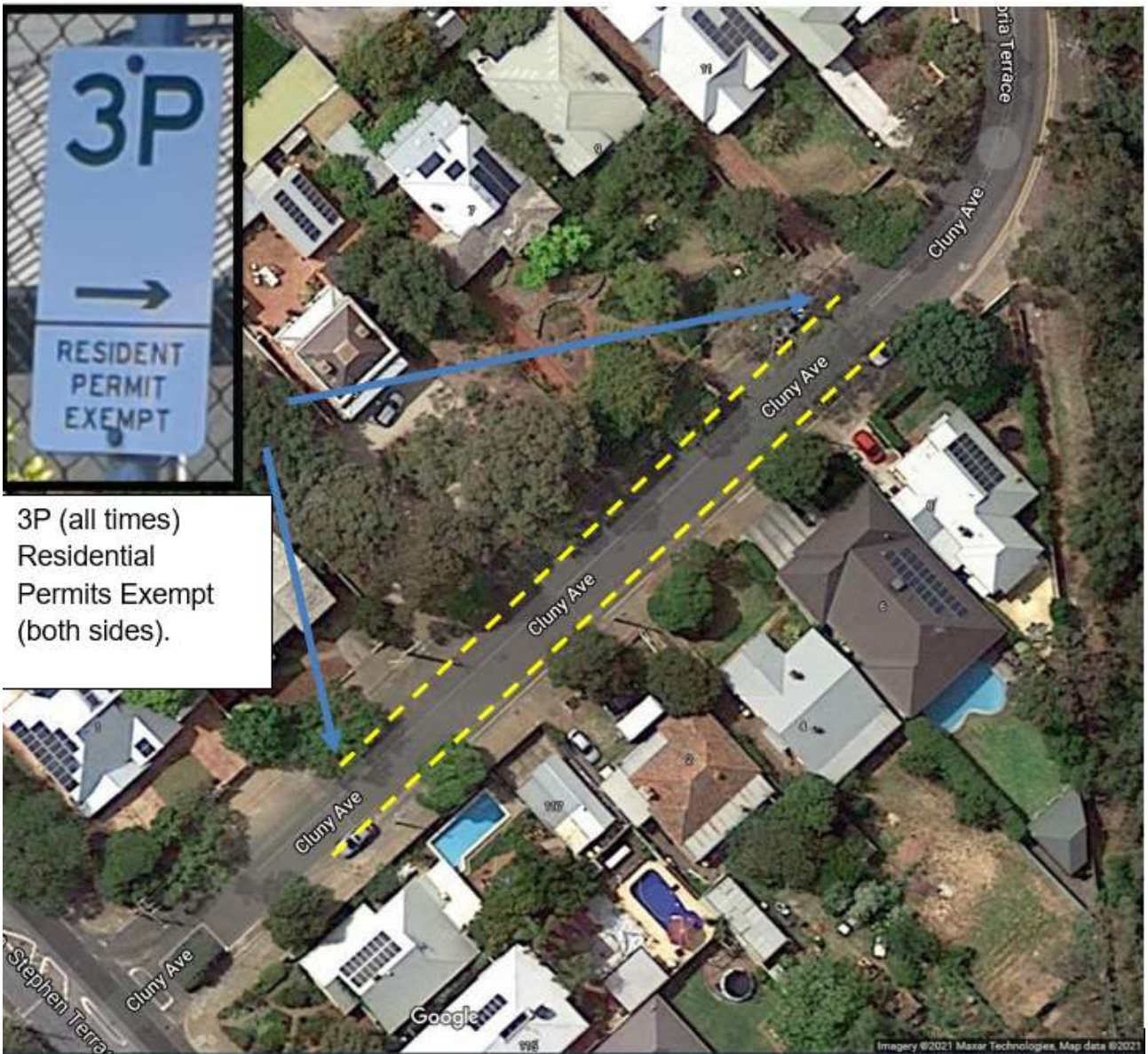
Local residents are experiencing increased congestion as well as commuter parking that is displacing property owner parking.

Council staff are therefore recommending a parking management scheme as shown in the diagrams attached to this letter.

As a resident with a direct interest, if you have any comment regarding this proposal you are welcome to contact me on 0477 995 050 during business hours or write to the above address, prior to **Friday 26 February 2021**.

Yours faithfully

James Kelly
Assets and Project Engineer



Cluny Avenue proposed parking restrictions

Meeting:	Council
Title:	East Waste Draft Budget and Annual Business Plan 2021/22
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

That Council approves the 2021/22 East Waste Draft Budget and Annual Business Plan and requests that Administration write to East Waste advising of Council's decision.

Summary

East Waste have completed the draft of their Annual Business Plan (ABP) and Budget for the 2021/22 financial year. Prior to the Board of East Waste endorsing the budget, they are required to gain the consent of all Constituent Councils.

The 2021/2022 East Waste Draft Budget and Annual Business Plan was present to the Audit Committee on 6 May 2021 and the below was resolved-

AC38/20-21

That the Audit Committee receives the East Waste Draft 2021/2022 Annual Budget & Fees and in so doing the Audit Committee raises no concern.

Background

Schedule 2 – Part 2 – sections 24 & 25 of the *Local Government Act 1999* states:

Section 24 (1) A regional subsidiary must, in consultation with the constituent councils, prepare and adopt a business plan.

Section 25 (1) A regional subsidiary must have a budget for each financial year

Discussion/Issues for Consideration

The Town of Walkerville has a 16.66% equity share in East Waste. As such, 16.66% of the Total Equity of East Waste shown in Attachment B belongs to Council and will be reflected in their accounts. The below table is the movement for Council.

The total 2021/22 draft budget has an overall waste collection charge increase of 2.35% however, Council increase is only 2%.

Table 1: Town of Walkerville Projected Fees for FY2022

DRAFT Member Council Fees 2021/22				
Town of Walkerville	Adopted 2020/21 Fees	Draft Budget 2021/22	Movement	Comments
Administration Fee Fixed	\$ 33,557	\$ 34,229	\$ 672	
Collection Fees	\$ 421,885	\$ 430,527	\$ 8,642	
<i>Waste</i>	\$ 202,217	\$ 206,359	\$ 4,142	
<i>Recycling</i>	\$ 72,585	\$ 74,072	\$ 1,487	
<i>Green Organics</i>	\$ 100,508	\$ 102,566	\$ 2,058	
<i>Street/Reserve Litter</i>	\$ 27,703	\$ 26,869	-\$ 834	
<i>Hard Rubbish</i>	\$ 18,873	\$ 20,661	\$ 1,788	
Indicative Processing Fees	\$ 142,348	\$ 144,289	\$ 1,941	Charged at-cost - projected tonnes
<i>Green Organics</i>	\$ 35,745	\$ 39,981	\$ 4,236	
<i>Hard Waste</i>	\$ 21,376	\$ 25,348	\$ 3,972	Includes mattress disposal cost
<i>Recyclables</i>	\$ 85,227	\$ 78,960	-\$ 6,267	
Total Waste Costs	\$ 597,791	\$ 609,045	\$ 11,254	

Options for Consideration

Option 1

That Council endorses the 2021/22 East Waste Draft Budget and Annual Business Plan and requests that Administration write to East Waste advising of Council's decision.

Option 2

That Council seek the following amendments to the 2021/22 East Waste Draft Budget and Annual Business Plan:

-
-

Analysis of Options

The draft budget does not represent any significant changes to the operations of East Waste as it effects Council.

Financial Implications

Council's 2021-22 draft budget will take into account the fee structure that underlies the draft budget and annual business plan.

Community Implications

The proposed budget will enable East Waste to continue to provide the same level of service to Council's residents.

Regional Implications

Adopting the budget will allow for East Waste to continue to provide a waste service to the eastern region of Council members and their respective communities.

Governance Implications

The Charter of East Waste sets out the requirements for a budget and annual business plan. Before it can endorse the budget all Constituent Councils must be consulted.

Preferred Option & Reasoning

Option 1 is the preferred option. It meets Council's legislation requirements and fulfils East Waste obligations under its Charter.

Attachments

Attachment A	Letter to Walkerville CEO from East Waste GM – dated 3 March 2021
Attachment B	East Waste Draft Budget and Annual Business Plan 2021/22

3 March 2021

Ms Kiki Cristol
Chief Executive Officer
Town of Walkerville
PO Box 55
WALKERVILLE SA 5081

Dear Kiki,

Re: East Waste Draft 2021/22 Annual Plan and Budget

I am pleased to provide to you the *East Waste Draft 2021/22 Annual Plan* (refer attached), inclusive of a draft budget and the Town of Walkerville proposed fees for the 2021/22 financial year.

As you are aware, *Clause 51* of the *East Waste Charter* mandates that East Waste must have an Annual Plan which supports and informs the Budget and additionally *Clause 52.3*, notes that the Plan must be presented to Member Councils for the purpose of obtaining their consent prior to 31 May.

The 2021/22 Annual Plan is the first Annual Plan developed under the *East Waste 2030 Strategic Plan* which was endorsed by the Board in September 2020. The East Waste 2030 Strategic Plan sets out a series of bold and ambitious targets (Key Performance Indicators) which we aspire to meet through five Key Objectives and a series of Strategies. Central to the majority of actions is the focus on reducing the amount of material sent to landfill. Diverting material away from landfill, particularly food waste provides the greatest economic, environmental and social benefit to our Member councils. Consistent with the requirements of the Charter the draft *East Waste 2021/22 Annual Plan* sets out the key activities to be undertaken over the period of the Plan and through a new presentation style, provides easy reference as to how these link back to the Strategic Plan.

Highlights of the Draft Annual Plan include the continuation of East Waste's strong behavior change and educational work (following a revision of current reviews being undertaken), development of an "off the shelf" Choice & Flexibility collection model, a repeat of the highly informative 2019 kerbside audit, a hard waste reuse trial and a crushed glass recycling options investigation. These works are in addition to the ongoing advocacy, efficiency identification and implementation and industry engagement work which is undertaken through a business as usual approach.

The 2021/22 draft budget has been endorsed by the Board and sees overall waste collection charges increasing by 2.35%. Through a zero-based budgeting approach each line of the budget has been heavily scrutinised to ensure its relevance and accuracy for the year ahead.

The collections increase for Town of Walkerville at 2% is slightly lower than the East Waste average due to a small reduction in your common fleet percentage. Your common fleet percentage for the FY2022 will be 3.40% compared to 3.41% for the current financial year.

East Waste has implemented several savings over the past 12 months which have had a tangible financial saving in excess of \$100,000. These efficiencies are only those generated within the past 12 months and don't include historical efficiencies which continue to flow through and be realised.

Importantly despite all the challenges that COVID-19 and 2020 presented, East Waste was able to maintain successfully delivering a full suite of services on time while safe-guarding our staff and the community. I am not aware of any other waste collection company in Adelaide that can make the same claim.

Largely due to these, East Waste has a recent history of returning operating surpluses and this will again occur in the upcoming Q4 invoices which will see \$44,000 of the FY2020 operating surplus returned across Member Councils.

With respect to the indicative processing costs, Green Organics has risen due to the increased collection volume experienced last calendar year through COVID and is expected to continue. Similarly, for hard waste, rising demand for the service, higher volumes and increased mattress presentation has pushed this figure higher. Again we expect this to remain high in the coming year.

On a positive note, we believe we will see a small reduction in recycling costs which given the market over the past three years is very encouraging. The market as a whole still remains unstable and with the commencement of the National Waste bans and international volatility, a high level of uncertainty around the market remains.

A breakdown of the projected fees to be charged to Town of Walkerville is detailed in Table 1 below. To protect our commercial integrity, we respectfully request that these are kept confidential and only the high-level figures (bold) are used for your budgeting and publicly accessible documents.

Table 1: Town of Walkerville Projected Fees for FY2022

DRAFT Member Council Fees 2021/22				
Town of Walkerville	Adopted 2020/21Fees	Draft Budget 2021/22	Movement	Comments
Administration Fee Fixed	\$ 33,557	\$ 34,229	\$ 672	
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<i>Recyclables</i>	\$ 85,227	\$ 78,960	-\$ 6,267	
Total Waste Costs	\$ 597,791	\$ 609,045	\$ 11,254	

Please note that the above figures do not include your landfill disposal costs which are charged directly to you under your waste disposal contract.

Shane Raymond, Manager Corporate Services and myself are available to brief yourself, other Executive, staff and/or Elected Members on the contents of the Draft Annual Plan and budget if required, so please do not hesitate to contact me on mobile, 0417 466 929, or email robq@eastwaste.com, if you wish to take up this offer. Otherwise I look forward to receiving your written consent to the East Waste Draft 2021/22 Annual Plan prior to

Monday 31 May 2021. Please note there is no requirement for Council to approve/consent to the Draft Budget. The Plan will then be presented to the East Waste Board for endorsement in late June, with a final copy sent to Member Councils following this.

While there are many challenges still facing us in the waste sector East Waste is excited about the year ahead, the opportunities that we have identified to date and the other opportunities that will no doubt present themselves. Through all of this, our ongoing commitment is to continue to further identify savings, whilst maintaining and improving community service levels.

East Waste looks forward to continuing our long and successful partnership with the Town of Walkerville and providing tailored collections to suit your geographical and demographical needs. Should you wish to explore further waste options, bespoke programs, or believe there are opportunities for efficiencies, please don't hesitate to contact me.

Yours sincerely,



ROB GREGORY
GENERAL MANAGER

EastWaste



2021/22 Annual Plan

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VISION

The Destination

To be the leading waste logistics company in Australia through the delivery of innovative collection and resource management services.

MISSION

The Vehicle

Delivering leading-edge solutions and services for a cleaner and sustainable future.

Introduction

East Waste is the trading name of Eastern Waste Management Authority, which was established in 1928. The Authority is a regional subsidiary of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood, Payneham & St Peters, City of Mitcham, City of Prospect and Town of Walkerville.

Through the servicing of kerbside waste, recycling and organics bins and street and reserve litter bins, East Waste undertakes approximately 9 million bin lifts and 30,000 hard waste collections each year for the Member Councils. East Waste however is far more than a waste logistics Company and has been a driving force in the waste education space in recent years.

East Waste is governed by a Charter (the Charter) pursuant to *Section 43* of the *Local Government Act 1999* and administered by a Board, which includes a director appointed by each Council and an Independent Chair. Clause 51 of the Charter requires the Authority each year to have an Annual Plan which supports and informs the budget. Specifically, it is to include an outline of East Waste's objectives, the activities intended to be pursued, and the measurement tools defined to assess performance. It must also assess and summarise the financial requirements of East Waste and set out the proposals to recover overheads and costs from the Member Councils.

The *2021/22 Annual Plan* is the first Annual Plan developed under the *East Waste 2030 Strategic Plan* which was endorsed by the Board in September 2020. The *East Waste 2030 Strategic Plan* sets out a series of bold and ambitious targets (Key Performance Indicators) which we aspire to met through five Key Objectives and a series of Strategies. The Strategic Plan is summarised on the following page.

For full context this Plan should be read in conjunction with East Waste's broader strategic planning framework including the *Strategic Plan 2030*, Long-Term Financial Plan, and Risk Management Planning Framework.






As a regional subsidiary East Waste recognises that success from this Annual Plan is not possible without the continued support, integration and active working partnership of all our Member Councils and key Strategic Partners. As noted on page eight, East Waste is committed to developing and continuing partnerships which ultimately drive value back to the communities we serve.

East Waste Draft Strategic Plan Vision, Objectives & Strategies

VISION

To be the leading waste logistics company in Australia through the delivery of innovative collection and resource management services to our Member Councils & their Communities.

OBJECTIVES

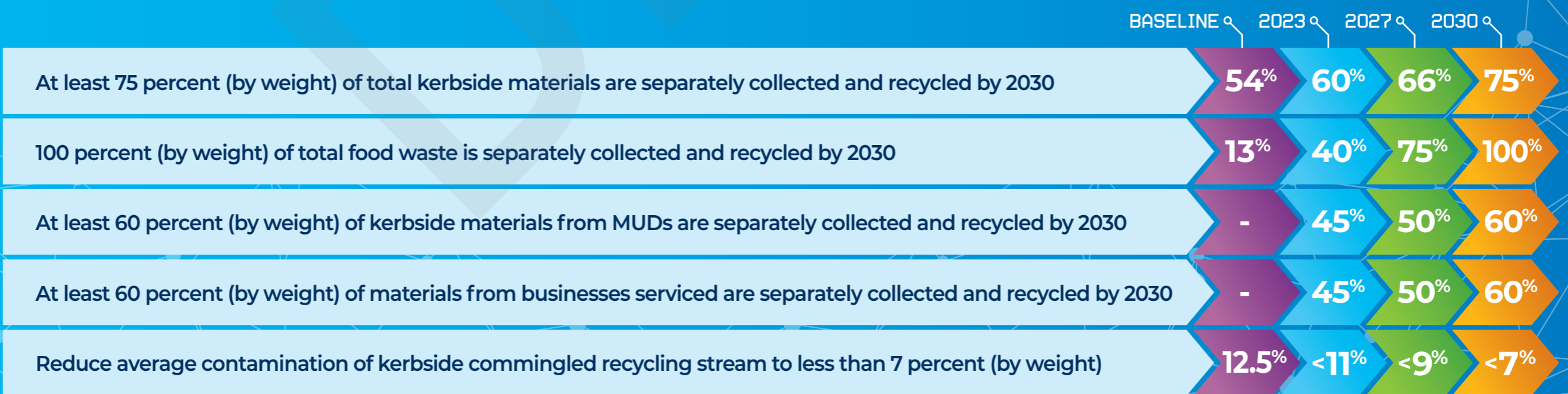
- | | | | | |
|---|---|--|--|---|
| 
1. Deliver cost-effective and efficient services facilities | 
2. Maximise source separation and recycling | 
3. Provide leading and innovative behaviour change and education | 
4. Help develop a local circular economy | 
5. Provide leadership |
|---|---|--|--|---|

STRATEGIES

- | | | | | |
|--|---|--|--|--|
| <ul style="list-style-type: none"> 1.1 Attract additional services and/or new councils where further economies of-scale can be achieved 1.2 Offer a single contract for the management of the residual waste to all member councils 1.3 Partner with other councils and organisations to achieve greater synergies and economies of scale in service delivery 1.4 Investigate and implement collection technologies and innovation 1.5 Provide a consistently high standard of Customer Service | <ul style="list-style-type: none"> 2.1 Provide more service choice and flexibility to residents on kerbside services to support them to increase their recycling levels 2.2 Provide a tailored 3-stream service to Multi-Unit Dwellings (MUDs) to support waste reduction and increased recycling 2.3 Pilot a tailored service delivery model across a business precinct(s) to support waste reduction and increased recycling | <ul style="list-style-type: none"> 3.1 Engage in research and projects delivering evidence-based data which increases behaviour change decision making 3.2 Develop an integrated and tailored long-term community behaviour change and education program 3.3 Identify and trial behaviour change programs aimed at reducing contamination 3.4 Encourage and support councils to introduce an incentive(s) to households to reduce their landfill volumes 3.5 Engage schools in behaviour change & waste education | <ul style="list-style-type: none"> 4.1 Support local reprocessing and procurement of recycled content products 4.2 Encourage and support councils to procure and use recycled content products 4.3 Support councils to implement sharing economy and reuse initiatives 4.4 Investigate options to process and extract the highest value from collected resources | <ul style="list-style-type: none"> 5.1 Implement best practice safety standards 5.2 Advocate on behalf of our Member Councils 5.3 Invest in our people 5.4 Quality and transparent Corporate (Governance & Financial) Activities |
|--|---|--|--|--|

KPIs

We will measure our success in reaching our objectives through the following KPIs...



2021/22 Objectives & Activities

At a high level, progression towards the Vision and 2030 Key Performance Indicators will be the key Objective and sit behind all the activities that East Waste undertake.

While the following is not a prescriptive list the key projects East Waste intend to undertake over the 2021/22 year are detailed below. While these will be the key focus, East Waste will remain a fluent and adaptable Organisation that is able to pivot and respond as required to maximise funding, partnerships, opportunities and projects that will fast-track the pursuit of our KPIs.

NO.	ACTIVITY/PROJECT	OVERVIEW	STRATEGY	MAIN KPI TARGET
DELIVER COST EFFECTIVE AND EFFICIENT SERVICES AND FACILITIES				
1	Continue & Expand Core services	East Waste optimisation will come from providing a full suite of services to Member Councils. Where this doesn't occur, East Waste will work with the respective Councils in a bid to secure these services.	1.1	Vision Target
2	Investigate opportunities outside of existing Member Councils.	East Waste will actively pursue service provision to non-member Councils where value to existing Members can be realised.	1.3	Vision Target
3	Upgrade to Waste Trak II	East Waste utilises a high-quality software system known as Waste Trak to manage all elements of collections. An upgraded package is available which will streamline several workflows and improve data reporting, among several other operational benefits. To utilise the system the collection vehicles, require an upgrade of 'in cab' hardware. This will be undertaken in conjunction with the Fleet Replacement Program.	1.4	Vision Target
MAXIMISE SOURCE SEPARATION & RECYCLING				
4	Investigate a broadscale 'Choice & Flexibility model.'	Some small positive steps have been taken across metropolitan Adelaide in recent times to investigate alternate collection options. This program will draw together the latest research and findings to develop an "off-the-shelf" framework which will drive reduced material to landfill, particularly food waste.	2.1	At least 75% of kerbside material separately collected & recycled 100% of food waste separately collected and recycled.

PROVIDE LEADING AND INNOVATIVE BEHAVIOUR CHANGE AND EDUCATION

5	Undertake Audits of businesses and Multi Unit Dwellings to provide baseline data	Business waste serviced by our Member Councils and Multi Unit Dwellings contribute to the total tonnes collected, yet little is known about the make- up of the waste. The audit will identify this and provide baseline diversion targets for the Strategic Plan	2.1	60% by weight of kerbside waste is separately collected and recycled 60% of of materials from businesses serviced are separately collected and recycled
6	Undertake the biennial East Waste kerbside bin audit.	Undertake an East Waste-wide audit, to understand up-to-date disposal behaviours and progress towards targets	2.1	At least 75% of kerbside material separately collected & recycled 100% of food waste separately collected and recycled. Reduce average contamination of kerbside commingled recycling to less than 7%.
7	Delivery of the “Why Waste It?” behaviour change program and associated social media.	Utilising the results of the reviews and audits undertaken over the past 12 months, refine and deliver the ongoing successful “Why Waste It?” program.	3.2	Continue to develop long term integrated education and behaviour change programs.

HELP DRIVE A LOCAL CIRCULAR ECONOMY

8	Identify opportunities amongst Member Councils for the uptake of crushed glass.	A feature by our current recycling provider is the possibility of separating glass fines from the Material Recovery Facility waste stream, for reuse rather than the current practice of landfilling. Should this materialise, East Waste will work with the required parties to provide and encourage Member Councils to utilise this material in asset renewal programs.	4.2	Encourage & support Councils to procure and use recycled content products.
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9	Hard waste Reuse trial	<p>East Waste currently diverts over 95% of all material collected through our hard waste service away from landfill by sending the material to ResourceCo (Wingfield) who transform it into Process Engineered Fuel (PEF).</p> <p>A strategic principle of East Waste is to ensure where possible that collected material is retained/processed at its highest value. Referring to the waste hierarchy, Reuse sits higher than Waste to Energy and as such East Waste will investigate solutions and implement trials where possible for increasing the life (reuse) of the many items currently presented for hard waste collection.</p>	4.4	Investigate options to process and extract the highest value from collected resources
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PROVIDE LEADERSHIP

10	Fleet Replacement	In line with the Long Term Financial Plan, undertake the replacement of five (5) collection vehicles.	5.4	Quality & transparent Corporate Activities.
11	IT and Cyber Security Enhancement	<p>The reports of Cyber Security attacks across all levels of government and private enterprise over the past 12 months has heightened the awareness of the local government sector and its response to it. Identified as a possible risk, East Waste has commenced actions and tasks to strengthen its protection against a potential cyber security attack. In response, East Waste is moving to hosting its IT requirements on an external server, which provides for enhanced protection of our systems and data. In support of this, staff will all be undertaking cyber security training and East Waste's recently upgraded records management system also provides greater security and protection of all East Waste data.</p>	5.1	Risk mitigation is integrated into all activities.

“ We will continue to work closely with our member Councils, Government Agencies and like-minded organisations to ultimately drive value back to the communities we serve.

I encourage you to engage in conversation with us if you see opportunity for partnership. ”

Fraser Bell
East Waste Chair 2020

Budget Management

East Waste operates almost entirely on a Common Fleet Costing methodology, whereby Member Councils are charged directly against the time it takes to undertake their services. This is achieved through the utilisation of a specialised, highly accurate and powerful cloud-based, real-time GPS based system, supported by detailed reporting capabilities. As a result of this minor variations in the common fleet percentages (and therefore apportioning of Common Fleet costs) occur from year to year in response to efficiencies and increased collection costs (e.g. increase in developments, Fire Ban days and events). Specific costs (and rebates where applicable) such as waste disposal and resource processing are directly on-charged, to Member Councils.

The budget to deliver this Annual Plan, along with all East Waste's Services and legislative requirements is detailed in the following proposed 2020/21 Financial Papers (refer Attachment 1 – 5).

EAST WASTE**PROJECTED STATEMENT OF COMPREHENSIVE INCOME (BUDGET)**

for the Financial Year Ending 30 June 2022

FY2020		FY2021	FY2022
Audited Actuals		Proposed Budget (BR2)	Proposed Budget
\$'000		\$'000	\$'000
	INCOME		
16,756	User Charges	17,655	18,241
21	Investment income	3	2
-	Grants, subsidies and contributions	-	-
677	Other	788	1,171
17,454	TOTAL INCOME	18,446	19,414
	EXPENSES		
5,851	Employee Costs	6,130	5,730
9,120	Materials, contracts & other expenses	9,865	11,265
2,069	Depreciation, amortisation & impairment	2,009	2,122
281	Finance costs	275	281
17,321	TOTAL EXPENSES	18,279	19,398
133	OPERATING SURPLUS / (DEFICIT)	167	16
60	Asset disposals & fair value adjustments	125	115
193	NET SURPLUS / (DEFICIT)	292	131
-	Other Comprehensive Income	-	-
193	TOTAL COMPREHENSIVE INCOME	292	131

EAST WASTE**PROJECTED BALANCE SHEET (BUDGET)**

for the Financial Year Ending 30 June 2022

FY2020		FY2021	FY2022
Audited Actuals		Proposed Budget (BR2)	Proposed Budget
\$'000		\$'000	\$'000
	ASSETS		
	CURRENT ASSETS		
2,322	Cash & Cash Equivalents	2,232	2,231
1,019	Trade & Other Receivables	1,019	1,019
-	Other Financial Assets	-	-
3,341	TOTAL CURRENT ASSETS	3,251	3,250
	NON-CURRENT ASSETS		
7,652	Infrastructure, Property, Plant & Equipment	8,317	8,576
7,652	TOTAL NON-CURRENT ASSETS	8,317	8,576
10,993	TOTAL ASSETS	11,568	11,825
	LIABILITIES		
	CURRENT LIABILITIES		
1,205	Trade & Other Payables	1,224	1,224
1,929	Borrowings	2,287	2,176
597	Provisions	642	642
3,731	TOTAL CURRENT LIABILITIES	4,153	4,042
	NON-CURRENT LIABILITIES		
6,221	Borrowings	6,037	6,273
77	Provisions	122	123
6,298	TOTAL NON-CURRENT LIABILITIES	6,159	6,396
10,029	TOTAL LIABILITIES	10,312	10,438
964	NET ASSETS	1,256	1,387
	EQUITY		
964	Accumulated Surplus	1,256	1,387
964	TOTAL EQUITY	1,256	1,387

EAST WASTE**PROJECTED STATEMENT OF CASH FLOWS (BUDGET)**

for the Financial Year Ending 30 June 2022

FY2020		FY2021	FY2022
Audited Actuals		Proposed Budget (BR2)	Proposed Budget
\$'000		\$'000	\$'000
	CASH FLOWS FROM OPERATING ACTIVITIES		
	RECEIPTS		
17,136	Operating Receipts	18,444	19,412
16	Investment Receipts	3	2
	PAYMENTS		
(5,795)	Employee costs	(6,040)	(5,730)
(8,677)	Materials, contracts & other expenses	(9,865)	(11,265)
(291)	Interest Payments	(275)	(281)
2,389	NET CASH PROVIDED BY (OR USED IN) OPERATING ACTIVITIES	2,267	2,138
	CASH FLOWS FROM INVESTING ACTIVITIES		
	RECEIPTS		
81	Sale of Replaced Assets	145	115
	PAYMENTS		
(2,297)	Expenditure on Renewal/Replaced Assets	(2,675)	(2,381)
-	Expenditure of New/Upgraded Assets	-	-
(2,216)	NET CASH PROVIDED BY (OR USED IN) INVESTING ACTIVITIES	(2,530)	(2,266)
	CASH FLOWS FROM FINANCING ACTIVITIES		
	RECEIPTS		
65	Capital Contributed by Member Councils	-	-
2,171	Proceeds from Borrowings	2,284	2,200
	PAYMENTS		
(1,834)	Repayment of Borrowings	(1,845)	(1,810)
(220)	Repayment of Lease Liability	(265)	(265)
-	Distribution - Member Councils	-	-
182	NET CASH PROVIDED BY (OR USED IN) FINANCING ACTIVITIES	174	125
355	NET INCREASE (DECREASE) IN CASH HELD	(89)	(2)
1,967	CASH & CASH EQUIVALENTS AT BEGINNING OF PERIOD	2,322	2,233
2,322	CASH & CASH EQUIVALENTS AT END OF PERIOD	2,233	2,231

EAST WASTE**PROJECTED STATEMENT OF CHANGES IN EQUITY (BUDGET)**

for the Financial Year Ending 30 June 2022

FY2020		FY2021	FY2022
Audited Actuals		Proposed Budget (BR2)	Proposed Budget
\$		\$'000	\$'000
706	BALANCE AT END OF PREVIOUS REPORTING PERIOD	964	1,256
193	Net Surplus / (Deficit) for Year	292	131
65	Contributed Equity	-	-
-	Distribution to Councils	-	-
<u>964</u>	BALANCE AT END OF REPORTING PERIOD	<u>1,256</u>	<u>1,387</u>

EAST WASTE**PROJECTED UNIFORM PRESENTATION OF FINANCES STATEMENT (BUDGET)**

for the Financial Year Ending 30 June 2022

FY2020		FY2021	FY2022
Audited Actuals		Proposed Budget (BR2)	Proposed Budget
\$'000		\$'000	\$'000
17,454	Income	18,446	19,414
(17,321)	Expenses	(18,279)	(19,398)
133	Operating Surplus / (Deficit)	167	16
Net Outlays on Existing Assets			
(2,297)	Capital Expenditure on Renewal and Replacement of Existing Assets	(2,675)	(2,381)
2,069	Depreciation, Amortisation and Impairment	2,009	2,122
81	Proceeds from Sale of Replaced Assets	145	115
(147)		(521)	(144)
Net Outlays on New and Upgraded Assets			
-	Capital Expenditure on New and Upgraded Assets	-	-
-	Amounts Specifically for New and Upgraded Assets	-	-
-	Proceeds from Sale of Surplus Assets	-	-
-		-	-
(14)	Net Lending / (Borrowing) for Financial Year	(354)	(127)

Meeting:	Council
Title:	Eastern Health Authority Draft Budget and Annual Business Plan 2021/22
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

That Council endorses the 2021/22 Eastern Health Authority Draft Budget and Annual Business Plan shown in Attached A & B and request that Administration write to Easter Health Authority advising of Council's decision.

Summary

Eastern Health Authority (EHA) has completed the draft of their Annual Business Plan (ABP) and Budget for the 20120/21 financial year. Prior to the EHA Board endorsing the budget, they are required to gain the consent of all Constituent Councils.

The EHA Draft Budget and Annual Business Plan was present to the Audit Committee on 6 May 2021 and the below was resolved-

AC36/20-21

- 1. That the Audit Committee receive and note the 2021/2022 Eastern Health Authority Draft Annual Business Plan and Budget.*
- 2. That the Audit Committee reserves further comment pending consideration of the EHA Options paper.*

Background

Schedule 2 – Part 2 – sections 24 & 25 of the *Local Government Act 1999* states:

Section 24 (1) A regional subsidiary must, in consultation with the constituent councils, prepare and adopt a business plan.

Section 25 (1) A regional subsidiary must have a budget for each financial year.

In accordance with the EHA Charter, Walkerville must comment in writing to EHA on the proposed budget by 31 May each year.

Discussion/Issues for Consideration

As a Constituent Council, there are financial implications for the Council’s budget, emanating from the EHA Draft 2021-2022 Annual Business Plan and Budget. As a receiver of services provided by EHA, the Council’s budget includes an annual fee of \$103,710 for the provision of the environmental health services which are provided by EHA.

EHA’s main source of income to fund its operations is contributions from its Constituent Councils. To deliver the Annual Business Plan, EHA requires contributions of \$1,828,263 (which equates to a 2.1% or \$37,589 increase on 2020-2021) to fund the operational expenditure, with the respective Councils contribution being based across nine (9) categories which are detailed in Table 1 below.

Table 1: Snapshot of the environmental health services provided for each Constituent Council

Activity Data	Burnside	C/Town	NPSP	Prospect	Walkerville	Total
No. of Food Premises	296	299	494	188	45	1,322
Swimming Pools	19	6	13	2	3	43
High Risk Manufactured Water Systems	9	8	10	2	0	29
Supported Residential Facilities	1	2	1	1	0	5
Environmental Health Complaints	39	60	55	24	7	185
Hairdresser/Beauty Treatment Premises	71	64	108	33	12	288
Number of high school student enrolments	1,432	1,219	1,414	270	195	4,530
Average clients receiving vaccines at public clinics	916	1,166	1,152	295	228	3,757

It should be noted, that the Council’s ownership share of EHA has increased from 5.01% to 5.67%, an increase of 0.66%. The Councils contribution to EHA’s operations is \$103,710, an increase of \$678 on 2021-2022. This is estimated 1.01% of Councils total operating expenditure.

Given that EHA is forecasting a break even operating result, the Council’s draft 2021-2022 Budget does not need to be adjusted to include this Council’s share of the EHA Operating result. A copy of the Authority’s draft Annual Business Plan and Budget is contained in Attachment B.

Options for Consideration

Option 1

That Council endorses the 2021/22 Eastern Health Authority Draft Budget and Annual Business Plan shown in Attached A & B and request that Administration write to Easter Health Authority advising of Council’s decision.

Option 2

That Council seek the following amendments to the 2021/22 Eastern Health Authority Draft Budget and Annual Business Plan:

-
-

Analysis of Options

The draft budget does not represent any significant changes to the operations of Eastern Health Authority as it affects the Town of Walkerville.

Financial Implications

The amount sought by EHA is consistent with the existing draft budget presented to Council and the amount paid in FY2021 (subject to an immaterial increase).

Community Implications

The proposed budget will enable Eastern Health Authority to continue to provide a similar level of service to the Town of Walkerville community.

Regional Implications

Council is a member of the Eastern Regional Alliance (ERA). A number of the Councils who participate in EHA are also members of ERA. Supporting the budget process, and potentially the proposed service review, may be seen by ERA as supporting regional collaboration.

Governance Implications

The Charter of Eastern Health Authority sets out the requirements for a budget and annual business plan. Before it can endorse the budget all Constituent Councils must give their consent.

Preferred Option & Reasoning

Option 1 is the preferred option. It meets Councils legislation requirements and fulfils Eastern Health Authority obligations under its Charter.

Attachments

Attachment A	EHA Letter to Town of Walkerville CEO Kiki Cristol
Attachment B	EHA 2021/22 draft Annual Budget



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www.eha.sa.gov.au
ABN 52 535 526 438

Ref: D21/4217

31 March 2021

Ms Kiki Cristol
Chief Executive Officer
Corporation of the Town of Walkerville
PO Box 55
Walkerville SA 5081

Dear Kiki

RE: Eastern Health Authority (EHA) Draft Annual Business Plan and Budget for 2021/2022

EHA held a workshop on 24 March 2021 to provide Board Members with information in relation to the development of the 2021/2022 Annual Business Plan and Budget. In accordance with clause 7 of the EHA Charter, the EHA Board of Management (Board) will now consider and endorse a draft Eastern Health Authority Annual Business Plan and Budget (ABP) at its meeting to be held on 29 April 2021.

At the workshop the Board agreed that it would be appropriate to provide constituent councils with a preliminary draft ABP prior to the Board's April meeting, based on information considered at the workshop so that constituent councils have more time to provide feedback. Previously, a draft ABP was sent to Constituent Councils in late April, early May of each year.

In the event that the draft ABP endorsed at the April meeting contains any substantive changes from the preliminary draft ABP provided with this correspondence, details of those changes will be provided to Constituent Councils requesting further comment.

Feedback from constituent councils and other stakeholders have indicated that the current form of the ABP could be condensed. The Board have subsequently agreed that work be undertaken to condense the ABP document. It is intended that the EHA administration will still develop a detailed workplan moving forward and then use this as the basis for a more condensed ABP document each year.

The preliminary draft (non-condensed at this stage) ABP enclosed, details EHA's objectives and priorities for the financial year, the activities that the EHA intends to undertake to achieve those objectives and the measures that EHA intends to use to assess its performance against its objectives over the financial year.

The forecast for the 2021/2022 financial year is that EHA's operating result will be a breakeven position. To achieve this operating budget result, a total of \$1,828,263 will be raised through contributions from our Constituent Councils for operational expenditure.

The increase in contributions for EHA operations requested from Constituent Councils for 2021/2022 based on the draft budget is 2.1% as detailed in Table 1.

As can also be seen in Table 1, the average increases in contributions requested for Constituent Councils over the last 8 financial years has been 1.87%.

Table 1: Overall increase in contributions requested from Constituent Councils.

Combined Council Requested Contributions	Net Cost	\$ change previous year	% Change previous year
2013/2014	\$ 1,576,207		
2014/2015	\$ 1,576,605	\$ 398	0.03%
2015/2016	\$ 1,609,308	\$ 32,703	2.07%
2016/2017	\$ 1,641,055	\$ 31,747	1.97%
2017/2018	\$ 1,680,870	\$ 39,815	2.43%
2018/2019	\$ 1,723,023	\$ 42,153	2.51%
2019/2020	\$ 1,757,120	\$ 34,097	1.98%
2020/2021	\$ 1,790,674	\$ 33,554	1.91%
2021/2022	\$ 1,828,263	\$ 37,589	2.10%
Average Annual Increase for 8 year period			1.87%

Table 2 details the contribution required from each Constituent Council using the formula contained in the 2016 Charter. It also details the change from the previous year for each Constituent Council.

Table 2: Constituent Council proportion and contributions for 2021/2022

Eastern Health Authority Constituent Council Contribution Calculations 2021-2022						
	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Constituent Council Contribution proportion 2021/2022	24.54%	26.16%	31.27%	12.36%	5.67%	100.00%
Required Contribution 2021/2022	\$ 448,572	\$ 478,298	\$ 571,786	\$ 225,897	\$ 103,710	\$ 1,828,263
Change in Contribution from previous year						
Contribution proportion 2020/2021	24.47%	25.27%	32.74%	11.76%	5.75%	100.00%
Actual Contribution	\$ 438,131	\$ 452,548	\$ 586,308	\$ 210,656	\$ 103,032	\$ 1,790,674
Change in Contribution Proportion from previous FY	0.07%	0.89%	-1.47%	0.59%	-0.08%	
Change in Contribution (\$)	\$ 10,441	\$ 25,749	\$ (14,522)	\$ 16,242	\$ 678	\$ 37,589
Change in contributions (%)	2.38%	5.69%	-2.48%	7.24%	0.66%	2.10%

As can be seen in Table 2 the effect of the charter formula sees single year changes for individual council contributions varying from the overall change in contribution of 2.1%. The charter formula calculates a proportion of EHA activities estimated to be used by each council and this fluctuates from year to year. The single year changes in contributions vary from -2.48% to 7.24% this year.

Town of Walkerville’s contributions have increased by 0.66% for 2021/2022.

Due to the fluctuating nature of each council’s contributions required when using the charter formula, I have provided Table 3 which provides a longer-term view of the change in contributions required. Table 3 shows that Town of Walkerville has had an average increase of contributions of 1.77% over the last 8 years.

Table 3: Eight-year average annual change to contributions for your council

Walkerville Requested Contributions	Net Cost	\$ change previous year	% Change previous year
2013/2014	\$ 91,631		
2014/2015	\$ 88,809	\$ (2,822)	-3.08%
2015/2016	\$ 94,162	\$ 5,353	6.03%
2016/2017	\$ 106,627	\$ 12,465	13.24%
2017/2018	\$ 112,800	\$ 6,173	5.79%
2018/2019	\$ 114,237	\$ 1,437	1.27%
2019/2020	\$ 102,500	\$ (11,737)	-10.27%
2020/2021	\$ 103,032	\$ 532	0.52%
2021/2022	\$ 103,710	\$ 678	0.66%
Average Annual Increase for 8 year period			1.77%

If possible, it would be appreciated if feedback in relation to the ABP is received by 30 May 2021 so that it can be considered by the Board of Management prior to its meeting to be held on 24 June 2021 when it adopts the Annual Business Plan and Budget for 2021/2022.

If you need any more information or would like to discuss this further, please contact me on telephone 8132 3611.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Livori', written in a cursive style.

Michael Livori
Chief Executive Officer



Annual Business Plan 2021/22



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The Eastern Health Authority (EHA) Charter requires an Annual Business Plan to support and inform its Annual Budget which:

- includes an outline of:
 - (i) EHA's objectives for the financial year
 - (ii) the activities that EHA intends to undertake to achieve those objectives
 - (iii) the measures (financial and non-financial) which EHA intends to use to assess its performance against its objectives over the financial year
- assesses the financial requirements of EHA for the financial year and taking those requirements into account, sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue
- sets out the structure for determining Constituent Council contributions for the financial year

The Budgeted Financial Statements can be found on pages XX and consist of a Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows and Statement of Changes in Equity.

This document presents the Annual Business Plan for EHA for the 2021-2022 financial year.



ABOUT EASTERN HEALTH AUTHORITY

Section 43 of the *Local Government Act 1999* enables two or more councils (known as Constituent Councils) to establish a regional subsidiary to perform a function of the council in a joint service delivery arrangement.

The Constituent Councils listed below established Eastern Health Authority in 1986 to discharge their respective environmental health responsibilities that are mandated in the *South Australian Public Health Act 2011, Food Act 2001 and Supported Residential Facilities Act, 1992*

- City of Burnside (Burnside)
- Campbelltown City Council (Campbelltown)
- City of Norwood Payneham and St Peters (NPSP)
- City of Prospect (Prospect)
- The Corporation of the Town of Walkerville (Walkerville)

EHA undertakes a wide range of functions on behalf of its Constituent Councils to protect the health and wellbeing of approximately 160,000 residents plus those people who visit the region. These functions include the provision of immunisation services, hygiene and sanitation control, licensing and monitoring of Supported Residential Facilities (SRFs) and surveillance of food premises.

The table below provides a snapshot of the environmental health services provided for each Constituent Council.

Table 1: Snapshot of the environmental health services provided for each Constituent Council

Activity Data	Burnside	C/Town	NPSP	Prospect	Walkerville	Total
No. of Food Premises	296	299	494	188	45	1,322
Swimming Pools	19	6	13	2	3	43
High Risk Manufactured Water Systems	9	8	10	2	0	29
Supported Residential Facilities	1	2	1	1	0	5
Environmental Health Complaints	39	60	55	24	7	185
Hairdresser/Beauty Treatment Premises	71	64	108	33	12	288
Number of high school student enrolments	1,432	1,219	1,414	270	195	4,530
Average clients receiving vaccines at public clinics	916	1,166	1,152	295	228	3,757

OVERVIEW OF THE BUSINESS PLAN

EHA develops an Annual Business Plan for the purposes of translating strategic directions into actions, outputs and outcomes for the relevant financial year.

EHA has set the following priorities as part of the 2021-2022 Annual Business Plan:

Priorities

- Implement the elements of the Regional Public Health Plan, 'Better Living, Better Health' as they apply to EHA.
- Formally commence the SA Health Food Star (voluntary) Rating Scheme.
- Participate in Local Government COVID-19 meetings and forums to ensure consistency of approach in relation to public health and operational matters where applicable.
- Administer any required COVID-19 State Directions and undertake the required surveillance based on advice received from the LGFSG who are considered as our lead agency.
- Review of the EHA Business Continuity Plan considering COVID-19.
- Ensure operational activities (inspections, investigations, immunisation services etc) are undertaken in line with required physical distancing and hygiene measures to protect EHA employees and the community.
- Use advocacy of Adelaide PHN to encourage State and Federal Government to include EHA services for current / ongoing phases of COVID-19 vaccination.
- Promotion of online immunisation appointment system.
- Provision of School Based Immunisation Program to Year 8 and 10 students.
- Engagement with schools to provide immunisation information when requested.
- Continue the Adelaide PHN – Immunisation Community Engagement partnership project.
- Continue to develop the EHA Immunisation brand.
- Conduct immunisation surveys to gain client feedback for use in development of the 2022 Clinic Immunisation Timetable.
- Update and expand the current wastewater register to clearly identify systems installed in areas not connected to sewer system.
- Develop school temporary event fair/fete information pack.
- Undertake a service survey and investigate the feedback to identify areas of improvement and development of further educational materials within the food safety area.

FUNDING THE BUSINESS PLAN AND THE BUDGET

EHA bases its expenditure on the services required to ensure its Constituent Councils are meeting their wide range of legislative responsibilities which are mandated in a range of legislation including the *South Australian (SA) Public Health Act 2011*; *Food Act 2001*; *Supported Residential Facilities Act 1992* and the *Local Government Act 1999*.

The forecast for the 2021/2022 financial year is that EHA's operating result will be a breakeven result. To achieve this operating budget result, a total of \$1,828,263 will be raised through contributions from our Constituent Councils for operational expenditure.

Sources of revenue other than Constituent Council contributions which are utilised to fund the activities of EHA are listed on below.

Statutory Charges relate mainly to fees and fines levied in accordance with legislation and include food inspection fees, supported residential facility licences, and environmental health related fines.

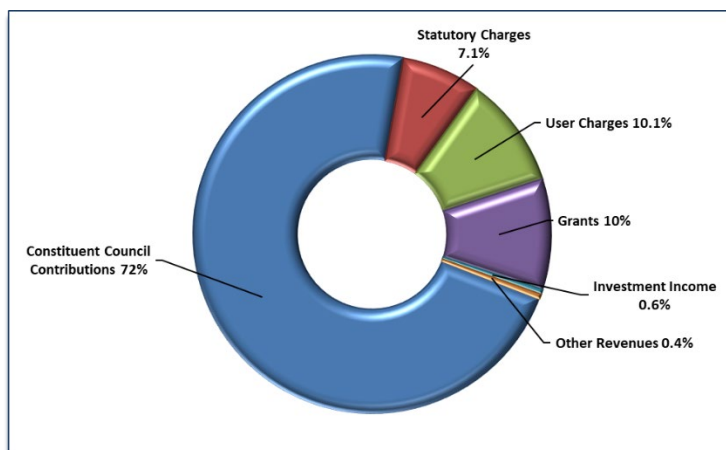
User Charges relate to the recovery of service delivery costs through the charging of fees to users of EHA's services. These include the provision of food safety audit services, workplace immunisation programs and fee vaccines at community immunisation clinics.

Grants which include monies received from State and Federal Governments for the purposes of funding the delivery of the programs such as immunisation services.

Investment income which includes interest on operating cash held with the Local Government Finance Authority.

Other Revenues relate to a range of unclassified items which do not fit within the main income categories.

Graph 1 – Funding Sources



FINANCIAL INDICATORS

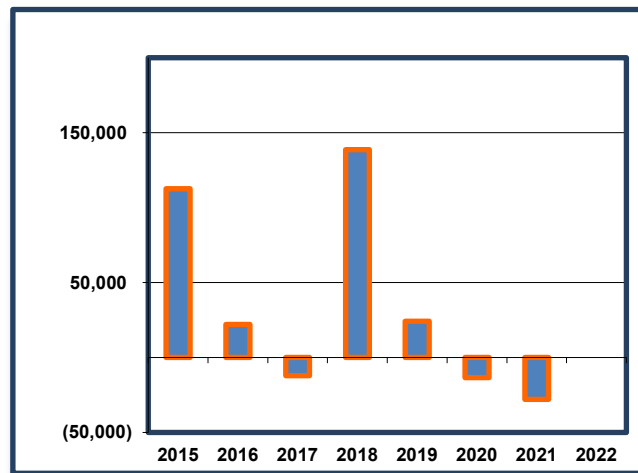
A series of financial indicators have been developed by local government to assist in determining whether a local government organisation is financially sustainable or moving to a position of financial sustainability. Indicators with relevance to EHA are set out below.

Operating Surplus (Deficit) indicates the difference between day-to-day income and expenses for the particular financial year.

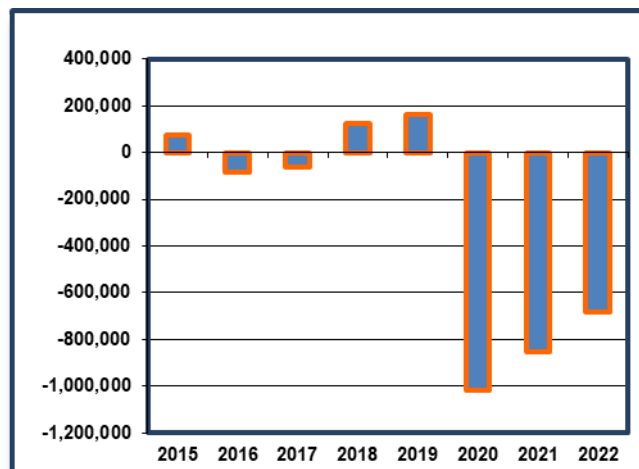
Net Financial Assets indicates the money held, invested or owed to EHA less money owed to others (including provisions for employee entitlements).

Net Financial Assets Ratio indicates the extent to which net financial assets of a subsidiary can meet its operating revenue.

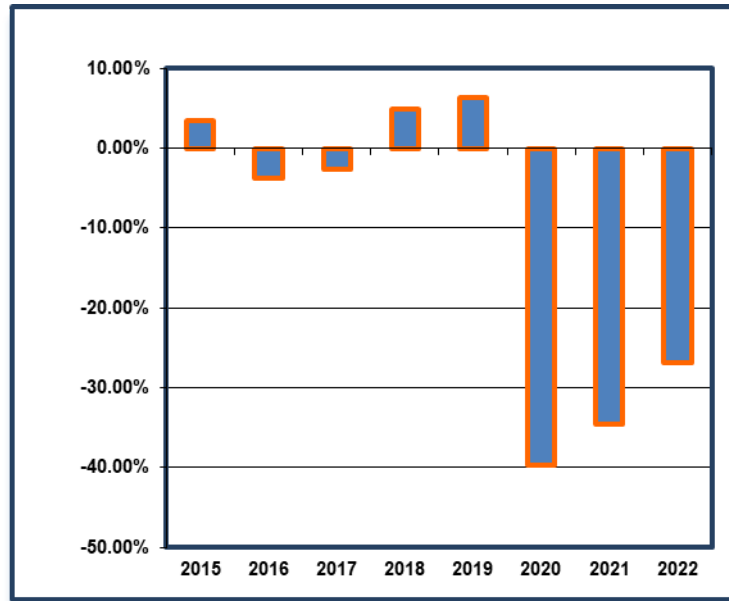
Graph 2: Operating Surplus / (Deficit)



Graph 3: Net Financial Assets



Graph 4: Net Financial Assets Ratio



Note – Net Financial Assets have been impacted by application of AASB Standard 16 Leases as they relate to building and vehicle leases.

Another useful financial indicator is the percentage of Constituent Council total expenditure used on Public Health services provided by EHA as seen in Table 2 below.

Table 2: Each Constituent Council’s expenditure on Public Health services provided by EHA

	Constituent Council Contribution 2020/2021	Operating Expenditure 2020/2021	EHA as % of Expenditure
Burnside	\$ 438,131	\$ 48,755,000	0.90%
Campbelltown	\$ 452,548	\$ 51,386,969	0.88%
NPSP	\$ 586,308	\$ 45,248,000	1.30%
Prospect	\$ 210,656	\$ 25,703,000	0.82%
Walkerville	\$ 103,032	\$ 10,196,985	1.01%
Total Constituent Council Expenditure	\$ 1,790,674	\$ 181,289,954	0.99%

ACTIVITIES FOR 2021-2022

The following information reflects the actions which will be performed to achieve the objectives for EHA over the next 12 months.

1.0 – Governance and Organisational Development

Background

Practices which ensure EHA conducts its business in an effective manner include the provision of appropriate support to the Board of Management, sound financial and human resource management and good governance and administration procedures.

Objective 1 Administration of legislative and corporate governance requirements

Actions	Performance Measures
1.1 Monitor the compliance of statutory requirements identified in the Charter.	Statutory requirements complied with as per Charter.
1.2 Properly convene Board meetings providing agendas and minutes.	5 meetings conducted. Appropriate notice given. Timeframe met.
1.3 Conduct election for Chair and Deputy Chair of Board of Management in February.	Election conducted at February meeting.
1.4 In accordance Clause 6.5 of EHA's Charter 2016, undertake the required strategies to attain any priority or goal which the Regional Public Health Plan, 'Better Living, Better Health' (the Plan) specified as EHA's responsibility.	As detailed in 'Better Health, Better Living' 'Protection for Health'.
1.5 Provide administrative assistance to the Public Health Plan Advisory Committee.	Meetings conducted as required.
1.6 Annual business plan to be developed with detailed objectives for the year in consultation with Constituent Councils.	Draft considered at April/May meeting and adopted at June meeting.
1.7 Develop budgeted financial statements to implement the Annual Business Plan of EHA. Draft Budgeted Financial Statements considered at April/May meeting. Budgeted Financial Statements adopted at June meeting.	Budget and Financial Statements adopted. Copy of budget provided to CEO of Constituent Councils within 5 days of adoption.
1.8 Keep proper books of account, regularly report on the financial position of EHA, and apply prudent financial management as required by the Charter.	Financial reports provided at each Board Meeting. Budget reviews presented at October, February and May meetings.

Actions	Performance Measures
1.9 Conduct Audit Committee meetings as required by Charter.	Audit committee meet minimum of two times per annum.
1.10 Ensure the financial statements are audited annually as per the requirements of the Charter.	Audited financial statements adopted at August/September meeting and provided to Constituent Councils within 5 days.
1.11 Monitor Long Term Financial Plan.	Plan reviewed annually as part of budget process.
1.12 Provide regular statistical reports to Board Members and Constituent Council.	Reports provided at scheduled Board meetings.
1.13 Conduct review of delegations as required. Lead Constituent Councils in process. Resolutions and Instruments of delegation provided to Constituent Councils.	Documents provided to Constituent Councils. Delegations from EHA to CEO reviewed as required.
1.14 Provide information to the Board of Management in relation to public health reforms and provide written responses on behalf of EHA and Constituent Councils to State Government.	Information reports provided to Board and distributed to Constituent Councils as required.
1.15 Compile annual report in relation to the operations of EHA as required by the charter.	Annual report provided to Constituent Councils by 30 September.
1.16 Compile report pursuant to the <i>South Australian Public Health, Act 2011</i> in relation to the operations of EHA as required by legislation.	Report adopted at relevant Board meeting and provided to Public Health Council.
1.17 Compile annual report pursuant to the <i>Food Act 2001</i> and <i>Safe Drinking Water Act, 2011</i> in relation to the operations of EHA as required by legislation.	Report adopted at August meeting and provided to SA Health.
1.18 Compare Annual Business Plan against performance measures.	Report presented to September meeting.
1.19 Convene meetings of Constituent Council nominated contacts. Work with contacts to actively promote EHA's services to the Constituent Councils.	4 meetings conducted per year.
1.20 Maintenance of electronic records management system to properly maintain records and reference documents of EHA.	System developed to ensure appropriate standards are being met.
1.21 Continually review the EHA website to improve the functionality and available information and educational material.	Improved website functionality and available information.

Actions	Performance Measures
1.22 Finalise the EHA Customer Service Public Health Enquiry Guidelines.	Document finalised.
1.23 Explore the potential for the expansion of service provision to areas outside of its current Constituent Council areas.	Report to Board on expansion opportunities.
1.24 Maintenance of Health Manager (electronic database) and Mobile Health (inspection App). Continue to expand Health Manager and Mobile Health internal and external functionality, to improve inspection, complaint and administrative efficiency and reporting capabilities.	Introduce new applications and reporting capabilities where required. Continue to liaise with Open Office to discuss new applications.
1.25 Participate in the Environmental Managers Forum to address environmental health issues and promote uniformity and professional consistency.	Management to attend and participate in the Environmental Managers Forum meetings.
1.26 Engage with LGA, non Government Organisations and state and local government authorities to review best practice standards and promote uniformity and professional consistency.	Engage and actively participate in opportunities to promote consistency.
1.27 Continue membership and actively participate in the Eastern Adelaide Zone Emergency Management Committee to develop and finalise the Eastern Zone Emergency Management Plan.	Attend the Eastern Adelaide Zone Emergency Management Committee and actively contribute towards the development of the Eastern Zone Emergency Management Plan.

Objective 1.1 Professional, skilled and committed staff providing valued services to the community

A work environment which helps to promote a dynamic and committed workforce is a priority for EHA. Organisational capacity is created through encouraging collaboration and peer support. Our staff who create and retain our Knowledge Capital are our most valuable asset.

Actions	Performance Measures
1.1.1 Ensure that EHA is properly staffed and resourced in order to carry out its responsibilities.	Continually review staff resources and report to Board if required.
1.1.2 Performance development framework used to support staff and link to day-to-day and long-term activities within the Annual Business Plan and Public Health Plan and to provide for an equitable workload.	Performance development framework and staff portfolios reviewed annually.
1.1.3 Provide continuing professional development opportunities through ongoing education and training which is relevant to roles within EHA.	Training and education opportunities provided to staff.
1.1.4 Continue to foster team cohesiveness and support effective teamwork.	Training and team building activities provided to staff.
1.1.5 Encourage staff to be members of their relevant professional organisation. Support participation and EHA representation at professional Special Interest Groups to promote uniformity, professional consistency and to discuss the latest information in relation to public health issues affecting local government.	Encourage membership and active participation.
1.1.6 Provide systems for a safe working environment with appropriate Work Health and Safety (WHS) practices in place.	WHS to be discussed at all team and general staff meetings. Provide appropriate training and equipment to new staff.
1.1.7 Review the Work Health Safety action plan outlining program of improvements required in EHA's WHS 3 Year Plan.	Action plan reviewed with input from staff.
1.1.8 Periodic review of EHA's induction program to ensure EHA staff are and familiar with EHA's methods of operation upon commencement of employment.	Periodic review and induction program updated.

2.0 – Public and Environmental Health

Background

Environmental Health is the branch of public health that focuses on the interrelationships between people and their environment, promotes human health and well-being, and fosters healthy and safe communities. website: NEHA

The *South Australian Public Health Act 2011* (the Act) and Regulations aims to provide a modernised, flexible, legislative framework to respond to both traditional and contemporary public health issues. The Act and Regulations are mechanisms employed by EHA to fulfil its duty of care on behalf of the Constituent Councils with the following public health issues:

- management of domestic squalor and hoarding
- clandestine drug laboratory
- vector control
- surveillance of swimming pool, spa pool, cooling tower and warm water system operations
- assessment of hairdressing salons, beauty salons, acupuncture clinics and tattoo parlours
- approval and inspection of waste control systems
- prevention and control of notifiable diseases
- discharge of waste to stormwater

Environmental health professionals also have a critical function in mitigating public health risks during a response to a disaster. An emergency management plan that integrates with the Eastern Regional Disaster Management Plan has been developed to ensure appropriate linkages are in place with emergency service agencies and the councils EHA serves.

An extension to public health is the licensing of Supported Residential Facilities (SRF's). SRF's provide accommodation to people in the community who require personal care and support. EHA is licensing authority of all SRF's within the Constituent Councils. The *SRF Act, 1992* ensures adequate standards of care and amenity are provided at these facilities to protect the health and wellbeing and rights of the residents.

To protect the health and well-being of the community during the COVID-19 crisis, it is imperative for EHA to continue to undertake the necessary functions on behalf of its Constituent Councils. These functions are controlled by the limitations set by the Federal

Government Restrictions and State Government Directions. The surveillance and investigation of the necessary environmental health provisions during the COVID-19 crisis will be modified to acknowledge the advice received from the LGFSG who are considered as our lead agency.

Where inspections and investigations are undertaken, the Environmental Health Officers ensure they practice the required physical distancing and hygiene measures to protect themselves and the community.

Objective 2 Promote healthy communities by managing the risk from communicable and infectious disease and environmental impacts

Actions	Performance Measures
<p>Maintain and update a register of applicable public health related premises. Public Health related premises are:</p> <ol style="list-style-type: none"> 1. premises with public swimming pools and spas 2. premises with cooling tower systems and warm water systems 3. personal care and body art 4. onsite wastewater management systems <p>Maintain and update a register of all public health related complaints.</p>	<p>Register maintained and updated as required.</p>
<p>2.2. Undertake assessments and investigate complaints to determine appropriate standards of public swimming pools and spas are maintained in accordance with the <i>South Australian Public Health (General) Regulations 2013</i>.</p> <p>Inspection frequency may change subject to compliance.</p>	<p>All indoor pools assessed twice a year and outdoor pools once a year. Investigate and respond to complaints in accordance with the customer service standards.</p>
<p>2.3 Undertake assessments and collect water samples for analysis to determine appropriate standards of cooling towers and warm water systems for the management of <i>Legionella</i> in accordance with <i>South Australian Public Health (Legionella) Regulations 2013</i>.</p>	<p>Assessments performed at least annually.</p>
<p>2.4 Investigate notifiable <i>Legionella</i> incidences and high <i>Legionella</i> counts in accordance with SA Health guidance and internal procedures.</p>	<p>Investigate incidences in accordance with EHA service standards and SA Health guidance.</p>
<p>2.5 Undertake assessments and investigate complaints to determine appropriate standards at personal care and body art premises are maintained in accordance with guidelines and legislation.</p>	<p>Assessments performed according to risk-based schedule. Investigate and respond to complaints in accordance with the customer service standards.</p>
<p>2.6 Assess applications and undertake the required inspections for the installation of on-site wastewater systems in accordance with <i>South Australian Public (Wastewater) Regulations 2013</i>, the On-site Wastewater System Code 2013 and AS 1547 internal procedures, and service standards.</p>	<p>Applications assessed and onsite inspections undertaken in accordance with the legislative requirements.</p>
<p>2.7 Monitor service reports for aerobic wastewater treatment systems to identify non-compliances. Ensure non-compliances are addressed in accordance with <i>South Australian Public (Wastewater) Regulations 2013</i>.</p>	<p>Monitor service reports for wastewater treatment systems to identify non-compliances.</p>

Actions	Performance Measures
<p>2.8 Update and expand the current wastewater register to clearly identify systems installed within the non-sewered Constituent Council areas.</p>	<p>Update and expand the current register.</p>
<p>2.9 Respond to public health enquiries/complaints within the built environment that give rise to a risk to health in relation to:</p> <ul style="list-style-type: none"> - hoarding and squalor - sanitation - vector control - hazardous and infectious substances <ul style="list-style-type: none"> clandestine Drug Laboratory asbestos syringes - on-site wastewater systems - notifiable diseases - refuse storage - COVID-19 (physical distancing) <p>Co-ordinate a multi-agency response where necessary.</p> <p>Undertake joint investigations with Constituent Councils where there may be an overlap relating to offences relating to <i>SA Public Health Act 2011, Environmental Protection (Water Quality) Policy 2015 and the Local Nuisance and Litter Control Act, 2017.</i></p>	<p>Enquiries/complaints are investigated in accordance with the customer service standards and Guidelines.</p> <p>Undertake joint investigations with Constituent Councils where required.</p>
<p>2.10 Administer the COVID-19 State Directions and undertake the required surveillance and report where required to SAPOL based on advice received from the Local Government Functional Support Group (LGFSG) who are considered as our lead agency.</p> <p>Continue to report COVID-19 physical distancing breaches on the LGA i-Responda Portal as advised and required by the LGA.</p>	<p>Surveillance and reporting as required by LGFSG.</p>
<p>2.11 Provide information to households informing them of localised pests/vector issues that can be minimised. Provide rodent bait to residents upon request.</p>	<p>Provide information and rodent bait to residents as required.</p>
<p>2.12 Undertake relevant notifiable disease investigations in collaboration with SA Health.</p>	<p>Respond to disease notifications in accordance with customer service standards and SA Health guidance.</p>
<p>2.13 Provide advice and information materials to residents about air quality concerns including the installation, operation and standards of solid fuel burning appliances.</p>	<p>Information available to community and via website as required.</p>
<p>2.14 Assist members of the community by offering approved sharps containers at cost price. Free disposal for residents of full and approved sharps containers delivered to EHA.</p>	<p>Provide sharps containers at cost price and free disposal service to residents as required.</p>

Actions	Performance Measures
2.15 Continue to co-ordinate and attend the Eastern Hoarding and Squalor Committee meetings to promote interagency management of residents affected by hoarding and squalor.	Coordinate and attend the Eastern Hoarding and Squalor meetings.
2.16 Participate in Metropolitan Fire Service fire risk notification system.	Notify MFS when required as per the notification process.
2.17 Respond to development application referrals from councils regarding public health related premises and activities.	Respond to all referrals in accordance with the customer service standards.
2.18 Monitor providers who supply water to the public under the <i>Safe Drinking Water Act 2012</i> to meet the requirements set out by the Act and <i>Safe Drinking Water Regulations 2012</i> .	Continue to monitor potential water providers to ensure compliance with the Act and associated regulations.

Objective 2.1 An innovative approach to public and environmental health through community and business education and interaction to increase awareness and understanding

Actions	Performance Measures
2.1.1 Develop and maintain a comprehensive range of health education and promotion material targeting public health issues incorporating the resources of other health related agencies.	Information resources updated as required.
2.1.2 Promote EHA services and educate the community on matters of public health in conjunction with Constituent Councils.	Provide information updates and articles to Constituent Councils as required.
2.1.3 Participate in State/National proactive educational initiatives that raise awareness of public health related issues amongst the community.	Number of proactive educational activities conducted each year.

Objective 2.2 Promote a safe and home-like environment for residents by ensuring quality of care in supported residential facilities

Actions	Performance Measures
2.2.1 Assess applications for new licences, licence renewals and transfer of licence with regard to SRF legislation and within legislative timeframes.	Applications processed within legislative timeframes.

	Actions	Performance Measures
2.2.2	Assess applications for manager and acting manager with regard to SRF legislation.	Applications processed in accordance with the customer service standards.
2.2.3	<p>Conduct relicensing audits of facilities with regard to SRF legislation.</p> <p>Incorporate appropriate annual fire safety requirements from the Constituent Councils Building Fire and Safety Officers.</p>	<p>Unannounced audits conducted at all facilities. Issue of licences annually with conditions where required.</p> <p>Fire safety advice obtained annually. If required, include as licence conditions as agreed between EHA and Constituent Councils.</p>
2.2.4	Conduct follow-up inspections to ensure facilities continue to operate at satisfactory standards in accordance with the legislation.	Unannounced inspections and follow-ups conducted at SRFs where required.
2.2.5	Respond to enquiries/complaints in relation to SRFs.	Respond to all enquiries and complaints in accordance with the customer service standards.
2.2.6	Liaise with service providers to ensure residents receive appropriate levels of care.	Liaise where required.
2.2.7	Liaise with Constituent Councils and other relevant stakeholders in relation to potential SRF closures and surrender of licence, strategic management options and appropriate alternative accommodation options.	Issues investigated and reported to Board of Management and relevant council as necessary.
2.2.8	Liaise with LGA and State Government to ensure legislation applicable to SRFs is appropriate and that local government receives appropriate support for its licensing role.	Continue discussion with LGA and State Government regarding these issues.
2.2.9	Ensure COVID-19 State Directions are administered as guided by the LGFSG and DHS to protect the health and well-being of the SRF residents.	Monitor communication from LGFSG and DHS and operating within the current Directions.

Objective 2.3 **Minimise the public health consequences of emergencies through a planned and prepared response**

Actions	Performance Measures
2.3.1 Liaise with the Constituent Councils and Eastern Adelaide Zone Emergency Management Committee to ensure integration of emergency management arrangements.	Attend and participate in committee meetings.
2.3.2 Conduct exercises with staff to test the Emergency Management Plan and Business Continuity Plan. Participate in any relevant exercises conducted by the Constituent Councils or by other organisations.	Conduct or participate in one exercise a year.
2.3.3 Conduct exercises with staff to test the Emergency Management Plan and Business Continuity Plan. Participate in any relevant exercises conducted within the region by other organisations.	Conduct or participate in one exercise a year.
2.3.4 Review and update emergency management information and proactively provide public health and food safety information to the community and businesses via the website or email.	Review and update as required.
2.3.5 Participate in the LGFSG and work with other agencies and councils in our emergency management zone regarding the coronavirus (COVID-19).	Participate when resources allow.
2.3.6 Review of Business Continuity Plan considering COVID-19.	Plan Finalised.
2.3.7 Emergency Management Plan strategies to be reflected in the Public Health Plan and Risk and Opportunity Management Policy and Framework to ensure consistency over the three strategic plans.	Emergency Management Plan incorporated in the Risk and Opportunity Management Policy and Framework. The Emergency Management Plan to be recognised during the public health planning process.

3.0 – Immunisation

Background

Immunisation is the most cost-effective public health initiative and saves millions of lives each year and is critical for the health of children and the wider community. Immunisation is a safe and effective way of protecting people against harmful diseases that can cause serious health problems.

The National Immunisation Program (NIP) Schedule is a series of immunisations given at specific periods for children, adolescents, and adults. The NIP provides free vaccines against 17 diseases (including shingles) for eligible people and EHA delivers these vaccinations at its public clinics and school visits. EHA also offers the Annual Influenza Vaccine at its public clinics and worksites to prevent the highly contagious respiratory illnesses caused by Influenza A and B.

Each school year vaccines are provided to adolescents through the NIP's consenting School Immunisation Program (SIP). The program currently includes Year 8 and Year 10 students with year 8s receiving with two doses of human papillomavirus (HPV) and one dose of diphtheria, tetanus and whooping cough vaccine (dTpa). Year 10 students receive two doses of the Meningococcal B vaccine and one dose of Meningococcal ACWY vaccine. EHA will undertake approximately 62 visits to 17 high schools offering vaccinations to 2,450 Year 8 students and 2,492 Year 10 students.

Workplace Immunisation programs are conducted on a fee for service basis. A total of 3,466 vaccinations were provided during 98 worksite visits to EHA clients in 2020. EHA actively account manages workplace clients to ensure return business and strives to provide a professional service. Where staffing resources allow, EHA continues to pursue new business opportunities, working to increase the number of vaccinations provided by promotion of its quality on-site service. EHA offers a convenient online quote and booking system on its website where businesses, government agencies, childcare centres, schools and aged care facilities can easily coordinate a program with minimal downtime for their staff.

An Immunisation Community Engagement Project funded by the Adelaide Public Health Network has been established. The project provides immunisation program support to community groups and immunisation providers within the eastern and north eastern metropolitan area of Adelaide. EHA’s specialist immunisation nurses and customer service team are working to increase vaccine uptake, through raising community and provider awareness, knowledge and confidence in immunisation delivery.

The Commonwealth’s current roll out of COVID-19 vaccinations has not included EHA services to date. EHA has been monitoring all available communications from Commonwealth Government and SA Health. EHA has been in regular contact with SA Health to enquire about future involvement in delivery of COVID-19 vaccine.

