MOUNT BARKER
DISTRICT COUNCIL

NOTICE OF MEETING

Pursuant to Section 83 of the Local Government Act 1999 notice is hereby given that the following meeting will held in the Laratinga Pavilion, Environmental Services Centre, 100 Springs Road, Mount Barker on Monday 4 December 2023.

7.00 pm Council Meeting

A. Stuart
CHIEF EXECUTIVE OFFICER

29 November 2023

Further information on Council's meeting procedures can be found on Council's website – www.mountbarker.sa.gov.au Council / Documents / Code of Practice for Meeting Procedures

Mount Barker District Council – Monday 4 December 2023 – 7.00pm

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1. COUNCIL OPENING

EXPRESSION OF FAITH

ACKNOWLEDGEMENT OF COUNTRY

1.1 Leave of Absence

1.2 Apologies

2. QUESTIONS FROM THE GALLERY (15 MINUTES)

3. CONFIRMATION OF MINUTES

3.1 Recommendation

That the minutes of the meeting held on 6 November 2023 as circulated to members be confirmed as a true and accurate record of proceedings.

3.2 Recommendation

That the minutes of the special meeting held on 13 November 2023 as circulated to members be confirmed as a true and accurate record of proceedings.

4. CONFLICT OF INTEREST DECLARATION

Council Members are reminded of the requirements for disclosure by Members of a general or material conflict of interest in relation to items listed for consideration on the agenda.

Any declaration of a conflict of interest by a council member needs to include the following:

- If the conflict is general or material;
- Which agenda item the conflict relates to; and
- If a general conflict of interest is declared – whether or not the member proposes to participate in the discussion of the matter and if so, how the member intends to deal with the conflict of interest including whether the member intends to vote on the matter and their reasons for participating in the discussion of the matter.

- If a material conflict of interest is declared, the member is to leave the room for the discussion of the matter unless the Minister has granted an approval to the member to participate in the discussion of the matter.

5. DEPUTATIONS

5.1 Echunga Community Association, Sheila Kavanagh – Echunga Main Street Upgrade

6. QUESTIONS WITH NOTICE – COUNCILLORS

NIL

7. QUESTIONS WITHOUT NOTICE – COUNCILLORS

8. MOTIONS ON NOTICE

NIL

9. MOTIONS WITHOUT NOTICE

For

- *requesting a report*
- *a simple matter with minor impact*
- *an urgent matter that without consideration by Council would result in a detriment to Council*

10. PETITIONS

NIL

11. RECOMMENDATIONS FROM COMMITTEES

11.1 AUDIT AND RISK COMMITTEE – 23 NOVEMBER 2023

11.1.1

REPORT TITLE:	**MINUTES OF SECTION 41 COMMITTEE – AUDIT AND RISK COMMITTEE MEETING 23 NOVEMBER 2023**
DATE OF MEETING:	**23 NOVEMBER 2023**
FILE NUMBER:	**DOC/23/156720**
ATTACHMENTS:	*Minutes provided separately on Council's website – Audit and Risk Committee Minutes 23 November 2023 (click here)*

Recommendation

That Council receive and note the minutes of the Audit and Risk Committee meeting held 23 November 2023 as circulated to Council Members and available on the Audit and Risk Committee page of Council's website.

The recommendations to Council of the Audit and Risk Committee arising from the Committee's 23 November 2023 meeting are provided separately below for consideration by Council.

11.1.2 **REPORT TITLE:** **AUDIT AND RISK COMMITTEE WORK PLAN AND MEETING SCHEDULE 2024**

DATE OF MEETING: **23 NOVEMBER 2023**

FILE NUMBER: **DOC/23/156720**

ATTACHMENTS: **DOC/23/154584 – WORK PLAN AND MEETING DATES**

This attachment is provided separately on the Council website – Audit and Risk Committee Agenda 23 November 2023 (click here)

Recommendation

That the Audit and Risk Committee recommends to Council that:

1. **the Audit and Risk Committee meet at 8am on the following dates in 2024 noting the meeting dates are subject to change, including if any additional meetings are required:**
   25 January 2024
   21 March 2024
   9 May 2024
   20 June 2024
   22 August 2024
   24 October 2024
   12 December 2024

2. **the draft Work Plan for the Audit and Risk Committee for 2024 (attached) be adopted, noting the meeting dates and schedule are subject to change, including if any additional meetings are required.**

11.1.3	**REPORT TITLE:**	**REVIEW OF FINANCE POLICIES – FUNDING POLICY; BUDGET MANAGEMENT POLICY; INDIRECT DEVELOPER CONTRIBUTIONS – FUNDS MANAGEMENT POLICY; SEPARATE RATE – DEVELOPER CONTRIBUTIONS: PAYMENT, REBATE, POSTPONEMENT POLICY**
	DATE OF MEETING:	**23 NOVEMBER 2023**
	FILE NUMBER:	**DOC/23/148821**
	ATTACHMENTS:	**1: DOC/23/81503 – FUNDING POLICY** **2: DOC/23/148819 - BUDGET MANAGEMENT POLICY** **3: DOC/23/81505 - INDIRECT DEVELOPER CONTRIBUTION POLICY** **4: DOC/23/81506 - SEPARATE RATE – DEVELOPER CONTRIBUTIONS: PAYMENT, REBATE, POSTPONEMENT POLICY** *These attachments are provided separately on the Council website – Audit and Risk Committee Agenda 23 November 2023 (click here)*

Recommendation

That the Audit and Risk Committee recommends to Council that the following policies be adopted as amended following feedback from Committee:

3. **Indirect Developer Contributions – Funds Management Policy**
4. **Separate Rate – Developer Contributions, Payment, Rebate, Postponement Policy**

Officer Comment

The Audit and Risk Committee noted the Funding Policy and Budget Management Policy. Following feedback from the Committee during the meeting, these policies will be subject to further review and will return back to the Audit and Risk Committee prior to being tabled with Council for adoption.

11.1.4 **REPORT TITLE:** **UPDATE TO TREASURY MANAGEMENT POLICY**
DATE OF MEETING: **23 NOVEMBER 2023**
FILE NUMBER: **DOC/23/135393**
ATTACHMENTS: **1: DOC/23/37534 MOUNT BARKER DISTRICTCOUNCIL TREASURY MANAGEMENT POLICY – ADOPTED MAY 2023**
2: DOC/23/103195 LTFP KEY FINANICAL INDICATORS
3: DOC/23/105498 PROPOSED REVISED KEY FINANICAL INDICATORS
4: DOC/23/154865 REVISED TREASURY MANAGEMENT POLICY
These attachments are provided separately on the Council website – Audit and Risk Committee Agenda 23 November 2023 (click here)

Recommendation

That the Audit and Risk Committee recommends that Council adopts the updated Treasury Management Policy as presented in attachment 4 that includes revised Key Financial Indicators.

12. REPORTS

12.1 REPORT TITLE: CUSTOMER EXPERIENCE STRATEGY

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/146161

ATTACHMENTS: ATTACHMENT NO. 1 – DOC/23/154665 – DRAFT MOUNT BARKER DISTRICT COUNCIL CUSTOMER EXPERIENCE STRATEGY 2024-2027

Key Contact Ben Footner – Manager Customer Experience

Manager/Sponsor Marc Voortman – General Manager Planning & Community

Community Plan 2020-2035:

Delivery Guideline 1 - Leadership & Good Governance
LGG Strategy 1.7 – Develop & refine a corporate customer service strategy

Annual Business Plan:

Delivery Guideline 1 – Leadership & Good Governance

Key Annual Objectives 2023/24
- Commence the Customer Experience project

Key Performance Measures
- Customer Experience project commenced and early wins program identified

Purpose:
For Council to endorse the Mount Barker District Council Customer Experience Strategy

Summary – Key Issues:

1. The drafting and adoption of a Strategy to improve Customer Experience has been a strategic goal of Council since the commencement of the current Community Plan.

2. Over the past 6 months consultation workshops with staff and an extensive community scorecard exercise was undertaken to help inform the Strategy.

3. The Strategy is now ready for endorsement by Council, and for action by the organisation.

Recommendation:

That Council:

1. **Endorse the Customer Experience Strategy (Attachment 1)**

Background:

1. There has been an increased focus on taking a more holistic approach to improving Customer Experience in Local Government over the last decade. Customer/resident expectations are on the increase, in terms of both quality and responsiveness. Mount Barker District Council is being further challenged as district growth puts increasing demands on Council services across all areas.

2. The Mount Barker District Council itself is an organisation in transition, adjusting from regional Council to one that is increasingly becoming more comparable to a larger metropolitan organisation. As the Council grows there is a need for systems and approaches to become more sophisticated in order to keep pace with customer expectations and to ensure consistency in service delivery.

3. Given these increasing pressures, the Council has recognised the need to be more deliberate in its approach to improving service delivery, with the formulation of a Customer Experience Strategy being identified a strategic priority for Council in the Community Plan. It has also been identified as an action in the current Annual Business Plan, with the expectation that the Strategy would be endorsed this financial year (2023/24).

4. The attached Draft Customer Experience Strategy has been developed through consultation with Council staff, senior management, Council Members, and the community, to align with the Community Plan and provide a framework for how we interact with our customers.

5. Once adopted, the Strategy will set the organisation on a path of service delivery improvement, achieved through:

    - Establishing an organisational service culture with the customer at the centre of everything we do
    - Reviewing and improving business systems with customer experience as the core driver
    - Increasing access to customer insights and data to better inform organisational improvement and decision making

Discussion:

6. The key component of the Customer Experience Strategy is the drafting and adoption of a core Vision for service delivery as an organisation, and a set of clearly defined commitments that we make to our customers and community that will be used to drive improvement and create a positive service culture moving forward.

7. In order to draft the Vision and Commitments a series of workshops were held with staff and Council Members to gather thoughts, aspirations, barriers, and expectations when it comes to the delivery of services to our customers and community. During these workshops key themes emerged that were fashioned with the assistance of a cross functional staff team and consultants Kantar Public into the Vision and Commitments that are now proposed for adoption:

   Our vision is to be known for creating positive customer experiences that leave our community feeling understood, valued, respected, and clear on the outcome

   To deliver on this vision, we commit to the following…

   - **We will** listen and seek to understand, with an open mind
   - **We will** treat customers with respect, and expect the same in return
   - **We will** acknowledge, own, and provide closure on every request
   - **We will** provide consistent, honest, timely and relevant information
   - **We will** provide a range of opportunities to interact with us, to support the diverse needs of our community
   - **We will** provide opportunities for feedback, and identify areas for improvement

8. Once adopted the Vision and Commitments will be embedded in organisation through training, induction, performance review processes, and an intentional cultural improvement program.

9. Further to this, the Customer Experience Strategy also contains an Implementation Plan that outlines key actions that will be undertaken across the term of Strategy (3 years) to ensure that the organisation meets the Commitments that it has made to customers.

10. This Implementation Plan is organised under 3 core focus areas that emerged throughout the workshops with staff and Council Members, and via customer feedback (both adhoc and through the Community Scorecard exercise):

- **Technology for consistency and accessibility –** Integrated information systems and technology will mean we can provide customers with an experience that is simple, seamless, and easy to navigate.
- **Customer intelligence to shape decisions –** Customer insights and data will help us continue to improve. This means using data better and collecting new data to improve the customer experience.
- **Customer focused culture –** Ensuring that customer focus is embedded in our culture will be important in reaching our vision

11. Actions contained within the Implementation Plan are ambitious but considered, with a focus on maximising opportunity within current resourcing, systems, and existing/committed projects where at all possible. Actions that may lead to additional resource or funding commitments will be considered in the broader context of regular Council budget planning processes.

12. A cross-organisation CX steering group chaired by the Manager Customer Experience will be established and will meet regularly to monitor the progress of the CX Implementation Plan. A progress report will be provided annually to Senior Management and Council. A review will be triggered 6 months before the completion of this Strategy (December 2027)

13. The Customer Experience Strategy is intended to be a living document once endorsed. As such actions within the Implementation Plan may be changed or altered at review milestones in order to respond to changing customer expectations or organisational priorities.

Community Engagement:

Informing only	The Customer Experience Strategy has been drafted primarily as an internal document with the vision and commitments contained within being driven by the organisation in order to improve service delivery to our customers and community. Likewise actions contained within are also inward facing, with a focus on internal organisational improvement in order to improve outward facing service delivery. It is for this reason that the Strategy has been brought to Council for direct endorsement without further consultation. Once endorsed the Strategy will be published on the Council Website

Consultation comments:

Decision to be made	Endorsement of the Mount Barker District Council Customer Experience Strategy
Key factors to be considered in decision (dot points)	• Service delivery improvement • Customer satisfaction improvement • Responsiveness • Efficiency • Accountability
Area of community influence	Aspects that are fixed: The community has already influenced the Strategy through feedback received via the MARKYT Community Scorecard process conducted earlier in the year. The results of this survey were presented to Council Members via an Informal Briefing on Monday the 25th of September, and published on the Council website the day following. The Strategy commits the organisation to undertaking the Scorecard annually to chart progress against the service aspirations outlined in this Strategy, and to give the community a frequent ongoing opportunity to inform Council business/strategic planning in general terms. Key areas for community input: The community can continue to influence Council service delivery and keep the organisation accountable to the service aspirations outlined in the Strategy by providing ongoing feedback through usual available channels. They will also be given the opportunity to provide feedback annually via the MARKYT Community Scorecard process.
Method of consultation, informing community & cost	The community were consulted on their satisfaction on various areas of Council service delivery through the MARKYT Community Scorecard process held earlier this year. The results have been shared publicly via Council's social media and via the Council website.
Feedback to	Following endorsement the Strategy will be posted on

stakeholders/Council	our website and promoted via social media.
Timeframe for consultation	Consultation was undertaken as part during the formation of the Strategy. A MARKYT Community Scorecard process will be conducted annually to chart customer/community satisfaction.
Community input	Input from the Community, Staff and Councillors has informed the Customer Experience Vision and Commitments contained within this Strategy. Input from Staff and Councillors has informed the Action Plan contained within this Strategy. Community input was gathered via the MARKYT Community Scorecard process. Staff and Councillor input was gathered via a series of workshops run with external consultancy support from Kantar Public.

Policy:
N/A

Long Term Financial Plan:
No direct impact on the Long Term Financial Plan

The Implementation Plan contained within the Strategy does reinforce the need for multiple projects that have already been identified in the LTFP (i.e. Business Systems Review). These projects have their own scoping processes inclusive of budget impacts.

Budget:
The only direct impact on budget at this time is the commitment to running a Scorecard process on an annual basis. The estimated cost for this is around $20k per annum.

The Implementation Plan contained within the Strategy does reinforce the need for multiple projects that have already been identified either in the LTFP or through annual budget processes. Actions that may lead to additional resource or funding commitments will be considered in the broader context of regular Council budget planning processes.

Statutory/Legal:
N/A

Staff Resource Requirements:
The Implementation Plan contained within in the Strategy does reinforce the need for multiple projects that have already been identified either in the LTFP or through annual budget processes. These projects have their own scoping processes inclusive of staff resources.

There will be an indirect need to increase staff to meet increasing customer demand as the district grows to ensure service levels can be maintained in keeping with the vision and commitments made in this Strategy.

Environmental:
N/A

Social:
N/A

Risk Assessment:
There are no significant risks associated with the endorsement of this Strategy.

There may be some reputational risks should the Council not be able to deliver on the Vision and Commitments outlined in the Strategy.

Asset Management:
N/A

Conclusion:
Council needs to take a more deliberate approach to cross-organisational service delivery improvement if it is to keep up with customer/resident expectations as the District grow. The Mount Barker District Council Customer Experience Strategy provides a clear vision and set of commitments for service delivery to our community, and lays out an action plan that will facilitate an improvement path for the organisation.

CUSTOMER EXPERIENCE STRATEGY

2024-2027



MOUNT BARKER
DISTRICT COUNCIL

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- Who are our Customers?
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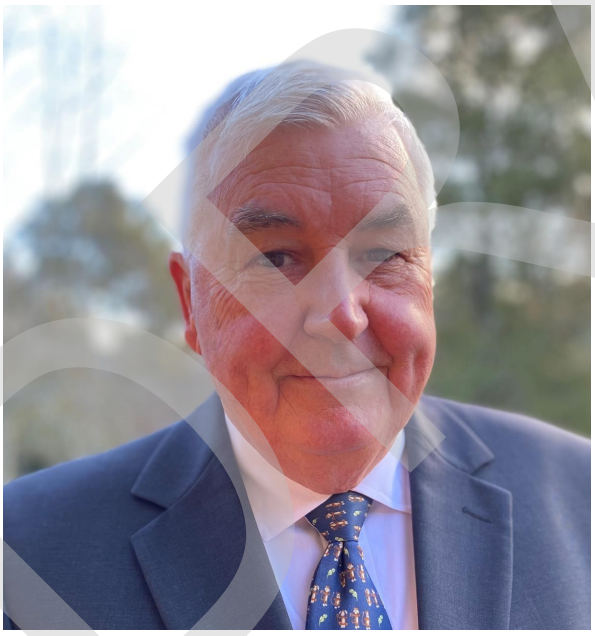
Foreword From Mayor And CEO

We are delighted to introduce the Mount Barker District Council's Customer Experience (CX) Strategy, a significant step towards enhancing the way we serve our wonderful community. We have developed this Strategy to ensure that every interaction you have with us is both meaningful and positive.

This Strategy has been shaped by your Elected Representatives, our employees, and most importantly, you - our customers. We have some big aspirations about what we want to be known for when it comes to customer experience and are excited to share and be held accountable for our vision for CX into the future.

In this Strategy, we have outlined a set of commitments that will shape our interactions with you. These include active listening, prompt and responsive service, mutual respect, transparency, consistency, and a commitment to continuous improvement. We, together with your Elected Representatives and Council's employees are committed to making meaningful changes to the way we work and to putting you - our customers - at the heart of everything we do.

As we move forward, we are excited about the positive impact we can create. Thank you for being a part of our vibrant community, and we look forward to the many opportunities that lie ahead.



Mayor David Leach



Andrew Stuart, CEO

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Acknowledgment of Country



We acknowledge that the district is part of the traditional ancestral land of the Peramangk people. We acknowledge the deep feelings of attachment and relationship of the Peramangk people to this land and their ongoing custodianship. We acknowledge the wisdom of Elders both past and present for they hold the memories, traditions, culture and hopes of First Nations people across the state.

As an organisation we desire there to be healing, restoration and reconciliation and are working to build better relationships and understanding with not only the Peramangk First Peoples but extend that to all First Nations groups across South Australia.

Background and Context



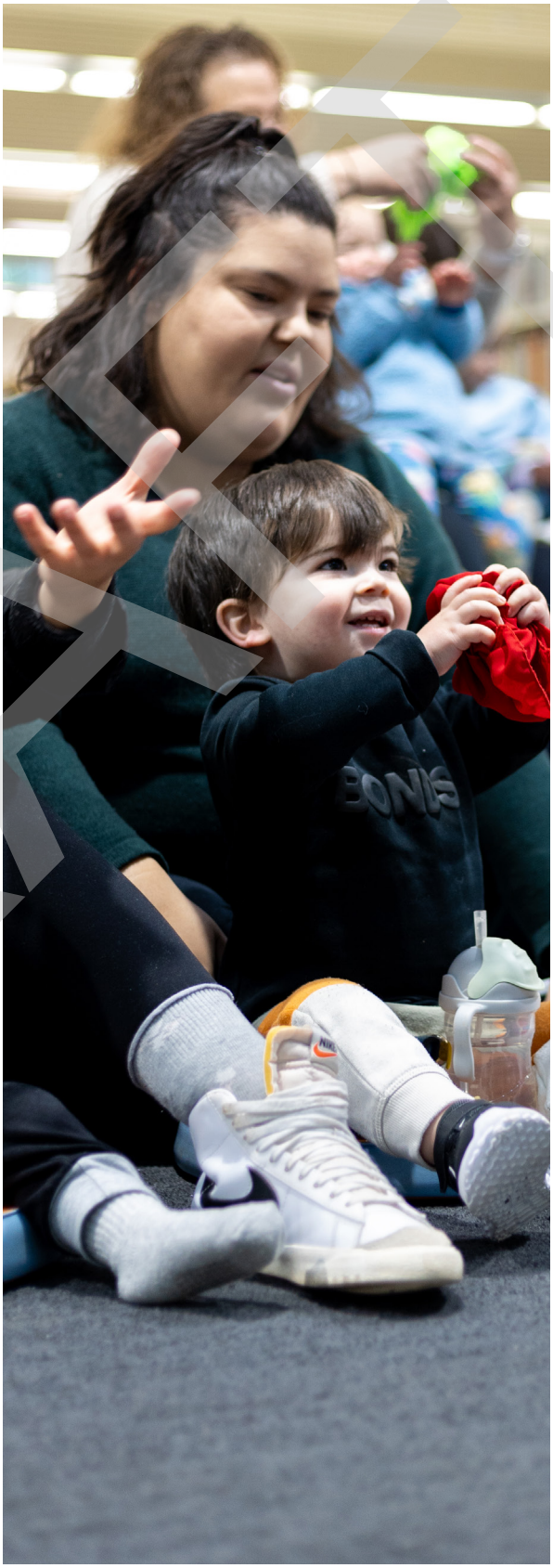
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What is Customer Experience?

Customer experience encompasses every interaction that customers, visitors and businesses have with Council, from navigating our website, to speaking with our customer service staff. It is the sum of every interaction and also considers customer feelings, emotions, and perceptions of Council throughout these interactions.

When using our services, we know that each of you have different expectations of us, and many different factors can result in you having either a good or not so good experience.

Your experience interacting with Council is also an important reflection of the value for money we deliver, and through every interaction we have an opportunity to strengthen your connection with, and trust in Council.



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How has this Strategy been Developed



In 2020, Council endorsed our Community Plan (2020-2035) which outlines guiding themes and priority areas for the district over the next 15 years. Customer experience and resident satisfaction are two very important parts of this plan.

In 2023, we developed this Customer Experience Strategy, through consultation with Council staff, senior management, Elected Representatives, and the community, to align with the Community Plan and provide a framework for how we interact with our customers.

In developing this Strategy, we have integrated internal visioning with findings from the recent customer satisfaction survey to identify the needs and expectations of customers and how Council can best meet those needs. This Strategy also considers the growth we will see in the district over the coming years.

This Strategy will guide how we listen to, understand, and respond to the needs of our customers to make sure we deliver positive experiences to our residents, businesses and visitors to our region.

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Who are our Customers?

We see our customers as being residents, businesses, visitors, NGOs, Elected Representatives, employees and other levels of government.

Mount Barker District Council is one of South Australia's fastest growing and culturally diverse regions with an expected population increase of nearly 34% to over 55,000 by 2036.

Council has goals to attract $2.8 billion in housing and major project investment by 2037 and increase growth in the number of working residents in the area. Much of this growth will come from young or established families looking for more affordable housing in a quieter environment with good transport links into Adelaide.

Resident profile 'at a glance'	
39	Median age
11,113	Number of families
31%	Less than 24 years old
18%	Greater than 65 years old
49%	Male
51%	Female
7%	Households where a non-English language is used
66%*	In the labour force

**15 years and above*

Source: Australian Bureau of Statistics , 2021 Census of Population and Housing, Mount Barker (LGA44550) 594.6 sq Kms

How do customers interact with us?

36,000+
Phone Calls

8,000+
Customer Requests

36,000+
Local Government Centre Visits

150,000+
Library Visits

32,000+
Emails Received

11,000+
Facebook Followers

While face to face interactions are still very common, there is an increasing demand for self-service, or digital options. We know that these interactions need to be seamless, efficient and easy to complete.

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Trends and Opportunities in Customer Experience

Now is an exciting time for Local Government as access to technology means we can change how we interact with customers, to better meet their evolving needs and expectations in the digital era.

Some of the trends and opportunities that have informed this Strategy, and that we are excited about, include:

Seamless cross-channel experiences 	Customers today are extremely busy and look for organisations that are easy and efficient to work with. In addition to private organisations like banks or utilities, customers also expect this ease and efficiency when they interact with public sector organisations, like councils. One way that organisations can create this ease is by ensuring a seamless cross-channel experience. This means meeting customer needs at every touchpoint and providing the same functionality and experience across channels, no matter how (and when) customers choose to interact with us. It's all about creating ways for customers to interact with us, in the way that works best for you. Important in achieving this is three elements: always available, consistent, and through the use of data, personalized. Each of these have shaped this Strategy.
Data driven 	We have more access to data than ever before, a trend that is likely to continue increasing at a rapid rate. Many organisations are discovering ways to use this data to uncover customer insights and are using these insights to create better customer experiences. Being a data-led organisation can help us learn from our interactions with customers, and help us better meet your needs, quicker.
A human-centred approach 	A human-centred approach accepts that people are multifaceted, complex and doing their best to adapt to unpredictable circumstances often beyond their control. It means thinking about the challenges and pressures our customers are experiencing – things like the increasing cost of living for example. In this example, by taking a human-centred approach to customer experience, we acknowledge how important value for money is, and focus on demonstrating this in every interaction, to build trust with our customers.

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OUR VISION

To be known for creating positive customer experiences that leave our community feeling understood, valued, respected and clear on the outcome.

To deliver on this vision, we commit to the following…

1. *We will listen and seek to understand, with an open mind*
2. *We will treat customers with respect, and expect the same in return*
3. *We will acknowledge, own, and provide closure on every request*
4. *We will provide consistent, honest, timely and relevant information*
5. *We will provide a range of opportunities to interact with us, to support the diverse needs of our community*
6. *We will provide opportunities for feedback, and identify areas for improvement*

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CX Strategic Priorities

Strategic priorities for the term of this plan	
Technology for consistency and accessibility	Integrated information systems and technology will mean we can provide customers with an experience that is simple, seamless, and easy to navigate.
Customer intelligence to shape decisions	Customer insights and data will help us continue to improve. This means using existing data better and collecting new data to improve the customer experience.
Customer focused culture	Ensuring that customer focus is embedded in our culture will be important in reaching our vision.