Actions	Performance Measures
<p>3.1</p> <p>Ensure effective governance and delivery of a public clinic immunisation program in accordance with:</p> <ul style="list-style-type: none"> • the current National Health and Medical Research Council (NHMRC) “Australian Immunisation Handbook” • National Vaccine Storage Guidelines ‘Strive for 5, 2nd Edition • the <i>Controlled Substances Act 1984</i> and the <i>Controlled Substances (Poisons) Regulations 2011</i> • Vaccine Administration Code October 2018 v 1.7 • South Australia’s Child Protection Legislation – Child Safe Environment Guidelines. • Immunisation Records and Inventory System (IRIS). <p>Immunisation Nurses are provided with opportunities to participate in appropriate professional development opportunities.</p>	<p>Annual clinical performance evaluation.</p> <p>Annual Cold Chain audit and pharmaceutical refrigerator maintenance.</p> <p>Annual review of Child Safe Environment Guidelines and Procedures.</p> <p>Review of Immunisation Nurses CPD annually.</p>
<p>3.2</p> <p>Promotion of EHA’s public immunisation clinic program through channels identified in the EHA Marketing Plan. Build Social Media presence through Constituent Council platforms to promote immunisation clinics.</p> <p>EHA website used as a tool for communication of up-to-date information relating to immunisation.</p> <p>Provide Constituent Councils with educational and promotional materials relating to immunisation for circulation.</p> <p>Continue to develop the EHA Immunisation brand.</p>	<p>Increased number of clinic timetables required and distributed.</p> <p>Review Constituent Council website and social media platforms for updated EHA information.</p> <p>Regular updates of information provided in the home page on immunisation issues.</p> <p>Source and distribute to Constituent Councils promotional and educational materials on immunisation in conjunction with Constituent Councils.</p>

Actions	Performance Measures
<p>3.3</p> <p>Improve customer experience at EHA public immunisation clinics.</p> <p>Conduct an annual review of EHA's public clinic venues and timetable.</p> <p>Continual development and promotion of online immunisation appointment booking system.</p>	<p>Review and evaluate each public clinic venue and times offered.</p> <p>Clinic Timetable reviewed and published in November.</p> <p>Increase mailout of Clinic Timetable and provision of electronic copy to relevant sites completed in December / January. Report and expand website analytical tools to monitor usage.</p> <p>Improve the access and increase in use of Immunisation Online Booking System.</p> <p>Implement program of review and reminders for residents of overdue vaccinations.</p>
<p>3.4</p> <p>Deliver School Immunisation Program (SIP) in accordance with the SA Health Service Agreement contract.</p> <p>Liaise with school coordinators and SA Health regarding implementation and evaluation of program.</p> <p>Immunisation statistics submitted via IRIS to SA Health and the Australian Immunisation Register (AIR) in accordance with contractual arrangements.</p> <p>Community engagement with schools to provide support with all immunisation matters.</p>	<p>Statistics reported to AIR within 5 days of clinics.</p> <p>All students offered vaccinations. Those absent at school are invited to EHA public clinics to catch up.</p> <p>Statistics uploaded onto IRIS for the SIP within 10 days of school visit.</p> <p>Monitor and report on coverage data for the SIP compared to the SA Average. Delivery of SIP with ongoing improvement and evaluation of coverage data. Follow up of students who missed vaccination at school.</p> <p>Further promote EHA clinics and catch-up facilities offered in regular school newsletter updates and electronic reminders to parents.</p>

Actions	Performance Measures
<p>3.5</p> <p>Promote and provide a professional and quality Workplace Immunisation Program on a fee for service basis.</p> <p>Continual development and promotion of online workplace immunisation appointment booking system.</p> <p>Account management: including launch of program bookings, account liaison, pre visit consultation and post visit follow up.</p>	<p>Target services to organisations whose staff are at high risk of acquiring vaccine preventable diseases.</p> <p>Generate new business and management of existing clients.</p> <p>Income generated and EHA brand awareness.</p> <p>Review program annually.</p>
<p>3.6</p> <p>The CEO/Team Leader Immunisation lobby through LGA for appropriate funding for sustainability of local government delivery of immunisation services.</p>	<p>Meet with LGA and SA Health to discuss funding and support from governments.</p>
<p>3.7</p> <p>Continue to facilitate the Community Engagement Project which forms part of a broader Adelaide PHN Immunisation Hub initiative.</p> <p>The initiative aims to increase immunisation coverage and reduce vaccine preventable illness in the Adelaide metropolitan region.</p> <p>Increase community awareness and knowledge of the benefits of childhood immunisation, increasing coverage within the eastern and inner northern suburbs of metropolitan Adelaide.</p> <p>Conduct on-site education and awareness raising sessions at participating childcare centres, schools and hospitals.</p> <p>Provide education and training on immunisation information and immunisation services for Health professionals.</p> <p>Use advocacy of Adelaide PHN to encourage State and Federal Government to include EHA services for current / ongoing phases of COVID-19 vaccination.</p>	<p>Comply with the Adelaide PHN project specific requirements, including submission of periodic reports as required.</p> <p>Meet with PHN periodically to monitor and review compliance against project Schedule.</p> <p>Monitor the increased rates of immunisation via catchups (overseas, adolescents, school absentees).</p> <p>Meet with PHN to discuss support for EHA involvement in COVID-19 vaccinations.</p>
<p>3.8</p> <p>Provision of COVID-19 vaccination</p>	<p>Meet with SA Health, LGA & Adelaide PHN to advocate for local government immunisation services to be included in COVID-19 vaccination program.</p>

4.0 - Food Safety

Background

The *Food Act 2001* in conjunction with the Food Safety Standards (Chapter 3 of the Australia New Zealand Food Standards Code) aims to:

- ensure food for sale is both safe and suitable for human consumption
- prevent misleading conduct in connection with the sale of food
- provide for the application of the Food Standards Code

EHA is an enforcement agency under the *Food Act 2001* and is responsible for ensuring that appropriate food hygiene standards are maintained within its area and all food businesses meet their legislative obligations.

As consumers, we all have the right to expect that the food we eat is protected from microbiological contamination, foreign matter, poor hygiene and handling practices. While Australia has one of the safest food supplies in the world, the incidences of our two most prevalent foodborne diseases *Salmonella* and *Campylobacter* is on the increase. Illness caused by food is a significant public health problem and has major social and economic impacts.

Campylobacter is the most commonly notified cause of gastroenteritis in Australia and foodborne illness caused by *Salmonella* has been significantly increasing over the past 20 years and, compared to many similar countries, Australia has one of the highest rates.

To prevent food borne outbreaks and protect the health and well-being of the community during the COVID-19 crisis, it is imperative for EHA to continue to undertake the surveillance of food premises and investigations of food related complaints on behalf of its Constituent Councils.

The execution of these functions is controlled by limitations set by the Federal Government Restrictions and State Government Directions. Assessments undertaken will be modified to acknowledge the advice received from the LGFSG who are considered as our lead agency.

Where inspections and investigations are undertaken, the Environmental Health Officers ensure they practice the required physical distancing and hygiene measures to protect themselves and the community.

Actions	Performance Measures
<p>4.1</p> <p>Ensure businesses provide notification of their business details.</p> <p>Monitor and maintain a register of all food businesses operating within EHA's jurisdiction.</p> <p>Continue to monitor businesses that have temporarily closed due to COVID-19.</p>	<p>Update within in accordance with the customer service policy.</p>
<p>4.2</p> <p>Assign and where required update food businesses risk classification in accordance with the SA Health Food Business Risk Classification framework</p>	<p>Apply relevant risk rating to new businesses and undertake assessments in accordance with the SA Health Food Business Risk Classification framework</p> <p>Monitor and identify new food processing practices during routine assessments. Update the risk classification to reflect the changes.</p>
<p>4.3</p> <p>Conduct routine food business assessments using an appropriate food safety rating tool to ensure compliance with the <i>Food Act 2001</i> and Food Safety Standards.</p> <p>Determine the frequency of routine assessments by the food business risk classification framework.</p>	<p>Assessments performed using the appropriate food safety rating tool.</p> <p>Assessments conducted in accordance with the assigned risk rating and frequency.</p>
<p>4.4</p> <p>Introduce and implement the voluntary SA Health Food Star Rating Scheme.</p>	<p>Assign food businesses a star rating following a routine inspection.</p>
<p>4.5</p> <p>Monitor food businesses during inspections to assess if they are captured by the Primary Production Standards.</p>	<p>Inform SA Health of new food businesses that may be captured under the Primary Production Standards as required.</p>
Actions	Performance Measures
<p>4.6</p> <p>Ensure appropriate enforcement action is taken in relation to breaches of the <i>Food Act 2001</i> and associated standards in accordance with EHA's enforcement policy.</p>	<p>Number of enforcement actions taken.</p>
<p>4.7</p> <p>Investigate food related complaints in relation to:</p> <ul style="list-style-type: none"> • alleged food poisoning • microbiological and chemical contamination • foreign matter found in food • poor personal hygiene and handling practices • unclean premises • vermin, insects and pest activity 	<p>Respond to complaints in accordance with customer service standards and where necessary SA Health guidance.</p>

	<ul style="list-style-type: none"> • refuse storage • wastewater disposal • allergens • COVID-19 (physical distancing) <p>Liaise with SA Health and other councils to ensure a consistent approach as required.</p> <p>Maintain and update a register of all food related complaints.</p>	
4.8	<p>Administer the COVID-19 State Directions and undertake the required surveillance during inspections based on advice received from the LGFSG who are considered as our lead agency.</p> <p>Continue to report COVID-19 physical distancing breaches on the LGA i-Responda Portal as advised and required by the LGFSG.</p>	Surveillance and reporting as required by LGFSG.
4.9	Respond to food recalls in accordance with SA Health recommendations.	Number of recalls actioned when required or based on SA Health directions.
4.10	Ensure all businesses servicing vulnerable populations within the Constituent Councils have their food safety plan audited in accordance with Food Safety Standard 3.2.1 and the <i>Food Act 2001</i> .	Number of audits conducted in accordance to audit frequency.
4.11	Provide professional auditing services to businesses servicing vulnerable populations outside of EHA's of Constituent Councils.	Number of audits conducted in accordance to audit frequency.
4.12	Review plans and liaise with the applicant regarding structural fit out of a food business.	Review plans and undertake onsite inspections as required.
4.13	Provide feedback to Constituent Councils when requested as per the Development Assessment sharing process.	Respond and provide feedback to Constituent Councils as required.
4.14	Provide new food businesses with a welcome pack to acknowledge their notification and to introduce EHA.	Information provided following receipt of notification.
	Actions	Performance Measures
4.15	<p>Manage temporary stall notification forms and ensure temporary food businesses are provided with adequate resources and information in safe food practices.</p> <p>Risk assess all event notifications to determine the requirement to inspect the specific events.</p> <p>Conduct food safety assessments of fairs and festivals and temporary events in collaboration with the Constituent Councils and relevant event co-ordinators. Provide written correspondence and feedback to all stall holders assessed at these events.</p>	<p>Food safety assessments are undertaken based on risk.</p> <p>Provide correspondence and feedback to stall holders where required.</p>

4.16	<p>Liaise with Constituent Council and relevant event coordinators to ensure all stall holders at fairs, festivals and temporary events are well informed of the legislative requirements.</p> <p>Conduct stall holder meetings and food safety training for stall holders upon request by the Constituent Councils and relevant event coordinators.</p> <p>Develop school temporary event fair/fete information pack</p>	<p>Liaise with Constituent Council, other councils and relevant event coordinators prior to the event.</p> <p>Provide stall holder presentations where required.</p> <p>Develop a school fair/fete information pack</p>
4.17	<p>Maintain and update a register of food stalls/Mobile food vehicles on Health Manager.</p> <p>Maintain the register of all events within the Constituent Council areas on Health Manager.</p>	<p>Update Health Manager as required</p>
4.18	<p>Following the assessment of food stalls at Constituent Councils special events, provide feedback to the relevant council on the food safety standards observed at the event.</p>	<p>Provide feedback to council where necessary.</p>
4.19	<p>Assessments, investigations and actions are updated in Health Manager to ensure effective reporting to the Board of Management, Constituent Councils and SA Health.</p>	<p>Update within in accordance with the customer service policy.</p>
4.20	<p>Provide information to the Board of Management in relation to food safety reforms and provide written responses on behalf of EHA and Constituent Councils to State Government.</p>	<p>Information reports provided to Board and distributed to Constituent Councils as required.</p>

Objective 4.1 An innovative approach to food safety through business and community education and interaction to increase awareness and understanding

Actions	Performance Measures
4.1.1 Continue to Provide the food safety training program for food businesses.	Provide food safety training.
4.1.2 Develop and maintain a comprehensive range of health education and promotion material targeting food related issues incorporating the resources of other health related agencies.	Information resources maintained.
4.1.3 Participate in State/National proactive educational initiatives that raise awareness of food related issues amongst the community.	Number of proactive educational activities conducted each year.
4.1.4 Undertake a service survey and investigate the feedback to identify areas of improvement and development of further educational materials within the food safety area.	Undertake a service feedback survey.

Budget Financial Statements 2021-2022

EASTERN HEALTH AUTHORITY STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 30 JUNE 2022		
REVISED BUDGET 2020/2021		DRAFT BUDGET 2021/2022
	INCOME	
1,782,674	Council Contributions	1,828,263
32,000	Public Health Plan / Service Review Contributions	-
180,500	Statutory Charges	181,500
272,000	User Charges	256,000
252,000	Grants, subsidies and contributions	254,000
15,000	Investment Income	10,000
7,000	Other Income	11,000
2,541,174	TOTAL INCOME	2,540,763
	EXPENSES	
1,762,000	Employee Costs	1,802,000
566,300	Materials, contracts and other expenses	526,000
47,874	Finance Charges	44,209
193,000	Depreciation	168,554
2,569,174	TOTAL EXPENSES	2,540,763
(28,000)	Operating Surplus/(Deficit)	-
	Net gain (loss) on disposal of assets	-
(28,000)	Net Surplus/(Deficit)	-
(28,000)	Total Comprehensive Income	-

EASTERN HEALTH AUTHORITY STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 JUNE 2022		
REVISED BUDGET 2020/2021		DRAFT BUDGET 2021/2022
	CASHFLOWS FROM OPERATING ACTIVITIES	
	Receipts	
1,822,674	Council Contributions	1,828,263
180,500	Fees & other charges	181,500
272,000	User Charges	256,000
15,000	Investment Receipts	10,000
252,000	Grants utilised for operating purposes	254,000
7,000	Other	11,000
	Payments	
(1,762,000)	Employee costs	(1,802,000)
(737,300)	Materials, contracts & other expenses	(652,166)
(7,874)	Finance Payments	(44,209)
42,000	Net Cash Provided/(Used) by Operating Activities	42,388
	CASH FLOWS FROM FINANCING ACTIVITIES	
	Loans Received	
(69,090)	Repayment of Borrowings	(76,131)
	Repayment of Finance Lease Liabilities	
(69,090)	Net Cash Provided/(Used) by Financing Activities	(76,131)
	CASH FLOWS FROM INVESTING ACTIVITIES	
	Receipts	
	Sale of Replaced Assets	
	Payments	
	Expenditure on renewal / replacements of assets	
	Expenditure on new / upgraded assets	
	Distributions paid to constituent Councils	
-	Net Cash Provided/(Used) by Investing Activities	-
(27,090)	NET INCREASE (DECREASE) IN CASH HELD	(33,743)
721,310	CASH AND CASH EQUIVALENTS AT BEGINNING OF REPORTING PERIOD	694,220
694,220	CASH AND CASH EQUIVALENTS AT END OF REPORTING PERIOD	660,477

Budget Financial Statements 2021-2022 cont.

EASTERN HEALTH AUTHORITY STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDING 30 JUNE 2022		
REVISED BUDGET 2020/2021		DRAFT BUDGET 2021/2022
	CURRENT ASSETS	
694,220	Cash and Cash Equivalents	660,477
155,650	Trade & Other Receivables	155,650
849,870	TOTAL CURRENT ASSETS	816,127
	NON-CURRENT ASSETS	
1,298,511	Infrastructure, property, plant and equipment	1,129,957
1,298,511	TOTAL NON-CURRENT ASSETS	1,129,957
2,148,381	TOTAL ASSETS	1,946,084
	CURRENT LIABILITIES	
157,719	Trade & Other Payables	157,719
307,885	Provisions	307,885
74,131	Borrowings	38,391
539,735	TOTAL CURRENT LIABILITIES	503,995
	NON-CURRENT LIABILITIES	
22,268	Provisions	38,690
1,139,499	Borrowings	956,520
1,161,767	TOTAL NON-CURRENT LIABILITIES	995,210
1,701,502	TOTAL LIABILITIES	1,499,205
310,135	NET CURRENT ASSETS/(CURRENT LIABILITIES)	312,132
446,879	NET ASSETS	446,879
	EQUITY	
446,879	Accumulated Surplus/(Deficit)	446,879

EASTERN HEALTH AUTHORITY STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2022		
REVISED BUDGET 2020/2021		DRAFT BUDGET 2021/2022
	ACCUMULATED SURPLUS	
474,879	Balance at beginning of period	446,879
(28,000)	Net Surplus/(Deficit)	-
-	Distribution to Constituent Councils	-
446,879	BALANCE AT END OF PERIOD	446,879
	TOTAL EQUITY	
474,879	Balance at beginning of period	446,879
(28,000)	Net Surplus/(Deficit)	-
-	Distribution to Constituent Councils	-
446,879	BALANCE AT END OF PERIOD	446,879

Meeting:	Council
Title:	ERA Water Draft Budget 2021/2022
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Decision Required

Recommendation

That Council endorses the 2021/ 22 ERA Water Draft Budget and requests that Administration write to ERA Water advising of Council's decision.

Summary

ERA Water have completed the draft of their Budget for the 2021/22 financial year. Prior to the Board of ERA Water endorsing this budget, they are required to gain the consent of all Constituent Councils.

The 2021/22 ERA Water Draft Budget was presented to Councils Audit Committee 6 May 2021. The Audit Committee subsequently resolved the following;

AC37/20-21

- 1. That the Audit Committee receive and note the 2021/2022 ERA Water Draft Budget.*
- 2. That the Audit Committee provides the following comments for Council's consideration:*
 - Concern with regards to the non-contracted income, through third party sale of water, within the budget and that Administration be requested to obtain further information in regard to this non-contracted income;*
 - Extreme concern with future viability of the business and the possibility of further capital contributions from the constituent Councils as indicated in the ERA Water LTFP.*

Background

ERA Water is a Regional Subsidiary established pursuant to Section 43 of the *Local Government Act 1999*, for the primary purpose of implementing the Waterprooing Eastern Adelaide Project (the Scheme), which involves the establishment of wetland bio-filters, aquifer recharge and recovery, pipeline installations and water storage facilities. ERA Water manage the Scheme on behalf of the Constituent Councils and provide recycled stormwater for the irrigation of parks and reserves to

Constituent Councils. The Town of Walkerville together with, The City of Norwood Payneham & St Peters and the City of Burnside make up the Constituent Councils of ERA Water.

Pursuant to Clause 5.1.1 of the ERA Water Charter (the Charter), prior to 31 March of each year, ERA Water must prepare and submit the ERA Water Draft Budget to the Constituent Councils for approval.

The Draft 2021/2022 Budget can only be adopted by the ERA Water Board, following unanimous approval of the Constituent Councils.

Upon completion of the Draft Budget, pursuant to Clause 6.1 of the Charter, ERA Water must prepare and provide the draft Annual Business Plan to Constituent Councils. The Annual Business Plan can only be adopted by the ERA Water Board, once absolute majority is provided by the Constituent Councils.

Discussion/Issues for Consideration

The Draft 2021/2022 Budget is forecasting an Operating Deficit of \$600,000. While ERA Water is budgeting for an Operating Deficit, ERA Water has sufficient access to cash in order to fund the expenditure shortfall and therefore, there will be no capital contributions required to be made by the Constituent Councils for the FY22.

The Draft 2021/2022 Budget includes water sales to the Town of Walkerville of \$79,409, which is based on water consumption of 28ML. The Council’s Draft 2021-2022 Budget includes a budget estimate of \$97,066, which includes water sourced from SA Water and ERA Water for the Councils reserves, parks, medians and sporting grounds.

Options for Consideration

Option 1

That Council endorses the 2021/22 ERA Water Draft Budget and requests that Administration write to ERA Water advising of Council’s decision.

Option 2

That Council seek the following amendments to the 2021/22 ERA Water Draft Budget:

-
-

Analysis of Options

Council’s Audit Committee discussed this matter at length at their meeting on 6 May 2021 and were compelled to raise their concerns regarding the future liability of the business and the possibility of further capital contributions from the Constituent Councils as indicated in the ERA Water LTFF. That said and recognising that there are concerns regarding future years for ERA Water, the FY2021-22 budget does not represent any significant changes in its operations in services to Council

Financial Implications

The Town of Walkerville’s draft FY2021-22 budget will include the proposed ERA Water fee structure as it applies to Walkerville.

Community Implications

The proposed budget will enable ERA Water to continue to provide the same level of service to the Town of Walkerville.

Regional Implications

Adopting the draft budget will allow for ERA Water to continue to provide a water services to the eastern region of Council Members and their respective communities.

Governance Implications

The Charter of ERA Water sets out the requirements for a budget and annual business plan. Before it can endorse the budget all Constituent Councils must give their consent.

Preferred Option & Reasoning

Option 1 is the preferred option. It meets Council’s legislative requirements and fulfils ERA Water obligations under its Charter.

Attachment

Attachment A	ERA Water 2021/22 draft Annual Budget
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ERA WATER

FY2022 Budget for Constituent Council Endorsement

1. INTRODUCTION

This budget had been prepared to meet the specific requirements of the ERA Water Charter which requires ERA Water to prepare and submit a draft budget to the Constituent Councils for the ensuing financial year by no later than 31 March.

A budget must be adopted by 30 June of each year by unanimous approval of the Constituent Councils.

This document sets out the range of assumptions that have informed the budget with the resulting budgeted financial statements shown in Attachment A.

2. WATER SUPPLY AND DEMAND ASSUMPTIONS

2.1 Water Supply

2.1.1 With five of the six injection bores connected, the injection capacity of the Scheme is approximately 66l/s compared to a design capacity of 80l/s (approximately 85%).

2.1.2 The amount of water that can be captured during a season is dependent on:

2.1.2.1 the injection capacity (currently 85% of full design);

2.1.2.2 the number of flow days (dependent on climatic conditions); and

2.1.2.3 the average number of hours per day of operation during flow days ranging from a lower bound of 14.5 hours per day to an upper bound of 22.5 hours per day which is dependent on the reliability and efficiency of the scheme.

2.1.3 The budget assumes that 440ML of new water will be captured and available for sale in FY2022 based on the current 66 l/s injection capacity, an average number of flow days for the year and 18.5 average hours per day of operating time during each flow day which is the midpoint of the upper and lower estimate.

2.1.4 At a recovery efficiency of 70%, this will result in an additional 308ML of new water being available for sale in FY2022. The 70% assumed recovery efficiency is based on the scheme design assumptions and is yet to be proven based on actual performance of the aquifer.

2.1.5 Based on engineering estimates, the opening volume of water that is assumed to be available in the aquifer at the start of the FY2022 irrigation season is expected to be between 20 and 70ML. For budgeting purposes we have assumed the midpoint of this range as the opening balance of water (45ML). The actual balance of water available will be dependent on climatic conditions and Constituent Council usage for the remainder of the 2020/21 extraction season.

ERA WATER

2.1.6 The total water that is assumed that can be supplied during the 2022 irrigation season is therefore assumed to be between 328ML and 388ML.

2.2 Water Demand

2.2.1 Constituent Councils have entered into 'take or pay' water supply arrangements with ERA Water based on the following volumes.

City of Burnside	100 ML
City of Norwood Payneham & St Peters	76.67 ML
Town of Walkerville	28 ML
Total volume sold to ERA Water Councils	204.67 ML

2.2.2 ERA Water has also connected two external customers to the network with a total anticipated demand of 47ML per annum.

2.2.3 Total connected demand is therefore 251.67ML.

2.2.4 ERA Water is currently investigating opportunities to connect additional Constituent Council reserves and new external customers to the ERA Water scheme.

2.2.5 The budget assumes an additional 53ML worth of external or additional Constituent Council reserves are connected and supplied during the 2021 extraction season.

2.2.6 The ability to do so will be highly dependent on pushing negotiations with existing identified customers, particularly the Department of Education and the ability of the General Manager to secure new sales contracts in a timely fashion to allow for connection before the start of the 2021/22 irrigation season.

2.3 Climatic conditions

2.3.1 Based on the latest weather outlook dated 18 March 2021, there is a 50% chance of Adelaide exceeding the mean rainfall between April to June and between May to July.

2.3.2 We have interpreted this to mean that there is an expectation of average rainfall for the start of the 2021 injection season.

2.4 Scenario analysis

2.4.1 Scenario analysis has been undertaken based on an upper and lower limit of water supply due both to dry climatic conditions and lower and upper bound injection assumptions based on average hours of operation each day.

2.4.2 Table 1 shows the estimate lower and upper bound of injection in the 2021/22 season based on the various scenarios described.

TABLE 1: Scenario Analysis

Rainfall Conditions	Lower Bound Injection Volume (ML)	Upper Bound Injection Volume (ML)	Estimated Supply Lower Bound Injection (ML)	Estimated Supply Upper Bound Injection (ML)
Dry Year	234.27	363.53	164.00	254.47
Average	344.52	534.60	241.16	374.22
Wet Year	465.10	721.71	325.57	505.20

2.4.3 The analysis shows that under a Dry Year and Lower Bound injection scenario, annual injection volumes could be as low as 164.00ML. Conversely, under a Wet Year and Upper Bound Injection Scenario, annual injection volumes could be as high as 505.20ML.

2.4.4 Total supply volumes will be a function of annual injection and the amount of water remaining in the aquifer at the end of the 2020/21 irrigation season (estimated to be between 20ML and 70ML).

2.4.5 If the 2021 injection season is a 'Dry Year' ERA Water may not have sufficient water to be able to supply new customers who may be connected to the network during the 2021/22 extraction season.

3. INCOME

3.1 Water pricing

The price of water is tied to the lower of the SA Water Price and the price calculated under the principles of 'full cost recovery'. ERA Water is not expected to achieve full cost recovery at a water price which is less than SA Water in FY2022.

As of 1 July 2020, SA Water reduced its water price by 18.6% on account of a review of its regulated asset base and reduction in its cost of capital for the period between 1 July 2020 and 30 June 2024.

Our budget assumes that the water price is based on the new SA Water price, increasing by CPI in FY2022.

The budget assumes that Constituent Councils are charged the full SA Water price and that external customers are charged a discounted rate of 85% of the SA Water price as mechanism to encourage external connections to the scheme.

3.2 Water Supply Charge

A supply charge of \$277.37 per constituent council connection per annum has been included in the budget which is based on the current SA Water connection charge inflated by 2.20%.

Due to the uncertainty surrounding the number of external connections and whether a supply charge should be levied on those connections, no water supply charge has been included in the budget in relation to external customers.

3.3 Grants and Investments

There is no forecast income expected from either grants or investments for FY2021.

ERA Water may receive a member distribution from the LGFA or LGA Mutual Liability Scheme however such as distribution has not been budgeted.

3.4 Income summary

The forecast income from water sales is shown below in Table 2.

TABLE 2: INCOME FROM WATER SALES

Constituent Council	Revenue
City of Norwood, Payneham & St Peters	\$217,440
Town of Walkerville	\$79,409
City of Burnside	\$283,605
Constituent Council Supply charge	\$13,882
Sales to external customers	\$260,910
Total Income	\$855,246

Water sales to Constituent Councils are assumed to be pre-paid in the first month of the financial year.

4. EXPENSES

4.1 Employee Costs

Table 3: Employee Costs

ITEM	AMOUNT	KEY ASSUMPTIONS
General Manager	\$100,000	Cost for the position of General Manager on a part time basis.
Principal Operator	\$150,000	Contracted cost for Principal Operator
Admin and Board Secretarial Support	\$nil	Assumes no paid support for the GM.
Total Employee Costs	\$250,000	

4.2 Materials, Contract & Other Expenses

Table 4: Fixed operating Expenses

ITEM	AMOUNT	KEY ASSUMPTIONS
Audit and Accounting	\$18,000	\$5,000 for external auditing of ERA Water's accounts for FY2021. \$13,000 payment to City of Burnside to partially subsidise accounting and bookkeeping services being provided.
Governance	\$16,000	Chairman \$12,000 plus \$4,000 provision for two independent audit committee members.
Bank Charges	\$500	Provision for bank charges.
ICT	\$2,500	Provision for miscellaneous IT and software costs.
Insurances	\$40,000	Based on FY2020 actual costs with an allowance for inflation.
Office Expenses	\$1,000	Provision
Premises	\$0	NPSP providing premises to ERA Water for \$nil.
Professional Services	\$40,000	Financial and strategic management support - \$15,000 Provision for legal services in relation to external customer sales contracts and other matters - \$15,000 Other professional services - \$10,000 Excludes advice on potential divestment process.
Staff Amenities and Development	\$2,500	Provision
General Expenses	\$2,500	Provision

ERA WATER

ITEM	AMOUNT	KEY ASSUMPTIONS
Total Fixed Operating Expenses	\$123,000	

TABLE 5: Operating Expenses

ITEM	AMOUNT	KEY ASSUMPTIONS
Engineering and support services	\$60,000	Technical support to the GM and Principal Operator
Scheme maintenance and landscaping	\$25,000	Support to the Principal Operator to allow for maintenance tasks requiring 3 rd party contractors.
General maintenance	\$25,000	Provision for unexpected maintenance issues.
Electricity	\$125,000	Assumption is that electricity consumption will be broadly in line with current year with a small allowance for additional activity.
Licensing and testing	\$15,000	\$4,000 provision for EPA Licence and \$11,000 for development of MARART and other licensing and testing requirements.
Telecoms & SCADA	\$19,000	Assumption based on FY2020 Telstra charges.
Total Operating Expenses	\$269,000	

4.3 Depreciation and Amortisation

4.3.1 Depreciation for FY2021 has been calculated at \$466,415 with reference to the useful life estimates by asset class shown in Table 5.

TABLE 5: Asset Useful Lives

Asset Class	Sub Asset Class	Years	Depn Rate
Civil Assets	CA - Biofilters and Wetlands	50	2.0%
	CA - Bores (excluding pumps)	70	1.4%
	CA - Buildings (including foundations)	50	2.0%
	CA - Earthworks	70	1.4%
	CA - Fencing	30	3.3%
	CA - Landscaping and Plantings	10	10.0%
	CA - Pipelines and Pipework	70	1.4%
	CA - Roadways and Paving	50	2.0%
	CA - Stormwater Structures	50	2.0%
	CA - Tanks / Chambers / Manholes	50	2.0%
Electrical Assets	EA - Electrical conduits / cables / pits	70	1.4%
	EA - Switchboards and Transformers	25	4.0%
Instrumentation and Control Assets	IA - Flow Meters and Water meters	15	6.7%
	IA - Online instrumentation	15	6.7%
	IA - SCADA System and PLC's	15	6.7%
	IA - Security and fire detection equipment	15	6.7%
	IA - Telemetry equipment	15	6.7%
ICT Assets	IT - Computer Hardware	5	20.0%
	IT - Computer Software	5	20.0%
Mechanical Assets	MA - Pumps and pump sets	20	5.0%
	MA - Valves	20	5.0%
Sunk Costs	SC - Sunk Costs	70	1.4%
Specialised Water Treatment Equipment	WT - UV disinfection systems	20	5.0%

4.4 Finance Costs

Interest expense is forecast to be \$355,058. This is calculated using the following assumptions:

4.4.1 \$5.0 million fixed rate facility at 2.9% per annum (maturing July 2024);

4.4.2 \$3.0 million fixed rate facility at 1.3% per annum (maturing Jan 2022);

4.4.3 Remaining debt facilities at the current CAD rate of 2.05%

5. CASH AND CAPITAL

5.1 Capital Expenditure

5.1.1 A capital provision of \$100k has been included to support the cost of external customer connections. Where possible, ERA Water will seek to on charge the cost of connections to new customers either in the form of upfront payments or increased water prices.

5.1.2 A \$50k general capital provision has been included for unforeseen system upgrades.

5.2 Cash Position

- 5.2.1 Net cash from operating activities is forecast to be a (\$133,729) cash operating deficit.
- 5.2.2 Net cash from investing activities is forecast to be (\$150,000) on account of budgeted capital expenditure.
- 5.2.3 Net cash from financial activities is forecast to be \$288,000 to finance the capital expenditure.
- 5.2.4 The forecast closing debt level is \$15.25 million which is \$0.05 million below the existing debt cap of \$15.300 million.
- 5.2.5 Table 6 shows the forecast monthly closing cash position based on the budget.

TABLE 6: Monthly closing cash position

\$	Jul-21 Budget Mnth 13	Aug-21 Budget Mnth 14	Sep-21 Budget Mnth 15	Oct-21 Budget Mnth 16	Nov-21 Budget Mnth 17	Dec-21 Budget Mnth 18	Jan-22 Budget Mnth 19	Feb-22 Budget Mnth 20	Mar-22 Budget Mnth 21	Apr-22 Budget Mnth 22	May-22 Budget Mnth 23	Jun-22 Budget Mnth 24
Non-current Liabilities												
Trade & Other Payables	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	15,045,603	14,533,603	14,695,603	14,765,603	14,797,603	14,881,603	14,887,603	14,893,603	15,004,603	15,036,603	15,094,603	15,250,603
Total Non-current Liabilities	15,045,603	14,533,603	14,695,603	14,765,603	14,797,603	14,881,603	14,887,603	14,893,603	15,004,603	15,036,603	15,094,603	15,250,603

- 5.2.6 Depending on the future performance, ERA Water may exceed its existing debt cap towards the end of FY2022.

5.3 Equity

Historical accumulated surpluses have been derived from the grant funding received from the Federal Government to fund the construction of the scheme. Net Surplus / Deficit represents the movement in the Operating Statement for the budget year.

ATTACHMENT A: Financial Statements

Statement of Comprehensive Income

ERA Water LTFP | Alert in Borrowings

\$	Jun-21 BR2 Yr 1	Jun-22 Budget Yr 2
All error checks	OK	
Income		
User Charges		
Water Sales ERA Councils	581,529	594,336
Water Sales ERA Councils - Annual True-Up	-	-
Net Water Sales ERA Councils	581,529	594,336
Water Sales Other Customers	31,136	260,910
Grants, Subsidies and Contributions	-	-
Investment Income	-	-
Total Income	612,665	855,246
Expenses		
Employee Costs	189,500	250,000
Materials, Contracts & Other Expenses	594,461	392,000
Depreciation & Amortisation	461,483	466,534
Finance Costs	355,058	346,975
Total Expenses	1,600,502	1,455,509
Operating Surplus / (Deficit)	(987,837)	(600,262)
Amounts Received Specifically for New or Upgraded Assets	-	-
Net Surplus / (Deficit)	(987,837)	(600,262)
Other Comprehensive Income		
Amounts which will not be reclassified to operating result	-	-
Impairment expense	-	-
Total Comprehensive Income	(987,837)	(600,262)

ERA WATER

Balance Sheet

ERA Water LTFP | Alert in Borrowings

\$	Jun-21 BR2 Yr 1	Jun-22 Budget Yr 2
Assets		
Current Assets		
Cash & cash equivalents	151,815	156,086
Trade & Other Receivables	-	-
Total Current Assets	151,815	156,086
Non-current Assets		
Financial assets	-	-
Infrastructure, property, plant & equipment	20,598,168	20,281,634
Total Non-current Assets	20,598,168	20,281,634
Total Assets	20,749,983	20,437,720
Liabilities		
Current Liabilities		
Trade & Other Payables	240,479	240,479
Provisions	755	755
Borrowings	-	-
Total Current Liabilities	241,234	241,234
Non-current Liabilities		
Trade & Other Payables	-	-
Borrowings	14,962,603	15,250,603
Total Non-current Liabilities	14,962,603	15,250,603
Total Liabilities	15,203,837	15,491,837
NET ASSETS	5,546,146	4,945,883
Equity		
Accumulated Surplus	5,729,393	5,134,660
Net Surplus (Deficit)	(183,248)	(188,777)
Asset Revaluation Reserves	-	-
TOTAL EQUITY	5,546,146	4,945,883
Net Debt	14,810,788	15,094,517

ERA WATER

Statement of Cash Flows

ERA Water LTFP | Alert in Borrowings

\$	Jun-21 BR2	Jun-22 Budget
Cash Flows from Operating Activities		
Receipts		
Water Sales ERA Councils	581,529	594,336
Water Sales ERA Councils - Annual True-Up	-	-
Net Water Sales ERA Councils	581,529	594,336
Water Sales Other Customers	78,437	260,910
Other receipts	-	-
Investment Income	-	-
Payments		
Employee costs	(189,500)	(250,000)
Materials, contracts & other expenses		
Fixed Operating Costs	(137,000)	(123,000)
Operational Costs	(457,461)	(269,000)
Finance Payments	(355,058)	(346,975)
Net cash provided by (or used in) Operating Activities	(479,053)	(133,729)
Cash Flows from Investing Activities		
Receipts		
Amounts Received Specifically for New Assets	-	-
Payments		
Expenditure on new/upgraded Assets	(415,000)	(150,000)
Net cash provided by (or used in) Investing Activities	(415,000)	(150,000)
Cash Flows from Financing Activities		
Receipts		
Proceeds from Borrowings	899,000	288,000
Payments		
Repayment of borrowings	-	-
Net cash provided by (or used in) Financing Activities	899,000	288,000
Net Increase (Decrease) in cash held	4,947	4,271
Cash and cash equivalents at beginning of period	146,868	151,815
Cash and cash equivalents at end of period	151,815	156,086

Meeting:	Council
Title:	Highbury Landfill Authority Draft Budget 2021/2022
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

1. That Council endorse the 2021/22 Highbury Landfill Authority Draft Budget and Annual Business Plan.
2. That Administration write to Highbury Landfill Authority advising of Council's decision.

Summary

Highbury Landfill Authority (HLA) have completed the draft Budget for the 2021/2022 financial year. Prior to HLA adopting the budget they require consent of all member Councils, pursuant to Clause 4.4 of the HLA Charter.

This was present to the Audit Committee on 6 May 2021 and the below was resolved-

AC39/20-21

That the Audit Committee receives and notes the 2021/2022 Highbury Landfill Authority Draft Budget and refers it Council for its consideration.

Background

The HLA is a regional subsidiary with the Constituent Councils being the Town of Walkerville, the City of Norwood, Payneham and St Peters and the City of Burnside. The role of the HLA is to oversee and fund the rehabilitation of the Highbury Landfill site.

Schedule 2 – Part 2 – clauses 24 and 25 of the *Local Government Act 1999* states (in part):

'Clause 24 (1) A regional subsidiary must, in consultation with the constituent councils, prepare and adopt a business plan.

Clause 25 (1) A regional subsidiary must have a budget for each financial year.'

Discussion/Issues for Consideration

The draft budget sets out the proposed fees for the member Councils. The Town of Walkerville’s proposed fee for 2021/2022 is \$18,474. This estimate is based on the projected expenditure by the HLA for the 21/22 Financial Year. The draft budget allows expenditure to ensure the ongoing management of the site and includes the following operations;

- Landfill gas management
- Environmental monitoring
- Site maintenance
- Feasibility of solar project
- Management and administration.

Councils draft 2021/2022 budget includes the above budget estimate of \$18,474.

Options for Consideration

Option 1

1. That Council endorses the 2021/22 Highbury Landfill Authority Draft Budget and Annual Business Plan.

2. That Council requests that the Administration write to Highbury Landfill Authority advising of Council’s decision.

Option 2

That Council seek the following amendments to the 2019/20 Highbury Landfill Authority Draft Budget and Annual Business Plan:

-
-

Analysis of Options

The draft budget represent no changes to the operations of the HLA.

Financial Implications

The amount sought by EHA is consistent with the existing draft budget presented to Council and the amount paid in FY2021.

Community Implications

The proposed budget will enable the HLA to continue to provide the same level of service to the Town of Walkerville community.

Regional Implications

Adopting the budget will allow for HLA to continue the ongoing management of the closed landfill in line with expectations of member councils and their respective communities.

Governance Implications

The *Local Government Act 1999* and the Charter of HLA set out the requirements for the budget and annual business plan. Before the HLA can endorse the budget and annual business plan all Constituent Councils must give their consent.

Preferred Option & Reasoning

Option 1 is the preferred option as it meets legislative requirements and enables the HLA to continue operations in accordance with their Charter.

Attachment

Attachment A	Memorandum from Executive Officer, Trevor Hockley (including Draft 21/22 Budget)
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Memorandum

To: CEOs of HLA Member Councils
Chris Cowley
Mario Barone
Kiki Magro

CC: Board of HLA
John Minney
Ben Clark

From: Trevor Hockley, Executive Officer

Date: 16 April 2021

RE: Draft Budget 2021/ 2022

The Board of HLA has reviewed the draft Budget 2021/2022 and agreed to refer it to Member Councils for their approval pursuant to Clause 4.4 of the HLA Charter.

Member Councils are required to approve the draft Budget prior to the Board formally adopting the Budget by the 30th June 2021. The draft Budget is attached at Appendix 1 and for your information I provide a brief outline of the expenditure included in the budget and annual plan.

The Future of the Highbury Landfill

The Board still wishes to pursue the feasibility of a solar project on the site and authorised the Executive Officer (EO) to work with Suez Recycling to evaluate whether it was possible to combine both the Suez landfill and our adjacent Highbury landfill into a viable project for both entities. Unfortunately, Suez Recycling has undergone a significant management restructure and is now the subject of a takeover by Veolia which has stalled any progress on this project.

The new State manager for Suez Recycling has expressed a wish to continue the project and HLA will work with the new management to progress this project. The budget allows for further work to provide advice to the Board and Member Councils on whether this project can proceed.

Provision

The 25 year forward projections that make up the calculation for the provision in the Balance Sheet for HLA is provided with the draft Budget. The provision has been calculated as per the provision calculation spreadsheet used for the 2019/20 Financial Statements and the draft budget is exactly as the projected expenditure in this provision. The audit committee has recommended that the assumptions contained in the provision spreadsheet should be independently reviewed every 3 years and this will occur as part of the audit process for the HLA financial statements to June 2021.

This work will also include a review of the risk management plan for HLA and an assessment of when the current flare will have insufficient landfill gas to work efficiently. The original prediction in the

spreadsheet was some time in the 2023 year. Based on current quality and quantity of landfill gas it is highly likely that the flare will continue to work past this timeframe and the provision will be varied based on expert advice to finalise the 20/21 financial statements. The draft budget provides for this work.

Member Councils currently fund the provision each year in their equity proportions and based on the projected expenditure and cash at hand the 2021/21 contributions have remained the same as last year and are:

Burnside:	\$100,812
Norwood, Payneham & St Peters	\$80,714
Walkerville	\$18,474

To allow Member Councils the opportunity to better manage their cash flow in the coming financial year these contributions will again be invoiced in 4 instalments during the financial year.

Expenditure allowed for in the Budget

Landfill Gas Management

McMahon Services continues to manage the gasfield under contract with HLA. This contract is now on a casual basis and tenders will be called after further expert advice is received regarding when there needs to be a change in managing the gasfield based on the yield of landfill gas and its quality. As stated previously the prediction made 11 years ago allowed \$300,000 in capital expenditure to construct a biomass filter to treat the collected landfill gas when it could no longer be combusted by a flare. This means that the draft budget includes a current liability for that expenditure which will be reviewed as part of the preparation of the 20/21 financial statements.

The Highbury Landfill continues to monitor landfill gas over the site. The budget includes expenditure for groundwater monitoring and landfill gas monitoring.

Site Maintenance.

The site requires ongoing maintenance for fire control, weeds, fencing and access track maintenance. An allowance is also be made to improve the compound area to make it more secure and remove redundant infrastructure.

Management and Administration

The existing management and administration model is maintained. Costs such as insurance, Council rates, SA Water, Power etc. are also budgeted.

Should you require any further information then do not hesitate to contact the undersigned. I look forward to your Council approving the draft Budget in time to allow the board of HLA to adopt the budget prior to 30 June 2021.

Regards,

Trevor Hockley
Executive Officer

UNIFORM PRESENTATION OF FINANCE JULY - MARCH 2021

	July - March 2021	Projected June 2021	Budget 2021	Variance	Comments	Budget 2022
OPERATING ACTIVITIES:	\$	\$	\$	\$		\$
Operating Income	3	20,010	20,070	60		20,050
less Operating Expenses	132,812	140,327	1,038	141,365		28,314
Operating Surplus / (Deficit)	- 132,809	160,337	19,032	- 141,365		- 8,264
CAPITAL ACTIVITIES:						
Net Outlay on Existing Assets						
Capital Expenditure on renewal & replacement of Existing Assets						
less Depreciation, Amortisation & Impairment	18,914	25,218	25,218	-		25,218
less Proceeds from Sale of Replaced Assets						
Net Outlay on Existing Assets	18,914	25,218	25,218	-		25,218
Net Outlay on New & Upgraded Assets						
Capital Expenditure on New & Upgraded Assets	-	-	-	-		-
less Amounts received specifically for New & Upgraded Assets	-	-	-	-		-
less Proceeds from Sale of Surplus Assets	-	-	-	-		-
Net Outlay on New & Upgraded Assets	-	-	-	-		-
Net Lending / (Borrowing)	- 151,722	135,119	- 6,186	141,305		- 33,482

INCOME STATEMENT BUDGET REVIEW JULY - MARCH 2021

	July - March 2021	Projected June 2021	Budget 2021	Variance	Comments	Budget 2022
	\$	\$	\$	\$		\$
INCOME						
Sundry Income	-	20,000	20,000	-		20,000
LGFA Bonus Received				-		
Interest Received	3	10	70	(60)		50
Total Revenues	3	20,010	20,070	(60)		20,050
EXPENSES						
Depreciation	18,914	25,218	25,218	-		25,218
Movement in Provision	113,898	- 165,545	- 24,180	(141,365)	Movements to the provision are recorded at year-end only. The movement as at 31.03.21 accounts for expenditure to date with no provision adjustment made.	3,096
Total Expenses	132,812	(140,327)	1,038	(141,365)		28,314
NET SURPLUS/(DEFICIT)	(132,809)	160,337	19,032	141,305		(8,264)

FY 2021 provision was calculated using a projected closing FY2020 provision and adjusted for budgeted expenditure using the RBA rates available at the time. The projected FY2021 provision is calculated with RBA rates remaining unchanged as at 30.06.2020.

The variances are reconciled below:

	PROJECTED	BUDGETED	VARIANCE
Projected FY2020 Provision used to Budget provision calculation 2021		3,387,750	
Actual FY2020 Provision as per Financial Statements	3,522,699		
Budgeted FY2021 expenditure		204,060	
Projected FY2021 expenditure as at 31.03.2021	204,005		
Budgeted FY2021 Provision required		3,159,510	
Projected FY 2021 Provision required	3,153,149		
Movement in Provision	<u>165,545</u>	<u>24,180</u>	<u>- 141,365</u>

BALANCE SHEET BUDGET REVIEW JULY - MARCH 2021

	July - March 2021	Projected June 2021	Budget 2021	Variance	Comments	Budget 2022
	\$	\$	\$	\$		\$
ASSETS						
Current Assets						
Cash and Cash Equivalents	86,421	86,825	69,372	17,453		51,115
Trade and Other Receivables	29,729	5,000	5,000	-		5,000
Total Current Assets	116,149	91,825	74,372	17,453		56,115
Non-Current Assets						
Monitoring Stations & Flare	137,054	130,750	136,295	(5,545)		105,532
Total Non-Current Assets	137,054	130,750	136,295	(5,545)		105,532
Total Assets	253,203	222,575	210,667	11,908		161,647
LIABILITIES						
Current Liabilities						
Trade and other payables	5,504	14,188	15,000	(812)		15,000
LGFA Loan	12,909	26,549	26,549	-		27,554
Provision for Closure Costs	203,471	207,846	515,530	(307,684)	Provision as at 30.09.20 is kept inline with financial statement 30.06.20 as no adjustment is made until year end.	515,112
Total Current Liabilities	221,883	248,583	557,079	- 308,496		557,666
Non-Current Liabilities						
LGFA Loan	159,015	132,467	132,467	-		104,913
Provision for Closure Costs	3,319,228	2,945,303	2,643,980	301,323		2,430,191
Total Non-Current Liabilities	3,478,243	3,077,770	2,776,447	301,323		2,535,104
Total Liabilities	3,700,127	3,326,353	3,333,526	(7,173)		3,092,770
NET ASSETS	(3,446,924)	(3,103,778)	(3,122,859)	19,081		(2,931,123)
EQUITY						
Accumulated surplus	(3,446,923)	(3,103,778)	(3,122,859)	19,081		- 2,931,123
Total Equity	(3,446,923)	(3,103,778)	(3,122,859)	19,081		(2,931,123)

STATEMENT OF CHANGES IN EQUITY BUDGET REVIEW JULY - MARCH 2021

	Projected June 2021	Budget 2021	Variance	Comments	Budget 2022
	\$	\$	\$		\$
<u>ACCUMULATED SURPLUS</u>					
Balance at beginning of the year	(3,464,115)	(3,341,891)	(122,224)	Opening balance as per Financial Statements	(3,122,859)
Change in financial position resulting from operations	160,337	19,032	141,305	Budget 2021 is based on the projected closing balance 2020	(8,264)
Funds from Member Councils	200,000	200,000	-		200,000
TOTAL EQUITY	(3,103,778)	(3,122,859)	19,081		(2,931,123)

STATEMENT OF CASH FLOWS BUDGET REVIEW JULY - MARCH 2021

	July - March 2021	Projected June 2021	Budget 2021	Variance	Comments	Budget 2022
	\$	\$	\$	\$		\$
CASH FLOWS FROM OPERATING ACTIVITIES						
<u>Receipts</u>						
Bank Interest & Sundry	32,545	32,940	20,000	12,940	Bank Interest & Suez ATO reimbursements	20,000
Other Revenue	9,316	15,000	15,000			15,000
<u>Payments</u>						
Finance payments	(19,594)	(25,580)	(25,580)			(26,549)
Net Cash provided by (or used in) Operating Activities	22,268	22,360	9,420	12,940		8,451
CASH FLOWS FROM INVESTING ACTIVITIES						
Flare	-	-				
Payments from Provision	(125,890)	(200,781)	(212,512)	(11,731)		(244,162)
Net Cash paid for Investing Activities	(125,890)	(200,781)	(212,512)	11,731		(244,162)
CASH FLOWS FROM FINANCING ACTIVITIES						
LGFA Loan	-	-				
Funds paid by Member Councils	124,797	200,000	200,000			200,000
Net Cash provided by (or used in) Financing Activities	124,797	200,000	200,000	-		200,000
Net Increase (Decrease) in cash held	21,174	21,579	(3,092)	24,671		(35,711)
Cash and cash equivalents at beginning of period	65,246	65,246	72,463	(7,217)	Projected closing balance FY2020 used for Budget 2021, and projected closing FY2021 is used for Budget 2022	86,825
Cash and cash equivalents at end of period	86,421	86,825	69,371	17,454		51,115
Total Cash and cash equivalents at end of period	86,421	86,825	69,371	17,454		51,115

Workpaper: Provision Calculation & Review using June rates
 Period Ending: 30.06.2019
 Prepared by: LMKB

Inflation Rate 2.00%

KEY	
PY	Agreed to Prior Year Audited Financial Statements
P&L	Expenses agreed to Income Statement (excl. Depreciation)
CAL	As per Calculation
T	Totally Checked and Correct

PROVISION CALCULATION	Year 2021	June, 2021	June, 2022	June, 2023	June, 2024	June, 2025	June, 2026	June, 2027	June, 2028	June, 2029	June, 2030	June, 2031	June, 2032	June, 2033	June, 2034	June, 2035	Totals	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Com bond rates		0.95%	0.96%	0.97%	1.02%	1.06%	1.16%	1.23%	1.30%	1.32%	1.35%	1.40%	1.40%	1.43%	1.45%	1.48%	1.58%	
HLA Post-Closure Management Costs																		
Administration of Regional Subsidiary		60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	1,020.00	
Environmental Monitoring																		
Landfill Gas		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	270.00	
Groundwater		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	430.00	
Administration - Other/Loan repayment		30.00	30.00	30.00	30.00	30.00	30.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	360.00	
Site Maintenance		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	170.00	
Communications strategy/EOI																		
Total		140.00	140.00	140.00	140.00	140.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	2,250.00	
Cashflows with inflation		140.00	142.80	145.66	148.57	151.54	138.81	140.77	143.59	146.46	149.39	152.37	155.42	158.53	161.70	164.93	2,539.74	
Net Present Value at 10yr CWB rate		1,896.81	141.45	142.89	144.14	145.11	130.31	130.85	131.22	131.87	132.46	132.60	133.38	133.46	134.19	132.89	2,336.81	
Variation to Capping and Earthworks Contract																		
Review of Charter																		
Upgrade of access tracks																		
Groundwater risk assessment																		
Mulching																		
Revegetation																		
Loan Repayment Interest		6.68	5.72	4.71	3.67	2.59	1.46	0.30	-	-	-	-	-	-	-	-		
New or Replacement Expenditure (Capital In Nature)																		
Bio Filter		-	-	300.00	-	-	-	-	-	-	-	-	-	-	-	-	300.00	
Total		6.68	5.72	304.71	3.67	2.59	1.46	0.30	-	-	-	-	-	-	-	-	325.13	
Cashflows with inflation		6.68	5.83	317.02	3.89	2.80	1.62	0.33	-	-	-	-	-	-	-	-	338.18	
Net Present Value at 10yr CWB rate		323.90	5.78	310.99	3.34	2.29	1.25	0.25	-	-	-	-	-	-	-	-	330.58	
Landfill Gas Operation and Management																		
Operation and Monitoring of Landfill Gas Field		60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	1,020.00	
Replacement and Maintenance of Landfill Gas Field																		
Wells and Pipework		-	-	-	50.00	-	-	-	-	-	-	-	-	-	-	-	60.00	
Total		60.00	60.00	60.00	110.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	1,080.00	
Cashflows with inflation		60.00	61.20	62.42	116.73	64.95	66.24	67.57	68.92	70.30	71.71	73.14	74.60	76.09	77.62	79.17	1,220.67	
Net Present Value at 10yr CWB rate		932.45	60.62	61.24	113.25	62.19	62.55	62.81	62.98	63.30	63.58	63.65	64.02	64.06	64.41	63.79	1,122.45	
Total of Net Present Values		3,153.15															3,655.13	

RATES AS PER RBA	
Calculated	
Date	Rate
30/06/2018	1.500%
30/06/2019	1.035%
30/06/2020	1.035%
30/06/2021	0.980%
30/06/2022	0.965%
30/06/2023	0.965%
30/06/2024	1.015%
30/06/2025	1.090%
30/06/2026	1.155%
30/06/2027	1.225%
30/06/2028	1.295%
30/06/2029	1.320%
30/06/2030	1.345%
30/06/2031	1.400%
30/06/2032	1.400%
30/06/2033	1.445%
30/06/2034	1.445%
30/06/2035	1.555%

All figures are in units of 1,000, ie. 1 = 1,000.
 All cost estimates are based on EO's knowledge and actual costs will only be determined at tender.
 Detailed cost analysis and investigation has not been undertaken.
 The timing and sequencing of events are assumed and will depend on actual events and monitoring results.
 • No allowance has been made for the introduction of CPRS
 • All costs are present value

SHORT TERM

207.85	515.11	260.73	209.58	194.11	193.91	194.20	195.17	196.04	196.24	197.40	197.52	198.60	196.68
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PROJECTED 2021 RECONCILIATION

	\$
Opening as per FY20	3,522,699
FY2021 expenditure	204,005
Remaining Provision	3,318,694
Provision required	3,153,149
Movement	165,545

Based on projections as at 31.03.2021 from P&L

Short Term	207,846
Long Term	2,945,303
Total Provision for FY2020 based on RBA rates as at 30.06.2020	3,153,149

BUDGET 2022 CALCULATION

PROJECTED YE PROVISION 2021, AND OPENING PROVISION 2022	3,153,149
FY2022 EXPENDITURE	204,750
CLOSING PROVISION REMAINING	2,948,399
PROVISION REQUIRED	2,945,303
MOVEMENT	3,096

Short Term	515,112
Long Term	2,430,191

Meeting:	Council
Title:	EHA Charter Review – preliminary feedback sought
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Chief Executive Officer, Kiki Cristol
Key Pillar:	Strategic Framework – Key Pillar 2 – Safety – Support the provision of a safe and supportive social environment that contributes to people and families feeling safe
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Recommendation

That Council authorises Administration to write to EHA providing feedback as presented in Attachment A, in response to EHA's request for preliminary feedback on the proposed amendments to the EHA Charter.

Summary

Eastern Health Authority (EHA) Charter is required to be reviewed every four years. The last review of the Charter was finalised in May 2016. At the June 2020 EHA Board meeting, the Board endorsed the review process, which sets out an initial review of the Charter by EHA Administration, including seeking advice in relation to what aspects of the Charter need to be amended from a legal and best practice point of view. The proposed changes were considered by EHA Board at its meeting held on 2 December 2020 and 25 February 2021. The Board subsequently resolved that EHA Administration seek preliminary feedback from the Member Councils in relation to the proposed changes. The Board is also seeking any additional comments or suggestions in relation to the review of the Charter.

Background

The Town of Walkerville is one of five Member Councils of EHA, a regional subsidiary established to discharge the environmental health responsibilities of its five Constituent Councils under the *South Australian (SA) Public Health Act 2011*, *Food Act 2001* and *Supported Residential Facilities Act 1992*.

Services include the provision of immunisation services, hygiene and sanitation control, licensing and monitoring of supported residential facilities and monitoring of food safety standards, including inspection of food premises.

The Constituent Councils are:

- City of Burnside
- Campbelltown City Council
- City of Norwood Payneham and St Peters (NPSP)

- City of Prospect
- Town of Walkerville

Clause 19 of Schedule 2 of the *Local Government Act 1999*, requires that a regional subsidiary has a Charter prepared by its Constituent Councils and that the Charter is reviewed every four years. The last review of the EHA Charter was finalised in May 2016.

Discussion/Issues for Consideration

At its meeting held in June 2020, the EHA Board considered the Charter review process it would undertake. The following is an outline of the process:

1. Initial review of the Charter by EHA Administration, including seeking advice in relation to what aspects of the Charter need to be amended from a legal and best practices point of view;
2. Following step 1, an initial consideration of the proposed changes to the Charter by the EHA Board (this occurred on both 2 December 2020 and 25 February 2021);
3. Seek preliminary feedback from the Constituent Councils in relation to the proposed changes, which should also include the Constituent Councils providing any additional comments or suggestions in relation to the Charter that they would like considered;
4. Draft Charter is further amended (if required) based on feedback and suggestions from Constituent Councils;
5. Following step 4, the Draft revised Charter is circulated to Constituent Councils for consideration and endorsement;
6. Assuming the unanimous agreement of all Constituent Councils, by way of Council resolution, a copy of the Charter, as amended, be provided to the Minister for State / Local Government Relations for approval and subsequent gazettal.

Options for Consideration

Option 1

That Council authorises Administration to write to EHA providing feedback as presented in Attachment A, in response to EHA’s request for preliminary feedback on the proposed amendments to the EHA Charter.

Option 2

That Council authorises Administration to write to EHA providing feedback as presented in Attachment A, in response to EHA’s request for preliminary feedback on the proposed amendments to the EHA Charter, with the following amendments:

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-
-

Analysis of Options

Both options respond to EHA’s request for feedback, with Option 2 providing Council the opportunity to add feedback / commentary to that considered and prepared by Administration, noting that any decision in relation to this item is likely to be impacted / influenced by the outcome of discussions in relation to Agenda Item 19.1 Review of EHA Services.

Financial Implications

There are no known financial implications associated with providing feedback to EHA on the proposed amendments to the Charter.

Community Implications

There are no known community implications associated with providing feedback to EHA on the proposed amendments to the Charter.

Regional Implications

Amendments to the Charter can only proceed with the unanimous endorsement of the Member Councils. EHA is seeking preliminary feedback at this stage in order to garner support or otherwise from the Member Councils, prior to presenting a 'final draft version' for consideration and potential endorsement.

Governance Implications

EHA is required to review its Charter every four years. The Charter was last reviewed in 2016 and the four yearly process commenced in June 2020. From past experiences, this process could take up to two years to be finalised, driven by the requirement of EHA to gain unanimous agreement of any proposed change by its Member Councils.

Preferred Option & Reasoning

Administration will be guided by Council, noting that any decision in relation to this item is likely to be impacted / influenced by the outcome of discussions in relation to Agenda Item 19.1 Review of EHA Services.

Attachments

Attachment A	Table detailing the proposed changes to the Charter as prepared by EHA
Attachment B	Copy of the draft amended Charter, with majority of changes marked up
Attachment C	Clean copy of the draft amended Charter

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

	Title	Commentary on amendments for consideration	Supported / Not Supported
1.7	Area of Activity	<p>Revised clause allows for approval of an activity outside of the area of the Constituent Councils following unanimous resolution by the Board Members AND concurrence of the Chief Executive Officers of the Constituent Councils. Currently unanimous approval is required from Constituent Councils for this to occur which can take considerable time.</p> <p>Any activity presented for approval by the Board AND Chief Executive Officers of the Constituent Councils would align with the Public Health Services currently detailed in the EHA Annual Business Plan.</p> <p>The revised clause would allow response to opportunities that may be of benefit to EHA and its Constituent Councils in a timelier manner.</p>	<p>Not supported.</p> <p>No evidence has been presented to Council to suggest that the current process (unanimous resolution of Member Councils) has delayed or prevented 'activity outside of the area' from being considered, explored, investigated or advanced.</p>
1.8	Common Seal	Current clause b) and c) are deleted as they are merely a replication of what is in the LG Act.	Supported
2.1	Board of Management Functions	<p>Language changed to reflect the LG Act more closely.</p> <p>Reference to developing the Public Health Plan is no longer necessary.</p> <p>In relation to the Business Plan, the Board (as the governing body of EHA through, which EHA makes decisions) will adopt the business plan therefore it is not considered necessary to refer to the Board assisting in its development.</p> <p>Consideration to be given to whether there are other functions of the Board to be listed.</p>	<p>Supported</p> <p>Supported</p> <p>Supported</p> <p>Supported</p>

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

2.2	Membership of Board	Minor amendments for clarification purposes.	Supported
2.2 c)		Elected member removed to reflect alternate membership (Administration).	Supported
2.4 a) c) b)	Board policies and codes	It is unnecessary to require consultation with Board Members. The mechanism by which EHA will adopt policies etc is by the Board passing a resolution adopting the policies. The Board Members will therefore provide their input by discussing, debating and ultimately adopting and reviewing the policies that are presented to it by the CEO. Changed to reflect that EHA has developed its own code of conduct for Board Members.	Supported

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

<p>2.5 e) f)</p> <p>Other</p>	<p>Chair of the Board</p>	<p>Changed to reflect circumstances where resignation of chair occurs, and Chair is absent.</p> <p>These clauses deal with the following circumstances:</p> <ul style="list-style-type: none"> • when the Chair ceases to be a Board member and therefore ceases to be the Chair of the Board; and • when the Chair is absent, i.e., unavailable to attend to the duties of Chair. In this circumstance, the person occupying the office of Chair is still the Chair but is merely absent, for example on holidays or unwell. <p>In both the above circumstances, the Deputy Chair will act until either a new Chair is elected (in the first circumstance) or the Chair resumes their duties.</p> <p>The EHA Audit Committee suggested the Chair should be an independent member. The Audit Committee rationale for this request is that:</p> <ul style="list-style-type: none"> • It is best practice and good governance; • An Independent Chair is primarily free of Conflicts of Interest (Risk Management); • Able to act as a conciliatory element when and if elements of the Board differ and • The Independent Chair is best placed to manage other Board members' conflict of interest. 	<p>Supported</p> <p>Audit Committee recommendation is Supported, namely the Chair of EHA should be an Independent Member.</p> <p>Also support remuneration of Independent Chair, should the Charter be amended to allow for the appointment of an Independent Chair.</p>
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Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

		<p>Clause 2.6 h) currently prohibits Board Members from receiving remuneration for attendance at meetings. It is unlikely that an Independent Chair would consider this role without remuneration. The market would need to be tested in this regard and it is anticipated that the sitting fee for this role would be in the order of \$450 to \$600 per meeting.</p> <p>The Board considered the feedback from the Audit Committee and were of the collective opinion that the current arrangement where the Chair is elected from Constituent Council Board representatives is suitable when considering the size and structure of EHA and the business transacted at Board meetings.</p>	
3.2 d)	Special Meetings	Notice of meeting is changed to four hours.	Supported. This is in line with the provisions listed in the <i>Local Government Act 1999</i>
3.3	Telephone or video conferencing	3.3 b) – e) to be removed from the Charter and placed into a meeting procedure document to be adopted by EHA dealing with the procedures for electronic meetings and for board members to be able to participate in meetings by electronic means. There will be detailed procedures for how such meetings are to occur and the responsibilities of board members who attend meetings via electronic means.	Supported, but should be placed in Policy document not Procedure document, which should be endorsed and reviewed by the Board.
3.6 b)	Quorum	This amendment is merely to clarify that a quorum is required for business to be transacted, it is possible that part of a meeting only may be in quorate and in that case any business transacted during the period the meeting had quorum is valid.	Supported
3.8 c)	Voting	Amendment requires Board Members attending meetings by electronic means to vote on a question arising from a decision at the meeting.	Supported

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

3.9	Circular Resolutions	This amendment is made to simplify this clause. The procedures for circular resolutions will be set out in a document to be adopted by the Board (included in the meeting procedures guidelines).	Supported
4.3	Functions of the Chief Executive Officer	The functions listed in the revised clause are analogous to the functions of a CEO of a Council listed in section 99 of the Act.	Supported
4.4	Acting Chief Executive Officer	Clause abbreviated to remove revocation of acting position by Board.	Supported

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

5	Staff of EHA	Revised provisions in clause are identical to provisions in the LG Act that apply to CEOs of councils.	Supported
6	Regional Public Health Plan	Clause has been amended to reflect the current state of the Regional Public Health Planning review and reporting process.	Supported
7.9 c)	Insurance and superannuation requirements	Minor change for clarity	Supported
8.1 c)	Business Plan	It is not clear based on the current wording of this clause if that only a majority of the Constituent Councils are required to endorse the business plan or only majority of the Constituent Councils are to determine the date the Business Plan is to be provided to them. This should be clarified.	Support the unanimous endorsement of Member Councils not majority.
8.2 b)		Consideration of changing date to 15 October to allow additional time to compile required report.	Not Supported – this amendment refers to the production of the Annual Report, which is currently due by 30 September in each year. If Council were to support this amendment, we would not be in a position to adopt our Annual Report before November of each year. The <i>Local Government Act 1999</i> , requires that Annual Reports <u>must</u> be adopted by 30 November of each year.
12.3	Alteration and review of charter	Clause changed to reflect revised LG Act requirement for publishing of Charter.	Supported

Eastern Health Authority Charter Review– Summary of Amendments for Consideration.

N/A	Other	Number of minor grammatical changes have also been made to document.	Supported
2.2	Membership of the Board	Reduce the number of Board Members from two (2) per member Council to one (1) per member Council, with an Independent Chair.	Town of Walkerville request. Currently there are 10 Board Members. This is considered too unwieldy and should be reduced to five (5) plus an Independent Chairperson.



Charter 2021



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1. **EASTERN HEALTH AUTHORITY**

1.1. **Regional subsidiary**

Eastern Health Authority (**EHA**) is a regional subsidiary established under section 43 of the Act.

1.2. **Constituent Councils**

The Constituent Councils of EHA are:

- a) City of Norwood Payneham & St Peters;
- b) City of Burnside;
- c) Campbelltown City Council;
- d) City of Prospect; and
- e) The Corporation of the Town of Walkerville,

(Constituent Councils).

1.3. **Preamble**

The field of Environmental health continues to increase in complexity and diversity, making it difficult for small to medium size councils to attract and retain staff who are experienced and fully skilled across the legislative demands placed on Local Government.

EHA's size, structure and sole focus on environmental health puts it in an ideal position to provide high quality, specialist services to the community on behalf of its Constituent Councils. This in turn ensures Constituent Councils are meeting their broad environmental health legislative responsibilities.

1.4. **Purpose**

EHA is established by the Constituent Councils for the purpose of providing public and environmental health services primarily to and within the areas of the Constituent Councils.

1.5. **Functions**

For, or in connection with its purpose, EHA may undertake the following functions:

- a) take action to preserve, protect and promote public and environmental health within the area of the Constituent Councils;
- b) cooperate with other authorities involved in the administration of public and environmental health;
- c) promote and monitor public and environmental health whether in or, so far as the Act and the charter allows, outside the area of the Constituent Councils;

- d) assist the Constituent Councils to meet their legislative responsibilities in accordance with the SA Public Health Act, the *Food Act 2001 (SA)*, the *Supported Residential Facilities Act 1992 (SA)*, the *Expiation of Offences Act 1996 (SA)*, the *Housing Improvement Act 1940 (SA)* (or any successor legislation to these Acts) and any other legislation regulating similar matters that the Constituent Councils determine is appropriate within the purposes of EHA;
- e) establish objectives and policy priorities for the promotion and protection of public and environmental health within the areas of the Constituent Councils;
- f) provide immunisation programs for the protection of public health within the areas of the Constituent Councils or to ensure that such programs are provided;
- g) promote and monitor standards of hygiene and sanitation;
- h) promote and monitor food safety standards;
- i) identify risks to public and environmental health within the areas of the Constituent Councils;
- j) monitor and regulate communicable and infectious disease control;
- k) licence and monitor standards in Supported Residential Facilities;
- l) ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public and environmental health;
- m) provide, or support the provision of, educational information about public and environmental health and provide or support activities within the areas of the Constituent Councils to preserve, protect or promote public health;
- n) keep the Constituent Councils abreast of any emerging opportunities, trends and issues in public and environmental health; and
- o) any other functions described in the Charter or assigned by the Constituent Councils to EHA consistent with EHA's purpose.

1.6. Powers

EHA has the powers necessary for the carrying out of its functions, and may:

- a) enter into contracts or arrangements with any government agency or authority, or councils, including the Constituent Councils;
- b) appoint, employ, remunerate, remove or suspend officers, managers, employees and agents;

- c) enter into contracts with any person for the acquisition or provision of goods and services;
- d) receive financial contributions from the Constituent Councils;
- e) publish information;
- f) acquire, hold, deal with and dispose of any real or personal property, subject to the requirements of the Constituent Councils;
- g) open and operate bank accounts;
- h) acquire funds for the purpose of its functions or operations by entering into loan agreements;
- i) invest any of the funds of EHA in any investment with the LGA Finance Authority, provided that in exercising this power of investment EHA must:
 - (a) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - (b) avoid investments that are speculative or hazardous in nature;
- j) raise revenue by applying for grants and other funding from the State of South Australia or the Commonwealth of Australia and their respective agencies or instrumentalities on behalf of the Constituent Councils or on its own behalf.

1.7. Area of activity

- a) EHA may only undertake an activity, including in relation to one or more of its functions and powers set out in clauses 1.5 and 1.6 outside the area of the Constituent Councils where that activity has been approved by EHA by a unanimous resolution supported unanimously by all the Board Members of EHA currently in office present at the relevant meeting on the basis EHA considers the activity is decision of the Constituent Councils as being necessary or expedient to the performance by EHA of its functions subject to:
 - (a) the relevant and is an activity being included in the EHA business plan;
 - (b) there being no material impact on EHA's ability to undertake its functions set out in clause 1.5;
 - (c) EHA obtaining the concurrence of the Chief Executive Officers of the Constituent Councils to EHA undertaking the relevant activity.

1.8. Common seal

- a) EHA shall have a common seal upon which its corporate name shall appear in legible characters.
- b) ~~_____ The common seal shall not be used without the authorisation of a resolution of EHA and every use of the common seal shall be recorded in a register.~~
- c) ~~_____ The affixing of the common seal shall be witnessed by the Chair or Deputy Chair or such other Board member as the Board may appoint for the purpose.~~
- d)b) The common seal shall be kept in the custody of the Chief Executive Officer or such other person as EHA may from time to time decide.

2. BOARD OF MANAGEMENT

2.1. Functions

The Board is the governing body of EHA and is responsible for the administration of the affairs of EHA. managing all activities of EHA A decision of the Board is a decision of EHA. and ensuring that EHA acts in accordance with the Charter. In addition to the functions of the Board set out in the LG Act the Board The Board will:

- a) take all reasonable and practicable steps to ensure that EHA acts in accordance with the Charter;
- a)b) _____ formulate plans and strategies aimed at improving the activities of EHA;
- b)c) provide input and policy direction to EHA;
- c)d) ~~_____ monitor, oversee and evaluate the performance of the Chief Executive Officer;.~~
- d)e) ensure that ethical behaviour and integrity is maintained in all _____ activities undertaken by EHA;
- e)f) _____ subject to clause 3.10, ensure that the activities of EHA are undertaken in an open and transparent manner; **and**
- f)g) assist with the development of the Public Health Plan and Business Plan; and
- g)h) _____ exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.