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Implementation Plan



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Technology for consistency and accessibility		
Action	**Timeframe**	**Area(s) Responsible**
Improve the workflows, functionality, reporting and overall performance of the Customer Request Management system.	2023/24 + ongoing	Customer Service & ICT as lead with whole of organisation input/participation through an ongoing CRM Working Group
Maximise opportunities to improve/modernise call centre functionality through the upcoming organisation-wide phone system renewal process.	2024/25	ICT with support from Customer Service
Ensure that a Customer Experience lens is applied to the Digital Readiness Project, with the Vision and Commitments within this strategy being key drivers for any possible system changes/improvements/replacements.	2024/25	ICT with support from Customer Service
Monitor the Local Government sector for advancements in Customer Relationship Systems, and if/where viable bring a proposal to Council through annual budget processes.	Term of the Strategy	Customer Service / ICT
Ensure that a Customer Experience lens is applied to the Council Website Review, with the Vision and Commitments within this strategy being key drivers for future website design/redevelopment/improvement.	2024/25	Communications / Customer Service
Customer intelligence to shape decisions		
Action	**Timeframe**	**Area(s) Responsible**
Provide more regular and proactive performance reporting of key Customer Experience metrics to management/leadership & Council.	2023/24	Customer Service
Investigate Customer feedback/satisfaction systems, and where viable bring a proposal to Council through annual budget processes.	2024/25	Customer Service

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Renew and update the current organisational 'knowledge base' so that it becomes a more comprehensive 'source of truth' for the organisation, and facilitates early resolution of enquiries for customers.	2024/25	Customer Service / CX Steering Group with whole of organisation input/participation
Commit to an annual Community Scorecard Process to measure overall satisfaction in key service delivery areas (including any progress/improvement made), and to identify any emerging issues in the community.	Annually for the term of the Strategy	Customer Service
Customer focused culture		
Action	**Timeframe**	**Area(s) Responsible**
Embed the CX Vision and Commitments through training, induction and performance review processes, and intentional improvement initiatives.	Term of the Strategy	Customer Service / CX Steering Group / People & Culture, with leadership from CGG, Managers & Team Leaders
Monitor key Customer Experience metrics (call volumes, enquiry types/volumes, CRM volumes, A/H callout rates etc.) and regularly review resourcing of frontline teams to ensure the organisation is well placed to respond to customers.	Term of the Strategy	Managers & Team Leaders
Review, update/create and endorse a set of defined Customer Service standards for the organisation to ensure consistency in service delivery, inclusive of a process that holds staff accountable to these standards.	2024/25	Customer Service / CX Steering Group / People & Culture, with leadership from CGG, Managers & Team Leaders

Measurement and evaluation of the CX Strategy and Implementation Plan

A cross-organisational CX steering group chaired by the Manager Customer Experience will be established and will meet regularly to monitor the progress of the CX Implementation Plan.

A progress report will be provided annually to Senior Management and Council.

A review will be triggered 6 months before the completion of this Strategy (December 2027).

This Strategy is intended to be a 'live' document and as such the Implementation Plan and actions/projects within may be reviewed and updated/altered throughout the 3 year term.

DRAFT

DRAFT

MOUNT BARKER
DISTRICT COUNCIL

12.2 REPORT TITLE: CLOSURE OF A PORTION OF SIMS RD, MOUNT BARKER TO THROUGH TRAFFIC

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/129458

ATTACHMENTS: 1. DOC/23/70078 MAP OF SIMS ROAD CLOSURE
2. DOC/23/143279 CONSULTATION SUMMARY

Key Contact **Matthew Dawkins, Manager Infrastructure Planning, Infrastructure**

Manager/Sponsor **Phil Burton, General Manager Infrastructure**

Community Plan 2020-2035:

CW Goal 4: Safety and Resilience

CW Objective 4.3 Undertake town planning, infrastructure provision and asset management to facilitate healthy lifestyles and safety.

CW Goal 5: Mobility and accessibility

CW Objective 5.3 Apply a strategic, planned and consistent approach to the provision, development and maintenance of roads and footpaths.

Annual Business Plan:

N/A

Purpose:

To seek Council approval to install permanent traffic management measures to restrict vehicular access along a section of Sims Rd, Mount Barker now considered to be a redundant local road link in the road network.

Summary – Key Issues:

1. The section of Sims Road considered in this report is a long standing local road link along adverse terrain that is difficult to maintain and operate and has remained open as a less-used road link while Heysen Boulevard was incomplete in the eastern sector between Paech and Springs Rd.
2. Community consultation was conducted over four weeks on the proposal to preclude access with locked gates to this section of Sims Road to unauthorised motor vehicles with six submissions received..
3. With five submissions in favour of the closure, It is now recommended to close a portion of Sims Road to vehicular traffic pursuant to Section 32(1)(b) of the Road Traffic Act 1961 and in accordance with the arrangements shown in Attachment 1.

Recommendation:

That Council:

1. **Notes the results of community consultation shown in Attachment 2, and;**
2. **Pursuant to Section 32(1)(b) of the Road Traffic Act 1961, approve the closure of Sims Rd to vehicular traffic (authorised and emergency vehicles exempted) from 30 metres West of Merion Close to 125 metres West of Harper Road and install traffic control devices to preclude access as shown on Attachment 1.**

Background:

1. Council at its 7 August 2023 meeting resolved to consult the community on a proposal to close of a portion of Sims Road, Mount Barker to through traffic.

2. This proposed closure is consistent with Council's MDPA Managing Growth Master Plan (2014).

3. Heysen Boulevard between Paech and Springs Road is now completed and the need to retain this section of Sims Road as an unsealed local road is no longer required.

4. The road corridor is intended to remain accessible for walking and trail riding and would be classified as a "track – limited access" in the road hierarchy.

5. The Road Traffic Act 1961 (section 32.1.(b)) provides that Council can install or alter a traffic control device to "close a road as a through road for motor vehicles for the purposes of rationalising the flow of traffic".

Discussion:

6. Community consultation occurred between 8 September 2023 - 6 October 2023.

7. Council received 6 submissions, 1 opposing the road closure and 5 supporting the road closure. Attachment 2 provides a redacted summary of the responses received. Key points raised were:

    - Close Sims Road all the way to Harper Road
    - Will be valuable to the community, as a walking / riding trail
    - Park at Dornoch Court needs maintenance and installation of path and removal of fencing.
    - Pedestrian and cycle access maintained, but with native revegetation undertaken for the remainder of the roads.
    - Not enough routes out of Mount Barker. Need to maintain roads and not block them.

8. The following 3 points describe specific feedback suggestions made that relate to the proposed closure.
    - One of the consultation responses that was supportive of the closure as described also suggested extending the closure section all the way east to Harper Road. Whilst in principle this suggestion has merit, in the short term as land is divided north and potentially south of Sims Road, it is considered appropriate to keep the 250m segment open to motor vehicles until details are confirmed for new roads that may cross over the road north and south. At a later date, further extension of the closure will be considered.
    - Another consultation response that was supportive of the closure as described asked for a locked gate coupled with simply a clear pedestrian opening in a fence for trail users rather than a chicane/maze treatment. A maze is preferred as it better manages the speed of cyclists and is a better deterrent for motor bikes and motorised bicycles. The maze design will be such that a cyclist can easily manoeuvre a bike through while being dismounted from the bike.
    - The only response that was not supportive was interpreted to be concerned about emergency access during disaster events. Staff response on this matter is that now that Heysen Boulevard has opened in full between Paech and Springs Road, there is no need to retain this segment of Sims Road for routine day to day access due to its poor geometric design and condition. It is further noted that, the road is even less appropriate for use in an emergency situation however, the road can be opened in a controlled way by SAPOL or CFS by unlocking the gates.

9. All other responses were supportive of the closure as proposed.

10. Minor maintenance requests noted in the feedback will be actioned via the normal customer request process.

11. Locked gates located at the beginning of the closed section will preclude general access to motor vehicles and motor bikes with supporting informative signage.

12. Maintenance, Service Authority and Authorised Emergency Services vehicle access will be permitted. Emergency services will have a key to unlock the gate if and when needed.

13. Access to walkers and trail riders will be maintained with mazes or similar fence and gate structures at each end of the closure in accordance with Austroads Guide to Road Design Part 6A Paths for Walking and Cycling. At this time no upgrade to the closed portion of the road is proposed and ongoing trail user access will be via the existing remnant limestone rubble road.

14. The portion of road reserve closed to motor vehicles will remain classified as road reserve and retained under the care and control of Council.

15. Emergency Services were contacted regarding the proposed closure but no response was received.

16. Subject to Council approving the closure, the works and other arrangements required to carry out the closure will be completed in the first half of 2024.

Community Engagement:

Decision to be made	Council to approve closure of a portion of Sims Rd to motor vehicles as described.
Key factors to be considered in decision (dot points)	• Majority of responses were supportive of the proposed closure. • The concerns of the only non-supportive submission can be managed with controlled unlocking of the gates by emergency service in an emergency.
Area of community influence	This portion of Sims Road will remain accessible to walkers and trail users.
Method of consultation, informing community & cost	Letters to those that responded providing a link to the council report with basis for the decision. Emergency Services contacted and advised when locked gates are erected.
Feedback to stakeholders/Council	Via this report and on Council's website.
Timeframe for consultation	Consultation period was open for 30 days.
Community input	6 submissions received: 5 seeking closure 1 against closure

Policy:
Consistent with Council's Community Consultation policy.

Long Term Financial Plan:
Not applicable to this proposal.

Budget:
The cost to close Sims Rd to unauthorised vehicle traffic can be accommodated within existing maintenance and operating expenditure which is offset by a reduction in costs to maintain this section of road.

Statutory/Legal:
This proposed road closure is in accordance with the Road Traffic Act 1961 and the Local Government Act 1999.

Staff Resource Requirements:
The process will be coordinated by existing staff.

Environmental:
The proposed road closure will allow local remnant vegetation to flourish and will restore this corridor to a more natural form with less demand for road making material and an associated reduction in silt and rubble runoff into watercourses.

Social:
The proposed closure will facilitates a safer walking and trail riding experience along this portion of Sims Rd.

Risk Assessment:
There is considered to be a negligible impact on the community as a result of proposed road closure. Reduced risk of motor vehicle accident on steep road section. Emergency service can open the road if needed in an emergency.

Asset Management:
Minor reduction in length of unsealed Local Road to maintain. This segment will be reassigned as a Track Limited Access, Natural Surface unconstructed

Conclusion:
Council has consulted the community on the recommendation to close a portion of Sims Rd to unauthorised motor vehicles. The community have provided their support via the consultation process and it is now recommended to proceed with the closure as proposed.

Previous Decisions By/Information Reports to Council –

Meeting Date	7 August 2023	CM	DOC/23/71140
Title	**CLOSURE OF A PORTION OF SIMS RD, MOUNT BARKER TO THROUGH TRAFFIC**		
Purpose	To seek Council authority to cause notice of the proposal to install permanent traffic management measures to restrict vehicular access along an adverse section of Sims Rd, Mount Barker now considered to be a redundant local road link in the road network.		

Attachment 1 to 12.2

23-May-2023

Proposed Closure of a Section of Sims Rd to Motor Vehicles Only.



MOUNT BARKER DISTRICT COUNCIL

6 Dutton Road
Mount Barker SA 5251
Telephone (08) 8391 7200

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Attachment 2 to Item 12.2

8 September 2023 - 6 October 2023

Sims Road Closure Feedback

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Tuesday, 5 September 2023 3:31 PM
Sims Road Closure - Response from [redacted]

Phoned and talked to Phil Burton.

Doesn't want it to stop at his gate, wants it closed all the way to Harper Road.
He will close his paddock gate so doesn't need access.

Regards,
Paula

Paula Overy
Infrastructure Services Officer
Infrastructure Department
[redacted]

[redacted]
Tuesday, 5 September 2023 4:06 PM
Mount Barker District Council
Proposed Road Closure Sims Road

Good afternoon,
I am highly supportive of the proposed closure of Sims Road. In the couple of years that I have lived adjacent to Sims Road I have become aware of a range of challenges associated with the road including the dumping of rubbish, steepness and slipperiness of the road, risks associated with the narrow road and 2 way traffic, parking blocking clear movement along the road.

As a walking and riding road, it is a valuable trail for the community, so removing vehicular traffic would be great!
Kind regards,

[redacted]

[redacted]
Monday, 11 September 2023 9:39 AM
Mount Barker District Council
Proposed Road Closure Sims Road

Re: Proposed road closure Sims Road

As residents adjacent to this road we fully support the closure.

The road has been an issue for our home with the creation of dust in the summer and floods in the winter. The winter issue was solved when the Council built a deeper drain from the road run off to the culvert in the park at the end of our cul de sac. The dust continued last summer but the traffic became much less once Heysen Boulevard was finished at Aston Hills.

The park at the end of Dornoch Court has not been maintained by anyone for the last two years and so we have undertaken weed control and replacement of dead plants to two thirds of the park at our expense. A temporary path we installed for maintenance access is used by local walkers. As part of the closure and future use it would be necessary to install a path as presented on the original plans and of course removal of the fencing which impedes access.

[redacted]

[redacted]
Wednesday, 20 September 2023 9:09 AM
Mount Barker District Council
Proposed Road Closure Sims Road

Dear Council,

I would like to provide my support for the proposed closure of Sims Road (as outlined at: https://www.mountbarker.sa.gov.au/council/news/latest-news/proposed-closure-of-sims-road-between-hayle-court-and-harper-road-to-vehicles).

I would like to see pedestrian and cycle access maintained, but with native revegetation undertaken for the remainder of the roadway. I imagine that volunteer groups such as Hills Biodiversity - specifically, their Springs to Summit project (https://hillsbiodiversity.org.au/projects) could be engaged to undertake native revegetation at very low cost to the Council.

Thank you again for the opportunity to provide feedback -

Kind regards,

[redacted]

[redacted]

Wednesday, 13 September 2023 12:34 PM
[redacted]
Proposed Sims road partial closure

Hello, I'd like you to reconsider shutting this off to through traffic and continue maintenance. I thought it was a public road. Back Callington road is in worse state than this, with more traffic. Or is that one shut down next?
I have grave concerns that you are not allowing enough routes out of or into Mt Barker. Particularly in natural disaster scenarios. At the very least can be an exit for 4WD's. There are plenty of them here. Without the need to wait for authorities to open the gate.
We should have options beside these, what will be heavily congested main roads. They will not be sufficient with another 70%? more growth. [redacted] stop blocking outbound roads, start maintaining them, until we are provided with proper sane ways to filter the traffic in and out. Also Heysen Bvd only one lane is a big mistake. Please don't lock us in (or out).
I object. Thank you for your consideration.
[redacted]
Mt Barker Resident

Paths and Trails <pathsandtrails1@gmail.com>
Tuesday, 3 October 2023 8:51 AM
Mount Barker District Council
Proposed Road Closure Sims Road
Paths and Trails Group Proposed Sims Road closure.pdf

Hello DC Mount Barker,

Please find attached our submission in relation to the proposed road closure of part of Sims Road. We have no objection to the proposed closure from a paths and trails perspective, provided that access for pedestrians and cyclists is maintained. We have some suggestions to improve access to the closed section of road:

- Provide formal access to the closed road from Dornoch Court
- Retain the short path between Merion Close and Sims Road.
- Provide fence openings rather than chicanes at the two ends of the proposed closure.
- Provide a pram ramp where Hayle Court meets Heysen Boulevard, to improve access for people including pram pushers, cyclists, and people with disabilities.

Please contact me if you require any further information or wish to discuss any aspect of this further.

Thanks,

[redacted]
on behalf of the Paths and Trails Mount Barker and Beyond Group
[redacted]

Submission regarding the proposed partial closure of Sims Road, 3 October 2023

The Paths and Trails Mount Barker and Beyond Group was founded in 2022 to promote and celebrate the fantastic paths and trails in and around the Mount Barker District and beyond. The group has grown rapidly and now has over 2,700 members, demonstrating how popular paths and trails are in the district, for both recreation and for getting from A to B in a cheap, environmentally friendly, healthy, and sociable manner. In this way the provision of paths, trails and road crossings contributes to achieving the Councils key objectives **Community Wellbeing, Economic Prosperity,** and **Ecological Sustainability** as set out in the 2020-2035 Community Plan

An extensive network of quality paths and trails throughout the district, including safe crossings of busy roads, is vital to ensure that people of all ages and abilities can get around the district safely and directly.

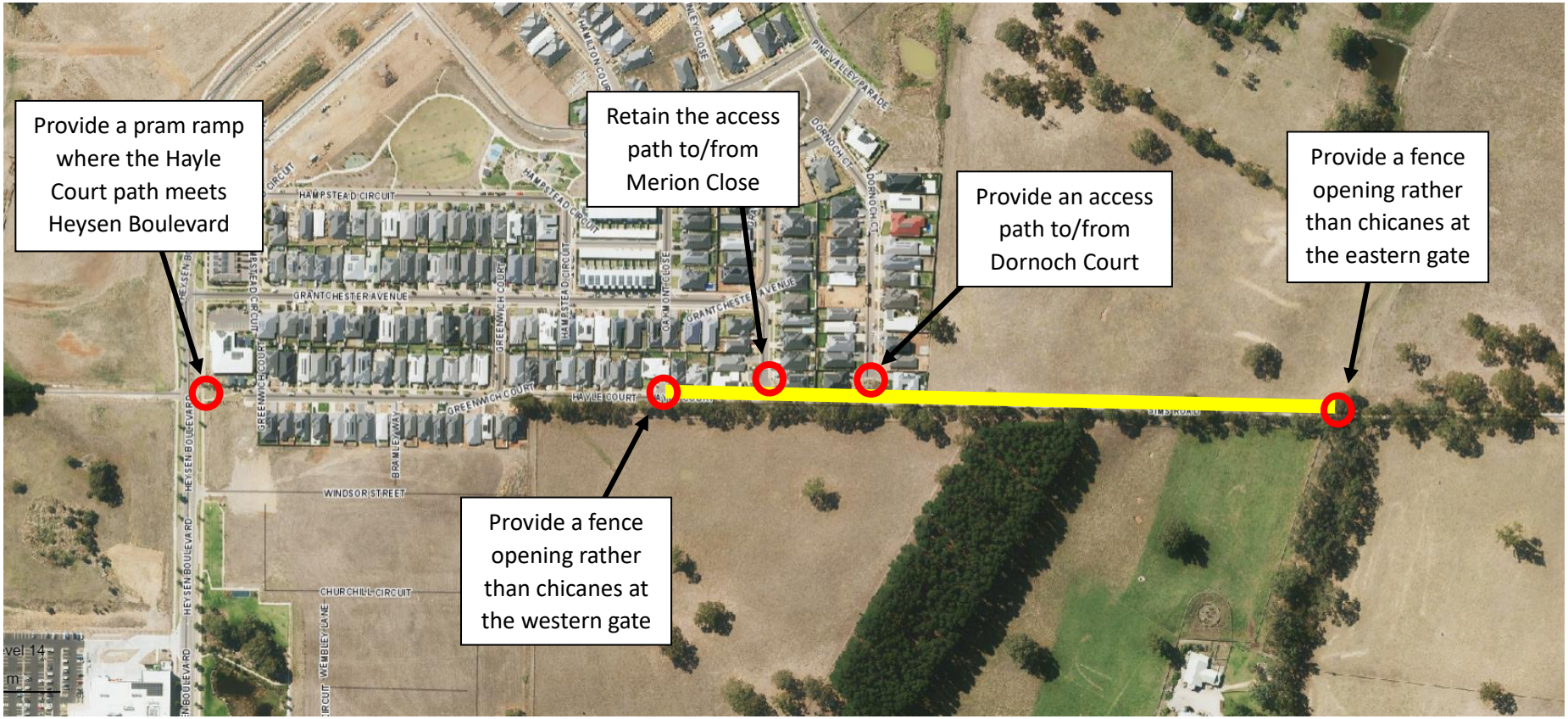
We have no objection to the proposed closure of Sims Road from a paths and trails perspective, provided that access for pedestrians and cyclists is maintained. We have some suggestions to improve access to the closed section of road:

- Provide formal access to the closed road from Dornoch Court. There is currently a short path here, but it doesn't link up to Sims Road.
- Retain the short path between Merion Close and Sims Road.
- Provide fence openings rather than chicanes at the two ends of the proposed closure. Chicanes are not necessary from a safety perspective and impede access particularly for people with disabilities who use gophers/trikes.
- Provide a pram ramp where Hayle Court meets Heysen Boulevard, to improve access for people including pram pushers, cyclists, and people with disabilities.

A map and some photos in support of this submission can be found on the following pages.

[redacted]

Map showing our recommendations:



Chicanes such as this pose a significant barrier for people with disabilities who use gophers/trikes:



Simple fence openings such as this provide much better accessibility for all path users:



A “pram ramp” is required where Hayle Court meets Heysen Boulevard, to assist people – particularly those using mobility aids – to cross to Sims Road:



12.3 REPORT TITLE: ROAD OPENING 36 PRINCES HIGHWAY KANMANTOO

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/131226

ATTACHMENTS: 1. Doc/23/154854 Location Plan.
2. Doc/23/154851 Letter from Mellor Olsson
3. Doc/23/154857 Preliminary Plan

Key Contact Mardi Nottage, Property Coordinator, Corporate Services

Manager/Sponsor Alex Oulianoff, General Manager Corporate Services

Community Plan 2020-2035:
Goal Area:
Community Wellbeing
Objective 5.3 Apply a strategic, planned and consistent approach to the provision, development and maintenance of roads and footpaths.

Annual Business Plan:
N/A

Purpose:
Seek Council approval to commence a road opening process.

Summary – Key Issues:
1. Part of a Council road encroaches on an adjoining allotment.
2. The allotment is owned by a deceased estate.
3. A road opening process is proposed because the beneficiaries of the estate cannot be found.

Recommendation:

That Council:
1. **Pursuant to Section 10 of the *Roads (Opening & Closing) Act 1991* commences a Road Process to open a portion of Princes Highway adjoining 36 Princes Highway Kanmantoo LOT: 42 FP: 161072 on the Preliminary Plan shown in attachment 3 of this report.**
2. **Gives delegation to the General Manager Corporate Services to execute all documents required for completion of the road closure and the transfer of the subject land.**

Background:

1. Part of a Council road (Mine Road) encroaches on an adjoining allotment at 36 Princes Highway, Kanmantoo. See location plan, attachment 1.
2. The matter was brought to Council's attention by the owner of an adjoining allotment (34 Princes Highway) who's house encroaches on the 36 Princes Highway allotment.
3. Council staff manage many different types of encroachments over public land. Details present usually by Developers, Owners and the General Public. Encroachments of this kind are less likely to be identified by Council given the remote location and minimal land transactions that would bring the error to light. Errors like this are not unfamiliar to regional areas across the state for the same reasons.
4. Staff have identified early attempts of a road opening for this portion of land in or around 1974. All other effected allotments in the 1974 road opening proceeded. However for an unknown reason the change to Allotment LOT: 42 FP: 161072 did not proceed. Given the history of this matter and the letter from solicitors Mellor Olsson it is most likely due to the owners/beneficiaries being deceased.
5. Normally in these cases Council would negotiate to purchase the encroachment from the land owner. Extensive searches have been undertaken by Council's solicitor to identify the owner however to date no beneficiaries of the estate that owns allotment 36 have been found.
6. As a direct negotiation is not possible, a Road Opening process is an alternative method available to Council when the owner of the allotment cannot be found. Opening a road allows the encroaching land to be included in road reserve and adjusts the subject allotment to exclude the portion used as a road.
7. A letter from Council's solicitor, Mellor Olsson, summarising the search findings is shown as attachment 2.
8. The Land Titles Office has agreed that, in the circumstances, a road opening is the best way to proceed.
9. A road opening will not affect the adjoining owner's occupation of the remainder of allotment 36.

Discussion:

1. To proceed to the road opening a preliminary plan has been prepared by Council's surveyor, see attachment 3.
2. These types historical encroachments need to be resolved to ensure the land is retained for the benefit and use of the broader community and not annexed for the benefit of the encroaching property owner.
3. Undertaking the road opening will secure the use of this section of the roadway for the future.

Community Engagement:

Decision to be made	Road opening.
Key factors to be considered in decision (dot points)	Any matters that should reasonably prevent the road opening.
Area of community influence	Key areas for community input: • As above.
Method of consultation, informing community & cost	Notice displayed in Council's foyer, notice in the Courier, letters to adjoining owners, utilities and other statutory authorities.
Feedback to stakeholders/Council	Via a Council report.
Timeframe for consultation	28 day public consultation period

Policy:
NA.

Long Term Financial Plan:
Not included in the Long Term Financial Plan.

Budget:
The cost of surveyor and legal fees, consultation and statutory fees will amount to approximately $10,000 and need to be included in the next quarterly budget review.

Statutory/Legal:
Council has a legal obligation to acquire the encroachment or realign the road which is not economical.

Staff Resource Requirements:
Will be managed with existing staff resources.

Environmental:
NA.

Social:
Required to ensure on-going use of the road by the community.

Risk Assessment:
If this part of Mine Road was to remain as is then Council does not comply with The Road Traffic Act and The Local Government Act.

Asset Management:
Council already maintains the section of road on this encroachment.

Conclusion:
Part of a Council road encroaches on an adjoining allotment, the allotment is owned by a deceased estate. A road opening process is proposed to achieve the boundary alignment required for the council road.