2.2. Membership of the Board

- a) Each Constituent Council must appoint:
 - (a) one elected member; and

- (b) one other person who may be an officer, employee or elected member of that Constituent Council or an independent person, to be Board members and may at any time revoke these appointments and appoint other persons on behalf of that Constituent Council.
- b) A Board Member shall be appointed for the term of office specified in the instrument of appointment, and at the expiration of the term of office will be eligible for re-appointment by the Constituent Council that appointed that Board Member.
- c) Each Constituent Council must give notice in writing to EHA of the electd memberspersons it has appointed as Board Members and of any revocation of any of those appointments.
- d) Any person authorised by a Constituent Council may attend (but not participate in) a Board meeting and may have access to papers provided to Board Members for the purpose of the meeting.
- e) The provisions regarding the office of a board member becoming vacant as prescribed in the Act apply to all Board Members.
- f) Where the office of a board member becomes vacant, the relevant Constituent Council will appoint another person as a Board member for the balance of the original term or such other term as the Constituent Council determines.
- g) The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member who is the subject of a recommendation under this clause ~~g)g)g)g)~~) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:
- (a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - (b) serious neglect of duty in attending to their responsibilities as a Board Member;
 - (c) breach of fiduciary duty to EHA, a Constituent Council or the Constituent Councils;
 - (d) breach of the duty of confidentiality to EHA, a Constituent Council or the Constituent Councils;
 - (e) breach of the conflict of interest provisions of the Act; or

- (f) any other behaviour that may, in the opinion of the Board, discredit EHA a Constituent Council or the Constituent Councils.
- h) The members of the Board shall not be entitled to receive any remuneration in respect of their appointment as a Board Member including their attendance at meetings of the Board or on any other business of the BoardEHA.

2.3. Conduct of Board Members

- a) Subject to clauses 20(6) and 20(7), Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to Board Members.
- b) Board Members are not required to comply with Division 2, Part 4, Chapter 5 (Register of Interests) of the Act.
- c) Board Members must at all times act in accordance with their duties under the Act.

2.4. Board policies and codes

- a) EHA must, in consultation with the Board Members ensure that appropriate policies, practices and procedures are implemented and maintained in order to:
 - (a) ensure compliance with any statutory requirements; and
 - (b) achieve and maintain standards of good public administration.
- b) EHA will adopt a A code of conduct currently prescribed under section 63 of the Act will apply tofor Board Members as if the Board Members were elected members, except insofar as the prescribed code of conduct is inconsistent with an express provision of the charter or schedule 2 of the Act. In the event of such an inconsistency, the charter or schedule 2 of the Act (as relevant) will prevail to the extent of the inconsistency.
- c) To the extent it is able, tThe Board must, as far as it is reasonable and practicable, ensure that its EHA's policies are complied with in the conduct of the affairs of EHA and are periodically reviewed and, if appropriate, amendedreviewed at regular intervals to be determined by the Board on the recommendation of the audit committee.
- d) The audit committee will develop a schedule for the periodic review of EHA policies by 30 June each year and provide this to the Board for approval.

2.5. Chair of the Board

- a) A Chair and Deputy Chair shall be elected at the first meeting of the Board after a Periodic Election.
- b) The Chair and Deputy Chair shall hold office for a period of one year from the date of the election by the Board.
- c) Where there is more than one nomination for the position of Chair or Deputy Chair, the election shall be decided by ballot.
- d) Both the Chair and Deputy Chair shall be eligible for re-election to their respective offices at the end of the relevant one year term.
- e) _____ If the Chair should cease to be a Board Member, or resign their position as chair, the Deputy Chair may act as the Chair until the election of a new Chair.
- e)f) In the event the Chair is absent the Deputy Chair shall act as the Chair.

2.6. Powers of the Chair and Deputy Chair

- a) The Chair shall preside at all meetings of the Board and, in the event of the Chair being absent from a meeting, the Deputy Chair shall preside. In the event of the Chair and Deputy Chair being absent from a meeting, the Board Members present shall appoint a member from among them, who shall preside for that meeting or until the Chair or Deputy Chair is present.
- b) The Chair and the Deputy Chair individually or collectively shall have such powers as may be decided by the BoardEHA.

2.7. Committees

- a) The BoardEHA may establish a committee for the purpose of:
 - (a) enquiring into and reporting to the Board on any matter within EHA's functions and powers and as detailed in the terms of reference given by the Board to the committee; or
 - (b) exercising, performing or discharging delegated powers, functions or duties.
- b) A member of a committee established under this clause holds office at the pleasure of the BoardEHA.
- c) The Chair of the Board is an *ex-officio* member of any committee or advisory committee established by the BoardEHA.

3. MEETINGS OF THE BOARD

3.1. Ordinary meetings

- a) Ordinary meetings of the Board will take place at such times and places as may be fixed by the Board or where there are no meetings fixed by the Board, by the Chief Executive Officer in consultation with the Chair from time to time, so that there are no less than five ordinary meetings per financial year.
- b) Notice of ordinary meetings of the Board must be given by the Chief Executive Officer to each Board Member and the chief executive officer of each Constituent Council at least three clear days prior to the holding of the meeting.

3.2. Special meetings

- a) Any two Board Members may by delivering a written request to the Chief Executive Officer require a special meeting of the Board to be held.
- b) The request must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (if the proposed agenda is not provided the request is of no effect).
- c) On receipt of the request, the Chief Executive Officer must send a notice of the special meeting to all Board Members and Chief Executive Officers of the Constituent Councils at least four hours prior to the commencement of the special meeting.
- d) The Chair may convene special meetings of the Board at the Chair's discretion without complying with the notice requirements prescribed in clause 3.4 provided always that there is a minimum one four hours notice given to Board members.

3.3. Telephone or video conferencing

- a) Special meetings of the Board convened under clause 3.2 may occur by telephone or video conferenceelectronic means in accordance with procedures determine by EHA or the Chief Executive Officer and provided that at least a quorum is present at all times.

~~) ——— Where one or more Board Members attends a Board meeting by telephone or video conferencingelectronic means, the meeting will be taken to be open to the public, provided that members of the public can hear the discussion between Board members.~~

~~) ——— Each of the Board Members taking part in a meeting via telephone or video conferencingby electronic means must, at all times during the~~

meeting, be able to hear and be heard by the other Board Members present.

~~)~~ At the commencement of the meeting by telephone/electronic means, each Board Member must announce their presence to all other Board Members taking part in the meeting.

) Board Members attending a meeting by electronic means must not leave a meeting by disconnecting the electronic means ir telephone, audio-visual or other communication equipment, without notifying the Chair of the meeting in advance.

3.8.3.4. **Notice of meetings**

- a) Except where clause 3.2 applies, notice of Board meetings must be given in accordance with this clause.
- b) Notice of any meeting of the Board must:
 - (a) be in writing;
 - (b) set out the date, time and place of the meeting;
 - (c) be signed by the Chief Executive Officer;
 - (d) contain, or be accompanied by, the agenda for the meeting; and
 - (e) be accompanied by a copy of any document or report that is to be considered at the meeting (as far as this is practicable).
- c) Notice under clause ~~b)b)b)b)~~ may be given to a Board Member:
 - (a) personally;
 - (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member;
 - (c) electronically via email to an email address approved by the Board Member;
 - (d) by leaving the notice at the principal office of the Constituent Council which appointed the Board Member; or
 - (e) by a means authorised in writing by the Board Member being an available means of giving notice.
- d) A notice that is not given in accordance with clause ~~c)c)c)c)~~ will be taken to have been validly given if the Chief Executive Officer considers it impracticable to give the notice in accordance with that clause and takes action that the Chief Executive Officer considers

reasonably practicable in the circumstances to bring the notice to the Board Member's attention.

- e) The Chief Executive Officer may indicate on a document or report provided to Board Members that any information or matter contained in or arising from the document or report is confidential until such time as the Board determines whether the document or report will be considered in confidence under clause ~~3.10.b)3.10.b)3.10.b)3.10.b)~~.

3.9.3.5. Minutes

- a) The Chief Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board.
- b) Where the Chief Executive Officer is excluded from attendance at a meeting of the Board pursuant to clause ~~3.10.b)3.10.b)3.10.b)3.10.b)~~, the person presiding at the meeting shall cause the minutes to be kept.

3.10.3.6. Quorum

- a) A quorum of Board Members is constituted by dividing the total number of Board Members for the time being in office by two, ignoring any fraction resulting from the division and adding one.
- b) No business will be transacted at a meeting unless a quorum is present and maintained during the meeting.

3.11.3.7. Meeting procedure

- a) The BoardEHA may determine its own procedures for the conduct of its meetings provided they are not inconsistent with the Act or the charter.
- b) Meeting procedures determined by the BoardEHA must be documented and be made available to the public.
- c) Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2000* (SA) shall apply.

3.12.3.8. Voting

- a) Board Members including the Chair, shall have a deliberative vote. The Chair shall not in the event of a tied vote, have a second or casting vote.
- b) All matters will be decided by simple majority of votes of the Board Members present. In the event of a tied vote the matter will lapse.

- c) Each Board Member present at a meeting, including Board Members attending a meeting by electronic means must vote on a question arising for decision at the meeting.

3.13.3.9. Circular resolutions

- a) — A valid decision of the Board may be obtained by a proposed resolution in writing given to all Board Members in accordance with procedures determined by the Board, and a resolution made in accordance with such procedures is as valid and effectual as if it had been passed at a meeting of the Board where a simple majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Chief Executive Officer or otherwise giving written notice of their consent and setting out the terms of the resolution to the Chief Executive Officer.
- A resolution consented to under clause a) is as valid and effectual as if it had been passed at a meeting of the Board.

3.14.3.10. Meetings to be held in public except in special circumstances

- a) — Subject to this clause, meetings of the BoardEHA must be conducted in a place open to the public.
- b) The BoardEHA may order that the public be excluded from attendance at any meeting in accordance with the procedure under sections 90(2) and 90(3) of the Act.
- c) An order made under clause b)b)b)b) must be recorded in the minutes of the meeting including describing the grounds on which the order was made.

3.15.3.11. Public inspection of documents

- a) — Subject to clause c)c)c)c), a person is entitled to inspect, without payment of a fee: — —
- (a) minutes of a Board Meeting;
- (b) reports received by the Board Meeting; and
- (c) recommendations presented to the Board in writing and adopted by resolution of the Board.
- b) Subject to clause c)c)c)c), a person is entitled, on payment to the Board of a fee fixed by the Board, to obtain a copy of any documents available for inspection under clause a)a)a)a).
- c) Clauses a)a)a)a) and b)b)b)b) do not apply in relation to a document or part of a document if:

- (a) the document or part of the document relates to a matter of a kind considered by the Board in confidence under clause 3.10.b)3.10.b)3.10.b)3.10.b); and
- (b) the Board orders that the document or part of the document be kept confidential (provided that in so ordering the Board must specify the duration of the order or the circumstances in which it will cease to apply or a period after which it must be reviewed).

3.16.3.12. **Saving provision**

- a) No act or proceeding of EHA is invalid by reason of:
 - (a) a vacancy or vacancies in the membership of the Board; or
 - (b) a defect in the appointment of a Board Member.

4. CHIEF EXECUTIVE OFFICER

4.1. Appointment

- a) The BoardEHA shall appoint a Chief Executive Officer to manage the business of EHA on a fixed term performance based employment contract, which does not exceed five years in duration.
- b) At the expiry of a Chief Executive Officer's contract, the Board may reappoint the same person as Chief Executive Officer on a new contract of no greater than five years duration.

4.2. Responsibilities

- a) The Chief Executive Officer is responsible to the BoardEHA for the execution of decisions taken by the BoardEHA and for the efficient and effective management of the affairs of EHA.
- b) The Chief Executive Officer shall cause records to be kept of all activities and financial affairs of EHA in accordance with the charter, in addition to other duties provided for by the charter and those specified in the terms and conditions of appointment.

4.3. Functions of the Chief Executive Officer

The functions of the Chief Executive Officer shall be specified in the terms and conditions of appointment and will include to: terms to the effect that the Chief Executive Officer's functions may:

- a) ensure that the policies, procedures, codes of conduct and any lawful decisions of EHA are implemented and promulgated in a timely and efficient manner;

- b) undertake responsibility for the day to day operations and affairs of EHA;
- c) provide advice, assistance and reports to EHA through the Board in the exercise and performance of its powers and functions under the charter and the Act;
- d) initiate and co-ordinate proposals for consideration by EHA for developing objectives, policies and programs for the Constituent Council areas;
- e) provide information to EHA to assist EHA to assess performance against EHA plans;
- f) ensure that timely and accurate information about EHA policies and programs is regularly provided to the communities of the Constituent Councils;
- g) ensure that appropriate and prompt responses are given to specific requests for information made to EHA and, where appropriate, the Constituent Councils;
- h) ensure that the assets and resources of EHA are properly managed and maintained;
- i) maintain records that EHA and the Constituent Councils are required to maintain under the charter, the Act or another Act in respect of EHA;
- j) ensure sound principles of human resource management, health and safety to the employment of staff by EHA, including the principles listed in section 107(2) of the Act;
- k) ensure compliance with the obligations under *Work Health and Safety Act 2012* (SA) of both EHA and the Chief Executive Officer (as an 'officer' of EHA within the meaning of the WHS Act); and
- l) exercise, perform or discharge other powers, functions or duties conferred on the Chief Executive Officer by the charter, and to perform other functions lawfully directed by [the BoardEHA](#);-

[l\)m\) such other functions as may be specified in the terms and conditions of appointment of the Chief Executive Officer.](#)

4.4. Acting Chief Executive Officer

- a) Where an absence of the Chief Executive Officer is foreseen, the Chief Executive Officer may appoint a suitable person to act as Chief Executive Officer, [provided that the BoardEHA may determine to revoke the Acting Chief Executive Officer's appointment and appoint an alternative person as Acting Chief Executive Officer.](#)

- b) If the Chief Executive Officer does not make or is incapable of making an appointment under clause ~~a)a)a)a)~~, a suitable person will be appointed by the BoardEHA.

5. STAFF OF EHA

- a) _____ EHA may employ any staff required for the fulfilment of its functions.
- b) The ~~The~~ Chief Executive Officer is responsible for appointing, managing, suspending and dismissing the other employees of EHA (on behalf of EHA).
- conditions on which staff are employed will be determined by the Chief Executive Officer.
- c) The Chief Executive Officer must ensure that an appointment under ~~this clause~~ is consistent with strategic policies and budgets approved by EHA.
- d) The Chief Executive Officer must, in acting under ~~this clause~~ comply with any relevant Act, award or industrial agreement.
- e) Suspension of an employee by the Chief Executive Officer does not affect a right to remuneration in respect of the period of suspension.

6. REGIONAL PUBLIC HEALTH PLAN

6.1. Obligation to prepare

-) EHA must prepare for the Constituent Councils a draft regional public health plan for the purposes of the South Australian Public Health Act.
-) The draft Regional Public Health Plan must be:
- () in the form determined or approved by the Minister; and
- () consistent with the State Public Health Plan.
-) In drafting the Regional Public Health Plan, EHA will take into account:
- () any guidelines prepared or adopted by the Minister to assist councils prepare regional public health plans; and
- () in so far as is reasonably practicable give due consideration to the regional public health plans of other councils where relevant to issues or activities under the Regional Public Health Plan.

6.9. Contents

The Regional Public Health Plan must:

-) comprehensively assess the state of public health in the areas of the Constituent Councils;
-) identify existing and potential public health risks and provide for strategies for addressing and eliminating or reducing those risks;
-) identify opportunities and outline strategies for promoting public health in the areas of the Constituent Councils;
-) address any public health issues specified by the Minister; and
-) include information as to:
 - () the state and condition of public health within the area of the Constituent Councils and related trends;
 - () environmental, social, economic and practical considerations relating to public health within the area of the Constituent Councils; and
 - () other prescribed matters; and
-) include such other information or material contemplated by the SA Public Health Act or regulations made under that Act.

6.20. **Consultation**

-) EHA will submit the draft Regional Public Health Plan to the Constituent Councils for approval for the plan to be provided, on behalf of the Constituent Councils, to:
 - () the Minister;
 - () any incorporated hospital established under the *Health Care Act 2008* (SA) that operates a facility within the area of the Constituent Councils;
 - () any relevant Public Health Authority Partner; and
 - () any other person prescribed by regulation made under the SA Public Health Act.
-) Once approved by the Constituent Councils, EHA will, on behalf of the Constituent Councils, submit a copy of the draft Regional Public Health Plan to the entities listed in clause a) and consult with the Chief Public Health Officer and the public on the draft Public Health Authority Partner.
-) EHA will provide an amended copy of the Regional Public Health Plan to the Constituent Councils which takes into account comments received through consultation under clause b).

6.28. Adoption of a Regional Public Health Plan

Each Constituent Council will determine whether or not to adopt the draft Regional Public Health Plan submitted to it by EHA under clause 6.3.c)-

6.30.6.1. Implementation of a Regional Public Health Plan

EHA is responsible for undertaking any strategy and for attaining any priority or goal which the Regional Public Health Plan specifies as EHA's responsibility.

6.31.6.2. Review

EHA will, in conjunction with the Constituent Councils, review the current Regional Public Health Plan every five years or at shorter time intervals as directed by the Constituent Councils.

6.32.6.3. Reporting

- a) EHA will on a biennial basis, on behalf of the Constituent Councils, prepare coordinate the preparation of a draft report that contains a comprehensive assessment of the extent to which, during the reporting period, EHA and the Constituent Councils have succeeded in implementing the Regional Public Health Plan.
- b) The reporting period for the purposes of clause a) is the two years ending on 30 June preceding the drafting of the report.
- c)b) EHA will comply with guidelines issued by the Chief Public Health Officer in respect of the preparation of reports on regional public health plans.
- d)c) EHA will submit the draft report to the Constituent Councils for approval for the draft report to be provided to the Chief Public Health Officer by 30 June 2014 on behalf of the constituent councils as required.

7. FUNDING AND FINANCIAL MANAGEMENT

7.1. Financial management

- a) EHA shall keep proper books of account. Books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
- b) EHA must meet the obligations set out in the *Local Government (Financial Management) Regulations 2011* (SA).
- c) The Chief Executive Officer must act prudently in the handling of all financial transactions for EHA and must provide financial reports to the Board at its meetings and if requested, the Constituent Councils.

7.2. Bank account

- a) EHA must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- b) All cheques must be signed by two persons authorised by resolution of the Board.
- c) Any payments made by electronic funds transfer must be made in accordance with procedures approved by the external auditor.

7.3. Budget

- a) EHA must prepare a proposed budget for each financial year in accordance with clause 25, Schedule 2 to the Act.
- b) The proposed budget must be referred to the Board at its April meeting and to the Chief Executive Officers of the Constituent Councils by 30 April each year.
- c) A Constituent Council may comment in writing to EHA on the proposed budget by 31 May each year.
- d) EHA must, after 31 May but before the end of June in each financial year, finalise and adopt an annual budget for the ensuing financial year in accordance with clause 25, Schedule 2 to the Act.

7.4. Funding contributions

- a) Constituent Councils shall be liable to contribute monies to EHA each financial year for its proper operation.
- b) The contribution to be paid by a Constituent Council for any financial year shall be determined by calculating the Constituent Council's proportion of EHA's overall activities in accordance with the Funding Contribution Calculation Formula (see Schedule 1).
- c) Constituent Council contributions shall be paid in two equal instalments due respectively on 1 July and 1 January each year.
- d) The method of determining contributions can be changed with the written approval of not less than two thirds of the Constituent Councils. Where the method for calculating contributions is changed, the revised methodology will apply from the date determined by not less than two thirds of the Constituent Councils.
- e) If a council becomes a new Constituent Council after the first day of July in any financial year, the contribution payable by that council for that year will be calculated on the basis of the number of whole months (or part thereof) remaining in that year.

7.5. Financial reporting

- a) The Board shall present a balance sheet and the audited financial statements for the immediately previous financial year to the Constituent Councils by 31 August each year.
- b) The financial year for EHA is 1 July of a year to 30 June in the subsequent year.

7.6. Audit

- a) The Board shall appoint an external auditor in accordance with the *Local Government (Financial Management) Regulations 2011 (SA)*.
- b) The audit of financial statements of EHA, together with the accompanying report from the external auditor, shall be submitted to the Chief Executive Officer and the Board.
- c) The books of account and financial statements shall be audited at least once per year.
- d) EHA will maintain an audit committee as required by, and to fulfil the functions set out in, clause 30, Schedule 2 to the Act.

7.7. Liability

The liabilities incurred and assumed by EHA are guaranteed by all Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula.

7.8. Insolvency

In the event of EHA becoming insolvent, the Constituent Councils will be responsible for all liabilities of EHA in proportion to the percentage contribution calculated for each Constituent Council for the financial year prior to the year of the insolvency.

7.9. Insurance and superannuation requirements

- a) EHA shall register with the LGA Mutual Liability Scheme and comply with the rules of that scheme.
- b) EHA shall register with the LGA Asset Mutual Fund or otherwise advise the Local Government Risk Services of its insurance requirements relating to local government special risks in respect of buildings, structures, vehicles and equipment under the management, care and control of EHA.
- c) If EHA employs any person itAs an employer, EHA shall register with Statewide Super and the LGA Workers Compensation Scheme and comply with the rules of those schemes.

8. BUSINESS PLAN

8.1. Contents of the Business Plan

- a) EHA must each year develop in accordance with this clause a business plan which supports and informs its annual budget.
- b) In addition to the requirements for the Business Plan set out in clause 24(6) of Schedule 2 to the Act, the Business Plan will include:
 - (a) a description of how EHA's functions relate to the delivery of the Regional Public Health Plan and the Business Plan;
 - (b) financial estimates of revenue and expenditure necessary for the delivery of the Regional Public Health Plan;
 - (c) performance targets which EHA is to pursue in respect of the Regional Public Health Plan.
- c) A draft of the Business Plan will be provided to the Constituent Councils on a date to be determined for the endorsement of the majority of those councils.
- d) The Board must provide a copy of the adopted annual Business Plan and budget to the Chief Executive Officers of each Constituent Council within five business days of its adoption.

8.2. Review and assessment against the Business Plan

- a) The Board must:
 - (a) compare the achievement of the Business Plan against performance targets for EHA at least once every financial year;
 - (b) in consultation with the Constituent Councils review the contents of the Business Plan on an annual basis; and
 - (c) consult with the Constituent Councils prior to amending the Business Plan.
- b) EHA must submit to the Constituent Councils, by 15 October 30 September each year in respect of the immediately preceding financial year, an annual report on the work and operations of EHA detailing achievement of the aims and objectives of its Business Plan and incorporating any other information or report as required by the Constituent Councils.

9. MEMBERSHIP

9.1. New Members

The charter may be amended by the unanimous agreement of the Constituent Councils and the approval of the Minister to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership.

9.2. Withdrawal of a member

a) Subject to any legislative requirements, including but not limited to ministerial approval, a Constituent Council may resign from EHA at any time by giving a minimum 12 months notice to take effect from 30 June in the financial year after which the notice period has expired, unless otherwise agreed by unanimous resolution of the other Constituent Councils.

b) Valid notice for the purposes of clause a)a)a)a) is notice in writing given to the Chief Executive Officer and each of the Constituent Councils.

d)c) The withdrawal of any Constituent Council does not extinguish the liability _____ of that Constituent Council to contribute to any loss or liability incurred by EHA at any time before or after such withdrawal in respect of any act or omission by EHA prior to such withdrawal.

e)d) Payment of monies outstanding under the charter, by or to the _____ withdrawing Constituent Council must be fully paid by 30 June of the financial year following 30 June of the year in which the withdrawal occurs unless there is a unanimous agreement as to alternative payment arrangements by the Constituent Councils.

10. DISPUTE RESOLUTION

a) The procedure in this clause must be applied to any dispute that arises between EHA and a Constituent Council concerning the affairs of EHA, or between the Constituent Councils concerning the affairs of EHA, including a dispute as to the meaning or effect of the charter and whether the dispute concerns a claim in common law, equity or under statute.

b) EHA and a Constituent Council must continue to observe the charter and perform its respective functions despite a dispute.

c) This clause does not prejudice the right of a party:

(a) to require the continuing observance and performance of the charter by all parties: or

(b) to institute proceedings to enforce payment due under the charter or to seek injunctive relief to prevent immediate and irreparable harm.

d) Subject to clause ~~c)c)c)c)~~, pending completion of the procedure set out in clauses ~~e)e)e)e)~~ to ~~i)i)i)i)~~, a dispute must not be the subject of legal proceedings between any of the parties in dispute. If legal proceedings are initiated or continued in breach of this clause, a party to the dispute is entitled to apply for and be granted an order of the court adjourning those proceedings pending completion of the procedure set out in this clause 10.

e) **Step 1: Notice of dispute:** A party to the dispute must promptly notify each other party to the dispute of:

- (a) the nature of the dispute, giving reasonable details;
- (b) what action (if any) the party giving notice seeks to resolve the dispute.

A failure to give notice under this clause ~~e)e)e)e)~~ does not entitle any other party to damages.

f) **Step 2: Request for a meeting of the parties:** A party providing notice of a dispute under clause ~~e)e)e)e)~~ may at the same or a later time notify each other party to the dispute that the notifying party requires a meeting within 14 business days.

g) **Step 3: Meeting of senior managers:** Where a meeting is requested under clause ~~f)f)f)f)~~, a senior manager of each party must attend a meeting with the Board in good faith to attempt to resolve the dispute.

h) **Step 4: Meeting of chief executive officers:** Where a meeting of senior managers held under clause ~~g)g)g)g)~~ fails to resolve the dispute, the chief executive officers of EHA and each of the Constituent Councils must attend a meeting in good faith to attempt to resolve the dispute.

i) **Step 5: Mediation:** If the meeting held under clause ~~h)h)h)h)~~ fails to resolve the dispute, then the dispute may be referred to mediation by any party to the dispute.

j) Where a dispute is referred to mediation under clause ~~i)i)i)i)~~:

- (a) the mediator must be a person agreed by the parties in dispute or, if they cannot agree within 14 days, a mediator nominated by the President of the South Australian Bar Association (or equivalent office of any successor organisation);

- (b) the role of the mediator is to assist in negotiating a resolution of a dispute;
- (c) a mediator may not make a decision binding on a party unless the parties agree to be so bound either at the time the mediator is appointed or subsequently;
- (d) the mediation will occur at EHA's principal office or any other convenient location agreed by both parties;
- (e) a party is not required to spend more than the equivalent of one business day in mediation of a dispute;
- (f) each party to a dispute will cooperate in arranging and expediting the mediation, including by providing information in the possession or control of the party reasonably sought by the mediator in relation to the dispute;
- (g) each party will send a senior manager authorised to resolve the dispute to the mediation;
- (h) the mediator may exclude lawyers acting for the parties in dispute;
- (i) the mediator may retain persons to provide expert assistance to the mediator;
- (j) a party in dispute may withdraw from mediation if in the reasonable opinion of that party, the mediator is not acting in confidence or with good faith, or is acting for a purpose other than resolving the dispute;
- (k) unless otherwise agreed in writing:
 - (i) everything that occurs before the mediator is in confidence and in closed session;
 - (ii) discussions (including admissions and concessions) are without prejudice and may not be called into evidence in any subsequent legal proceedings by a party;
 - (iii) documents brought into existence specifically for the purpose of the mediation may not be admitted in evidence in any subsequent legal proceedings by a party; and
 - (iv) the parties in dispute must report back to the mediator within 14 days on actions taken based on the outcomes of the mediation; and

- (l) each party to the dispute must bear its own costs in respect of the mediation, plus an equal share of the costs and expenses of the mediator.

11. WINDING UP

- a) EHA may be wound up by the Minister acting upon a unanimous resolution of the Constituent Councils or by the Minister in accordance with clause 33(1)(b), Schedule 2 of the Act.
- b) In the event of EHA being wound up, any surplus assets after payment of all expenses shall be returned to the Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.
- c) If there are insufficient funds to pay all expenses due by EHA on winding up, a levy shall be imposed on all Constituent Councils in the proportion determined under the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.

12. MISCELLANEOUS

12.1. Action by the Constituent Councils

The obligations of EHA under the charter do not derogate from the power of the Constituent Councils to jointly act in any manner prudent to the sound management and operation of EHA, provided that the Constituent Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

12.2. Direction by the Constituent Councils

Any direction given to EHA by the Constituent Councils must be jointly given by the Constituent Councils to the Board of EHA by a notice or notices in writing.

12.3. Alteration and review of charter

- a) The charter will be reviewed by the Constituent Councils acting jointly at least once in every four years.
- b) The charter can only be amended by unanimous resolution of the Constituent Councils.
- c) Notice of a proposed alteration to the charter must be given by the Chief Executive Officer to all Constituent Councils at least four weeks prior to the Council meeting at which the alteration is proposed.
- d) The Chief Executive Officer must ensure that a copy of the charter, as amended, is published on a website (or websites) determined by the chief executive officers of the Constituent Councils, a notice of the fact

of the amendment and a website address at which the charter is available for inspection is published in the Gazette and a copy of the charter, as amended, is provided to the Minister. the amended charter is published in the *South Australian Government Gazette*, a copy of the amended charter is provided to the Minister and a copy is tabled for noting at the next Board meeting.

12.4. Access to information

A Constituent Council and a Board Member each has a right to inspect and take copies of the books and records of EHA for any proper purpose.

12.5. Circumstances not provided for

- a) If any circumstances arise about which the charter is silent or which are, incapable of taking effect or being implemented the Board or the Chief Executive Officer may decide the action to be taken to ensure achievement of the objects of EHA and its effective administration.
- b) Where the Chief Executive Officer acts in accordance with clause ~~a)a)a)a)~~ he or she shall report that decision at the next Board meeting.

13. INTERPRETATION

13.1. Glossary

Term	Definition
Act	<i>Local Government Act 1999 (SA)</i>
Board	board of management of EHA
Board Member	a member of EHA board appointed for the purposes of clause 2.2 of the charter.
Business Plan	a business plan compiled in accordance with part 8 of the charter
Chief Executive Officer	The chief executive officer of EHA
Chief Public Health Officer	the officer of that name appointed under the SA Public Health Act
Constituent Council	a council listed in clause 1.2 of the charter or admitted under clause 9.1.
EHA	Eastern Health Authority
Funding Contribution Calculation Formula	the formula set out in Schedule 1 to the charter.

LGA	Local Government Association of SA
LGA Asset Mutual Fund	means the fund of that name provided by Local Government Risk Services
LGA Mutual Liability Scheme	means the scheme of that name conducted by the LGA.
LGA Workers Compensation Scheme	a business unit of the Local Government Association of South Australia.
Minister	South Australian Minister for Health and Aging
Periodic Election	has the meaning given in the <i>Local Government (Elections) Act 1999 (SA)</i> .
Public Health Authority Partner	is an entity prescribed or declared to be a public health authority partner pursuant to the SA Public Health Act
Regional Public Health Plan	the plan prepared under part 6 of the charter for the areas of the Constituent Councils.
SA Public Health Act	<i>South Australian Public Health Act 2011 (SA)</i>
State Public Health Plan	means the plan of that name under the SA Public Health Act
Statewide Super	Statewide Superannuation Pty Ltd ABN 62 008 099 223
Supported Residential Facility	has the meaning given in the <i>Supported Residential Facilities Act 1992 (SA)</i> .

Interpreting the charter

13.2.

- a) The charter will come into effect on the date it is published in the *South Australian Government Gazette*.
- b) The charter supersedes previous charters of the Eastern Health Authority.
- c) The charter must be read in conjunction with Schedule 2 to the Act.
- d) EHA shall conduct its affairs in accordance with Schedule 2 to the Act except as modified by the charter as permitted by Schedule 2 to the Act.

- e) Despite any other provision in the charter:
- (a) if the Act prohibits a thing being done, the thing may not be done;
 - (b) if the Act requires a thing to be done, that thing must be done; and
 - (c) if a provision of the charter is or becomes inconsistent with the Act, that provision must be read down or failing that severed from the charter to the extent of the inconsistency.

DRAFT

Schedule 1 – Funding Contribution Calculation Formula

The funding contribution required from each Constituent Council is based on an estimated proportion of EHA's overall activities occurring within its respective area.

The estimated proportion is determined using the Funding Contribution Calculation Formula which is detailed on the following page.

In the formula, activities conducted by EHA on behalf of Constituent Councils have been weighted according to their estimated proportion of overall activities (see table below).

It should be noted that the weighted proportion allocated to administration is divided evenly between the Constituent Councils.

A calculation of each Constituent Councils proportion of resources used for a range of different activities is made. This occurs annually during the budget development process and is based on the best available data from the preceding year.

The formula determines the overall proportion of estimated use for each council by applying the weighting to each activity.

Activity	Weighted % of Activities
Administration	12.5%
Food Safety Activity	35.0%
Environmental Health Complaints	7.0%
Supported Residential Facilities	6.5%
Cooling Towers	6.5%
Skin Penetration	0.5%
Swimming Pools	2%
Number of Year 8 & 9 Enrolments	15.0%
Number of clients attending clinics	15.0%
Total	100%

Activity Description	Code	Activity weighting	Constituent Council - 1	Constituent Council - 2	Constituent Council - 3	Constituent Council - 4	Constituent Council - 5	Total
Administration (to be shared evenly)	A	12.5%	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%
Food Safety Activity.	B	35%	(N/B)x AW	(N/B)x AW	(N/B)x AW	(N/B)x AW	(N/B)x AW	28.5%
Environmental Health Complaints	C	7%	(N/C)x AW	(N/C)x AW	(N/C)x AW	(N/C)x AW	(N/C)x AW	11%
Supported Residential Facilities.	D	6.5%	(N/D)x AW	(N/D)x AW	(N/D)x AW	(N/D)x AW	(N/D)x AW	10%
High Risk Manufactured Water Systems	E	6.5%	(N/E)x AW	(N/E)x AW	(N/E)x AW	(N/E)x AW	(N/E)x AW	3%
Skin Penetration	F	0.5%	(N/F)x AW	(N/F)x AW	(N/F)x AW	(N/F)x AW	(N/F)x AW	2%
Public Access Swimming Pools.	G	2%	(N/G)x AW	(N/G)x AW	(N/G)x AW	(N/G)x AW	(N/G)x AW	3%
School enrolments vaccinated	H	15.0%	(N/H)x AW	(N/H)x AW	(N/H)x AW	(N/H)x AW	(N/H)x AW	15%
Clients attending public clinics	I	15.0%	(N/I)x AW	(N/I)x AW	(N/I)x AW	(N/I)x AW	(N/I)x AW	15%
Total Proportion of contribution			Sum A-I	Sum A-I	Sum A-I	Sum A-I	Sum A-I	100%

- N = Number in Constituent Council area.
B through to I = Total number in all Constituent Councils. AW
= Activity weighting.
CC = Number of Constituent Councils (example provided uses five (5) Constituent Councils)

ATTACHMENT C



Charter

2021



local councils working together to protect the health of the community

DRAFT

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1. EASTERN HEALTH AUTHORITY

1.1. Regional subsidiary

Eastern Health Authority (**EHA**) is a regional subsidiary established under section 43 of the Act.

1.2. Constituent Councils

The Constituent Councils of EHA are:

- a) City of Norwood Payneham & St Peters;
- b) City of Burnside;
- c) Campbelltown City Council;
- d) City of Prospect; and
- e) The Corporation of the Town of Walkerville,

(Constituent Councils).

1.3. Preamble

The field of Environmental health continues to increase in complexity and diversity, making it difficult for small to medium size councils to attract and retain staff who are experienced and fully skilled across the legislative demands placed on Local Government.

EHA's size, structure and sole focus on environmental health puts it in an ideal position to provide high quality, specialist services to the community on behalf of its Constituent Councils. This in turn ensures Constituent Councils are meeting their broad environmental health legislative responsibilities.

1.4. Purpose

EHA is established by the Constituent Councils for the purpose of providing public and environmental health services primarily to and within the areas of the Constituent Councils.

1.5. Functions

For, or in connection with its purpose, EHA may undertake the following functions:

- a) take action to preserve, protect and promote public and environmental health within the area of the Constituent Councils;
- b) cooperate with other authorities involved in the administration of public and environmental health;
- c) promote and monitor public and environmental health whether in or, so far as the Act and the charter allows, outside the area of the Constituent Councils;

- d) assist the Constituent Councils to meet their legislative responsibilities in accordance with the SA Public Health Act, the *Food Act 2001 (SA)*, the *Supported Residential Facilities Act 1992 (SA)*, the *Expiation of Offences Act 1996 (SA)*, the *Housing Improvement Act 1940 (SA)* (or any successor legislation to these Acts) and any other legislation regulating similar matters that the Constituent Councils determine is appropriate within the purposes of EHA;
- e) establish objectives and policy priorities for the promotion and protection of public and environmental health within the areas of the Constituent Councils;
- f) provide immunisation programs for the protection of public health within the areas of the Constituent Councils or to ensure that such programs are provided;
- g) promote and monitor standards of hygiene and sanitation;
- h) promote and monitor food safety standards;
- i) identify risks to public and environmental health within the areas of the Constituent Councils;
- j) monitor and regulate communicable and infectious disease control;
- k) licence and monitor standards in Supported Residential Facilities;
- l) ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public and environmental health;
- m) provide, or support the provision of, educational information about public and environmental health and provide or support activities within the areas of the Constituent Councils to preserve, protect or promote public health;
- n) keep the Constituent Councils abreast of any emerging opportunities, trends and issues in public and environmental health; and
- o) any other functions described in the Charter or assigned by the Constituent Councils to EHA consistent with EHA's purpose.

1.6. Powers

EHA has the powers necessary for the carrying out of its functions, and may:

- a) enter into contracts or arrangements with any government agency or authority, or councils, including the Constituent Councils;
- b) appoint, employ, remunerate, remove or suspend officers, managers, employees and agents;

- c) enter into contracts with any person for the acquisition or provision of goods and services;
- d) receive financial contributions from the Constituent Councils;
- e) publish information;
- f) acquire, hold, deal with and dispose of any real or personal property, subject to the requirements of the Constituent Councils;
- g) open and operate bank accounts;
- h) acquire funds for the purpose of its functions or operations by entering into loan agreements;
- i) invest any of the funds of EHA in any investment with the LGA Finance Authority, provided that in exercising this power of investment EHA must:
 - (a) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
 - (b) avoid investments that are speculative or hazardous in nature;
- j) raise revenue by applying for grants and other funding from the State of South Australia or the Commonwealth of Australia and their respective agencies or instrumentalities on behalf of the Constituent Councils or on its own behalf.

1.7. Area of activity

1.8. EHA may only undertake an activity outside the area of the Constituent Councils where that activity has been approved by unanimous decision of the Constituent Councils as being necessary or expedient to the performance by EHA of its functions and is an activity included in the EHA business plan **Common seal**

- a) EHA shall have a common seal upon which its corporate name shall appear in legible characters.
- b) The common seal shall not be used without the authorisation of a resolution of EHA and every use of the common seal shall be recorded in a register.
- c) The affixing of the common seal shall be witnessed by the Chair or Deputy Chair or such other Board member as the Board may appoint for the purpose.
- d) The common seal shall be kept in the custody of the Chief Executive Officer or such other person as EHA may from time to time decide.

2. BOARD OF MANAGEMENT

2.1. Functions

The Board is responsible for managing all activities of EHA and ensuring that EHA acts in accordance with the Charter. The Board will:

- a) formulate plans and strategies aimed at improving the activities of EHA;
- b) provide input and policy direction to EHA;
- c) monitor, oversee and evaluate the performance of the Chief Executive Officer.
- d) ensure that ethical behaviour and integrity is maintained in all activities undertaken by EHA;
- e) subject to clause 3.10, ensure that the activities of EHA are undertaken in an open and transparent manner;
- f) assist with the development of the Public Health Plan and Business Plan; and
- g) exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.

2.2. Membership of the Board

- a) Each Constituent Council must appoint:
 - (a) one elected member; and
 - (b) one other person who may be an officer, employee or elected member of that Constituent Council or an independent person, to be Board members and may at any time revoke these appointments and appoint other persons on behalf of that Constituent Council.
- b) A Board Member shall be appointed for the term of office specified in the instrument of appointment, and at the expiration of the term of office will be eligible for re-appointment by the Constituent Council.
- c) Each Constituent Council must give notice in writing to EHA of the elected members it has appointed as Board Members and of any revocation of any of those appointments.
- d) Any person authorised by a Constituent Council may attend (but not participate in) a Board meeting and may have access to papers provided to Board Members for the purpose of the meeting.

- e) The provisions regarding the office of a board member becoming vacant as prescribed in the Act apply to all Board Members.
- f) Where the office of a board member becomes vacant, the relevant Constituent Council will appoint another person as a Board member.
- g) The Board may by a two thirds majority vote of the Board Members present (excluding the Board Member who is the subject of a recommendation under this clause g)) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:
 - (a) any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - (b) serious neglect of duty in attending to their responsibilities as a Board Member;
 - (c) breach of fiduciary duty to EHA, a Constituent Council or the Constituent Councils;
 - (d) breach of the duty of confidentiality to EHA, a Constituent Council or the Constituent Councils;
 - (e) breach of the conflict of interest provisions of the Act; or
 - (f) any other behaviour that may, in the opinion of the Board, discredit EHA.
- h) The members of the Board shall not be entitled to receive any remuneration in respect of their attendance at meetings or on any other business of the Board.

2.3. Conduct of Board Members

- a) Subject to clauses 20(6) and 20(7), Schedule 2 to the Act, the provisions regarding conflict of interest prescribed in the Act apply to Board Members.
- b) Board Members are not required to comply with Division 2, Part 4, Chapter 5 (Register of Interests) of the Act.
- c) Board Members must at all times act in accordance with their duties under the Act.

2.4. Board policies and codes

- a) EHA must, in consultation with the Board Members ensure that appropriate policies, practices and procedures are implemented and maintained in order to:
 - (a) ensure compliance with any statutory requirements; and

- (b) achieve and maintain standards of good public administration.
- b) A code of conduct currently prescribed under section 63 of the Act will apply to Board Members as if the Board Members were elected members, except insofar as the prescribed code of conduct is inconsistent with an express provision of the charter or schedule 2 of the Act. In the event of such an inconsistency, the charter or schedule 2 of the Act (as relevant) will prevail to the extent of the inconsistency.
- c) To the extent it is able, the Board must ensure that its policies are complied with in the conduct of the affairs of EHA and are periodically reviewed and, if appropriate, amended.
- d) The audit committee will develop a schedule for the periodic review of EHA policies by 30 June each year and provide this to the Board for approval.

2.5. Chair of the Board

- a) A Chair and Deputy Chair shall be elected at the first meeting of the Board after a Periodic Election.
- b) The Chair and Deputy Chair shall hold office for a period of one year from the date of the election by the Board.
- c) Where there is more than one nomination for the position of Chair or Deputy Chair, the election shall be decided by ballot.
- d) Both the Chair and Deputy Chair shall be eligible for re-election to their respective offices at the end of the relevant one year term.
- e) If the Chair should cease to be a Board Member, the Deputy Chair may act as the Chair until the election of a new Chair.

2.6. Powers of the Chair and Deputy Chair

- a) The Chair shall preside at all meetings of the Board and, in the event of the Chair being absent from a meeting, the Deputy Chair shall preside. In the event of the Chair and Deputy Chair being absent from a meeting, the Board Members present shall appoint a member from among them, who shall preside for that meeting or until the Chair or Deputy Chair is present.
- b) The Chair and the Deputy Chair individually or collectively shall have such powers as may be decided by the Board.

2.7. Committees

- a) The Board may establish a committee for the purpose of:

- (a) enquiring into and reporting to the Board on any matter within EHA's functions and powers and as detailed in the terms of reference given by the Board to the committee; or
 - (b) exercising, performing or discharging delegated powers, functions or duties.
- b) A member of a committee established under this clause holds office at the pleasure of the Board.
 - c) The Chair of the Board is an *ex-officio* member of any committee or advisory committee established by the Board.

3. MEETINGS OF THE BOARD

3.1. Ordinary meetings

- a) Ordinary meetings of the Board will take place at such times and places as may be fixed by the Board or where there are no meetings fixed by the Board, by the Chief Executive Officer in consultation with the Chair from time to time, so that there are no less than five ordinary meetings per financial year.
- b) Notice of ordinary meetings of the Board must be given by the Chief Executive Officer to each Board Member and the chief executive officer of each Constituent Council at least three clear days prior to the holding of the meeting.

3.2. Special meetings

- a) Any two Board Members may by delivering a written request to the Chief Executive Officer require a special meeting of the Board to be held.
- b) The request must be accompanied by the proposed agenda for the meeting and any written reports intended to be considered at the meeting (if the proposed agenda is not provided the request is of no effect).
- c) On receipt of the request, the Chief Executive Officer must send a notice of the special meeting to all Board Members and Chief Executive Officers of the Constituent Councils at least four hours prior to the commencement of the special meeting.
- d) The Chair may convene special meetings of the Board at the Chair's discretion without complying with the notice requirements prescribed in clause 3.4 provided always that there is a minimum one hour notice given to Board members.

3.3. Telephone or video conferencing

- a) Special meetings of the Board convened under clause 3.2 may occur by telephone or video conference provided that at least a quorum is present.
- b) Where one or more Board Members attends a Board meeting by telephone or video conferencing, the meeting will be taken to be open to the public, provided that members of the public can hear the discussion between Board members.
- c) Each of the Board Members taking part in a meeting via telephone or video conferencing must, at all times during the meeting, be able to hear and be heard by the other Board Members present.
- d) At the commencement of the meeting by telephone, each Board Member must announce their presence to all other Board Members taking part in the meeting.
- e) Board Members must not leave a meeting by disconnecting their telephone, audio-visual or other communication equipment, without notifying the Chair of the meeting.

3.4. Notice of meetings

- a) Except where clause 3.2 applies, notice of Board meetings must be given in accordance with this clause.
- b) Notice of any meeting of the Board must:
 - (a) be in writing;
 - (b) set out the date, time and place of the meeting;
 - (c) be signed by the Chief Executive Officer;
 - (d) contain, or be accompanied by, the agenda for the meeting; and
 - (e) be accompanied by a copy of any document or report that is to be considered at the meeting (as far as this is practicable).
- c) Notice under clause b) may be given to a Board Member:
 - (a) personally;
 - (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member;
 - (c) electronically via email to an email address approved by the Board Member;

- (d) by leaving the notice at the principal office of the Constituent Council which appointed the Board Member; or
 - (e) by a means authorised in writing by the Board Member being an available means of giving notice.
- d) A notice that is not given in accordance with clause c) will be taken to have been validly given if the Chief Executive Officer considers it impracticable to give the notice in accordance with that clause and takes action that the Chief Executive Officer considers reasonably practicable in the circumstances to bring the notice to the Board Member's attention.
- e) The Chief Executive Officer may indicate on a document or report provided to Board Members that any information or matter contained in or arising from the document or report is confidential until such time as the Board determines whether the document or report will be considered in confidence under clause 3.10.b).

3.5. Minutes

- a) The Chief Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board.
- b) Where the Chief Executive Officer is excluded from attendance at a meeting of the Board pursuant to clause 3.10.b), the person presiding at the meeting shall cause the minutes to be kept.

3.6. Quorum

- a) A quorum of Board Members is constituted by dividing the total number of Board Members for the time being in office by two, ignoring any fraction resulting from the division and adding one.
- b) No business will be transacted at a meeting unless a quorum is present and maintained during the meeting.

3.7. Meeting procedure

- a) The Board may determine its own procedures for the conduct of its meetings provided they are not inconsistent with the Act or the charter.
- b) Meeting procedures determined by the Board must be documented and be made available to the public.
- c) Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2000* (SA) shall apply.

3.8. Voting

- a) Board Members including the Chair, shall have a deliberative vote. The Chair shall not in the event of a tied vote, have a second or casting vote.
- b) All matters will be decided by simple majority of votes of the Board Members present. In the event of a tied vote the matter will lapse.
- c) Each Board Member present at a meeting must vote on a question arising for decision at the meeting.

3.9. Circular resolutions

- a) A valid decision of the Board may be obtained by a proposed resolution in writing given to all Board Members in accordance with procedures determined by the Board, where a simple majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Chief Executive Officer or otherwise giving written notice of their consent and setting out the terms of the resolution to the Chief Executive Officer.

A resolution consented to under clause a) is as valid and effectual as if it had been passed at a meeting of the Board.

3.10. Meetings to be held in public except in special circumstances

- a) Subject to this clause, meetings of the Board must be conducted in a place open to the public.
- b) The Board may order that the public be excluded from attendance at any meeting in accordance with the procedure under sections 90(2) and 90(3) of the Act.
- c) An order made under clause b) must be recorded in the minutes of the meeting including describing the grounds on which the order was made.

3.11. Public inspection of documents

- a) Subject to clause c), a person is entitled to inspect, without payment of a fee:
 - (a) minutes of a Board Meeting;
 - (b) reports received by the Board Meeting; and
 - (c) recommendations presented to the Board in writing and adopted by resolution of the Board.

- b) Subject to clause c), a person is entitled, on payment to the Board of a fee fixed by the Board, to obtain a copy of any documents available for inspection under clause a).
- c) Clauses a) and b) do not apply in relation to a document or part of a document if:
 - (a) the document or part of the document relates to a matter of a kind considered by the Board in confidence under clause 3.10.b); and
 - (b) the Board orders that the document or part of the document be kept confidential (provided that in so ordering the Board must specify the duration of the order or the circumstances in which it will cease to apply or a period after which it must be reviewed).

3.12. Saving provision

- a) No act or proceeding of EHA is invalid by reason of:
 - (a) a vacancy or vacancies in the membership of the Board; or
 - (b) a defect in the appointment of a Board Member.

4. CHIEF EXECUTIVE OFFICER

4.1. Appointment

- a) The Board shall appoint a Chief Executive Officer to manage the business of EHA on a fixed term performance based employment contract, which does not exceed five years in duration.
- b) At the expiry of a Chief Executive Officer's contract, the Board may reappoint the same person as Chief Executive Officer on a new contract of no greater than five years duration.

4.2. Responsibilities

- a) The Chief Executive Officer is responsible to the Board for the execution of decisions taken by the Board and for the efficient and effective management of the affairs of EHA.
- b) The Chief Executive Officer shall cause records to be kept of all activities and financial affairs of EHA in accordance with the charter, in addition to other duties provided for by the charter and those specified in the terms and conditions of appointment.

4.3. Functions of the Chief Executive Officer

The functions of the Chief Executive Officer shall be specified in the terms and conditions of appointment and will include terms to the effect that the Chief Executive Officer's functions may:

- a) ensure that the policies, procedures, codes of conduct and any lawful decisions of EHA are implemented and promulgated in a timely and efficient manner;
- b) undertake responsibility for the day to day operations and affairs of EHA;
- c) provide advice, assistance and reports to EHA through the Board in the exercise and performance of its powers and functions under the charter and the Act;
- d) initiate and co-ordinate proposals for consideration by EHA for developing objectives, policies and programs for the Constituent Council areas;
- e) provide information to EHA to assist EHA to assess performance against EHA plans;
- f) ensure that timely and accurate information about EHA policies and programs is regularly provided to the communities of the Constituent Councils;
- g) ensure that appropriate and prompt responses are given to specific requests for information made to EHA and, where appropriate, the Constituent Councils;
- h) ensure that the assets and resources of EHA are properly managed and maintained;
- i) maintain records that EHA and the Constituent Councils are required to maintain under the charter, the Act or another Act in respect of EHA;
- j) ensure sound principles of human resource management, health and safety to the employment of staff by EHA, including the principles listed in section 107(2) of the Act;
- k) ensure compliance with the obligations under *Work Health and Safety Act 2012* (SA) of both EHA and the Chief Executive Officer (as an 'officer' of EHA within the meaning of the WHS Act); and
- l) exercise, perform or discharge other powers, functions or duties conferred on the Chief Executive Officer by the charter, and to perform other functions lawfully directed by the Board.

4.4. Acting Chief Executive Officer

- a) Where an absence of the Chief Executive Officer is foreseen, the Chief Executive Officer may appoint a suitable person to act as Chief Executive Officer, provided that the Board may determine to revoke the Chief Executive Officer's appointment and appoint an alternative person as Acting Chief Executive Officer.
- b) If the Chief Executive Officer does not make or is incapable of making an appointment under clause a), a suitable person will be appointed by the Board.

5. STAFF OF EHA

6. **EHA may employ any staff required for the fulfilment of its functions. The conditions on which staff are employed will be determined by the Chief Executive Officer.**REGIONAL PUBLIC HEALTH PLAN

6.1. Obligation to prepare

- a) EHA must prepare for the Constituent Councils a draft regional public health plan for the purposes of the South Australian Public Health Act.
- b) The draft Regional Public Health Plan must be:
 - (a) in the form determined or approved by the Minister; and
 - (b) consistent with the State Public Health Plan.
- c) In drafting the Regional Public Health Plan, EHA will take into account:
 - (a) any guidelines prepared or adopted by the Minister to assist councils prepare regional public health plans; and
 - (b) in so far as is reasonably practicable give due consideration to the regional public health plans of other councils where relevant to issues or activities under the Regional Public Health Plan.

6.2. Contents

The Regional Public Health Plan must:

- a) comprehensively assess the state of public health in the areas of the Constituent Councils;
- b) identify existing and potential public health risks and provide for strategies for addressing and eliminating or reducing those risks;
- c) identify opportunities and outline strategies for promoting public health in the areas of the Constituent Councils;
- d) address any public health issues specified by the Minister; and

- e) include information as to:
 - (a) the state and condition of public health within the area of the Constituent Councils and related trends;
 - (b) environmental, social, economic and practical considerations relating to public health within the area of the Constituent Councils; and
 - (c) other prescribed matters; and
- f) include such other information or material contemplated by the SA Public Health Act or regulations made under that Act.

6.3. Consultation

- a) EHA will submit the draft Regional Public Health Plan to the Constituent Councils for approval for the plan to be provided, on behalf of the Constituent Councils, to:
 - (a) the Minister;
 - (b) any incorporated hospital established under the *Health Care Act 2008* (SA) that operates a facility within the area of the Constituent Councils;
 - (c) any relevant Public Health Authority Partner; and
 - (d) any other person prescribed by regulation made under the SA Public Health Act.
- b) Once approved by the Constituent Councils, EHA will, on behalf of the Constituent Councils, submit a copy of the draft Regional Public Health Plan to the entities listed in clause a) and consult with the Chief Public Health Officer and the public on the draft Public Health Authority Partner.
- c) EHA will provide an amended copy of the Regional Public Health Plan to the Constituent Councils which takes into account comments received through consultation under clause b).

6.4. Adoption of a Regional Public Health Plan

Each Constituent Council will determine whether or not to adopt the draft Regional Public Health Plan submitted to it by EHA under clause 6.3.c).

6.5. Implementation of a Regional Public Health Plan

EHA is responsible for undertaking any strategy and for attaining any priority or goal which the Regional Public Health Plan specifies as EHA's responsibility.

6.6. Review

EHA will, the Constituent Councils, review the current Regional Public Health Plan every five years or at shorter time intervals as directed by the Constituent Councils.

6.7. Reporting

- a) EHA will on a biennial basis, on behalf of the Constituent Councils, prepare a draft report that contains a comprehensive assessment of the extent to which, during the reporting period, EHA and the Constituent Councils have succeeded in implementing the Regional Public Health Plan.
- b) The reporting period for the purposes of clause a) is the two years ending on 30 June preceding the drafting of the report.
- c) EHA will comply with guidelines issued by the Chief Public Health Officer in respect of the preparation of reports on regional public health plans.
- d) EHA will submit the draft report to the Constituent Councils for approval for the draft report to be provided to the Chief Public Health Officer by 30 June 2014.

7. FUNDING AND FINANCIAL MANAGEMENT

7.1. Financial management

- a) EHA shall keep proper books of account. Books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
- b) EHA must meet the obligations set out in the *Local Government (Financial Management) Regulations 2011 (SA)*.
- c) The Chief Executive Officer must act prudently in the handling of all financial transactions for EHA and must provide financial reports to the Board at its meetings and if requested, the Constituent Councils.

7.2. Bank account

- a) EHA must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
- b) All cheques must be signed by two persons authorised by resolution of the Board.
- c) Any payments made by electronic funds transfer must be made in accordance with procedures approved by the external auditor.

7.3. Budget

- a) EHA must prepare a proposed budget for each financial year in accordance with clause 25, Schedule 2 to the Act.
- b) The proposed budget must be referred to the Board at its April meeting and to the Chief Executive Officers of the Constituent Councils by 30 April each year.
- c) A Constituent Council may comment in writing to EHA on the proposed budget by 31 May each year.
- d) EHA must, after 31 May but before the end of June in each financial year, finalise and adopt an annual budget for the ensuing financial year in accordance with clause 25, Schedule 2 to the Act.

7.4. Funding contributions

- a) Constituent Council shall be liable to contribute monies to EHA each financial year for its proper operation.
- b) The contribution to be paid by a Constituent Council for any financial year shall be determined by calculating the Constituent Council's proportion of EHA's overall activities in accordance with the Funding Contribution Calculation Formula (see Schedule 1).
- c) Constituent Council contributions shall be paid in two equal instalments due respectively on 1 July and 1 January each year.
- d) The method of determining contributions can be changed with the written approval of not less than two thirds of the Constituent Councils. Where the method for calculating contributions is changed, the revised methodology will apply from the date determined by not less than two thirds of the Constituent Councils.
- e) If a council becomes a new Constituent Council after the first day of July in any financial year, the contribution payable by that council for that year will be calculated on the basis of the number of whole months (or part thereof) remaining in that year.

7.5. Financial reporting

- a) The Board shall present a balance sheet and the audited financial statements for the immediately previous financial year to the Constituent Councils by 31 August each year.
- b) The financial year for EHA is 1 July of a year to 30 June in the subsequent year.

7.6. Audit

- a) The Board shall appoint an external auditor in accordance with the

Local Government (Financial Management) Regulations 2011 (SA).

- b) The audit of financial statements of EHA, together with the accompanying report from the external auditor, shall be submitted to the Chief Executive Officer and the Board.
- c) The books of account and financial statements shall be audited at least once per year.
- d) EHA will maintain an audit committee as required by, and to fulfil the functions set out in, clause 30, Schedule 2 to the Act.

7.7. Liability

The liabilities incurred and assumed by EHA are guaranteed by all Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula.

7.8. Insolvency

In the event of EHA becoming insolvent, the Constituent Councils will be responsible for all liabilities of EHA in proportion to the percentage contribution calculated for each Constituent Council for the financial year prior to the year of the insolvency.

7.9. Insurance and superannuation requirements

- a) EHA shall register with the LGA Mutual Liability Scheme and comply with the rules of that scheme.
- b) EHA shall register with the LGA Asset Mutual Fund or otherwise advise the Local Government Risk Services of its insurance requirements relating to local government special risks in respect of buildings, structures, vehicles and equipment under the management, care and control of EHA.
- c) If EHA employs any person it shall register with Statewide Super and the LGA Workers Compensation Scheme and comply with the rules of those schemes.

8. BUSINESS PLAN

8.1. Contents of the Business Plan

- a) EHA must each year develop in accordance with this clause a business plan which supports and informs its annual budget.
- b) In addition to the requirements for the Business Plan set out in clause 24(6) of Schedule 2 to the Act, the Business Plan will include:

- (a) a description of how EHA's functions relate to the delivery of the Regional Public Health Plan and the Business Plan;
 - (b) financial estimates of revenue and expenditure necessary for the delivery of the Regional Public Health Plan;
 - (c) performance targets which EHA is to pursue in respect of the Regional Public Health Plan.
- c) A draft of the Business Plan will be provided to the Constituent Councils on a date to be determined for the endorsement of the majority of those councils.
 - d) The Board must provide a copy of the adopted annual Business Plan and budget to the Chief Executive Officers of each Constituent Council within five business days of its adoption.

8.2. Review and assessment against the Business Plan

- a) The Board must:
 - (a) compare the achievement of the Business Plan against performance targets for EHA at least once every financial year;
 - (b) in consultation with the Constituent Councils review the contents of the Business Plan on an annual basis; and
 - (c) consult with the Constituent Councils prior to amending the Business Plan.
- b) EHA must submit to the Constituent Councils, by 30 September each year in respect of the immediately preceding financial year, an annual report on the work and operations of EHA detailing achievement of the aims and objectives of its Business Plan and incorporating any other information or report as required by the Constituent Councils.

9. MEMBERSHIP

9.1. New Members

The charter may be amended by the unanimous agreement of the Constituent Councils and the approval of the Minister to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership.

9.2. Withdrawal of a member

- a) Subject to any legislative requirements, including but not limited to ministerial approval, a Constituent Council may resign from EHA at any time by giving a minimum 12 months notice to take effect from 30 June in the financial year after which the notice period has expired,

unless otherwise agreed by unanimous resolution of the other Constituent Councils.

- b) Valid notice for the purposes of clause a) is notice in writing given to the Chief Executive Officer and each of the Constituent Councils.
- c) The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council to contribute to any loss or liability incurred by EHA at any time before or after such withdrawal in respect of any act or omission by EHA prior to such withdrawal.
- d) Payment of monies outstanding under the charter, by or to the withdrawing Constituent Council must be fully paid by 30 June of the financial year following 30 June of the year in which the withdrawal occurs unless there is a unanimous agreement as to alternative payment arrangements by the Constituent Councils.

10. DISPUTE RESOLUTION

- a) The procedure in this clause must be applied to any dispute that arises between EHA and a Constituent Council concerning the affairs of EHA, or between the Constituent Councils concerning the affairs of EHA, including a dispute as to the meaning or effect of the charter and whether the dispute concerns a claim in common law, equity or under statute.
- b) EHA and a Constituent Council must continue to observe the charter and perform its respective functions despite a dispute.
- c) This clause does not prejudice the right of a party:
 - (a) to require the continuing observance and performance of the charter by all parties: or
 - (b) to institute proceedings to enforce payment due under the charter or to seek injunctive relief to prevent immediate and irreparable harm.
- d) Subject to clause c), pending completion of the procedure set out in clauses e) to i), a dispute must not be the subject of legal proceedings between any of the parties in dispute. If legal proceedings are initiated or continued in breach of this clause, a party to the dispute is entitled to apply for and be granted an order of the court adjourning those proceedings pending completion of the procedure set out in this clause 10.

e) **Step 1: Notice of dispute:** A party to the dispute must promptly notify each other party to the dispute of:

- (a) the nature of the dispute, giving reasonable details;
- (b) what action (if any) the party giving notice seeks to resolve the dispute.

A failure to give notice under this clause e) does not entitle any other party to damages.

f) **Step 2: Request for a meeting of the parties:** A party providing notice of a dispute under clause e) may at the same or a later time notify each other party to the dispute that the notifying party requires a meeting within 14 business days.

g) **Step 3: Meeting of senior managers:** Where a meeting is requested under clause f), a senior manager of each party must attend a meeting with the Board in good faith to attempt to resolve the dispute.

h) **Step 4: Meeting of chief executive officers:** Where a meeting of senior managers held under clause g) fails to resolve the dispute, the chief executive officers of EHA and each of the Constituent Councils must attend a meeting in good faith to attempt to resolve the dispute.

i) **Step 5: Mediation:** If the meeting held under clause h) fails to resolve the dispute, then the dispute may be referred to mediation by any party to the dispute.

j) Where a dispute is referred to mediation under clause i):

- (a) the mediator must be a person agreed by the parties in dispute or, if they cannot agree within 14 days, a mediator nominated by the President of the South Australian Bar Association (or equivalent office of any successor organisation);
- (b) the role of the mediator is to assist in negotiating a resolution of a dispute;
- (c) a mediator may not make a decision binding on a party unless the parties agree to be so bound either at the time the mediator is appointed or subsequently;
- (d) the mediation will occur at EHA's principal office or any other convenient location agreed by both parties;
- (e) a party is not required to spend more than the equivalent of one business day in mediation of a dispute;
- (f) each party to a dispute will cooperate in arranging and expediting the mediation, including by providing information in

the possession or control of the party reasonably sought by the mediator in relation to the dispute;

- (g) each party will send a senior manager authorised to resolve the dispute to the mediation;
- (h) the mediator may exclude lawyers acting for the parties in dispute;
- (i) the mediator may retain persons to provide expert assistance to the mediator;
- (j) a party in dispute may withdraw from mediation if in the reasonable opinion of that party, the mediator is not acting in confidence or with good faith, or is acting for a purpose other than resolving the dispute;
- (k) unless otherwise agreed in writing:
 - (i) everything that occurs before the mediator is in confidence and in closed session;
 - (ii) discussions (including admissions and concessions) are without prejudice and may not be called into evidence in any subsequent legal proceedings by a party;
 - (iii) documents brought into existence specifically for the purpose of the mediation may not be admitted in evidence in any subsequent legal proceedings by a party; and
 - (iv) the parties in dispute must report back to the mediator within 14 days on actions taken based on the outcomes of the mediation; and
- (l) each party to the dispute must bear its own costs in respect of the mediation, plus an equal share of the costs and expenses of the mediator.

11. WINDING UP

- a) EHA may be wound up by the Minister acting upon a unanimous resolution of the Constituent Councils or by the Minister in accordance with clause 33(1)(b), Schedule 2 of the Act.
- b) In the event of EHA being wound up, any surplus assets after payment of all expenses shall be returned to the Constituent Councils in the proportions specified in the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.

- c) If there are insufficient funds to pay all expenses due by EHA on winding up, a levy shall be imposed on all Constituent Councils in the proportion determined under the Funding Contribution Calculation Formula prior to the passing of the resolution to wind up.

12. MISCELLANEOUS

12.1. Action by the Constituent Councils

The obligations of EHA under the charter do not derogate from the power of the Constituent Councils to jointly act in any manner prudent to the sound management and operation of EHA, provided that the Constituent Councils have first agreed by resolution of each Constituent Council as to the action to be taken.

12.2. Direction by the Constituent Councils

Any direction given to EHA by the Constituent Councils must be jointly given by the Constituent Councils to the Board of EHA by a notice or notices in writing.

12.3. Alteration and review of charter

- a) The charter will be reviewed by the Constituent Councils acting jointly at least once in every four years.
- b) The charter can only be amended by unanimous resolution of the Constituent Councils.
- c) Notice of a proposed alteration to the charter must be given by the Chief Executive Officer to all Constituent Councils at least four weeks prior to the Council meeting at which the alteration is proposed.
- d) The Chief Executive Officer must ensure that the amended charter is published in the *South Australian Government Gazette*, a copy of the amended charter is provided to the Minister and a copy is tabled for noting at the next Board meeting.

12.4. Access to information

A Constituent Council and a Board Member each has a right to inspect and take copies of the books and records of EHA for any proper purpose.

12.5. Circumstances not provided for

- a) If any circumstances arise about which the charter is silent or which are, incapable of taking effect or being implemented the Board or the Chief Executive Officer may decide the action to be taken to ensure achievement of the objects of EHA and its effective administration.
- b) Where the Chief Executive Officer acts in accordance with clause a) he or she shall report that decision at the next Board meeting.

13. INTERPRETATION

13.1. Glossary

Term	Definition
Act	<i>Local Government Act 1999 (SA)</i>
Board	board of management of EHA
Board Member	a member of EHA board appointed for the purposes of clause 2.2 of the charter.
Business Plan	a business plan compiled in accordance with part 8 of the charter
Chief Executive Officer	The chief executive officer of EHA
Chief Public Health Officer	the officer of that name appointed under the SA Public Health Act
Constituent Council	a council listed in clause 1.2 of the charter or admitted under clause 9.1.
EHA	Eastern Health Authority
Funding Contribution Calculation Formula	the formula set out in Schedule 1 to the charter.
LGA	Local Government Association of SA
LGA Asset Mutual Fund	means the fund of that name provided by Local Government Risk Services
LGA Mutual Liability Scheme	means the scheme of that name conducted by the LGA.
LGA Workers Compensation Scheme	a business unit of the Local Government Association of South Australia.
Minister	South Australian Minister for Health and Aging
Periodic Election	has the meaning given in the <i>Local Government (Elections) Act 1999 (SA)</i> .
Public Health Authority Partner	is an entity prescribed or declared to be a public health authority partner pursuant to the SA Public Health Act

Regional Public Health Plan	the plan prepared under part 6 of the charter for the areas of the Constituent Councils.
SA Public Health Act	<i>South Australian Public Health Act 2011 (SA)</i>
State Public Health Plan	means the plan of that name under the SA Public Health Act
StatewideSuper	Statewide Superannuation Pty Ltd ABN 62 008 099 223
Supported Residential Facility	has the meaning given in the <i>Supported Residential Facilities Act 1992 (SA)</i> .

13.2. Interpreting the charter

- a) The charter will come into effect on the date it is published in the *South Australian Government Gazette*.
- b) The charter supersedes previous charters of the Eastern Health Authority.
- c) The charter must be read in conjunction with Schedule 2 to the Act.
- d) EHA shall conduct its affairs in accordance with Schedule 2 to the Act except as modified by the charter as permitted by Schedule 2 to the Act.
- e) Despite any other provision in the charter:
 - (a) if the Act prohibits a thing being done, the thing may not be done;
 - (b) if the Act requires a thing to be done, that thing must be done; and
 - (c) if a provision of the charter is or becomes inconsistent with the Act, that provision must be read down or failing that severed from the charter to the extent of the inconsistency.

Schedule 1 – Funding Contribution Calculation Formula

The funding contribution required from each Constituent Council is based on an estimated proportion of EHA's overall activities occurring within its respective area.

The estimated proportion is determined using the Funding Contribution Calculation Formula which is detailed on the following page.

In the formula, activities conducted by EHA on behalf of Constituent Councils have been weighted according to their estimated proportion of overall activities (see table below).

It should be noted that the weighted proportion allocated to administration is divided evenly between the Constituent Councils.

A calculation of each Constituent Councils proportion of resources used for a range of different activities is made. This occurs annually during the budget development process and is based on the best available data from the preceding year.

The formula determines the overall proportion of estimated use for each council by applying the weighting to each activity.

Activity	Weighted % of Activities
Administration	12.5%
Food Safety Activity	35.0%
Environmental Health Complaints	7.0%
Supported Residential Facilities	6.5%
Cooling Towers	6.5%
Skin Penetration	0.5%
Swimming Pools	2%
Number of Year 8 & 9 Enrolments	15.0%
Number of clients attending clinics	15.0%
Total	100%

Activity Description	Code	Activity weighting	Constituent Council -1	Constituent Council - 2	Constituent Council - 3	Constituent Council - 4	Constituent Council - 5	Total
Administration (to be shared evenly)	A	12.5%	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%/ CC	12.5%
Food Safety Activity.	B	35%	(N/B)x AW	(N/B)x AW	(N/B)x AW	(N/B)x AW	(N/B)x AW	28.5%
Environmental Health Complaints	C	7%	(N/C)x AW	(N/C)x AW	(N/C)x AW	(N/C)x AW	(N/C)x AW	11%
Supported Residential Facilities.	D	6.5%	(N/D)x AW	(N/D)x AW	(N/D)x AW	(N/D)x AW	(N/D)x AW	10%
High Risk Manufactured Water Systems	E	6.5%	(N/E)x AW	(N/E)x AW	(N/E)x AW	(N/E)x AW	(N/E)x AW	3%
Skin Penetration	F	0.5%	(N/F)x AW	(N/F)x AW	(N/F)x AW	(N/F)x AW	(N/F)x AW	2%
Public Access Swimming Pools.	G	2%	(N/G)x AW	(N/G)x AW	(N/G)x AW	(N/G)x AW	(N/G)x AW	3%
School enrolments vaccinated	H	15.0%	(N/H)x AW	(N/H)x AW	(N/H)x AW	(N/H)x AW	(N/H)x AW	15%
Clients attending public clinics	I	15.0%	(N/I)x AW	(N/I)x AW	(N/I)x AW	(N/I)x AW	(N/I)x AW	15%
Total Proportion of contribution			Sum A-I	Sum A-I	Sum A-I	Sum A-I	Sum A-I	100%

- N = Number in Constituent Council area.
 B through to I = Total number in all Constituent Councils.
 AW = Activity weighting.
 CC = Number of Constituent Councils (example provided uses five (5) Constituent Councils)

Meeting:	Council
Title:	Decisions of Council Assessment Panel – Monday, 10 May 2021.
Responsible Manager:	Group Manager Planning Environment & Regulatory Services, Andreea Caddy
Author:	Graduate Planner Planning Environment & Regulatory Service, Siobhan Kelly
Key Pillar:	Strategic Framework – Key Pillar 5 – Heritage – Protect and maintain the unique history of the township and its buildings
Key Focus Area:	Urban Master Plan
Type of Report:	Information Only

Recommendation

That Council receive and notes the decisions made by the Council Assessment Panel on Monday 10 May 2021.

Summary

The purpose of this report is to provide Council with a summary of the decisions made by the Council Assessment Panel.

Background

The Council Assessment Panel (CAP) meets on the second Monday of each month to review development applications where the Panel is the designated Authority.

On Monday, 10 May 2021, the CAP considered a total of one application:

- Application: 200/021/21
Location: 69 and 69A Lansdowne Terrace, Vale Park SA 5081
Proposal: Redevelopment of existing Caravan Park involving the replacement of cabins with an overall reduction in the number of cabins, four (4) shared ensuite buildings, a communal kitchen and dining building, with alterations to the existing amenities and alterations to existing car parking areas and driveway with removal of a non-regulated tree
Zoning: Caravan and Tourist Park Zone, Metropolitan Open Space System and Residential Zone (Central Policy Area 6)

APPROVED WITH CONDITIONS

0 representations – 0 people in attendance

The minutes of the CAP meeting held on Monday 10 May 2021 were confirmed at the conclusion of the meeting. The CAP Agenda and Minutes are available to view via the Council website.

Item No: 16.3.2
Date: 17 May 2021
Attachment: A

Meeting: Council

Title: Works Report for April 2021

Responsible Manager: Group Manager Assets & Infrastructure, Ben Clark

Author: Group Manager Assets & Infrastructure, Ben Clark

Key Pillar: Strategic Framework – Key Pillar 4 – Assets – Continue to provide for and maintain a good standard of assets and public infrastructure

Key Focus Area: Open Space Strategy

Type of Report: **Information Only**

Recommendation

That Council receives and notes the Works Report for April 2021.

Summary

This report provides Council with an update on various operational and maintenance activities being undertaken in the Township.

Background

Monthly reports are provided to Elected Members relating to various operational and maintenance activities across the Township.

The updated capital works dashboard is available from the following link, the data that is used in the dashboard is available in Attachment A:

[Capital Works Report – 30 April 2021](#)

OPEN SPACE AND BEAUTIFICATION SERVICES	
GARDENING	
	Garden maintenance: Gilberton as scheduled
	Garden maintenance: Bed Maintenance - Memorial Gardens
	Garden maintenance: Bed Renovation - Walkerville Oval
	Garden maintenance: Civic Centre
	Garden maintenance: Fertilise all Roses
	Garden maintenance: General – Walkerville Oval
	Garden maintenance: Hedging – Devonshire Street
	Garden maintenance: Hedging – Fuller Street
	Garden maintenance: Hedging – St Andrews Street
	Garden maintenance: Mulching - Memorial Gardens
	Garden maintenance: Planting - Memorial Gardens
	Garden maintenance: Planting - Walkerville Oval
	Garden maintenance: Hedging – Mersey Street
	Garden maintenance: Mulching – Church Terrace
	Garden maintenance: Mulching - Pump House

	Garden maintenance: Mulching – Warwick Street
	Garden maintenance: Planting – Tonkin Street
	Garden maintenance: Top dress - Memorial Gardens
	Garden maintenance: Spraying - Walkerville Oval
GRAFFITI REMOVAL	
	As scheduled all areas
IRRIGATION	
	Irrigation: Watering Hamilton Reserve
	Irrigation: Levi Caravan Park
	Irrigation: Memorial Gardens
	Irrigation lid replacement: Walkerville Oval
	IPOS readings
	IPOS Irrigation tests and repairs
	System checks and repairs: Levi Oval
	System checks and repairs: Park Terrace
MOWING	
	Belt Reserve
	Crawford Reserve
	Wesleyan Cemetery
	Church Street
	Depot
	Hawkers Reserve
	Hay Street lane
	Howie Reserve
	Mary Harris Reserve
	Memorial Gardens
	Park45
	Robe Terrace
	Smith Street
	Thiele Reserve
	Walkerville Oval
	Watson surrounds
	Websters Reserve
TREE MAINTENANCE	
	Boundary cut back: Belt Street
	Boundary cut back: Smith Street
	Branch collection: All areas
	Branch collection: Hamilton Reserve
	Branch collection: Howie Reserve
	Branch collection: Levi Park
	Branch collection: Linear Park
	Branch collection: Vale Park
	Branch collection: River Street
	Street Tree Audit: Walkerville
	Street Tree Audit: Vale Park
	Street Tree Maintenance: Gilberton as scheduled
	Street Tree Maintenance: Levi Park
	Street Tree Pruning: Burlington Street
	Street Tree Pruning: Howie Reserve
	Street Tree Pruning: Redford Street
	Street Tree Pruning: Severn Street
	Street Tree Pruning: Wilpena Avenue
	Street Tree Pruning: Yandra Street
	Street Tree Sucker Pruning: Vale Park
	Street Tree and stump removal: Church Terrace
	Tree removal: Belt Street
	Tree removal: Hawkerc

	Tree removal: Wallace Street
	Tree works throughout Township
TREE PRUNING	
	All areas as scheduled
WEED CONTROL	
	Weed control: Levi Park
OTHER	
	Ant Rid: Stephens Terrace
	Air Broom: Medindie as scheduled
	Anzac Day preparation - Memorial Gardens
	Blow and Air Broom: Hawkers
	Blow: Mersey
	Blow: Gilberton as scheduled
	Blow: Cemetery
	Clear pine needles: View Road and Gawler Terrace
	Collection Dead Possum: Mimosa
	Dog bag dispenser refills: All areas scheduled
	General Waste Collection: Levi Park
	Graffiti Removal: As scheduled
	Hard Rubbish Collection: Harris Road
	Hard Rubbish Collection: Warwick Street
	Nursery Tidy up
	Public Toilets: Inspection of blocked toilet at Willow Bend Reserve
	Street clean and tidy: Willow Bend
	Street clean and tidy: Smith Street Crossing
	Streetscape clean and tidy: Walkerville Terrace
	Tidy up: Civic Centre
CIVIL MAINTENANCE	
	Post install: Walkerville Oval
	Remove and install signage Walkerville Terrace
	Side Entry Pit (SEP) replacements: Church and Lansdowne Terrace

ATTACHMENT

Attachment A	Capital Works dashboard table
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ATTACHMENT A

GL Account	Job No	Project Grouping	Project Name	Asset Class	Phase	YTD Actuals	Orders	YTD Total	Comments	%	Time	Budget
10930		It Capital Expenditure	It Capital Expenditure	IT	Construction / Implementation	\$ 130,152.84	\$ 47,410.00	\$ 177,562.84	Laptops and mobiles have been rolled out to business.	70%	On time	Not Commenced
	10931	Furniture & Fittings General	Furniture & Fittings General	Fitout and Furniture	Construction / Implementation	\$ 20,701.82	\$ 4,928.36	\$ 25,630.18		0%	Not Commenced	Not Commenced
2120030		Vale House	Vale House	Buildings	Planning/Design	\$ 13,825.39	\$ 56,740.00	\$ 70,565.39	Flightpath engaged, currently creating documentation of works to be completed. Currently being reviewed by State Heritage	10%	Behind	Not Commenced
	16367	Hamilton Reserve	Hamilton Reserve	Open Space	Planning/Design	\$ 25,125.00	\$ -	\$ 25,125.00	Tender Issued, successful notification to be done in May - ground to be broken in June. Awaiting outcome of grant funding application.	20%	On time	On budget
	16400	Open Space Irrigation	Hamilton Reserve Irrigation	Irrigation	Tender	\$ -	\$ 38,811.00	\$ 38,811.00	Tender awarded - works to commence in May	30%	Not	On budget
	16470	Willow Bend Exeloo	Willow Bend Exeloo	Buildings	Tender	\$ 45,287.25	\$ 143,361.75	\$ 188,649.00	Tender awarded - toilet has been ordered. Installation to be in August 2021.	20%	On time	On budget
	16471	Signage Project	Heritage markers, Streets of Distinction & Suburb Markers	Signage	Tender	\$ -	\$ -	\$ -	Locations finalised, final quotes being completed	40%	On time	On budget
1630010		Reserve Furniture Renewal Program	Reserve Furniture Renewal Program	Open Space Furniture		\$ -	\$ -	\$ -		0%	Not Commenced	Not Commenced
	16444	Sports Equipment	Gilbert Street Tennis Court Resurfacing	Sports Equipment	Tender	\$ -	\$ -	\$ -	Tender Awarded. Work will not commence until FY2021/22 as contractor availability and weather	20%	Behind	On budget
	16445	Sports Equipment	Gilbert Street Tennis Court Resurfacing	Sports Equipment	Tender	\$ -	\$ -	\$ -	Tender Awarded. Work will not commence until FY2021/22 as contractor availability and weather	20%	Behind	On budget
	16451	Sports Equipment	Levi Oval Tennis Court Resurfacing	Sports Equipment	Tender	\$ -	\$ -	\$ -	Tender Awarded. Work will not commence until FY2021/22 as contractor availability and weather	20%	Behind	On budget
1640160	16490	Levi Oval	Levi Oval Tennis Court Surrounds Furniture Upgrade	Open Space Furniture	Tender	\$ -	\$ 35,249.07	\$ 35,249.07	Tender awarded - furniture has been ordered, construction to commence early to mid May. Budget has been exceeded and is being funded through value management of other projects.	20%	On time	Over budget
	20455	Kerb & Gutter Renewal	K&G Various Locations	Kerb & Gutter	Construction / Implementation	\$ -	\$ 17,432.76	\$ 17,432.76				
	20456	Kerb & Gutter Renewal	Church Terrace - K & G	Kerb & Gutter	Completed	\$ 7,874.00	\$ -	\$ 7,874.00	Works Completed	100%	Completed	Under budget
	20457	Kerb & Gutter Renewal	Clarke Street - K & G	Kerb & Gutter	Completed	\$ 889.00	\$ -	\$ 889.00	Works Completed	100%	Completed	Under budget
	20458	Kerb & Gutter Renewal	Gilbert Street - K & G	Kerb & Gutter	Completed	\$ 14,556.00	\$ -	\$ 14,556.00	Works Completed	100%	Completed	Under budget
	20459	Kerb & Gutter Renewal	Hay Street - K & G	Kerb & Gutter	Completed	\$ 3,817.00	\$ -	\$ 3,817.00	Works Completed	100%	Completed	Over budget
	20460	Kerb & Gutter Renewal	James Street - K & G	Kerb & Gutter	Completed	\$ -	\$ -	\$ -	Works Completed	100%	Completed	Under budget
	20461	Kerb & Gutter Renewal	Jeffery Court - K & G	Kerb & Gutter	Completed	\$ 127.00	\$ -	\$ 127.00	Works Completed	100%	Completed	On budget
	20462	Kerb & Gutter Renewal	Horn Court - K & G	Kerb & Gutter	Completed	\$ 4,953.00	\$ -	\$ 4,953.00	Works Completed	100%	Completed	Over budget
	20463	Kerb & Gutter Renewal	Severn Street - K & G	Kerb & Gutter	Completed	\$ 5,690.00	\$ -	\$ 5,690.00	Works Completed	100%	Completed	On budget
	20464	Kerb & Gutter Renewal	Smith Street - K & G	Kerb & Gutter	Completed	\$ 9,271.00	\$ -	\$ 9,271.00	Works Completed	100%	Completed	On budget
	20465	Kerb & Gutter Renewal	Walkerville Oval - K & G	Kerb & Gutter	Completed	\$ -	\$ -	\$ -	Works Completed	100%	Completed	Under budget
	20466	Kerb & Gutter Renewal	Walkerville Terrace - K & G	Kerb & Gutter	Completed	\$ 1,016.00	\$ -	\$ 1,016.00	Works Completed	100%	Completed	On budget
	20467	Kerb & Gutter Renewal	William Road - K & G	Kerb & Gutter	Completed	\$ 3,397.00	\$ -	\$ 3,397.00	Works Completed	100%	Completed	Over budget
	20468	Kerb & Gutter Renewal	Stephen Terrace - K & G	Kerb & Gutter	Completed	\$ 2,960.00	\$ -	\$ 2,960.00	Works completed	100%	Completed	On budget
	20469	Kerb & Gutter Renewal	Belt Street - K & G	Kerb & Gutter	Completed	\$ 1,300.00	\$ -	\$ 1,300.00	Works completed	100%	Completed	On budget
	20510	Kerb & Gutter Renewal	Burlington Street - K & G	Kerb & Gutter	Completed	\$ 3,450.00	\$ -	\$ 3,450.00	Works completed	100%	Completed	On budget
	20511	Kerb & Gutter Renewal	The Mews - K & G	Kerb & Gutter	Completed	\$ 3,240.00	\$ -	\$ 3,240.00	Works completed	100%	Completed	On budget
2000130	20065	Footpath Renewal	Smith Street Footpath	Footpaths	Tender	\$ -	\$ 49,435.56	\$ 49,435.56	Tender awarded to commence mid April. Tenders came in above budgeted values, but will be funded through value management of other projects.			

GL Account	Job No	Project Grouping	Project Name	Asset Class	Phase	YTD Actuals	Orders	YTD Total	Comments	%	Time	Budget
20066		Footpath Renewal	Footpath Renewal (Various)	Footpaths		\$ -	\$ -	\$ -				
20070		Footpath Renewal	Stewart Avenue Footpath	Footpaths	Completed	\$ 6,664.00	\$ -	\$ 6,664.00	Works completed.	100%	Completed	Under budget
20071		Footpath Renewal	Cambridge Street Footpath	Footpaths	Completed	\$ 33,104.00	\$ -	\$ 33,104.00	Works completed.	100%	Completed	On budget
20074		Footpath Renewal	River Torrens Linear Park Path Widening	Footpaths	Completed	\$ 42,814.90	\$ -	\$ 42,814.90	Works completed.	100%	Completed	On budget
20082		Footpath Renewal	Nottage Terrace Footpath	Footpaths	Deferred	\$ -	\$ -	\$ -	Inspection and proposed DIT works - have deferred till next year			
20083		Footpath Renewal	Mimosa Drive Footpath	Footpaths	Deferred	\$ -	\$ -	\$ -	Ongoing development and works - have deferred till next year			
20084		Warwick Street	Warwick Street Footpath	Footpaths	Construction / Implementation	\$ 174,285.08	\$ -	\$ 174,285.08	Completed - minor defects being rectified. Awaiting final invoice payments.	100%	Completed	On budget
*	20423	Roads	Church Terrace	Roads	Completed	\$ 79,670.00	\$ -	\$ 79,670.00	Works completed	100%	Completed	On budget
	20434	Roads	Smith Street	Roads	Completed	\$ 391,450.00	\$ -	\$ 391,450.00	Works completed	100%	Completed	On budget
	20448	Roads	Warwick Street	Roads	Completed	\$ 45,640.00	\$ -	\$ 45,640.00	Works completed	100%	Completed	On budget
	20473	Roads	Hay Street	Roads	Completed	\$ 31,060.00	\$ -	\$ 31,060.00	Works completed	100%	Completed	On budget
	20478	Roads	James Street	Roads	Completed	\$ 72,450.00	\$ -	\$ 72,450.00	Works completed	100%	Completed	On budget
	20479	Roads	Jeffery Court	Roads	Deferred	\$ -	\$ -	\$ -	Inspection of condition - have deferred till next year			
	20480	Roads	Horn Court	Roads	Completed	\$ 25,680.00	\$ -	\$ 25,680.00	Works completed	100%	Completed	On budget
	20481	Roads	Severn Street	Roads	Completed	\$ 25,370.00	\$ -	\$ 25,370.00	Works completed	100%	Completed	On budget
	20482	Roads	Shergis Avenue	Roads	Deferred	\$ -	\$ -	\$ -	Inspection of condition - have deferred till next year			
	20483	Roads	William Road	Roads	Deferred	\$ -	\$ -	\$ -	Inspection of condition - have deferred till next year			
	20484	Roads	Clarke Street	Roads	Construction / Implementation	\$ 22,040.00	\$ -	\$ 22,040.00	Works completed	100%	Completed	On budget
	20485	Roads	Gilbert Street	Roads	Completed	\$ 102,529.50	\$ -	\$ 102,529.50	Works Completed	100%	Completed	Over budget
	20096	Traffic Management Devices	Traffic Management Devices	Traffic Management Devices		\$ -	\$ 19,396.00	\$ 19,396.00				
		Traffic Management Devices	Gilberton LATM Priorities	Traffic Management Devices	Construction / Implementation	\$ -	\$ -	\$ -		90%	On time	Not Commenced
		Traffic Management Devices	River Street Kerb Extensions	Traffic Management Devices	Completed	\$ 9,990.00	\$ -	\$ 9,990.00	Works completed	100%	Completed	Not Commenced
	20220	Stormwater	Stormwater Various	Stormwater		\$ -	\$ -	\$ -				
		Stormwater	Edwin Terrace Stormwater	Stormwater	Completed	\$ 8,780.00	\$ -	\$ 8,780.00	Works undertaken to deal with significant soakage and water pooling on corner of Edwin & James	100%	Completed	Under budget
		Stormwater	Park Terrace Pipe Relining	Stormwater	Completed	\$ 41,540.00	\$ -	\$ 41,540.00	Park Terrace Pipe relined due to tree root intrusion	100%	Completed	Under budget
		Stormwater	Pit Lid Replacement	Stormwater	Planning/Design	\$ -	\$ -	\$ -	Lids will be replaced on an as needed basis	0%	Not	Not Commenced
		Stormwater	Cambridge Street Stormwater	Stormwater	Completed	\$ 2,700.00	\$ -	\$ 2,700.00	Survey work being undertaken, to inform 2021/22	100%	Completed	On budget
2120080	21230	Levi Park - Stormwater	Levi Park Stormwater Renewal	Stormwater	Planning/Design	\$ -	\$ -	\$ -		0%	Not	
	21231	Levi Park - Sewer	Levi Park Sewer Renewal	Stormwater	Planning/Design	\$ -	\$ -	\$ -		0%	Not	
	22101	Plant & Equipment	CEO vehicle	Fleet, Plant & Equipment	Completed	\$ 39,798.28		\$ 39,798.28	Works Completed	100%	Completed	Under budget
	22101	Plant & Equipment	GMAI vehicle mid 2021	Fleet, Plant & Equipment	Completed	\$ 40,050.09		\$ 40,050.09	Works Completed	100%	Completed	Over budget

Meeting:	Council
Title:	Monthly Financial Report April 2021
Responsible Manager:	Group Manager Corporate Services - Monique Palmer
Author:	Group Manager Corporate Services - Monique Palmer
Key Pillar:	Strategic Framework – Key Pillar 6 – Economy – Create the means to enable economic diversity and encourage business opportunities
Key Focus Area:	Financial Guiding Principle 1- Finances managed responsibly
Type of Report:	Information Only

Recommendation

That Council receives and notes the Monthly Financial Report as at 30 April 2021.

Summary

The report provides Elected Members with information regarding Council's financial performance and financial position as at 30 April 2021.

Background

The Local Government Act 1999 – Sec 124—accounting records to be kept:

(1) A council must: -

a) keep such accounting records as correctly and adequately record and explain the revenues, expenses, assets and liabilities of the council; and

b) keep its accounting records in such manner as will enable: -

i. the preparation and provision of statements that present fairly financial and other information; and

ii. the financial statements of the council to be conveniently and properly audited

The following tables highlights Councils cash and debt position at the end of the month of January.

Cash balances as at 30 April 2021

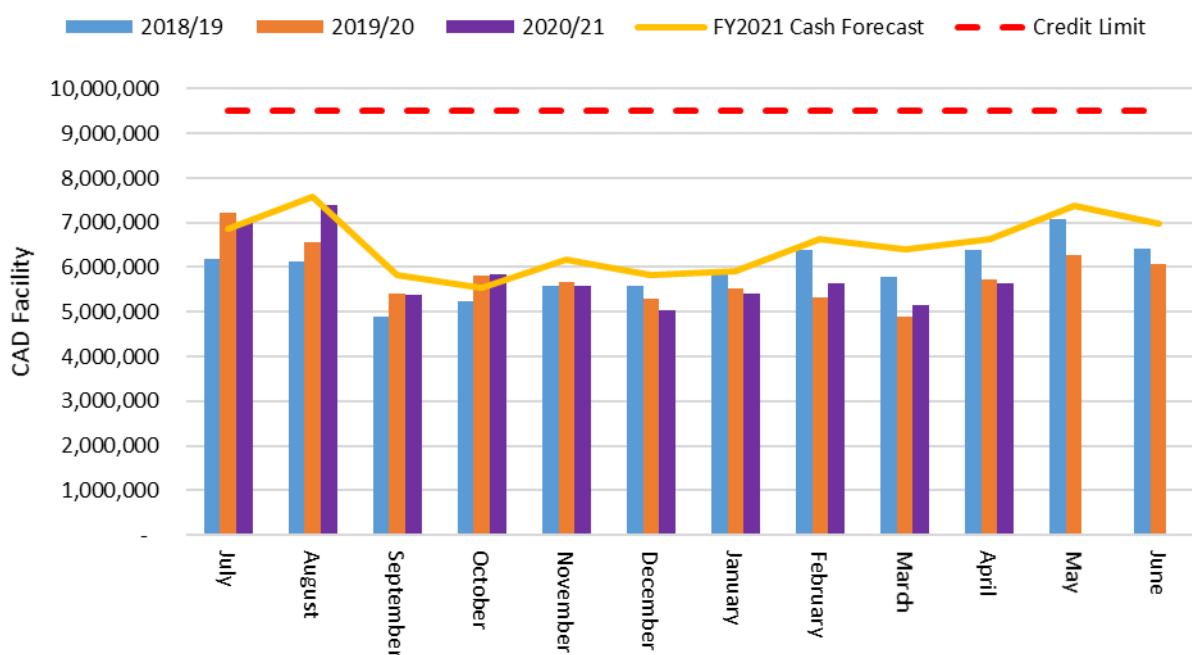
Cash at Bank		\$75,263.89
Deposits at LGFA	- General	\$85,047.24
	- Levi Caravan Park	\$586,924.06

Loan balance as at 30 April 2021

Cash Advance Debenture (CAD) balance	\$5,646,383.64
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The Cash Advance Debenture (CAD) facility offers flexibility for Council to draw down funds as required, and repay debt when surplus funds are available all with 24 hours' notice. The following chart highlights the CAD facilities movement through the financial year, and that Council remains under the ceiling limit of the facility.

Monthly Cashflow Forecast



Outstanding Debtor balances as at 30 April 2021

Rates	\$1,914,885.87
Sundry Debtors	\$48,847.17

Rates are generated at the beginning of each financial year. Payment of rates can occur during the year in the following ways; full year payable in advance, paid quarterly or paid in regular instalments via an approved payment arrangement.

Rate Debtors

Third instalment is due 18 March 2021. We are currently showing \$116k more rates owing than in previously year (April 2020).

Implications of COVID-19 deferrals of rates due

Type	Number	Total Rates Deferred	Fines Waived	Paid <i>(as at 10/5/2021)</i>
Residential	4	1,798	- 88	\$1,154
Commercial	12	15,649	- 871	\$15,649
	16	\$17,447	- \$959	\$16,083

As a result of COVID-19 Council has seen 16 applications from residential and commercial rate payers seeking deferral of rates for the 4th quarter of 2019-2020. These deferrals were due for payment in December 2020. An updated table will be presented to Council each month to monitor any changes.

Sundry debtors as at 30 April 2021 includes the following amounts:

Debtor	Description	Amount
East Waste	Additional bins and hard waste collections	\$634.04
Walkerville Sports Club	Loan	\$46,919.57
Time Makers Consulting	Venue hire	\$136.80
St Andrews School Inc.	Monthly licence fee – Walkerville and Levi Oval	\$1,156.76
Total Sundry Debtors		\$48,847.17

Implications of COVID-19 waived rent

<u>Type</u>	<u>Details</u>	<u>Total Value</u>
Walkerville Sports Club	Rent for August- October	\$312.50
Levi Caravan Park	July - September	\$118,907.31
INEA YMCA	Rent during period of State Government forced lockdown	\$257.39
Total		\$119,477.20

The above waived rent of \$119,477 is a result of Council resolutions **CNC121/20-21**, **CNC141/20-21** and **CNC236/20-21**.

Attachment

Attachment A	Monthly Financials – April 2021
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Statement of Comprehensive Income

ATTACHMENT A

For Period Ending: 30/04/2021 Year: 20/21

	Original Budget	Current Budget	Budget YTD	Actual YTD	Variance \$ (YTD)	Variance % (YTD)	Variance \$	Variance %
Operating Income								
Rates	9,183,505	9,183,505	9,183,505	9,265,830	82,325	1	82,325	1
Statutory Charges	284,836	284,836	242,310	247,346	5,036	2	(37,490)	(13)
User Charges	330,283	452,144	377,871	357,369	(20,502)	(5)	(94,775)	(21)
Reimbursements *1	16,325	16,325	13,590	30,332	16,742	123	14,006	86
Other Income *2	121,111	139,747	127,166	153,601	26,435	21	13,854	10
Grants subsidies & contributions *3	276,147	276,147	231,261	411,941	180,680	78	135,794	49
Investment Income	0	0	0	1,175	1,175	0	1,175	0
Total Operating Income	10,212,208	10,352,705	10,175,703	10,467,594	291,891	3	114,889	(1)
Operating Expenditure								
Employee Costs	3,354,138	3,321,996	2,775,303	2,685,684	89,619	3	636,312	19
Finance Costs *4	159,275	155,224	115,406	91,907	23,499	20	63,317	41
Depreciation Amortisation & Impairment	2,181,965	2,184,666	1,636,473	1,636,474	(1)	0	548,192	25
Materials contracts & other expenses *5	4,501,607	4,584,481	3,910,968	3,196,181	714,787	18	1,388,300	30
Total Operating Expenditure	10,196,986	10,246,368	8,438,150	7,610,246	827,904	10	2,636,122	26
Operating Surplus/(Deficit)	15,222	106,337	1,737,553	2,857,348	1,119,795	39	2,751,011	2,587

Notes:

1. **Reimbursements:** Reimbursement from developer for removal and replacement of street tree, Reimbursement of outgoings for leased properties – Insurance, ESL etc
2. **Other Income:** WHS rebate received from LGRS
3. **Grants subsidies & contributions:** Special Local Roads Program funding – 2 x Quarterly payments received
Local Roads and Community Infrastructure Program funding – 50% received
Grant funding received for Australia Day
4. **Finance Costs:** Low interest rates
5. **Materials, Contracts & Other Expenses:** Timing of invoices received for provision of goods and services



Summary of Financial Performance by Business Unit

For Period Ending: 30/04/2021 Year: 20/21

	Original Budget	Current Budget	Budget YTD	Actual YTD	Variance \$ (YTD)	Variance % (YTD)	Variance \$	Variance %
Strategy & Governance	(435,523)	(450,531)	(372,012)	(325,978)	46,034	12	124,553	28
Planning and Environment	(118,982)	(134,982)	(129,212)	(95,119)	34,094	26	39,864	30
Community Services	(94,792)	(94,792)	(80,630)	(60,602)	20,028	25	34,190	36
Corporate Services	4,613,527	4,629,081	5,400,453	5,758,272	357,819	7	1,129,191	24
Environment & Waste	(936,837)	(939,837)	(882,825)	(645,572)	237,253	27	294,266	31
Assets & Infrastructure	(751,637)	(752,372)	(620,459)	(265,090)	355,369	57	487,282	65
Customer Experience	(33,283)	(51,055)	(32,541)	(29,399)	3,142	10	21,656	42
Comms & Marketing	(94,461)	(94,461)	(78,700)	(68,562)	10,138	13	25,899	27
Public Order	100,888	100,888	89,820	102,390	12,570	14	1,503	1
Property & Contracts	4,272	135,049	111,953	146,958	35,005	31	11,909	9
Programmes and Events	(55,984)	(55,984)	(31,820)	(23,477)	8,343	26	32,507	58
Sub-Total (excluding depreciation)	2,197,187	2,291,003	3,374,026	4,493,822	1,119,796	33	2,202,819	96
Depreciation Amortization and Impairment	(2,181,965)	(2,184,666)	(1,636,473)	(1,636,474)	(1)	0	548,192	25
Net Surplus/(Deficit)	15,222	106,337	1,737,553	2,857,348	1,119,795	39	2,751,011	2587

Capital Performance Report

TOWN OF WALKERVILLE



For Period Ending: 30/04/2021

Year: 20/21

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
Business Unit: 902 Buildings & Other Structures								
121200300 - Vale House	479,000	479,000	479,000	13,825	56,740	70,565	408,435	85.27
Total Act Type: CAPITAL EXPENDITURE	479,000	479,000	479,000	13,825	56,740	70,565	408,435	85.27
Total Business Unit: Buildings & Other Structures	(479,000)	(479,000)	(479,000)	(13,825)	(56,740)	(70,565)	(408,435)	(85.27)
Business Unit: 903 Infrastructure-Cap								
116300800 - ParksGardens & Reserves								
16367 - Hamilton Reserve	668,000	668,000	668,000	25,125	0	25,125	642,875	96.24
116300800 - ParksGardens & Reserves	668,000	668,000	668,000	25,125	0	25,125	642,875	96.24
120001000 - Roads-Kerb & Gutter								
20455 - K & G - Various Locations	86,660	10,000	10,000	0	17,433	17,433	(7,433)	(74.33)
20456 - Church Terrace - K & G	0	9,000	9,000	7,874	0	7,874	1,126	12.51
20457 - Clarke Street - K & G	0	1,000	1,000	889	0	889	111	11.10
20458 - Gilbert Street - K & G	0	16,000	16,000	14,556	0	14,556	1,444	9.03
20459 - Hay Street - K & G	0	3,000	3,000	3,817	0	3,817	(817)	(27.23)
20460 - James Street - K & G	0	6,700	6,700	0	0	0	6,700	100.00
20461 - Jeffery Court - K & G	0	130	130	127	0	127	3	2.31
20462 - Horn Court - K & G	0	3,900	3,900	4,953	0	4,953	(1,053)	(27.00)
20463 - Severn Street - K & G	0	5,700	5,700	5,690	0	5,690	10	0.18
20464 - Smith Street - K & G	0	9,300	9,300	9,271	0	9,271	29	0.31
20465 - Walkerville Oval - K & G	0	1,400	1,400	0	0	0	1,400	100.00
20466 - Walkerville Terrace - K & G	0	1,100	1,100	1,016	0	1,016	84	7.64
20467 - William Road - K & G	0	3,100	3,100	3,397	0	3,397	(297)	(9.58)
20468 - Stephen Terrace - K & G	0	0	0	2,960	0	2,960	(2,960)	0.00
20469 - Belt Street - K & G	0	0	0	1,300	0	1,300	(1,300)	0.00
20510 - Burlington Street - K & G	0	0	0	3,450	0	3,450	(3,450)	0.00
20511 - The Mews - K & G	0	0	0	3,240	0	3,240	(3,240)	0.00
120001000 - Roads-Kerb & Gutter	86,660	70,330	70,330	62,540	17,433	79,973	(9,643)	(13.71)
120001300 - Transport Program - Footpaths								
20065 - Smith Street Footpath	0	32,000	32,000	0	49,436	49,436	(17,436)	(54.49)
20066 - Footpath Renewal	23,340	0	0	0	0	0	0	0.00
20070 - Stewart Avenue Footpath	10,312	10,400	10,400	6,664	0	6,664	3,736	35.92
20071 - Cambridge Street Footpath	46,736	47,000	47,000	33,104	0	33,104	13,896	29.57
20074 - River Torrens Linear Park	0	40,000	40,000	42,815	0	42,815	(2,815)	(7.04)
20082 - Nottage Terrace Footpath	16,882	0	0	0	0	0	0	0.00



Capital Performance Report

TOWN OF WALKERVILLE

For Period Ending: 30/04/2021

Year: 20/21

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
20083 - Mimoso Drive Footpath	22,730	0	0	0	0	0	0	0.00
20084 - Warwick Street Footpath	193,000	193,000	193,000	174,285	0	174,285	18,715	9.70
120001300 - Transport Program - Footpaths	313,000	322,400	322,400	256,868	49,436	306,304	16,096	4.99
120011000 - Transport Program - Reseal								
20423 - Church Terrace	53,655	79,670	79,670	79,670	0	79,670	0	0.00
20434 - Smith Street	164,504	391,450	391,450	391,450	0	391,450	0	0.00
20448 - Warwick Street	40,734	45,640	45,640	45,640	0	45,640	0	0.00
20473 - Hay Street	24,651	31,060	31,060	31,060	0	31,060	0	0.00
20478 - James Street	67,239	72,450	72,450	72,450	0	72,450	0	0.00
20479 - Jeffery Court	9,360	0	0	0	0	0	0	0.00
20480 - Horn Court	15,405	25,680	25,680	25,680	0	25,680	0	0.00
20481 - Severn Street	25,125	25,370	25,370	25,370	0	25,370	0	0.00
20482 - Shergis Avenue	20,400	0	0	0	0	0	0	0.00
20483 - William Road	20,496	0	0	0	0	0	0	0.00
20484 - Clarke Street	14,025	22,040	22,040	22,040	0	22,040	0	0.00
20485 - Gilbert Street	109,746	101,490	101,490	102,530	0	102,530	(1,040)	(1.02)
120011000 - Transport Program - Reseal	565,340	794,850	794,850	795,890	0	795,890	(1,040)	(0.13)
120012000 - Transport Program								
20096 - Traffic Management Devices	104,000	0	0	0	19,396	19,396	(19,396)	0.00
20099 - Gilberton LAM Priorities	0	20,000	20,000	0	0	0	20,000	100.00
20420 - River Street Kerb Extensions	0	10,000	10,000	9,990	0	9,990	10	0.10
20421 - Contingency	0	43,960	43,960	0	0	0	43,960	100.00
120012000 - Transport Program	104,000	73,960	73,960	9,990	19,396	29,386	44,574	60.27
Total Act Type: CAPITAL EXPENDITURE	1,737,000	1,929,540	1,929,540	1,150,412	86,264	1,236,677	692,863	35.91
Total Business Unit: Infrastructure-Cap	(1,737,000)	(1,929,540)	(1,929,540)	(1,150,412)	(86,264)	(1,236,677)	(692,863)	(35.91)

Business Unit: 904 Stormwater Drainage

120200000 - Storm Water Renewal Program								
20220 - Stormwater Infrastructure	41,000	0	0	0	0	0	0	0.00
20227 - Edwin Terrace Stormwater	0	9,000	9,000	8,780	0	8,780	220	2.44
20228 - Park Terrace Pipe Relining	0	43,000	43,000	41,540	0	41,540	1,460	3.40
20229 - Pit Lid Replacement	0	8,000	8,000	0	0	0	8,000	100.00
20233 - Cambridge Street Stormwater	0	3,000	3,000	2,700	0	2,700	300	10.00
120200000 - Storm Water Renewal Program	41,000	63,000	63,000	53,020	0	53,020	9,980	15.84
121200800 - Levi Park Infrastructure								



Capital Performance Report

TOWN OF WALKERVILLE

For Period Ending: 30/04/2021

Year: 20/21

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
21230 - Levi Park - Stormwater	0	100,000	100,000	0	0	0	100,000	100.00
21231 - Levi Park - Sewer	0	300,000	300,000	0	0	0	300,000	100.00
121200800 - Levi Park Infrastructure	0	400,000	400,000	0	0	0	400,000	100.00
Total Act Type: CAPITAL EXPENDITURE	41,000	463,000	463,000	53,020	0	53,020	409,980	88.55
Total Business Unit: Stormwater Drainage	(41,000)	(463,000)	(463,000)	(53,020)	0	(53,020)	(409,980)	(88.55)
Business Unit: 905 Plant & Equipment								
122100000 - Depot Plant & Equipment Program								
22101 - Plant Machinery & Light Fleet	75,000	75,000	75,000	79,848	0	79,848	(4,848)	(6.46)
122100000 - Depot Plant & Equipment Program	75,000	75,000	75,000	79,848	0	79,848	(4,848)	(6.46)
Total Act Type: CAPITAL EXPENDITURE	75,000	75,000	75,000	79,848	0	79,848	(4,848)	(6.46)
Total Business Unit: Plant & Equipment	(75,000)	(75,000)	(75,000)	(79,848)	0	(79,848)	4,848	6.46
Business Unit: 906 Furniture & Fittings								
110900400 - Furniture & Fittings Renewal Program								
10930 - IT Capital Expenditure	254,000	254,000	254,000	130,153	47,410	177,563	76,437	30.09
10931 - Furniture & Fittings General	66,000	66,000	66,000	20,702	4,928	25,630	40,370	61.17
110900400 - Furniture & Fittings Renewal Program	320,000	320,000	320,000	150,855	52,338	203,193	116,807	36.50
Total Act Type: CAPITAL EXPENDITURE	320,000	320,000	320,000	150,855	52,338	203,193	116,807	36.50
Total Business Unit: Furniture & Fittings	(320,000)	(320,000)	(320,000)	(150,855)	(52,338)	(203,193)	(116,807)	(36.50)
Business Unit: 908 Library Materials								
Total Business Unit: Library Materials	0	0	0	0	0	0	0	0.00
Business Unit: 909 Structures								
116300900 - Reserves Infrastructure Program								
16400 - Open Space Irrigation	61,000	61,000	61,000	0	38,811	38,811	22,189	36.38
16470 - Willowbend Exeloo	0	235,000	235,000	45,287	143,362	188,649	46,351	19.72
16471 - Signage Project	0	129,477	129,477	0	0	0	129,477	100.00
116300900 - Reserves Infrastructure Program	61,000	425,477	425,477	45,287	182,173	227,460	198,017	46.54
116400300 - Sport and Recreation								
16444 - Gilbert Street Tennis Court	0	25,000	25,000	0	0	0	25,000	100.00



Capital Performance Report

TOWN OF WALKERVILLE

For Period Ending: 30/04/2021

Year: 20/21

	Original Budget	Current Budget	Budget YTD	YTD Actual	Orders	YTD Total	Variance \$	Variance %
16445 - Willowbend Tennis Court	0	50,000	50,000	0	0	0	50,000	100.00
116400300 - Sport and Recreation	0	75,000	75,000	0	0	0	75,000	100.00
116400400 - Sport & Recreation - Levi Park Oval								
16451 - Levi Oval Tennis Court Resurfacing	0	50,000	50,000	0	0	0	50,000	100.00
116400400 - Sport & Recreation - Levi Park Oval	0	50,000	50,000	0	0	0	50,000	100.00
Total Act Type: CAPITAL EXPENDITURE	61,000	550,477	550,477	45,287	182,173	227,460	323,017	58.68
Total Business Unit: Structures	(61,000)	(550,477)	(550,477)	(45,287)	(182,173)	(227,460)	(323,017)	(58.68)
Business Unit: 910 Reserve Furniture								
116401600 - Sport & Recreation Furniture Renewal Program								
16490 - Levi Oval	25,000	25,000	25,000	0	35,249	35,249	(10,249)	(41.00)
116401600 - Sport & Recreation Furniture Renewal Program	25,000	25,000	25,000	0	35,249	35,249	(10,249)	(41.00)
Total Act Type: CAPITAL EXPENDITURE	25,000	25,000	25,000	0	35,249	35,249	(10,249)	(41.00)
Total Business Unit: Reserve Furniture	(25,000)	(25,000)	(25,000)	0	(35,249)	(35,249)	10,249	41.00
Business Unit: 911 Irrigation Infrastructure								
Total Business Unit: Irrigation Infrastructure	0	0	0	0	0	0	0	0.00
Grand Total	(2,738,000)	(3,842,017)	(3,842,017)	(1,493,248)	(412,765)	(1,906,013)	1,936,004	50.39

Meeting: Council

Title: Audit Committee Minutes 6 May 2021

Responsible Manager: Group Manager Corporate Services - Monique Palmer

Author: Group Manager Corporate Services - Monique Palmer

Key Pillar: Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation

Key Focus Area: Financial Guiding Principle 1- Finances managed responsibly

Type of Report: **Information Only**

Recommendation

That Council receives and notes the minutes of the Audit Committee meeting convened on 6 May 2021.

Summary

The purpose of this report is to provide Members with the minutes of the Audit Committee meeting convened on 6 May 2021.

Background

In accordance with the Audit Committee's (Committee) Terms of Reference the objectives of the Committee are to assist Council with the following:

- Financial reporting and sustainability
- External audit
- Risk management and internal controls
- Internal audit
- Other matters as relevant.

The minutes of the Audit Committee meeting held on 6 May 2021 appear as Attachment A to this report for Member's information. Items discussed at this meeting were as follows:

Item	Report	Resolution
4.1	Budget Review 3	AC35/20-21
4.2	EHA Draft Budget and Annual Business Plan 2021/2022	AC36/20-21
4.3	ERA Water Draft Budget & Annual Business Plan 2021/2022	AC37/20-21
4.4	East Waste Draft Budget & Annual Business Plan 2021/2022	AC38/20-21
4.5	Highbury Landfill Authority Draft Budget 2021/2022	AC39/20-21

4.6	Review of Rating Policy	AC40/20-21
5.1	Internal Audit Report – Asset Management (Asset Accounting Procedures)	AC41/20-21
5.2	Insurance Coverage	AC42/20-21
6.1	Audit Committee Work Program	AC43/20-21
6.2	Outstanding Audit Resolutions	AC44/20-21
6.3	Audit Committee Schedule of Meetings	AC45/20-21

Please note that these minutes are to be confirmed at the next meeting of the Audit Committee.

Attachment

Attachment A	Minutes of the Audit Committee Meeting held on 6 May 2021
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MINUTES

of

AUDIT COMMITTEE MEETING

Pursuant to the provisions of Section 87 of the
Local Government Act 1999

held in

**WALKERVILLE COUNCIL CIVIC CENTRE
COUNCIL CHAMBER
66 WALKERVILLE TERRACE GILBERTON**

on

THURSDAY 6 MAY 2021 AT 3.00PM

MINUTES
6 May 2021

The meeting was declared open at 3.00pm

1. ATTENDANCE RECORD

1.1 Present

Ross Haslam (Presiding Member)
Colin Scarlett
David Hitchcock
Cr Stephen Furlan
Mayor Elizabeth Fricker (ex-officio)

In Attendance

Chief Executive Officer, Kiki Cristol
Group Manager Corporate Services, Monique Palmer
Group Manager Assets & Infrastructure, Ben Clark
Dean Newbery, John Jovicevic (guest)
Acting Council Secretariat, Rae Pluck

1.2 Apologies

Cr Conrad Wilkins

1.3 Not Present / Leave of Absence

Nil.

2. CONFIRMATION OF MINUTES

Moved: David Hitchcock
Seconded: Colin Scarlett

AC33/20-21

That the minutes of the Audit Committee Meeting held on 28 January 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

Moved: Colin Scarlett
Seconded: David Hitchcock

AC34/20-21

That the minutes of the Audit Committee Meeting held on 19 February 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. DECLARATIONS OF INTEREST

Nil.

The time being 3.01pm the Presiding Member invited guest John Jovicevic of Dean Newbery to address the meeting and answer questions in relation to item 5.1 Internal Audit Report - Asset Management Plan (Asset Accounting Procedures).

The time being 3.10pm the Presiding Member thanked guest John Jovicevic of Dean Newbery for his attendance and John Jovicevic left the meeting.

4. STAFF REPORTS REQUIRING DECISION OF COMMITTEE

4.1 Budget Review 3 (BR3) – 2020 / 2021

Moved: David Hitchcock

Seconded: Colin Scarlett

AC35/20-21

That the Audit Committee receive and note Budget Review three (3) for the 2020/2021 financial year and the variances contained within it.

CARRIED

4.2 EHA Draft 2021 / 2022 Annual Business Plan & Budget

Moved: David Hitchcock

Seconded: Colin Scarlett

AC36/20-21

1. That the Audit Committee receive and note the 2021/2022 Eastern Health Authority Draft Annual Business Plan and Budget.
2. That the Audit Committee reserves further comment pending consideration of the EHA Options paper.

CARRIED

4.3 ERA Water Draft Annual Budget 2021 / 2022

Moved: Colin Scarlett

Seconded: David Hitchcock

AC37/20-21

1. That the Audit Committee receive and note the 2021/2022 ERA Water Draft Budget.
2. That the Audit Committee provides the following comments for Council's consideration:
 - Concern with regards to the non-contracted income, through third party sale of water, within the budget and that Administration be requested to obtain further information in regard to this non-contracted income;
 - Extreme concern with future viability of the business and the possibility of further capital contributions from the constituent Councils as indicated in the ERA Water LTFP.

CARRIED

4.4 East Waste Draft 2021 / 2022 Annual Budget & Fees

Moved: David Hitchcock

Seconded: Cr Furlan

AC38/20-21

That the Audit Committee receives the East Waste Draft 2021/2022 Annual Budget & Fees and in so doing the Audit Committee raises no concern.

CARRIED

4.5 Highbury Landfill Authority Draft Budget 2021 / 2022

Moved: Cr Furlan

Seconded: Colin Scarlett

AC39/20-21

That the Audit Committee receives and notes the 2021/2022 Highbury Landfill Authority Draft Budget and refers it Council for its consideration.

CARRIED

4.6 Review of Rating Policy

Moved: Cr Furlan

Seconded: David Hitchcock

AC40/20-21

That the Audit Committee;

1. Reviews and notes the revised Rating Policy appearing as Attachment C;
2. Recommends the Rating Policy to Council for adoption.

CARRIED

5. STAFF REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION

5.1 Internal Audit Report - Asset Management Plan (Asset Accounting Procedures)

Moved: Cr Furlan

Seconded: Colin Scarlett

AC41/20-21

That the Audit Committee receives and notes the "Internal Audit Report – Asset Management Report" report.

CARRIED

5.2 Insurance Coverage

Moved: Colin Scarlett

Seconded: Cr Furlan

AC42/20-21

That the Audit Committee receives and notes the LGA Asset Mutual Fund – Asset Schedule 2020-2021, outlining Councils insurance coverage and appearing as Attachment A and further notes that a presentation from the Local Government Asset Mutual Fund will be provided at the next ordinary meeting of the Audit Committee.

CARRIED

6. STANDING AGENDA ITEMS

6.1 Audit Committee Work Program

Moved: David Hitchcock

Seconded: Colin Scarlett

AC43/20-21

That the Audit Committee receive and note the Audit Committee Work Program for 2020/2021.

CARRIED

6.2 Outstanding Audit Committee Resolutions / Action Plan

Moved: Cr Furlan

Seconded: Colin Scarlett

AC44/20-21

That the Audit Committee receive and note the list of Audit Committee resolutions currently being processed as at 29 April 2021.

CARRIED

6.3 Audit Committee Schedule of Meetings

Moved: David Hitchcock

Seconded: Cr Furlan

AC45/20-21

That Audit Committee receive and note the schedule of meetings for the remainder of the calendar year 2021 as follows:

- Meetings of the Audit Committee are to be held on Thursday afternoons at Council Chambers, 66 Walkerville Terrace, Walkerville commencing 3pm, as follows:
 - i. Special Meeting 17 June 2021 at 3pm;
 - ii. 29 July 2021;
 - iii. 21 October 2021.

7. CONFIDENTIAL REPORTS

Nil.

8. CLOSURE

The meeting was declared closed at 5.04pm.

Meeting:	Council
Title:	Minutes of the CEO Performance Review Committee
Responsible Manager:	Mayor, Elizabeth Fricker
Author:	Acting Council Secretariat, Rae Pluck
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Type of Report:	Information Only

Recommendation

That Council receives and notes the minutes of the meetings of the CEO Performance Review Committee convened on 18 March 2021 and 15 April 2021.

Summary

The purpose of this report is to provide Members with the minutes of the meetings of the CEO Performance Review Committee convened on 18 March 2021 and 15 April 2021.

Background

In accordance with the CEO Performance Review Committee's (Committee) Terms of Reference the objectives of the Committee are to:

- 2.1 *Engage with the Chief Executive Officer in the undertaking of the annual performance review within the parameters of the Employment Agreement, and report the findings to Council.*
- 2.2 *On an annual basis, and in conjunction with the Chief Executive Officer, establish the Key Performance Indicators (KPIs) against which the performance review is to be conducted (July of each year)*
- 2.3 *At least once in every six month period review with the Chief Executive Officer the Key Performance Indicators, and the Key Result Areas included in the position description against which feedback will be sought during the annual performance review*
- 2.4 *On an annual basis make recommendations to Council regarding the remuneration and conditions of employment of the Chief Executive Officer, consistent with the requirements of the Employment Agreement.*
- 2.5 *Make recommendation to Council for the appointment of an independent consultant to assist with the Chief Executive Officer's performance review process.*

- 2.6 *Make recommendations to Council as to any proposed changes in remuneration or conditions of employment of the Chief Executive Officer.*
- 2.7 *In the event of a vacancy for the position of Chief Executive Officer, the Committee will develop and recommend to Council the necessary steps to fill the vacancy within the requirements of the Act. The Committee will act as the selection panel and make recommendations to Council on an appointment to the position of Chief Executive Officer.*

The minutes of the Committee meeting held on 18 March 2021 appear as Attachment A to this report and the minutes of the Committee meeting held on 15 April 2021 appear as Attachment B to this report for Member's information.

Items discussed at this meeting are as follows:

18 March 2021 Item	Report	Resolution
2	Minutes of CEO Performance Review Committee meeting held on 12 November 2020	CEO24/20-21
3.1	Pulse Survey: Approval of Questions	CEO25/20-21
15 April 2021 Item	Report	Resolution
2	Minutes of CEO Performance Review Committee meeting held on 18 March 2021	CEO26/20-21
5.1*	Feedback from the "Pulse" Performance Review Report April 2021	CEO27/20-21

*Confidential Item

Next Steps

The minutes of the Committee meeting held on 18 March 2021 were confirmed at the meeting of the CEO Performance Review Committee meeting held on 15 April 2021 and the minutes of the CEO Performance Review Committee meeting held on 15 April 2021 will be confirmed at the next meeting of the CEO Performance Review Committee on 14 May 2021.

Attachment

Attachment A	Minutes of the meeting of the CEO Performance Review Committee convened on 18 March 2021
Attachment B	Minutes of the meeting of the CEO Performance Review Committee convened on 15 April 2021.



MINUTES
of
**CEO PERFORMANCE REVIEW COMMITTEE
MEETING**

Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999

Held at

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

On

18 March 2021 at 4.00PM

MINUTES
18 March 2021

The meeting was declared open at 4.00pm

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Deputy Mayor Cr Robert Ashby AM
Cr James Williams
Cr Jennifer Joshi

In Attendance

Richard Altman, RA Consulting
Council Secretariat, Raelene Pluck

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence

Nil.

2. CONFIRMATION OF MINUTES

Moved: Cr Joshi
Seconded: Cr Williams

CEO24/20-21

That the minutes of the CEO Performance Review Committee Meeting held on 12 November 2020 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. REPORTS REQUIRING DECISION OF COMMITTEE

3.1 Pulse Survey: Approval of Questions

Moved: Cr Ashby
Seconded: Cr Joshi

CEO25/20-21

That the CEO Performance Review Committee endorse the questions for the CEO Performance Review Pulse Survey, and the Committee endorse the timing outlined for this survey.

CARRIED

4. REPORTS PRESENTED FOR INFORMATION

Nil.

5. CONFIDENTIAL REPORTS

Nil.

6. CLOSURE

The meeting was declared closed at 4.10pm



MINUTES
of
**CEO PERFORMANCE REVIEW COMMITTEE
MEETING**

Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999

Held at

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

On

15 April 2021 at 4.00PM

MINUTES
15 April 2021

The meeting was declared open at 4.00pm

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Deputy Mayor Cr Robert Ashby AM
Cr James Williams
Cr Jennifer Joshi

In Attendance

Richard Altman, RA Consulting
Council Secretariat, Raelene Pluck

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence

Nil.

2. CONFIRMATION OF MINUTES

Moved: Cr Joshi

Seconded: Cr Williams

CEO26/20-21

That the minutes of the CEO Performance Review Committee Meeting held on 18 March 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

4. REPORTS PRESENTED FOR INFORMATION

Nil.

5. CONFIDENTIAL REPORTS

5.1 Feedback from the "Pulse" Performance Review Report April 2021

Moved: Cr Joshi

Seconded: Cr Ashby

CEO27/20-21

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the Local Government Act 1999 the CEO Performance Review Committee orders that all members of the public, except the CEO Performance Review Committee's Consultant, Richard Altman be excluded from attendance at the meeting for Agenda Item 5.1 Feedback from the "Pulse" Performance Review Report April 2021.

The CEO Performance Review Committee is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item 5.1 is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of her performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The CEO Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because as the matter relates to details of the Chief Executive Officer's performance and remuneration.

CARRIED

The time being 4.01pm the meeting moved into confidence.

Moved: Cr Ashby

Seconded: Cr Williams

CEO29/20-21

Recommendation (Public)

Pursuant to s.91(7)

That having considered Agenda Item 5.1 Feedback from the "Pulse" Performance Review Report April 2021 in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the report and minutes be retained in confidence until the Performance Review process has been completed and that the report marked as Attachment A be retained in confidence for a period of 3 years.

And that the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to Section 90(2) of the Local Government Act 1999 re admit the public.

CARRIED

The time being 4.20pm the meeting moved out of confidence.

6. CLOSURE

The meeting was declared closed at 4.20pm

Meeting:	Council
Title:	Minutes of the Women of Walkerville Committee Minutes
Responsible Manager:	Manager Community Development & Engagement, Fiona Deckert
Author:	Acting Council Secretariat, Rae Pluck
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Type of Report:	Information Only

Recommendation

That Council receives and notes the minutes of the Women of Walkerville Committee meetings held on 16 April and 29 April 2021.

Summary

The purpose of this report is to provide Members with the minutes of the Women of Walkerville Committee (Committee) meetings held on 16 April and 29 April 2021.

Background

In accordance with the Women of Walkerville Committee's Terms of Reference the Committee is required to meet at least four times per financial year.

The Committee's role is to:

- *identify opportunities for the enhancement and benefit of the community;*
- *initiate and deliver fund raising activities that support a range of social (non-political) endeavours that directly benefit people in the community;*
- *raise additional funds for Councils annual Community Fund, so that more people in the community can benefit from a grant;*
- *ensure that all fund raising activities are self-funded (all costs must be covered);*
- *apply for grants as and where appropriate;*
- *seek corporate and private sponsorships to support the Committee's activities; • report to Council on its activities;*

- *liaise and engage with members of the broader community, local schools and organisations who have an interest in community wellbeing and engaging collaboratively with the Committee on its fund raising activities;*
- *donate funds and / or establish relationships with charitable groups that reflect the overarching purpose of the Committee.*

The minutes of the Committee meeting held on 16 April and 29 April 2021 appear as Attachment A and Attachment B to this report for Member's information. Items discussed at the meeting are as follows:

16 APRIL		
Item	Report	Resolution
2	Confirmation of Amended Minutes 4 March 2021	Confirmed
4.1	May 2021 High Tea	Allocation of funds from ticket sales for staging
5.1	Works Events Program 2021	Received and Noted
6.1	Numbers for High Tea	List of invitees booked and event flyers to be provided to Committee
8.1	Thank you card received from Eastern Adelaide Domestic Violence Service	Received and Noted
8.2	Gift for Amanda Vanstone AO Guest Speaker at May 2021 High Tea	Confirmed
29 APRIL		
Item	Report	Resolution
2	Confirmation of Minutes 16 April 2021	Confirmed
4.1	May 2021 High Tea Update	Representative from Eastern Adelaide Domestic Violence Service to be invited and their brochures placed on tables
6.1	Works Events Program 2021	Received and Noted
8.1	High Tea 2021	Table flower displays to be offered for sale at conclusion of event and Eastern Adelaide Domestic Violence Service to be included in Mayor Fricker's speech

Please note that these minutes are to be confirmed at the next meeting of the Women of Walkerville Committee.

Attachment

Attachment A	Minutes of the Women of Walkerville Committee Meeting held on 16 April 2021
Attachment B	Minutes of the Women of Walkerville Committee Meeting held on 29 April 2021



MINUTES

of

WOMEN OF WALKERVILLE COMMITTEE MEETING

Pursuant to the provisions of section 87 of the *Local Government Act 1999*

held in the

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

FRIDAY 16 April 2021 at 2.07PM

MINUTES
16 April 2021

The meeting was declared open at 2.07pm

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker (Presiding Member)
Cr Jennifer Joshi
Lyn O'Grady
Rebecca Petrucco

In attendance

Manager Community Development & Engagement, Fiona Deckert
Acting Council Secretariat, Rae Pluck

1.2 Apologies

Cr MaryLou Bishop
Fiona Raptis
Ann Hartley
Margot Vowles OAM (Patron)

1.3 Not Present / Leave of Absence

Nil.

2. CONFIRMATION OF MINUTES

WOW26/20-21

Moved: Lyn O'Grady
Seconded: Cr Jennifer Joshi

That the amended minutes of the Women of Walkerville Committee meeting held on 4 March 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. DECLARATIONS OF INTEREST (material, actual, perceived)

Nil.

4. REPORTS REQUIRING DECISION OF COMMITTEE

4.1 May 2021 High Tea

WOW27/20-21

Moved: Cr Jennifer Joshi
Seconded: Lyn O'Grady

That the Women of Walkerville Committee allocate \$761.31 from funds raised from the sale of tickets for the Women of Walkerville High Tea with the Hon

Amanda Vanstone AO for stage decoration and the supply of linen and crockery at the event.

CARRIED

5. REPORTS PRESENTED FOR INFORMATION

5.1 Work / Events Program 2021

WOW28/20-21

Moved: Cr Jennifer Joshi
Seconded: Lyn O’Grady

That the Women of Walkerville Committee receive and note the work / events program as at 16 April 2021:

Date	Event/Activity	Description	Responsible Officer/s
12 May 2021 6pm – 7pm	May talks	Marble Hill Part 2 – Patricia Michell	WOW & Administration
19 May 2021 6pm – 7pm	May talks	Lyn O’Grady – Holmwood & Monaro	
6/5/21 – 11am-2pm	Roseneath tour	History Month events	Lyn, Rebecca, Margot & MaryLou
15/5/21 – 11am - 2pm	Roseneath tour		Jennifer, Fiona, Lyn & Rebecca
16/5/21 – 11am-2pm	Roseneath tour		Elizabeth, Jennifer, Lyn & MaryLou
Friday 7 May 2pm - 4pm	Mothers Day High Tea with Amanda Vanstone AO	Fundraiser	WOW & Administration
October Talks Wed 6 October 2021	October Talks	Dr Jane Lomax Smith	WOW & Administration
November 2021	Garden Tours	Tours of local gardens with entrance fee gold coin donation	WOW & Administration

CARRIED

6. ISSUES/ IDEAS FOR DISCUSSION

6.1 Numbers for High Tea

WOW29/20-21

Moved: Cr Jennifer Joshi
Seconded: Lyn O’Grady

That the target list of invitees emailed together with invitees that have booked

and event flyers be provided to Committee members by Administration.

CARRIED

7. CONFIDENTIAL REPORTS

Nil.

8. OTHER BUSINESS

8.1 Thank you card received from Eastern Adelaide Domestic Violence Service

WOW30/20-21

Moved: Cr Jennifer Joshi

Seconded: Lyn O'Grady

That the thank you card be received and noted.

CARRIED

8.2 Gift for Amanda Vanstone

WOW31/20-21

Moved: Rebecca Petrucco

Seconded: Cr Jennifer Joshi

That a thank you gift be sourced by Rebecca Petrucco for Amanda Vanstone AO in appreciation of her being guest speaker at the Women of Walkerville High Tea on 7 May 2021.

CARRIED

9. CLOSURE

The meeting was declared closed at 2.40pm.

The next meeting will be held on 29 April 2021 at 2pm.



MINUTES

of

WOMEN OF WALKERVILLE COMMITTEE MEETING

Pursuant to the provisions of section 87 of the *Local Government Act 1999*

held in the

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

THURSDAY 29 April 2021 at 2.07PM

MINUTES
29 April 2021

The meeting was declared open at 2.07 pm

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker (Presiding Member)
Cr Jennifer Joshi
Lyn O'Grady
Fiona Raptis
Margot Vowles OAM (Patron)

In attendance

Manager Community Development & Engagement, Fiona Deckert
Program & Event Officer, Adriane Dade
Acting Council Secretariat, Rae Pluck

1.2 Apologies

Ann Hartley
Rebecca Petrucco
Cr MaryLou Bishop

1.3 Not Present / Leave of Absence

WOW31/20-21

Moved: Cr Joshi
Seconded: Fiona Raptis

That the Committee approve Margot Vowles request for Leave of Absence from 30 May to 10 July 2021, inclusive.

CARRIED

2. CONFIRMATION OF MINUTES

WOW32/20-21

Moved: Cr Joshi
Seconded: Lyn O'Grady

That the minutes of the Women of Walkerville Committee meeting held on 16 April 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. DECLARATIONS OF INTEREST (material, actual, perceived)

Nil.

4. REPORTS REQUIRING DECISION OF COMMITTEE

4.1 May 2021 High Tea Update

WOW33/20-21

Moved: Cr Joshi
Seconded: Margot Vowles

That the Women of Walkerville Committee receive and note the May High Tea 2021 update report and the WoW Committee resolve that a representative from the Eastern Adelaide Domestic Violence Service (EADVS) be invited and that flyers and information booklets from EADVS will be placed on the tables.

CARRIED**5. REPORTS PRESENTED FOR INFORMATION**

Nil.

6. ISSUES/ IDEAS FOR DISCUSSION

6.1 Work / Events Program 2021

WOW34/20-21

Moved: Cr Joshi
Seconded: Fiona Raptis

That the Women of Walkerville Committee receive and note the work / events program as at 29 April 2021:

Date	Event/Activity	Description	Responsible Officer/s
12 May 2021 6pm – 7pm	May talks	Marble Hill Part 2 – Patricia Michell	WOW & Administration
19 May 2021 6pm – 7pm	May talks	Lyn O’Grady – Holmwood & Monaro	
6/5/21 – 11am-2pm	Roseneath tour	History Month events	Lyn, Rebecca, Margot & MaryLou
15/5/21 – 11am - 2pm	Roseneath tour		Elizabeth, Lyn & Rebecca (possibly Margot & Fiona to do an hour each)
16/5/21 – 11am-2pm	Roseneath tour		Elizabeth, Fiona , Lyn & MaryLou
Friday 7 May 2pm - 4pm	Mothers Day High Tea with Amanda Vanstone AO	Fundraiser	WOW & Administration
October Talks Wed 6 October 2021	October Talks	Dr Jane Lomax Smith	WOW & Administration
November 2021	Garden Tours	Tours of local gardens with entrance fee gold coin donation	WOW & Administration

7. CONFIDENTIAL REPORTS

Nil.

8. OTHER BUSINESS

8.1 High Tea 2021

It was agreed that the table flower displays be offered for sale at \$10 each.

Fiona Deckert to request domestic violence statistics from EADVS be included in Mayor Fricker's speech.

9. CLOSURE

The meeting was declared closed at 2.38pm.

The next meeting will be held on 10 June 2021 at 2pm.

Meeting:	Council
Title:	Eastern Health Authority (EHA) Board Minutes 29 April 2021
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Acting Council Secretariat, Rae Pluck
Key Focus Area 3:	Transparent and accountable local tier of government that is respected for its forward thinking approaches and cross-council collaborations
Type of Report:	Information Only

Recommendation

That Council receives and notes the EHA Board Minutes for the meeting convened on 29 April 2021.

Summary

To provide Members with the minutes of the EHA Board meeting convened on 29 April 2021.

Background

Walkerville is a Constituent Council of EHA. Meetings are held in accordance with the Charter and the matters discussed are reported back to the Constituent Councils via the minutes of these meetings.

The minutes of the EHA Board meeting convened on 29 April 2021 are attached for Member's information.

At this meeting Board Members considered:

- Finance Report and Third and Final (March 2021) Budget Review
- Draft Annual Business Plan and Budgeted Financial Statements for 2021 / 2022
- SA Health Food Safety Rating Scheme
- Environmental Health Activity Report
- Immunisation
- Confidential Report – Ongoing Non-Attendance at Board of Management Meetings by a Constituent Council
- Confidential Report – Chief Executive Officer Performance Review

Any items requiring a decision of Constituent Council's will, upon receipt from EHA, be presented to Council for consideration.

Attachment

Attachment A	EHA Board Minutes 29 April 2021
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EASTERN HEALTH AUTHORITY

Minutes of the Meeting of the Board of Management of Eastern Health Authority (EHA) held at Eastern Health Authority Offices, 101 Payneham Road, St Peters on Thursday 29 April 2021 commencing at 6:30pm.

MEMBERS PRESENT:

Cr G Knoblauch, Cr S Whittington	Norwood, Payneham & St Peters
Cr P Cornish	Burnside
M Hammond, Cr J Kennedy	Campbelltown
Cr K Barnett, N Cunningham	Prospect

In attendance:

M Livori	Chief Executive Officer
N Conci	Team Leader Environmental Health
K Paparella	Team Leader Administration and Immunisation

1 OPENING:

The meeting was declared open by the Cr Peter Cornish at 6:33pm.

2 APOLOGIES:

Cr J Davey Burnside
Cr J Joshi Walkerville
A Caddy Walkerville

3 CONFIRMATION OF MINUTES:

Cr J Kennedy moved:

The minutes of the meeting of the Board held on 25 February 2021 be taken as read and confirmed.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY

1: 29042021

4 MATTERS ARISING FROM THE MINUTES:

Nil.

5 ADMINISTRATION REPORT

5.1 FINANCE REPORT AND THIRD AND FINAL (MARCH 2021) BUDGET REVIEW FOR 2020/2021

Cr S Whittington moved:

That:

1. The Finance Report and Third and Final (March 2021) Budget Review for 2020/2021 Report be received.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 2: 29042021

5.2 DRAFT ANNUAL BUSINESS PLAN AND BUDGETED FINANCIAL STATEMENTS FOR 2021/2022

Cr G Knoblauch moved:

That:

1. The Draft Annual Business Plan and Budgeted Financial Statements for 2021/2022 Report is received.
2. The Draft Annual Business Plan and Budgeted Financial Statements for 2021/2022 as provided as attachment 4 to this report is endorsed.

Seconded by N Cunningham

CARRIED UNANIMOUSLY 3: 29042021

5.3 SA Health Food Safety Rating Scheme

Cr J Kennedy moved:

That:

1. The report regarding the review of the Food Safety Rating Scheme is received.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY 5: 29042021

6 INFORMATION REPORTS:

6.1 Environmental Health Activity Report

Cr K Barnett moved:

That:

The Environmental Health Activity Report is received.

Seconded by M Hammond

CARRIED UNANIMOUSLY 6: 29042021

6.2 Immunisation

N Cunningham moved:

That:

The Immunisation Services Report is received.

Seconded by Cr G Knoblauch

CARRIED UNANIMOUSLY 7: 29042021

7 CONFIDENTIAL REPORTS:

**7.1 Ongoing Non-Attendance At Board Of Management Meetings By A
Constituent Council**

RECOMMENDATION 1

Cr G Knoblauch moved:

That:

1. Pursuant to Clause 3.10(b) of the Eastern Health Authority Charter (and with reference to Section 90 of the *Local Government Act 1999*) the Board of Management (Board) orders that all members of the public, except the Chief Executive Officer, Team Leader Environmental Health, and Team Leader Administration and Immunisation, be excluded from attendance at the meeting for Agenda Item 7.1 - Ongoing Non-attendance at Board of Management Meetings by a Constituent Council.

2. The Board is satisfied that, pursuant to Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in confidence is namely:
 - legal advice,
 - specifically, legal advice from the Authority's solicitors in relation to Ongoing Non-attendance at Board of Management Meetings by a Constituent Council
3. Accordingly, on this basis, the Board considers the principle that meetings of the Board should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Seconded by N Cunningham

CARRIED UNANIMOUSLY

8: 29042021

RECOMMENDATION 3

Cr G Knoblauch moved:

That:

1. In accordance with Clause 3.11(c) of the Eastern Health Authority Charter, the Board of Management orders that the Report relating to the Ongoing Non-attendance at Board of Management Meetings by a Constituent Council report, all the relevant documentation and the Minutes arising from the Report, having been considered by the Board in confidence under Clause 3.10(b) of the Eastern Health Authority Charter (by virtue of Section 90 (3)(h) of the *Local Government Act 1999*), be kept confidential and not available for public inspection until further order of the Board; and
2. The Board authorise the Chief Executive Officer to disclose the contents of the report and minutes in respect of this item, as necessary to give effect to the Board's decision.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY

10: 29042021

7.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

RECOMMENDATION 1

Cr G Knoblauch moved:

That:

1. Pursuant to Clause 3.10(b) of the Eastern Health Authority Charter and Section 90(2) of the *Local Government Act 1999* the Board of Management (Board) orders that all members of the public, except the Chief Executive Officer be excluded from attendance at the meeting for Agenda Item 7.2 - Chief Executive Officer Performance Review.
2. The Board is satisfied that, pursuant to Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in confidence is namely:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person, being the performance and remuneration of the Chief Executive Officer.
3. Accordingly, on this basis, the Board considers the principle that meetings of the Board should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY

11: 29042021

RECOMMENDATION 3

Cr G K Barnett moved:

That:

In accordance with Clause 3.11(c) of the Eastern Health Authority Charter the Board of Management (Board) orders that in relation to the Chief Executive Officer Performance and Remuneration Review Report, all relevant documentation and minutes arising from the report, having been considered by the Board in confidence under Clause 3.10(b) of the Eastern Health Authority Charter and Section 90 (3)(a) of the Act be kept confidential and not available for public inspection on the grounds that it involves information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer. This order is to remain in place until the Chief Executive Officer ceases employment with the Eastern Health Authority.

Seconded by Cr G Knoblauch

CARRIED UNANIMOUSLY

13: 29042021

8 CORRESPONDENCE

Nil.

9 CLOSURE OF MEETING:

The Chairperson, Cr P Cornish, declared the meeting closed at 7:46pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 5 May 2021.

Cr P Cornish

CHAIRPERSON

Meeting: Council

Title: East Waste Board Minutes 25 February 2021

Responsible Manager: Chief Executive Officer, Kiki Cristol

Author: Acting Council Secretariat, Rae Pluck

Key Focus Area 3: Transparent and accountable local tier of government that is respected for its forward thinking approaches and cross-council collaborations

Type of Report: **Information Only**

Recommendation

That Council receives and notes the East Waste Board Minutes for the meeting convened on 25 February 2021.

Summary

To provide Members with the minutes of the East Waste Board meeting convened on 25 February 2021.

Background

Walkerville is a Constituent Council of East Waste. Meetings are held in accordance with the Charter and the matters discussed are reported back to the respective five Councils via the minutes of these meetings.

The minutes of the East Waste Board meeting convened on 25 February 2021 are attached in full, for Member's information.

At this meeting Board Members considered:

- Financial Report – Budget Review Two
- Draft 2021 / 2022 Annual Plan and Budget
- Annual Plan Progress Report
- Response to 'Right to Repair' Consultation
- Confidential Report – Contract Review

Members are to note that these minutes were to be confirmed at the Board's meeting held on 29 April 2021.

Any items requiring a decision of Constituent Council's will, upon receipt from East Waste, be presented to Council for consideration.

Attachment

Attachment A	East Waste Board Minutes 25 February 2021
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**MINUTES OF THE ORDINARY BOARD MEETING OF THE
EASTERN WASTE MANAGEMENT AUTHORITY**

Held on Thursday 25 February 2021 at the Mayor's Parlour, City of Norwood Payneham & St Peters, 175 The Parade, Norwood

Meeting opened 5:37pm.

1. ACKNOWLEDGEMENT OF COUNTRY

2. PRESENT

Directors:

Mr F Bell	Independent Chairperson
Mayor H Holmes-Ross	City of Mitcham
Cr M Stock	City of Norwood, Payneham & St Peters
Cr L Green	Adelaide Hills Council
Cr R Ashby	Corporation of the Town of Walkerville
Mr S Bradley	City of Prospect

In Attendance:

Mr R Gregory	General Manager
Mr S Raymond	Manager, Corporate Services
Ms K Vandermoer	Finance & Executive Administration Officer
Mr B Kromholz	Manager, Operational Services
Mr J Jovicevic	Dean Newbery & Partners

3. APOLOGIES

Cr J Carbone	City of Burnside
Mr P Di Iulio	Campbelltown City Council

4. CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF THE MINUTES

Moved Mr Bradley that the Minutes of the Eastern Waste Management Authority Board Meeting held on 26 November 2020, be received confirmed, and adopted.