LOCATION PLAN



MOUNT BARKER DISTRICT COUNCIL

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Property (1)

HouseNo: 19
RoadName: Nursery Road
AuthPCLNumber: 25323
GISREF: D74534A312
LotPlan: A312 D74534
Title: CT5993/335
AssessmentNumber: 213678
VGNumber: 5818217508
AreaSqM: 1833.438777

DCDB (1)

GISREF: D74534A312
PCL_Num: -9999
TITLE_ID: CT5993/335
HouseNo:
Street_Address:

Mellor Olsson
Mellor Olsson Lawyers
ABN 44 157 825 957
lawyers@molawyers.com.au

Our Ref: JM2:CSP:A221806

9 February 2023

Office of the Surveyor-General
Adelaide SA 5000

Dear Sir/Madam

ROAD OPENING PROCESS - 36 PRINCES HIGHWAY, KANMANTOO

We have prepared this letter in support of a road opening process being undertaken by our client, Mt Barker District Council, at 36 Princes Highway, Kanmantoo ('**the Subject Land**').

The relevant documentation is being lodged by Mr Greg Burgess of Access SDM Surveying Consultants on behalf of our clients, in accordance with the *Roads (Opening and Closing) Act 1991* ('**ROC Act**').

The point of interest in this scenario is the fact that the Subject Land, over which the road is proposed to be opened, is owned by John Halls and Ann Halls, both deceased. We note that this is an application to regularise a scenario where the road has already been constructed and in-situ for some time.

The purpose of this letter is to provide the Surveyor-General with comfort that in completing the accompanying statement of persons affected, as required under section 9 of the ROC Act, our client has carried out sufficient searches and has identified all persons affected who can be identified by "reasonable inquiry", as is the standard required under that section.

We assisted our client in making those reasonable inquiries to try and identify any other persons who may have an interest in the land (i.e. descendants of the Halls). Our Probate and Wills officer conducted various searches across many historical records.

As a result of those searches, and in particular a review of various ship's lists, we believe that John and Ann Halls were miners who migrated to South Australia in the 1860's.

For the record, we provide the below results from searches in relation to the registered proprietors of the land. In relation to both John and Ann Halls, we did not find any Probate grant:

- Ann Halls – died on 21/11/1870 at Reedy Creek (near Mount Pleasant):
    - Probate office advised nothing found 1844-1905.

- John Halls – no definitive date of death but we know he died after Ann – No records in SA which indicate he may have moved interstate:
    - Probate office advised nothing found 1844-1905.
- It appears that John and Ann Halls had 9 children.
    - John Henry Halls – date of death unknown;
    - Mary Ann Best – died in Victoria on 18/6/1914 – had 4 children (1 pre-deceased her);
    - Thomas Henry Halls – date of death unknown – had 6 children (2 pre-deceased him);
    - Joseph Halls – died 8/5/1898 in Adelaide – never married - no children – Probate granted;
    - Susan Jane Clinch – died 9/10/1879 in Kadina – had 7 children (4 pre-deceased her);
    - William Halls – date of death unknown – at least 1 child which pre-deceased him;
    - Mary Jane Greenwood – died 29/5/1920 at Hindmarsh West – had 11 children (4 pre-deceased her);
    - Francis John Halls – died 31/5/1941 at Brompton – had 3 children – Probate granted; and
    - Josiah Halls – died 31/12/1899 at Adelaide – had 4 children – Probate granted.
- The only children for which Probate was granted and which we have been able to locate a record of is Josiah Halls, Francis John Halls and Joseph Halls.
    - Francis John Halls – probate granted on 17 June 1941. Bequeathed all of his estate to his wife Charlotte Elizabeth Halls. We were unable to locate a record of what has happened to this executorial chain from there.
    - Josiah Halls – Left his estate to a Charlotte Halls.
    - Joseph Henry Halls – Left his estate to an individual named Charlotte Prosser.

Summary

Carrying out this research and these searches on behalf of our client took a considerable amount of time and came at some expense to our client, and we were unable to locate anyone that would constitute an ‘person affected’ for the purpose of this road process.

It is our view that the process undertaken to this stage would be considered to have satisfied the requirement for “reasonable inquiry” under Section 9 of the ROC Act, allowing the process to continue.

We have enclosed with this letter the key search results turned up by our Probate and Wills officer, as well as her communications with the Probate Registry and her notes on the subject, for your perusal if required.

If we can assist further in any way, please let us know.

Yours faithfully
MELLOR OLSSON



CHARLIE PARSONS
Senior Associate
Email: cparsons@molawyers.com.au
Phone: (08) 8414 3537 (Adelaide)

Attachment 3 to Item 12.3

PRELIMINARY PLAN No. 23/0027

MOUNT BARKER DISTRICT COUNCIL
IN THE AREA NAMED KANMANTOO
HUNDRED OF KANMANTOO

ROAD TO BE OPENED NUMBERED 1
TO BE MINE ROAD

SCALE METRES
0 15 30 45



CERTIFIED CORRECT AS TO INTENT

David Morton
Council delegate

DATED 25/9/23
MOUNT BARKER COUNCIL

GREG BURGESS
LICENSED SURVEYOR
DATE 25/9/23

IMAGE DERIVED FROM
PROPERTY LOCATION BROWSER

Access SDM
Surveying
18A Cameron Street, Mount Barker SA 5251
Ph:(08) 83913000

A4 REF6290

12.4 REPORT TITLE: SECTION OF THE CONNECTOR ROAD TO BE CONSTRUCTED ON COUNCIL ROAD RESERVE

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/149015

ATTACHMENTS: ATTACHMENT 1 – DOC/23/156256 – HAINES RD/MARTIN RD
ATTACHMENT 2 – DOC/23/156263 – CONNECTOR ROAD TYPICAL CROSS SECTION

Key Contact **Andy Humphries, Manager, City Development**

Sponsor **Marc Voortman, General Manager, Planning and Community**

Community Plan 2020-2035:
CW Objective 5.3 Apply a strategic, planned and consistent approach to the provision, development and maintenance of roads and footpaths.

Annual Business Plan:
Not applicable

Purpose:
To seek authority to proceed with the construction of a small section of the connector road (Heysen Boulevard) that is to be located within a council road reserve.

Summary – Key Issues:

- A small section of the connector road (Heysen Boulevard) that is yet to be constructed is located within a council road reserve (see attachment 1).

- The council road reserve (Haines Road) is not intended to be developed due to alignment of the connector road, existing topographical constraints and a tree of historical significance and as such, there isn't a developer who is to be responsible for the construction of this small section of the connector road.

- As the two adjacent sections of the connector road are in the process of being constructed by the respective developers of each of those land parcels, council has the opportunity to proceed with construction of the small section of the connector road located within the council road reserve to achieve both cost efficiency with procurement and a continuous section of the connector road running east from Wellington Road.

- The cost of design and construction of the council section of the connector road is to be funded from revenue that council has received from developers within the area of the 2010 Ministerial Development Plan Amendment for the purposes of transport infrastructure upgrading that is required due to growth which specifically includes this small section of the connector road.

Recommendation:

That Council:

1. **Authorise the Chief Executive Officer or nominee to finalise and execute arrangements and documentation to enable the completion of the survey, design and construction of a short section of the connector road (Heysen Boulevard) located in a council road reserve as outlined in this agenda item and shown in attachment 1;**

2. **Authorise the total cost for the completion of this section of the connector road to be fully funded from and acquitted against the reserve account containing revenue that council has received from developers within the area of the 2010 Ministerial Development Plan Amendment for the purposes of upgrading transport infrastructure that is required due to growth; and**

3. **Note that once the actual total project cost is known (i.e. upon project completion), the cost will be reflected in the next council budget review.**

Background:

1. The State Government 2010 Ministerial Development Plan Amendment (MDPA) to rezone around 1,300 hectares of land in Mount Barker and Nairne included that a new connector road is to be constructed in Mount Barker through the growth area.

2. The State Government mechanism for the delivery of the connector road (Heysen Boulevard) is that as and when a land parcel within the designated route of the connector road is developed, the developer of that land parcel is to fully fund and deliver that section of the connector road i.e. it is to be constructed as a patchwork quilt over an undefined timeframe.

3. There is some flexibility in the actual design providing that the council requirements for the connector road are met as per the cross section shown in attachment 2. That enables a developer to customise the section of the connector road that they are responsible for and avoids the connector road having a consistent appearance throughout, akin to an expressway.

4. Within the designated route of the connector there are portions of two Council road reserves (i.e. unmade roads) being Haines Road and Martin Road – as shown in attachment 1 via black stars.

5. A separate section of this council road reserve (formally west of the highlighted area in attachment 1) was sold by council several years ago and developed as part of the Amblemead and Lodge residential developments.

6. The Aspen Group is progressing development of the land immediately north of and adjacent to the Haines Road reserve (refer attachment 1). The Aspen Group has indicated a preparedness to include the survey, design and construction of the small section of the connector road within the council unmade road reserve with the delivery by contractors of the connector road within the Aspen Group land. Council would be required to fully fund the small section of the connector road within the council road reserve.

Discussion:

7. The strategic objective is to see the delivery of the entire connector road as soon as practicable. That will deliver many community benefits including to relieve demand/pressure on local roads that continues to mount as growth proceeds.

8. As the small section of the Haines Road reserve that includes a portion of the connector road isn't to be developed for residential purposes, by default it falls to council (as the land owner) to procure this. The most cost efficient approach is for council to 'piggy-back' on the procurement of the construction of the adjacent section of the connector road.

9. To achieve that, council officers have engaged with representatives from the Aspen Group being the developer of the land parcel immediately north of the Haines Road reserve. A Term Sheet outlining proposed high level arrangements for this procurement by the Aspen Group has been prepared with a positive response received from the Aspen Group.

10. The term sheet covers key points for the section of the connector road within the Haines Road reserve such as:

    a) Procurement if not undertaken in a competitive manner by the Aspen Group will need to demonstrate value for money as assessed by council;

b) Council will specify the design requirements;

c) Contracts will need to include the Haines Road section as a separable portion from the remainder of the project within the Aspen Group land;

d) Council to sign-off on any contract variations;

e) Defects liability period arrangements; and

f) Payment arrangements from council to the Aspen Group.

11. The Term Sheet will now be expanded to become a formal Agreement to be executed by council and the Aspen Group.

12. Council has previously partnered successfully with other developers for the procurement and delivery of required infrastructure within the growth area.

13. Funding for the project within the Haines Road reserve is available from revenue received by council from developers within the MDPA area who have undertaken development. This revenue is for the purposes of the delivery of specific transport infrastructure with that list including the section of the connector road located within the Haines Road reserve.

14. The transport infrastructure separate rate serves as security for this purpose and council raises a tax invoice when a developer undertakes development unless the land is subject to a Deed between the developer and the Minister for Transport and Infrastructure in which case the developer makes their payment to the State Government not council. Either way the amount to be paid by the developer is calculated on the same basis.

15. The council 2023/24 budget doesn't include funds for this project as at the time of the council budget adoption is was not known when such works were likely to occur being dependent on the timing of the developer proceeding with the connector road within their land parcel.

16. The Aspen Group has arranged a quote for the survey and design of the portion of the connector road within the Haines Road reserve being $9,000 ex GST which has been reviewed by council officers and deemed appropriate. The estimated cost of construction will not be known until the design has been completed.

17. For the small section of the connector road that is to be located within a portion of the council's unmade Martin Road reserve is not yet known when that is likely to be progressed. Ideally council would make a similar arrangement with a developer to that now being recommended for the Haines Road reserve.

Community Engagement:

Informing only	Information on the project can be available via the Council website

Policy:
Strategic Partnerships Policy

Long Term Financial Plan:
The council Long Term Financial Plan includes forecast further revenue from developers for the purposes of transport infrastructure upgrading required due to growth and capacity for council expenditure on same.

Budget:
Refer above. The balance of the MDPA Transport Reserve as at 30 June 2023 is $5,637k less commitments that include contributions towards Heysen/ Springs Road Roundabout, Flaxley/ Rainbird Junction and Heysen Boulevard Railway crossing. .

Statutory/Legal:
As referenced above a formal Agreement (legally binding) between council and the Aspen Group would be prepared and executed.

Use by council of funds in the reserve account for transport infrastructure upgrading accords with the specific purposes for which such funds have been raised.

Staff Resource Requirements:
Norman Waterhouse Lawyers has assisted with the preparation of the Term Sheet and will prepare the formal Agreement between council and the Aspen Group. Council staff will then administer the requirements of the formal Agreement including the review of design and oversight of the construction and delivery.

Environmental:
No trees are proposed to be removed/damaged as part of this project.

Social:
Completion of further sections of the connector road will deliver significant social benefit to the community, including during emergency situations.

Risk Assessment:
If council doesn't proceed as recommended the risk is that the project cost to council will increase and delivery will be delayed.

If council does proceed as recommended, the formal Agreement to be executed between council and the Aspen Group will enable the required project risk management to occur.

Asset Management:
Council would be responsible for the management of this section of the connector road as is the case for the entire connector road.

Conclusion:
Adoption of the recommended approach above will deliver significant community benefits, fully funded from revenue received by council from developers for this very purpose.

Previous Decisions By/Information Reports to Council

Meeting Date	5 December 2022	CM Reference	DOC/22/149312
Title	COMPLETION OF CONSTRUCTION OF THE CONNECTOR ROAD (HEYSEN BOULEVARD)		
Purpose	To provide a further update on the advocacy of council to the State Government to expedite the completion of the construction of the remainder of the connector road (Heysen Boulevard).		

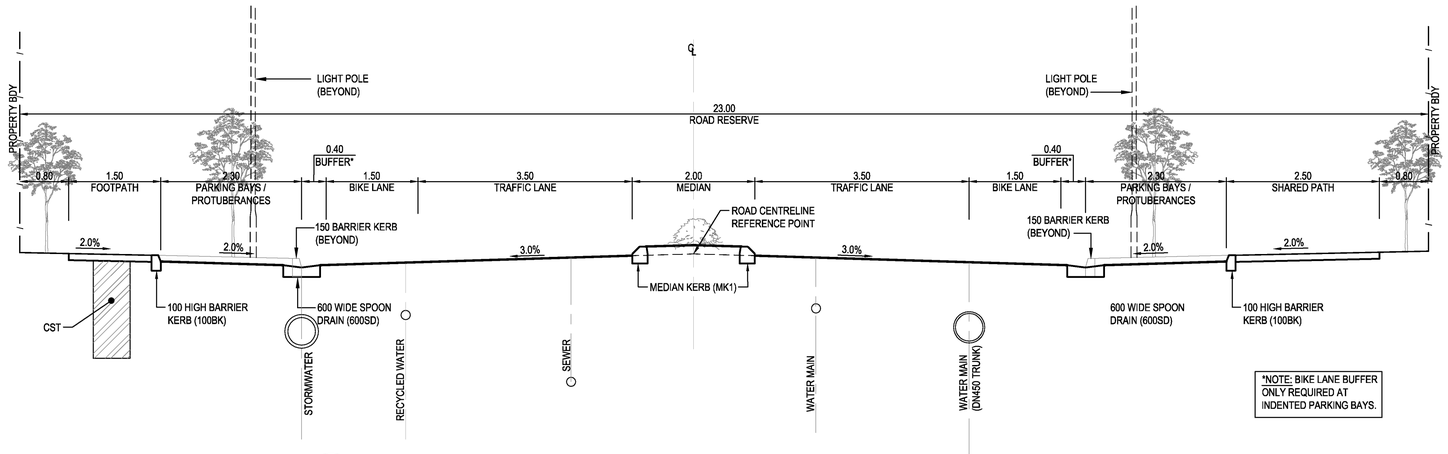
Meeting Date	4 April 2022	CM Reference	doc/22/38939
Title	COMPLETION OF CONNECTOR ROAD/HEYSEN BOULEVARD, MOUNT BARKER		
Purpose	To provide an update on the efforts of council (over a number of years) to bring forward the delivery of the remainder of the connector road.		

Meeting Date	6 November 2023	CM Reference	DOC/23/142504
Title	HEYSEN BOULEVARD RAIL LEVEL CROSSING		
Purpose	To formally endorse Council's share of the cost towards the delivery of the Heysen Boulevard rail level crossing in partnership with the State Government and seek authority to enter into a funding deed.		

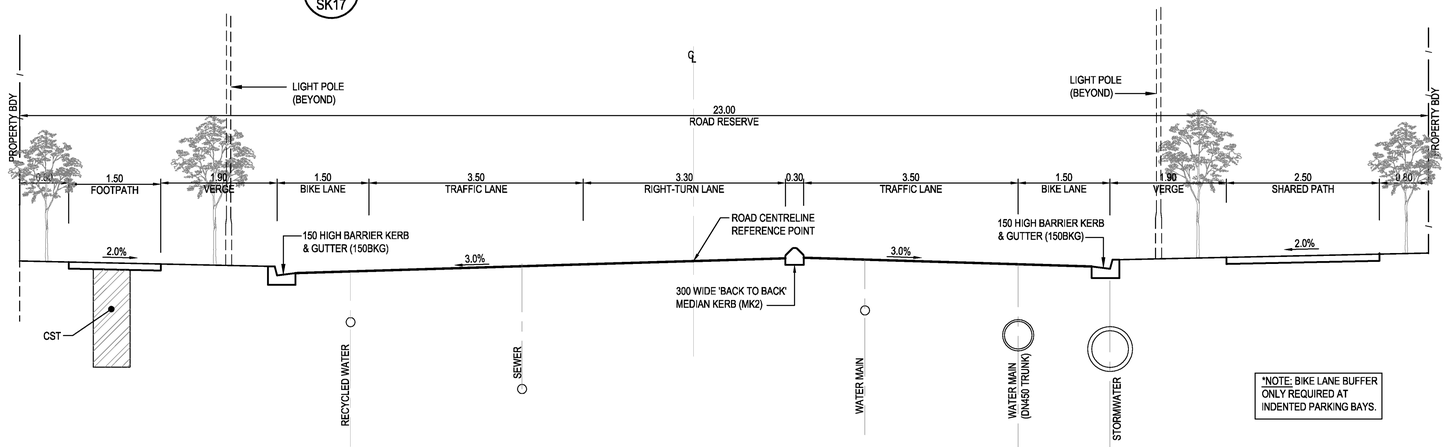


Attachment One

Attachment 2 to Item 12.4



B SK17 TYPICAL SECTION - HEYSEN BOULEVARD (WITH PARKING BAYS)



A SK17 TYPICAL SECTION - HEYSEN BOULEVARD (PROTECTED RIGHT TURN)

0 0.5 1 1.5 2 2.5
SCALE OF METRES
1:50 AT A1

CONCEPT ONLY
NOT FOR CONSTRUCTION

100 MILLIMETRES ON ORIGINAL DRAWING

12.5 REPORT TITLE: ECHUNGA MAIN STREET UPGRADE – FINAL CONCEPT DESIGN AND CONSULTATION SUMMARY

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/138907

ATTACHMENTS: ATTACHMENT 1 – ECHUNGA MAIN STREET UPGRADE – FINAL CONCEPT DESIGN DOC/23/152799
ATTACHMENT 2 –CONCEPT DESIGN - SUMMARY OF CONSULTATION AND PROPOSED AMENDMENTS (SCPA) TABLE - DOC/23/137155

Key Contact **Kristian Wohlstadt, Senior Strategic Planner, Planning and Community**

Manager/Sponsor **Phil Burton, General Manager Infrastructure**

Community Plan 2020-2035:

The Urban Environment

UE 1.5 Establish and maintain landscapes that are suited to current and future environmental conditions and outcomes and provide high amenity

UE 3.2 Ensure that quality built outcomes, green infrastructure and open space activation are prioritised in the development and renewal of town centres and main streets.

The Natural Environment and Sustainable Living

NE 1.1 Demonstrate leadership in sustainability, environmental enhancement and protection

NE 2.2 Limit and reduce carbon and other greenhouse gas emissions in capital investment projects and operational practices

NE 2.4 Conserve water, maximise recycled water use and practice appropriate Water Sensitive Urban Design

Community Wellbeing

CW Goal 1 Activity and movement Physical and mental health and wellbeing is supported by opportunities to access parks and natural areas, quality open space and recreation and sporting facilities.

Annual Business Plan:

5.1 Capital Project – Main Street Design Program – Echunga.

Purpose:

To present a summary of the feedback received during Community consultation on the concept design for the upgrade of the Echunga main Street and to present the final concept design for endorsement by Council.

Summary – Key Issues:

1. During the 4 week consultation period, 509 people viewed the consultation page for draft concept design, 105 people completed the online survey, around 70 people attended the consultation drop in session to provide feedback in person and 5 people emailed in more detailed responses.

2. Key areas of feedback include, strong support for undergrounding power lines in the street (PLEC), a need to improve major intersections within the town (e.g. Church Hill Road and Battunga Road), a need to improve safety for pedestrians, support for the environmentally sustainable elements of the design, concern about making the road pavement in the street too narrow and a need to maintain on street parking in higher demand areas (e.g. Post Office, General Store).

3. All of the feedback received has been collated, summarised and responded to in 'Attachment 2 – Draft Concept Design SCPA Consultation Summary Table'. As a result of the feedback received, 35 changes have been made to the draft concept plan to better reflect the views of the Echunga Community. The updated final concept design is now presented to Council for endorsement and is contained within 'Attachment 1 – Echunga Main Street Upgrade – Final Concept Design'.

Recommendation:

That Council:

1. **Note the feedback provided by the Community on the draft concept design for the Echunga Main Street Upgrade and how this feedback has been responded to and incorporated into the final concept design.**

2. **Endorse the final concept design for the upgrade of the Echunga main street contained within 'Attachment 1 – Echunga Main Street Upgrade – Final Concept Design', noting that staff will now commence the next design phase of the project.**

Background:

1. In acknowledging the important role that main streets play in supporting local economic development and fostering social inclusion and wellbeing, Council has continued to invest in the upgrade of main streets across the district. Recent examples of this include Venables Street in Macclesfield, Princes Highway in Nairne and Princes Highway in Littlehampton.

2. The processes for undertaking a main street upgrade typically includes the following key steps:
   - Identification in a Township/Strategic Plan (complete);
   - Concept Design and Community Engagement (current phase);
   - Preliminary Civil and Landscape Design (23/24FY)
   - Sourcing Construction Budget including Grant Funding;
   - Completion of Detailed Civil and Landscape Design
   - Construction (often staged);

3. Council's endorsed strategic plan for Echunga (Echunga Township Plan 2019) identifies the upgrade of the Echunga main street as a key action to be delivered within the first five years of the plan (i.e. prior to 2024). This plan also includes an action for Council to advocate for a PLEC project to be undertaken along the Echunga main street.

4. Council has allocated funding to prepare a concept and preliminary civil design for the upgrade of the main street, with $50k provided to complete the concept design and consultation phase and a further $60k to complete the preliminary civil design during the 23/24FY.

5. An external Stakeholder Reference Group was established in March 2023 comprising local business owners, Community facilities managers, Echunga Community Association members and main street residents. The group consists of 12 members and has so far met 6 times throughout the design phase. The purpose of the reference group is:
   - To provide representative feedback/input during the design process to ensure that the draft design is informed by representative community and business owner feedback, prior to broader community consultation; and
   - To assist in the transfer of information both from the community into the design process and outwardly from the group to the community, including updates on progress and design decisions.

6. The concept design envisages that power lines on the southern side of the street be undergrounded through the PLEC funding scheme. On 6 March 2023, Council endorsed staff to lodge a register of interest (ROI) with PLEC to better understand the feasibility and cost for undertaking a PLEC project along the main street during the 25/26FY. PLEC and SA Power Networks (SAPN) have since identified a cost estimate for the PLEC work of around $4 million, with Council's contribution being around $1.3 - $1.5 million.

7. The draft plan included the following environmentally sustainably principles:
   - water efficiency, including storm water harvesting and the use of rain gardens/soakage swales to capture water during heavy rain events;

- water recycling, including the capture and storage of storm water during rain events to be used for irrigation during summer months;
- reducing the heat island effect by removing large areas of hard paved surfaces and replacing them with landscaped garden beds and increased areas of shade;
- undergrounding power lines to provide the opportunities to increase tree canopy cover;
- increasing tree canopy cover to reduce the heat island effect and to provide areas for shade and interest, fostering social interaction and inclusion;
- increasing localised biodiversity;
- provide opportunities for innovation, education and future proofing the sustainability of the street;

8. On 4 September 2023 Council resolved to authorise staff to undertake Community consultation on the draft concept design for the upgrade of the Echunga main street.

Discussion:

How We Engaged:

9. The 4 week consultation period (11 September to 9 October) included the Community engagement activities:
   - **Webpage:**
     A project information page was created on Council's engagement platform "Yoursay", providing details on the project and the proposed draft concept design;
   - **Mail Out:**
     An information postcard was mailed to all households in the Echunga area, providing details on the project, the consultation period and information on how to see the plans and provide feedback;
   - **Online Feedback:**
     An online feedback survey was created for those taking part to give feedback online;
   - **Email:**
     An email address was provided for those wanting to provide more extended feedback responses;
   - **In Person:**
     A Community drop in session was held on Saturday 23 September for Community members to attend and provide feedback in person;







What We Heard:

10. At the conclusion of the consultation period, 509 people had viewed the project information webpage and draft concept design, 105 people completed the online survey, around 70 people attended the consultation drop in session to provide feedback in person and 5 people emailed in more detailed feedback responses.

11. All of the feedback received has been reviewed, collated, summarised and responded to using and industry standard template for analysing Community feedback, a Summary of Consultation and Proposed Amendments (SCPA) Table. The SCPA table and full summary of all feedback received on the project is contained within 'Attachment 2 – Draft Concept Design SCAPA Consultation Summary Table'.