Seconded Cr Ashby

Carried

Moved Cr Green that the minutes of the meeting of the Audit & Risk Management Committee held on Wednesday 17 February 2021, first be confirmed by the Audit & Risk Management Committee at the April meeting, prior to the adoption by the Board.

Seconded Mr Bradley

Carried

6. MATTERS ARISING FROM THE MINUTES

Nil

7. QUESTIONS WITHOUT NOTICE

Nil

8. REPORTS

8.1 FINANCIAL REPORT - BUDGET REVIEW TWO

RECOMMENDATION 1

Moved Cr Ashby that the Board reaffirms adherence to the *East Waste Budget Framework Policy*, including the Financial Target of a 1-2% Return on Revenue.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 2

Moved Mr Bradley that the Board notes and accepts the net surplus of \$292,000 associated with the 2020/21 Budget Review Two.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 3

Moved Cr Green that the Board, in compliance with the East Waste Budget Framework Policy, a financial target of 1% return on revenue is applied and following application, the balance of the 2019/20 net surplus be returned to Member Councils in line with their 2019/20 Common Fleet percentages.

Seconded Mr Bradley

Carried

8.2 DRAFT 2021/22 ANNUAL PLAN & BUDGET

RECOMMENDATION

Moved Mr Bradley that the Board:

1. Endorse the East Waste 2021/22 Annual Plan, as presented in Attachment A;
2. Endorse the associated draft budget and proposed Member Council Fees;
3. Authorise the General Manager to distribute to each Member Council for review and comment, the *Draft 2021/22 Annual Plan* in Attachment A, as amended i along with the proposed fees.
4. Instructs Administration to undertake a review of the Budget Framework Policy and present to the Board prior to the end of the current financial year.

Seconded Mayor Holmes-Ross

Carried

8.3 ANNUAL PLAN PROGRESS REPORT

RECOMMENDATION

Moved Cr Green that the report be received and noted.
Seconded Mr Bradley

Carried

8.4 RESPONSE TO 'RIGHT TO REPAIR' CONSULTATION

RECOMMENDATION

Moved Br Bradley that the Board note the response, as presented in Attachment A, to *the Productivity Commission's Right to Repair Inquiry*.
Seconded Cr Ashby

Carried

9. CONFIDENTIAL REPORTS

9.1 CONTRACT REVIEW

RECOMMENDATION 1

Moved Cr Green that pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Audit & Risk Management Committee will receive, discuss and consider:

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

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Mr Bradley

Carried

RECOMMENDATION 3

Moved Cr Green that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the attachment and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Mayor Holmes-Ross

Carried

10. OTHER BUSINESS

Mr Jovicevic declared a perceived conflict of interest in the matter and left the meeting at 6:52pm.

RECOMMENDATION 1

Moved Cr Green that pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Audit & Risk Management Committee will receive, discuss and consider:

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

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Cr Ashby

Carried

RECOMMENDATION 3

Moved Cr Stock that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the attachment and discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Mayor Holmes-Ross

Mr Bradley left the meeting at 7:01pm.

11. NEXT MEETING OF THE BOARD

The next ordinary Board Meeting is scheduled to be held on:

Thursday 29 April 2021, commencing 5:30pm at the City of Norwood, Payneham & St Peters, 175 The Parade, Norwood.

12. CLOSURE OF MEETING

There being no further business the meeting closed at 7:16pm.

DATE: _____

CHAIRPERSON: _____

Meeting: Council

Title: ERA Water Board Minutes 3 May 2021

Responsible Manager: Chief Executive Officer, Kiki Cristol

Author: Acting Council Secretariat, Rae Pluck

Key Pillar: Strategic Community Plan Key Pillar 7 - A responsible and influential local government

Type of Report: **Information Only**

Recommendation

That Council receives and notes the ERA Water Board Minutes for the meeting convened on 3 May 2021.

Summary

To provide Members with the minutes of the ERA Water Board meetings convened on 3 May 2021.

Background

Walkerville is a Constituent Council of ERA Water. Meetings are held in accordance with the Charter and the matters discussed are reported back to the respective Councils via the minutes of these meetings.

The minutes of the ERA Water Board meetings convened on 3 May 2021 are attached for Member’s information.

Cr MaryLou Bishop is Councils ER Water Board Member representative.

Items considered at the meeting of 3 May2021 included:

Item Number	Title	Resolution Number
4.1	Operations Report - Verbal	ERAW73/20-21
6.1 *	Commercial Report	ERAW74/20-21

* Considered in confidence by the ERAW Board.

Members are to note that the minutes of the ERA Water Board meeting held on 3 May 2021 are to be confirmed at the Special Board meeting scheduled for 21 May 2021.

Any items requiring a decision of Constituent Council's will, upon receipt from ERA Water, be presented to Council for consideration.

Attachment

Attachment A	ERA Water Board Minutes 3 May 2021
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ERA WATER

The logo for ERA Water features the text 'ERA WATER' in a bold, sans-serif font. 'ERA' is in black and 'WATER' is in blue. Below the text is a stylized graphic of three overlapping, wavy blue lines that resemble water or a landscape feature.

MINUTES

of

ERA WATER BOARD MEETING

held at the

**COUNCIL CHAMBER
TOWN OF WALKERVILLE
66 WALKERVILLE TERRACE GILBERTON**

On

MONDAY 03 May 2021 at 9.30AM

MINUTES
03 May 2021

The meeting was declared open at 9.30am

1. ATTENDANCE RECORD

- 1.1 Present
Cr John Minney (City of Norwood, Payneham & St Peters) – Acting Chairperson
Cr Sarah Hughes (City of Burnside)
Cr MaryLou Bishop (Town of Walkerville)
- 1.2 In attendance
Wally Iasiello, General Manager
Marina Fischetti, Secretariat (Acting)
Michael Richardson, BRM Advisory
- 1.3 Apologies
Nil.

2. ADOPTION OF MINUTES

- 2.1 Minutes of ERA Water Board Meeting held on 29 March 2021

Moved Cr Bishop
Seconded: Cr Hughes

ERAW72/20-21

That the minutes from the Board meeting held on 29 March 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. DECLARATIONS OF INTEREST – Material, Actual, Perceived

Nil.

4. PRESENTATIONS

4.1 Operations Report - Verbal

Moved: Cr Hughes
Seconded: Cr Bishop

ERAW73/20-21

Michael Richardson to prepare a Capitalisation Paper by the end of May 2021 for presentation to the CEOs, Mayors & Finance Officers of all three (3) Councils collectively.

CARRIED

5. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

6. Confidential Items

6.1 Commercial Report

Recommendation (Public)

Moved: Cr Hughes
Seconded: Cr Bishop

ERAW74/20-21

Pursuant to s90(3)(d) and s90(3)(k)

Pursuant to section 90(2) of the *Local Government Act 1999* the Board orders that all members of the public, except General Manager ERA Water, Wally Iasiello, Michael Richardson, Director BRM Advisor and ERA Water Secretariat, Marina Fischetti be excluded from attendance at the meeting for Agenda Item 6.1 Commercial Report.

The Board is satisfied that, pursuant to section 90(3)(d) and 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and could confer a commercial advantage on a third party. The information supplied has been provided as part of a Board reporting of commercial negotiations.

In addition, Board has further considered that the information would on balance be contrary to the public interest because negotiations are still ongoing.

CARRIED

The time being 10.17am the meeting moved into confidence

Recommendation (Public)

Moved: Cr Bishop

Seconded: Cr Hughes

ERAW76/20-21

That Board resolves to end its confidential deliberations pursuant to section 90(2) of the *Local Government Act 1999* Council and re-admit the public.

CARRIED

The time being 10.34am the meeting moved out of confidence.

7. Information Reports

Nil.

8. OTHER BUSINESS

The time being 10.36am Cr Bishop left the meeting.

The time being 10.41am Cr Bishop returned to the meeting.

That the Special Meeting of the ERA Board be held on Friday, 21 May 2021 at 1.00pm.

That the Capitalisation Paper presentation to the Mayors, CEOs & Finance Officers of all three (3) Councils collectively be held on a date to be arranged by the General Manager in consultation with the three councils.

That the Regular Meeting of the ERA Board be held on the first Thursday morning of every second month.

9. CLOSURE

The meeting was declared closed at 10.50am

That the next meeting of the Board will be a Special meeting to be held on Friday, 21 May 2021 at 1.00pm and the next meeting of the Board will be held on Thursday, 1 July 2021 at 9.30 am at the Town of Walkerville.



Item No: 16.5
Date: 17 May 2021
Attachment: Nil.

Meeting: Council
Title: Outstanding Council Resolutions / Action Report
Responsible Manager: Chief Executive Officer, Kiki Cristol
Author: Acting Council Secretariat, Raelene Pluck
Key Pillar: Strategic Community Plan Key Pillar 7 - A responsible and influential local government
Type of Report: **Information Only**

Recommendation

That Council receives and notes the list of Council resolutions currently being processed as at 13 May 2021.

Summary

This report provides a table of Council resolutions that are currently being processed up to 13 May 2021.

Background

Monthly reports are provided to Council including a list / table of resolutions currently being actioned.

Those **greyed out** reflect resolutions that have been completed and / or no further action required.

RESOLUTIONS CURRENTLY BEING ACTIONED

DATE	RESOLUTION	ACTION	PROGRESS	DUE DATE	RESPONSIBLE OFFICER
19/08/2019	<p>14.3.1 Proposed Additional Fees and Charges</p> <p>CNC40/19-20</p> <p>That Council requests the WCAC to develop prototypes for types of appropriate plaques to be placed in the Wesleyan Cemetery and that a report be presented to Council for consideration</p>	In progress	<p>Indicative historic concept design underway in accordance with new policy provisions. These will be presented to WCAC at their next meeting for consideration.</p> <p>Following the rescheduling of the May 2021 WCAC meeting, the information pertaining to this item will be presented to Council in the June 2021 agenda.</p>	June 2021	M(PC&SP)

16/03/2020	<p>14.1.1 Strategic Property Review – 39 Smith Street Asset – deferred by Council resolution CNC268/19-20</p> <p>CNC306/19-20</p> <ol style="list-style-type: none"> 1. That Council instructs Administration to undertake an Open Expression of Interest (EOI) Tender process in line with Council’s Procurement Policy, to seek out parties who may have an interest in entering into a long –term lease over the whole or part of Certificates of Title 5651/ 912 (Fuller Street 1), 5274/ 937 (Fuller Street 2), 5796/ 887 (Fuller Street Works Depot), 5728/637 (Smith Street 1) and 5838/ 95 (Smith Street 2) for the purpose of investing in and redeveloping the site / building for the benefits of the community. 2. That Council establish an Evaluation Panel, made of three (3) Independent Audit Committee Members, subject to their acceptance, with the appropriate Administrative support, to oversee the Tender Evaluation process listed in point 1 above and provide recommendations to Council at the conclusion of the process. 3. That an Elected Member Informal Gathering be held in order to provide guidance to Administration in the development of the Evaluation Panel Terms of reference and Evaluation Matrix , prior to Council’s consideration and endorsement of same 4. Council officially advises the current Lessee of Certificates of Title 5728/637 (Smith Street 1) and 5838/95 (Smith Street 2) that the end of the lease term (viz 31 December 2020) 	<p>EOI process is underway</p> <p><i>This specific item has been superseded. Panel will now consist of five (5) members</i></p>	<p>In progress – Appointment of the EOI Evaluation Panel has been completed and finalised in accordance with CNC263/20-21 and CNC294/20-21. EOI released between 27/04/2021 and 22/06/2021.</p> <p>Completed</p> <p>Completed - held 21 April 2020 Completed – Council endorsed ToR & Matrix 20 July 2020 – CNC7/20-21</p> <p>Completed</p>	July 2021	M(PC&SP)
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	<p>Council does not propose to offer a renewal or extension of the existing lease, which does not preclude the existing Lessee from participating in the EOI Tender.</p> <p>5. That Council instructs Administration to prepare a letter to the Town of Walkerville residents outlining the process and timing that will be undertaken with respect to the EOI tender and the reasons behind its decision.</p>				
20/04/2020	<p>14.1.2 Medindie Transport & Parking Plan Community Consultation Outcome</p> <p>CNC334/19-20</p> <p>That Council:</p> <ol style="list-style-type: none"> Instructs Administration to review and report on the success of any parking restrictions recommended, 12 months post implementation. Requests Administration to review all Council roads entering onto DPTI roads, identify if there are problems and request DPTI to mark the roads with "KEEP CLEAR". 		<p>In progress</p> <p>Also refer to CNC52/20-21</p> <p>Keep Clear documentation included in April 2021 Council. Discussions underway with DIT.</p>	<p>April-2021</p> <p>June 2021</p>	<p>GM(A&I)</p>
15/06/2020	<p>14.1.1 Revocation of Community Land Classification</p> <p>CNC382/19-20</p> <ol style="list-style-type: none"> That Council directs Administration to withdraw from the Minister of Local Government its current 2020 application, which seeks to revoke the Community Land Classification 	<p>Completed</p>	<p><i>Formal letter of withdrawal sent to both the Office of</i></p>	<p>June 2021</p>	<p>M(PC&SP)</p>

	<p>from those portions of land contained within Certificates of Title 5728/637 (Smith 1) and 5838/95 (Smith 2) and the portion of land contained within Certificate of Title 5796/887 (Depot), which represent the footprint of the building located at 39 Smith Street;</p> <p>2. That following the findings of both the 2016 and 2019 Strategic Property Reviews and associated Council decisions relating to both reviews, Council endorse the proposed Revocation of the Community Land Classification from the whole of land contained within Certificates of Title 5728/637 (Smith 1) and 5838/95 (Smith 2) and the portion of land contained within Certificate of Title 5796/887 (Depot);</p> <p>3. That pursuant to s.194 of the <i>Local Government Act 1999</i>, Council directs Administration to undertake the required Community Consultation pertaining to the proposed Revocation;</p> <p>4. That following the conclusion of the Consultation, a subsequent report be submitted to Council outlining any/ all feedback received.</p> <p>5. That the public consultation period be for a period of six weeks commencing on 1 September 2020 and concluding on Friday 16 October 2020 to enable Administration to present a report to the Ordinary meeting of Council in November 2020.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p><i>Local Government and the Minister's Office 19 June 2020.</i></p> <p>Completed per Resolution CNC382/19-20</p> <p>Information report included in the 16 November 2020 agenda and again in the 18 January 2021 agenda. It is anticipated that a subsequent report will be submitted to Council pertaining to this matter mid-2021 following Statute Amendment Bill outcome (LG Act reform agenda).</p>		
17/08/2020	<p>13.2 Motion with Notice – Deputy Mayor Cr MaryLou Bishop</p> <p>CNC52/20-21</p> <p>Council instruct Administration to engage with the Department of Infrastructure and Transport to allow “keep clear” line markings to designated Department of Infrastructure and Transport roads</p>		<p>In progress</p> <p>Sites have been identified and further investigation and documentation is</p>	June 2021	GM(A&I)

	around the Township to make movement in and out of the four (4) suburbs easier.		being prepared to present to Council in April 2021 in preparation for presenting to DIT for consideration. Also refer to item CNC334/19-20		
17/08/2020	<p>14.3.3 Public Notification and Hard Lodgement Fees Under the PDI Act</p> <p>CNC61/20-21</p> <ol style="list-style-type: none"> 1. That Council request Administration to commence a procurement process for public notification signage. 2. That Council request Administration to amend the fees and charges as conferred by the powers under Regulation 47(4)(d) of the PDI (General) Regulation 2017, upon commencement of the Phase Three Planning and Design Code, to reflect that the actual cost for each notice to be erected on the land (corner sites are required to have two signs, one for each road frontage) will be borne by applicant. 3. That upon the commencement of the Phase Three Planning and Design Code, Council has determined not to waive the \$80 hard lodgement fee set out under Schedule 1, Part 2 5(b) of the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019. 		<p>Initial quote received from provider</p> <p><i>Remaining actions being assessed based on recent advice Phase Three P&D Code will go live from 19 March 2021.</i></p>	June 2021	GM(PE&RS)
17/08/2020	<p>14.3.4 Waste Advisory Group – Green Waste Diversion and Other Initiatives</p> <p>CNC62/20-21</p> <ol style="list-style-type: none"> 1. That Council request Administration write to the Local Government Association to provide their support for the 	Completed	Letter to LGA sent on 31 August 2020		GM(A&I)

	<p>Woolworths and LGA “Food for the Earth” initiative requesting that the initiative include an educational element with regard to minimising unnecessary purchases.</p> <p>2. That Council request that East Waste consider the fullness/ available capacity of the green waste bin in their next available audit.</p> <p>3. That Council request Administration undertake a survey of Walkerville households and businesses in order to investigate the behavioural drivers for green waste diversion.</p> <p>4. That Council agrees to the Waste Advisory Group recommendation to undertake a public education program to increase awareness of the type of materials that can go in the green waste bin, accessing the funds East Waste allocate through KESAB.</p> <p>5. That Council request that Administration further research and present additional intervention strategies to the next available Waste Advisory Group as it relates to:</p> <p>a. unrecovered resources and education around waste separation.</p> <p>b. comingled recycling and education including CDS and non-CS containers.</p> <p>c. organics contamination and education around waste separation.</p> <p>6. That Council direct Administration to find \$1,100 savings in the Waste Budget in order to fund a small green waste educational program for households.</p>	<p>In progress</p> <p>Completed</p> <p>In progress</p> <p>Report presented to September 2020 meeting</p> <p>In progress</p> <p>In progress</p> <p>Ongoing</p> <p>Completed</p>	<p>Report presented in the October 2020 agenda with RFID tags</p> <p>Report presented to December 2020 Council meeting</p> <p>Education plan in drafting</p> <p>Reports with initiatives presented on September meeting agenda</p> <p>Report presented to December 2020 WAG</p> <p>Savings have been made and budget line has been set up</p> <p>WAG has been suspended until 1</p>	<p>October 2020</p> <p>December 2020</p> <p>Ongoing as each waste stream is explored further</p>	
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	7. That as part of the 2021/ 2022 budget cycle Council consider installing a three bin system in the public domain specifically in the main trading streets where food is sold and the Community and Civic Centre.	Matter considered as part of the 2021/22 ABPB and NOT supported.	November 2022 CNC344/20-21	After July 2021	
21/09/2020	14.3.9 Green Waste Diversion Initiatives CNC102/20-21 1. That Council requests that Administration undertake an investigation to determine how many rateable properties do not have a green organics bin and report back to the Waste Advisory Group at the December 2020 WAG meeting, recognising that the 'investigation' will be carried out by Administration and include a survey and / or drive-by analysis. 2. That Council requests that Administration present a report to the December Waste Advisory Group meeting with a draft framework exploring the frequency of the waste collection schedule.	Results presented at December 2020 Council meeting		January 2021 December 2020	SP
19/10/2020	14.1.2 Collections Strategy 2020-2024 CNC149/20-21 1. That Council resolve to replace the Collections Policy with the Collections Strategy 2020-2024, appearing as Attachment A to this report.	Completed	Council resolved to adopt the 2020-2024 Collections Policy at the October 2020 Ordinary meeting of Council.	August 2021	C&MM

	<p>2. That Council requests that Administration undertake an audit of Council's Collection and a further report be presented to a future meeting.</p> <p>3. That Council authorise Administration to make changes of a technical or minor formatting nature to the Collections Strategy 2020-2024.</p>	Completed	Administration to organise an audit of Council's Collection in 2021.		
19/10/2020	<p>14.3.2 Draft Gilberton Traffic & Parking Plan Report</p> <p>CNC154/20-21</p> <p>1. That Council adopts the draft <i>Gilberton Local Area Traffic and Parking Plan</i> appearing as Attachment A to this report.</p> <p>2. That Council resolves to carry out the installation of 3 hour parking zones within Gilberton and Medindie as per Attachment B, supported by the proposed advertising campaign described in Attachment C.</p> <p>3. That Council directs Administration to undertake initiatives T12, T13, P3, P4, P1, P2 and P5 from Attachment A.</p>	In progress	<p>Communication plan currently being rolled out. Signage installed in March 2021</p> <p>3-hour restrictions to be implemented on 1 July 2021.</p>	30 June 2021	GM(A&I)
16/11/2020	<p>14.3.6 Benchmarking & Performance Reporting (resubmitted)</p> <p>CNC188/20-21</p> <p>1. That Council notes that the State Government is proposing to include benchmarking as part of the Local Government (Statutes Amendment) Review Bill</p> <p>2. That Council consider service level reviews as part of the 2021/ 2022 budget process and seeks a report from Administration outlining the scope of the service level reviews</p>	COMPLETED	<p>This was considered as part of the 2021/22 ABP&B process and NOT supported.</p> <p><i>This item will be removed from the list after the draft ABP&B is released for public consultation.</i></p>	June 2021	CEO

30/11/2020	<p>3.1 Walkerville Oval Redevelopment Options Report</p> <p>CNC218/20-21</p> <p>That Council resolves to proceed with the Walkerville Oval redevelopment and in so doing:</p> <p>1. Instructs Administration to proceed with detailed designs for Option 2, being a total new building cost in the order of \$8 million;</p> <p>2. Instructs Administration to submit a grant funding application as part of the State Government's Local Government Infrastructure Partnership Program, in the order of \$4 million to match the value of funds that Council will contribute;</p> <p>Finalise the Prudential Review once funding is in place and detailed designs have been undertaken;</p> <p>4. Undertake further public consultation to inform the community of Council's decision.</p>	<p>In progress</p> <p>Completed</p> <p>Yet to proceed</p> <p>Completed</p>	<p>Community informed of the outcome of the 30 November 2020. All ratepayers have been sent a letter from the Mayor, as well as being informed through the <i>Weekly Round Up</i> and social media.</p> <p>Administration in process of preparing grant submission (due 29/1/21) for the Local Government Infrastructure Partnership Program.</p> <p>Administration submitted grant on 29 January 2021 and was notified of successful application on 22 April 2021.</p> <p>First meeting of the Walkerville Oval Redevelopment Committee held on 13 April 2021.</p>	30 June 2021	CEO
21/12/2020	<p>12.1 Suburb Boundary Realignment</p> <p>CNC225/21-22</p>		Initial research into the legislative	30 June 2021	M(PC&SP) C&MM

	<p>That Administration investigate the impact to and interest of residents bounded by Lansdowne Tce, North East Rd, Ascot Avenue and the River Torrens to be designated as part of the suburb of Walkerville rather than Vale Park.</p>	In progress	<p>mechanisms has been undertaken.</p> <p>A preliminary reports appeared in the April 2021 agenda – deferred.</p> <p>A subsequent report appears in the May 2021 agenda. Community Consultation then expected to be conducted in May and June 2021.</p> <p><i>This item will be removed from the June 2021 list</i></p>		
21/12/2020	<p>12.2 Walkerville Oval Redevelopment</p> <p>CNC226/20-21</p> <p>As part of the detailed design phase for the Walkerville Oval Redevelopment, that Administration present Council with options that include but are not limited to:</p> <ul style="list-style-type: none"> • A heritage style design option for the grandstand section of the Walkerville Oval Sports Club • Access to the grandstand that allows Civic Functions • Connectivity by way of footpaths between all clubs, Memorial Gardens, carparks and road ways • Incorporates public art in accordance with Council's Public Art Strategy. 	<p>COMPLETED</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>	<p>Workshop held 22 March 2021,</p>	30 June 2021	CEO, GM(PE&RS)

21/12/2020	<p>14.2.1 Review of the Public Encroachment Policy</p> <p>CNC227/20-21</p> <ol style="list-style-type: none"> 1. That Council receives and notes the revised Public Land Encroachment Policy appearing as Attachment A to this report with the amendments to change the current statement “artificial turf is not permitted” so as to read “that as from 1 March 2021, no further artificial turf is permitted”. 2. That Council approve the release of the revised Public Land Encroachment Policy, appearing as Attachment B to this report, for public consultation for a period of 21 days commencing in January 2021 after which time the revised Policy be presented to Council for consideration. 3. That Council notes that Administration will include verge maintenance as part of the draft 2021/22 annual business plan for Councils consideration. 4. That Council notes that Administration will present a further report to Council outlining legal and governance issues pertaining to the potential removal of synthetic turf verges that currently exist in and around the township. 	<p>Completed</p> <p>Completed & Policy adopted at 15 February 2021 meeting</p> <p>Included in 2021/22 ABPB</p>	<p>Supported as part of 2021/22 budget bid process and included in 2021/22 ABPB</p> <p>Reported appears in May 2021 ordinary Council meeting.</p> <p><i>This item will be removed from the June 2021 list.</i></p>	30 June 2021	GM(A&I)
21/12/2020	<p>14.3.5 Bin Audit Report</p> <p>CNC235/20-21</p> <ol style="list-style-type: none"> 1. That Council requests that Administration investigate and develop a strategy for the implementation of an opt-in weekly green organics bin trial. 		Green Organics subsidy presented as a part of the 2021/22 Budget Bid	30 June 2021	GM(A&I) SP

	2. That Council requests that Administration review the financial feasibility of a green organics bin subsidy scheme as part of the 2021/22 draft budget process.		process but was NOT supported.		
21/12/2020	14.3.6 Green Waste Diversion – Survey Results and Education CNC237/20-21 1. That Council receive and note the consultation results of the green waste survey appearing at Attachment A. 2. That Council set aside \$3,000 for a targeted green waste education program including, updated website content as part of the budget review process. 3. That Council requests that Administration liaise with East Waste Authority to seek their assistance in research initiatives focused on educational programs for waste diversion	No further action In progress In progress		30 June 2021	GM(A&I) SP
15/02/2021	14.3.4 Walkerville Street Wander Consultation Feedback & Next Steps CNC286/20-21 1. That Council receives and notes the Walkerville Street Wander Consultation Feedback & Next Steps report; 2. That Council, noting the feedback and verbal advice outlined in this report, direct Administration to commence preliminary planning for a street party event to take place in the first quarter of 2022, so as to understand the full scope of costs and restrictions associated with running said event; 3. That following the completion of recommendation 2, a subsequent report be submitted to Council for their consideration; and		Also refer to CNC264/20-21 Project presented to elected members as part of budget workshop #2, Project was NOT supported. <i>This item will be removed from the list after the draft ABP&B is released</i>	January 2021	M(CD&E) C&MM M(PC&SP)

	<p>4. In the interim, Council supports Administration approaching local food businesses for expressions of interest in being part of the 2021 Food Fringe Festival and approves funding of registration and promotion for interested businesses up to \$3,000 in total from the community fund budget.</p>		<p><i>for public consultation.</i></p> <p>COMPLETED</p>	<p>May 2021</p>	
15/03/2021	<p>13.1 Motions with Notice - Cost of Footpaths and Associated Tree Planting – Cr J Williams</p> <p>CNC313/20-21</p> <p>That Administration provide cost-comparison estimates whenever footpaths or roads are upgraded or new footpaths or roads are built that include two cost options:</p> <ol style="list-style-type: none"> 1. <u>Includes</u> in the cost of the project the planting of trees and associated ground cover or plantings. 2. <u>Does not include</u> in the cost of the project the planting of trees and associated ground cover or plantings. <p>Consideration should also be given to protuberances and/or median strips where the road width allows.</p>	<p>COMPLETED</p>	<p>Presented costing options as a part of the ABP process</p> <p><i>This item will be removed from the list after the draft ABP&B is released for public consultation.</i></p>		<p>GM(A&I)</p>
15/03/2021	<p>14.3.4 Treasury Report – CAD Fixed Interest rate update</p> <p>CNC319/20-21</p> <ol style="list-style-type: none"> 1. That Council rescinds resolution CNC283/20-21 (15 February 2021) and in lieu thereof, resolves to convert a \$3.5m portion of its existing cash advance facility debenture CAD75 (issued by the Council under section 135 of the <i>Local Government Act 1999</i>) to a fixed rate cash advanced facility, from the Local Government Finance Authority, of up to 2.05% for a period of 5 years at the prevailing rate determined on 16 March 2021 and instructs Administration to write to the Local Government Finance Authority to inform 		<p>On going</p>		<p>GM(CS)</p>

	<p>them of Councils decision and apply a commencement date of 16 March 2021.</p> <ol style="list-style-type: none"> 2. That Council further resolves that if the rate is higher than Council's current variable rate (2.05%) on the 16 March 2021, that Administration monitor movement of the fixed rate and if the fixed rate drops under Council's variable rate (2.05%) then Administration is to proceed with converting a \$3.5m portion of its existing cash advance facility debenture CAD75 fixed for a period of 5 years. 3. That Administration provide further update reports as part of the monthly financial reports to Council, as required in relation to this matter. 4. That Council acknowledges that the total debt ceiling approved during the 2020/21 Annual Business Plan will remain unchanged. 				
15/03/2021	<p>14.3.5 Walkerville RSL – Memorandum of Understanding (MOA)</p> <p>CNC320/20-21</p> <ol style="list-style-type: none"> 1. That Council receives and notes the Walkerville RSL - Memorandum of Understanding (MOU) report. 2. That Council increase the Walkerville RSL sponsorship from \$10,000 to \$13,000 per annum, effective from 2021/2022 financial year, in order to assist with the costs associated with holding community events on Remembrance Day and ANZAC Day. 3. That Council, following the endorsement of this report, direct Administration to amend section 4.1.2.2 of the MOU (Attachment A) to reflect the change in budget 		<p>COMPLETED</p> <p><i>This item will be removed from the May 2021 list</i></p>	<p>APRIL 2021</p>	<p>CEO M(CD&E)</p>

		allocation and that the CEO be authorised to update and sign the MOU as required.			
15/03/2021	14.4.1	<p>ERA Water Budget Review Two 2020/2021 & Cash Flow Forecast</p> <p>CNC322/20-21</p> <ol style="list-style-type: none"> 1. That Council approves the ERA Water Budget Review Two & Cash Flow Forecast Report for 2020/2021 as detailed in Attachment A to this report. 2. That Administration writes to ERA Water advising of Council's decision. 3. That Council requests that Administration undertake a scenario analysis using ERA Water LTFP scenarios as a basis and how that directly impacts the Town of Walkerville LTFP during the 2021/2022 Annual Business Plan and Budget Process. 4. That Council request ERA Water to reconsider the price of water supplied to constituent Councils as originally budgeted. 5. That Council consider including the budgeted results of subsidiaries as part of the ABP&B and LTFP process. 		<p>COMPLETED</p> <p>COMPLETED</p> <p>To be presented as part of Budget Workshop 3</p> <p>COMPLETED</p> <p>To be presented as part of Budget Workshop 3</p>	GM(CS)
19/4/2021	14.1.1	Preliminary Suburban Boundary Realignment and Renaming Proposal		A subsequent report appears in the May 2021 agenda.	CEO / MPC&SP

		CNC333/20-21 That the item be deferred until indicative costings have been identified and further consultation with the Department of Education has been completed.	COMPLETED	<i>This item will be removed from the June 2021 Agenda.</i>		
19/04/2021	14.2.1	Draft Assessment Panel and Assessment Manager Reporting Policies CNC334/20-21 1. That Council release the Draft Assessment Panel Reporting Policy, appearing as Attachment A, for public consultation. 2. That Council release the Draft Assessment Manager Reporting Policy, appearing as Attachment B, for public consultation		Consultation in progress. Feedback to be presented to Council at the June 2021 Ordinary Meeting.	June 2021	GMPE&RS / SP
19/04/2021	14.2.2	Review of Council's Development Enforcement and Compliance Policy CNC335/20-21 That Council release the Draft Development Compliance and Enforcement Policy, appearing as Attachment C, for public consultation.		Consultation in progress. Feedback to be presented to Council at the June 2021 Ordinary Meeting.	June 2021	GMPE&RS
19/04/2021	14.2.3	Mobile Food Vendor Policy CNC336/20-21 1. That Council endorse 'in principle' the draft Mobile Food Vendor Policy report, appearing as		Consultation in progress. Feedback to be presented to Council at the June 2021 Ordinary Meeting.	June 2021	GMPE&RS / MPC&SP

		<p>Attachment A to this report and release the draft policy for public consultation.</p> <ol style="list-style-type: none"> 2. That Council authorise Administration to make any changes to the draft Mobile Food Vendor Policy of a minor technical or formatting nature prior to releasing the policy for public consultation. 3. That the Policy be reviewed within the first 12 months of a new Council term. 				
19/04/2021	14.3.1	<p>KEEP CLEAR Pavement Marking and Medindie Transport and Parking Plan Implementation Update</p> <p>CNC339/20-21</p> <ol style="list-style-type: none"> 1. That Council requests that Administration formally approach the Department of Infrastructure and Transport in order to seek approval and installation of the KEEP CLEAR Pavement Markings at Dutton Tce / Northcote Tce (northbound and southbound) and Robe Tce Access / Robe Tce (R1)(eastbound). 2. That Council requests that Administration undertake further investigations for the KEEP CLEAR Pavement Markings at the Gilbert St / Walkerville Tce (eastbound) intersection and at Dutton Tce / Main North Road (westbound). 3. That Council receives and notes the update 12 months on from the implementation of the Medindie Transport and Parking Plan. 			June 2021	GMA&I
19/04/2021	14.3.4	<p>Community Fund Application – John Rolls</p> <p>CNC342/20-21</p>		COMPLETED	May 2021	MCD&E

		<ol style="list-style-type: none"> 1. That Council allocates the following funds to the Community Fund applicant from the 2020/2021 Community Fund budget: <ol style="list-style-type: none"> a. John Rolls – (\$210) 2. That Administration write to the applicant for the Community Fund grant and advises them of the Council's resolution and in so doing highlights that all plant purchases are to approved and be from an approved supplier as determined by the Group Manager Asset & Infrastructure and planted under the supervision of the Group Manager Asset & Infrastructure (or as delegated). 3. That the successful applicant is invited to attend the Ordinary Meeting of Council to be held on 17 May 2021, to formally receive the funds from Her Worship Mayor Fricker at the beginning of the Council Meeting (dependent on COVID restrictions). 		<i>This item will be removed from the June 2021 list</i>		
19/04/2021	14.3.5	<p>Community Fund Application – Ella Copeland</p> <p>CNC343/20-21</p> <ol style="list-style-type: none"> 1. That Council allocates the following funds to the Community Fund applicant from the 2020/2021 Community Fund budget: <ol style="list-style-type: none"> a. Ella Copeland – (\$150) 2. That Administration writes to the applicant for the Community Fund and advises them of the Council resolution. 		COMPLETED <i>This item will be removed from the June 2021 list</i>	May 2021	MCD&E

		3. That the successful applicant is invited to attend the Ordinary Meeting of Council to be held on 17 May 2021, to formally receive the funds from Her Worship Mayor Fricker at the beginning of the Council Meeting (dependent on COVID restrictions).				
19/04/2021	14.3.6	<p>Proposal to disband Waste Advisory Group</p> <p>CNC344/20-21</p> <p>That Council resolves to suspend the Waste Advisory Group until 1 November 2022.</p>		NO FURTHER ACTION UNTIL November 2022 ordinary meeting of Council	November 2022	CEO

CONFIDENTIAL ITEMS – CURRENTLY BEING ACTIONED

Date	Agenda Item / Title / Resolution Number	Progress	Council Report
	NIL CURRENTLY		



**Government
of South Australia**

Deputy Premier

Attorney-General

**Minister for Planning
and Local Government**

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Tel 08 8207 1723
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The Hon Vickie Chapman MP

21MPL1426

22 April 2021

Mayor Elizabeth Fricker
Town of Walkerville

By email: efricker@walkerville.sa.gov.au

Dear Mayor Fricker

I write to advise that pursuant to section 73(2)(b)(vii) of the *Planning, Development and Infrastructure Act 2016* (the Act), I have considered the advice of the State Planning Commission and approved the initiation of the Scotty's Corner Code Amendment.

The initiation approval is on the basis that YS Super Investments Pty Ltd will be the Designated Entity pursuant to section 73(4) of the Act, responsible for undertaking the Code Amendment process.

The approval is also subject to the following conditions:

- The scope of the proposed Code Amendment does not include the creation of new planning rules, and is limited to the spatial application of zones, subzones, overlays, or technical and numerical variations provided for under the published Planning and Design Code (on the date the Amendment is released for consultation).
- The Code Amendment is prepared by a person with qualifications and experience that is equivalent to an Accredited Professional – Planning Level 1 under the Act.

In addition, the Commission has specified under section 73(6)(e) of the Act that the Designated Entity must consult with the following stakeholders:

- City of Prospect (as the affected area adjoins that Council's boundaries)
- Department for Infrastructure and Transport
- Environment Protection Authority
- Utility providers including SA Power Networks, ElectraNet Pty Ltd, APA Group, SA Water, EPIC Energy, NBN and other telecommunications providers
- State Members of Parliament for the electorates in which the proposed Code Amendment applies.

The Commission has, under section 73(6)(f) of the Act, resolved not to specify further investigations or information requirements in addition to that outlined in the Proposal

to Initiate. However, further investigations may be required in response to feedback or advice received through the engagement process.

Notes

1. In accordance with sections 44(6) & 73(6)(d) of the Act, consultation in writing must be undertaken with:
 - The Town of Walkerville
 - Owners or occupiers of the land and adjacent land in accordance with Regulation 20 of the Planning, Development and Infrastructure (General) Regulations 2017.
2. Engagement must meet the Community Engagement Charter.

I will make a determination on whether to approve the proposed amendments at the completion of the Code Amendment process.

Please contact Ms Nadia Gencarelli, A/Team Leader, Code Amendments from the Planning and Land Use Services Division of the Attorney-General's Department on 7109 7036 if you would like to discuss further.

Yours sincerely

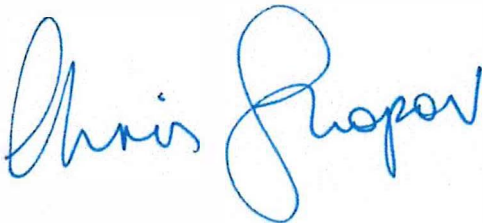


VICKIE CHAPMAN MP
DEPUTY PREMIER
MINISTER FOR PLANNING AND LOCAL GOVERNMENT

PROPOSAL TO AMEND THE PLANNING AND DESIGN CODE

“Scotty’s Corner” Code Amendment

By the YS Super Investments Pty Ltd



Chris Cooper

YS Super Investments Pty Ltd

Date: 23 February 2021

This proposal to initiate document together with conditions specified by the Minister forms the basis for the preparation of a proposed amendment to the Planning and Design Code for the purpose of section 73(2)(b) of the *Planning, Development and Infrastructure Act 2016*.



MINISTER FOR PLANNING AND LOCAL GOVERNMENT

DATE:

22/4/21

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APPENDICES

<i>APPENDIX 1.</i>	<i>CERTIFICATE OF TITLES (7)</i>
<i>APPENDIX 2.</i>	<i>CONCEPT PLANS</i>
<i>APPENDIX 3.</i>	<i>AREA AFFECTED (DRAFT PDC ZONE)</i>
<i>APPENDIX 4.</i>	<i>PROPOSED ZONE</i>
<i>APPENDIX 5.</i>	<i>INVESTIGATIONS UNDERTAKEN TO DATE</i>
<i>APPENDIX 6.</i>	<i>CORRESPONDENCE FROM TOWN OF WALKERVILLE</i>

1. INTRODUCTION

Pursuant to section 73(2)(b) of the *Planning, Development and Infrastructure Act 2016* (the Act) YS Super Investments Pty Ltd is proposing a Code Amendment in relation to land located at 1-5 Nottage Terrace, Medindie and 43 Main North Road, Medindie – more particularly described as Allotment 98 on Certificate of Title 4059/471, Allotment 99 on Certificate of Title 4059/472, Allotment 8 on Certificate of Title 4071/378, Allotment 15 on Certificate of Title 4120/868, Allotment 7 on Certificate of Title 4003/468, Allotment 3 on Certificate of Title 4173/283 and Allotment 2 on Certificate of Title 4173/282 (together called 'the land').

The proponent is the registered proprietor of the land, as confirmed in the appended Certificate of Titles (**Appendix 1**).

This proposal details the scope, relevant strategic and policy considerations, nature of investigation to be carried out and the timeframes to be followed in preparing the Amendment.

The purpose of this proposal to initiate is to seek the Minister for Planning's (the Minister's) agreement to commence a Code Amendment. It is understood that the Minister may also specify conditions on approving this initiation.

1.1 Designated Entity for Preparing the Code Amendment (Private Proponent)

YS Super Investments Pty Ltd requests that pursuant to section 73(4)(a) it be the designated entity responsible for conducting the Code Amendment process.

The person who will retain full control over the Code Amendment process and decision making responsibilities in accordance with the Act and receive all official documents relating to this Code Amendment is:

Chris Vounasis

Managing Director - Future Urban

0447 029 088

chris@futureurban.com.au

This person has a planning qualification Bachelor or Regional and Urban Planning (Hons) and significant experience of approximately 18 years, in the areas of planning policy preparation and land use investigations. Chris has undertaken engagement activities for private developers over the last 10 years. Chris will be assisted by others within the Future Urban team who have IAP2 accreditation.

It is understood however, the Minister may decide that the Chief Executive of the Attorney General's Department prepare the Code Amendment. The proponent is willing to pay for the reasonable costs associated with this.

1.2 Rationale for Amendment

YS Super Investments Pty Ltd has a vision to redevelop the overall site with a medium scale mixed use development including townhouses, apartments (including short term accommodation such as serviced apartments or motel) and ground level non-residential land uses as indicated in **Appendix 2**. Key elements of the concept include:

- two-storey townhouses could be developed along the existing residential interface;
- ground level non-residential development up to 2,800 square metres could provide an active edge along the majority of the frontage(s);

- sufficient space would be made available at ground level to support the demands of the non-residential land use;
- basement car parking could support apartments contained within an overall building height of 6 to 7 levels towards the intersection;
- a maximum building height of 6 to 7 levels is capable of being contained within a 30 degree angle when measured 3 metres above ground level from the Established Neighbourhood Zone boundary; and
- an appropriate access arrangement could be adopted that accommodates future road widening and intersection upgrades.

We note that the site offers significant potential for a medium density mixed use development on the basis of:

- close proximity to an arterial road and public transport infrastructure;
- close proximity to the Adelaide CBD;
- its location adjacent to the Established Neighbourhood, Suburban Business and Urban Corridor (Business) Zone which complements aspects of the mixed use and residential elements of the proposed development.

The amalgamated subject site comprises an area of 6,300 square metres located on the southern side of the signalised intersection of Nottage Terrace and Main North Road. The Draft Planning and Design Code (Phase 3) identifies the central portion of the combined land holding (comprising of four allotments), accommodating Scotty's Motel and two allotments to the west as being located within the Suburban Business Zone. The eastern three allotments, with frontage to Nottage Terrace, containing two detached dwellings is identified as being located within the Established Neighbourhood Zone.

Appendix 3 shows the subject land and the draft PDC Zones.

2. SCOPE OF CODE AMENDMENT

2.1 Affected Area

The proposal seeks to amend the Code for the area which comprises 7 adjacent legal allotments identified as;

- Allotment 98, Filed Plan 137049;
- Allotment 99, Filed Plan 137050;
- Allotment 8, Filed Plan 100750;
- Allotment 15, Filed Plan 10075;
- Allotment 7, Filed Plan 137058;
- Allotment 3, Filed Plan 126001;
- Allotment 2, Filed Plan 126000.

The land is located within the suburb of Medindie, Hundred of Yatala, which is within the Town of Walkerville.

The land presently accommodates vacant land to the western portion, Scotty's Motel to the central portion and two detached dwellings to the eastern portion.

Refer to **Appendix 3** for a location map, which includes the zoning identified by mapping released as part of the Phase 3 consultation (November 2020).

2.2 Scope of Proposed Amendments

The scope of the proposed amendments is summarised below.

Draft Planning & Design Code (Phase 3) Policy	<p><u>Allotments 8, 15, 99 and 98:</u></p> <p>Suburban Business Zone</p> <ul style="list-style-type: none">• Maximum Building Height (Levels) (Maximum building height is 3 levels)• Aircraft Noise Exposure (ANEF 20) Overlay• Airport Building Heights (Regulated) (All structures over 45 metres) Overlay• Advertising Near Signalised Intersections Overlay• Future Road Widening Overlay• Hazards (Flooding General) Overlay• Major Urban Transport Routes (Overlay)• Prescribed Wells Area (Overlay)• Regulated Trees (Overlay)
--	--

	<ul style="list-style-type: none"> • Traffic Generating Development (Overlay) <p><u>Allotments 7, 2 and 3:</u></p> <p>Established Neighbourhood Zone</p> <ul style="list-style-type: none"> • Aircraft Noise Exposure (ANEF 20) • Airport Building Heights (Regulated) (All structures over 45 metres) • Advertising Near Signalised Intersections • Future Road Widening • Historic Area (Walk2) • Hazards (Flooding General) • Major Urban Transport Routes • Prescribed Wells Area • Regulated Trees • Stormwater Management • Traffic Generating Development • Urban Tree Canopy
Amendment Outline	<p>The overall intent of the amendment is to enable a medium density mixed use development of residential and a portion of commercial/retail, including increased building heights up to 7 levels. This will necessitate the land being rezoned from Suburban Business and Established Neighbourhood to Urban Corridor (Business) which exists on the opposite side of Main North Road.</p>

**Intended Policy /
Amendment Outline**

- Rezone to Urban Corridor (Business) Zone, as shown on plan included as **Appendix 3**.
- TNVs in regard to the Urban Corridor (Business) Zone will be reviewed with the intention to propose the Significant Development Sites provision for the portion interfacing to the signalised intersection to increase the maximum building height.

It would be appropriate for the whole of the subject site to be rezoned Urban Corridor, in accordance with the current and proposed zoning located on the opposite side of the intersection of Main North Road and Nottage Terrace. Potential would exist to extend such a zone further south down Main North Road to the intersection of Tennyson Street.

In terms of the merit of this proposal, neither the subject land nor any property in the immediate locality is registered as a state or local heritage place.

The subject site has sufficient depth to ensure that an economic development could be accommodated on the land whilst respecting the interface with established dwellings, noting the setback and height policies otherwise contained in the draft Planning and Design Code.

3. STRATEGIC ALIGNMENT AND INVESTIGATIONS

Proposed Code Amendments occur within a state, regional and local strategic setting and are grouped as follows:

- Strategic Planning Policies (SPPs);
- Regional Plans; and
- Other relevant strategic documents.

3.1 Alignment of Investigations to State Planning Policies

The State Planning Policies (SPPs) set out the State's overarching goals and requirements for the planning system. Pursuant to section 66(3)(f) of the Act, the Code must comply with any principle prescribed by a SPP.

This proposal should be initiated because it seeks to implement the following SPPs:

Relevant State Planning Policies (SPPs)	How this proposed Code Amendment is aimed at achieving these SPPs	How can this be measured in the Code Amendment
<p>State Planning Policy 1 – Integrated Planning</p> <p><i>1.1 An adequate supply of land (well serviced by infrastructure) is available that can accommodate housing and employment growth over the relevant forecast period.</i></p> <p><i>1.3 Plan growth in areas of the state that is connected to and integrated with, existing and proposed public transport routes, infrastructure, services and employment lands.</i></p> <p><i>1.7 Regenerate neighbourhoods to improve the quality and diversity of housing in appropriate locations supported by infrastructure, services and facilities.</i></p> <p><i>1.8 Mixed-use development around activity centres, public transport nodes and strategic transit corridors to encourage greater use of active transport options such as walking, cycling and public transport.</i></p>	<p>The proposed mixed use, medium density development is to accommodate for housing choice through incorporating a range of dwelling types due to varied densities.</p> <p>The incorporation of commercial/retail uses to the lower levels fronting the signalised intersection will promote employment growth.</p> <p>The subject land is directly adjacent an arterial road, Main North Road providing a direct route to the Adelaide CBD through North Adelaide.</p> <p>The site is in close proximity to bus stops on Main North Road the north and south-west of the development to encourage greater use of public transport.</p>	<p>Analysis of supply and demand for residential allotments, including dwelling types for the development's locality.</p> <p>Transport and service infrastructure assessment to verify capacity of the subject land for more intensive development.</p>

<p>State Planning Policy 2 – Design Quality</p> <p><i>2.1 Promote best practice in the design of buildings, places and the public realm by applying the principles of Good Design.</i></p> <p><i>2.10 Facilitate development that positively contributes to the public realm by providing active interfaces with streets and public open spaces.</i></p> <p><i>2.11 Manage the interface between modern built form of different scales with more traditional dwelling forms, including through the management of streetscape character, access to natural light, visual and acoustic privacy, massing and proportions.</i></p> <p><i>2.12 Create design solutions for infill development that improves the relationship between buildings and public spaces, and the interface with neighbours.</i></p>	<p>The subject land has interfaces with both the Established Residential Zone to the east and south as well as with the main road and signalised intersection. The development vision proposed to manage the interface through tiered and scaled built form including considered setbacks to allow for access to natural light as well as visual and acoustic privacy.</p> <p>The subject land’s site area has the flexibility of design options to satisfy the expectations of the Draft Planning and Design Code (Phase 3).</p> <p>The policies in the Urban Corridor Zone in the Draft Planning and Design Code (Phase 3) provide direction in respect to interface management.</p>	
<p>State Planning Policy 6 – Housing Supply and Diversity</p> <p><i>6.1 A well-designed, diverse and affordable housing supply that responds to population growth and projections and the evolving demographic, social, cultural and lifestyle needs of our current and future communities.</i></p>	<p>The subject land is located in close proximity to existing facilities including retail, commercial, hospitality and schools which are all accessible through public transport bus routes in walking distance to the subject site.</p> <p>The varied levels and medium density of the development allows for the opportunity to meet the affordable housing criteria of a minimum of 15%.</p>	

<p><i>6.3 Develop healthy neighbourhoods that include diverse housing options; enable access to local shops, community facilities and infrastructure; promote active travel and public transport use; and provide quality open space, recreation and sporting facilities.</i></p> <p><i>6.5 Locate higher density residential and mixed-use development in strategic centres and transport corridor catchments to achieve the densities required to support the economic viability of these locations and the public transport services.</i></p> <p><i>6.8 Ensure a minimum of 15% of new housing in all significant developments that meets the criteria for affordable housing.</i></p>		
<p>State Planning Policy 9 – Employment Lands</p> <p><i>9.2 Enable opportunities for employment and encourage development of underutilised lands connected to, and integrated with, housing, infrastructure, transport and essential services.</i></p>	<p>The land is well suited to accommodate mixed use development, including small scale commercial development at ground floor level.</p>	
<p>State Planning Policy 11 – Strategic Transport Infrastructure</p> <p><i>11.2 Development that maximises the use of current and planned investment in transport infrastructure, corridors, nodes and services.</i></p>	<p>More intensive development of the subject land will utilise the current investment in transport infrastructure services. The land is capable of accommodating future road widening should it be required.</p>	

In addition, the table below outlines what SPP principles are relevant to the proposed Amendment and the investigations that will be undertaken, or have been undertaken, to ensure the issue has been addressed and is consistent with the SPPs.

Relevant State Planning Policies	Further explain the issue, particularly where the issue may significantly influence the proposal's consideration	Investigation to be/has been undertaken
State Planning Policy 16: Emissions and Hazardous Activities	Proximity to the signalised intersection, including the arterial road will mean that an acoustic assessment will be required.	<p>The proposed investigations will include:</p> <ul style="list-style-type: none"> • Environmental Noise Assessment • Preliminary Site Investigation (PSI)

3.2 Consideration of Regional Plans

As with the SPPs the directions set out in Regional Plans provide the long term vision and set the spatial patterns for future development in a region and include consideration of land use integrations, transport, infrastructure and the public realm.

The 30 Year Plan for Greater Adelaide – 2017 Update is the volume of the Planning Strategy which is relevant for this Code Amendment.

Relevant Regional Plan and priorities identified	How will this proposed Code Amendment achieve the priorities identified in the relevant Regional Plan
<p>Transit Corridors, Growth Areas and Activity Centres</p> <p><i>P1. Deliver a more compact urban form by locating the majority of Greater Adelaide's urban growth within existing built-up areas by increasing density at strategic locations close to public transport.</i></p> <p><i>P2. Increase residential and mixed use development in the walking catchment of:</i></p> <ul style="list-style-type: none"> • <i>strategic activity centres*</i> • <i>appropriate transit corridors</i> • <i>strategic railway stations.</i> <p><i>P5. Encourage medium rise development along key transport corridors, within activity centres and in urban renewal areas that support public transport use.</i></p>	<p>The subject land is presently underutilized, being developed at a low intensity and scale. An Urban Corridor Zone will assist in the delivery of a more compact urban form in a location well served by public transport.</p>

<p>Design Quality</p> <p><i>P26. Develop and promote a distinctive and innovative range of building typologies for residential housing which responds to metropolitan Adelaide’s changing housing needs, reflects its character and climate, and provides a diversity of price points.</i></p> <p><i>P29. Encourage development that positively contributes to the public realm by ensuring compatibility with its surrounding context and provides active interfaces with streets and public open spaces.</i></p> <p><i>P32. Encourage higher density housing to include plantable space for trees and other vegetation where possible.</i></p>	<p>The proposed Code Amendment seeks to introduce an appropriate Zone, Urban Corridor (Business), which will facilitate a diverse and distinctive range of a higher density mixed use development which will encourage the establishment of managed and appropriate interfaces to its surrounding context.</p> <p>Future development would need to respond to existing General Development Policies in the Draft Planning and Design Code including;</p> <ul style="list-style-type: none"> • Design in Urban Areas • Design • Interface between Land Uses • Transport, Access and Parking
<p>Housing mix, Affordability and Competitiveness</p> <p><i>P36. Increase housing supply near jobs, services and public transport to improve affordability and provide opportunities for people to reduce their transport costs.</i></p> <p><i>P42. Provide for the integration of affordable housing with other housing to help build social capital.</i></p> <p><i>P43. Increase the supply of affordable housing through the provision of 15 per cent affordable housing in all new significant developments. These developments include surplus and residential government land projects; declared major developments and projects; and rezoned land that increases dwelling yield (including all new growth areas).</i></p> <p><i>P45. Promote affordable housing in well located areas close to public transport and which offers a housing mix (type and tenure) and quality built form that is well integrated into the community.</i></p>	<p>It is proposed that the Code Amendment will introduce an appropriate Zone, Urban Corridor (Business), or similar, aimed at facilitating a range of residential accommodation. It is further anticipated that the zone will be sufficiently flexible to enable the ultimate developer to deliver a variety of dwelling typologies in a medium density form which will respond to market preference and choice in this location.</p> <p>An increase in the supply of suitably zoned land will increase competition in close proximity to the Adelaide CBD further facilitating the provision of affordable housing.</p>

<p>The economy and jobs</p> <p><i>P56. Ensure there are suitable land supplies for the retail, commercial and industrial sectors.</i></p>	<p>The desired outcome as outlined in the proposed Urban Corridor Zone for the subject land, is the incorporation of medium rise mixed use with a strong focus on employment to accommodate a diverse range of land uses, with medium density residential orientated towards a primary road corridor.</p>
<p>Transport</p> <p><i>P76. Improve the amenity and safety of public transport stops, stations and interchanges by improving their connections to adjacent development and encouraging mixed-use development and housing diversity in close proximity.</i></p>	<p>The subject land is in close proximity to existing public transport stops.</p>

3.3 Consideration of other Relevant Documents

Additional documents may relate to the broader land use intent within the scope of this proposed Code Amendment and/or directly to the area affected and therefore are identified for consideration in the preparation of the Code Amendment.

The following table identifies other documents relevant to this proposed initiation:

Documents	How this proposed Code Amendment will be informed by content in the relevant document
<p>Town of Walkerville: a strategic community plan (2020-2024)</p>	<p>The Code Amendment will be informed by the key objectives in creating a liveable, connected place based on the following key pillars:</p> <ul style="list-style-type: none"> • Mobility and Movement – through incorporating safe and interconnected networks of cycle/walking paths to link key destinations through public transport and road infrastructure; • Create the means to enable economic diversity and encourage business opportunities – through supporting and encouraging business growth through providing a mixed use development with opportunities of commercial and/or retail tenancies.

3.4 Infrastructure Provision

The following investigations have been undertaken in regard to infrastructure provision for this Code Amendment:

- Transport; and
- Soil sampling

Refer to **Attachment 4** for a copy of these investigations.

Further investigations are planned to be undertaken on the following matters:

- Infrastructure;
- Stormwater;
- Environmental Noise;
- Preliminary Site Investigation; and
- Interface Between Land Uses.

The primary infrastructure related investigations relate to service infrastructure and transport.

The balance of the proposed investigations are more environmental in nature, including site history and acoustics.

4. THE CODE AMENDMENT PROCESS

4.1 Engagement to Date

In accordance with Practice Direction 2, the Town of Walkerville has been consulted on this proposal.

In summary the following issues were raised in a meeting with Council staff:

- *Given the evolution of this zone since the previous round of consultation, we question whether the Suburban Business Zone was the best fit for the Mixed Use Zone as a whole or whether one of the Urban Corridor Zones might have been a better fit.*
- *Notwithstanding the above, Council welcomes the removal of the reference to Medium Rise developments in the form of three to six storeys, which was one of our concerns raised about the Suburban Business and Innovation Zone back in February.*
- *It can be argued that by virtue of DO 2 and PO 3.1 that taller buildings could still be constructed towards the centre of the zone. This flexibility is not necessarily opposed, but should be controlled relative to site area.*
- *Smaller sites should not be permitted to push the height limits in an uncontrolled manner but instead should be encouraged to amalgamate with other adjoining sites through the introduction of limited height bonuses.*
- *We respectfully request that the 30 degree plane test (as measured from 3m on the boundary) be introduced for all boundaries shared with a Neighbourhood Zone.*
- *Council further seeks more robust policies that prevent podium parking along the street frontage and that ensures that any podium developments are of a human scale, contain active uses and designed to take design cues from the existing streetscape.*
- *Similar to the Local Activity Centre Zone and the Suburban Activity Centre Zone, we respectfully request that the procedural matters be amended to ensure that any new developments on the border of the zone with a Neighbourhood Zone is subject to public notification in a fair and reasonable manner.*

Refer to **Attachment 6** for email correspondence from Council in respect to the above.

4.2 Code Amendment Process

The Code Amendment process will occur in accordance with the Community Engagement Charter and Practice Direction 2 – Consultation on the Preparation or Amendment of a Designated Instrument.

Kyla Gaskin, on behalf YS Super Investments Pty Ltd will prepare an Engagement Plan prior to the commencement of engagement. This Engagement Plan will be considered by the State Planning Commission, together with the Section 73 Engagement Report, during the final stages of the amendment process. It is expected that the Town of Walkerville will be consulted in the preparation of the Engagement Plan to ensure a co-ordinated approach to stakeholder management is agreed.

The Engagement Plan will include the following:

- demonstration of how the Plan meets the principles and performance outcomes of the Charter;
- describes the persons or bodies to be consulted;
- outlines any relevant previous engagement undertaken to inform the proposal; and
- describes the evaluation framework for the engagement.

It is anticipated the following persons and agencies (at minimum), would be consulted during the Code Amendment process:

- Town of Walkerville;

- Relevant Government agencies/departments; and
- Landowners within and adjacent to the area to be rezoned.

4.3 Timetable

YS Super Investments Pty Ltd is committed to achieve the timeframes outlined in the timetable below, which it believes to be reasonable timeframes to complete each step. If a timeframe is exceeded, an amended timetable with an explanation of the delay will be provided to the Attorney-General's Department to agree to an extension of time.

CODE AMENDMENTS TIMETABLE		
Steps	Responsibility	Timeframes
Approval of the initiation proposal		
Assessment, and preparation of advice to Commission or delegate. Timeframe will be put on hold if further information is required.	AGD	4 weeks (<i>includes lodgment and allocation + referral to Government Agencies within the first week</i>)
Referral to Government Agencies for comment (where necessary).		
Consideration of Advice.	Commission (Delegate)	2 weeks (<i>includes 1 week to process through Minister's office</i>)
	Full Commission	+ 3 weeks
Proposal to initiate agreed to by the Minister.	Minister	2 weeks
Preparation of the Code Amendment		
Engagement Plan prepared. Investigations conducted, Code Amendment Report prepared. The drafting instructions and draft mapping provided to the AGD.	YS Super Investments Pty Ltd	2 weeks

The AGD prepares Amendment instructions and mapping and provides to Council for consultation purposes.	AGD	1 week
Preparation of materials for consultation.	YS Super Investments Pty Ltd	2 weeks
Engagement on the Code Amendment		
Code Amendment Report released for public consultation in accordance with the Community Engagement Charter and the prepared Community Engagement Plan .	YS Super Investments Pty Ltd	TBA
Consideration of Engagement and Finalisation of Amendments		
Submissions summarised, amended drafting instructions provided, Engagement Report prepared and lodged with AGD.	YS Super Investments Pty Ltd	2 weeks
Assess the Amendment and engagement. Prepare report to the Commission or delegate. <i>(Timeframe will be put on hold if further information is required, or if there are unresolved issues)</i>	AGD	4 weeks
Consideration of advice.	Commission (Delegate)	2 weeks <i>(includes 1 week to process through Minister's office)</i>
	Full Commission	+ 3 weeks
Decision Process		
Minister considers the Code Amendment Report and the Engagement Report and makes decision.	Minister	3 weeks
Implementing the Amendment (operation of the Code Amendment)		
Go live / Publish on the PlanSA portal.	AGD	2-4 weeks

Parliamentary Scrutiny

Referral of approved **Code Amendment** to ERDC.

AGD

8 weeks

APPENDIX 1. CERTIFICATE OF TITLES (7)

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5106 Folio 255

Parent Title(s) CT 4071/378
Creating Dealing(s) CONVERTED TITLE
Title Issued 02/02/1993 Edition 6 Edition Issued 15/06/2017

Estate Type

FEE SIMPLE

Registered Proprietor

YS SUPER INVESTMENTS PTY. LTD. (ACN: 131 977 976)
OF L 1 300 RUNDLE STREET ADELAIDE SA 5000

Description of Land

ALLOTMENT 8 FILED PLAN 100750
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

TOGETHER WITH FREE AND UNRESTRICTED RIGHT(S) OF WAY OVER THE LAND MARKED A

Schedule of Dealings

NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5106 Folio 256

Parent Title(s) CT 4120/868
Creating Dealing(s) CONVERTED TITLE
Title Issued 02/02/1993 Edition 6 Edition Issued 15/06/2017

Estate Type

FEE SIMPLE

Registered Proprietor

YS SUPER INVESTMENTS PTY. LTD. (ACN: 131 977 976)
OF L 1 300 RUNDLE STREET ADELAIDE SA 5000

Description of Land

ALLOTMENT 15 FILED PLAN 100755
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

NIL

Schedule of Dealings

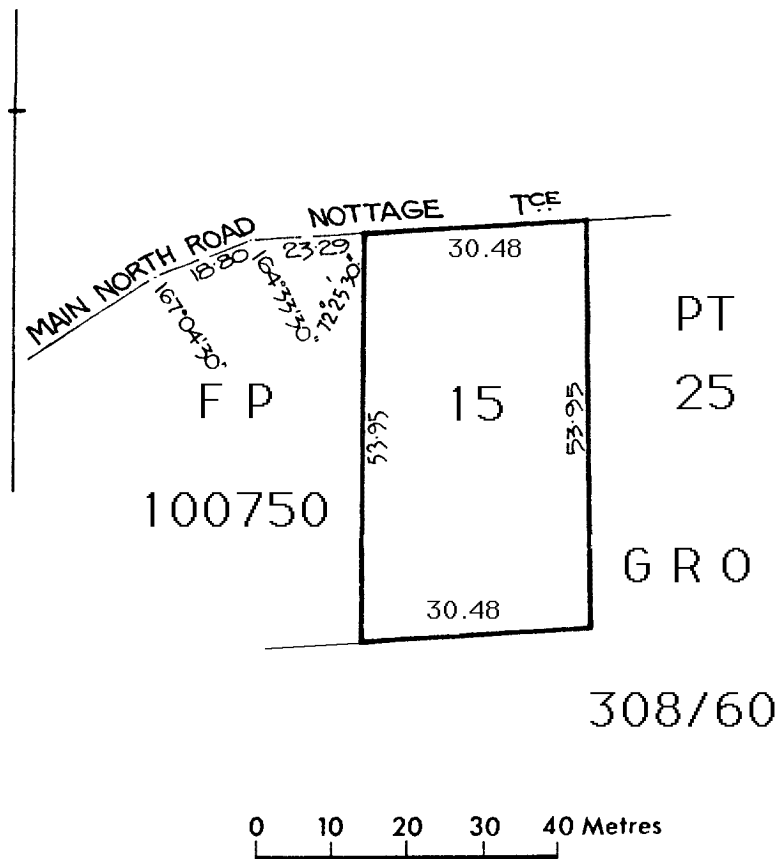
NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

This plan is scanned from Certificate of Title 4120/868

LAST PLAN REF: GRO 308/60



Note: Subject to all lawfully existing plans of division

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5798 Folio 222

Parent Title(s) CT 4003/468
Creating Dealing(s) CONVERTED TITLE
Title Issued 15/08/2000 Edition 4 Edition Issued 07/10/2010

Estate Type

FEE SIMPLE

Registered Proprietor

YANKA SHOPOV
OF 1 NOTTAGE TERRACE MEDINDIE SA 5081

Description of Land

ALLOTMENT 7 FILED PLAN 137058
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

TOGETHER WITH FREE AND UNRESTRICTED RIGHT(S) OF WAY OVER THE LAND MARKED X APPURTENANT ONLY TO THE LAND MARKED Y

Schedule of Dealings

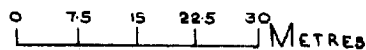
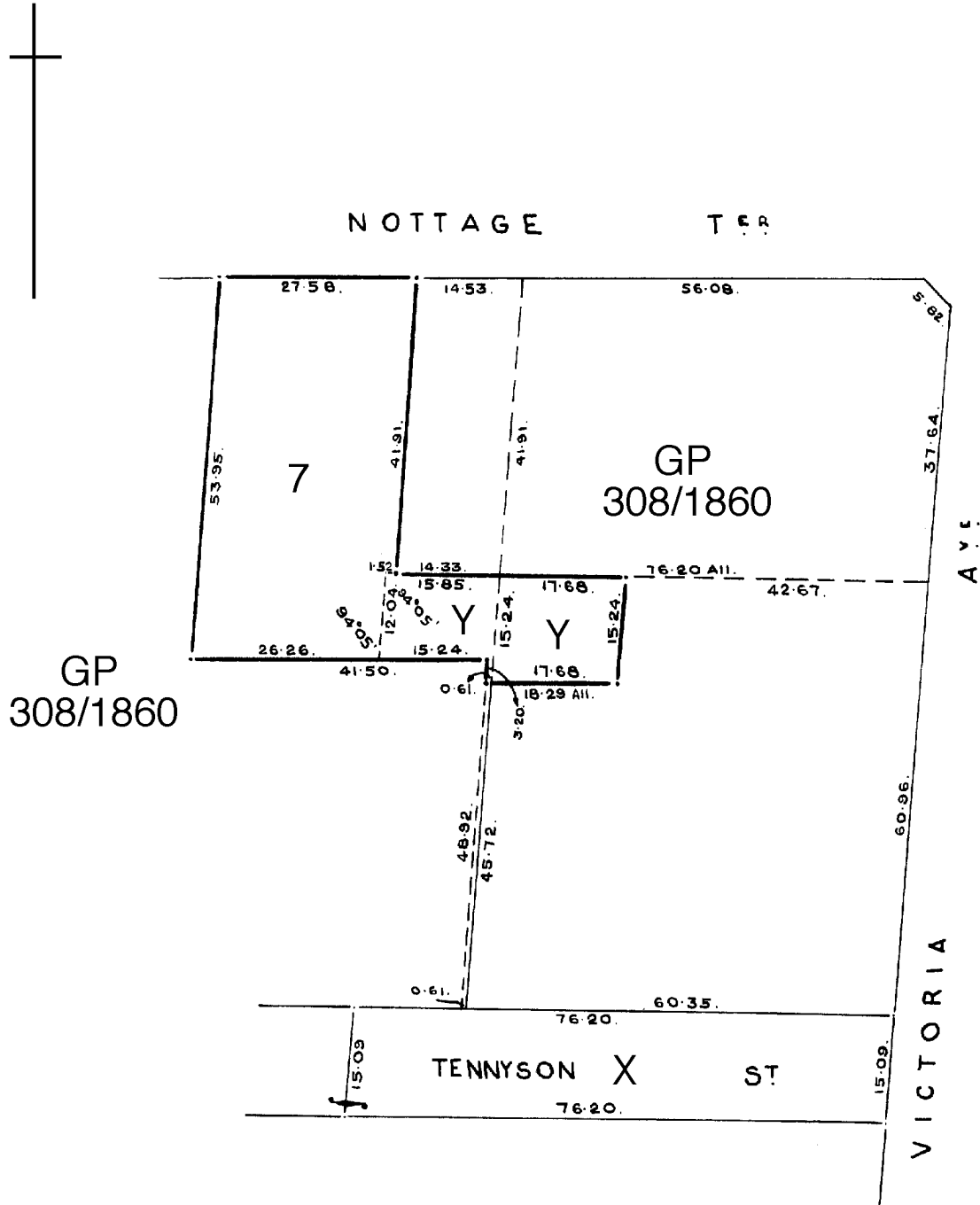
Dealing Number	Description
11465090	MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

THIS PLAN IS SCANNED FOR CERTIFICATE OF TITLE 4003/468
SEE TITLE TEXT FOR EASEMENT DETAILS

LAST PLAN REF: GP 308/1860



NOTE: SUBJECT TO ALL LAWFULLY EXISTING PLANS OF DIVISION

Certificate of Title

Title Reference: CT 5798/222
Status: CURRENT
Parent Title(s): CT 4003/468
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 15/08/2000
Edition: 4

Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
23/09/2010	07/10/2010	11465090	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA
18/06/2010	07/07/2010	11412056	APPLICATION TO NOTE DEATH	REGISTERED	JORDAN SHOPOV (DECD), YANKA SHOPOV
24/07/2000	10/01/2001	8932519	DISCHARGE OF MORTGAGE	REGISTERED	6733490
24/07/2000	27/12/2000	8932522	DISCHARGE OF MORTGAGE	WITHDRAWN	
11/05/1989	10/07/1989	6733490	MORTGAGE	REGISTERED	

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5228 Folio 570

Parent Title(s) CT 4173/282
Creating Dealing(s) CONVERTED TITLE
Title Issued 18/11/1994 Edition 9 Edition Issued 05/07/2019

Estate Type

FEE SIMPLE

Registered Proprietor

CHRISTOPHER JAMES SHOPOV
MARILYN DIANE SHOPOV
OF 5 NOTTAGE TERRACE MEDINDIE SA 5081
AS JOINT TENANTS

Description of Land

ALLOTMENT 2 FILED PLAN 126000
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

NIL

Schedule of Dealings

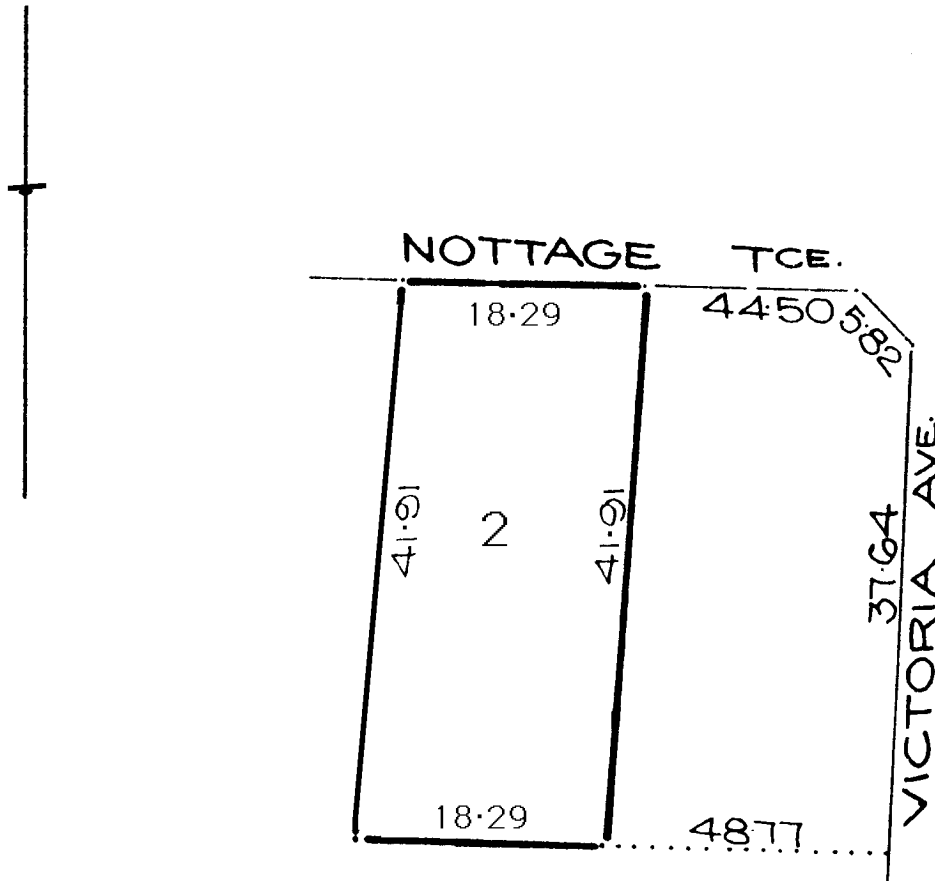
Dealing Number	Description
13158794	MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD. (ACN: 005 357 522)

Notations

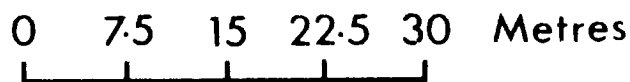
Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

This plan is scanned from Certificate of Title 4173/282

LAST PLAN REF : G.P. 308/1860



G.P. 308/1860



Note : Subject to all lawfully existing plans of division

Certificate of Title

Title Reference: CT 5228/570
Status: CURRENT
Parent Title(s): CT 4173/282
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 18/11/1994
Edition: 9

Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
16/08/2019	21/08/2019	13158794	MORTGAGE	REGISTERED	AUSTRALIA & NEW ZEALAND BANKING GROUP LTD. (ACN: 005 357 522)
02/07/2019	05/07/2019	13136947	DISCHARGE OF MORTGAGE	REGISTERED	9150716
21/10/2004	27/10/2004	10092403	DISCHARGE OF MORTGAGE	REGISTERED	8927319
01/08/2001	21/08/2001	9150716	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA
12/07/2000	10/08/2000	8927319	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA
22/12/1997	09/01/1998	8417452	DISCHARGE OF MORTGAGE	REGISTERED	8115938
21/05/1996	14/06/1996	8115938	MORTGAGE	REGISTERED	AUSTRALIA & NEW ZEALAND BANKING GROUP LTD.
21/05/1996	14/06/1996	8115935	DISCHARGE OF MORTGAGE	REGISTERED	7929626
26/05/1995	14/07/1995	7929626	MORTGAGE	REGISTERED	AUSTRALIA & NEW ZEALAND BANKING GROUP LTD.
26/05/1995	14/07/1995	7929623	DISCHARGE OF MORTGAGE	REGISTERED	7485841
27/09/1994	23/11/1994	7799118	DISCHARGE OF MORTGAGE	REGISTERED	6847670
20/04/1993	01/06/1993	7485841	MORTGAGE	REGISTERED	
21/12/1989	13/02/1990	6847670	MORTGAGE	REGISTERED	

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5228 Folio 569

Parent Title(s) CT 4173/283
Creating Dealing(s) CONVERTED TITLE
Title Issued 18/11/1994 Edition 6 Edition Issued 05/07/2019

Estate Type

FEE SIMPLE

Registered Proprietor

CHRISTOPHER JAMES SHOPOV
MARILYN DIANE SHOPOV
OF 5 NOTTAGE TERRACE MEDINDIE SA 5081
AS JOINT TENANTS

Description of Land

ALLOTMENT 3 FILED PLAN 126001
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

NIL

Schedule of Dealings

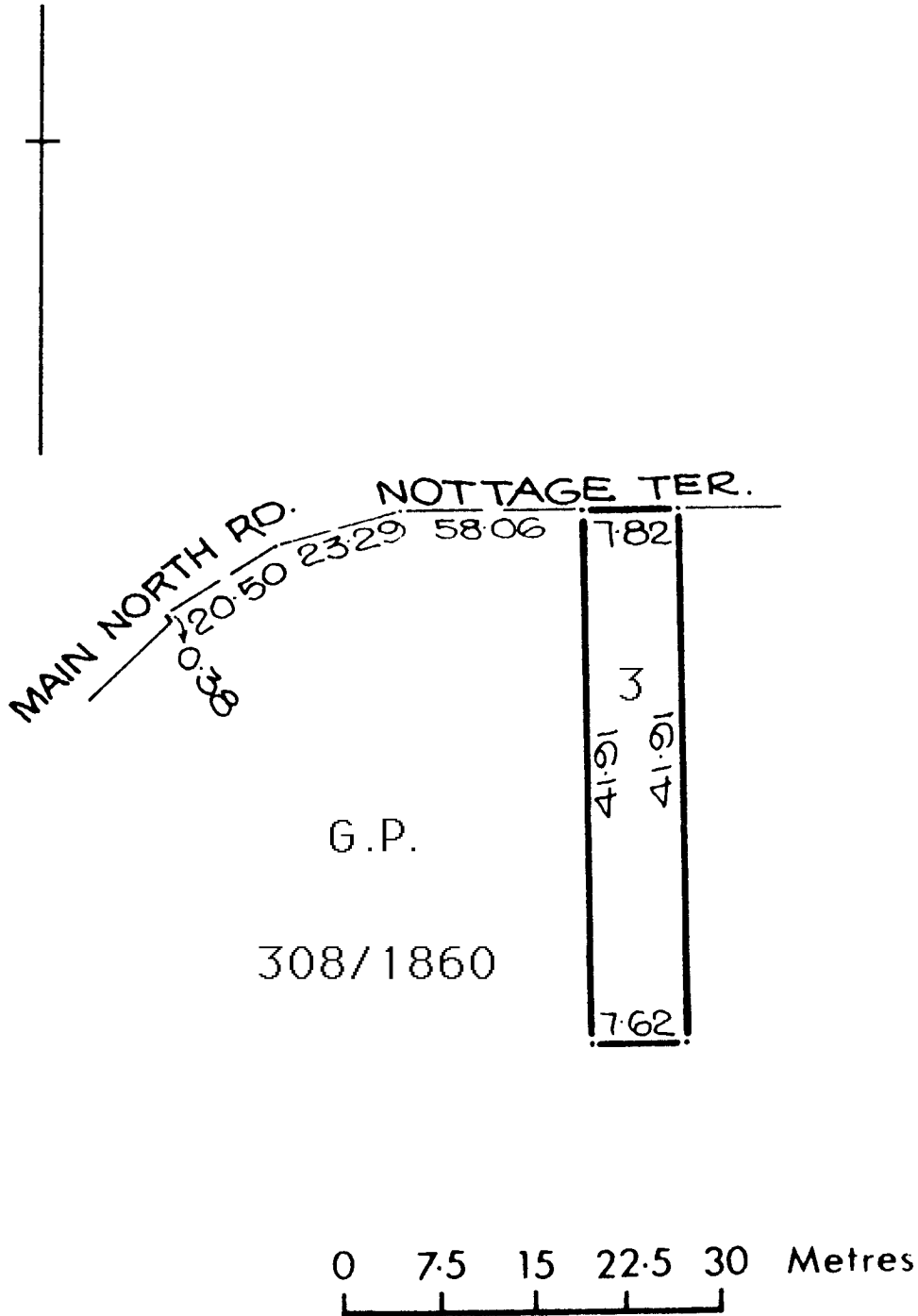
Dealing Number	Description
13158794	MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD. (ACN: 005 357 522)

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

This plan is scanned from Certificate of Title 4173/283

LAST PLAN REF : G.P. 308/1860



Note : Subject to all lawfully existing plans of division

Certificate of Title

Title Reference: CT 5228/569
Status: CURRENT
Parent Title(s): CT 4173/283
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 18/11/1994
Edition: 6

Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
16/08/2019	21/08/2019	13158794	MORTGAGE	REGISTERED	AUSTRALIA & NEW ZEALAND BANKING GROUP LTD. (ACN: 005 357 522)
02/07/2019	05/07/2019	13136947	DISCHARGE OF MORTGAGE	REGISTERED	9150716
21/10/2004	27/10/2004	10092403	DISCHARGE OF MORTGAGE	REGISTERED	8927319
01/08/2001	21/08/2001	9150716	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA
12/07/2000	10/08/2000	8927319	MORTGAGE	REGISTERED	COMMONWEALTH BANK OF AUSTRALIA
27/09/1994	23/11/1994	7799118	DISCHARGE OF MORTGAGE	REGISTERED	6847670
21/12/1989	13/02/1990	6847670	MORTGAGE	REGISTERED	

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5761 Folio 569

Parent Title(s) CT 4059/472
Creating Dealing(s) CONVERTED TITLE
Title Issued 27/04/2000 Edition 6 Edition Issued 30/08/2019

Estate Type

FEE SIMPLE

Registered Proprietor

MNR PROPERTY HOLDINGS PTY. LTD. (ACN: 630 464 890)
OF CARE TILBROOK RASHEED CHARTERED ACCOUNTANTS 13 GREENHILL ROAD WAYVILLE SA 5034

Description of Land

ALLOTMENT 99 FILED PLAN 137050
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

SUBJECT TO FREE AND UNRESTRICTED RIGHT(S) OF WAY OVER THE LAND MARKED A

Schedule of Dealings

NIL

Notations

Dealings Affecting Title NIL
Priority Notices NIL
Notations on Plan NIL

Registrar-General's Notes

PLAN FOR LEASE PURPOSES VIDE G67/1997

Administrative Interests NIL

Certificate of Title

Title Reference: CT 5761/569
Status: CURRENT
Parent Title(s): CT 4059/472
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 27/04/2000
Edition: 6

Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
16/08/2019	30/08/2019	13159683	TRANSFER	REGISTERED	MNR PROPERTY HOLDINGS PTY. LTD. (ACN: 630 464 890)
22/07/2019	05/08/2019	13146913	APPLICATION TO NOTE DEATH	REGISTERED	DIMITRIOS KOUKOS (DECD), GEORGIOS KOUKOS
06/11/2003	12/11/2003	9719610	TRANSFER	REGISTERED	WEISDALE PTY. LTD. (ACN: 066 822 642), GEORGIOS KOUKOS, DIMITRIOS KOUKOS
08/05/2003	24/05/2003	9587560	TRANSFER	REGISTERED	GRAHAM RONALD HAUSCHILD, YVONNE GWENNETH MACTAVISH, GLENYS DAWN TURNER
20/07/2000	03/08/2000	8931315	TRANSMISSION APPLICATION	REGISTERED	GWENNETH GLADYS HAUSCHILD (DECD), GRAHAM RONALD HAUSCHILD (EXEC), YVONNE GWENNETH MACTAVISH (EXEC)

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 5761 Folio 575

Parent Title(s) CT 4059/471
Creating Dealing(s) CONVERTED TITLE
Title Issued 27/04/2000 Edition 6 Edition Issued 30/08/2019

Estate Type

FEE SIMPLE

Registered Proprietor

MNR PROPERTY HOLDINGS PTY. LTD. (ACN: 630 464 890)
OF CARE TILBROOK RASHEED CHARTERED ACCOUNTANTS 13 GREENHILL ROAD WAYVILLE SA 5034

Description of Land

ALLOTMENT 98 FILED PLAN 137049
IN THE AREA NAMED MEDINDIE
HUNDRED OF YATALA

Easements

NIL

Schedule of Dealings

NIL

Notations

Dealings Affecting Title NIL
Priority Notices NIL
Notations on Plan NIL

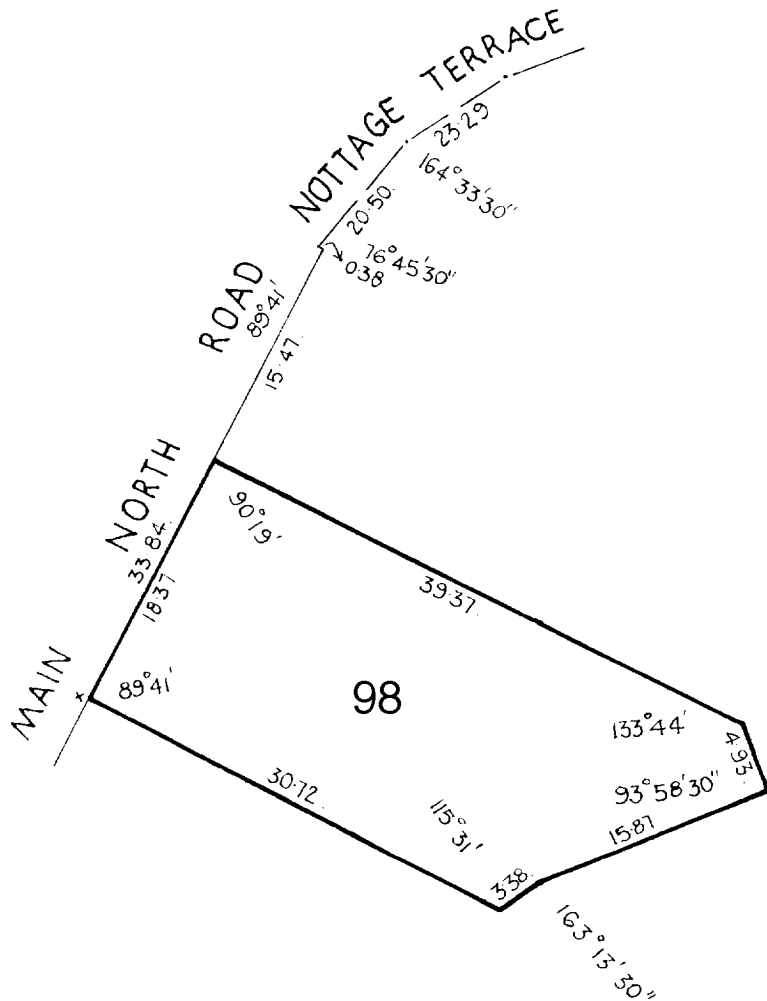
Registrar-General's Notes

PLAN FOR LEASE PURPOSES VIDE G67/1997

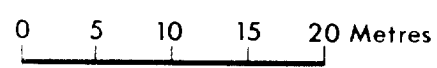
Administrative Interests NIL

THIS PLAN IS SCANNED FOR CERTIFICATE OF TITLE 4059/471

LAST PLAN REF: GP 308/1860



PT
SEC
28



NOTE: SUBJECT TO ALL LAWFULLY EXISTING PLANS OF DIVISION

Certificate of Title

Title Reference: CT 5761/575
Status: CURRENT
Parent Title(s): CT 4059/471
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 27/04/2000
Edition: 6

Dealings

Lodgement Date	Completion Date	Dealing Number	Dealing Type	Dealing Status	Details
16/08/2019	30/08/2019	13159683	TRANSFER	REGISTERED	MNR PROPERTY HOLDINGS PTY. LTD. (ACN: 630 464 890)
22/07/2019	05/08/2019	13146913	APPLICATION TO NOTE DEATH	REGISTERED	DIMITRIOS KOUKOS (DECD), GEORGIOS KOUKOS
06/11/2003	12/11/2003	9719610	TRANSFER	REGISTERED	WEISDALE PTY. LTD. (ACN: 066 822 642), GEORGIOS KOUKOS, DIMITRIOS KOUKOS
08/05/2003	24/05/2003	9587560	TRANSFER	REGISTERED	GRAHAM RONALD HAUSCHILD, YVONNE GWENNETH MACTAVISH, GLENYS DAWN TURNER
20/07/2000	03/08/2000	8931315	TRANSMISSION APPLICATION	REGISTERED	GWENNETH GLADYS HAUSCHILD (DECD), GRAHAM RONALD HAUSCHILD (EXEC), YVONNE GWENNETH MACTAVISH (EXEC)

APPENDIX 2. CONCEPT PLANS



LEGEND

- 1 Public Transport - Bus Stop
- 2 Public Transport - Bus Stop (80m from point)
- Primary Roads - Link to CBD
- Secondary Roads

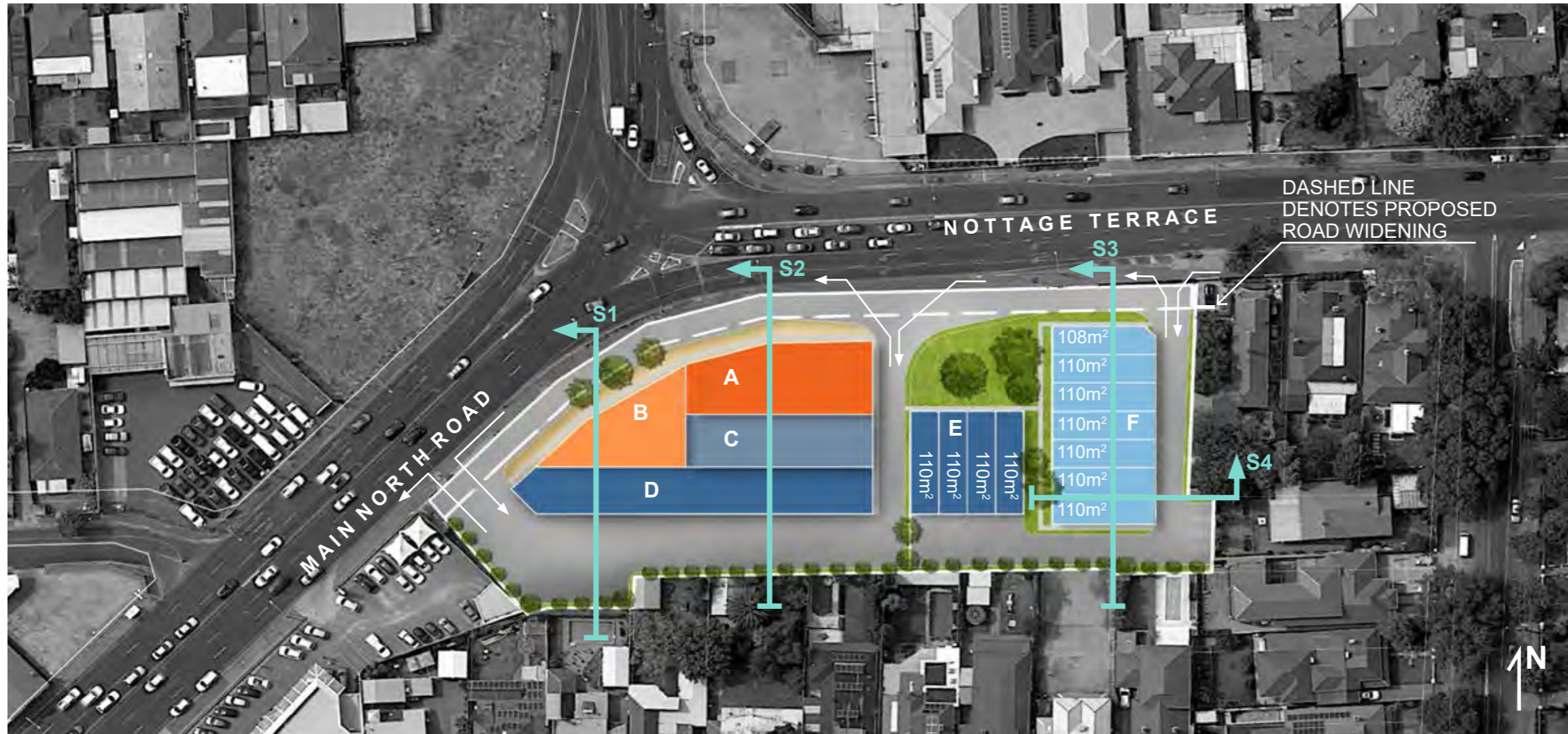
Infrastructure & Transport

SCOTTY'S MOTEL, MEDINDIE

November 2020

Revision A

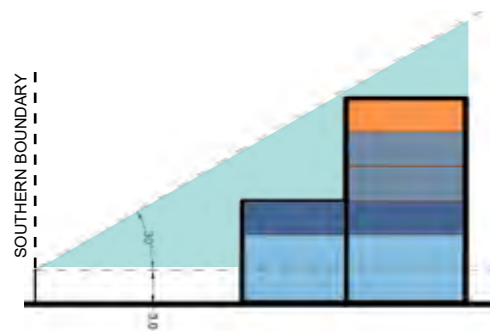
Plan NTS



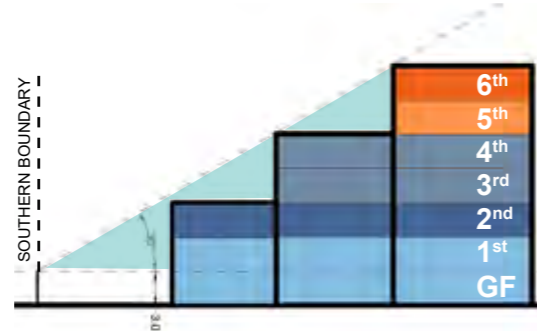
LEGEND

- Reserve
- Tree
- Road
- Footpath
- A 7 levels
- B 6 levels
- C 5 levels
- D 3 levels
- E 3 levels
- F 2 levels
- Potential Additional Building Envelope

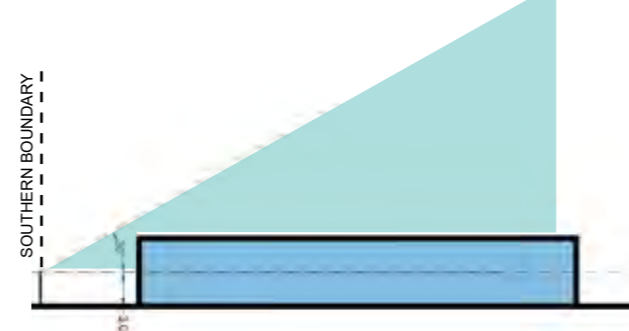
Note: Plans are concept only and locations of items listed above are indicative only and are subject to engineering and a survey.



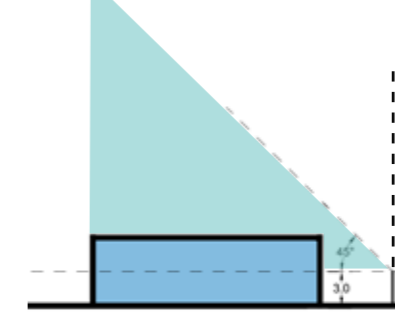
Section 1
NTS



Section 2
NTS



Section 3
NTS



Section 4
NTS

Ground Floor Area: 1790m²
 First Floor Area: 1790m²
 Second Floor Area: 1790m²
 Third Floor Area: 1172m²

Fourth Floor Area: 1172m²
 Fifth Floor Area: 798m²
 Sixth Floor Area: 472m²
Total Building Area: 8,984m²

Residential Allotments to east:
Total Area Building E: 1,320m²
Total Area Building F: 1,536m²

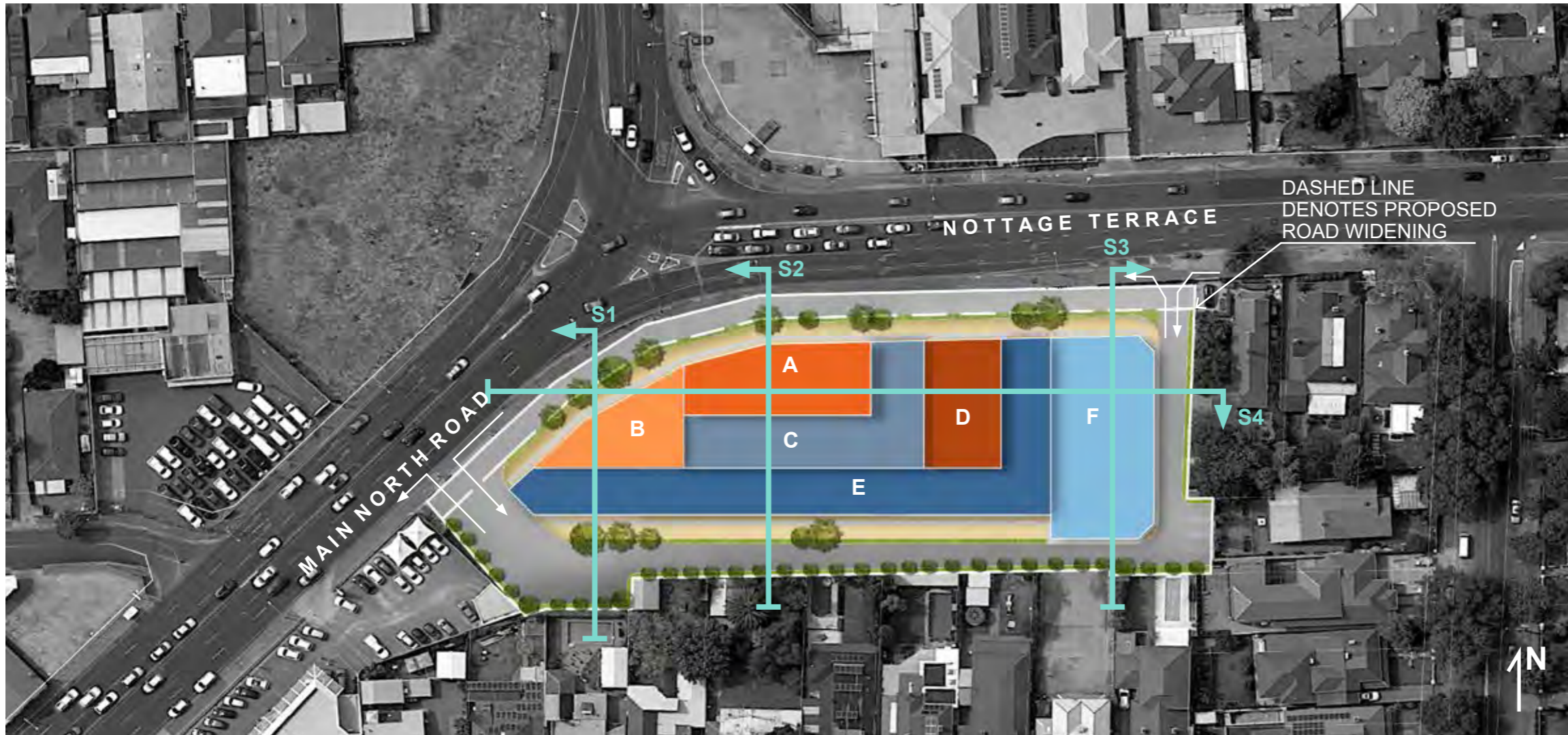
Concept Plan Option 1

SCOTTY'S MOTEL, MEDINDIE

December 2020

Revision B

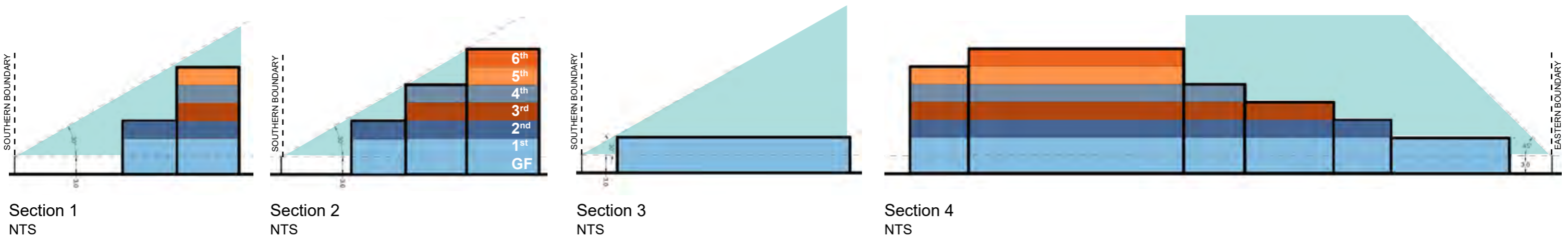
Scale 1:1000



LEGEND

- Reserve
- Tree
- Road
- Footpath
- A 7 levels
- B 6 levels
- C 5 levels
- D 4 levels
- E 3 levels
- F 2 levels
- Potential Additional Building Envelope

Note: Plans are concept only and locations of items listed above are indicative only and are subject to engineering and a survey.



Ground Floor Area:	3755m ²	Fourth Floor Area:	1426m ²
First Floor Area:	3755m ²	Fifth Floor Area:	798m ²
Second Floor Area:	2979m ²	Sixth Floor Area:	472m ²
Third Floor Area:	1799m ²	Total Building Area:	14,984m²

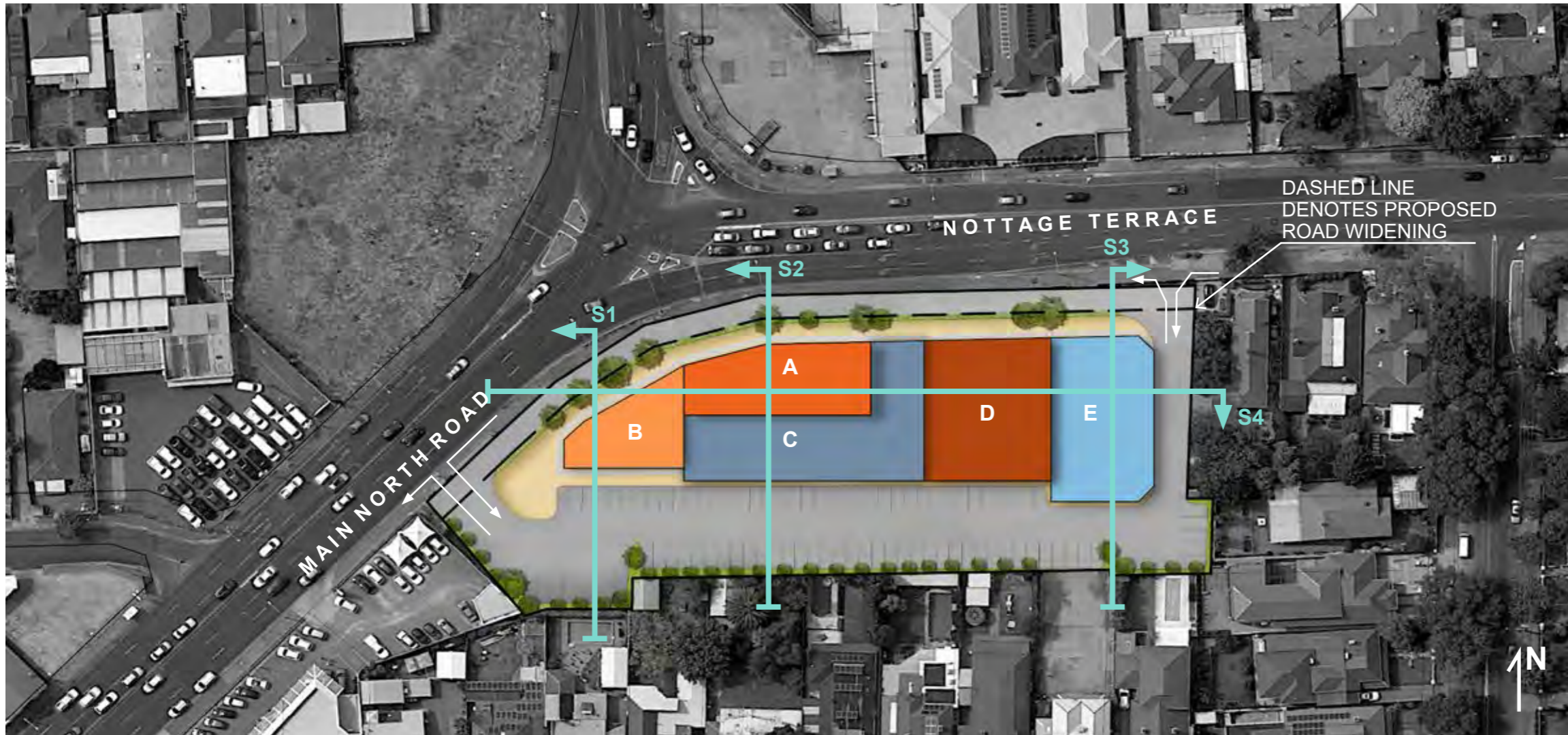
Concept Plan Option 2

SCOTTY'S MOTEL, MEDINDIE

December 2020

Revision B

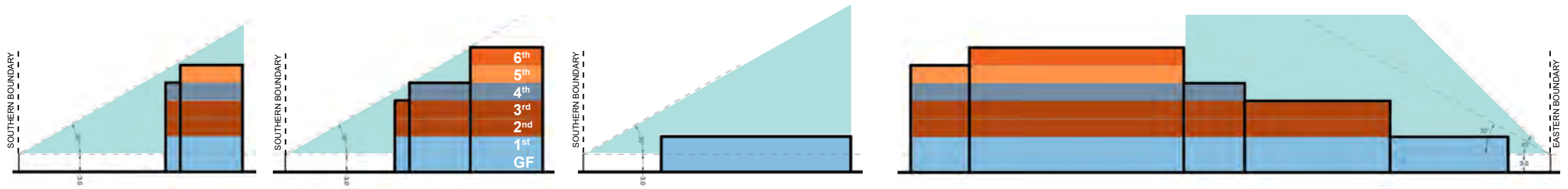
Scale 1:1000



LEGEND

- Reserve
- Tree
- Road
- Footpath
- A 7 levels
- B 6 levels
- C 5 levels
- D 4 levels
- E 2 levels
- Potential Additional Building Envelope

Note: Plans are concept only and locations of items listed above are indicative only and are subject to engineering and a survey.



Section 1
NTS

Section 2
NTS

Section 3
NTS

Section 4
NTS

Ground Floor Area: 2835m²
 First Floor Area: 2835m²
 Second Floor Area: 2203m²
 Third Floor Area: 2203m²

Fourth Floor Area: 1525m²
 Fifth Floor Area: 781m²
 Sixth Floor Area: 472m²
Total Building Area: 12,854m²

T level to accommodate for non-residential is 85.

Total car parking spaces provided is 87, excluding basement opportunity.

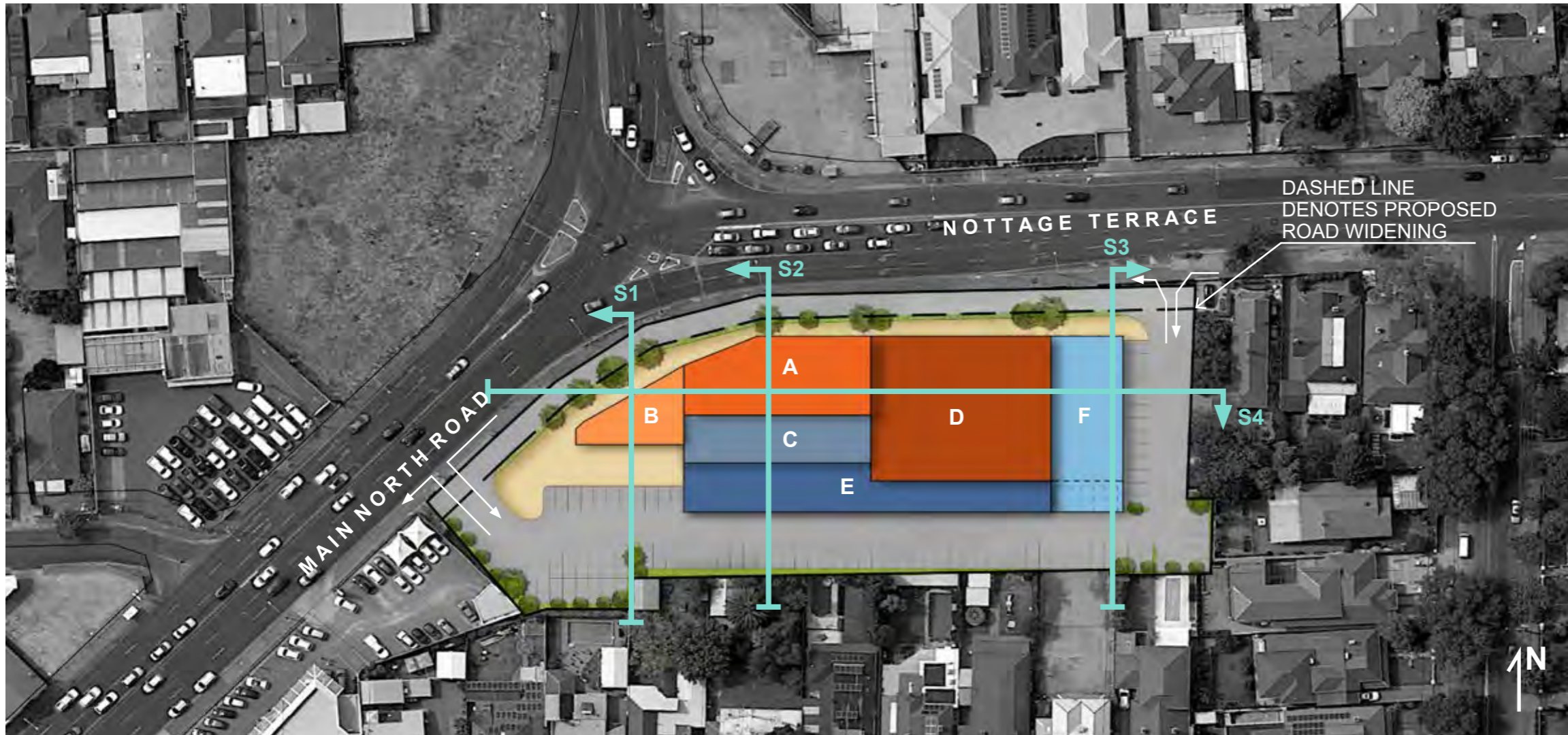
Concept Plan Option 3

SCOTTY'S MOTEL, MEDINDIE

December 2020

Revision A

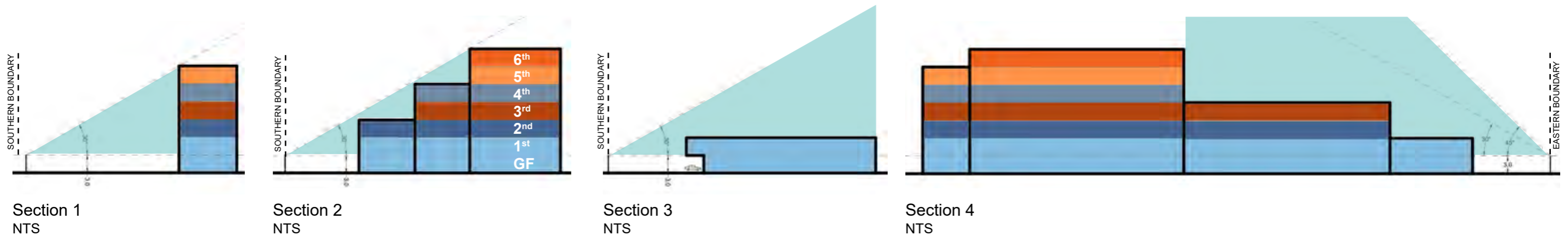
Scale 1:1000



LEGEND

- Reserve
- Tree
- Road
- Footpath
- A 7 levels
- B 6 levels
- C 5 levels
- D 4 levels
- E 3 levels
- F 2 levels
- Potential Additional Building Envelope

Note: Plans are concept only and locations of items listed above are indicative only and are subject to engineering and a survey.



Ground Floor Area: 2983m²
 First Floor Area: 3067m²
 Second Floor Area: 2590m²
 Third Floor Area: 2035m²

Fourth Floor Area: 1051m²
 Fifth Floor Area: 714m²
 Sixth Floor Area: 516m²
Total Building Area: 12,956m²

T level to accommodate for non-residential is 85.

Total car parking spaces provided is 88 (5 undercroft), excluding basement opportunity.

Concept Plan Option 4

SCOTTY'S MOTEL, MEDINDIE

December 2020

Revision A

Scale 1:1000



Shadow Diagram at 9am



Shadow Diagram at 10am



Shadow Diagram at 11am



Shadow Diagram at 12pm



Shadow Diagram at 1pm



Shadow Diagram at 2pm





Shadow Diagram at 3pm



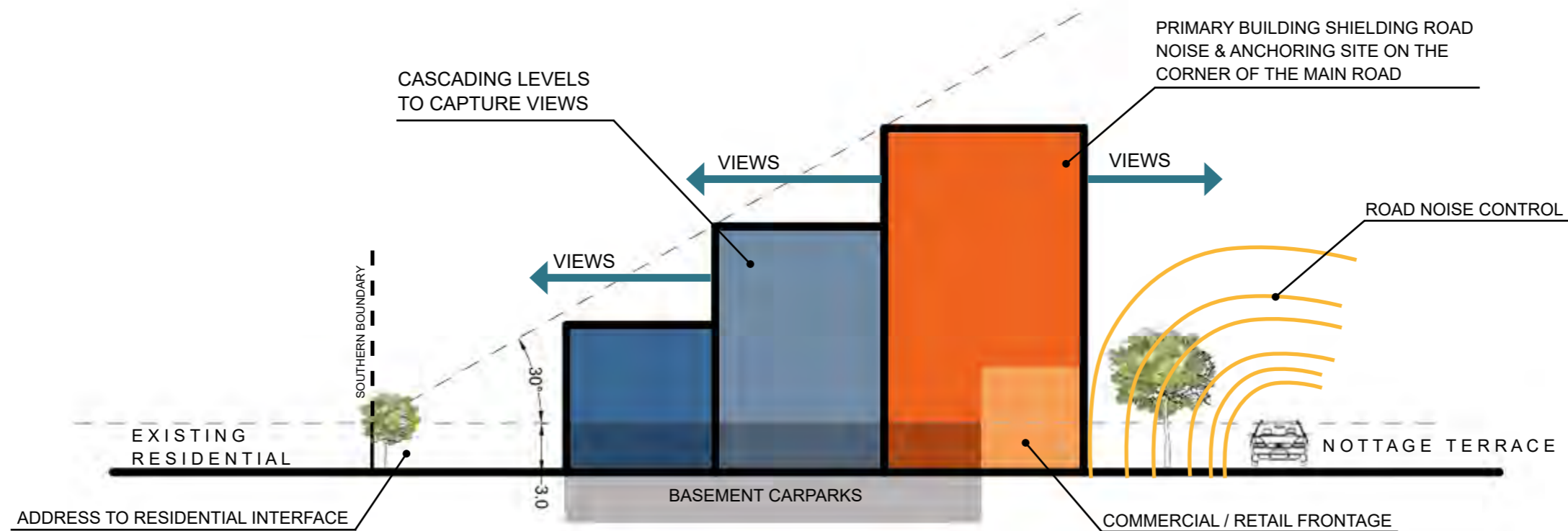
Shadow Diagram at 4pm

LEGEND

 Denotes extent of shadow line

 Subject land boundary

Note: shadow diagrams are set to the 21st June 2020.



Site Opportunities

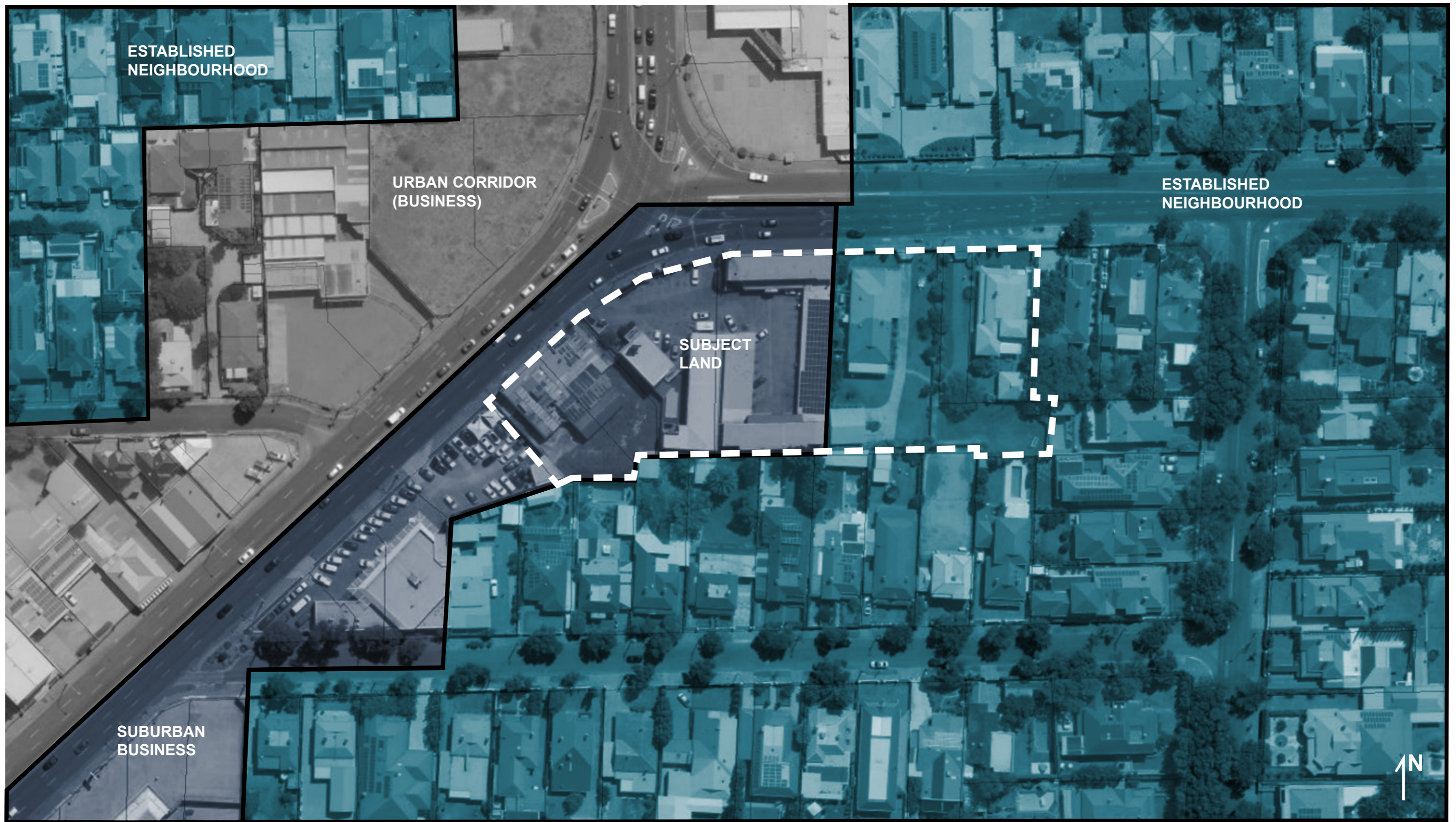
SCOTTY'S MOTEL, MEDINDIE

November 2020

Revision A

NTS

APPENDIX 3. AREA AFFECTED (DRAFT PDC ZONE)



Current Zone & Subject Land

SCOTTY'S MOTEL, MEDINDIE

November 2020

Revision A

Plan 1:1000

APPENDIX 4. PROPOSED ZONE



Proposed Zone & Subject Land

SCOTTY'S MOTEL, MEDINDIE

November 2020

Revision A

Plan 1:1000

APPENDIX 5. INVESTIGATIONS UNDERTAKEN TO DATE



**DEVELOPMENT PLAN AMENDMENT
1 NOTTAGE TERRACE, MEDINDIE**

TRANSPORT INVESTIGATIONS



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DOCUMENT CONTROL

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Transport Investigations

Project number: 19383

Client: Future Urban Group

Client contact: Chris Vounasis

Version	Date	Details/status	Prepared by	Approved by
Draft	03 Apr 20	For review	TAW	BNW

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APPENDIX D3:	SCENARIO 2 - FUTURE TRAFFIC
APPENDIX E:	SITE ACCESS
APPENDIX E1:	ACCESS 1/NOTTAGE TERRACE
APPENDIX E2:	ACCESS 2/NOTTAGE TERRACE
APPENDIX E3:	ACCESS 3/NOTTAGE TERRACE

DRAFT

1. INTRODUCTION

CIRQA has been engaged to undertake traffic impact investigations for the proposed Development Plan Amendment (DPA) of seven allotments located on the southern corner of the Main North Road/Nottage Terrace intersection, Medindie.

This report includes assessment of the potential traffic generation associated with the potential rezoning (from Mixed-Use Zone and Residential Character Zone to xx) and redevelopment of the subject land, the associated traffic impact on the adjacent existing road network, active and sustainable transport provisions and consideration of appropriate road infrastructure upgrades/requirements.

DRAFT

2. BACKGROUND

2.1 STUDY AREA

The subject site is located on the south-eastern corner of Nottage Terrace and Main North Road, approximately 5 km north of Adelaide's Central Business District (CBD) and comprises approximately 7,500 m². The site is bound by Nottage Terrace to the north, residential properties to the south and east, and Main North Road and commercial premises to the west. Figure 1 illustrates the subject site and adjacent road network.

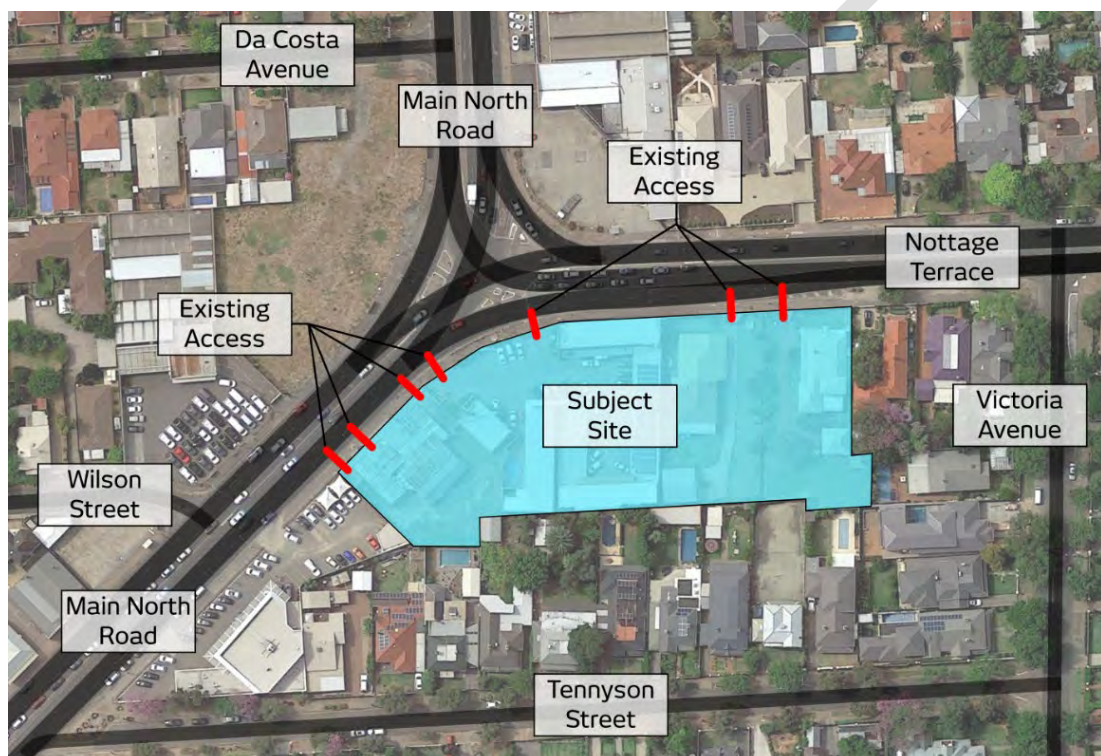


Figure 1 – Subject site and adjacent road network

The subject site comprises of seven allotments, separated over two zones. The allotments (and respective existing zoning as identified in The Town of Walkerville's Development Plan) upon which this DPA are based include:

- Allotment 98 on filed plan 137,049 in the area named Medindie, Hundred of Yatala (CT5761/575) – Mixed Use Zone – former motor repair station;
- Allotment 99 on filed plan 137,050 in the area named Medindie, Hundred of Yatala (CT5761/569) – Mixed Use Zone – former motor repair station;
- Allotment 8 on filed plan 100,750 in the area named Medindie, Hundred of Yatala (CT5106/255) – Mixed Use Zone – motel;
- Allotment 15, filed plan 100,755 in the area named Medindie, Hundred of Yatala (CT5106/256) – Mixed Use Zone – motel;

- Allotment 7 on filed plan 137,058 in the area named Medindie, Hundred of Yatala (CT5798/222) – Residential Character Zone – detached dwelling;
- Allotment 3 on filed plan 126,001 in the area named Medindie, Hundred of Yatala (CT5228/569) – Residential Character Zone – detached dwelling; and
- Allotment 2 on filed plan 126,000 in the area named Medindie, Hundred of Yatala (CT5228/570) – Residential Character Zone – detached dwelling.

The primary purpose of the existing Mixed Use Zone is to provide land that accommodates “... a mix of commercial, community, medium density residential, office, and small-scale shop land uses”, while the primary purpose of the existing Residential Character Zone is to ensure “... the preservation of the existing desirable development patterns and built form”. The existing development uses **are somewhat reflective** of the current zoning.

Vehicle access to the various allotments is provided via Main North Road (three crossovers) and Nottage Terrace (three crossovers). All crossovers are restricted to left-in/left-out movements only due to raised central medians on both Main North Road and Nottage Terrace. It should be noted that both crossovers to Scotty’s Motel are accessed from within the signalised intersection of Main North Road and Nottage Terrace.

Pedestrian access to the subject site is provided via the site’s frontages to Main North Road and Nottage Terrace.

2.2 ADJACENT ROAD NETWORK

2.2.1 ROAD FRONTAGES

Main North Road is an arterial road under the care and control of the Department of Planning, Transport and Infrastructure (DPTI). Adjacent the site (south of Nottage Terrace), Main North Road comprises three traffic lanes in each direction, separated by a raised median. It should be noted that the central northbound traffic lane (adjacent the central median) is a right-turn lane for the Main North Road/Nottage Terrace signalised intersection. Traffic data obtained from DPTI indicates that this section of Main North Road has an Annual Average Daily Traffic (AADT) volume in the order of 52,300 vehicles per day (vpd), of which approximately 4.0% are commercial vehicles. Adjacent the site, a 60 km/h speed limit applies on Main North Road.

Nottage Terrace is an arterial road under the care and control of the Department of Planning, Transport and Infrastructure (DPTI). Adjacent the site, Nottage Terrace comprises four westbound traffic lanes (two right-turn and two left-turn lanes for the Main North Road/Nottage Terrace signalised intersection) and a single eastbound traffic lane. Eastbound and westbound traffic movements are

separated by a narrow, raised median. Traffic data obtained from DPTI indicates that this section of Nottage Terrace has an AADT volume in the order of 34,900 vpd, of which approximately 3.5% are commercial vehicles. Adjacent the site, a 60 km/h speed limit applies on Nottage Terrace.

2.2.2 ROAD INTERSECTIONS

Main North Road and Nottage Terrace intersect at a three-way signalised intersection. All turning movements are currently permitted at the intersection and are controlled via signalisation (with the exception of the left-turn movement from the northern Main North Road approach into Nottage Terrace). It should be noted that the intersection includes a bus priority lane for buses turning right from Main North Road (northern approach) onto Main North Road (south-western approach).

Traffic volumes using the intersection (recorded on 03 September 2019 by DPTI) during the am and pm peak hours are illustrated below in Figure 2.

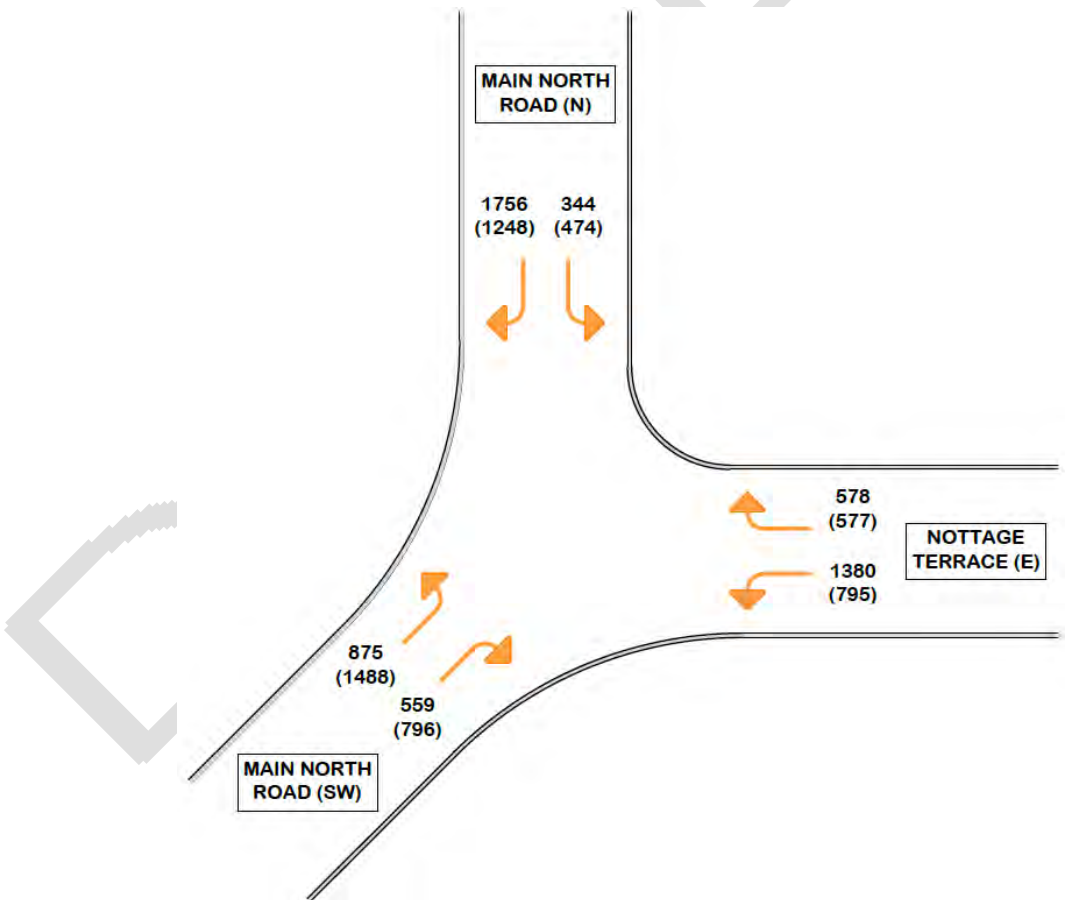


Figure 2 – Existing am (pm) traffic volumes using the Main North Road/Nottage Terrace intersection

Furthermore, the South Australian Government (in conjunction with the Federal Government) has announced \$19 million in joint funding for the upgrade of the

Main North Road and Nottage Terrace intersection. The upgrade is anticipated to comprise the installation of an additional right-turn lane (from the southern Main North Road into Nottage Terrace), with road widening primarily occurring along the western side of Main North Road. While the project is still in its planning study and design stage, construction works are planned to commence later in 2020.

2.2.3 ROAD WIDENING REQUIREMENTS

Both of the site's Main North Road and Nottage Terrace frontages are subject to road widening requirements as per the Metropolitan Adelaide Road Widening Plan (MARWP) Act of 1972. Information has been obtained from DPTI stating that the plan shows "... a possible requirement for a strip of land up to 4.5 metres in width from the Main North Road and Nottage Terrace frontages of these sites for future upgrading of the Main North Road/Nottage Terrace intersection". Furthermore, DPTI has also stated that "... consent of the Commissioner of Highways under the Metropolitan Adelaide Road Widening Plan Act is required to all building works on or within 6.0 metres of the possible requirement".

2.3 WALKING AND CYCLING

Sealed footpaths are provided on both sides of Main North Road and Nottage Terrace. Pedestrian crossing movements are facilitated at the signalised intersection of Main North Road and Nottage Terrace.

No formal cycling facilities are provided on either Main North Road or Nottage Terrace. As such, cyclists are required to use the traffic lanes (under a standard shared arrangement) or the adjacent footpath network.

2.4 PUBLIC TRANSPORT

Numerous public transport services operate within close vicinity to the subject site. Specifically, frequent bus services operate from 'Go Zone' bus stops on Main North Road (within 200 m walking distance of the subject site). The following bus routes operate within the vicinity of the subject site:

- Route 209F – Tea Tree Plaza Interchange to City;
- Route 222, 222R – Mawson Interchange to City;
- Route 224, 224F – Elizabeth Interchange to City;
- Route 225F – Salisbury Interchange to City;
- Route 228, 228F – Smithfield Interchange to City;
- Route 229F – Para Hills to City; and
- Route N224 (night service) – Gawler to City.

3. PROPOSED REZONING

The proposal comprises the rezoning of the subject site to facilitate a mix of medium (townhouses) and high-density (apartments) residential living, with complimentary commercial and retail uses located at-grade. It is anticipated that the medium density residential will be located on the eastern portion of the site, providing an interface between future higher density development and the adjacent Residential Character Zone.

The high-density residential would likely be located within a multi-storey building (in the order of five to seven stories), with commercial and retail floor spaces located at-grade. This component will be focused adjacent the Main North Road/Nottage Terrace intersection.

3.1 ANTICIPATED DEVELOPMENT YIELDS

CIRQA has been advised of anticipated development yields forecast to be accommodated on the subject site. The approximate development yields provided are as follows:

- 18x three-bedroom townhouses, each with a rear-loaded double-car garage;
- 100x two-bedroom apartments, serviced by a basement parking area comprising in the order of 150 parking spaces; and
- 2,500 m² of commercial/retail floor area, serviced by an at-grade parking area containing approximately 75 parking spaces.

3.2 ACCESS AND TRANSPORT INFRASTRUCTURE

Due to the site's location adjacent the Main North Road/Nottage Terrace intersection, vehicle access provisions should be consolidated where possible. However, it is considered appropriate to provide separate access points to the medium-density residential and high-density residential/retail/commercial components of the site (desirably no more than three access points, however, additional provisions could be considered subject to further design, assessment and DPTI liaison).

Access points should be located adjacent the eastern and south-western boundaries of the site, with a possible additional (third) access located immediately east of the signalised intersection (complying with the separation requirements of the Australian/New Zealand Standard for "Parking Facilities – Part 1: Off-street car parking" (AS/NZS 2890.1:2004). Vehicle access via the intersection of Main North Road and Nottage Terrace should be avoided (and would be highly unlikely to be accepted by DPTI)

The provision of vehicle access should give consideration to the adjacent road frontages, with appropriate traffic control treatments provided as necessary (i.e.

left-in/left-out access only). Nevertheless, this would be subject to further design input to confirm appropriate access provisions and can be investigated further as the future site layout and internal road network are planned in more detail.

Each access point shall be connected to an internal roadway with appropriate geometry and design to accommodate traffic volumes and vehicle types (including service vehicles) anticipated to be associated with the site development. The internal connections could be either new public roads or private circulation driveways depending on the ultimate design of future development(s) on the site.

Vehicle access directly to potential garaged and/or basement parking areas should be appropriately separated from the site's Main North Road and Nottage Terrace frontages such that vehicles do not queue from the site onto the adjacent roadways. Similarly, direct vehicle access to parking spaces and garages should not be provided directly via Main North Road or Nottage Terrace.

DRAFT

4. PARKING ASSESSMENT

The Town of Walkerville's Development Plan identifies generic non-residential parking requirements for sites located within 'designated area' zones (Table Walk/2A) as well as specific use requirements for sites which are not located within such zones (Table Walk/2). As noted in Section 2.1, the subject site currently comprises of Mixed Use and Residential Character zoning.

Council's Development Plan identifies a 'Mixed Use Zone' as a 'designated area', while the existing 'Residential Character Zone' is identified as a general zone. Accordingly, generic non-residential parking requirements of three to six spaces per 100 m² of gross leasable floor area apply to developments within the 'Mixed Use Zone' subject to the following condition being satisfied:

"Any part of the development site is located in accordance with at least one of the following:

- (a) within 200 metres of any section of road reserve along which a bus service operates as a high frequency public transit service*
- (b) within 400 metres of a bus interchange that is part of a high frequency public transit service*
- (c) within 400 metres of an O-Bahn interchange*
- (d) within 400 metres of a passenger rail station that is part of a high frequency public transit service*
- (e) within 400 metres of a passenger tram station*
- (f) within 400 metres of the Adelaide Parklands."*

As high-frequency bus services operate along Main North Road (with bus stops located within 200 m walking distance of the subject site), the generic parking requirements identified in Table Walk/2A of Council's Development Plan currently apply to four of the site's seven allotments (those currently identified as being within the Mixed Use Zone).

In the event that the site's allotments are amalgamated into a single allotment, the generic parking requirements identified in Table Walk/2A would apply to the entirety of the subject site. While allotment boundaries within the subject site will likely be modified/removed, desired boundary locations are currently unknown and would be subject to further planning and development investigations.

Nonetheless, due to the mixed-use yields potentially accommodated by the proposed rezoning, it is considered appropriate that the generic non-residential parking requirement of three to six spaces per 100 m² of gross leasable floor area (identified in Table Walk/2A) be applied to the entirety of the site.

With regard to the medium and high-density residential components of the site, the residential parking requirements applicable to residential flat buildings (identified in Table Walk/2) would currently apply and are generally considered appropriate.

DRAFT

5. TRAFFIC IMPACT ASSESSMENT

5.1 TRAFFIC GENERATION

In order to determine the impacts of the proposed rezoning on the adjacent road network, traffic volumes associated with the existing and potential future site (based upon the above yields) have been forecast. Traffic volumes have generally been forecast using rates adopted from the NSW Roads and Maritime Services' "Guide to Traffic Generating Developments" (the RMS Guide) or other rates considered appropriate based on CIRQA's experience. The following rates have been adopted:

- **Motor Repair Station**
 - 33.5 daily trips per 100 m² of gross floor area;
 - 3.35 peak hour trips per 100 m² of gross floor area;
- **Motel**
 - 3 daily trips per unit;
 - 0.4 peak hour trips per unit;
- **Detached Dwellings**
 - 8 daily trips per dwelling;
 - 0.8 peak hour trips per dwelling;
- **Medium Density Dwellings (townhouses)**
 - 6.5 daily trips per dwelling;
 - 0.65 peak hour trips per dwelling;
- **High-Density Dwellings (residential flat building)**
 - 1.52 daily trips per dwelling;
 - 0.53 am and 0.32 pm peak hour trips per dwelling;
- **Retail**
 - 70 daily trips per 100 m² of gross floor area;
 - 4.5 am and 9 pm peak hour trips per 100 m² of gross floor area;
- **Office/commercial**
 - 11 daily trips per 100 m² of gross floor area; and
 - 1.6 am and 1.2 pm peak hour trips per 100 m² of gross floor area.

As noted in Section 3.1, the anticipated DPA yield comprises 2,500 m² of commercial/retail floor area. For the purposes of this assessment, it has been conservatively assumed that 1,500 m² will be retail while the remaining 1,000 m² is assumed to be commercial use.

On the basis of the above rates, the following number of vehicle movements are forecast to be generated by the existing and anticipated future development yields:

- **Existing development**
 - 365 daily trips;
 - 42 am peak hour trips;
 - 42 pm peak hour trips;
- **Future development**
 - 1,430 daily trips;
 - 150 am peak hour trips; and
 - 190 pm peak hour trips.

5.2 TRAFFIC DISTRIBUTION

As noted in Section 2.1, the forecast existing traffic volumes are distributed to the adjacent road network via three crossovers on Main North Road and three crossovers on Nottage Terrace. However, in order to provide a comparative assessment, it has been assumed that all existing traffic volumes are distributed via three crossovers (one on Main North Road and two on Nottage Terrace). The crossovers are assumed to be in a similar location to that of the anticipated DPA development.

It should also be noted that it has been assumed that the easternmost crossover on Nottage Terrace has been assumed to provide residential access only. Specifically, in the case of the existing scenario, the access has been assumed to be used by both detached dwellings and in the case of the future scenario, the access has been assumed to be used by nine of the medium-density townhouses.

In order to forecast traffic volumes at the associated access points and on the adjacent road network, the following distributions have been assumed:

- **Motor Repair Station**
 - 75% enter and 25% exit the site during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 50% via Main North Road (north approach) and 50% via Nottage Terrace;
 - egress – 100% via Main North Road (southern approach);

- **Motel**
 - 30% enter and 70% exit during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 50% via Main North Road (north approach) and 50% via Nottage Terrace;
 - egress – 100% via Main North Road (southern approach);
- **Detached Dwellings**
 - 30% enter and 70% exit during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 100% via Nottage Terrace;
 - egress – 75% via Main North Road (southern approach) and 25% via Main North Road (northern approach);
- **Medium Density Dwellings (townhouses)**
 - 30% enter and 70% exit during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 25% via Main North Road (northern approach) and 75% via Nottage Terrace;
 - egress – 75% via Main North Road (southern approach) and 25% via Main North Road (northern approach);
- **High-Density Dwellings (residential flat building)**
 - 30% enter and 70% exit during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 25% via Main North Road (northern approach) and 75% via Nottage Terrace;
 - egress – 75% via Main North Road (southern approach) and 25% via Main North Road (northern approach);
- **Retail**
 - 50% enter and 50% exit during both the am and pm peak hours;
 - ingress – 25% via Main North Road (northern approach) and 75% via Nottage Terrace;
 - egress – 75% via Main North Road (southern approach) and 25% via Main North Road (northern approach);
- **Office/commercial**
 - 80% enter and 20% exit during the am peak hour (and vice versa during the pm peak hour);
 - ingress – 25% via Main North Road (northern approach) and 75% via Nottage Terrace; and

- egress – 75% via Main North Road (southern approach) and 25% via Main North Road (northern approach).

On the basis of the above distribution, traffic volumes for both the existing and future scenarios have been forecast at the site's three access locations. It should be reiterated that existing traffic volumes at the three access locations have only been determined such that traffic volumes associated with the potential DPA can be compared and assessed (i.e. impacts associated with the proposed rezoning can determined without double counting existing site-related movements). Total traffic volumes forecast including the existing and DPA site uses (i.e. development volumes only) are attached in Appendix A and Appendix B respectively.

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6. TRAFFIC IMPACT

6.1 SIDRA INTERSECTION MODELLING

SIDRA Intersection modelling software has been used to assess the impacts of the proposed rezoning and anticipated development on the adjacent road network. The SIDRA analysis has been undertaken at the signalised intersection of Main North Road and Nottage Terrace for the existing scenario and includes the three primary access points for the DPA scenarios.

It should be noted that the SIDRA Intersection modelling has included consideration of DPTI's SIDRA Modelling Guidelines. Of particular note, all intersections have been assessed as 'standalone sites' (given that DPTI does not generally support SIDRA 'Network' models).

In order to assess the potential impact of the proposed rezoning, the following scenarios have been modelled:

- **Existing Intersection Configuration**
 - **Base Case (existing volumes)** – existing traffic volumes using the Main North Road/Nottage Terrace intersection in order to establish the baseline performance of the intersection;
 - **Scenario 1 (future)** – existing road network traffic volumes with the assumed existing volumes of the subject site subtracted, and future volumes associated with the potential DPA rezoning added;
- **DPTI Upgrade Configuration**
 - **Base Case (existing volumes)** – existing traffic volumes using the Main North Road/Nottage Terrace intersection, with a modified layout reflective of DPTI's future upgrade;
 - **Scenario 2** – the same traffic volumes as adopted in Scenario 1, albeit with a modified intersection layout reflective of DPTI's future intersection upgrade;
- **Site Access**
 - **Access 1/Nottage Terrace** – forecast traffic volumes associated with the DPA rezoning at the possible 'access 1' location;
 - **Access 2/Nottage Terrace** – forecast traffic volumes associated with the DPA rezoning at the possible 'access 2' location; and
 - **Access 3/Nottage Terrace** – forecast traffic volumes associated with the DPA rezoning at the possible 'access 3' location.

Total traffic volumes used for the base case assessments (existing and upgrade configurations) are illustrated in Appendix A, while traffic volumes associated

with 'Scenario 1', 'Scenario 2' and the site access assessments are illustrated in Appendix B.

6.2 EXISTING INTERSECTION CONFIGURATION

The Main North Road and Nottage Terrace intersection has been set-up to replicate existing performance using signal phasing data provided by DPTI (i.e. User Given Phase Times). The data identifies average cycle times and phase lengths which occurred at the intersection and also includes data relating to the frequency in which the bus priority movement (from Main North Road northern approach onto Main North Road south-western approach) is triggered. Phasing output from the SIDRA analyses used in the base case am and pm scenarios is attached in Appendix C1

6.2.1 BASE CASE (EXISTING LAYOUT)

Key SIDRA output from the modelling of the 'Base Case (Existing Layout)' scenario for the intersection of Main North Road and Nottage Terrace is outlined in Table 1, with detailed output attached in Appendix C2.