12. The key areas of feedback provided by the Community include the following:
    - Strong support for undergrounding power lines in the street (PLEC);
    - A need to improve major intersections within the town, predominantly Church Hill Road/Adelaide Road and Battunga Road/Adelaide Road intersections
    - A need to improve safety for pedestrians;
    - Support for the environmentally sustainable elements of the design;
    - a need to maintain on street parking in higher demand areas such as around the Post Office near the Institute and General Store;
    - Concern about making the carriageway too narrow as the currently wide street has a rural character and is easily navigate by cars with trailers an larger vehicles; and

13. Council staff and design consultants Clover Green space have reviewed the feedback gathered with the Echunga Stakeholder Reference Group and Council project team to better understand how the draft concept plan should be amended to reflect the feedback provided.

How We Listened:

14. As a result of the feedback received from the Community, a total of 35 changes have been made to the draft concept plan to ensure the final design outcomes are, where possible, consistent with Community expectations.

15. The following key amendments have been made to draft concept plan to address the Community feedback received (for a complete list of the 35 amendments see the text in green in 'Attachment 2 – Draft Concept Design SCAPA Consultation Summary Table'):

Street Trees and Landscaping

- The street tree species has been amend to include a mixture of both native and deciduous trees;
- The deciduous street trees to be used has been changed to a species that has more manageable leaf litter and reduced debris fall;

Streetscape and Cross Section

- The overall width of the road area has been increased by amending the width of the traffic lanes from 3.5m to 3.8m and the parking lanes from 2.3m to 2.4m. The overall width of the road area where there is parking on both sides of the street has been increased by 0.8m to 12.4m (current street width ranges from 12.2m – 14.4m).

Pedestrian Access

- The pedestrian crossing proposed at the western end of the of the main street has been moved further east away from the Battunga Road intersection, to improve sight lines and safety.
- Provide paved access areas across the landscaped verge in places to improve accessibility for pedestrians parking on the street.
- Improve the angle at which Marianna and West streets meet the main street (Adelaide Road) to shorten the crossing distance and improve the sight lines for pedestrians.

Traffic and Intersections

- A note has been added to the concept design for the Church Hill Road and Battunga Road intersections to be improved. Tonkin engineers have commenced work on some design options for the intersection which will be further developed during the detailed design phase and discussed with DIT as this intersection is their responsibility to upgrade.

Parking

- There are presently around 120 on-street car parks along the main street from the Battunga Road to Church Hill Road. As a comparison there are around 150 on street parks along Hahndorf's main street. The draft plan proposed to reduce the number of on-street parks to 58, to provide sufficient space for additional street trees and water sensitive urban design (WSUD) treatments. Following feedback from the Community about the need to continue to provide a sufficient number of on-street parks in the street, the plan has been amended to include 17 additional parking spaces, with the majority of these located in high demand parking areas (General Store/Post Office). There are now a total of 75 on street parking spaces proposed, which is more than sufficient for the demands of the street, whilst also providing space for improved pedestrian movement, additional street trees and WSUD treatments
- The priority for the lane way adjacent the Institute and Post Office has been changed to continue to provide access and parking for vehicles, whilst still possibly being paved to improve accessibility and safety for pedestrians. There will remain the option for the laneway to be closed for events, if required.
- Some of the additional parking spaces have been located to provide for the parking of cars with trailers and larger vehicles in key areas also.
- Two accessible parking spaces have been included in the final concept design.

Bus Stops

- All bus stops have been relocated to be on the edge of traffic lanes rather than in parking lanes, to reduce confusion about the availability of on street parking near the bus stops.

16. The updated final concept design for the upgrade of the Echunga is now presented to Council for endorsement and is contained within 'Attachment 1 – Echunga Main Street Upgrade – Final Concept Design'.

The Updated Concept Design:

17. The updated concept design includes the following elements:
    - 4 new pedestrian crossings;
    - 2m wide paved footpaths both sides of the street;
    - 110 new street trees consisting of both native and deciduous trees;
    - Lower level planting and landscaping;
    - 75 on-street car parks;
    - Water sensitive urban design treatments (rain garden/swale)
    - Narrowing of the traffic lanes to 3.8m;
    - Improvements to the laneway adjacent the Memorial Hall;

18. Quantity surveyor Mason Rob has provided a high level cost opinion for the construction of the proposed main street upgrade and based on this advice, it would appear the construction costs are likely to range from $2-$3 million

in today's dollars (excl. GST). This estimate excludes the undergrounding of power lines PLEC and is subject to escalation costs between now and the construction timeframe.

19. As with all other main street upgrades completed across the District, Council will seek a minimum of 50% grant funding to deliver the construction phase, reducing Council's contribution to the upgrade works to around $1-$1.5 million. This figure is in addition to the cost for undergrounding the power (PLEC) in the street.

20. Council has allocated funding this financial year (23/24FY) to advance preliminary detailed design work. Should Council endorse the final concept design presented within this report, work will commence on the next phase of design.

Community Engagement:

Decision to be made	Council authorised staff to undertake community consultation on the draft concept design for the upgrade of the Echunga main street.
Key factors to be considered in decision (dot points)	- The draft concept plans were developed based on representative feedback from the Stakeholder Reference Group. - Further feedback was sought from the broader Echunga Community to further amend and refine the proposed concept design.
Area of community influence	Aspects that are fixed: - Location and extent of works. Key areas for community input: - Township wide funding priorities; - Support for undergrounding power; - Pedestrian movement and activation areas; - Location and availability of on street parking; - Style and species of street trees and landscaping - The use of WSUD principles and treatments; - Finished, specifications and public seating;
Method of consultation, informing community & cost	- 4 weeks (Sept – Oct); - Information card were posted to all households; - Concept design and project information was available online; - A weekend drop in session was held; - Options to meet with Council staff and provide feedback; - YourSay platform
Feedback to stakeholders/Council	Summary of consultation and amendments made to the draft concept plans is now provided to Council and will published on the engagement webpage

	following a decision of Council.
Timeframe for consultation	Mid September – Mid October

Policy:
Consultation Policy

Long Term Financial Plan:
The main street upgrade and the PLEC project are not currently identified in the LTFP. If endorsed the cost for PLEC and the main street upgrade would be considered in the next revision of the LTFP in early 2024. Notably as the PLEC costs are to upgrade infrastructure that is not owned by Council it will be an operating cost. It will be assumed that significant external grant funding is required for this project to proceed as planned.

Budget:
Council has provided a budget of $50k to complete the concept design phase and a further $60k to complete preliminary detailed design during 23/24FY.

Quantity surveyor Mason Rob has provided a high level cost opinion for the construction of the proposed main street upgrade and based on this advice, it would appear the construction costs are likely to range from $2-$3 million (based on today's dollars). This will be better understood following the preliminary civil design to occur this financial year.

Statutory/Legal:
Nil

Staff Resource Requirements:
Further design phases will be managed by one of Council's project managers. Ongoing maintenance costs are likely to increase as a result of the main street upgrade, given the higher specification of treatments proposed. It is estimated that the increased ongoing maintenance cost to Council would be 0.5 FTE for maintenance of the street, footpaths, gardens and swale/storm water infrastructure.

Environmental:
The project has a strong focus on the use of environmentally sustainably principles, including water sensitive urban design, storm water harvesting and tree planting to reduce the urban heat island effect.

Staff are working with PLEC and SAPN to consider the undergrounding of power along the street and are working with DIT to increase tree canopy cover along DIT roads to provide significant environmental benefits to the town centre.

Seasonal storage and reuse of capture storm water will assist in the irrigation of new trees and landscaping during summer months acknowledging that Echunga is not supplied with mains water.

Hard materials such as bitumen, concrete and paving removed from the street will be recycled and/or repurposed where ever suitable and new design elements such as street furniture will use recycled materials in an attempt to reduce the environmental impact of the project.

The project is likely to be Council's most environmentally sustainable main street upgrade proposed to date.

Social:
The main street upgrade has significant social benefits to the Echunga Community, including improved function and safety for pedestrians using the street, the creation of meeting places and areas of street activation which provide for increased social interaction and social inclusion.

Increased contact with the natural environment through urban greening has been proven to have significantly improve social outcomes for local residents.

Risk Assessment:
There is a medium risk that Council is unsuccessful in securing external grant funding to support the timely construction of this project.

There continues to be a high risk associated with pedestrian safety, as the current infrastructure is presently not designed to meet current best practice design outcomes.

The risk of the community not supporting the project is mitigated by undertaking community consultation on the draft concept design and then keeping them informed throughout the project.

There is a risk that DIT may not approve or contribute to the works as planned however this is mitigated by already having engagement with them on the concept design and they have shown support.

Asset Management:
Much of the infrastructure and Council assets along the street have reached the end of their useful life and now have functional issues that see them in need of renewal.

Whilst the road surface is also in need of renewal this is the responsibility of DIT and will be addressed through the Adelaide Hills Productivity and Road Safety Package.

Conclusion:

The final concept design for the upgrade of the Echunga main street, along with a summary of the Community feedback received and confirmation of how this has been incorporated into the final concept design for the upgrade of the street is now presented to Council for endorsement ahead of commencing the next phase of design.

Previous Decisions By/Information Reports to Council

Meeting Date	6 March 2023	CM Reference	DOC/23/23183
Title	Registration Of Interest To PLEC - Undergrounding Of Power Lines In Echunga		
Purpose	To recommend that Council submit a registration of interest for the Power Line Environment Committee (PLEC) scheme for the undergrounding of power lines for a portion of the Echunga Main Street.		

Meeting Date	3 April 2023	CM Reference	DOC/23/035414
Title	Echunga Main Street Upgrade Project Update		
Purpose	Provide Council Members with an update on the process and timeframe for preparing a concept design and engagement activities for the future upgrade of the Echunga main street.		

Meeting Date	4 September 2023	CM Reference	DOC/23/103959
Title	Echunga Main Street Upgrade – Draft Concept Design		
Purpose	To present Council Members with the draft concept design for the proposed upgrade of the Echunga main street and to seek endorsement to undertake community consultation on the draft concept design.		

Attachment 1 to Item 12.5

Echunga Main Street Concept Plan
Design Report

MOUNT BARKER DISTRICT COUNCIL

clover. GREEN SPACE

Echunga Main Street
Concept Plan
23.11

CONTENTS

- Design Brief
- Context
- Vision & Design Considerations
- Opportunities
- Environmentally Sustainable Principles
- Analysis
- Street Movements: Pedestrians & Vehicles
- Design Principles
- Services Constraints
- Typical Street Layout & Sections
- Main Street Concept Plan
- Materials, Street Furniture, Plant Palette
- Intersections



Clover acknowledges the Peramangk people of the Adelaide Hills as the traditional owners of the lands on which our office is situated and offer our respect to elders past, present and emerging.

DESIGN BRIEF *ECHUNGA MAIN STREET CONCEPT PLAN*

Design Brief Summary for the Echunga Main Street Concept Plan

The objective of the main street upgrade is to improve the appearance and function of the street, creating opportunities for further street activation, whilst supporting local economic development, improving vehicle and pedestrian movements and utilising environmentally sustainable principles throughout the precinct.

The concept design work should consider vehicle and pedestrian movement, on-street parking, opportunities for street activation, the potential for undergrounding power lines, drainage, water sensitive design and urban treatments such as new kerbing and alignment, footpath treatments, landscaping, street trees, street lighting and street furniture.



LOCATION PLAN *CONTEXT WITHIN MOUNT BARKER DISTRICT COUNCIL*

Echunga Township

Echunga is located centrally between Mt Barker, Hahndorf, Meadows and Macclesfield in the Adelaide Hills.

The township is surrounded by highly productive farmland on the western edge of the Mount Lofty Ranges. The area sees some of South Australia's highest annual rainfall and is home to rural enterprises which include grazing, horticulture and horse keeping.

The natural environment includes large gum trees and a number of small seasonal watercourses which pass through the town.

Echunga and surrounds is home to a population of almost 2000 people and includes a range of commercial uses including a hotel, cafe/antique shop, general store, hair dresser and post office. A range of heritage buildings are situated along Adelaide Road which provide character and interest to the main street.

To the north of the township is the primary school with 120 enrolled students and an active recreation ground with facilities that accommodate local sports teams and hosts community events such as All British Day.



VISION + DESIGN CONSIDERATIONS

Create a destination for both locals and visitors



Improve function and safety of pedestrian and cycling paths

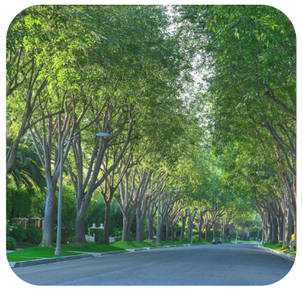


Potential to create cycling infrastructure that would appeal to cyclists and attract larger events



Review of key intersections throughout the town centre and main street to improve safety and function

Increase tree canopy cover and reduce hard paved areas to reduce the heat island effect



PLEC - undergrounding powerlines to facilitate improved streetscape amenity and street tree plantings

Vision: Create a unique main street Experience for Echunga to attract visitors and new businesses and be a welcoming place for locals to enjoy. Embrace an innovative design outcome which integrates principles of environmental sustainability, water recycling and improving tree canopy cover.



Increase space for street activations and the creation of meeting places for social interation

Address lack of mains water supply through reuse of storm water

Use of WSUD to support understorey plantings through the main street



Support existing business activity and foster economic growth



Enhance Echunga's character and appeal through a feature entry, tree plantings and vegetation

OPPORTUNITIES

Environmental sustainability





Improve **safety** for pedestrians



Collaboration to improve **infrastructure**

Multi Generational Outcomes



Review **function** of intersections



Support **economic** development



Opportunities for **social** interaction and inclusion

ENVIRONMENTAL SUSTAINABILITY PRINCIPLES

- Restoring the ecosystem
- Urban greening
- Habitat creation
- Supports local ecologies





- Reduce hard surfaces, main street is predominantly concrete and bitumen
- Reduce local heat sink
- Promote urban greening/ microclimates

- Creation of meeting places
- Street activation zones
- Temporary event spaces
- Connection to nature
- Mental health
- Climate change adaption





- Increased tree canopy/shade
- Reduced hard surfaces/heat sink
- Reduced fire risk
- Creates interest, activity and economic development





- Seasonal storage for summer irrigation
- Address the lack of mains water
- Captures stormwater and filters pollutants
- Opportunity to use swales, raingardens or aquifer recharge to achieve these outcomes

- Reduces local heat sink
- Reduces evaporation/ watering rates
- Promotes microclimates
- Creates interest/activity and economic development

SITE ANALYSIS



Opportunities

1. Echunga has the potential to become a destination town
2. Enhance Echunga's character and appeal through a feature entry, tree plantings and vegetation
3. Identify potential future public green space zones
4. PLEC - undergrounding of powerlines
5. Use of WSUD (water sensitive urban design) principles to support understorey plantings through the main street
6. Activate outdoor spaces at the hall and general store to become communal/social nodes
7. Create accessible and safe pathways that flow through the main street

Constraints

8. No mains water for irrigation
9. Overhead powerlines visually dominate streetscape and restrict opportunity for street tree planting beneath
10. Sewer main alignment constrains street tree planting locations
11. Lack of functional/safe pedestrian pathways and crossings
12. Heavy vehicle routes through township impact intersection alignments
13. Lack of appropriate lighting through the main street
14. Under-utilised bus stops

PEDESTRIAN MOVEMENTS - *ECHUNGA TOWNSHIP*



PRIMARY PEDESTRIAN LINKS

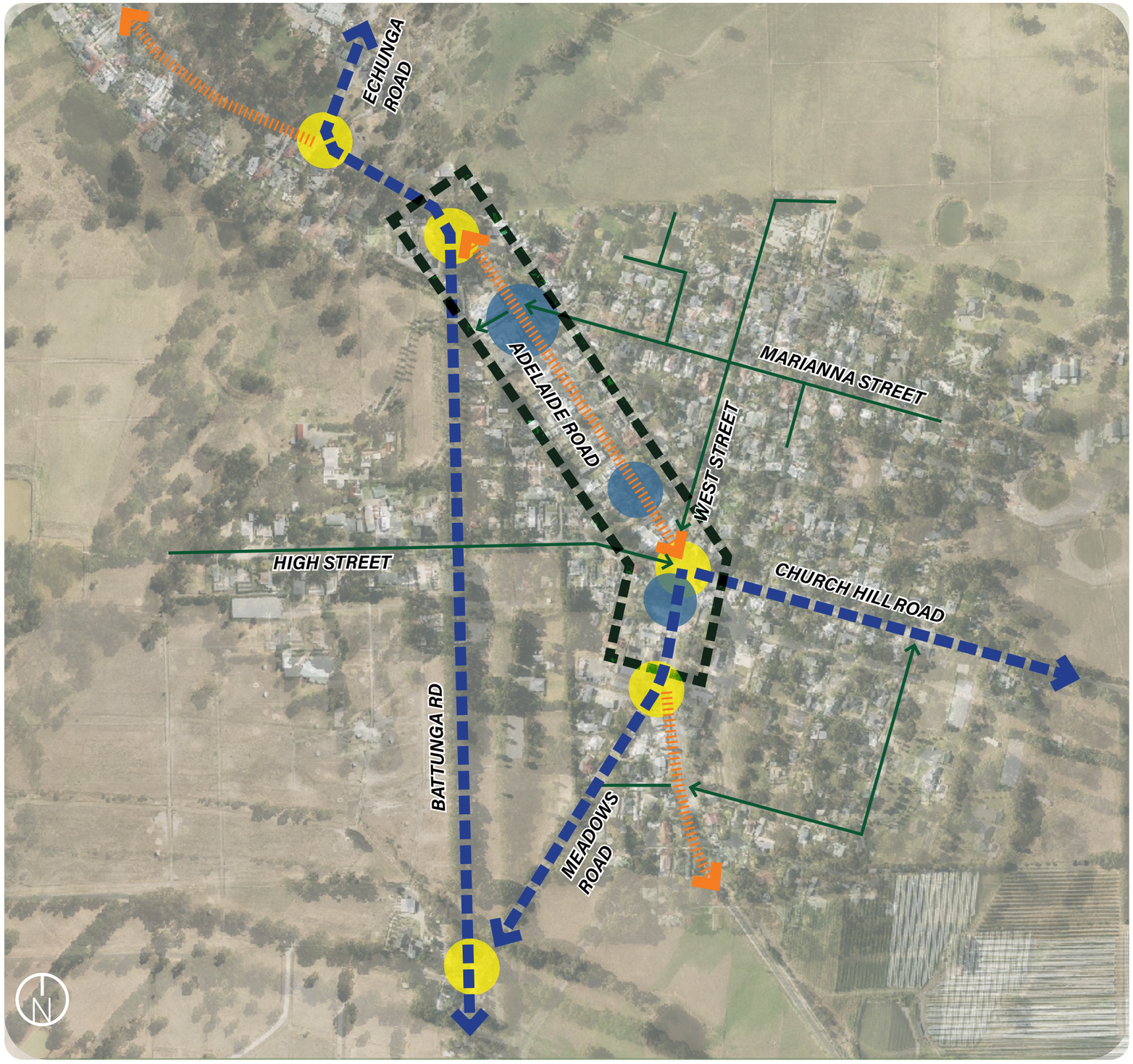
- NARROW & INCONSISTENT FOOTPATH WIDTHS
- UNEVEN SURFACES & ACCESSSIBILITY ISSUES
- LACK OF CROSSING POINTS
- POOR STREET LIGHTING

SECONDARY PEDESTRIAN LINKS

- LACK OF CONSISTENT FOOTPATH NETWORK

FOCUS AREA FOR MAIN STREET PROJECT

TRANSPORT ROUTES: VEHICLE MOVEMENTS - *ECHUNGA TOWNSHIP*



VEHICLE MOVEMENTS
HIGH VOLUME

VEHICLE MOVEMENTS
MODERATE VOLUME

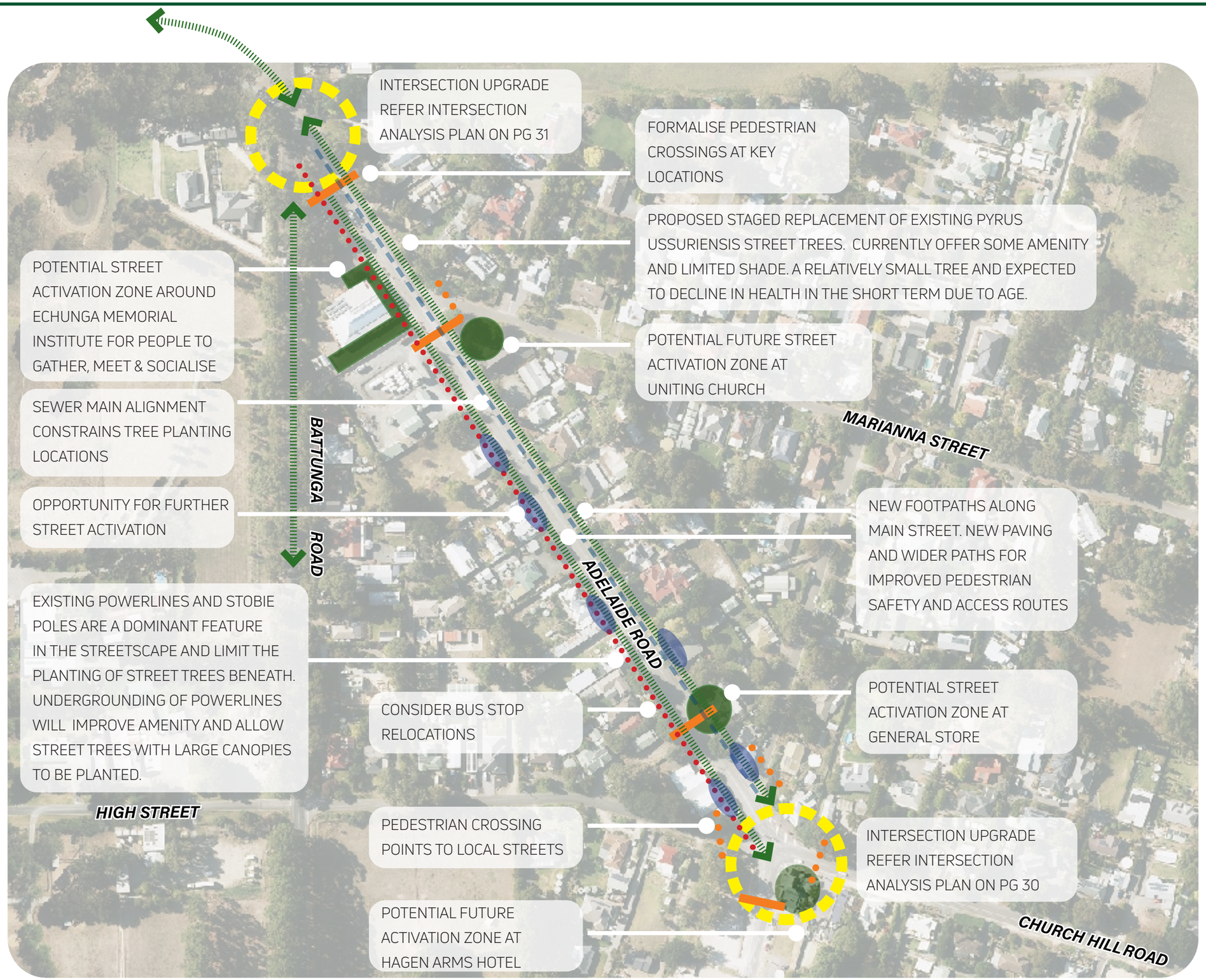
VEHICLE MOVEMENTS
LOCAL TRAFFIC

HIGH DEMAND PARKING AREAS

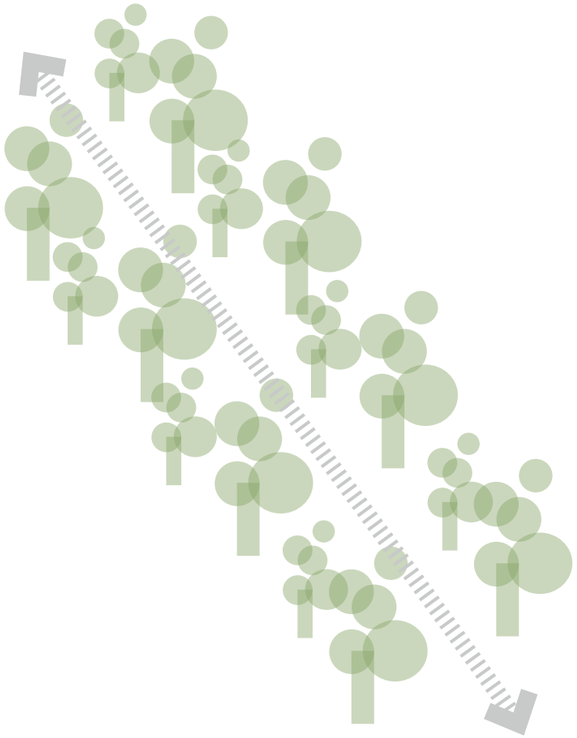
INTERSECTION FUNCTIONAL & SAFETY ISSUES IDENTIFIED

FOCUS AREA FOR MAIN STREET PROJECT

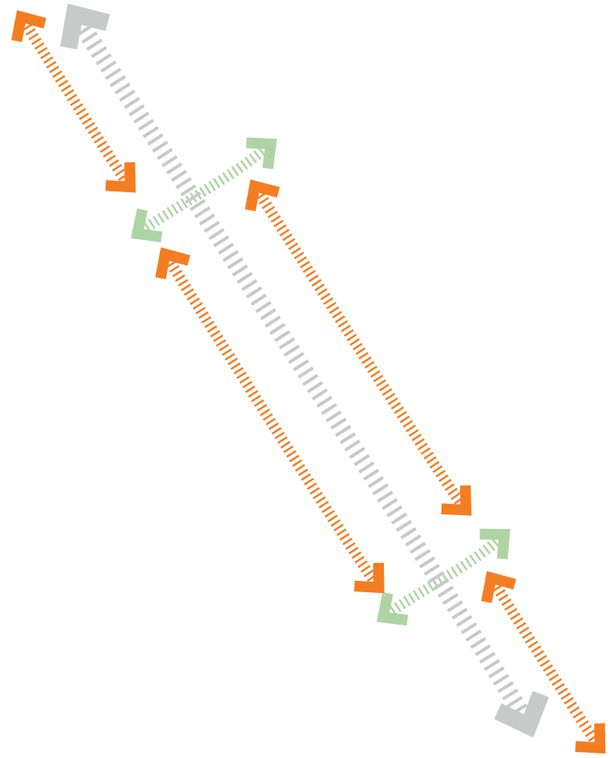
MAIN STREET ANALYSIS & OPPORTUNITIES - *ADELAIDE ROAD*



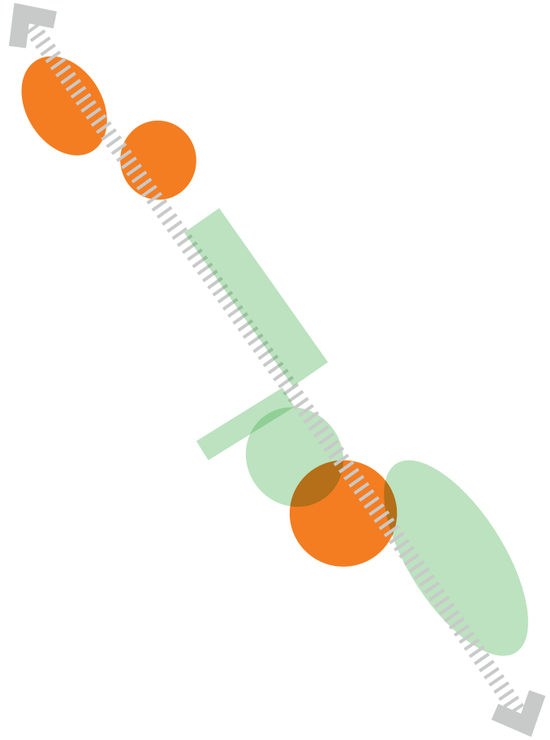
DESIGN PRINCIPLES & THEMES



Underground powerlines (PLEC) to increase tree canopy cover and provide areas for activation and reduced heat island effect. The avenue of trees celebrates the character of Echunga and enhances its destination appeal.