Table 1 – Key am (pm) peak hour existing traffic results for the existing Main North Road/Nottage Terrace intersection configuration ('Base Case – Existing Volumes')

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Main North Rd (N)	Left turn	0.211 (0.509)	5.9 (21.7)	10.8 (137.6)	A (C)
	Right turn	1.072 (0.967)	123.6 (109.1)	421.6 (291.9)	F (F)
Nottage Tce (E)	Left turn	0.810 (0.412)	32.1 (19.3)	236.1 (101.6)	C (B)
	Right turn	0.767 (0.820)	63.7 (68.1)	146.4 (152.5)	E (E)
Main North Rd (SW)	Left turn	0.336 (0.568)	11.2 (12.8)	78.0 (168.3)	B (B)
	Right turn	1.207 (1.344)	262.0 (375.8)	651.2 (1126.7)	F (F)

The above SIDRA results indicate that a number of movements are currently oversaturated during the am and pm peak hours. Of particular note, the right-turn movement from Main North Road (northern approach) is oversaturated during the am peak hour, while the right-turn from Main North Road (south-western approach) is oversaturated during both the am and pm peak hours.

6.2.2 SCENARIO 1 (FUTURE TRAFFIC)

As with the base case, 'Scenario 1' has been modelled using the existing intersection configuration as well as the existing cycle and phasing data provided by DPTI (i.e. User Given Phase Times). However, this scenario also includes

additional traffic volumes anticipated to be associated with the proposed rezoning should the full DPA yield be realised (i.e. traffic volumes illustrated in Appendix B).

Key SIDRA output from the modelling of 'Scenario 1' for the intersection of Main North Road and Nottage Terrace is outlined in Table 2, with detailed output attached in Appendix C3.

Table 2 – Key am (pm) peak hour future traffic results for the existing Main North Road/Nottage Terrace intersection configuration ('Scenario 1')

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Main North Rd (N)	Left turn	0.211 (0.509)	5.9 (21.7)	10.8 (137.6)	A (C)
	Right turn	1.075 (0.977)	125.4 (113.5)	425.9 (303.4)	F (F)
Nottage Tce (E)	Left turn	0.828 (0.436)	33.7 (19.6)	273.6 (109.2)	C (B)
	Right turn	0.797 (0.827)	65.3 (68.7)	151.7 (154.0)	E (E)
Main North Rd (SW)	Left turn	0.336 (0.568)	11.2 (12.8)	78.0 (168.3)	B (B)
	Right turn	1.207 (1.344)	262.0 (375.8)	651.2 (1126.7)	F (F)

As would be expected, Table 2 identifies that numerous movements will remain operating at an oversaturated capacity. However, modelling indicates that the traffic volumes generated by the proposed DPA rezoning will have little impact upon the intersection's existing performance, with average delays increased by up to two seconds on Nottage Terrace and five seconds on Main North Road (northern approach). Average delays on Main North Road (south-western approach) did not increase as a result of the DPA rezoning.

Importantly, the SIDRA modelling identified that the existing Level of Service (LoS) for all turning movements will be retained upon realisation of the full DPA rezoning yield.

6.3 DPTI UPGRADE CONFIGURATION

Given that the detailed design for the future upgrade of the Main North Road/ Nottage Terrace has not yet been determined, assumptions have been made based upon available concept imagery. In line with Section 2.2.2, the intersection has been modelled with an additional right-turn lane for drivers turning from Main North Road (south-western approach) into Nottage Terrace. Based upon the concept imagery (i.e. approximate locality in reference to Wilson Street), it has been assumed that the additional right-turn lane is 70 m in length.

In order to accommodate two right-turn lanes, an additional exit lane has been added on Nottage Terrace. The additional lane has been modelled as a short lane with a length of 150 m. This has been determined using SIDRA modelling and is the length required in order to achieve an 80% lane utilisation for the respective right-turn lane.

A concept of the upgraded Main North Road/Nottage Terrace intersection (intersection layout extracted from SIDRA) is shown in Figure 3.

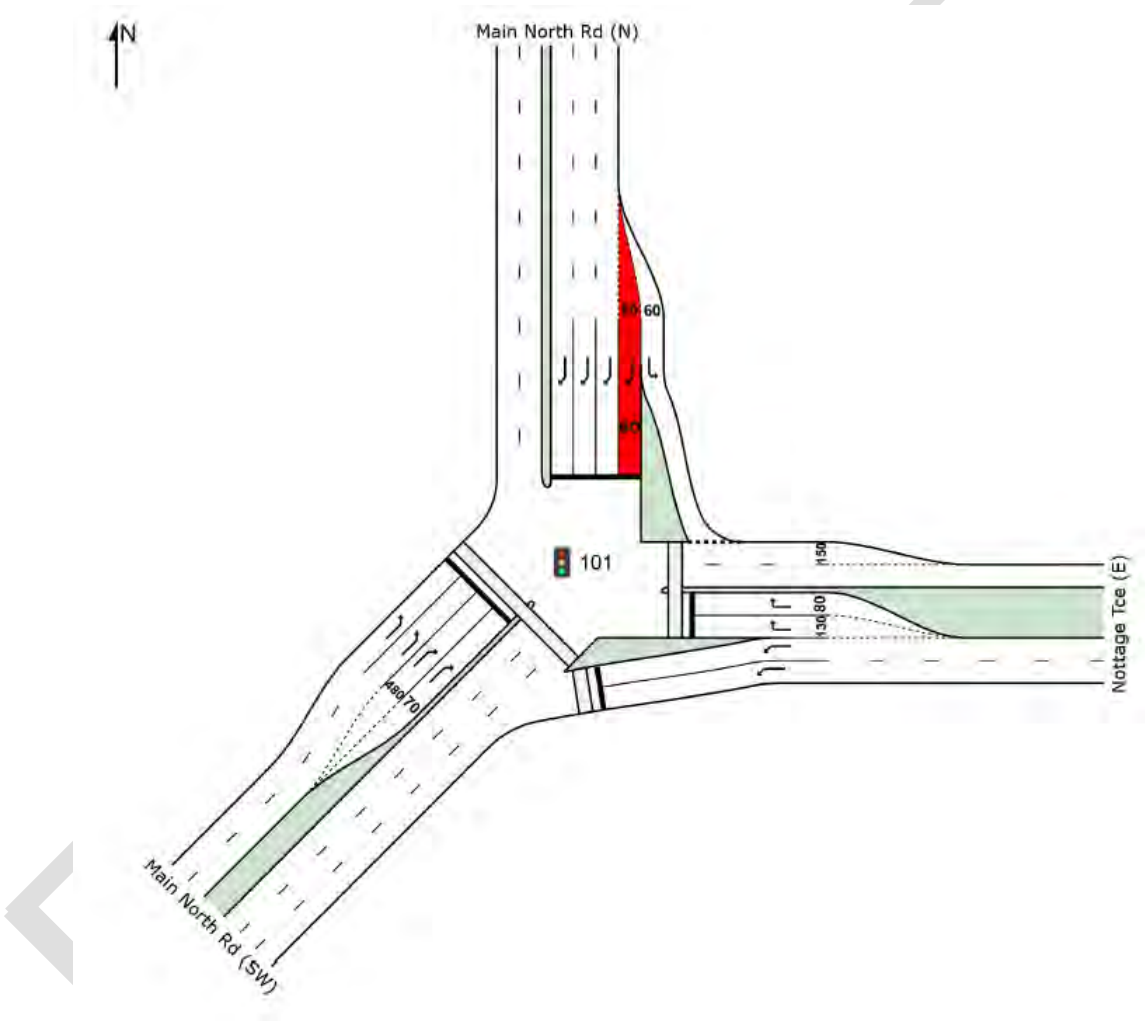


Figure 3 – SIDRA output of the upgraded Main North Road/Nottage Terrace intersection

6.3.1 BASE CASE (UPGRADED LAYOUT)

In order to achieve modelling output with a Degree of Saturation (DoS) below 1.0 (with existing traffic volumes), minor modifications have been made to the intersections signal phasing. These modifications include:

- adjustment to phase times to account for increased capacity associated with right-turn movements from Main North Road (south-western approach). It should be noted that the same average cycle time (140 seconds) has been retained; and
- removal of bus priority 'Phase D', previously set to actuate between 'Phase C' and 'Phase E'.

Phasing used in the SIDRA modelling of the DPTI upgrade (am and pm scenarios) is attached in Appendix D1.

Key SIDRA output from the modelling of the 'base case (upgraded layout)' scenario for the upgraded intersection of Main North Road and Nottage Terrace is outlined in Table 3, with detailed output attached in Appendix D2.

Table 3 – Key am (pm) peak hour existing traffic results for the upgraded Main North Road/Nottage Terrace intersection configuration ('Base Case – Upgraded Layout')

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Main North Rd (N)	Left turn	0.211 (0.475)	5.9 (13.7)	10.8 (103.3)	A (B)
	Right turn	0.935 (0.967)	72.9 (110.3)	374.1 (291.9)	E (F)
Nottage Tce (E)	Left turn	0.904 (0.412)	52.9 (19.2)	404.7 (101.4)	D (B)
	Right turn	0.862 (0.943)	73.0 (90.6)	159.9 (181.7)	E (F)
Main North Rd (SW)	Left turn	0.351 (0.552)	12.8 (11.5)	86.6 (154.2)	B (B)
	Right turn	0.895 (0.940)	67.9 (61.1)	164.3 (256.0)	E (E)

Modelling of DPTI's concept (upgrade) design indicates that the Main North Road/Nottage Terrace intersection will operate with a DoS of less than 1.0 for all movements. Specifically, the additional right-turn lane from Main North Road (south-western approach) provides additional capacity for that movement, enabling phase time to be reallocated to other critical movements (such as the right-turn from Main North Road north approach).

While some movements are still reported to operate with a LoS F (right-turn from Main North Road north approach and right-turn from Nottage Terrace), delays have generally decreased with the intersection's overall LoS reducing from F to D in both the am and pm scenarios.

6.3.2 SCENARIO 2 (FUTURE TRAFFIC)

In order to provide a comparative assessment, the same cycle and phase times used to model the 'base case (upgraded layout) have been adopted to assess 'Scenario 2'. Key SIDRA output from the modelling of 'Scenario 2' for the upgraded intersection of Main North Road and Nottage Terrace is outlined in Table 4, with detailed output attached in Appendix D3.

Table 4 – Key am (pm) peak hour future traffic results for the upgraded Main North Road/Nottage Terrace intersection configuration ('Scenario 2')

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Main North Rd (N)	Left turn	0.211 (0.475)	5.9 (13.7)	10.8 (103.3)	A (B)
	Right turn	0.937 (0.977)	73.6 (114.7)	377.1 (303.4)	E (F)
Nottage Tce (E)	Left turn	0.924 (0.436)	58.5 (19.5)	438.3 (109.0)	E (B)
	Right turn	0.894 (0.951)	77.7 (93.2)	169.2 (185.2)	E (F)
Main North Rd (SW)	Left turn	0.351 (0.552)	12.8 (11.5)	86.6 (154.2)	B (B)
	Right turn	0.895 (0.940)	67.9 (61.1)	164.3 (256.0)	E (E)

Table 5 indicates that the upgraded intersection of Main North Road and Nottage Terrace will continue to operate with a DoS of less than 1.0 for all movements upon realisation of the full DPA yield and associated traffic generation. Specifically, the SIDRA modelling indicates that the proposed rezoning (and its potential traffic generation) will increase delays by in the order of two to three seconds, with average intersection delay increasing by 2.2 seconds. Similarly, the modelling indicates that the proposed rezoning will increase 95th percentile queue lengths (worst lane) by 4.7 vehicles in the am peak hour and 1.5 vehicles during the pm peak hour. Such an increase is negligible and will still result in lesser queues and delays than those currently experienced at the intersection. Importantly, the proposed DPA will not detrimentally impact upon the performance and/or operation of the Main North Road/Nottage Terrace intersection.

6.4 SITE ACCESS

In order to ensure that the site's access points will operate satisfactorily upon realisation of the full DPA yield, SIDRA modelling has been undertaken for each of the site's access points. As noted in Section 3.2, two access points have been assumed on Nottage Terrace, with a third access located on Main North Road.

Each access point has been assumed to be restricted to left-in/left-out only due to the site's proximity to the adjacent Main North Road/Nottage Terrace signalised intersection. Turning restrictions are anticipated to be physically restricted by existing (and modified, where required) raised central medians on both Main North Road and Nottage Terrace.

6.4.1 ACCESS 1/NOTTAGE TERRACE

Key SIDRA output from the modelling of Nottage Terrace and Access 1 is outlined in Table 5, with detailed output attached in Appendix E1.

Table 5 – Key am (pm) peak hour traffic results for the site's 'Access 1' on Nottage Terrace

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Nottage Tce (E)	Left turn	0.276 (0.199)	5.6 (5.6)	0 (0)	A (A)
	Through	0.276 (0.199)	0.0 (0.0)	0 (0)	A (A)
Access 1 (S)	Left turn	0.052 (0.010)	8.3 (7.1)	1.3 (0.3)	A (A)
	Right turn	N/A	N/A	N/A	N/A
Nottage Tce (W)	Through	0.498 (0.700)	0.0 (0.0)	0 (0)	A (A)
	Right turn	N/A	N/A	N/A	N/A

As illustrated in Table 5, the proposed 'Access 1' to the subject site will operate satisfactorily upon realisation of the full DPA yield. Specifically, queues and delays associated with egress movements from the site will be negligible during the am and pm peak periods, with delays associated with left-turn movements into the site (from Nottage Terrace east) relating only to geometric delays. Importantly, the proposed access will not impact upon through movements on Nottage Terrace (i.e. eastbound and westbound movements) during either the am or pm peak periods. Accordingly, the proposed access is considered to be appropriate with regard to the anticipated yield and associated road frontage.

6.4.2 ACCESS 2/NOTTAGE TERRACE

Key SIDRA output from the modelling of Nottage Terrace and Access 2 is outlined in Table 6, with detailed output attached in Appendix E2.

Table 6 – Key am (pm) peak hour traffic results for the site's 'Access 2' on Nottage Terrace

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Nottage Tce (E)	Left turn	0.280 (0.198)	5.6 (5.6)	0.0 (0.0)	A (A)
	Through	0.280 (0.198)	0.0 (0.0)	0.0 (0.0)	A (A)
Access 2 (S)	Left turn	0.008 (0.016)	7.9 (6.9)	0.2 (0.4)	A (A)
	Right turn	N/A	N/A	N/A	N/A
Nottage Tce (W)	Through	0.498 (0.700)	0.1 (0.2)	0.0 (0.0)	A (A)
	Right turn	N/A	N/A	N/A	N/A

SIDRA modelling of the site's second Nottage Terrace access indicate that the access and Nottage Terrace will operate satisfactorily upon realisation of the full DPA yield. Queues and delays reported at the access are negligible, with westbound vehicles unaffected by vehicles turning left into the subject site. The modelling has reported a LoS A for all movements through the intersection. On this basis, it is considered that the second site access (Access 2) on Nottage Terrace will operate satisfactorily.

6.4.3 ACCESS 3/NOTTAGE TERRACE

Key SIDRA output from the modelling of Nottage Terrace and Access 3 is outlined in Table 7, with detailed output attached in Appendix E3.

Table 7 – Key am (pm) peak hour traffic results for the site's 'Access 3' on Main North Road

Arm	Movement	Degree of Saturation	Average Delay (sec)	95%ile Queue Distance (m)	Level of Service
Main North Rd (NE)	Left turn	0.586 (0.389)	5.7 (5.6)	0.0 (0.0)	A (A)
	Through	0.0 (0.0)	0.0 (0.0)	0.0 (0.0)	A (A)
Access 3 (SE)	Left turn	0.077 (0.084)	18.8 (10.4)	1.6 (2.0)	C (B)
	Right turn	N/A	N/A	N/A	N/A
Main North Rd (SW)	Through	0.397 (0.632)	0.1 (0.1)	0.0 (0.0)	A (A)
	Right turn	N/A	N/A	N/A	N/A

Table 7 illustrates that the site access (Access 3) will operate satisfactorily upon realisation of the full DPA yield. While small queues and delays will be experienced internally within the site they will not impact upon through-bound movements on Main North Road. This is reflected by a LoS of A being maintained for all movements on Main North Road. On this basis, the possible Main North Road access is considered to be satisfactory with regard to the proposed rezoning and anticipated yields.

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7. SUMMARY

The subject rezoning (DPA) within Medindie will facilitate the future redevelopment of the study area for a mixture of residential and commercial development. It is anticipated that in the order of 18 medium-density and 100 high-density dwellings plus 2,500 m² of commercial floor area could ultimately be developed within the overall site.

It is considered appropriate that the DPA area is accessed via three connections to the adjacent road network, however all connections should be located outside of the adjacent Main North Road/Nottage Terrace intersection and be separated in accordance with AS/NZS 2890.1:2004. The provision of three connections will adequately accommodate movements into and out of the site while minimising impact on through movements on the adjacent road network. These connections can be provided as priority-controlled T-intersections but should be restricted to left-in/left-out only due to the proximity of the adjacent signalised intersection.

The study area connections should provide connectivity to an internal road network designed and constructed in accordance with relevant planning and design guidelines and shall ensure that adequate provisions for parking, waste collection vehicle movements and appropriate traffic control treatments within the site are provided.

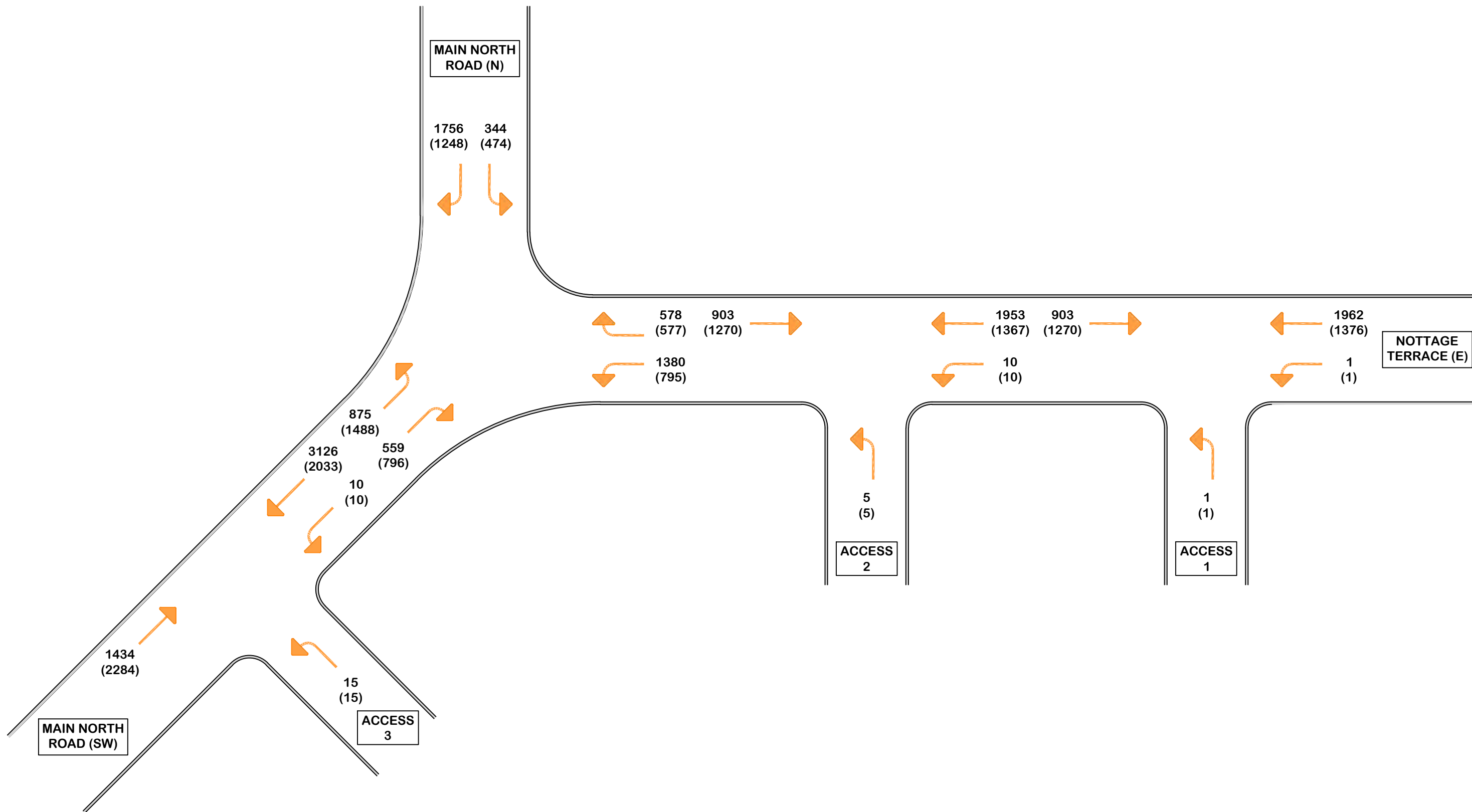
Forecasting of the site's existing and future traffic generations has been undertaken using current and maximum anticipated DPA yields respectively. The assessment identifies that the proposed DPA rezoning will generate in the order of an additional 110 am and 150 pm peak hour trips (approximate additional 1,050 daily trips).

SIDRA Intersection modelling software has been used to compare the impacts of existing site volumes against the future forecasts. The analyses indicate that proposed DPA rezoning (and associated yields) will have little impact upon the existing performance of the adjacent Main North Road/Nottage Terrace intersection. Furthermore, the future upgrade proposed by DPTI will readily accommodate anticipated traffic volumes associated with the DPA rezoning without detrimentally impacting upon the intersection's performance.

Further modelling of the three anticipated connections to the adjacent road network indicates that each will operate satisfactorily with minimal queues and delays on-site. Importantly, the modelling indicates that the connections will not impact upon through movements on Main North Road or Nottage Terrace.

APPENDIX A
EXISTING TRAFFIC VOLUMES

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DRAWING AMENDMENTS

REV	DATE	DESCRIPTION	DWN	CHK
A	31/03/2020	FOR SUBMISSION	TAW	BNW



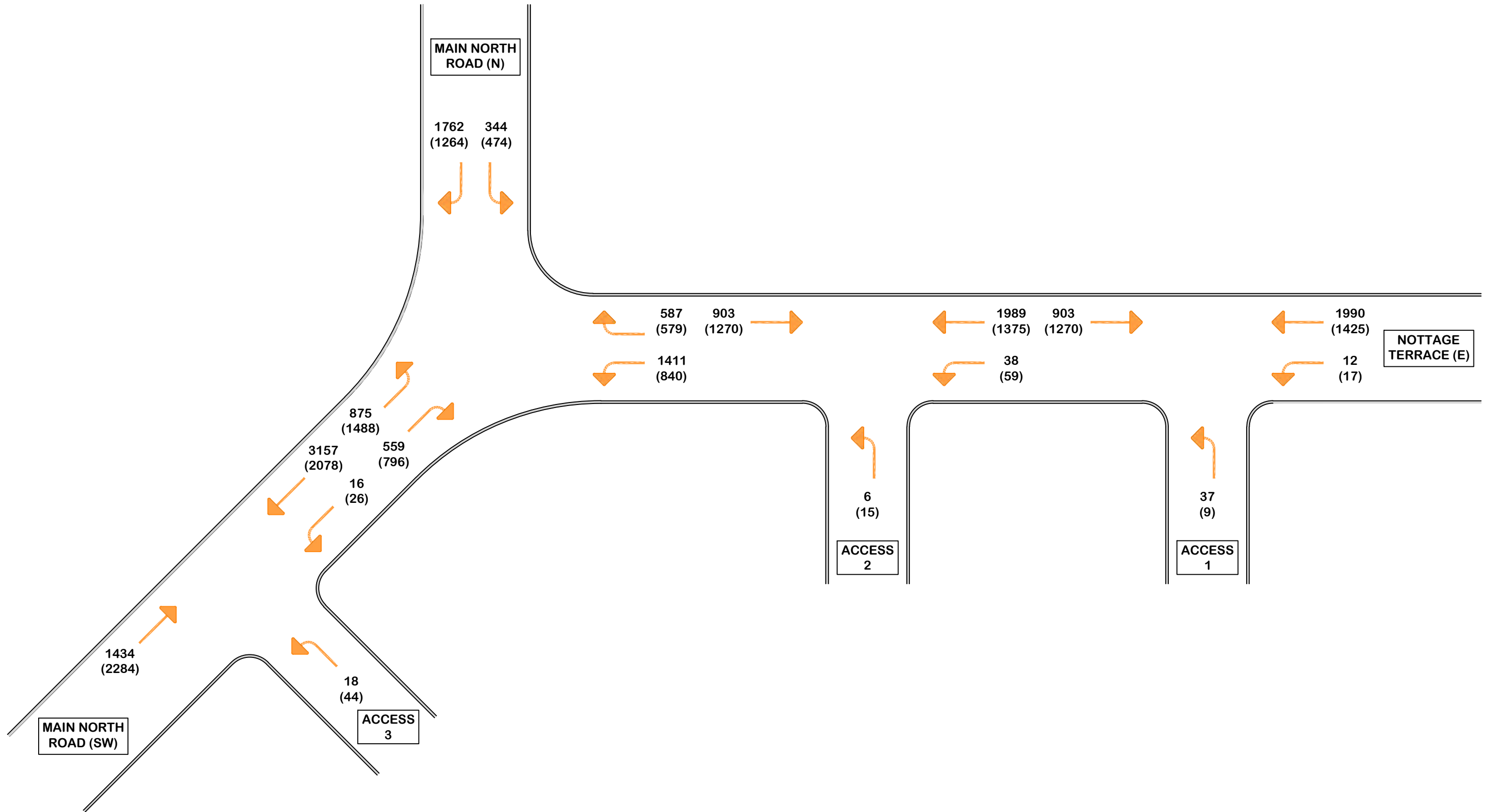
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DEVELOPMENT PLAN AMENDMENT

1 NOTTAGGE TERRACE, MEDINDIE
EXISTING TOTAL TRAFFIC VOLUMES

APPENDIX B
FORECAST TRAFFIC VOLUMES

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DRAWING AMENDMENTS

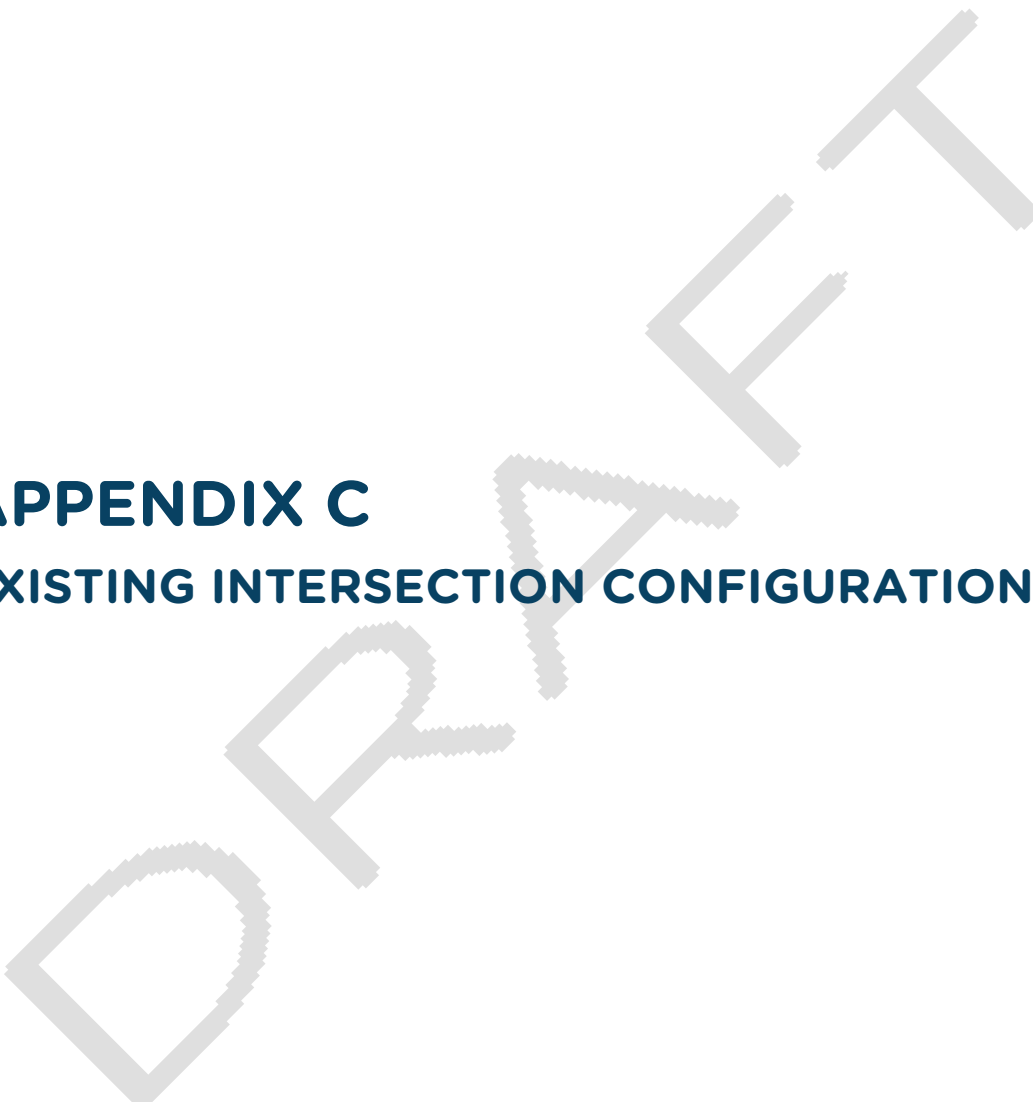
REV	DATE	DESCRIPTION	DWN	CHK
A	31/03/2020	FOR SUBMISSION	TAW	BNW



DEVELOPMENT PLAN AMENDMENT

1 NOTTAGE TERRACE, MEDINDIE FORECAST TOTAL TRAFFIC VOLUMES

APPENDIX C
EXISTING INTERSECTION CONFIGURATION



APPENDIX C1
SIGNAL PHASING

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PHASING SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage - With Buses]**

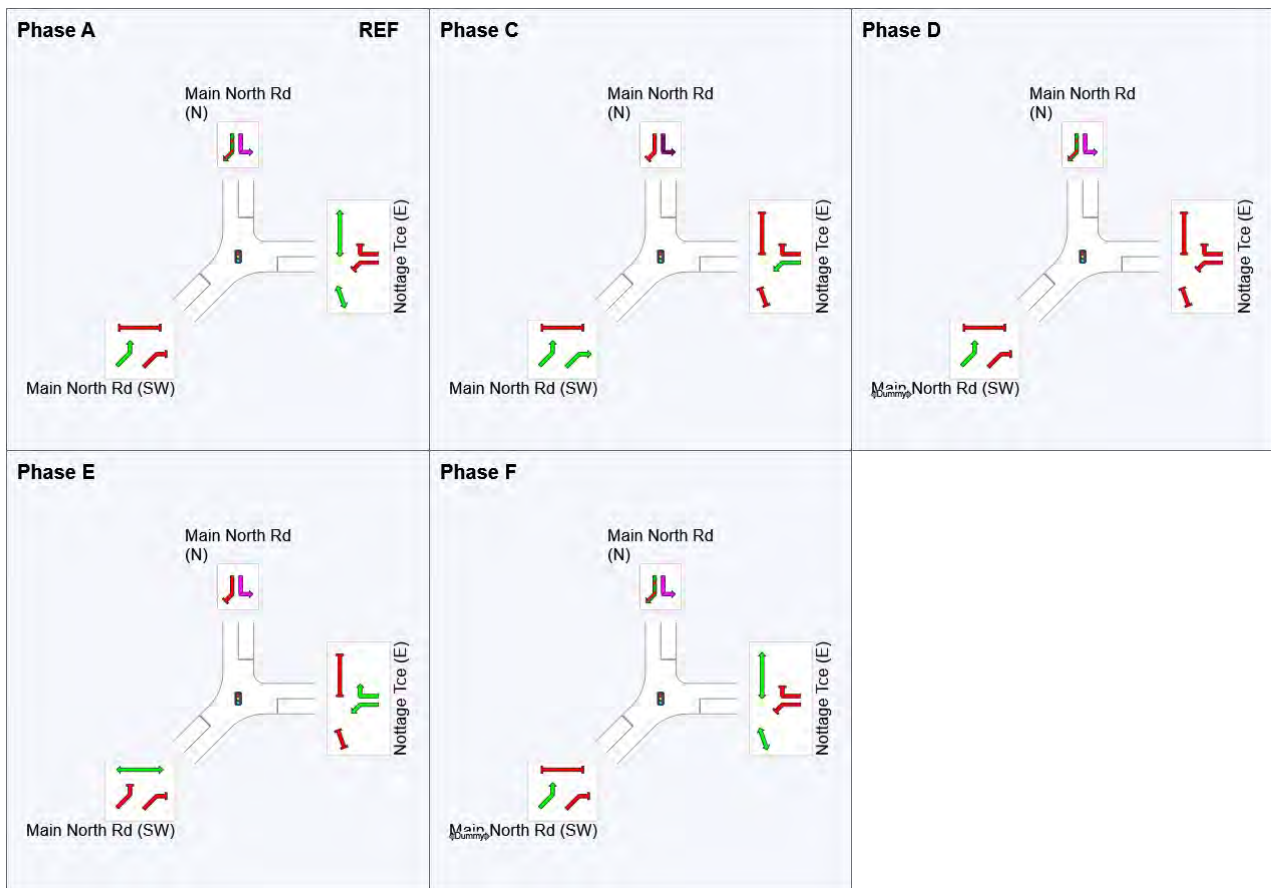
New Site
 Signals - Fixed Time Isolated Cycle Time = 141 seconds (User-Given Phase Times)

Phase Times specified by the user
Phase Sequence: DPTI AM
Reference Phase: Phase A
Input Phase Sequence: A, C, D, E, F
Output Phase Sequence: A, C, D, E, F

Phase Timing Results

Phase	A	C	D	E	F
Phase Change Time (sec)	0	51	94	102	133
Green Time (sec)	50	37	1	31	2
Phase Time (sec)	56	44	1	37	3
Phase Split	40%	31%	1%	26%	2%

See the Phase Information section in the Detailed Output report for more detailed information including input values of Yellow Time and All-Red Time, and information on any adjustments to Intergreen Time, Phase Time and Green Time values in cases of Pedestrian Actuation, Phase Actuation and Phase Frequency values (user-specified or implied) less than 100%.



REF: Reference Phase
 VAR: Variable Phase



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Project: C:\Users\JeremyBayly\Cirqa Pty Ltd\Cirqa Pty Ltd Team Site - Public\2019\19384 Scotty's Motel 1 Nottage Terrace Medindie DPA
\SIDRA\19384 - Scottys DPA.sip7

PHASING SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage - With Buses]**

New Site
 Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Phase Times specified by the user

Phase Sequence: DPTI PM

Reference Phase: Phase A

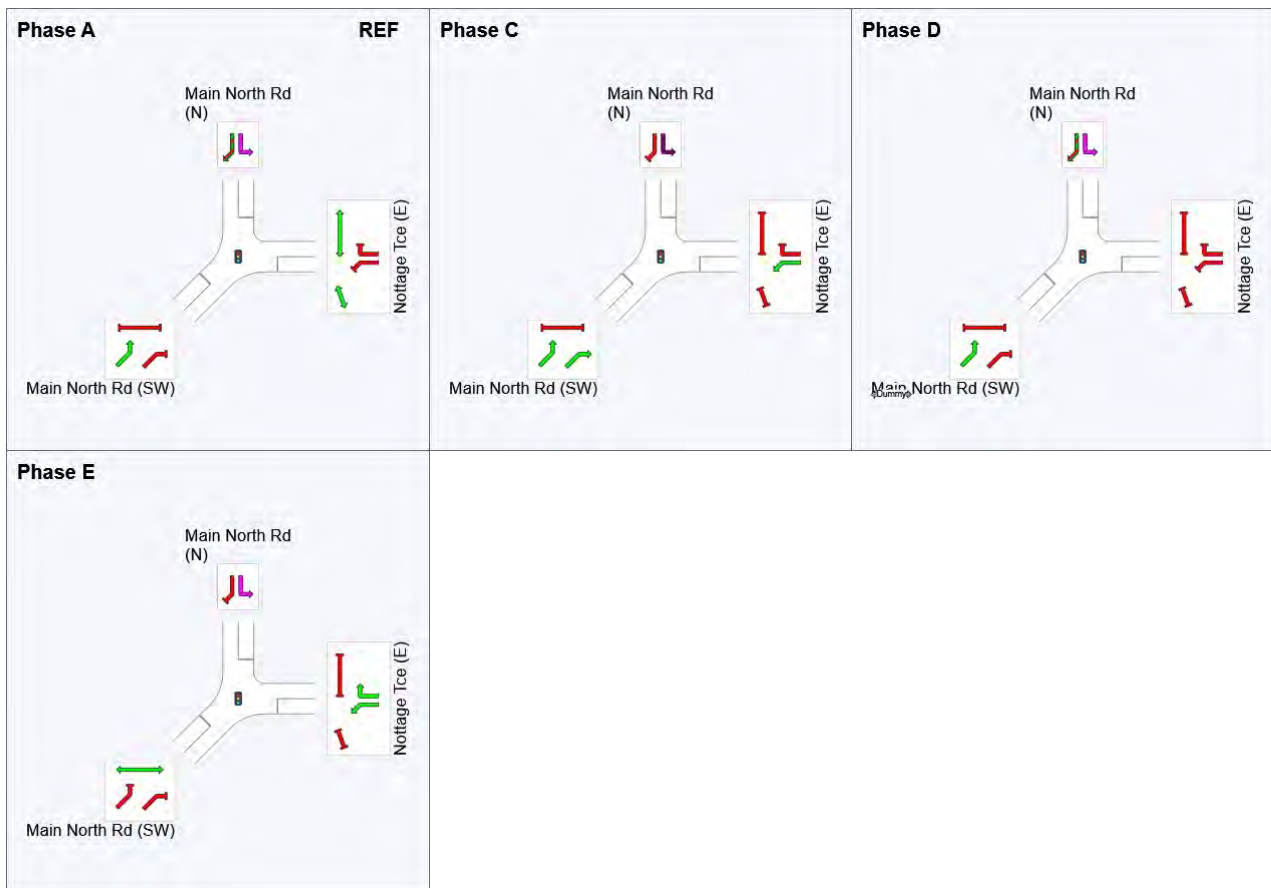
Input Phase Sequence: A, C, D, E

Output Phase Sequence: A, C, D, E

Phase Timing Results

Phase	A	C	D	E
Phase Change Time (sec)	0	48	101	110
Green Time (sec)	42	47	2	29
Phase Time (sec)	48	54	3	35
Phase Split	34%	39%	2%	25%

See the Phase Information section in the Detailed Output report for more detailed information including input values of Yellow Time and All-Red Time, and information on any adjustments to Intergreen Time, Phase Time and Green Time values in cases of Pedestrian Actuation, Phase Actuation and Phase Frequency values (user-specified or implied) less than 100%.



REF: Reference Phase

VAR: Variable Phase

	Normal Movement		Permitted/Opposed
	Slip/Bypass-Lane Movement		Opposed Slip/Bypass-Lane
	Stopped Movement		Turn On Red
	Other Movement Class (MC) Running		Undetected Movement
	Mixed Running & Stopped MCs		Continuous Movement
	Other Movement Class (MC) Stopped		Phase Transition Applied

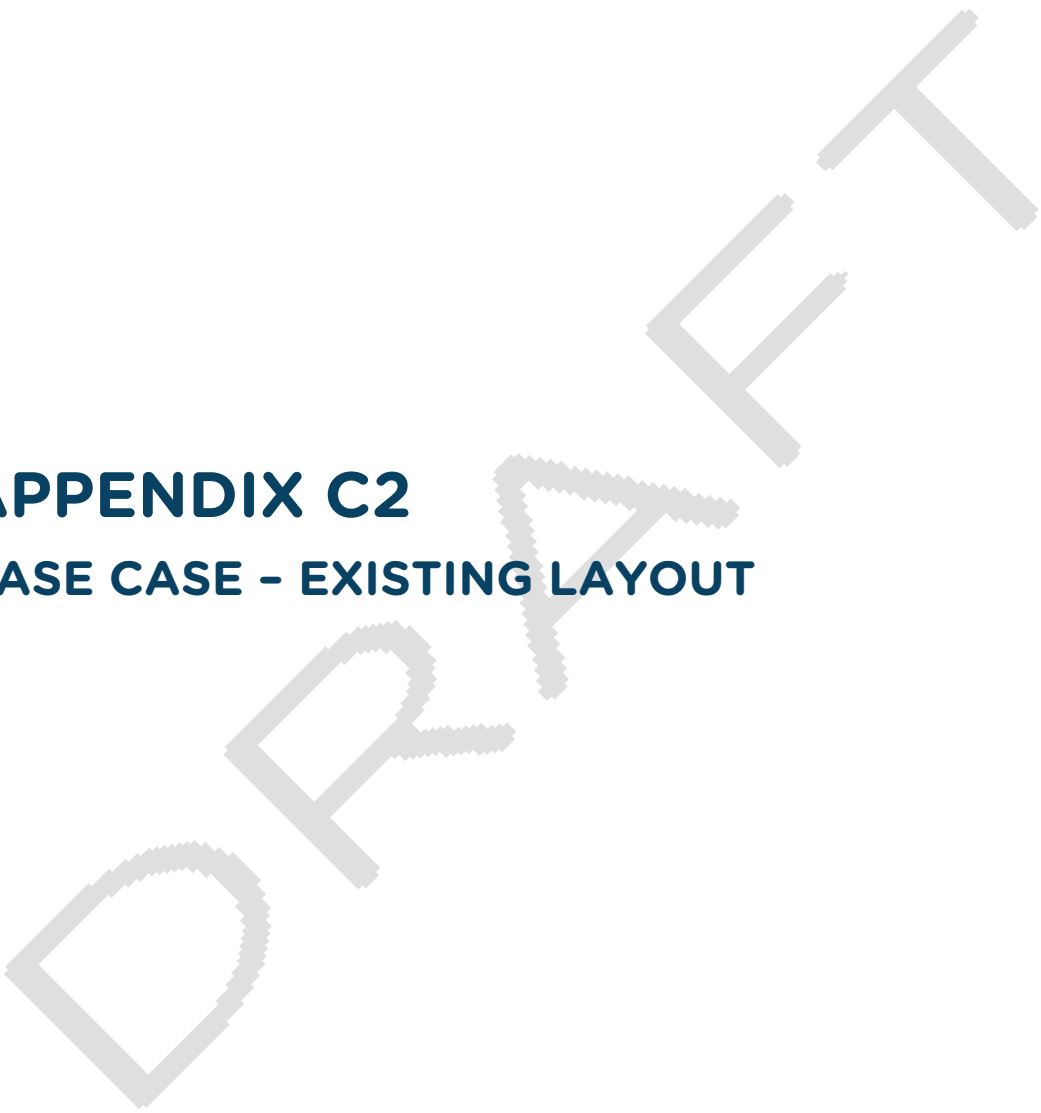
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Project: C:\Users\JeremyBayly\Cirqa Pty Ltd\Cirqa Pty Ltd Team Site - Public\2019\19384 Scotty's Motel 1 Nottage Terrace Medindie DPA
\SIDRA\19384 - Scottys DPA.sip7

APPENDIX C2

BASE CASE - EXISTING LAYOUT



INTERSECTION SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 141 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	33.4 km/h	1.9 km/h	32.7 km/h
Travel Distance (Total)	12049.3 veh-km/h	5.4 ped-km/h	16562.8 pers-km/h
Travel Time (Total)	360.9 veh-h/h	2.9 ped-h/h	505.8 pers-h/h
Demand Flows (Total)	5755 veh/h	158 ped/h	7882 pers/h
Percent Heavy Vehicles (Demand)	4.3 %		
Degree of Saturation	1.207	0.036	
Practical Spare Capacity	-25.5 %		
Effective Intersection Capacity	4766 veh/h		
Control Delay (Total)	132.54 veh-h/h	1.70 ped-h/h	186.37 pers-h/h
Control Delay (Average)	82.9 sec	38.7 sec	85.1 sec
Control Delay (Worst Lane)	262.0 sec		
Control Delay (Worst Movement)	262.0 sec	54.6 sec	262.0 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	78.2 sec		
Idling Time (Average)	90.4 sec		
Intersection Level of Service (LOS)	LOS F	LOS D	
95% Back of Queue - Vehicles (Worst Lane)	89.8 veh		
95% Back of Queue - Distance (Worst Lane)	651.2 m		
Queue Storage Ratio (Worst Lane)	0.29		
Total Effective Stops	5627 veh/h	116 ped/h	7733 pers/h
Effective Stop Rate	0.98 per veh	0.73 per ped	0.98 per pers
Proportion Queued	0.82	0.73	0.84
Performance Index	654.6	3.5	658.1
Cost (Total)	12195.53 \$/h	71.95 \$/h	12267.48 \$/h
Fuel Consumption (Total)	1188.5 L/h		
Carbon Dioxide (Total)	2823.1 kg/h		
Hydrocarbons (Total)	0.266 kg/h		
Carbon Monoxide (Total)	3.105 kg/h		
NOx (Total)	4.324 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,762,274 veh/y	75,789 ped/y	3,783,411 pers/y
Delay	63,621 veh-h/y	815 ped-h/y	89,456 pers-h/y
Effective Stops	2,700,733 veh/y	55,665 ped/y	3,711,956 pers/y
Travel Distance	5,783,665 veh-km/y	2,600 ped-km/y	7,950,148 pers-km/y
Travel Time	173,244 veh-h/y	1,371 ped-h/y	242,766 pers-h/y
Cost	5,853,855 \$/y	34,538 \$/y	5,888,392 \$/y
Fuel Consumption	570,495 L/y		
Carbon Dioxide	1,355,092 kg/y		
Hydrocarbons	128 kg/y		
Carbon Monoxide	1,490 kg/y		
NOx	2,075 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 141 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	1453	3.3	0.810	32.1	LOS C	36.6	263.1	0.91	0.89	42.2
6	R2	608	3.3	0.767	63.7	LOS E	20.3	146.4	1.00	0.88	41.3
Approach		2061	3.3	0.810	41.4	LOS D	36.6	263.1	0.94	0.89	41.8
North: Main North Rd (N)											
7	L2	362	4.0	0.211	5.9	LOS A	1.5	10.8	0.07	0.57	57.2
9a	R1	1822	5.6	1.072	123.6	LOS F	57.8	421.6	1.00	1.15	28.3
Approach		2184	5.3	1.072	104.1	LOS F	57.8	421.6	0.85	1.05	30.7
SouthWest: Main North Rd (SW)											
30a	L1	921	4.2	0.336	11.2	LOS B	10.8	78.0	0.38	0.64	55.6
32a	R1	588	4.2	1.207	262.0	LOS F	89.8	651.2	1.00	1.53	13.5
Approach		1509	4.2	1.207	109.0	LOS F	89.8	651.2	0.62	0.99	31.4
All Vehicles		5755	4.3	1.207	82.9	LOS F	89.8	651.2	0.82	0.98	33.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	32.1	LOS D	0.1	0.1	0.68	0.68	
P2S	East Slip/Bypass Lane Crossing	53	29.4	LOS C	0.1	0.1	0.65	0.65	
P8	SouthWest Full Crossing	53	54.6	LOS E	0.2	0.2	0.88	0.88	
All Pedestrians		158	38.7	LOS D			0.73	0.73	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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INTERSECTION SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	33.9 km/h	1.8 km/h	33.9 km/h
Travel Distance (Total)	12157.2 veh-km/h	5.4 ped-km/h	17003.1 pers-km/h
Travel Time (Total)	358.4 veh-h/h	3.1 ped-h/h	501.8 pers-h/h
Demand Flows (Total)	5628 veh/h	158 ped/h	7852 pers/h
Percent Heavy Vehicles (Demand)	4.5 %		
Degree of Saturation	1.344	0.041	
Practical Spare Capacity	-33.0 %		
Effective Intersection Capacity	4188 veh/h		
Control Delay (Total)	150.87 veh-h/h	1.93 ped-h/h	211.07 pers-h/h
Control Delay (Average)	96.5 sec	44.0 sec	96.8 sec
Control Delay (Worst Lane)	375.8 sec		
Control Delay (Worst Movement)	375.8 sec	55.9 sec	375.8 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	91.8 sec		
Idling Time (Average)	90.3 sec		
Intersection Level of Service (LOS)	LOS F	LOS E	
95% Back of Queue - Vehicles (Worst Lane)	155.4 veh		
95% Back of Queue - Distance (Worst Lane)	1126.7 m		
Queue Storage Ratio (Worst Lane)	0.14		
Total Effective Stops	5550 veh/h	125 ped/h	7771 pers/h
Effective Stop Rate	0.99 per veh	0.79 per ped	0.99 per pers
Proportion Queued	0.77	0.79	0.80
Performance Index	737.0	3.8	740.8
Cost (Total)	11865.55 \$/h	77.76 \$/h	11943.31 \$/h
Fuel Consumption (Total)	1196.7 L/h		
Carbon Dioxide (Total)	2844.6 kg/h		
Hydrocarbons (Total)	0.267 kg/h		
Carbon Monoxide (Total)	3.117 kg/h		
NOx (Total)	4.426 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,701,642 veh/y	75,789 ped/y	3,768,859 pers/y
Delay	72,418 veh-h/y	926 ped-h/y	101,316 pers-h/y
Effective Stops	2,664,082 veh/y	59,861 ped/y	3,729,911 pers/y
Travel Distance	5,835,430 veh-km/y	2,600 ped-km/y	8,161,474 pers-km/y
Travel Time	172,047 veh-h/y	1,481 ped-h/y	240,876 pers-h/y
Cost	5,695,464 \$/y	37,323 \$/y	5,732,787 \$/y
Fuel Consumption	574,421 L/y		
Carbon Dioxide	1,365,402 kg/y		
Hydrocarbons	128 kg/y		
Carbon Monoxide	1,496 kg/y		
NOx	2,125 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	837	3.3	0.412	19.3	LOS B	14.1	101.6	0.63	0.74	47.6
6	R2	607	3.3	0.820	68.1	LOS E	21.2	152.5	1.00	0.91	40.5
Approach		1444	3.3	0.820	39.8	LOS D	21.2	152.5	0.79	0.81	43.3
North: Main North Rd (N)											
7	L2	499	4.0	0.509	21.7	LOS C	19.0	137.6	0.66	0.77	51.7
9a	R1	1281	6.6	0.967	109.1	LOS F	39.7	291.9	1.00	1.09	34.9
Approach		1780	5.9	0.967	84.6	LOS F	39.7	291.9	0.90	1.00	38.2
SouthWest: Main North Rd (SW)											
30a	L1	1566	4.2	0.568	12.8	LOS B	23.2	168.3	0.48	0.70	55.0
32a	R1	838	4.2	1.344	375.8	LOS F	155.4	1126.7	1.00	1.78	10.1
Approach		2404	4.2	1.344	139.3	LOS F	155.4	1126.7	0.66	1.08	28.1
All Vehicles		5628	4.5	1.344	96.5	LOS F	155.4	1126.7	0.77	0.99	33.9

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	39.5	LOS D	0.2	0.2	0.75	0.75	
P2S	East Slip/Bypass Lane Crossing	53	36.5	LOS D	0.2	0.2	0.72	0.72	
P8	SouthWest Full Crossing	53	55.9	LOS E	0.2	0.2	0.89	0.89	
All Pedestrians		158	44.0	LOS E			0.79	0.79	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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APPENDIX C3

SCENARIO 1 - FUTURE TRAFFIC

DRAFT

INTERSECTION SUMMARY

 **Site: 101 [Future AM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 141 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	33.2 km/h	1.9 km/h	32.6 km/h
Travel Distance (Total)	12125.9 veh-km/h	5.4 ped-km/h	16654.7 pers-km/h
Travel Time (Total)	364.7 veh-h/h	2.9 ped-h/h	510.7 pers-h/h
Demand Flows (Total)	5801 veh/h	158 ped/h	7938 pers/h
Percent Heavy Vehicles (Demand)	4.3 %		
Degree of Saturation	1.207	0.036	
Practical Spare Capacity	-25.5 %		
Effective Intersection Capacity	4805 veh/h		
Control Delay (Total)	134.99 veh-h/h	1.70 ped-h/h	189.63 pers-h/h
Control Delay (Average)	83.8 sec	38.7 sec	86.0 sec
Control Delay (Worst Lane)	262.0 sec		
Control Delay (Worst Movement)	262.0 sec	54.6 sec	262.0 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	79.1 sec		
Idling Time (Average)	91.1 sec		
Intersection Level of Service (LOS)	LOS F	LOS D	
95% Back of Queue - Vehicles (Worst Lane)	89.8 veh		
95% Back of Queue - Distance (Worst Lane)	651.2 m		
Queue Storage Ratio (Worst Lane)	0.30		
Total Effective Stops	5712 veh/h	116 ped/h	7838 pers/h
Effective Stop Rate	0.98 per veh	0.73 per ped	0.99 per pers
Proportion Queued	0.82	0.73	0.84
Performance Index	662.4	3.5	665.9
Cost (Total)	12328.34 \$/h	71.95 \$/h	12400.29 \$/h
Fuel Consumption (Total)	1199.7 L/h		
Carbon Dioxide (Total)	2849.7 kg/h		
Hydrocarbons (Total)	0.269 kg/h		
Carbon Monoxide (Total)	3.132 kg/h		
NOx (Total)	4.378 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,784,505 veh/y	75,789 ped/y	3,810,088 pers/y
Delay	64,794 veh-h/y	815 ped-h/y	91,021 pers-h/y
Effective Stops	2,741,932 veh/y	55,665 ped/y	3,762,305 pers/y
Travel Distance	5,820,416 veh-km/y	2,600 ped-km/y	7,994,249 pers-km/y
Travel Time	175,074 veh-h/y	1,371 ped-h/y	245,122 pers-h/y
Cost	5,917,603 \$/y	34,538 \$/y	5,952,141 \$/y
Fuel Consumption	575,848 L/y		
Carbon Dioxide	1,367,841 kg/y		
Hydrocarbons	129 kg/y		
Carbon Monoxide	1,503 kg/y		
NOx	2,101 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Future AM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 141 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	1485	3.3	0.828	33.7	LOS C	38.0	273.6	0.93	0.91	41.6
6	R2	618	3.3	0.797	65.3	LOS E	21.1	151.7	1.00	0.90	41.0
Approach		2103	3.3	0.828	43.0	LOS D	38.0	273.6	0.95	0.91	41.3
North: Main North Rd (N)											
7	L2	362	4.0	0.211	5.9	LOS A	1.5	10.8	0.07	0.57	57.2
9a	R1	1826	5.7	1.075	125.4	LOS F	58.4	425.9	1.00	1.15	28.1
Approach		2188	5.4	1.075	105.6	LOS F	58.4	425.9	0.85	1.06	30.6
SouthWest: Main North Rd (SW)											
30a	L1	921	4.2	0.336	11.2	LOS B	10.8	78.0	0.38	0.64	55.6
32a	R1	588	4.2	1.207	262.0	LOS F	89.8	651.2	1.00	1.53	13.5
Approach		1509	4.2	1.207	109.0	LOS F	89.8	651.2	0.62	0.99	31.4
All Vehicles		5801	4.3	1.207	83.8	LOS F	89.8	651.2	0.82	0.98	33.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	32.1	LOS D	0.1	0.1	0.68	0.68	
P2S	East Slip/Bypass Lane Crossing	53	29.4	LOS C	0.1	0.1	0.65	0.65	
P8	SouthWest Full Crossing	53	54.6	LOS E	0.2	0.2	0.88	0.88	
All Pedestrians		158	38.7	LOS D			0.73	0.73	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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INTERSECTION SUMMARY

 **Site: 101 [Future PM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	33.8 km/h	1.8 km/h	33.7 km/h
Travel Distance (Total)	12268.0 veh-km/h	5.4 ped-km/h	17136.1 pers-km/h
Travel Time (Total)	362.9 veh-h/h	3.1 ped-h/h	508.2 pers-h/h
Demand Flows (Total)	5695 veh/h	158 ped/h	7931 pers/h
Percent Heavy Vehicles (Demand)	4.5 %		
Degree of Saturation	1.344	0.041	
Practical Spare Capacity	-33.0 %		
Effective Intersection Capacity	4238 veh/h		
Control Delay (Total)	153.44 veh-h/h	1.93 ped-h/h	215.21 pers-h/h
Control Delay (Average)	97.0 sec	44.0 sec	97.7 sec
Control Delay (Worst Lane)	375.8 sec		
Control Delay (Worst Movement)	375.8 sec	55.9 sec	375.8 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	92.3 sec		
Idling Time (Average)	90.7 sec		
Intersection Level of Service (LOS)	LOS F	LOS E	
95% Back of Queue - Vehicles (Worst Lane)	155.4 veh		
95% Back of Queue - Distance (Worst Lane)	1126.7 m		
Queue Storage Ratio (Worst Lane)	0.14		
Total Effective Stops	5634 veh/h	125 ped/h	7884 pers/h
Effective Stop Rate	0.99 per veh	0.79 per ped	0.99 per pers
Proportion Queued	0.77	0.79	0.80
Performance Index	746.0	3.8	749.8
Cost (Total)	12037.38 \$/h	77.76 \$/h	12115.14 \$/h
Fuel Consumption (Total)	1210.7 L/h		
Carbon Dioxide (Total)	2877.9 kg/h		
Hydrocarbons (Total)	0.270 kg/h		
Carbon Monoxide (Total)	3.152 kg/h		
NOx (Total)	4.495 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,733,474 veh/y	75,789 ped/y	3,807,057 pers/y
Delay	73,651 veh-h/y	926 ped-h/y	103,299 pers-h/y
Effective Stops	2,704,337 veh/y	59,861 ped/y	3,784,434 pers/y
Travel Distance	5,888,659 veh-km/y	2,600 ped-km/y	8,225,348 pers-km/y
Travel Time	174,180 veh-h/y	1,481 ped-h/y	243,940 pers-h/y
Cost	5,777,942 \$/y	37,323 \$/y	5,815,265 \$/y
Fuel Consumption	581,131 L/y		
Carbon Dioxide	1,381,381 kg/y		
Hydrocarbons	130 kg/y		
Carbon Monoxide	1,513 kg/y		
NOx	2,158 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Future PM - MNR/Nottage - With Buses]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	884	3.3	0.436	19.6	LOS B	15.2	109.2	0.64	0.75	47.5
6	R2	609	3.3	0.827	68.7	LOS E	21.4	154.0	1.00	0.91	40.3
Approach		1494	3.3	0.827	39.6	LOS D	21.4	154.0	0.79	0.82	43.2
North: Main North Rd (N)											
7	L2	499	4.0	0.509	21.7	LOS C	19.0	137.6	0.66	0.77	51.7
9a	R1	1298	6.7	0.977	113.5	LOS F	41.2	303.4	1.00	1.11	34.3
Approach		1797	6.0	0.977	88.1	LOS F	41.2	303.4	0.90	1.01	37.7
SouthWest: Main North Rd (SW)											
30a	L1	1566	4.2	0.568	12.8	LOS B	23.2	168.3	0.48	0.70	55.0
32a	R1	838	4.2	1.344	375.8	LOS F	155.4	1126.7	1.00	1.78	10.1
Approach		2404	4.2	1.344	139.3	LOS F	155.4	1126.7	0.66	1.08	28.1
All Vehicles		5695	4.5	1.344	97.0	LOS F	155.4	1126.7	0.77	0.99	33.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	39.5	LOS D	0.2	0.2	0.75	0.75	
P2S	East Slip/Bypass Lane Crossing	53	36.5	LOS D	0.2	0.2	0.72	0.72	
P8	SouthWest Full Crossing	53	55.9	LOS E	0.2	0.2	0.89	0.89	
All Pedestrians		158	44.0	LOS E			0.79	0.79	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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APPENDIX D
DPTI UPGRADE CONFIGURATION

DRAFT

APPENDIX D1
BASE CASE - EXISTING LAYOUT

DRAFT

PHASING SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

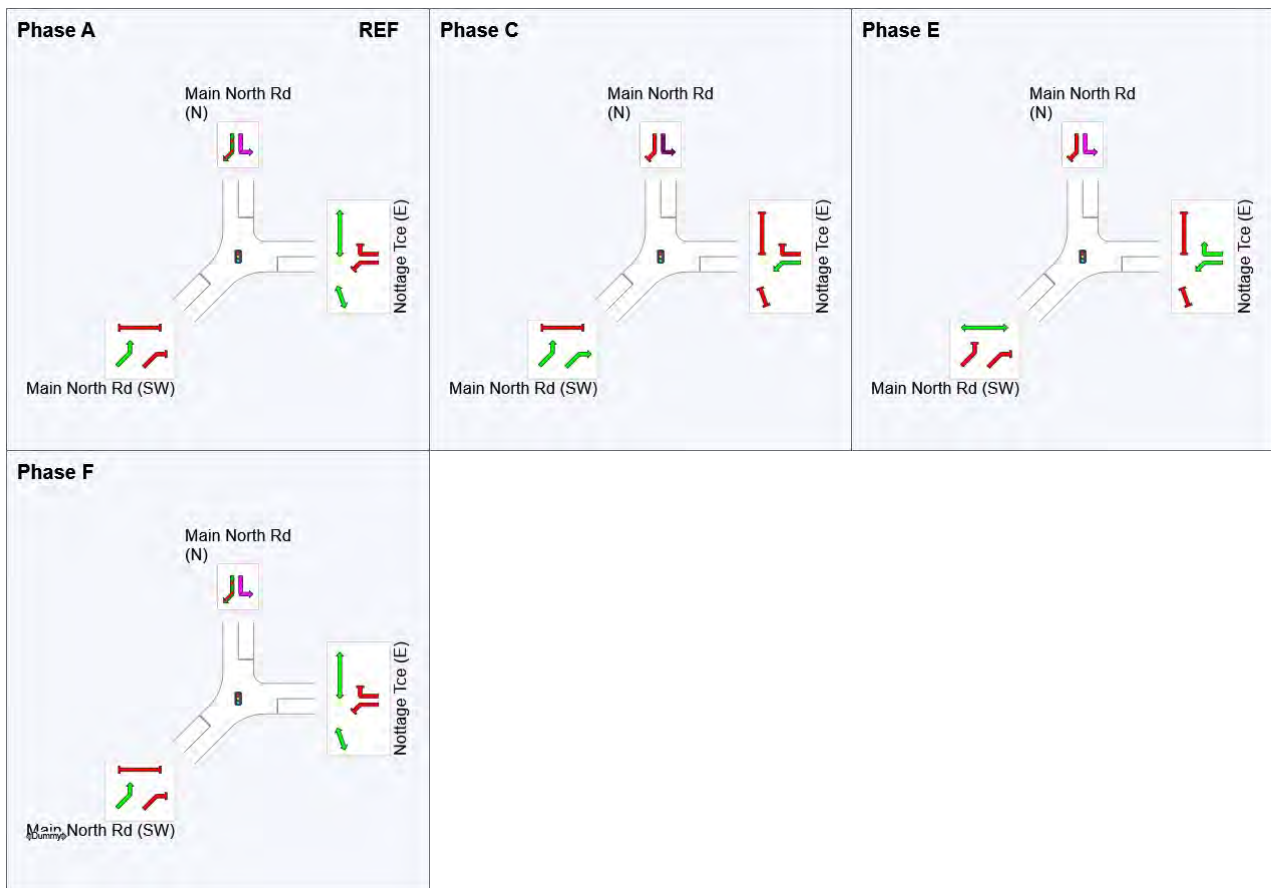
New Site
 Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Phase Times specified by the user
Phase Sequence: DPTI AM
Reference Phase: Phase A
Input Phase Sequence: A, C, E, F
Output Phase Sequence: A, C, E, F

Phase Timing Results

Phase	A	C	E	F
Phase Change Time (sec)	0	61	97	132
Green Time (sec)	60	30	28	2
Phase Time (sec)	66	37	34	3
Phase Split	47%	26%	24%	2%

See the Phase Information section in the Detailed Output report for more detailed information including input values of Yellow Time and All-Red Time, and information on any adjustments to Intergreen Time, Phase Time and Green Time values in cases of Pedestrian Actuation, Phase Actuation and Phase Frequency values (user-specified or implied) less than 100%.



REF: Reference Phase
 VAR: Variable Phase

	Normal Movement		Permitted/Opposed
	Slip/Bypass-Lane Movement		Opposed Slip/Bypass-Lane
	Stopped Movement		Turn On Red
	Other Movement Class (MC) Running		Undetected Movement
	Mixed Running & Stopped MCs		Continuous Movement
	Other Movement Class (MC) Stopped		Phase Transition Applied

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PHASING SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

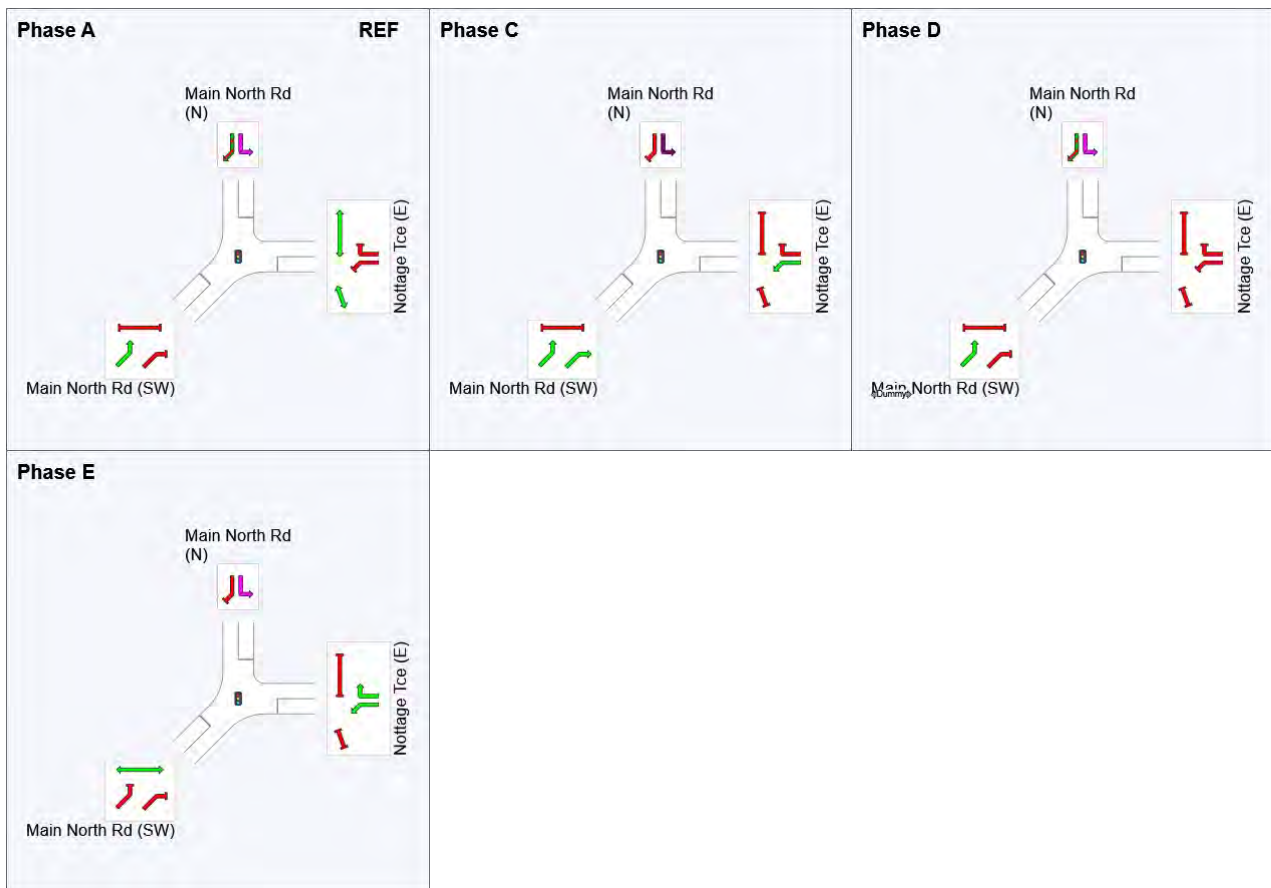
New Site
 Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Phase Times specified by the user
Phase Sequence: DPTI PM
Reference Phase: Phase A
Input Phase Sequence: A, C, D, E
Output Phase Sequence: A, C, D, E

Phase Timing Results

Phase	A	C	D	E
Phase Change Time (sec)	0	48	104	113
Green Time (sec)	42	50	2	26
Phase Time (sec)	48	57	3	32
Phase Split	34%	41%	2%	23%

See the Phase Information section in the Detailed Output report for more detailed information including input values of Yellow Time and All-Red Time, and information on any adjustments to Intergreen Time, Phase Time and Green Time values in cases of Pedestrian Actuation, Phase Actuation and Phase Frequency values (user-specified or implied) less than 100%.