Improve pedestrian movement through the main street with new pathways, crossing points and increased safety considerations .



Identify current and future activation zones, creating safe and welcoming outdoor areas for locals and visitors alike.

MAIN STREET SERVICES CONSTRAINTS - *POWERLINES AND SEWER MAIN*

Regulations around Powerlines & Vegetation (Office of the Technical Regulator)

- Echunga is in a bushfire risk area
- There are both 11kV and low voltage powerlines within Echunga township
- Powerlines are generally uninsulated in this area
- Any vegetation within a 6m offset from the alignment of the stobie poles will need to be less than 2m in height or from an approved list of shrubs / small trees (or will be pruned down to this height)

Planting distances

Planting limitations only apply within a certain distance from the powerlines. This distance depends on the voltage and insulation of the powerlines and whether the powerlines are located in a bushfire risk area.

Powerline voltage	**Prescribed distance** *in metres from the centre of the pole/tower*
275,000 V	12.5 m
132,000 V excl. single poles	15 m
132,000 V single poles	10 m
66,000 V	6.5 m
All other voltages	6 m

Table 2: Prescribed distances for planting near powerlines

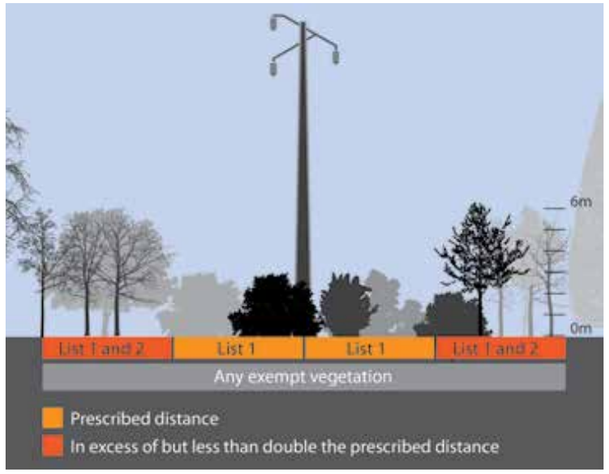
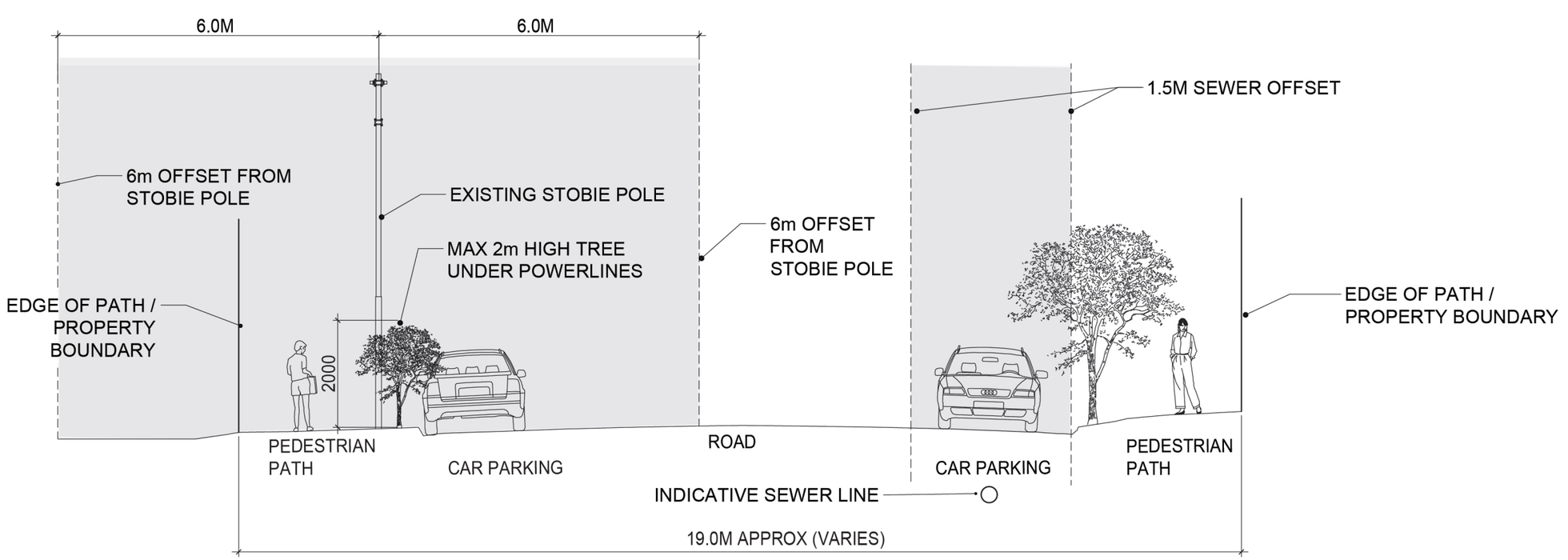


Image 9: Planting near uninsulated powerlines in bushfire risk areas

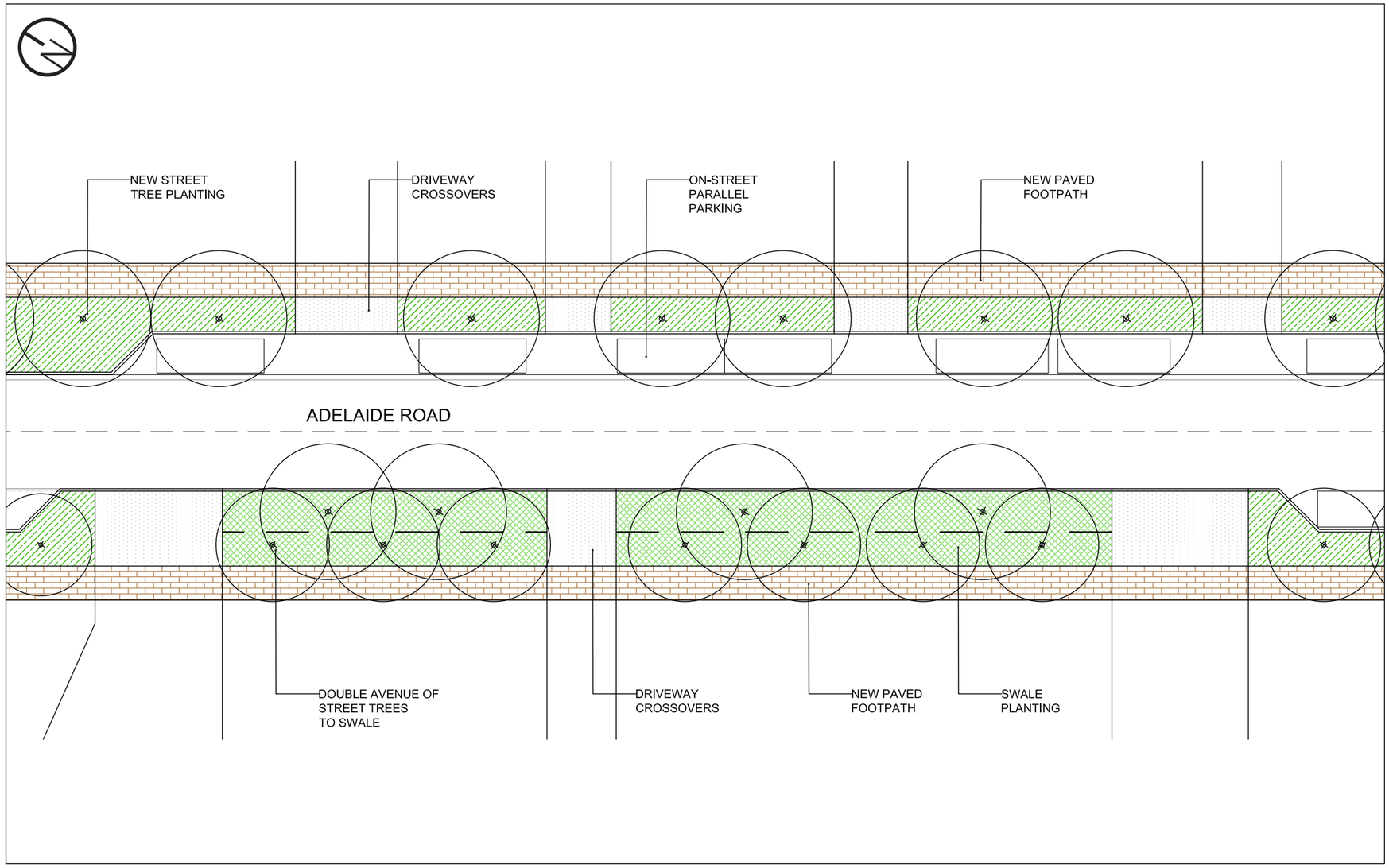


Echunga Main Street | Adelaide Road - Existing Services and Constraints

PROPOSED TYPICAL STREET LAYOUT

TYPICAL STREET LAYOUT

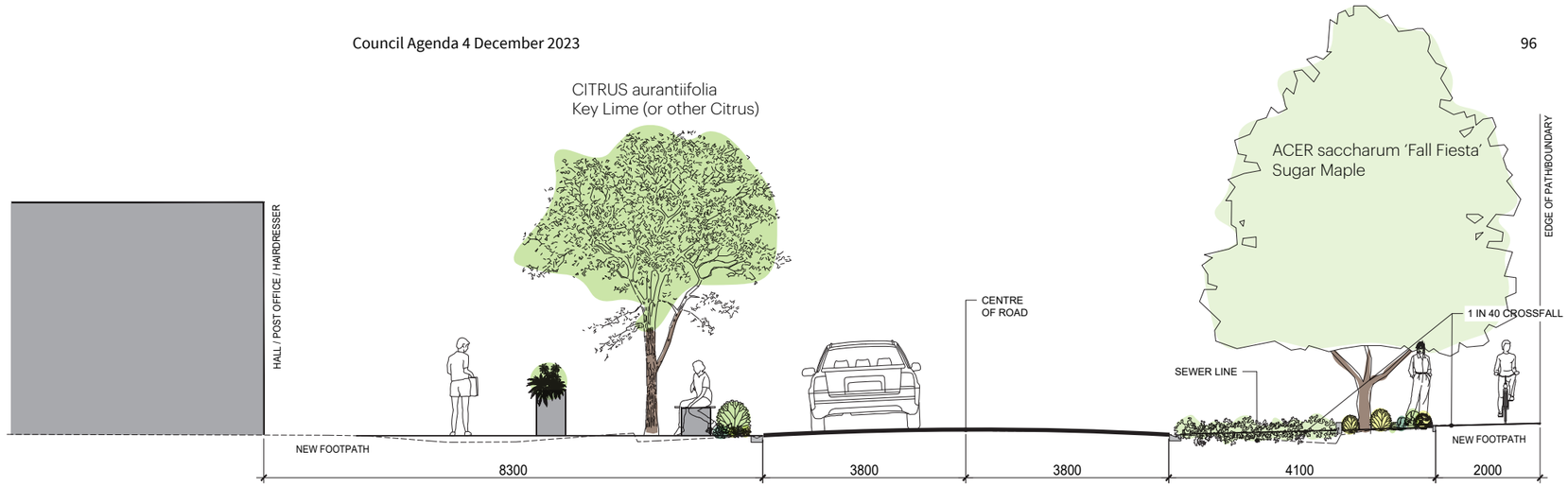
- Overhead powerlines are undergrounded to enable planting of street trees and increased tree canopy cover to the streetscape.
- New paved footpaths are provided to both sides of the road to enable safe pedestrian movement along the main street. Pedestrian crossing points are situated at suitable locations.
- Parallel onstreet parking is located along the length of the main street, however is concentrated around services with a higher demand (eg Post Office, General Store, Uniting Church)
- The swale on the southern verge captures stormwater runoff and filters pollutants. Planted with native species, the swale promotes biodiversity and urban greening. WSUD (water sensitive urban design) principles will be engaged in the detailed design of the swale and streetscape.



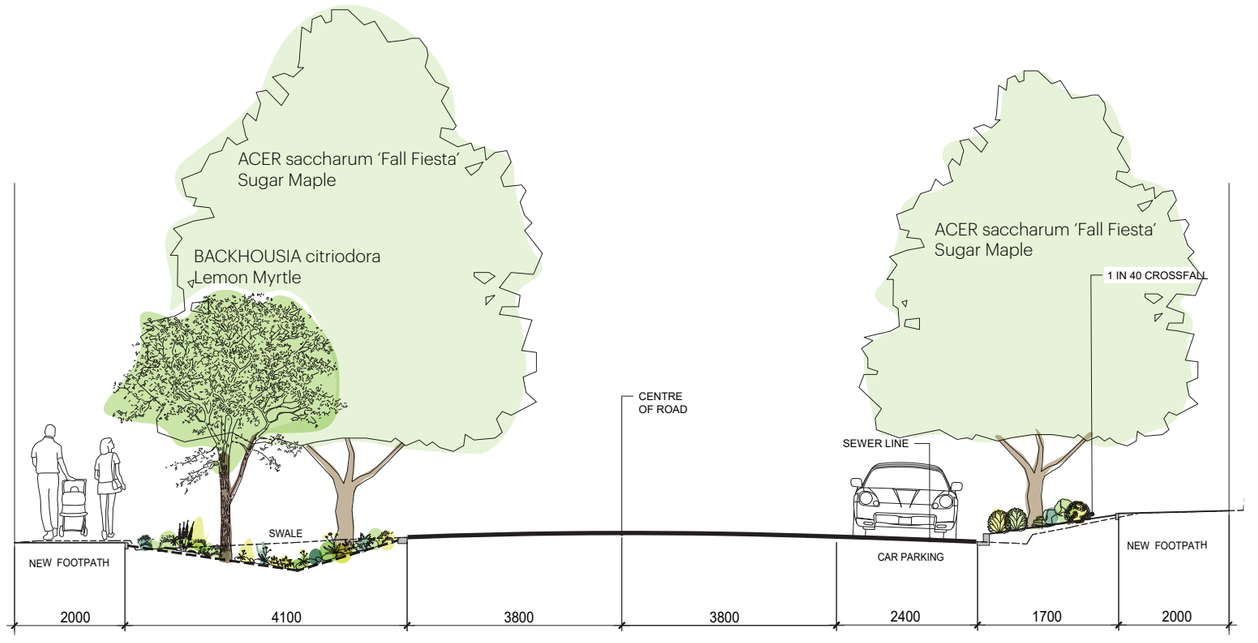
MAIN STREET TYPICAL LAYOUT PLAN
(REFER PAGE 15, SECTION B)

CROSS SECTIONS

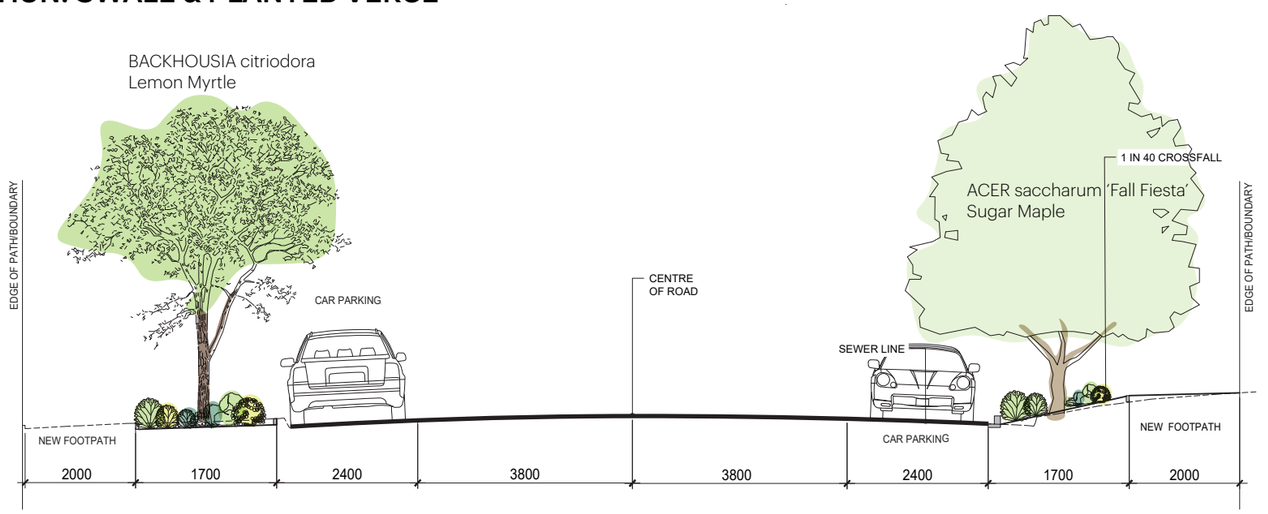




SECTION A
ECHUNGA INSTITUTE



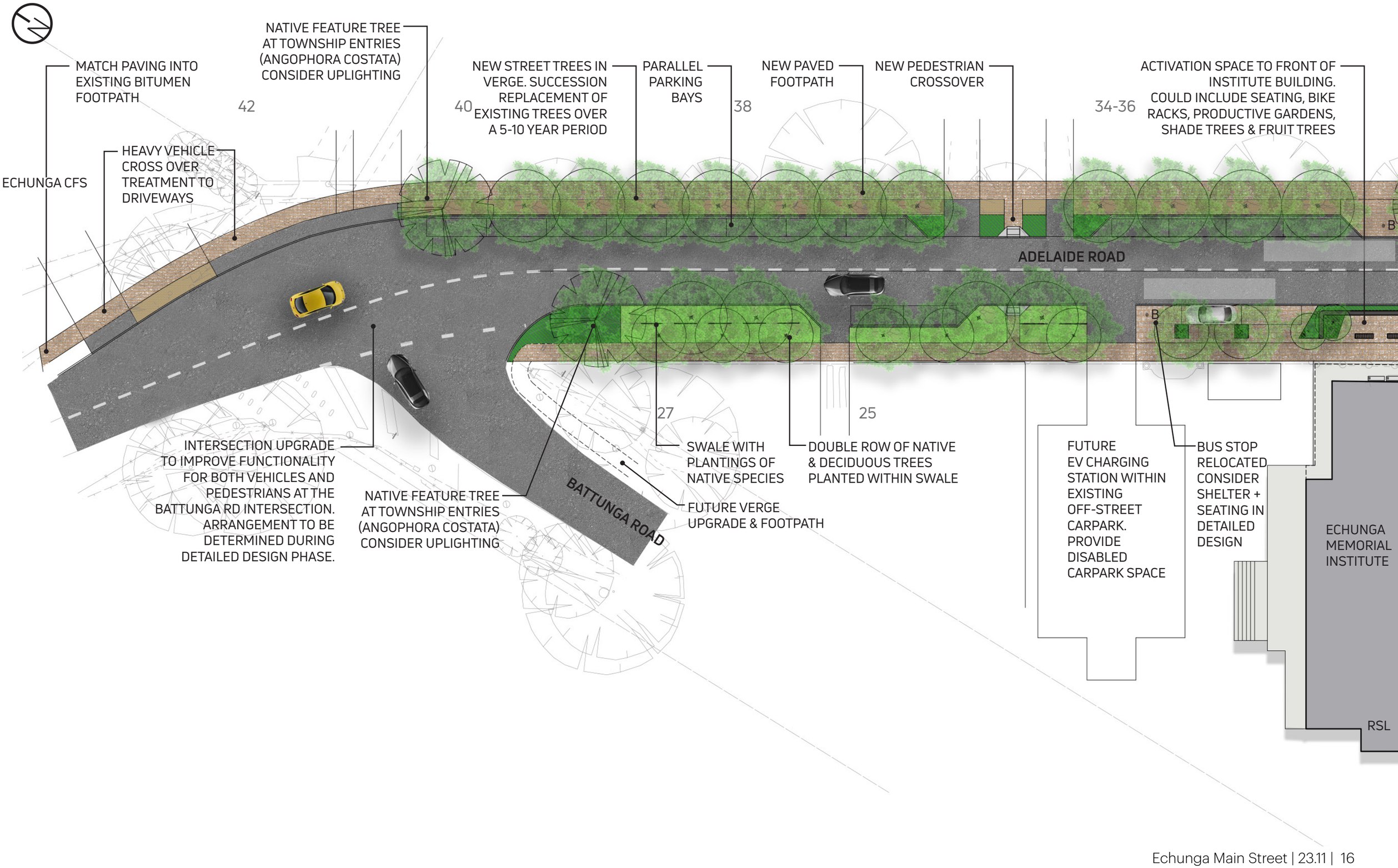
SECTION B
TYPICAL STREETSCAPE SECTION: SWALE & PLANTED VERGE

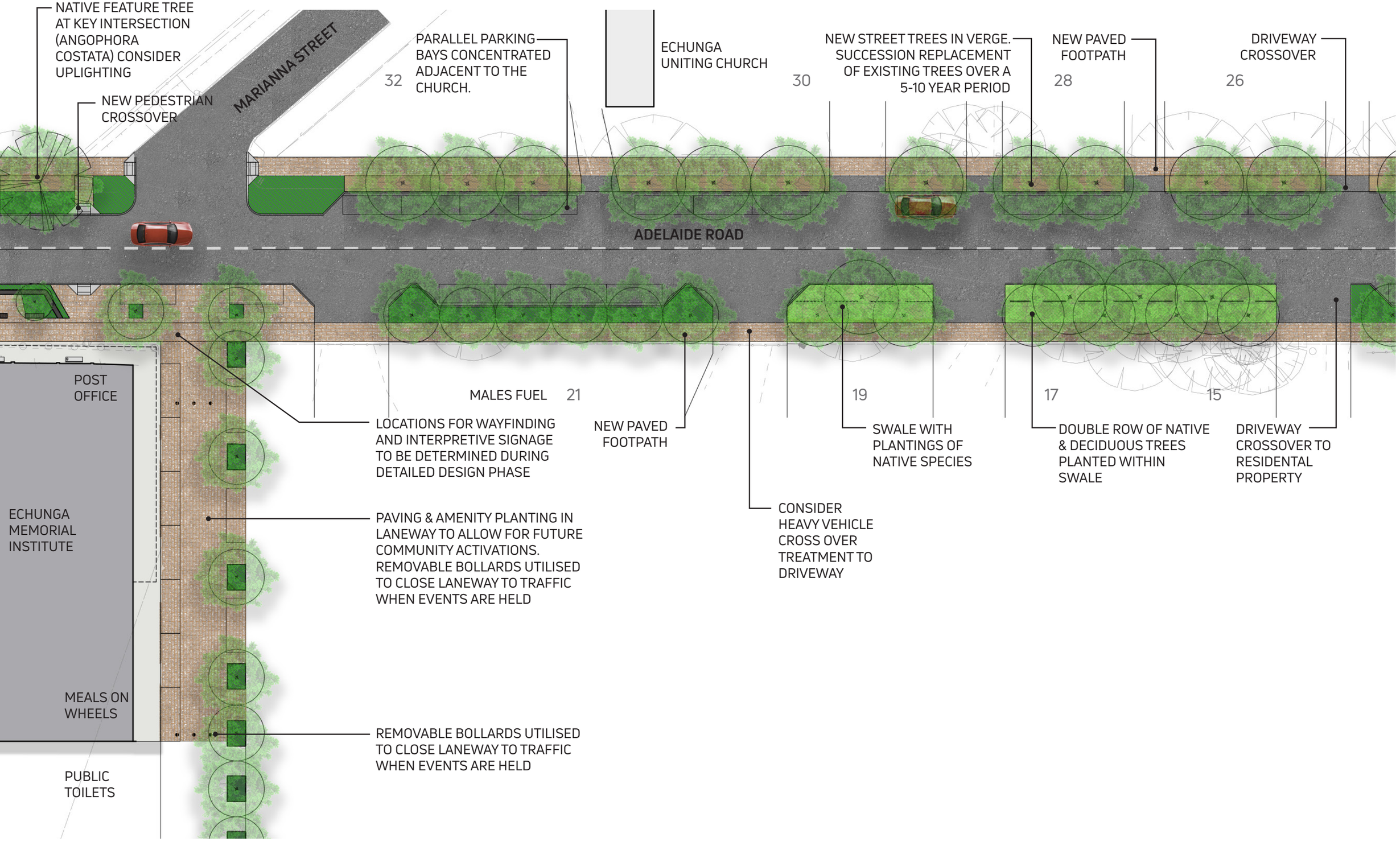


SECTION C
TYPICAL STREETSCAPE SECTION: CARPARKING TO BOTH SIDES OF ROAD

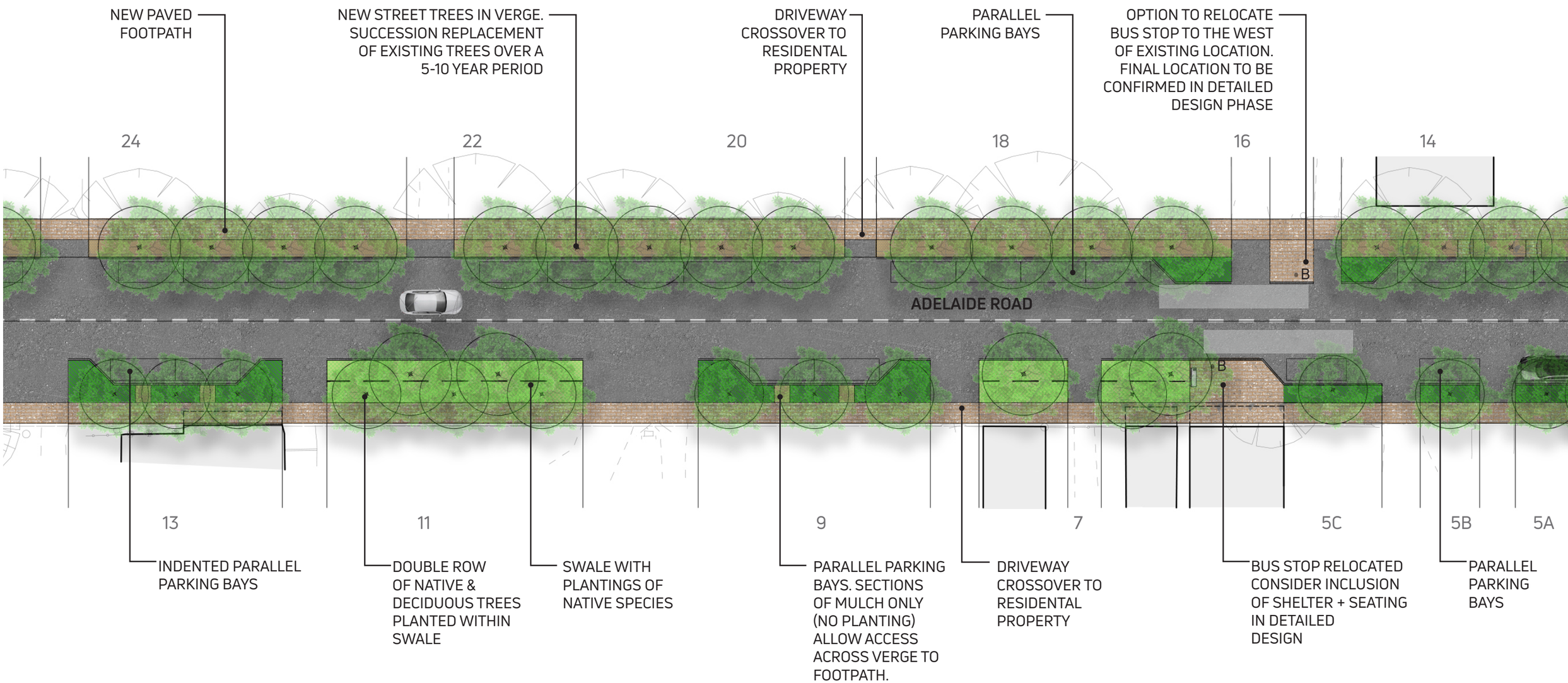
clover. GREEN SPACE
MOUNT BARKER DISTRICT COUNCIL

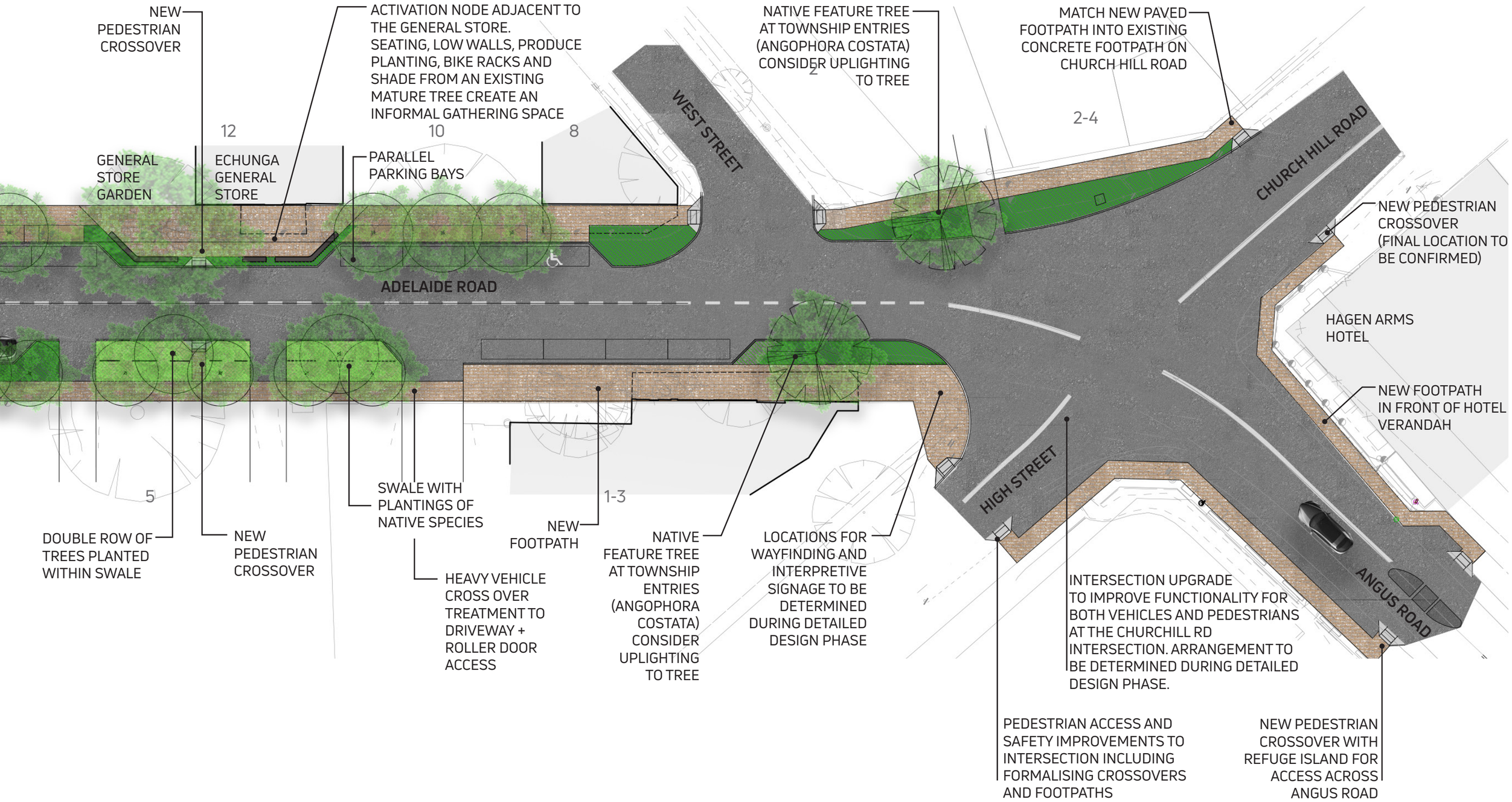
MAIN STREET CONCEPT PLAN (WEST)




NATIVE FEATURE TREE AT KEY INTERSECTION (ANGOPHORA COSTATA) CONSIDER UPLIGHTING
NEW PEDESTRIAN CROSSOVER
MARIANNA STREET
32
PARALLEL PARKING BAYS CONCENTRATED ADJACENT TO THE CHURCH.
ECHUNGA UNITING CHURCH
30
NEW STREET TREES IN VERGE. SUCCESSION REPLACEMENT OF EXISTING TREES OVER A 5-10 YEAR PERIOD
28
NEW PAVED FOOTPATH
26
DRIVEWAY CROSSOVER
ADELAIDE ROAD
POST OFFICE
MALES FUEL
21
19
17
15
LOCATIONS FOR WAYFINDING AND INTERPRETIVE SIGNAGE TO BE DETERMINED DURING DETAILED DESIGN PHASE
NEW PAVED FOOTPATH
SWALE WITH PLANTINGS OF NATIVE SPECIES
DOUBLE ROW OF NATIVE & DECIDUOUS TREES PLANTED WITHIN SWALE
DRIVEWAY CROSSOVER TO RESIDENTAL PROPERTY
ECHUNGA MEMORIAL INSTITUTE
PAVING & AMENITY PLANTING IN LANEWAY TO ALLOW FOR FUTURE COMMUNITY ACTIVATIONS. REMOVABLE BOLLARDS UTILISED TO CLOSE LANEWAY TO TRAFFIC WHEN EVENTS ARE HELD
CONSIDER HEAVY VEHICLE CROSS OVER TREATMENT TO DRIVEWAY
MEALS ON WHEELS
REMOVABLE BOLLARDS UTILISED TO CLOSE LANEWAY TO TRAFFIC WHEN EVENTS ARE HELD
PUBLIC TOILETS
ADJOINS PLAN ON PAGE 18

MAIN STREET CONCEPT PLAN (EAST)

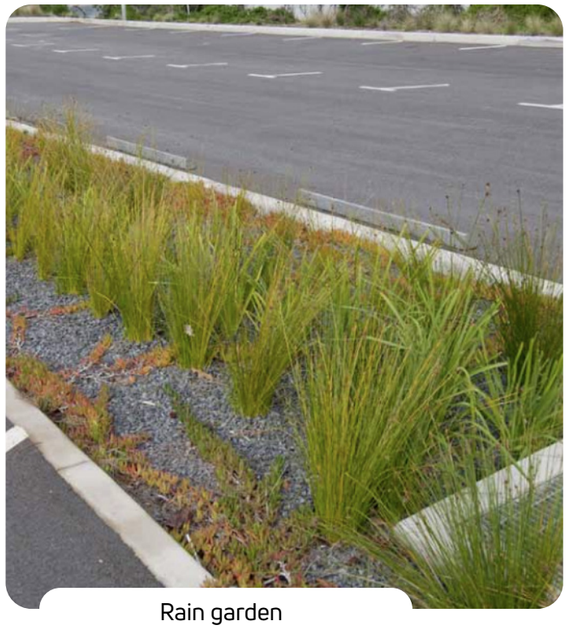



NEW PEDESTRIAN CROSSOVER
ACTIVATION NODE ADJACENT TO THE GENERAL STORE. SEATING, LOW WALLS, PRODUCE PLANTING, BIKE RACKS AND SHADE FROM AN EXISTING MATURE TREE CREATE AN INFORMAL GATHERING SPACE
NATIVE FEATURE TREE AT TOWNSHIP ENTRIES (ANGOPHORA COSTATA) CONSIDER UPLIGHTING TO TREE
MATCH NEW PAVED FOOTPATH INTO EXISTING CONCRETE FOOTPATH ON CHURCH HILL ROAD
12
10
8
2
2-4
GENERAL STORE GARDEN
ECHUNGA GENERAL STORE
PARALLEL PARKING BAYS
WEST STREET
CHURCH HILL ROAD
NEW PEDESTRIAN CROSSOVER (FINAL LOCATION TO BE CONFIRMED)
ADELAIDE ROAD
HAGEN ARMS HOTEL
NEW FOOTPATH IN FRONT OF HOTEL VERANDAH
5
1-3
HIGH STREET
ANGUS ROAD
DOUBLE ROW OF TREES PLANTED WITHIN SWALE
NEW PEDESTRIAN CROSSOVER
SWALE WITH PLANTINGS OF NATIVE SPECIES
HEAVY VEHICLE CROSS OVER TREATMENT TO DRIVEWAY + ROLLER DOOR ACCESS
NEW FOOTPATH
NATIVE FEATURE TREE AT TOWNSHIP ENTRIES (ANGOPHORA COSTATA) CONSIDER UPLIGHTING TO TREE
LOCATIONS FOR WAYFINDING AND INTERPRETIVE SIGNAGE TO BE DETERMINED DURING DETAILED DESIGN PHASE
INTERSECTION UPGRADE TO IMPROVE FUNCTIONALITY FOR BOTH VEHICLES AND PEDESTRIANS AT THE CHURCHILL RD INTERSECTION. ARRANGEMENT TO BE DETERMINED DURING DETAILED DESIGN PHASE.
PEDESTRIAN ACCESS AND SAFETY IMPROVEMENTS TO INTERSECTION INCLUDING FORMALISING CROSSOVERS AND FOOTPATHS
NEW PEDESTRIAN CROSSOVER WITH REFUGE ISLAND FOR ACCESS ACROSS ANGUS ROAD

DESIGN CONCEPT PRECEDENTS - *SWALES & RAIN GARDENS*



Simple kerbside stormwater inlets to roadside swale



Rain garden



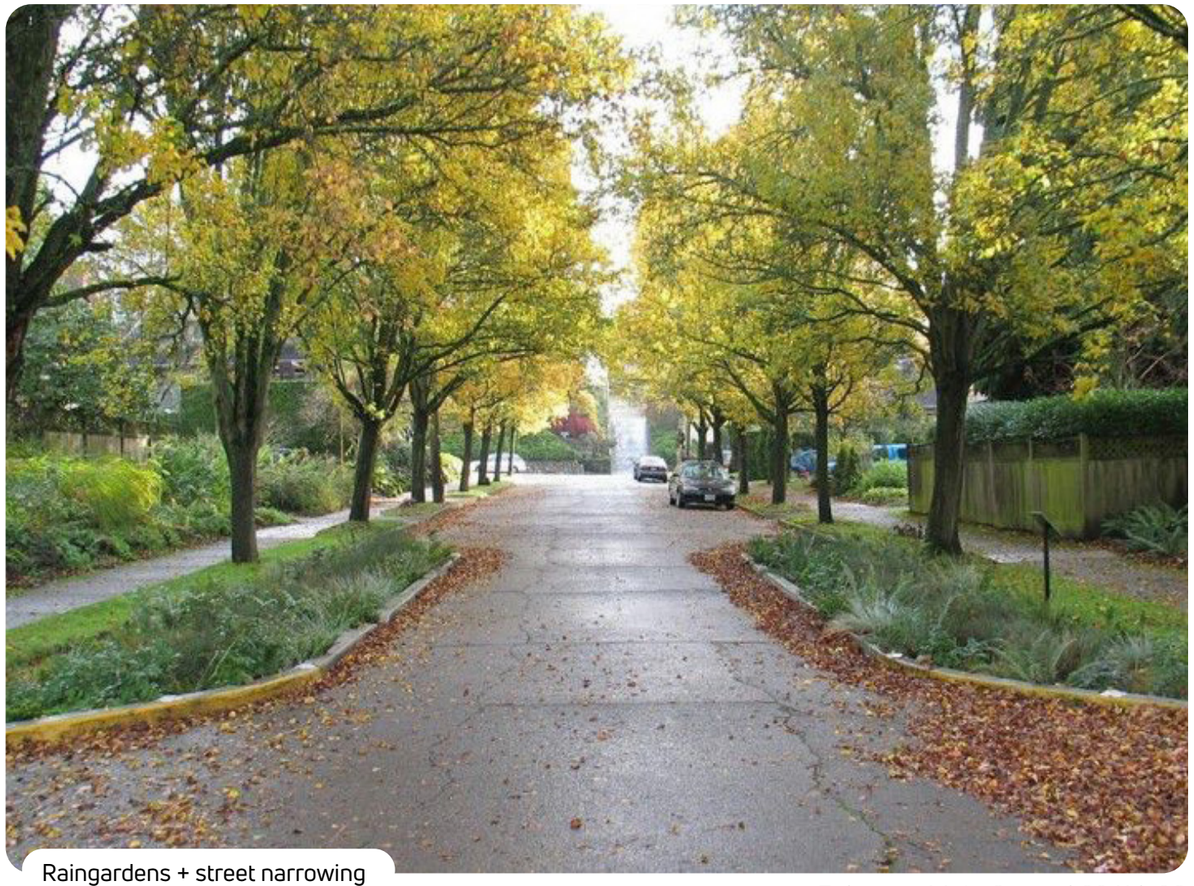
Kerb inlet drainage



Streetside swale and rain garden



Streetside swale and plantings



Raingardens + street narrowing

DESIGN CONCEPT MATERIALS - *FOOTPATHS & VERGES*



Streetside swale and plantings



Footpaths paved with Littlehampton clay pavers



Planted swale at roadway edge to take stormwater runoff



Permeable surfaces to verges

MAIN STREET CONCEPT - INDICATIVE VIEW OF ADELAIDE ROAD STREETSCAPE



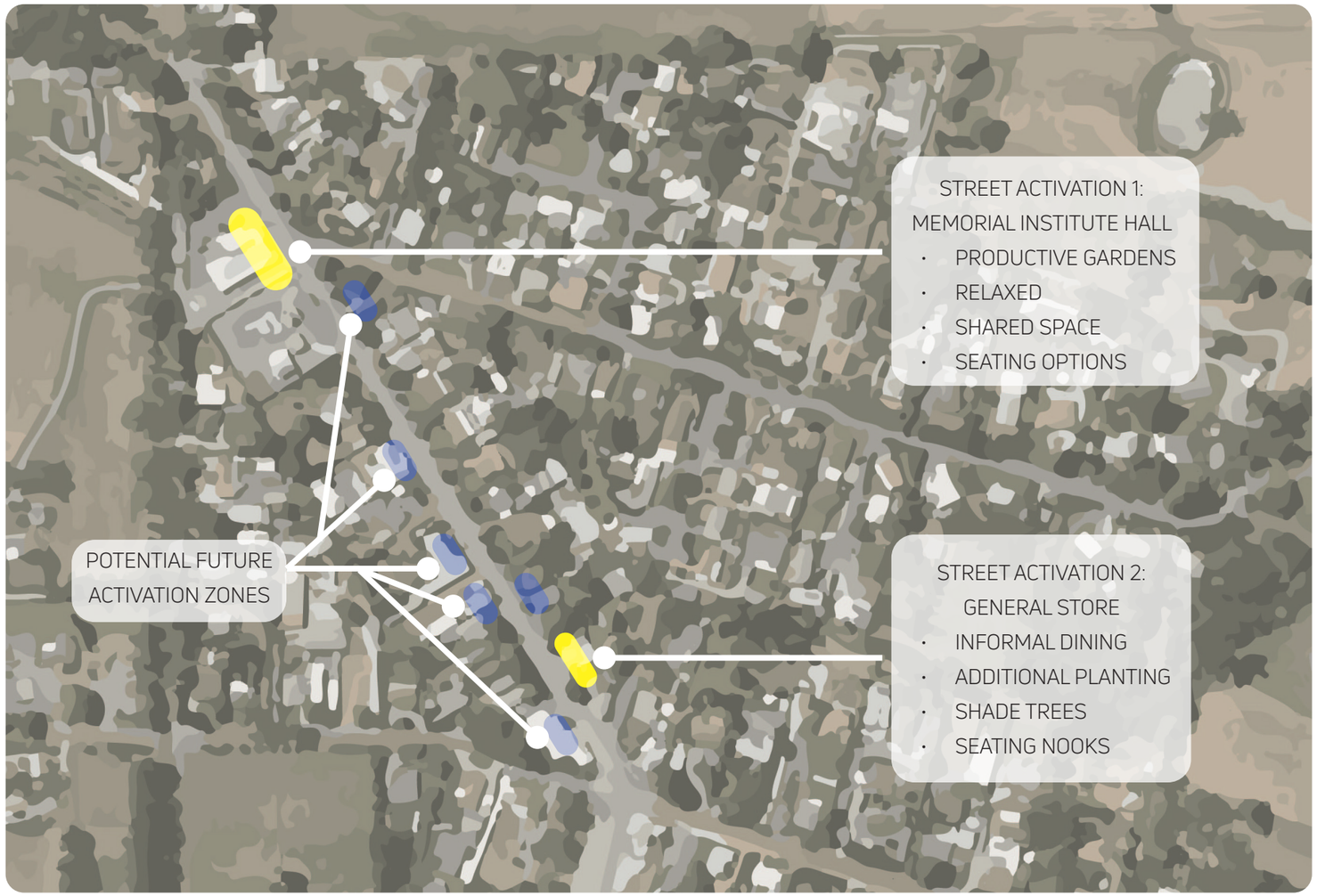
MAIN STREET CONCEPT - INDICATIVE VIEW AT ECHUNGA MEMORIAL INSTITUTE



STREET ACTIVATION

STREET ACTIVATIONS

- Opportunity to include two activation zones at the front of the hall and general store
- Mixed range of uses including: public seating, productive gardens, shade trees and outdoor dining
- The materials for these areas could reflect the wider Echunga character and use local materials
- Additonal plantings within the structures to reflect and add to the wider streetscape masterplan
- Support and enhance social interaction along Echunga's main street





ACTIVATION SPACE: outdoor dining


ACTIVATION SPACE: bench seating


ACTIVATION SPACE: bench seating and planting

STREET ACTIVATION - INDICATIVE CONCEPTS



ACTIVATION SPACE RENDER- *TO THE FRONT OF THE MEMORIAL INSTITUTE*



ACTIVATION SPACE RENDER - *TO THE FRONT OF THE GENERAL STORE*

STREET FURNITURE + LIGHTING *CONCEPT OPTIONS*

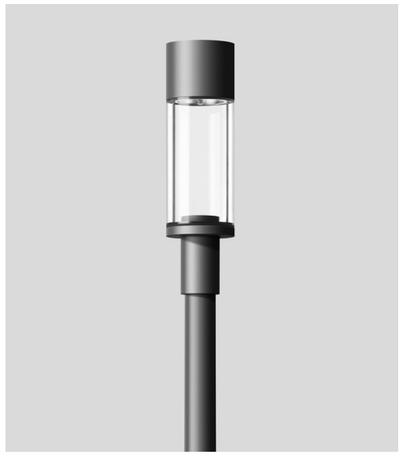
Lighting of Intersections
Detailed design of street lighting and intersections will be undertaken by SAPN as part of the PLEC undergrounding works.

Infill Lighting to Footpaths
A detailed analysis of existing lighting and design will be undertaken as part of the detailed design process of the project.

Additional lighting will be required especially around intersections and crossings where compliance to current codes is required.

The example images show how simple contemporary light fittings can sit subtly within a streetscape.







Lighting

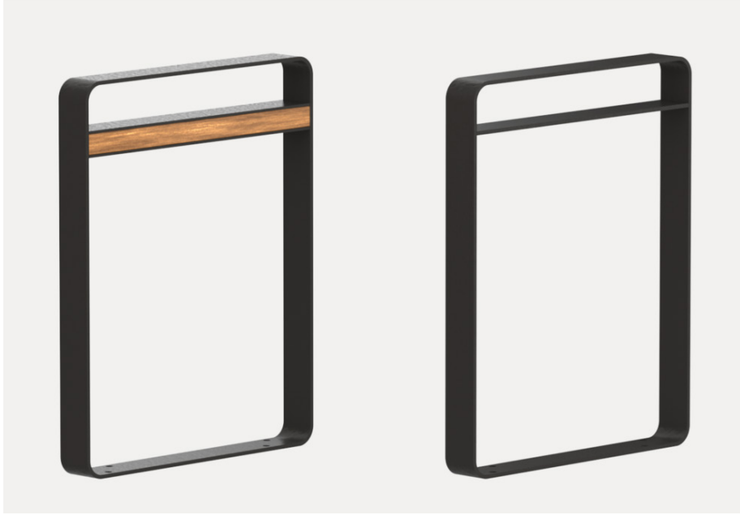




Seats & Benches



Bin Enclosures + Dog Bag Dispensers from existing MBDC suite



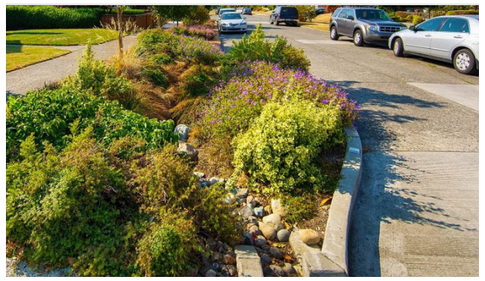
Bicycle Racks / Leaning Posts

VERGES & PAVING *CONCEPT OPTIONS*

Verges



Organic Mulch
Verges and beneath street trees



Planted Swale



Suggested verge materials
Organic mulch primarily, with timber edging and compacted sand (in select locations)

Footpaths



Littlehampton Traditional "Ash"
Clay Pavers
230L x 114W x 50D

Swale Kerbs





Slotted concrete kerbs
Slotted concrete kerbs between the roadway and swale will allow runoff of stormwater into the swale.