REF: Reference Phase
 VAR: Variable Phase



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APPENDIX D1

BASE CASE - UPGRADED LAYOUT

INTERSECTION SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	41.8 km/h	2.0 km/h	41.3 km/h
Travel Distance (Total)	12058.9 veh-km/h	5.8 ped-km/h	16576.3 pers-km/h
Travel Time (Total)	288.3 veh-h/h	2.8 ped-h/h	401.1 pers-h/h
Demand Flows (Total)	5755 veh/h	158 ped/h	7882 pers/h
Percent Heavy Vehicles (Demand)	4.3 %		
Degree of Saturation	0.935	0.056	
Practical Spare Capacity	-3.7 %		
Effective Intersection Capacity	6155 veh/h		
Control Delay (Total)	85.54 veh-h/h	1.60 ped-h/h	121.32 pers-h/h
Control Delay (Average)	53.5 sec	36.5 sec	55.4 sec
Control Delay (Worst Lane)	92.1 sec		
Control Delay (Worst Movement)	75.1 sec	59.6 sec	75.1 sec
Geometric Delay (Average)	4.6 sec		
Stop-Line Delay (Average)	48.9 sec		
Idling Time (Average)	45.0 sec		
Intersection Level of Service (LOS)	LOS D	LOS D	
95% Back of Queue - Vehicles (Worst Lane)	56.2 veh		
95% Back of Queue - Distance (Worst Lane)	404.7 m		
Queue Storage Ratio (Worst Lane)	0.44		
Total Effective Stops	5190 veh/h	112 ped/h	7142 pers/h
Effective Stop Rate	0.90 per veh	0.71 per ped	0.91 per pers
Proportion Queued	0.84	0.71	0.85
Performance Index	534.2	3.5	537.6
Cost (Total)	9233.16 \$/h	71.40 \$/h	9304.56 \$/h
Fuel Consumption (Total)	1090.1 L/h		
Carbon Dioxide (Total)	2590.4 kg/h		
Hydrocarbons (Total)	0.228 kg/h		
Carbon Monoxide (Total)	2.907 kg/h		
NOx (Total)	4.104 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,762,274 veh/y	75,789 ped/y	3,783,411 pers/y
Delay	41,058 veh-h/y	769 ped-h/y	58,235 pers-h/y
Effective Stops	2,491,164 veh/y	53,531 ped/y	3,428,154 pers/y
Travel Distance	5,788,250 veh-km/y	2,766 ped-km/y	7,956,619 pers-km/y
Travel Time	138,367 veh-h/y	1,360 ped-h/y	192,520 pers-h/y
Cost	4,431,916 \$/y	34,271 \$/y	4,466,187 \$/y
Fuel Consumption	523,269 L/y		
Carbon Dioxide	1,243,390 kg/y		
Hydrocarbons	109 kg/y		
Carbon Monoxide	1,395 kg/y		
NOx	1,970 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Exist AM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	1453	3.3	0.904	52.9	LOS D	56.2	404.7	0.95	0.96	35.8
6	R2	608	3.3	0.862	73.0	LOS E	22.2	159.9	1.00	0.94	39.6
Approach		2061	3.3	0.904	58.8	LOS E	56.2	404.7	0.97	0.96	37.3
North: Main North Rd (N)											
7	L2	362	4.0	0.211	5.9	LOS A	1.5	10.8	0.07	0.57	57.2
9a	R1	1822	5.6	0.935	72.9	LOS E	51.2	374.1	1.00	1.02	40.5
Approach		2184	5.3	0.935	61.8	LOS E	51.2	374.1	0.85	0.95	42.4
SouthWest: Main North Rd (SW)											
30a	L1	921	4.2	0.351	12.8	LOS B	11.9	86.6	0.42	0.66	55.1
32a	R1	588	4.2	0.895	67.9	LOS E	22.7	164.3	0.99	0.92	32.1
Approach		1509	4.2	0.895	34.3	LOS C	22.7	164.3	0.64	0.76	46.7
All Vehicles		5755	4.3	0.935	53.5	LOS D	56.2	404.7	0.84	0.90	41.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	27.1	LOS C	0.1	0.1	0.62	0.62	
P2S	East Slip/Bypass Lane Crossing	53	22.9	LOS C	0.1	0.1	0.57	0.57	
P8	SouthWest Full Crossing	53	59.6	LOS E	0.2	0.2	0.92	0.92	
All Pedestrians		158	36.5	LOS D			0.71	0.71	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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INTERSECTION SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	42.7 km/h	1.8 km/h	41.1 km/h
Travel Distance (Total)	12164.0 veh-km/h	5.8 ped-km/h	17013.6 pers-km/h
Travel Time (Total)	284.6 veh-h/h	3.3 ped-h/h	413.6 pers-h/h
Demand Flows (Total)	5628 veh/h	158 ped/h	7852 pers/h
Percent Heavy Vehicles (Demand)	4.5 %		
Degree of Saturation	0.967	0.068	
Practical Spare Capacity	-7.0 %		
Effective Intersection Capacity	5818 veh/h		
Control Delay (Total)	80.11 veh-h/h	2.04 ped-h/h	126.55 pers-h/h
Control Delay (Average)	51.2 sec	46.6 sec	58.0 sec
Control Delay (Worst Lane)	111.0 sec		
Control Delay (Worst Movement)	110.3 sec	61.4 sec	110.3 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	46.6 sec		
Idling Time (Average)	42.7 sec		
Intersection Level of Service (LOS)	LOS D	LOS E	
95% Back of Queue - Vehicles (Worst Lane)	39.7 veh		
95% Back of Queue - Distance (Worst Lane)	291.9 m		
Queue Storage Ratio (Worst Lane)	0.13		
Total Effective Stops	4868 veh/h	128 ped/h	6964 pers/h
Effective Stop Rate	0.86 per veh	0.81 per ped	0.89 per pers
Proportion Queued	0.73	0.81	0.76
Performance Index	504.4	4.0	508.4
Cost (Total)	9178.00 \$/h	82.50 \$/h	9260.49 \$/h
Fuel Consumption (Total)	1089.0 L/h		
Carbon Dioxide (Total)	2590.2 kg/h		
Hydrocarbons (Total)	0.229 kg/h		
Carbon Monoxide (Total)	2.919 kg/h		
NOx (Total)	4.198 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,701,642 veh/y	75,789 ped/y	3,768,859 pers/y
Delay	38,452 veh-h/y	980 ped-h/y	60,743 pers-h/y
Effective Stops	2,336,632 veh/y	61,488 ped/y	3,342,734 pers/y
Travel Distance	5,838,734 veh-km/y	2,766 ped-km/y	8,166,525 pers-km/y
Travel Time	136,590 veh-h/y	1,571 ped-h/y	198,530 pers-h/y
Cost	4,405,438 \$/y	39,598 \$/y	4,445,036 \$/y
Fuel Consumption	522,727 L/y		
Carbon Dioxide	1,243,301 kg/y		
Hydrocarbons	110 kg/y		
Carbon Monoxide	1,401 kg/y		
NOx	2,015 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Exist PM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	837	3.3	0.412	19.2	LOS B	14.1	101.4	0.63	0.73	47.8
6	R2	607	3.3	0.943	90.6	LOS F	25.2	181.7	1.00	1.04	36.6
Approach		1444	3.3	0.943	49.3	LOS D	25.2	181.7	0.79	0.86	40.8
North: Main North Rd (N)											
7	L2	499	4.0	0.475	13.7	LOS B	14.3	103.3	0.51	0.73	54.4
9a	R1	1281	6.6	0.967	110.3	LOS F	39.7	291.9	1.00	1.10	34.8
Approach		1780	5.9	0.967	83.2	LOS F	39.7	291.9	0.86	1.00	38.5
SouthWest: Main North Rd (SW)											
30a	L1	1566	4.2	0.552	11.5	LOS B	21.3	154.2	0.44	0.68	55.5
32a	R1	838	4.2	0.940	61.1	LOS E	35.3	256.0	0.89	0.93	33.6
Approach		2404	4.2	0.940	28.8	LOS C	35.3	256.0	0.60	0.77	48.6
All Vehicles		5628	4.5	0.967	51.2	LOS D	39.7	291.9	0.73	0.86	42.7

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	41.7	LOS E	0.2	0.2	0.77	0.77	
P2S	East Slip/Bypass Lane Crossing	53	36.5	LOS D	0.2	0.2	0.72	0.72	
P8	SouthWest Full Crossing	53	61.4	LOS F	0.2	0.2	0.94	0.94	
All Pedestrians		158	46.6	LOS E			0.81	0.81	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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APPENDIX D3

SCENARIO 2 - FUTURE TRAFFIC

INTERSECTION SUMMARY

 **Site: 101 [Future AM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	41.3 km/h	2.0 km/h	40.9 km/h
Travel Distance (Total)	12135.5 veh-km/h	5.8 ped-km/h	16668.3 pers-km/h
Travel Time (Total)	293.8 veh-h/h	2.8 ped-h/h	407.9 pers-h/h
Demand Flows (Total)	5801 veh/h	158 ped/h	7938 pers/h
Percent Heavy Vehicles (Demand)	4.3 %		
Degree of Saturation	0.937	0.056	
Practical Spare Capacity	-3.9 %		
Effective Intersection Capacity	6191 veh/h		
Control Delay (Total)	89.80 veh-h/h	1.60 ped-h/h	126.58 pers-h/h
Control Delay (Average)	55.7 sec	36.5 sec	57.4 sec
Control Delay (Worst Lane)	92.1 sec		
Control Delay (Worst Movement)	77.7 sec	59.6 sec	77.7 sec
Geometric Delay (Average)	4.6 sec		
Stop-Line Delay (Average)	51.1 sec		
Idling Time (Average)	47.1 sec		
Intersection Level of Service (LOS)	LOS E	LOS D	
95% Back of Queue - Vehicles (Worst Lane)	60.9 veh		
95% Back of Queue - Distance (Worst Lane)	438.3 m		
Queue Storage Ratio (Worst Lane)	0.48		
Total Effective Stops	5297 veh/h	112 ped/h	7273 pers/h
Effective Stop Rate	0.91 per veh	0.71 per ped	0.92 per pers
Proportion Queued	0.84	0.71	0.85
Performance Index	547.8	3.5	551.2
Cost (Total)	9425.29 \$/h	71.40 \$/h	9496.69 \$/h
Fuel Consumption (Total)	1103.8 L/h		
Carbon Dioxide (Total)	2622.9 kg/h		
Hydrocarbons (Total)	0.231 kg/h		
Carbon Monoxide (Total)	2.936 kg/h		
NOx (Total)	4.161 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,784,506 veh/y	75,789 ped/y	3,810,088 pers/y
Delay	43,104 veh-h/y	769 ped-h/y	60,757 pers-h/y
Effective Stops	2,542,596 veh/y	53,531 ped/y	3,490,801 pers/y
Travel Distance	5,825,058 veh-km/y	2,766 ped-km/y	8,000,788 pers-km/y
Travel Time	141,033 veh-h/y	1,360 ped-h/y	195,786 pers-h/y
Cost	4,524,138 \$/y	34,271 \$/y	4,558,409 \$/y
Fuel Consumption	529,836 L/y		
Carbon Dioxide	1,258,996 kg/y		
Hydrocarbons	111 kg/y		
Carbon Monoxide	1,409 kg/y		
NOx	1,997 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Future AM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	1485	3.3	0.924	58.5	LOS E	60.9	438.3	0.96	0.99	34.3
6	R2	618	3.3	0.894	77.7	LOS E	23.5	169.2	1.00	0.98	38.7
Approach		2103	3.3	0.924	64.2	LOS E	60.9	438.3	0.97	0.98	36.1
North: Main North Rd (N)											
7	L2	362	4.0	0.211	5.9	LOS A	1.5	10.8	0.07	0.57	57.2
9a	R1	1826	5.7	0.937	73.6	LOS E	51.6	377.1	1.00	1.02	40.4
Approach		2188	5.4	0.937	62.4	LOS E	51.6	377.1	0.85	0.95	42.3
SouthWest: Main North Rd (SW)											
30a	L1	921	4.2	0.351	12.8	LOS B	11.9	86.6	0.42	0.66	55.1
32a	R1	588	4.2	0.895	67.9	LOS E	22.7	164.3	0.99	0.92	32.1
Approach		1509	4.2	0.895	34.3	LOS C	22.7	164.3	0.64	0.76	46.7
All Vehicles		5801	4.3	0.937	55.7	LOS E	60.9	438.3	0.84	0.91	41.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	27.1	LOS C	0.1	0.1	0.62	0.62	
P2S	East Slip/Bypass Lane Crossing	53	22.9	LOS C	0.1	0.1	0.57	0.57	
P8	SouthWest Full Crossing	53	59.6	LOS E	0.2	0.2	0.92	0.92	
All Pedestrians		158	36.5	LOS D			0.71	0.71	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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INTERSECTION SUMMARY

 **Site: 101 [Future PM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Intersection Performance - Hourly Values			
Performance Measure	Vehicles	Pedestrians	Persons
Travel Speed (Average)	42.4 km/h	1.8 km/h	40.8 km/h
Travel Distance (Total)	12275.1 veh-km/h	5.8 ped-km/h	17146.9 pers-km/h
Travel Time (Total)	289.4 veh-h/h	3.3 ped-h/h	420.4 pers-h/h
Demand Flows (Total)	5695 veh/h	158 ped/h	7931 pers/h
Percent Heavy Vehicles (Demand)	4.5 %		
Degree of Saturation	0.977	0.068	
Practical Spare Capacity	-7.9 %		
Effective Intersection Capacity	5827 veh/h		
Control Delay (Total)	83.03 veh-h/h	2.04 ped-h/h	131.11 pers-h/h
Control Delay (Average)	52.5 sec	46.6 sec	59.5 sec
Control Delay (Worst Lane)	115.5 sec		
Control Delay (Worst Movement)	114.8 sec	61.4 sec	114.8 sec
Geometric Delay (Average)	4.7 sec		
Stop-Line Delay (Average)	47.8 sec		
Idling Time (Average)	44.0 sec		
Intersection Level of Service (LOS)	LOS D	LOS E	
95% Back of Queue - Vehicles (Worst Lane)	41.2 veh		
95% Back of Queue - Distance (Worst Lane)	303.4 m		
Queue Storage Ratio (Worst Lane)	0.13		
Total Effective Stops	4957 veh/h	128 ped/h	7084 pers/h
Effective Stop Rate	0.87 per veh	0.81 per ped	0.89 per pers
Proportion Queued	0.73	0.81	0.77
Performance Index	514.1	4.0	518.1
Cost (Total)	9361.17 \$/h	82.50 \$/h	9443.66 \$/h
Fuel Consumption (Total)	1103.5 L/h		
Carbon Dioxide (Total)	2624.6 kg/h		
Hydrocarbons (Total)	0.233 kg/h		
Carbon Monoxide (Total)	2.955 kg/h		
NOx (Total)	4.268 kg/h		

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Intersection LOS value for Vehicles is based on average delay for all vehicle movements.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values			
Performance Measure	Vehicles	Pedestrians	Persons
Demand Flows (Total)	2,733,474 veh/y	75,789 ped/y	3,807,057 pers/y
Delay	39,856 veh-h/y	980 ped-h/y	62,932 pers-h/y
Effective Stops	2,379,363 veh/y	61,488 ped/y	3,400,509 pers/y
Travel Distance	5,892,048 veh-km/y	2,766 ped-km/y	8,230,502 pers-km/y
Travel Time	138,893 veh-h/y	1,571 ped-h/y	201,797 pers-h/y
Cost	4,493,359 \$/y	39,598 \$/y	4,532,957 \$/y
Fuel Consumption	529,667 L/y		
Carbon Dioxide	1,259,824 kg/y		
Hydrocarbons	112 kg/y		
Carbon Monoxide	1,418 kg/y		
NOx	2,049 kg/y		

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MOVEMENT SUMMARY

 **Site: 101 [Future PM - MNR/Nottage Upgrade - With Buses - Mod Phase/Int]**

New Site

Signals - Fixed Time Isolated Cycle Time = 140 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
East: Nottage Tce (E)											
4a	L1	884	3.3	0.436	19.5	LOS B	15.1	109.0	0.64	0.74	47.7
6	R2	609	3.3	0.951	93.2	LOS F	25.7	185.2	1.00	1.05	36.2
Approach		1494	3.3	0.951	49.6	LOS D	25.7	185.2	0.79	0.87	40.6
North: Main North Rd (N)											
7	L2	499	4.0	0.475	13.7	LOS B	14.3	103.3	0.51	0.73	54.4
9a	R1	1298	6.7	0.977	114.7	LOS F	41.2	303.4	1.00	1.12	34.2
Approach		1797	6.0	0.977	86.7	LOS F	41.2	303.4	0.86	1.01	37.9
SouthWest: Main North Rd (SW)											
30a	L1	1566	4.2	0.552	11.5	LOS B	21.3	154.2	0.44	0.68	55.5
32a	R1	838	4.2	0.940	61.1	LOS E	35.3	256.0	0.89	0.93	33.6
Approach		2404	4.2	0.940	28.8	LOS C	35.3	256.0	0.60	0.77	48.6
All Vehicles		5695	4.5	0.977	52.5	LOS D	41.2	303.4	0.73	0.87	42.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians									
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped	
P2	East Full Crossing	53	41.7	LOS E	0.2	0.2	0.77	0.77	
P2S	East Slip/Bypass Lane Crossing	53	36.5	LOS D	0.2	0.2	0.72	0.72	
P8	SouthWest Full Crossing	53	61.4	LOS F	0.2	0.2	0.94	0.94	
All Pedestrians		158	46.6	LOS E			0.81	0.81	

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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APPENDIX E

SITE ACCESS

DRAFT

APPENDIX E1
ACCESS 1 - NOTTAGE TERRACE

DRAFT

INTERSECTION SUMMARY

▽ Site: 101 [Future AM - Nottage/Access1]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.8 km/h	59.8 km/h
Travel Distance (Total)	3128.1 veh-km/h	3753.7 pers-km/h
Travel Time (Total)	52.4 veh-h/h	62.8 pers-h/h
Demand Flows (Total)	3097 veh/h	3716 pers/h
Percent Heavy Vehicles (Demand)	3.3 %	
Degree of Saturation	0.498	
Practical Spare Capacity	96.8 %	
Effective Intersection Capacity	6220 veh/h	
Control Delay (Total)	0.15 veh-h/h	0.18 pers-h/h
Control Delay (Average)	0.2 sec	0.2 sec
Control Delay (Worst Lane)	8.3 sec	
Control Delay (Worst Movement)	8.3 sec	8.3 sec
Geometric Delay (Average)	0.1 sec	
Stop-Line Delay (Average)	0.1 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.2 veh	
95% Back of Queue - Distance (Worst Lane)	1.3 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	35 veh/h	42 pers/h
Effective Stop Rate	0.01 per veh	0.01 per pers
Proportion Queued	0.01	0.01
Performance Index	52.6	52.6
Cost (Total)	1102.09 \$/h	1102.09 \$/h
Fuel Consumption (Total)	201.9 L/h	
Carbon Dioxide (Total)	479.5 kg/h	
Hydrocarbons (Total)	0.034 kg/h	
Carbon Monoxide (Total)	0.583 kg/h	
NOx (Total)	0.567 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	1,486,484 veh/y	1,783,781 pers/y
Delay	72 veh-h/y	86 pers-h/y
Effective Stops	16,806 veh/y	20,167 pers/y
Travel Distance	1,501,491 veh-km/y	1,801,790 pers-km/y
Travel Time	25,128 veh-h/y	30,154 pers-h/y
Cost	529,004 \$/y	529,004 \$/y
Fuel Consumption	96,904 L/y	
Carbon Dioxide	230,156 kg/y	
Hydrocarbons	17 kg/y	
Carbon Monoxide	280 kg/y	
NOx	272 kg/y	

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MOVEMENT SUMMARY

Site: 101 [Future AM - Nottage/Access1]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Access 1 (S)												
1	L2	39	1.0	0.052	8.3	LOS A	0.2	1.3	0.49	0.71	51.5	
Approach		39	1.0	0.052	8.3	LOS A	0.2	1.3	0.49	0.71	51.5	
East: Nottage Tce (E)												
4	L2	13	1.0	0.276	5.6	LOS A	0.0	0.0	0.00	0.01	58.1	
5	T1	2095	3.3	0.276	0.0	LOS A	0.0	0.0	0.00	0.00	59.9	
Approach		2107	3.3	0.276	0.1	NA	0.0	0.0	0.00	0.00	59.9	
West: Main North Rd (W)												
11	T1	951	3.3	0.498	0.1	LOS A	0.0	0.0	0.00	0.00	59.8	
Approach		951	3.3	0.498	0.1	NA	0.0	0.0	0.00	0.00	59.8	
All Vehicles		3097	3.3	0.498	0.2	NA	0.2	1.3	0.01	0.01	59.8	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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INTERSECTION SUMMARY

▽ Site: 101 [Future PM - Nottage/Access1]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.7 km/h	59.7 km/h
Travel Distance (Total)	2893.0 veh-km/h	3471.6 pers-km/h
Travel Time (Total)	48.4 veh-h/h	58.1 pers-h/h
Demand Flows (Total)	2864 veh/h	3437 pers/h
Percent Heavy Vehicles (Demand)	3.3 %	
Degree of Saturation	0.700	
Practical Spare Capacity	39.9 %	
Effective Intersection Capacity	4090 veh/h	
Control Delay (Total)	0.13 veh-h/h	0.15 pers-h/h
Control Delay (Average)	0.2 sec	0.2 sec
Control Delay (Worst Lane)	7.1 sec	
Control Delay (Worst Movement)	7.1 sec	7.1 sec
Geometric Delay (Average)	0.1 sec	
Stop-Line Delay (Average)	0.1 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.0 veh	
95% Back of Queue - Distance (Worst Lane)	0.3 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	16 veh/h	20 pers/h
Effective Stop Rate	0.01 per veh	0.01 per pers
Proportion Queued	0.00	0.00
Performance Index	48.5	48.5
Cost (Total)	1016.48 \$/h	1016.48 \$/h
Fuel Consumption (Total)	186.2 L/h	
Carbon Dioxide (Total)	442.4 kg/h	
Hydrocarbons (Total)	0.032 kg/h	
Carbon Monoxide (Total)	0.536 kg/h	
NOx (Total)	0.525 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	1,374,821 veh/y	1,649,785 pers/y
Delay	61 veh-h/y	74 pers-h/y
Effective Stops	7,834 veh/y	9,400 pers/y
Travel Distance	1,388,646 veh-km/y	1,666,375 pers-km/y
Travel Time	23,251 veh-h/y	27,901 pers-h/y
Cost	487,911 \$/y	487,911 \$/y
Fuel Consumption	89,393 L/y	
Carbon Dioxide	212,333 kg/y	
Hydrocarbons	15 kg/y	
Carbon Monoxide	257 kg/y	
NOx	252 kg/y	

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MOVEMENT SUMMARY

Site: 101 [Future PM - Nottage/Access1]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Access 1 (S)												
1	L2	9	1.0	0.010	7.1	LOS A	0.0	0.3	0.40	0.59	52.3	
Approach		9	1.0	0.010	7.1	LOS A	0.0	0.3	0.40	0.59	52.3	
East: Nottage Tce (E)												
4	L2	18	1.0	0.199	5.6	LOS A	0.0	0.0	0.00	0.03	58.0	
5	T1	1500	3.3	0.199	0.0	LOS A	0.0	0.0	0.00	0.01	59.9	
Approach		1518	3.3	0.199	0.1	NA	0.0	0.0	0.00	0.01	59.9	
West: Main North Rd (W)												
11	T1	1337	3.3	0.700	0.2	LOS A	0.0	0.0	0.00	0.00	59.6	
Approach		1337	3.3	0.700	0.2	NA	0.0	0.0	0.00	0.00	59.6	
All Vehicles		2864	3.3	0.700	0.2	NA	0.0	0.3	0.00	0.01	59.7	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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APPENDIX E2
ACCESS 2 - NOTTAGE TERRACE

DRAFT

INTERSECTION SUMMARY

▽ Site: 101 [Future AM - Nottage/Access2]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.8 km/h	59.8 km/h
Travel Distance (Total)	3121.7 veh-km/h	3746.0 pers-km/h
Travel Time (Total)	52.2 veh-h/h	62.7 pers-h/h
Demand Flows (Total)	3091 veh/h	3709 pers/h
Percent Heavy Vehicles (Demand)	3.3 %	
Degree of Saturation	0.498	
Practical Spare Capacity	96.8 %	
Effective Intersection Capacity	6207 veh/h	
Control Delay (Total)	0.12 veh-h/h	0.14 pers-h/h
Control Delay (Average)	0.1 sec	0.1 sec
Control Delay (Worst Lane)	7.9 sec	
Control Delay (Worst Movement)	7.9 sec	7.9 sec
Geometric Delay (Average)	0.1 sec	
Stop-Line Delay (Average)	0.1 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.0 veh	
95% Back of Queue - Distance (Worst Lane)	0.2 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	28 veh/h	33 pers/h
Effective Stop Rate	0.01 per veh	0.01 per pers
Proportion Queued	0.00	0.00
Performance Index	52.3	52.3
Cost (Total)	1097.93 \$/h	1097.93 \$/h
Fuel Consumption (Total)	201.3 L/h	
Carbon Dioxide (Total)	478.1 kg/h	
Hydrocarbons (Total)	0.034 kg/h	
Carbon Monoxide (Total)	0.581 kg/h	
NOx (Total)	0.566 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	1,483,453 veh/y	1,780,143 pers/y
Delay	56 veh-h/y	67 pers-h/y
Effective Stops	13,366 veh/y	16,039 pers/y
Travel Distance	1,498,417 veh-km/y	1,798,100 pers-km/y
Travel Time	25,061 veh-h/y	30,073 pers-h/y
Cost	527,004 \$/y	527,004 \$/y
Fuel Consumption	96,616 L/y	
Carbon Dioxide	229,479 kg/y	
Hydrocarbons	16 kg/y	
Carbon Monoxide	279 kg/y	
NOx	272 kg/y	

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MOVEMENT SUMMARY

Site: 101 [Future AM - Nottage/Access2]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Access 2 (S)												
1	L2	6	1.0	0.008	7.9	LOS A	0.0	0.2	0.47	0.63	51.8	
Approach		6	1.0	0.008	7.9	LOS A	0.0	0.2	0.47	0.63	51.8	
East: Nottage Tce (E)												
4	L2	40	1.0	0.280	5.6	LOS A	0.0	0.0	0.00	0.04	57.9	
5	T1	2094	3.3	0.280	0.0	LOS A	0.0	0.0	0.00	0.01	59.8	
Approach		2134	3.3	0.280	0.1	NA	0.0	0.0	0.00	0.01	59.8	
West: Main North Rd (W)												
11	T1	951	3.3	0.498	0.1	LOS A	0.0	0.0	0.00	0.00	59.8	
Approach		951	3.3	0.498	0.1	NA	0.0	0.0	0.00	0.00	59.8	
All Vehicles		3091	3.3	0.498	0.1	NA	0.0	0.2	0.00	0.01	59.8	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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INTERSECTION SUMMARY

▽ Site: 101 [Future PM - Nottage/Access2]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.6 km/h	59.6 km/h
Travel Distance (Total)	2891.2 veh-km/h	3469.4 pers-km/h
Travel Time (Total)	48.5 veh-h/h	58.2 pers-h/h
Demand Flows (Total)	2862 veh/h	3435 pers/h
Percent Heavy Vehicles (Demand)	3.2 %	
Degree of Saturation	0.700	
Practical Spare Capacity	39.9 %	
Effective Intersection Capacity	4087 veh/h	
Control Delay (Total)	0.21 veh-h/h	0.25 pers-h/h
Control Delay (Average)	0.3 sec	0.3 sec
Control Delay (Worst Lane)	6.9 sec	
Control Delay (Worst Movement)	6.9 sec	6.9 sec
Geometric Delay (Average)	0.2 sec	
Stop-Line Delay (Average)	0.1 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.1 veh	
95% Back of Queue - Distance (Worst Lane)	0.4 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	46 veh/h	56 pers/h
Effective Stop Rate	0.02 per veh	0.02 per pers
Proportion Queued	0.00	0.00
Performance Index	48.7	48.7
Cost (Total)	1024.03 \$/h	1024.03 \$/h
Fuel Consumption (Total)	187.1 L/h	
Carbon Dioxide (Total)	444.4 kg/h	
Hydrocarbons (Total)	0.032 kg/h	
Carbon Monoxide (Total)	0.538 kg/h	
NOx (Total)	0.523 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	1,373,811 veh/y	1,648,573 pers/y
Delay	100 veh-h/y	120 pers-h/y
Effective Stops	22,244 veh/y	26,692 pers/y
Travel Distance	1,387,765 veh-km/y	1,665,319 pers-km/y
Travel Time	23,287 veh-h/y	27,944 pers-h/y
Cost	491,535 \$/y	491,535 \$/y
Fuel Consumption	89,824 L/y	
Carbon Dioxide	213,321 kg/y	
Hydrocarbons	15 kg/y	
Carbon Monoxide	258 kg/y	
NOx	251 kg/y	

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MOVEMENT SUMMARY

Site: 101 [Future PM - Nottage/Access2]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Access 2 (S)												
1	L2	16	1.0	0.016	6.9	LOS A	0.1	0.4	0.37	0.59	52.4	
Approach		16	1.0	0.016	6.9	LOS A	0.1	0.4	0.37	0.59	52.4	
East: Nottage Tce (E)												
4	L2	62	1.0	0.198	5.6	LOS A	0.0	0.0	0.00	0.10	57.4	
5	T1	1447	3.3	0.198	0.0	LOS A	0.0	0.0	0.00	0.02	59.8	
Approach		1509	3.2	0.198	0.2	NA	0.0	0.0	0.00	0.02	59.7	
West: Main North Rd (W)												
11	T1	1337	3.3	0.700	0.2	LOS A	0.0	0.0	0.00	0.00	59.6	
Approach		1337	3.3	0.700	0.2	NA	0.0	0.0	0.00	0.00	59.6	
All Vehicles		2862	3.2	0.700	0.3	NA	0.1	0.4	0.00	0.02	59.6	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

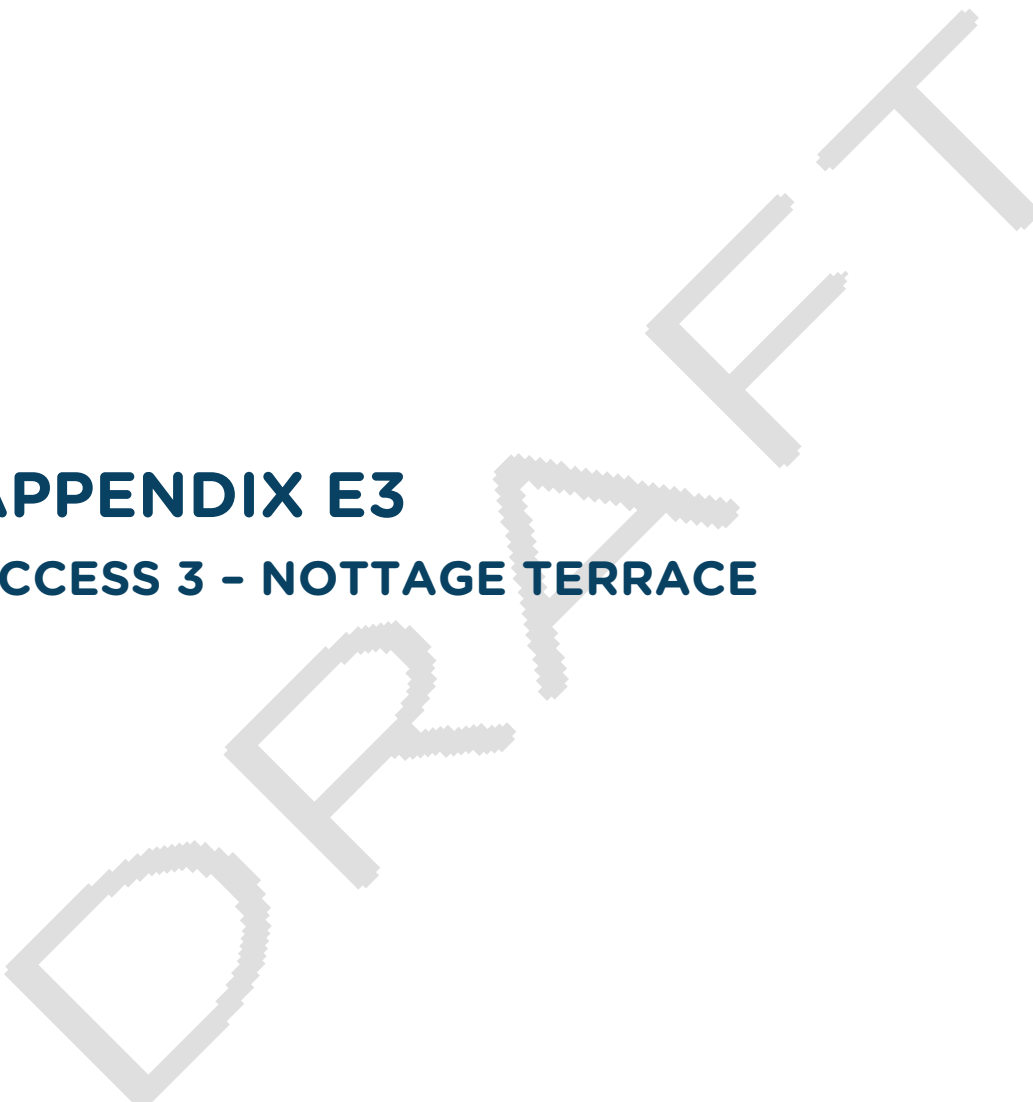
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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APPENDIX E3
ACCESS 3 - NOTTAGE TERRACE



INTERSECTION SUMMARY

▽ Site: 101 [Future AM - MNR/Access3]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.7 km/h	59.7 km/h
Travel Distance (Total)	4917.3 veh-km/h	5900.8 pers-km/h
Travel Time (Total)	82.4 veh-h/h	98.8 pers-h/h
Demand Flows (Total)	4868 veh/h	5842 pers/h
Percent Heavy Vehicles (Demand)	4.0 %	
Degree of Saturation	0.586	
Practical Spare Capacity	67.3 %	
Effective Intersection Capacity	8310 veh/h	
Control Delay (Total)	0.26 veh-h/h	0.31 pers-h/h
Control Delay (Average)	0.2 sec	0.2 sec
Control Delay (Worst Lane)	18.8 sec	
Control Delay (Worst Movement)	18.8 sec	18.8 sec
Geometric Delay (Average)	0.0 sec	
Stop-Line Delay (Average)	0.2 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.2 veh	
95% Back of Queue - Distance (Worst Lane)	1.6 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	28 veh/h	33 pers/h
Effective Stop Rate	0.01 per veh	0.01 per pers
Proportion Queued	0.00	0.00
Performance Index	82.6	82.6
Cost (Total)	1736.62 \$/h	1736.62 \$/h
Fuel Consumption (Total)	324.4 L/h	
Carbon Dioxide (Total)	772.0 kg/h	
Hydrocarbons (Total)	0.055 kg/h	
Carbon Monoxide (Total)	0.923 kg/h	
NOx (Total)	1.055 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	2,336,842 veh/y	2,804,211 pers/y
Delay	124 veh-h/y	149 pers-h/y
Effective Stops	13,248 veh/y	15,898 pers/y
Travel Distance	2,360,310 veh-km/y	2,832,372 pers-km/y
Travel Time	39,535 veh-h/y	47,442 pers-h/y
Cost	833,576 \$/y	833,576 \$/y
Fuel Consumption	155,695 L/y	
Carbon Dioxide	370,566 kg/y	
Hydrocarbons	26 kg/y	
Carbon Monoxide	443 kg/y	
NOx	506 kg/y	

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MOVEMENT SUMMARY

▽ Site: 101 [Future AM - MNR/Access3]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
SouthEast: Access 3 (SE)												
1	L2	19	1.0	0.077	18.8	LOS C	0.2	1.6	0.83	0.93	44.9	
Approach		19	1.0	0.077	18.8	LOS C	0.2	1.6	0.83	0.93	44.9	
NorthEast: Main North Rd (NE)												
4	L2	17	1.0	0.586	5.7	LOS A	0.0	0.0	0.00	0.01	58.0	
5	T1	3323	4.0	0.586	0.1	LOS A	0.0	0.0	0.00	0.00	59.7	
Approach		3340	4.0	0.586	0.1	NA	0.0	0.0	0.00	0.00	59.7	
SouthWest: Main North Rd (SW)												
11	T1	1509	4.0	0.397	0.1	LOS A	0.0	0.0	0.00	0.00	59.9	
Approach		1509	4.0	0.397	0.1	NA	0.0	0.0	0.00	0.00	59.9	
All Vehicles		4868	4.0	0.586	0.2	NA	0.2	1.6	0.00	0.01	59.7	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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INTERSECTION SUMMARY

▽ Site: 101 [Future PM - MNR/Access3]

New Site
Giveway / Yield (Two-Way)

Intersection Performance - Hourly Values		
Performance Measure	Vehicles	Persons
Travel Speed (Average)	59.6 km/h	59.6 km/h
Travel Distance (Total)	4712.3 veh-km/h	5654.8 pers-km/h
Travel Time (Total)	79.0 veh-h/h	94.8 pers-h/h
Demand Flows (Total)	4665 veh/h	5598 pers/h
Percent Heavy Vehicles (Demand)	4.0 %	
Degree of Saturation	0.632	
Practical Spare Capacity	54.9 %	
Effective Intersection Capacity	7376 veh/h	
Control Delay (Total)	0.31 veh-h/h	0.37 pers-h/h
Control Delay (Average)	0.2 sec	0.2 sec
Control Delay (Worst Lane)	10.4 sec	
Control Delay (Worst Movement)	10.4 sec	10.4 sec
Geometric Delay (Average)	0.1 sec	
Stop-Line Delay (Average)	0.1 sec	
Idling Time (Average)	0.0 sec	
Intersection Level of Service (LOS)	NA	
95% Back of Queue - Vehicles (Worst Lane)	0.3 veh	
95% Back of Queue - Distance (Worst Lane)	2.0 m	
Queue Storage Ratio (Worst Lane)	0.00	
Total Effective Stops	55 veh/h	66 pers/h
Effective Stop Rate	0.01 per veh	0.01 per pers
Proportion Queued	0.01	0.01
Performance Index	79.4	79.4
Cost (Total)	1670.58 \$/h	1670.58 \$/h
Fuel Consumption (Total)	311.6 L/h	
Carbon Dioxide (Total)	741.6 kg/h	
Hydrocarbons (Total)	0.053 kg/h	
Carbon Monoxide (Total)	0.886 kg/h	
NOx (Total)	1.009 kg/h	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

NA: Intersection LOS for Vehicles is Not Applicable for two-way sign control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Intersection Performance - Annual Values		
Performance Measure	Vehicles	Persons
Demand Flows (Total)	2,239,326 veh/y	2,687,192 pers/y
Delay	147 veh-h/y	176 pers-h/y
Effective Stops	26,333 veh/y	31,600 pers/y
Travel Distance	2,261,924 veh-km/y	2,714,309 pers-km/y
Travel Time	37,924 veh-h/y	45,509 pers-h/y
Cost	801,878 \$/y	801,878 \$/y
Fuel Consumption	149,569 L/y	
Carbon Dioxide	355,948 kg/y	
Hydrocarbons	26 kg/y	
Carbon Monoxide	425 kg/y	
NOx	484 kg/y	

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MOVEMENT SUMMARY

Site: 101 [Future PM - MNR/Access3]

New Site
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Flows Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
SouthEast: Access 3 (SE)												
1	L2	46	1.0	0.084	10.4	LOS B	0.3	2.0	0.60	0.83	50.1	
Approach		46	1.0	0.084	10.4	LOS B	0.3	2.0	0.60	0.83	50.1	
NorthEast: Main North Rd (NE)												
4	L2	27	1.0	0.389	5.6	LOS A	0.0	0.0	0.00	0.02	58.0	
5	T1	2187	4.0	0.389	0.1	LOS A	0.0	0.0	0.00	0.01	59.8	
Approach		2215	4.0	0.389	0.1	NA	0.0	0.0	0.00	0.01	59.8	
SouthWest: Main North Rd (SW)												
11	T1	2404	4.0	0.632	0.1	LOS A	0.0	0.0	0.00	0.00	59.7	
Approach		2404	4.0	0.632	0.1	NA	0.0	0.0	0.00	0.00	59.7	
All Vehicles		4665	4.0	0.632	0.2	NA	0.3	2.0	0.01	0.01	59.6	

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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17 June 2019

Mr George Kiritsis
Harcourts Williams Luxury
60 Kensington Road
Rose Park SA 5067

Dear George

Re: Medindie Soil Sampling

1. Introduction

Environmental Projects (EP) was commissioned by Harcourts Williams Luxury (HWL) to undertake in-situ soil sampling at 43 Main North Road, Medindie, South Australia (the site). A site location plan is provided as Figure 1, **Attachment 1**.

EP understood:

- the site has an area of approximately 1500 m² and is occupied by a large shed structure on the Main North Road frontage. Approximately 500 m² at the rear of the site is unsealed
- the site was formerly used for vehicle maintenance and there's a possibility that waste oils and other liquids may have been disposed of on the unsealed portion of the site
- it was unknown if there were any underground storage tanks (USTs) on site
- soil sampling was required as part of initial investigations for offsite waste soil disposal classification and for potential site redevelopment for high density-residential use.

1.1 Objectives

The objective of the soil sampling was to determine the waste disposal classification of in-situ soils.

1.2 Regulatory Guidance

Intrusive assessment of soils at the subject site was completed with reference to the guidance in the following publications:

- Environment Protection Authority SA (2010) Standard for the production and use of Waste Derived Fill, South Australia
- Environment Protection Authority SA (2018) Guidelines for the assessment and remediation of site contamination

- Environment Protection Authority Victoria, 2007. Soils Sampling Guideline (Off-site Management and Acceptance to Landfill). Publication 1178
- National Environmental Protection (Assessment of Site Contamination) Measure (ASC NEPM) 1999 (as amended 2013)
- Standards Australia (AS) 4482.1-2005: Guide to the investigation and sampling of sites with potentially contaminated soil Part 1: Non-volatile and semi-volatile compounds
- Standards Australia, AS 4482.2-1999 Guide to the investigation of potentially contaminated soil Part 2: Volatile substances

2. Methodology

The scope of works and the soil sampling methodology completed is outlined in Table 2-1.

Table 2-1: Soil sampling methodology

Activity	Description
Preparation of Environment, Health and Safety (EHS) Plan	Prior to the commencement of fieldwork, EP prepared and EHS plan to identify known hazards to the health and safety of project personnel and the environment, based on an understanding of the work and EP's experience on similar projects.
Soil sampling	On 28 March 2019, 8 soil bores (SB1-SB8) were drilled using push tube methodology by licensed driller Aussie Probe. Sample locations are provided on Figure 2, Attachment 1 . Soil samples were collected at depths considered appropriate for sampling by EP to ensure all discrete soil layers were sampled. 35 primary samples were collected.
Sample handling	Samples were handled exclusively by EP personnel and were stored in glass jars provided by the primary contract laboratory, Envirolab. Disposable nitrile gloves were worn whilst handling all samples and were replaced prior to the collection of each sample.
Soil gas screening	A calibrated photo-ionisation detector (PID) was used to screen replicate soil samples for the presence of volatile organic compounds (VOCs). Soil samples were placed into zip-lock plastic bags and allowed to equilibrate under ambient temperatures before PID readings were undertaken. PID readings were recorded on the soil logs and are provided in Attachment 2 .
Decontamination of sampling equipment	Core trays and push tubes were decontaminated using a phosphate free Decon 90 solution followed by a potable water rinse.
Quality control blanks and duplicate samples	Eight blind coded duplicates were collected whilst sampling. One duplicate (Dup 7, duplicate of SB7-1) was selected for intra-laboratory testing at Envirolab and one duplicate (Dup 6, duplicate of SB6-2) was selected for inter-laboratory testing at secondary laboratory Australia Laboratory Services (ALS). One equipment rinsate sample (EB) was collected and one trip blank sample (TB) was placed in the sample batch accompanying the soil jars from the field to the laboratory. EP's QA/QC methodology was generally consistent with the recommendations in ASC NEPM.
Soil logging	Soils encountered at each location were logged in general accordance with Standards Australia (1993) Geotechnical Site Investigations AS1726. Soil logs are provided as Attachment 2 .
Sample preservation and transportation	All samples were stored under chilled conditions in a portable cooler immediately after sampling and prior to and during delivery to the laboratory. Sample transport was performed in accordance with EP's COC procedures.
Laboratory analysis	The following laboratory testing was requested:

Activity	Description
	<p>Eight primary samples (and one intra-laboratory duplicate and one inter-laboratory duplicate) were selected for:</p> <ul style="list-style-type: none"> - heavy metals (arsenic, cadmium, chromium, copper, lead, mercury, nickel and zinc) - total recoverable hydrocarbons (TRH) - benzene, toluene, ethylbenzene, xylene and naphthalene (BTEXN) <p>Four primary samples were selected for:</p> <ul style="list-style-type: none"> - polycyclic aromatic hydrocarbon (PAH) - volatile organic compounds (VOC) <p>One primary sample was selected for a ¹NEPM HIL Screen.</p> <p>Envirolab and ALS were both NATA accredited for the selected testing.</p>
Additional laboratory testing (ASLP and MEP)	<p>On review of the primary laboratory results Toxicity Characteristic Leaching Procedure (TCLP) was completed using Australian Standard Leaching Procedure (ASLP) on metals (arsenic, copper, lead and zinc).</p> <p>Multiple Extraction Procedure (MEP) was selected for sample SB8-2 for benzo(a)pyrene.</p>

¹NEPM HIL screen – metals (arsenic, beryllium, boron, cadmium, chromium, cobalt, copper, lead, manganese, mercury, nickel, selenium, zinc), hexavalent chromium, cyanide, PAHs, phenol, pentachlorophenol, cresols, DDT+DDE+DDD, aldrin+dieldrin, chlordane, endosulfan, endrin, heptachlor, hexachlorobenzene (HCB), methoxychlor, chlorpyrifos, polychlorinated biphenyl (PCB), mirex, toxaphene, atrazine, bifenthrin

3. Screening Criteria

Soil Disposal

Concentrations are assessed against applicable soil disposal criteria to determine waste classification. The criteria used to assess the suitability of soils for re-use and /or for off-site disposal are documented in the following guidelines:

- Environment Protection Authority (2010) Standard for the production and use of Waste Derived Fill, South Australia:
 - Waste Fill Criteria (WF)
 - Intermediate Waste Soil Criteria (IWS)
 - Low Level Contaminated Waste Criteria (LLCW).

Maximum permissible chemical concentrations for these waste classifications are referred to collectively as the soil disposal criteria and are presented in soil chemical summary tables.

In addition to chemical content, consideration was given to the physical requirements of WF as defined in the Environment Protection Regulations 2009. “Waste Fill” is defined as waste containing clay, concrete, rock, sand, soil or other inert mineralogical matter in pieces not exceeding 100 mm in length (but does not include waste consisting of asbestos or bitumen).

The SA EPA accepts use of the 95% Upper Confidence Limit (UCL) about the mean for establishing statistical contaminant concentration average for comparison to disposal criteria. However, for the 95% UCL to apply, the data set must be reviewed for potential hot spots of contamination via the following additional criteria:

- Maximum concentration less than 250% of the chemical criterion; and
- Standard deviation less than 50% of the chemical criterion.

Deviation from these cut off criteria may indicate the presence of anomalous or isolated hot spot concentrations, which may require segregation for appropriate risk management.

4. Results

The following section summarises the field observations and results of laboratory testing.

Detailed descriptions of the in-situ materials encountered, and depth intervals identified are summarised in the soil logs in **Attachment 2**. Tabulated laboratory analytical results are provided in **Attachment 3**.

4.1 Surface and Sub-surface Conditions

Fill material was encountered at all locations to a maximum depth of 0.6 mBGL at SB5 and generally consisted of a mix of fine to coarse grained grey brown gravelly/clayey sand, with low plasticity clay. Foreign inclusions in fill were noted as follows:

- Trace brick at SB3, SB5, SB7 (in two fill layers) and SB8
- Trace ash at SB5, SB7 (in two fill layers) and SB8
- Trace glass at SB7 (in two fill layers) and SB8.

Natural soils were encountered at all locations and generally consisted of low to medium plasticity, brown clay with trace fine to medium grained sand, grading to medium plasticity, brown/pale yellow silty sandy/silty gravelly clay, with fine to coarse grained sand and fine to medium gravel.

The highest PID reading noted was 0.1 ppmv, indicating concentrations of VOC's in soils on site were negligible.

A mechanic's service pit was noted inside the shed and soil bores SB3 and SB4 were drilled immediately adjacent to it.

4.2 Analytical Results

Chemical summary tables are presented in Attachment 3. Where a sample exceeded a relevant criterion, the concentration has been highlighted. Laboratory certificates and chain of custody documentation is provided in **Attachment 4**.

Various exceedances of the disposal criteria were noted across the site and are shown in Table 4-1.

Table 4-1: Samples exceeding soil disposal criteria

Analyte	Sample exceeding WF	Sample exceeding IWS	Sample exceeding LLCW
Benzo(a)pyrene	SB7-2	SB3-1, SB5-3	SB8-2
PAHs (sum of total)	SB3-1, SB5-3, SB7-2	SB8-2	-
TPH +C ₁₀ -C ₃₆ (sum of total)	-	SB7-2	-
TPH C ₁₀ -C ₄₀ (sum of total)	-	SB7-2	-
Arsenic	SB2-1, SB5-3, SB7-1, SB7-2	-	-
Copper	SB1-1, SB2-1, SB7-1, SB8-2	-	-

Analyte	Sample exceeding WF	Sample exceeding IWS	Sample exceeding LLCW
Lead	SB1-1, SB3-1, SB7-1, SB7-2, SB8-2	-	-
Zinc	SB1-1, SB3-1, SB7-1, SB7-2, SB8-2	-	-

Concentrations of chlorinated hydrocarbons, halogenated phenols, halogenated benzenes, halogenated hydrocarbons, herbicides, organochlorine pesticides, pesticides, polychlorinated biphenyls, solvents and MAH's were all below laboratory limits of reporting (LOR).

4.3 Leachate Results

ASLP analysis was requested for Sample SB1-1 for copper and zinc and for sample SB7-2 for arsenic and lead. All samples had concentrations above the laboratory LOR but below the maximum leachate concentration.

Sample SB8-2 had benzo(a)pyrene concentrations above Low Level Contaminated Waste criterion. The sample was submitted for MEP analysis and concentrations of benzo(a)pyrene and other PAH compounds in leachate were below the laboratory LOR for each extraction.

The results of the MEP analysis suggested the fill material complied with Low Level Contaminated Waste.

5. Data Validation

An evaluation of QA/QC information is provided in Table 5-1 below. This includes consideration of data quality objectives outlined in the ASC NEPM 1999 (as amended 2013) covering both field methodology and laboratory data integrity. As part of the evaluation, field duplicate sample chemical data were compared by determining the relative percentage difference (RPD) between the results. The RPD was calculated using the formula:

$$RPD (\%) = 100(x1 - x2) / X$$

Where x1, x2 are duplicate results and X is the mean of duplicate results

- Based on guidance provided in reference documents:
- Typically, acceptable RPD values for soil are considered to be +/-30%
- A soil RPD within the range of +/- 30% is considered to show acceptable agreement and conversely, data is considered to have poor agreement where an RPD is outside this range.

The acceptance criteria for internal laboratory replicates is set at an RPD of +/- 20%. Laboratory recoveries should be in the range of 70% to 130%. Duplicate RPDs and equipment rinsate and trip blank results are provided in **Attachment 3**. The results of internal laboratory quality control procedures are provided within the laboratory certificates in **Attachment 4**.

Table 5-1: Soil data validation

QA/QC Aspect	Compliant	Comment
COC documentation completed	Yes	All samples were transported under COC procedures.

QA/QC Aspect	Compliant	Comment
Samples delivered to the laboratory within sample holding times and in laboratory-supplied containers with the correct preservative	Mostly	All samples were delivered to the laboratories within the sample holding times and in laboratory-supplied containers, excluding MEP analysis of benzo(a)pyrene (PAHs). MEP analysis of sample SB8-2 for PAHs in soil was requested outside of the laboratory's recommended technical holding times. US EPA document "Sample Holding Time Re-evaluation" (October 2005) concluded that " <i>For the most part, the ... representative PAHs exhibited stability for a length of time at least double that of the recommended MHT in all 3 soils/sediments and both storage conditions</i> " suggesting that the exceedance of technical holding time in this instance would not affect the results given the samples were within double the recommended MHT.
All analysis NATA accredited	Yes	Chemical analysis was undertaken in accordance with Schedule B(3) of the ASC NEPM. Envirolab and ALS performed all analysis and were NATA accredited for all analyses.
Equipment calibrations	Yes	The PID was calibrated by the rental company prior to the field event. PID calibration certificates are included in Attachment 2 .
Required number of sample duplicates and blanks collected	Yes	Nine primary samples were selected for analysis. One duplicate sample was submitted for intra-laboratory analysis and one duplicate sample for inter-laboratory analysis, meeting recommendations in AS4482.1-2005 and ASC NEPM for nine primary samples. Equipment rinsate blank and trip blank samples were submitted for analysis.
Soil QA/QC samples reported RPDs within limits set by AS4482.1-2005 and ASC NEPM	Mostly	The majority of duplicate pair RPDs were within +/- 30% except for: <ul style="list-style-type: none"> Lead (31%) for duplicate pair SB6-2/Dup 6 TRH +C₁₀-C₃₆ (sum of total) (69%) and TRH C₁₀-C₄₀ (sum of total) (62%) for duplicate pair SB7-1/Dup 7. These RPD exceedances were likely due to the heterogeneous distribution of analytes in soil, and overall the analytical results indicated good data correlation between the primary and duplicate results.
Acceptable field blank sample results	Yes	Equipment rinsate blank and trip blank sample concentrations were below laboratory LOR, indicating field decontamination procedures and sample transportation procedures were effective at limiting the risk of cross-contamination between samples.
Acceptable laboratory QC results	Mostly	Envirolab reported duplicate exceedances for nickel and several TRH fractions and PAHs. Reanalysis of all duplicates indicated exceedances were likely due to sample heterogeneity. The remaining method blanks, laboratory control spikes and matrix spikes were within acceptable limits. ALS reported all internal and external laboratory duplicates, method blanks, laboratory control spikes and matrix spikes were within acceptable limits.

EP considered the results of the QA/QC processes and testing data summarised in Table 5-1 provided appropriate confidence that the data could be relied upon, therefore the data quality was acceptable for the purposes of the assessment.

6. Conclusions

Laboratory MEP analysis for benzo(a)pyrene confirmed leachate concentrations in each extract were below the laboratory LOR and suggested the material complies with Low Level Contaminated Waste.

Laboratory ASLP analysis for metals (arsenic, copper, lead and zinc) confirmed concentrations of these metals in several samples complied with Intermediate Waste soils.

Based on the field observations and laboratory results of selected soil samples the fill material across site was classified as Low Level Contaminated waste and needs to be disposed of to a licensed landfill facility. Soil cartage needs to be completed by an appropriately licensed contractor.

The proposed receiving site should be provided with a copy of this report prior to transportation of soil to the site.

LIMITATIONS

Scope of Services

This environmental site assessment report (the report") has been prepared in accordance with the scope of services set out in the contract, or as otherwise agreed, between the client and Environmental Projects ("scope of services"). In some circumstances the scope of services may have been limited by a range of factors such as time, budget, access and/or site disturbance constraints.

Reliance on Data

In preparing the report, Environmental Projects has relied upon data, surveys, analyses, designs and plans as well as any other information provided by the client and other individuals and organisations, most of which are referred to in the report ("the data"). Except as otherwise stated in the report, Environmental Projects has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ("conclusions") are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Environmental Projects will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Environmental Projects.

Environmental Conclusions

In accordance with the scope of services, Environmental Projects has relied upon the data and conducted environmental field monitoring and/or testing in the preparation of the report. The nature and extent of monitoring and/or testing conducted is described in the report.

On all sites, varying degrees of non-uniformity of the vertical and horizontal soil or groundwater conditions are encountered. Hence no monitoring, common testing or sampling techniques can eliminate the possibility that monitoring or testing results/samples are not totally representative of soil and/or groundwater conditions encountered. The conclusions are based upon the data and the environmental field monitoring and/or testing and are therefore merely indicative of the environmental condition of the site at the time of preparing the report, including the presence or otherwise of contaminants or emissions.

Also, it should be recognised that site conditions, including the extent and concentrations of contaminants, can change with time.

Within the limitations imposed by the scope of services, the monitoring testing, sampling and preparation of this report have been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable environmental consultants under similar circumstances. No other warranty, expressed or implied, is made.

Report for Benefit of Client

The report has been prepared for the benefit of the client and no other party. Environmental Projects assumes no responsibility and will not be liable to any other person or organisation for or in relation to any matter dealt with or conclusions expressed in the report, or for any loss or damage suffered by

any other person or organisation arising from matters dealt with or conclusions expressed in the report (including without limitations matters arising from any negligent act or omission of Environmental Projects or for any loss or damage suffered by any other party relying upon the matters dealt with or conclusions expressed in the report). Other parties should not rely upon the report or the accuracy or completeness of any conclusions and should make their own enquiries and obtain independent advice in relation to such matters

Other Limitations

Environmental Projects will not be liable to update or revise the report to take into account any events or emergent circumstances or facts occurring or becoming apparent after the date of the report.

Regards,



Brad Fitzgerald
Lead Consultant

Attachments

1. Figures
2. Soil Bore Logs
3. Chemical Summary Tables
4. Laboratory Certificates of Analysis and Chain of Custody Documentation

APPENDIX 6. CORRESPONDENCE FROM TOWN OF WALKERVILLE

Gemma Borin

Subject: FW: Submission on the Revised P and D Code and Scotty's

From: Carly Walker <CWalker@walkerville.sa.gov.au>
Date: Monday, 21 December 2020 at 10:51 am
To: Chris Vounasis <chris@futureurban.com.au>
Cc: Andreea Caddy <acaddy@walkerville.sa.gov.au>
Subject: Submission on the Revised P and D Code and Scotty's

Good morning Chris,

Thank you for your patience.

Just to update you, Council resolved to allow the CEO to finalise our submission on the revised Code. After briefing the CEO, we were comfortable to include some commentary about the appropriateness of this zone as a whole to the zone.

On this basis, we submitted the submission on Friday with the following commentary around the Suburban Business Zone:

This zone replaces the existing Mixed Use Zone in the Walkerville Council Development Plan and was formally known as the Suburban Business and Innovation Zone, during round one consultation. Given the evolution of this zone since the previous round of consultation, we question whether the Suburban Business Zone was the best fit for the Mixed Use Zone as a whole or whether one of the Urban Corridor Zones might have been a better fit. It is fair to say that the car yards on Main North Road are no longer sought by the market and this zone is ready for a transition.

Notwithstanding the above, Council welcomes the removal of the reference to Medium Rise developments in the form of three to six storeys, which was one of our concerns raised about the Suburban Business and Innovation Zone back in February. However, it can be argued that by virtue of DO 2 and PO 3.1 that taller buildings could still be constructed towards the centre of the zone. This flexibility is not necessarily opposed, but should be controlled relative to site area. Smaller sites should not be permitted to push the height limits in an uncontrolled manner but instead should be encouraged to amalgamate with other adjoining sites through the introduction of limited height bonuses.

Scotty's Corner is an example of an amalgamated site that has an opportunity to accommodate taller buildings in a mixed use format.

In light of the above points, we respectfully request that the 30 degree plane test (as measured from 3m on the boundary) be introduced for all boundaries shared with a Neighbourhood Zone.

In an effort to avoid poor urban design outcomes, Council further seeks more robust policies that prevent podium parking along the street frontage and that ensures that any podium developments are of a human scale, contain active uses and designed to take design cues from the existing streetscape.

Similar to the Local Activity Centre Zone and the Suburban Activity Centre Zone, we respectfully request that the procedural matters be amended to ensure that any new developments on the border of the zone with a Neighbourhood Zone is subject to public notification in a fair and reasonable manner.

If I don't get a chance to speak to you sooner, have a lovely Christmas and New Year.

If you would like to discuss further, please do not hesitate to call on 8342-7106.

Regards,

Carly Walker
Senior Planner



Town of Walkerville

Planning, Environment & Regulatory Services | 66 Walkerville Terrace, Gilberton SA 5081
PO Box 55 | Walkerville SA 5081
T +61 8 8342 7106 | F +61 8 8269 7820 | M 0499 339 982
www.walkerville.sa.gov.au | cwalker@walkerville.sa.gov.au

Connect with us

A festive banner with a light teal background. On the left, two stylized Christmas trees stand on a dark blue ground line. The tree on the left is green with a yellow star on top and is wrapped with a red and orange spiral. The tree on the right is teal with a yellow star on top and is decorated with colorful lights (red, blue, yellow, green).

season's greetings
from the Town of Walkerville!

Christmas & New Year operating hours

Council offices and library will be closed to the public from 12pm on 24 December 2020 and reopening 9am on 4 January 2021.

Throughout the Christmas & New Year closure, Council's telephone contact is 8342 7100 which connects to a 24 hour service provider.

TOWN OF  WALKERVILLE

From: LGASA Email <lgasa@lga.sa.gov.au>
Subject: Value of the LGA Membership - 2019-2020 - Corporation of the Town of Walkerville
Date: 7 May 2021 at 2:35:49 pm ACST
To: Undisclosed recipients;;

Dear Mayor Fricker and Elected Members at the Corporation of the Town of Walkerville,

Thank you for your membership of the Local Government Association.

The LGA is the peak body for local government in South Australia.
We provide leadership, support, representation and advocacy for the sector, and provide services that save money for member councils.
We have seen time and again that we achieve more for communities when we work together.

The value of services provided by the LGA to its members has been independently verified as being \$189 million for 2019-20.

I am pleased to provide you with a copy of the Value of LGA membership for the Corporation of the Town of Walkerville for 2019-20.

If you have any questions or feedback on any of the information provided on the attached document, please do not hesitate to get in touch with me directly.

Yours sincerely,

Mayor Evans
LGA President

Mayor Angela Evans • President • Local Government Association
LGAPresident@lga.sa.gov.au • www.lga.sa.gov.au • Follow us on



[@LGAofSA](https://twitter.com/LGAofSA)

T: 08 8224 2039 • 148 Frome Street Adelaide 5000 • GPO Box 2693 Adelaide SA 5001

Value of LGA membership - Corporation of the Town of Walkerville

LGA Value Proposition for 2019-20
April 2021

Membership of your LGA

The Local Government Association of South Australia (LGA) is a strong and united voice for local government and provides member councils with access to a broad range of services. By being a member of the LGA, the Corporation of the Town of Walkerville is receiving significant financial savings and other benefits that assist your council and ratepayers.

We are better together.

A strong and united membership has been critical to local government's recovery from the impacts of the COVID-19 pandemic. Councils told us that their communities needed support to recover, and the LGA successfully advocated to both the Federal and State governments for much needed stimulus funding. This resulted in the \$500 million Local Roads and Community Infrastructure Fund from the Federal Government in 2019-20, which was built upon with further State and Federal government grants. The LGA has since assisted councils to make the most of these funding opportunities through a new Shovel Ready project delivery assistance initiative.

Based on regular feedback from member councils, we have worked closely with the state parliament to ensure local government reforms are sensible and evidence-based to provide even better outcomes for South Australian communities. The LGA was strongly engaged with the South Australian Productivity Commission's independent review into local government, powerfully outlining the achievements and efficiencies of councils in the face of financial constraints.

The LGA also successfully advocated for improvements to the State's new planning system, supported councils with its implementation, and launched the circular procurement pilot project.

During 2019-20, the LGA:

- Secured a \$13 million refund from SA Power Networks for 2010-15 public lighting tariffs, with your council receiving a refund of \$56,535.
- Secured and administered grants to councils worth \$14 million
- Provided training to 1,412 council staff and elected members
- Issued 522 circulars and latest news items, providing information on state government policies, standardized templates, current issues and updates to councils.
- Logged over 7,000 issue reports from members of the public through the My Local Services App including graffiti, wandering pets and parking issues
- Saved councils more than \$14 million through LGA Procurement's electricity contract.

As a membership organisation, it is important that we meet your needs and provide value for money. For the past six years, the LGA has prepared an annual Value Proposition to calculate the value of its services and activities. Our annual Value Proposition is prepared by respected accountancy firm UHY Haines Norton using an independently developed methodology.

Our 2019/20 value proposition identified that the value delivered by the LGA exceeds \$189 million, and, on average, this represents more than \$3.46 million to each council. This report can be found on the LGA's website at <https://www.lga.sa.gov.au/lgamembership>. Your council's subscription to the LGA to access these financial and non-financial benefits for 2019-20 was \$18,297.









I am pleased to provide you with a tailored value proposition, based on the programs, activities and services relevant to your council. Thank you for supporting the LGA. We look forward to working with you and your council to deliver even more positive outcomes that will benefit our communities.



Mayor Angela Evans – LGA President

Highlights

The following key outcomes were delivered by the LGA for the Corporation of the Town of Walkerville in 2019/20.

LGA Service	Value
 <p>Refund from SA Power Networks following the LGA securing a favourable determination from the Australian Energy Regulator on incorrect public lighting tariffs between 2010 – 2015.</p>	\$56,535
 <p>COVID-19 legal advice, guidance documents and information resources.</p>	\$191,290
 <p>Savings on fee-based and free LGA training days attended by Corporation of the Town of Walkerville members and staff.</p>	\$1,325
 <p>Supplementary Local Road Funding. The LGA successfully advocated for \$40 million over two years by securing ALGA support at the federal level. The Corporation of the Town of Walkerville received this grant in 2019/20.</p>	\$38,905
 <p>Website software and My Local Services App savings.</p>	\$67,500
 <p>LGA Workers Compensation Scheme savings vs Return To Work SA, special distribution, risk incentive allocation, claims reductions, health checks, WHS training and advice, use of Skytrust software, and investment income.</p>	\$151,990
 <p>LGA Mutual Liability Scheme special distributions, risk incentive allocation, risk program and specialist advice, claims reductions and investment income.</p>	\$59,833
 <p>LGA Asset Mutual Fund performance bonus, special distribution, risk management services and investment income.</p>	\$46,695
Total	\$614,073

In addition to the above, the following benefits are available to all LGA member councils. These programs provide benefits to all councils, or where asterisked, are at the discretion of each council to access.

LGA Services	Value to Corporation of the Town of Walkerville
Local Government Awareness campaigns	\$51,000
Savings due to LGA advocacy on ePlanning levy contribution	\$9,324
Disability Access and Inclusion Program – savings*	\$62,500
Emergency Management – LGFSG, Council Ready and advocacy - savings	\$129,205
Procurement - savings from access to aggregated opportunities and tender avoidance costs through LGA Procurement	\$415,504
Information Linkages and Capacity Building (Disability inclusion) funding	\$10,515
Buying it back - circular procurement program	\$11,733
Guide to Road Safety Strategy – savings*	\$23,000
GM crops – resources and forum*	\$10,700
Guide to Regional Public Health Planning	\$50,000
State wage case – savings	\$1,500
Dog and cat management – legal advice and model service agreement*	\$8,000
Planning – assistance with implementation of legislation changes *	\$32,709
Governance policies, guidelines and legal delegations templates*	\$59,304
Financial management templates and guidelines	\$46,000
LGFA banking – savings*	\$127,305
Public lighting advice – savings*	\$20,000
Total per council	\$1,068,299

The full value report by UHY Haines Norton also identifies a long list of LGA services that are provided as a part of LGA subscriptions but are challenging to accurately ascribe a dollar value for councils.

These include the LGA's ongoing relationships and advocacy to State and Federal Governments and Parliaments, and submissions, briefs, strategies and reports to support the LGA's influence on issues that are of strategic importance to the local government sector.

LGA membership also provides council members and staff with unlimited access to the LGA's extensive library of templates, manuals, and model policies and procedures.

Other LGA services that accessed by councils in 2019-20 include:

Advocacy on local government reforms

The LGA's advocacy strategy has involved engagement with government, opposition and cross-bench MPs as well as the media. Many of the changes through various iterations of the Bill reflect LGA Advocacy. The constructive approach taken by the LGA has earned praise from successive Ministers and has improved the chances of obtaining legislative changes that are largely supported by the sector.

Media coverage

The LGA President and CEO undertake interviews on topics which relate to the sector, meaning that councils are supported in the media with evidence-based advocacy. The LGA responded to 312 media enquiries in 2019-20.

Representation on outside bodies

The LGA is the voice of local government on numerous committees, professional bodies and working group. The LGA also facilitates the nomination of local government to these groups, and provides briefings and support to these local government representatives.

Latest News and Member Communications

Access to 522 circulars/latest news items issued by the LGA– including policy updates, regulation and legislation changes, nominations to industry bodies and other general notifications. There were additionally 35 President's Updates, and 14 specific COVID-19 updates published for members. The LGA regularly publishes tailored e-newsletters sent to council CEOs, communications, events, emergency management, procurement and training staff.

Forums and seminars

Access to many forums, seminars and webinars in 2019-20 covering topics such as:

- Local government reform
- SA Productivity Commission Inquiry
- Implementation of Planning, Development and Infrastructure Act
- Heritage
- Economic development
- Public health and wellbeing
- Climate risk
- Waste and recycling reform,
- Disability access and inclusion
- Emergency management
- Elected member leadership.

LGA Procurement

LGA Procurement has harnessed the buying power of South Australian councils to deliver pre-negotiated contracts, saving councils time and money in engaging with suppliers. With signed contracts already in place, this is the easiest and lowest-risk avenue to market for councils looking to secure the best value outcomes for their communities. Over 30 managed contracts are available for councils to use.

Legal Connect

Services such as LGASA Legal Connect deliver significant savings and create efficiencies for the local government sector. They reduce council costs and deliver a unique value proposition that provide significant benefit to councils, which in turn benefits ratepayers through the delivery of greater public value.

148 Frome St
Adelaide SA 5000

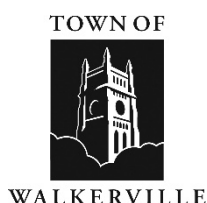
GPO Box 2693
Adelaide SA 5001

T (08) 8224 2000

F (08) 8232 6336

E lgasa@lga.sa.gov.au

www.lga.sa.gov.au



Item No: 19.1

Date: 18 May 2021

Attachment: A

Meeting:	Council
Title:	Review of services provided by EHA to Town of Walkerville
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Authors:	Chief Executive Officer, Kiki Cristol;
Key Pillar:	Strategic Community Plan Focus area 3- Transparent and accountable local tier of Government
Key Focus Area:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Type of Report:	Decision Required

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(b) of the Act being;

conducting business; proposing to conduct business; and would prejudice the commercial position of the Council.

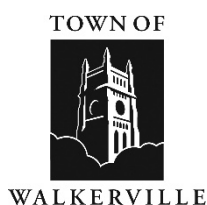
Recommendation

Pursuant to s90(3)(b)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Chief Executive Officer Kiki Cristol, Group Manager Asset & Infrastructure Ben Clark, Group Manager Planning, Environment & Regulatory Services Andreea Caddy, Group Manager Corporate Services Monique Palmer, Group Manager Customer Experience Danielle Garvey, Manager Community Development & Engagement Fiona Deckert, Manager Property, Contracts & Strategic Projects Scott Reardon, Communications & Marketing Manager Sarah Spencer, Acting Council Secretariat Rae Pluck and Michael Richardson BRM Advisory be excluded from attendance at the meeting for Agenda Item 19.1 Review of Services provided by EHA to Town of Walkerville.

The Council is satisfied that, pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is: conducting business; proposing to conduct business; would prejudice the commercial position of the Council

In addition, Council has considered that the information would on balance be contrary to the public interest because the disclosure of Council's commercial position may severely prejudice Council's ability to negotiate a cost effective proposal for the benefit of the Council and the community in this matter.



Item No: 19.2

Date: 17 May 2021

Attachment: A, B

Meeting:	Council
Title:	Extension of Waste Disposal Contract
Responsible Manager:	Chief Executive Officer, Kiki Cristol
Author:	Group Manager Assets & Infrastructure, Ben Clark
Key Pillar:	Financial Guiding Principle 4 – Robust and transparent allocation and prioritisation of resources
Key Focus Area:	Strategic Community Plan Focus area 3- Transparent and accountable local tier of Government
Type of Report:	Decision Required

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(k) of the Act being tenders for the the provision of services and the carrying out of works as it applies to Councils waste disposal contract.

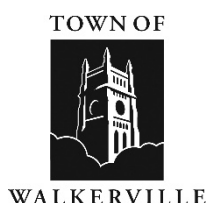
Recommendation (Public)

Pursuant to s90 (3) (k)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public except, Chief Executive Officer Kiki Cristol, Group Manager Assets & Infrastructure, Ben Clark, Group Manager Corporate Services Monique Palmer, Group Manager Planning, Environment & Regulatory Services Andreea Caddy, Group Manager Customer Experience Danielle Garvey, Manager Community Development & Engagement Fiona Deckert, Manager Property, Contracts & Strategic Projects Scott Reardon, Communications & Marketing Manager Sarah Spencer and Acting Council Secretariat Rae Pluck be excluded from attendance at the meeting for Agenda Item 19.2 Extension of Waste Disposal Contract.

The Council is satisfied that, pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the provision of services and the carrying out of works as it applies to Councils waste disposal contract.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be disclosed and discussed is commercial in confidence.



Item No: 19.3

Date: 17 May 2021

Attachment: A, B, C

Meeting:	Council
Title:	2021 Volunteer Awards and Mayor's Choice Award
Responsible Manager:	Manager Community Development & Engagement, Fiona Deckert
Author:	Manager Community Development & Engagement, Fiona Deckert
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Living Walkerville - Wellbeing for every age and stage
Type of Report:	Decision Required

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(a) of the Act being:

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

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Chief Executive Officer Kiki Cristol, Group Manager Corporate Services Monique Palmer, Group Manager Planning, Environment & Regulatory Services Andreea Caddy, Group Manager Customer Experience Danielle Garvey, Manager Community Development & Engagement Fiona Deckert, Manager Property, Contracts & Strategic Projects Scott Reardon, Communications & Marketing Manager Sarah Spencer and Acting Council Secretariat Rae Pluck be excluded from attendance at the meeting for Agenda Item 2021 Volunteer Awards and Mayor's Choice Award.

The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being because it provides personal information of members of the community.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information relates to the personal affairs of members of the community.



Item No: 19.4

Date: 17 May 2021

Attachment: A

Meeting:	Council
Title:	Town of Walkerville CEO "Pulse" Performance Review Report April 2021
Responsible Manager:	Mayor, Elizabeth Fricker
Author:	Acting Council Secretariat, Rae Pluck
Key Pillar:	Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation
Key Focus Area:	Strategic Community Plan Focus area 3- Transparent and accountable local tier of Government
Type of Report:	Information Only

Pursuant to Section 83(5) of the *Local Government Act 1999*, the Chief Executive Officer indicates that the matter contained in this report may, if the Council so determines, be considered in confidence pursuant to Section 90(2) of the *Local Government Act 1999* on the basis that the information contained in the attached report is information of the nature specified in subsections 90(3)(a) of the Act being:

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

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Acting Council Secretariat Rae Pluck be excluded from attendance at the meeting for Agenda Item 19.2 Town of Walkerville CEO "Pulse" Performance Review Report April 2021.

The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of her performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter relates to details of the Chief Executive Officer's performance and remuneration.