STREET TREE PLANTING *VERGES & SWALE*

SUGGESTED STREET TREE SPECIES

ACER saccharum 'Fall Fiesta'
Sugar Maple
18m H x 10m W
Proposed location: Main Avenue plantings each side of the street

BACKHOUSIA citriodora
Lemon Myrtle
6m H x 4m W
Proposed location: Secondary avenue on western edge of swale

ANGOPHORA costata
Smooth-barked Apple / Sydney red gum
20m H x 12m W
Proposed location: Feature locations at entries to main street

CITRUS aurantiifolia
Key Lime
4m H x 2m W
Proposed location: Activation Nodes at General Store and Institute Building

The land surrounding the immediate Echunga township is characterised by tall Eucalypts within cleared, undulating farmland and paddocks. Whilst Eucalypts are iconic of the area, community consultation suggested a general community preference for a mix of deciduous and native street trees to be included in the main street.







Main Avenue Plantings
ACER saccharum 'Fall Fiesta'
Sugar Maple

Secondary avenue on edge of swale
BACKHOUSIA citriodora
Lemon Myrtle





Activation Nodes
CITRUS aurantiifolia
Key Lime





Feature Tree at Entries
ANGOPHORA costata
Smooth-barked Apple





VERGE & SWALE PLANTING *INDICATIVE PLANT LIST*

ECHUNGA MAIN STREET CONCEPT PLAN	
DRAFT LANDSCAPE SPECIES LIST	
CODE	**SPECIES**
UNDERSTOREY: SMALL PLANTS, SEDGES AND GRASSES	
AUS cae	Austrodanthonia caespitosa
BU bul	Bulbine bulbosa
CAR apr	Carex apressa
CAR ter	Carex tereticaulis
CAR ros	Carpobrotus rossii
CHR api	Chrysocephalum apiculatum
COR pul	Correa pulchella
DIA rev	Dianella revoluta
DIL his	Dillwynia hispida
GOO ova	Goodenia ovata 'Prostrate'
HAR alb	Hardenbergia alba
HAR ros	Hardenbergia rosea
ISO cer	Isopogon ceratophyllus
JUN kra	Juncus kraussii
JUN fla	Juncus flavidus
JUN pal	Juncus pallidus
JUN sub	Juncus subsecundus
LOM lon	Lomandra longifolia
POA lab	Poa labillardieri
WAH gra	Wahlenbergia gracilis
WES low	Westringia 'Low Horizon'
UNDERSTOREY: GROUNDCOVERS	
COR dec	Correa decumbens
DAM dys	Dampiera dysantha
EUT mic	Eutaxia microphylla
GOO bla	Goodenia blackiana
HAR vio	Hardenbergia violacea
KEN pro	Kennedia prostrata
MEN aus	Mentha australis
MYO par	Myoporum parvifolium
SCA alb	Scaevola albida


Dianella revoluta


LOMANDRA longifolia


HARDENBERGIA violacea


CHRYSOCEPHALUM apiculatum


KENNEDIA prostrata

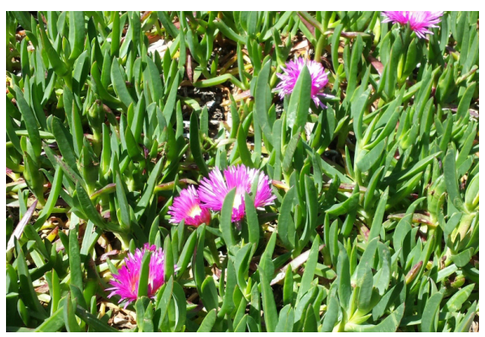

MENTHA australis


MYOPORUM parvifolium


SCAEVOLA albida

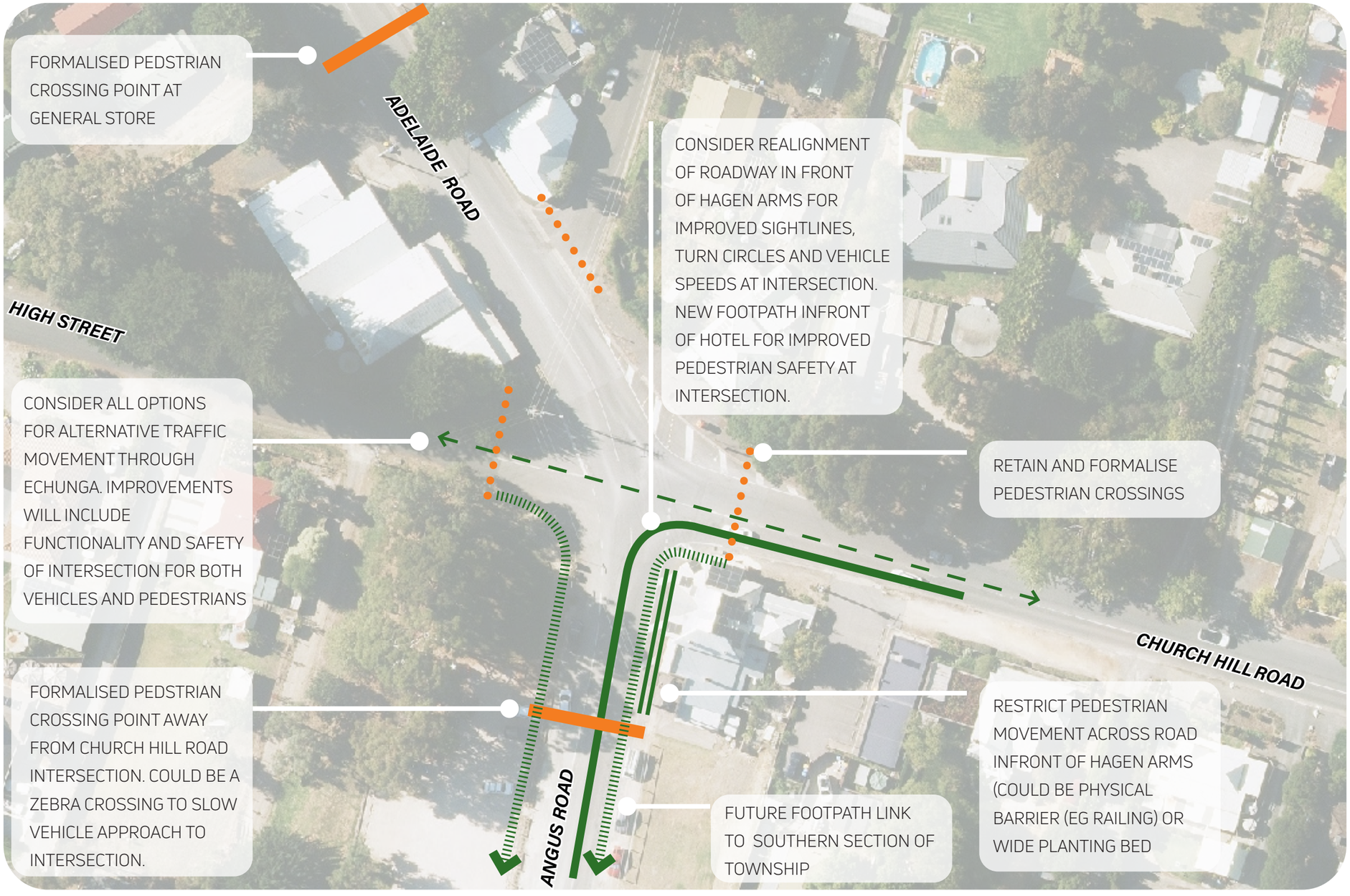

CORREA pulchella


FICINIA nodosa

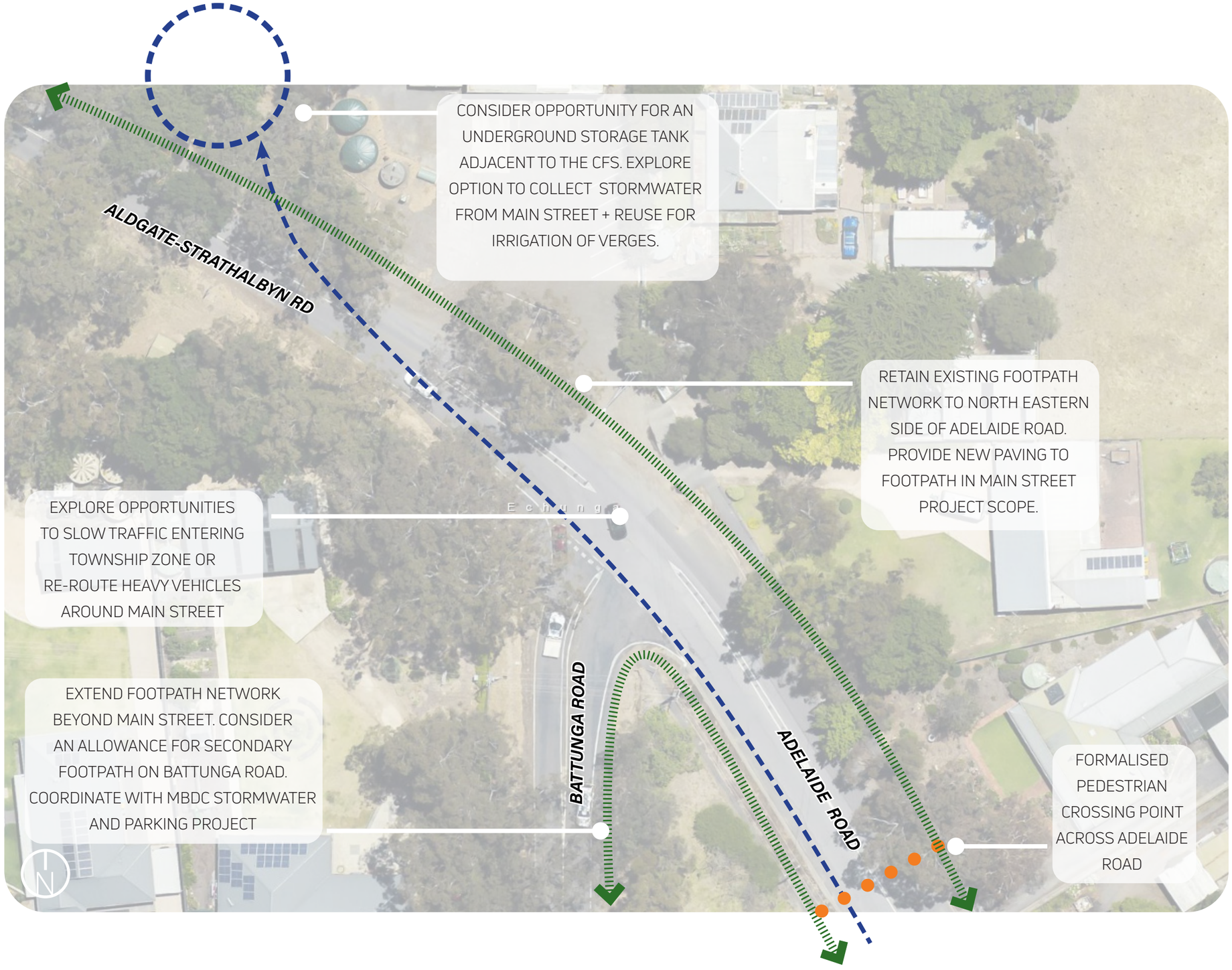

CARPOBROTUS rossii


WAHLENBERGIA gracilis

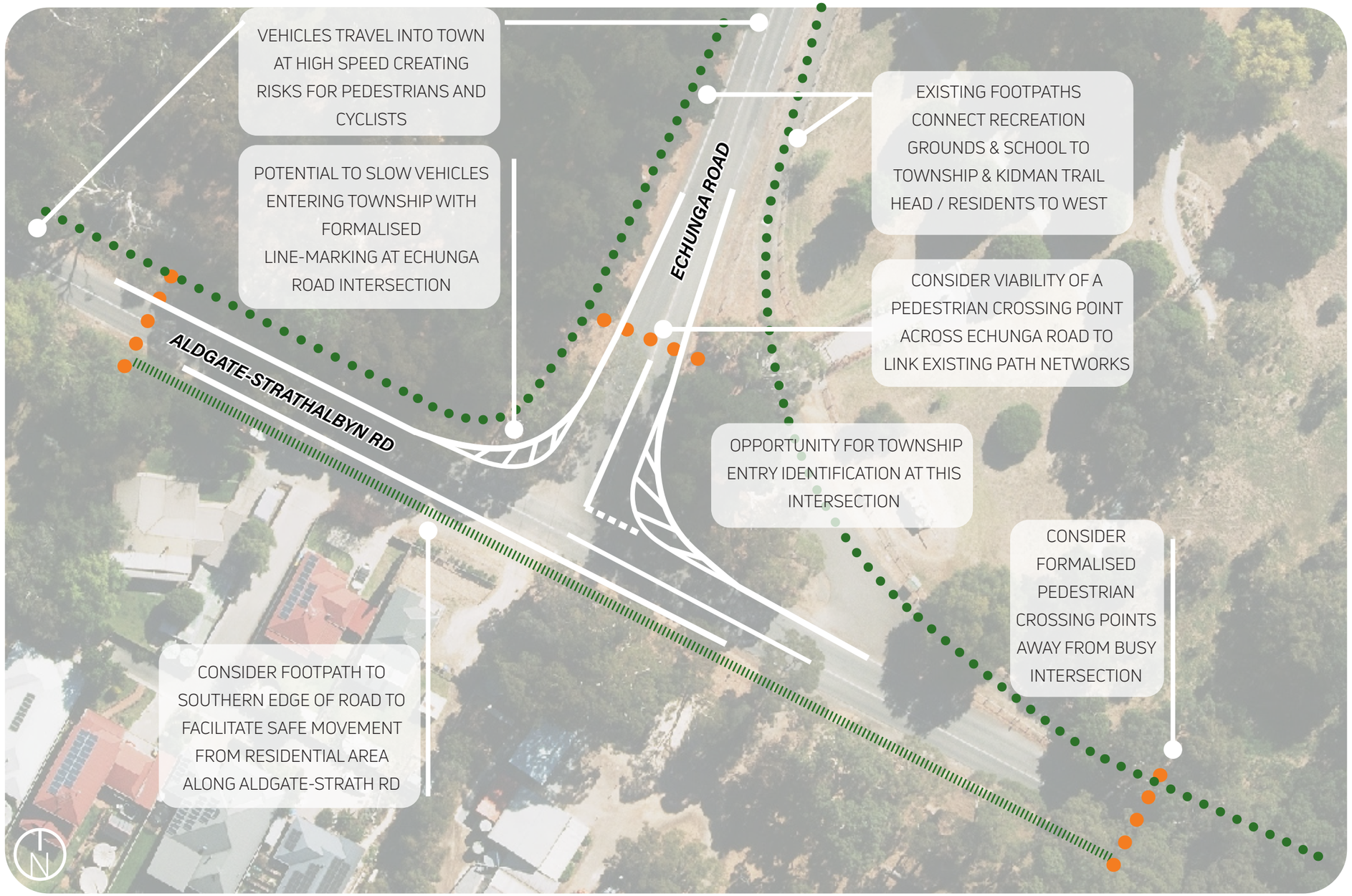
INTERSECTION ANALYSIS & OPPORTUNITIES - *CHURCH HILL RD, ADELAIDE RD, HIGH ST & ANGUS RD*



INTERSECTION ANALYSIS & OPPORTUNITIES - *BATTUNGA RD & ALDGATE-STRATHALBYN RD*



INTERSECTION ANALYSIS & OPPORTUNITIES - *ECHUNGA RD & ALDGATE-STRATHALBYN RD*



MOUNT BARKER
DISTRICT COUNCIL

clover.
GREEN SPACE

Attachment 2 to Item 12.5

Echunga Main Street Upgrade – Summary of Consultation and Proposed Amendments (SCPA) Table
(This feedback is based on 110 online survey responses, 5 emails responses and 145 comments for the drop in session)

Theme	Issue	Comments	Council response	Change to draft concept plan
Street Trees and Landscaping	1. 46 survey respondents (42%) confirmed that there should be a mixture of both native and European trees planted along the street.	46	Following discussion with Council's arborist and landscape architect, there are no reasons why the tree species cannot be a mixture of both native and deciduous trees.	Proposed tree species amended to include a mixture of both native and deciduous trees. Native trees include Backhousia (Lemon Myrtle) and Angophora (Smooth Barked Apple). Deciduous trees in Acer Saccharum (Sugar Maple) and Citrus Aurantiifolia (Key Limes)
	2. Use native lower level plant species in the swale including natural sedges and rushes to enhance biodiversity and sustainability.	2	The understory planting is proposed to be all natives.	No change required.
	3. The use of deciduous trees, which drop large amounts of leaf litter, causes mess and additional maintance issues during autumn and winter. Consider the use of native trees to reduce the amount of leaf litter and increase local biodiversity, consistent with Council's sustainability guidelines and addressing the issues of climate change.	5	Agreed. A review of tree species was undertaken to identify tree species which create less leaf little and debris.	Amend proposed tree species to include trees which have minimal debris and leaf litter issues.
	4. There should be a balance of native and European deciduous trees consider corymbia ficifolia - red (or other colour) flowering gum mixed with of deciduous trees and consider education aspects to the biodiversity outcomes that will be delivered.	4	Following discussion with Council's arborist and landscape architect, there are no reasons why the tree species selected cannot be a mixture of both native and deciduous trees.	Amend proposed tree species to include a mixture of both native and deciduous trees. Five (5) large native trees Smooth Barked Apple) to be planted as feature trees is in key locations with smaller native trees Lemon Myrtle along the southern footpaths and a consistent avenue of deciduous tree planted along both sides of the street.
	5. Consider using native (evergreen) trees on the northern side of the street and consider using deciduous trees, possibly productive trees e.g. fruit tress etc. on the southern side of the street to provide year round shade conditions.	2	The mixing of native and deciduous trees needs to be less structure. The tree planting pattern will feature an avenue of deciduous with features trees at key locations along the street being natives. It is a reasonable suggestion to include some produce plants and fruit trees at certain point along the street.	Five (5) large native trees (Smooth Barked Apple) to be planted as feature tree is in key locations with deciduous trees (Sugar Maple) planted as a consistent avenue along both sides of the street. A second row of smaller native trees (Lemon Myrtle) to be planted along the length of the street on the southern side.
	6. There are too many trees proposed along the southern side of the street [64 trees currently proposed on the southern side over 490m not including a further 11 proposed in the laneway adjacent the hall]. Also with this level of planting, will there be other habitat/maintenance issues that arise e.g. snakes and native animals in the street.	5	There are a total of 111 trees proposed to be planted, approximately 64 on the southern side and 47 along the northern side of the street. The length of the street where the trees are to be planted is 490m long, which equates to around one tree every 10m. This is consistent with the typical spacing of street trees in urban areas.	No change required.
	7. Support for more trees and canopy cover in the street.	1	Noted. This will be achieved.	No change required.

	8. Trees should not obstruct views for drivers using driveways on the southern side of the street.	1	Agreed. The placement of trees in this location has potential to cause sight line issues and should be removed.	Remove some trees from the southern side of the main street near this intersection to improve sight lines.
	9. Oak trees drop acorns which pose a slip/trip hazard for pedestrians, consider a different species of tree.	2	Agreed. A review of tree species was undertaken to identify trees which create less leaf little and debris.	Amend proposed tree species to include trees which have minimal debris and leaf litter issues.
	10. There is an existing oak tree in the Uniting Church yard and so the street tree planting adjacent the church needs to reflect this and not be planted to close to the existing oak tree on the church land.	1	Agreed. Addition space around this existing tree on the church land should be provide.	Remove some street trees adjacent the Uniting Church land to provide more space around the existing Oak tree in this location.
	11. The overhead branches of existing trees at the western end of the street adjacent Battunga Road intersection are hit by large trucks passing along the street. New trees planted in this location may have the same issue.	1	Noted. Valuable feedback and the same outcome should be avoided.	Amend the area of planted verge and new street trees opposite the Battunga Road intersection to remove some of the trees and reduce the width of the verge in this location in order to provide the more clearance to the traffic lane on the northern side of the street.
	12. The two areas of landscaping proposed (one triangle and one small rectangle) adjacent properties #40 and 42 need to be removed because the will block access to these driveways. This area should be retained as bitumen sealed verge.	1	This area was inspected with the land owners adjacent this part of the street. It was agree that the verge landscaping in this area would unnecessarily restrict access to the driveways for these properties and should be removed from the plan.	Remove the two areas of verge landscaping adjacent the driveways to properties #40 and 42 at the western end of the street.
	13. The removal of the existing street trees along the northern side of the street is not supported, the currently contribute greatly to the streetscape.	3	It is agreed that the existing pear trees along the northern side of the street currently contribute to the streetscape of the main street. It is however the case that these trees have reached full maturity and will begin to significantly decline over the next 5-10 years. The proposed approach is the staged removal of these trees over the next 10 year period. This will allow new replacement trees to grow to a sufficiently large size before any additional trees are removed, maintaining a consistent avenue of trees along the northern side of the street.	Add a note to the concept plan to identify that any replacement of existing trees along the northern side of the street will be a staged replacement of succession planting over a 10 year period.
	14. Support for removal of existing trees.	1	Note. See notes above.	No change required.
	15. Provide opportunities for Community gardens and production of fresh produce for businesses and residents.	1	It is a reasonable suggestion to include some produce plants and fruit trees at certain point along the street.	A note to include produce plants or fruit trees adjacent the Institute and General Store.
Streetscape and Cross Sections	16. 38 survey respondents confirmed that the use of environmentally sustainable practices was of high importance to the main street upgrade and 38 respondents (36%) rate this as the most important design feature of upgrades to the street.	65	Noted.	No change required.

	17. The street width from kerb to kerb is currently quite wide, has rural character and allows vehicles, including those with trailers and emergency vehicles to easily maneuver and turn around along the street. Do not make the street and traffic lanes too narrow and reduce the functionality of the street for cars, heavy vehicles and emergency vehicles.	19	To create sufficient space in the verge for complaint footpaths, landscaping, storm water capture and reuse and new street there is a need to narrow the current width of the road. Parts of the existing street are excessively wide at 14.4m from kerb to kerb with footpaths in these area less than 1m wide and no room for street trees to be planted. Notwithstanding this, there is room to compromise on the proposed width of the road and the traffic and parking lanes could be widened to ensure maneuverability it not restricted and to retain some of the existing rural character.	Increase the overall width of the road area by amending the width of the traffic lanes from 3.5m to 3.8m and the parking lanes from 2.3m to 2.4m, increasing the overall width of the road area where there is parking on both sides of the street will been increased by 0.8m to a total width of 12.4m (current street width ranges from 12.2m – 14.4m). Approximately 40% of the street will be this width. Other parts of the street where there is parking on one side of the street and the rain garden swale on the other will be 10m wide (approx. 40% of the street length). There are some short sections where additional paved areas have been created for outdoor dining and activity points, where pedestrian crossings are proposed which will be 7.6m wide (approx. 20% of the street length).
	18. The currently wide street provides for Community events such as the Tour Down Under and it should be able to continue to function for this purpose.	1	The proposed layout and width of street will be sufficient for hosting community events. The road will be significantly wider the Hahndorf main street is used for such events.	No change required.
	19. The creation of meeting points and activity nodes along the street, similar to those proposed adjacent the Institute and General Store are a good idea and are supported.	3	Noted.	No change required.
	20. Leave proposed space in front of Institute open to be more flexible for other uses such as a market and encourage entry via the front door to institute.	1	The proposed activity area adjacent the Institute provides an area for seating and potentially outdoor dining. The space is still flexible enough to be used for events. There is also a large open paved area proposed along the eastern side of the Institute.	No change required.
	21. Improve the streetscape quality at the High Street/Adelaide Road intersection, but do not obstruct sightlines to the left along Adelaide Road for vehicles at the intersection with new street trees on the southern side of Adelaide Road.	2	Agreed, sightlines need to be maintained at this intersection.	Remove some of the proposed trees on the southern side of the street west of the High Street intersection.
	22. There should be more signage around the town and along the main street to direct users to key destinations in the town and acknowledgment/welcome to Country with an information board and artwork, could also include European history e.g. gold miner.	4	Agreed.	Add a note to the concept plan identifying locations for wayfinding signage and public art.
	23. There is not sufficient space to exit a parked vehicle on the left side without having to walk through garden beds and understory planting areas	2	Agreed. There needs to be appropriate access from the on street parking area to the footpath.	Provide paved access areas and mulched areas across the landscaped verge in places to improve accessibility for pedestrians parking on the street.

	24. Provide opportunities for retelling Peramangk history and local context, provide artwork and history walks throughout the street to encourage people to stay in the area and information/notice board for local people.	1	Agreed. See note #22 above.	No change required.
	25. Use bespoke seating not standard off the shelf designs.	1	Agreed.	Specify bespoke seating and street furniture, suitable for the street design and character of the town.
Undergrounding Power Lines (PLEC)	26. 54 survey respondents confirmed that undergrounding the power lines along the main street was the most important design feature of upgrades to the main street.	54	Noted.	No change required.
	27. Undergrounding of power is fantastic because it allows for new street trees and reduces the bushfire risk to the town	6	Noted.	No change required.
	28. PLEC should include Meadows Road or at least include areal bundling along this road.	2	Whilst there is no objection to this proposal, it is cost prohibitive to extend the undergrounding from the main street to include Meadows Road.	No change required.
	29. Undergrounding half of the length of the street should be considered because it would save a considerable amount of money.	1	The intent of the undergrounding is to create a consistent streetscape character and consistent street tree planting. Undergrounding power in only half of the street will not achieve this.	No change required.
	30. Consider solar powered streetlights.	1	Agreed. The use of solar powered streetlights is supported and will be investigated during the detailed design phase.	No change required.
Pedestrian Access	31. 45 survey respondents confirmed that improving pedestrian access and safety was the most important design feature of upgrades to the main street.	45	Noted. This is a strong feature of the concept design with compliant footpaths proposed on both sides of the street, improved crossing at intersections and 5 new pedestrian crossings.	No change required.
	32. 89 survey respondents (81%) agreed that the pedestrian crossings proposed were in the right locations.	89	Noted. There was some additional feedback that the pedestrian crossing proposed at the western end of the street is too close to the Battunga Road intersection. This crossing will be moved further east away from the intersection to improve sight lines.	No change required.
	33. A pedestrian crossing is required adjacent the Haggen Arms on Angas Road.	3	This in included in the concept design.	No change required.

	34. The pedestrian crossing on Church Hill Road should be at the intersection in line with the stop sign vehicles should not have to stop twice within 100m of the intersection.	1	The pedestrian crossing proposed here does not provide priority to pedestrians and there is no requirement for vehicles to stop at this crossing point and then again at the intersection. Also, to locate the crossing at the intersection on Church Hill Road would significantly increase the crossing distance for pedestrians, making it unsafe.	No change required.
	35. The footpath along Church Hill Road should be finished and the verge improved to prevent tripping hazard.	2	Noted. Outside the scope of this project.	No change required.
	36. A pedestrian crossing is required along Meadows Road.	1	Noted. Outside the scope of this project.	No change required.
	37. The pedestrian crossing adjacent the General Store is in a good location and is supported.	1	Noted.	No change required.
	38. There is a need to provide pedestrian access ramps at the General Store to allow walkers, prams and gophers to access the footpath and crossing at the general store.	1	This is included in the concept design and will be further refined during the detailed design phase.	No change required.
	39. The pedestrian crossing proposed at the western end of the street near the Battunga Road intersection is not is right locations. The sightlines for pedestrians are a safety issue and if it were moved, further east along the street near the Institute it would be more greatly used.	3	This crossing will be moved further east away from the intersection to improve sight lines.	Amend the location of the pedestrian crossing proposed at the western end of the street, bringing it further east towards the Institute away from the Battunga Road intersection.
	40. Continue footpath past the CFS station adjacent Battunga Road, the pedestrian link to the primary school and recreation ground is very important.	3	This is included in the concept design.	No change required.
	41. A walking trail/loop is required around the golf course and recreation ground using Dolman Road.	1	This is outside to scope of this project.	No change required.
Traffic and Intersections	42. 50 survey respondents (47%) confirmed that upgrading the Church Hill Road/Adelaide Road intersection was the most important design feature of upgrades to the main street.	54	Whilst the management and upgrade of the road and intersection is the responsibility of DIT, Council is being proactive in initiating some design work to be considered by DIT for the potential upgrade of the intersection. Tonkin engineers have commenced work on some design options for the intersection which will be further developed during the detailed design phase.	Add a note to the concept design for the Church Hill Road intersections to be improved.
	43. Church Hill Road intersection is an issue with heavy vehicles turning left on Angus Road, trucks use	9	See note above.	Add a note to the concept design for the Battunga Road intersections to be improved.

	exhaust breaks and the previous stop sign has been replaced with a give way sign. A redesign of the intersection is required and should consider options such as reinstating the stop sign, roundabout, diversion of heavy vehicles straight along High Street, traffic calming on the approach to the intersection along Church Hill Road.			
	44. Meadows/Angas Road and Meadows/Battunga Road intersections are unsafe and vehicles, particularly heavy vehicles, consider replacing the give way sign with a stop sign or block access to heavy vehicles along Meadows Road and divert them along High Street instead with traffic calming included on Meadows Road.	15	This proposal is outside of the scope of the project and Council currently has no plans to use High Street as a heavy vehicle route, noting that this is the responsibility of DIT and High Street is a Council managed Road.	No change required.
	45. On street parking and pull off area (outside of traffic lane) required adjacent the Haggen Arms on eastern side of Angas Road	2	The ability to provide on street parking/pull off area adjacent the Haggen Arms on Angas Road will be dependent on the final design of the Church Hill Road intersection. This will be resolved during the detailed design phase.	No change required.
	46. The intersection of West Street and Adelaide Road should be narrowed and made square to Adelaide Road to improve sightlines for pedestrians using the northern side of Adelaide Road and to reduce the crossing distance for pedestrians from kerb to kerb at the intersection.	2	Agreed. The angle of the intersection currently creates sight line issues and increases the crossing distance for pedestrians.	Amend concept plan to 'square' up the intersections of West Street to the main street to improve sight lines and reduce crossing distance for pedestrians.
	47. Cater for heavy vehicle turning circles in and out of the fuel depot on the southern side of the street at #21 Adelaide Road and ensure the pavement surface is sufficient for heavy vehicles.	3	Agreed. The driveway and verge widths on the draft concept plan are potentially too narrow. A 19m turning path will need to be place over these driveways to understand the required width of the driveways and verge in this location.	Amend driveway and verge widths to be consistent with turning paths for trucks in an out of the fuel depot.
	48. The intersection of Marianna Street and Adelaide Road should be narrowed and made square to Adelaide Road to improve sightlines for pedestrians using the northern side of Adelaide Road and to reduce the crossing distance for pedestrians from kerb to kerb at the intersection.	2	Agreed. The angle of the intersection currently creates sight line issues and increases the crossing distance for pedestrians.	Amend concept plan to 'square' up the intersections of Marianna Street to the main street to improve sight lines and reduce crossing distance for pedestrians.
	49. Consider a turning slip lane for vehicles turning left up Marianna Street.	1	There are not sufficient traffic volumes to support a dedicated left turn slip lane at Marianna Street.	No change required.

	50. The right turn turning paths from Battunga Road need to be checked because they are likely to clash with the proposed verge widening and tree planting on the northern side of Adelaide Road opposite the intersection.	4	Agreed. The turning path for long vehicles turning right from Battunga Road on to the main street needs to be checked and the verge narrowed to accommodated this movement,.	Amend the area of planted verge and new street trees opposite the Battunga Road intersection to remove some of the trees and reduce the width of the verge in this location in order to provide the more clearance to the traffic lane on the northern side of the street.
	51. Battunga Road intersection needs to be upgraded, the intersection is too wide and is currently unsafe. Consider changing priority to right turn on Battunga Road or include a turning lane for vehicles turning right on to Battunga Road from Adelaide Road to allow free flow of traffic along the main street, lighting at the intersection is not sufficient.	5	Tonkin engineers have commenced work on some design options for the intersection which will be further developed during the detailed design phase.	No change required.
	52. Concern that heavy vehicles heading to Mount Barker from Hahndorf will use the main street and Church Hill Road due to the River Road bypass.	2	The likelihood of heavy vehicles approaching Mount Barker from the north or west going via River Road and Echunga is very low. Heavy vehicles heading to Mount Barker from the west or city will continue to use the freeway. Heavy vehicles approaching Mount Barker from the north via Onkaparinga Valley Road will continue to use Junction Road at Balhannah or Woodside Road at Woodside. The heavy vehicle traffic along the main street will be largely unchanged as a result of the State Government's River Road bypass announcement. The concept design will continue to accommodate the free movement of heavy vehicles along the street and is supported by DIT.	No change required.
	53. Allow for appropriate CFS vehicle access and turn around on the CFS site, including appropriate construction across driveways suitable for heavy vehicles.	1	This is provided for in the concept design.	No change required.
	54. Bicycle lanes should be included along the street, there is currently no provision for cyclist in the design and the traffic lanes are at minimum width.	1	The amended road width (12.2m) and the low traffic volumes and low speeds allow for safe use of the street by cyclist without specific cycling lanes.	No change required.
	55. Consider slow points and narrow of the road in parts to slow traffic and provide interest in the street.	1	These are incorporated at the entrance to the street at either end, at the General Store and Institute along the street.	No change required.
Parking	56. 42 survey respondents (40%) confirmed that the continued availability of on street parking was the most important design feature of upgrades to the street.	42	Noted.	No change required.

	57. 52 survey respondents (47%) confirmed that balance between on street parking and landscaped paved areas was about right in the draft plan.	52	Noted. However, other feedback has confirmed that additional on street parking is required around the General Store and Post Office/Institute.	No change required.
	58. Consider removing parking close to the intersection on West Street to improve sight lines for pedestrians crossing at the intersection with Adelaide Road.	1	Agreed. The removal of these parking space from close to the intersection along West Street will help to improve sight lines for pedestrians and is a reasonable inclusion.	Add a note to the concept plan remove some parking close to the intersection of West Street and the main street.
	59. Generally a need for more on street parking the length of the southern side of the street and concern there is insufficient parking to cater for future business growth and tourism	5	Agreed.	Plan amended to include more on street parking.
	60. Need to provide additional on street parking near the Post Office/Institute.	11	Agreed. The opening of the lane way and alteration of some of the landscaping will deliver 10 additional parking spaces close to the Post Office.	Add 16 additional parking spaces to the southern side of the street to improve the balance between landscaped verge and on street parking areas.
	61. Need to provide additional on street parking within close proximity to the General Store (#12 Adelaide Road)	3	Agreed. A change to the proposed planted verge on the southern side of the street opposite the General Store will allow 6 additional on street parks in this part of the street.	Add 10 additional parking spaces along the laneway and adjacent the Post Office to increase the availability of parking around the part of the street.
	62. Need to provide additional parking on the southern side of the street in the area adjacent #9 Adelaide Road	3	Agreed. A change to the proposed planted verge on the southern side of the street will allow 2 additional on street parks in this part of the street.	Add 4 additional parking spaces to the southern side of the street adjacent the General Store to increase the availability of parking around the part of the street.
	63. Need to provide additional parking adjacent the Untinting Church site	1	The parking in this area remains largely unchanged.	Add 2 additional parking spaces to the southern side of the street adjacent the General Store to increase the availability of parking around the part of the street.
	64. Indented parking similar to that on Hurling Drive in Mount Barker should be used. [This parking is parallel to the traffic land and is indented into the verge outside of the traffic lane. It also has a positive grade towards the traffic lane with a spoon drain running between the traffic lanes and parking area.]	2	Noted. This is the kind of parking proposed.	No change required.
	65. Provide locations suitable for EV charging points. This well help to attract visitors to the street, increasing viability of commercial uses and future proofing the function of the street.	7	Agreed. The best location for the EV charging points in off street in the Institute car park.	Add a note to the off-street car park for the hall to include EV charging stations in this existing carpark.
	66. The parking bays should be sufficiently long enough to provide for cars with trailers and heavy vehicles to pull into to park or be overtaken. Parking bays for cars and trailers are required near 5A and the General Store, Haggen Arms and Post Office	6	The 6 additional parking spaces added to this side of the street will be sufficiently long enough to provide for longer vehicles and vehicles with trailers.	Ensure that the additional 6 parking spaces in this part of the street are sufficiently long enough to cater for longer vehicles and vehicles with trailers.

	67. Don't permanently close of the laneway adjacent the Institute/Post Office to vehicles, this area is used frequently for short term parking for those using the Post Office and collecting mail/parcels. This area should remain open for vehicle access and parking and only be closed infrequently for events.	24	Agreed. There is no reason why the priority for the laneway adjacent the Post Office/Institute could not be changed to allow for vehicle access and parking with the option to occasionally close the laneway for events or activities that might occur from time to time in the Institute. Notwithstanding this, the paved surface an narrowing of the lane will help to reduce vehicle speeds in this areas and provide more structure to how this space is used for parking.	Change the priority for the lane way adjacent the Institute and Post Office is to continue to provide access and parking for vehicles, whilst still being paved to improve accessibility and safety for pedestrians. There will remain the option for the laneway to be close for events, if required.
	68. Support for closing off laneway to vehicle access as shown in the draft plan.	5	The laneway can be used for events when required without having to be permanently closed to vehicles.	Amend the concept plan to allow vehicle access and parking along the laneway, other than during Community/Institute events.
	69. The existing carpark adjacent the hall on the western side is well used and should be retained as it is with both entrances. This parking area needs to provide for RVs, Dance events, turn around areas and access for elderly.	12	The existing car park for the institute is to remain unchanged. However the existing double access to the car park from the main street is unsafe and confusing for those accessing the car park. The duel access also removes the ability to provide more on street parking in this location.	Remove the eastern side access to enable additional on street parking in this location and increase the width of the western side existing access to allow for two way vehicle movement.
Bus Stops	70. 88% of survey respondents (97 people) said that no one from their household regularly catches a bus to or from the main street with 12% confirm that members of their household did use the bus services in the main street.	97	Noted.	No change required.
	71. Protuberances that allow busses to stop within the traffic lane rather than within the parking areas is a good idea and is supported. The relatively low number of busses each day and low traffic volume along Adelaide Road support this design approach. The footpath will also be more functional without a bus stop located along it.	1	Agreed. Locating the bus stops in the traffic lanes removes the ambiguity around shared/timed parking zones.	Relocate all bus stop (4) within protuberance on the edge of traffic lanes, rather than within parking lanes.
	72. Why have the bus stops been proposed adjacent the traffic lanes rather than in the indented parking areas?	1	Locating the bus stops in the traffic lanes removes the ambiguity around shared/timed parking zones.	No change required.
	73. Provide shelter at/near bus stops for those using the bus stops.	1	Agreed.	Add notes to the bus stop locations to consider seating and shelter where appropriate.
	74. Having the bus stop close to the Institute is important as it is a safer location for children to wait [passive surveillance] and parents use the car park adjacent the hall to drop their children off at the bus stop.	1	Agreed, The bus stops will remain within close proximity to the institute, although not at the exact current location i.e. moved further east be around 50m.	No change required.

	75. Moving the bus stop from in front of the Institute is supported.	2	The bus stops will be moved further east be around 50m and will be located outside of the parking lanes to remove any ambiguity around the ability to park in this location.	No change required.
	76. Bus stop 59 is currently not safe and is not accessible to people with a disability.	1	Bus stop 59 is located along Meadows Road, outside of the main street upgrade area and this work is outside of the scope of work for this project.	No change required.
Infrastructure and Services	77. Review and improve storm water infrastructure along High Street there are a currently drainage and flooding issues along the street.	1	Noted. However this is outside of the scope of the main street project.	No change required.
	78. There is likely to be old underground petrol storage tanks on the southern side of the road at #1-3 Adelaide Road and at #13 Adelaide Road.	1	Noted. Good information to have. This will be investigated during the detailed design phase.	No change required.
	79. There are currently storm water issues causing flooding at the rear of the General Store, need to review storm water infrastructure at this part of the street.	1	Noted. Good information to have. This will be investigated during the detailed design phase.	No change required.
	80. Support to relocate the fuel depot on the southern side #21 Adelaide Road.	6	There is not requirement for the fuel depot to be relocated despite a Community desire for this to occur.	No change required.
	81. There is poor drainage along the laneway adjacent the Institute that needs to be resolved and the fence to the adjacent fuel depot encroaches on the laneway.	1	Noted. Good information to have. This will be investigated during the detailed design phase.	No change required.
	82. The toilets at the Institute are well used need to be improved, they are in need of renewal and smell.	2	Noted. There is some work to do to consider Council's role in maintaining and/or upgrading these assets in to the future.	No change required.
	83. Verge on northern side of Battunga Road at the rear of the Institute need to be repaired. It currently has large potholes and drainage issues. This area of verge should be sealed with a kerb and footpath.	2	Noted. Council is currently preparing a design to improve the verge adjacent this part of Battunga Road.	No change required.
	84. The bridge along Adelaide Road between Echunga Road and Battunga Road intersections needs to be improved, there is flooding and large areas of standing water on top of the bridge during winter.	1	This issue will be address with DIT during the detailed design phase. It has long been acknowledged as an issue.	No change required.
Other General Comments	85. The design looks excellent and is much needed particularly the pedestrian safety improvements and the environmental sustainability elements of the design. Overall a fabulous design and the upgrades	6	Noted.	No change required.

	are extremely overdue. The town is desperate for revitalization and safety upgrades. Just great, thank you for doing this. 86. I can't understand why we need to upgrade the Main Street. It is good as it is. Echunga does not need to be a destination town, its 10 minutes away from plenty of "destination towns" and I for one am happy for it remain off the tourist map. It's a waste of money.	7	Noted.	No change required.

12.6 REPORT TITLE: UPDATE TO AWARD OF PUBLIC CONVENIENCE CLEANING CONTRACT

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/153622

ATTACHMENTS: Nil

Key Contact Daniel Newson, Team Leader Technical Services, Infrastructure

Manager/Sponsor Phil Burton, General Manager, Infrastructure

Community Plan 2020-2035:
Leadership and Good Governance

LGG 1.5 Demonstrate accountability through clear, relevant and easily accessible policies, corporate reporting and legislative compliance.

LGG 1.10 Adopt and apply a commercial approach to deliver projects, programs and services where enduring community value and benefit can be demonstrated.

Annual Business Plan:
Operational Program

Purpose:
To update Council Members on The Public Conveniences Cleaning Contract and rescind the motion to award contract 2022.026 Public Convenience Cleaning Services to Pickwick Group Pty Ltd as the preferred tenderer.

Summary – Key Issues:

1. Council resolved to award contract 2022.026 Public Convenience Cleaning Services to Pickwick Group Pty Ltd as the preferred tenderer at its meeting on 3 October 2023.
2. During negotiations and just prior to execution of the contract by the CEO, the Preferred Tenderer withdrew their tender.
3. As a consequence, the previous Council decision needs to be rescinded and negotiations commence with the second preferred tenderer.

Recommendation:

That Council:

1. Rescinds recommendations 2 and 3 of item 12.3 of Council Meeting held on the 3 October 2023, resolution number OM20231003.06 which recommended;

Authorises the award of the contract 2022.026 for the provision of Public Convenience Cleaning Services to Pickwick Group Pty Ltd ("Preferred Tenderer") for the lump sum amount of $280,615.27 p/a (excluding GST) for 3 years with the option of 2 additional years at council's discretion and additional cleans at the Preferred Tenderer's tendered schedule of rates.

Authorises the Chief Executive Officer or his delegated officer being the General Manager Infrastructure to execute contract documents between Council and the Preferred Tenderer.

2. Authorises the Chief Executive Officer or his delegated officer being the General Manager Infrastructure to negotiate and execute contract documents pertaining to contract 2022.026 Public Convenience Cleaning Services under operational delegations.

Background:

1. A request for tender ("RFT") was issued via VendorPanel on 10 July 2023 and closed on 28 July 2023. Seven submissions were received and were evaluated by a panel consisting of 3 Council staff.

2. A recommendation to award contract 2022.026 to the preferred tenderer was made to Council at the Council Meeting on the 3 October 2023.

3. Council endorsed the awarding of Contract 2022.026 to Pickwick Group Pty Ltd as the preferred tenderer at the Council Meeting on the 3 October 2023.

Discussion:

4. During contract execution, Pickwick Group Pty Ltd informed council of their decision to withdraw their tender submission and not provide Public Convenience Cleaning services to council.

5. Council has extended the current contract with the incumbent service provider pending negotiations with the second preferred tenderer to undertake the service provision.

Community Engagement:

Informing only	Council minutes on website

Policy:
The tender process has been undertaken in accordance with Council's Procurement Policy and associated procedures.

Long Term Financial Plan:
This service is included in Council's endorsed long term financial plan as an operational expense however at a lower rate than current market rates of the recommended contract. This will be updated during the next review of the plan.

Budget:
The services are included within the adopted operational budget.

Statutory/Legal:
Council has a responsibility to ensure public conveniences are clean and fit for use. This is covered as a General Duty under section 56 of the Public Health Act 2002 to ensure that Council's prevent or minimise any harm to public health caused or likely to be caused by, anything done or omitted to be done by the person.

Staff Resource Requirements:
The cleaning contract and execution and ongoing management will be undertaken using existing internal resources.

Environmental:
The new preferred tenderer has indicated that they operate under an Environmental Management System which complies with the requirements of ISO 14001:2015 for the provision of cleaning services.

Social:
Increased service levels will have a positive impact on the social and wellbeing outcomes for the community and their enjoyment of open spaces and public convenience facilities in the district. It also has the potential to increase visitation to the district and possibly generate greater economic returns.

Risk Assessment:
A key risk to council is the reputational risk of presenting toilets at an unacceptable level of cleanliness through compromised service specifications or service frequency and in doing so also presenting an unacceptable public health risk to the community.

Asset Management:

Successful awarding and implementation of this contract will ensure council facilities are presented at their best and will ensure council facilities meet expected lifespans of the asset with operational costs being included in the next review of council's Strategic Asset Management Plan (SAMP).

Conclusion:

A decision of Council needs to be rescinded due to the preferred tenderer for contract 2022.026 Public Convenience Cleaning Services withdrawing their tender. Negotiations will now continue with the second preferred tenderer and the CEO will finalise and execute the contract documents under delegation.

Previous Decisions By/Information Reports to Council

Meeting Date	3 October 2023	CM Reference	DOC/23/119876
Title	Award of Public Convenience Cleaning Contract		
Purpose	To gain Council's authority to award contract 2022.026 Public Convenience Cleaning Services to Pickwick Group Pty Ltd ("Preferred Tenderer") for the lump sum amount of $280,615.27 p/a (excluding GST) for 3 years with the option of 2 additional years at council's discretion and additional cleans at the Preferred Tenderer's tendered schedule of rates.		

12.7 REPORT TITLE: WARD DONATIONS

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/73346

ATTACHMENTS: NIL

Key Contact Maree Barns, Business Support Officer (Governance and Corporate)

Manager/Sponsor Alison Hancock, Executive Manager to Chief Executive Officer

Community Plan 2020-2035:
Leadership and Good Governance
LGG Strategy 1.4 - Enable community leadership.

Annual Business Plan:
Nil

Purpose

To allocate ward donation funds to individuals or organisations.

Summary – Key Issues

- Council has budgeted an amount for 2023/24 of $17,829 which equates to $1620 for each Council Member to allocate to individuals and/or groups at the Council Members' discretion. This is known as a Ward Allowance.
- Council Members may nominate groups or individuals to receive a Ward donation from their allowance at each Council meeting.

Recommendation

That Council will make the following donations, given that each Member nominating the donation has given careful consideration to whether there is a conflict of interest:

Council Member	Amount	Group/Individual/Purpose
Councillor Szilassy	$100.00	Callington Primary School - assistance with MRASA Toy Run BBQ costs
Councillor Szilassy	$75.00	Brukunga Community Association - contribution to the Brukunga Community Association's first Christmas Family Day

Councillor Szilassy	$150.00	Nairne & Districts Resident's Association (NDRA) - to assist with upcoming Community Carols event
Mayor Leach	$150.00	Callington Primary School - assistance with MRASA Toy Run BBQ costs

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Background

1. Council receives many requests for assistance from individuals, community members and community groups. Requests may be received by Council Members via telephone, letter or via email, or direct to Council.

2. Council has budgeted an amount for 2023/24 of $17,829 which equates to $1620 for each Council Member to allocate to individuals and groups at the Council Members' discretion. This is known as a Ward Allowance.

3. The Representation Review process (completed in October 2021) ensures equal representation (Council Member per elector) in each Ward. In October 2021 changes were made to the composition of wards and council member representation which took effect at the November 2022 election. This review process ensures the amount of Ward Allowance available to the community is equal between each of the Wards.

4. At the end of each financial year, a report of the expenditure of Ward Allowances will be reported to Council.

Ward Donation Procedures

5. Members receive a print-out indicating how much is still to be spent.

6. Individual members of the community or community groups may require small financial assistance for projects/initiatives of community interest and benefit from Council.

7. These requests should be made directly to the Mayor and/ or Council Members for their consideration / assessment.

8. Any requests received directly by Council will be acknowledged by the Executive Assistant to the Chief Executive Officer and Mayor, and advised that any such requests received will be provided to all Council Members who may choose to contribute some funds from their annual Ward Allowance.

9. When determining donations, Council Members should consider the community interest / benefit to be received and enjoyed by the community at large as a result of that donation.

10. As per section S73-75A of the Local Government Act 1999 Council Members should also consider and assess any material, actual or perceived conflict of interest as a result of making a particular donation or voting on the donations.

11. At each Council Meeting, Council Members may nominate members of the community or community groups to receive a donation from their Ward Allowance. These donations are reflected in the Council meeting minutes, available on Council's website www.mountbarker.sa.gov.au

12. Council Members are encouraged to advise the Executive Assistant to the Chief Executive Officer and Mayor as soon as possible of any requests for ward donations received in advance of Council meetings in order for such requests to be included in the Council meeting agenda. The form can be found on the extranet under Forms.

13. When making a donation in the Council Meeting, the Council Member should:
    a. Declare who the donation is to be made to, the amount and the purpose of the donation; and
    b. Complete and submit a Ward Donation Form to the Minute Secretary.

Community Engagement

Informing only	Notification by way of Council minutes. Recipients will be notified of any donation.

Policy

There are currently no Council Policies in relation to Ward Donations.

Long Term Financial Plan:

Nil

Budget

The budget allocation for Ward Donations is $17,829 which equates to $1620 recommended expenditure by each Council Member. Any unallocated ward allowance balance is not carried over to the next financial year.

Statutory/Legal

There are no statutory/legal implications or requirements in relation to Ward Donations.

Section 73-75A of the Local Government Act 1999:

However, Council Members should be mindful of material, actual or perceived conflict of interest that may arise as a result of making a ward donation.

Staff Resource Requirements

This is incorporated into the existing responsibilities of the finance staff.

Environmental

There are no environmental implications arising from this report or its recommendations.

Social

Ward donations enable individual members of the community and community groups to request small donations to assist with their endeavours.

Risk Assessment:

It is the responsibility of each Council Member to assess the risks association with the ward donations.

Asset Management:

There are no asset management implications arising from this report or its recommendations.

Conclusion

Council Members have the opportunity to make ward donations.

13. INFORMATION REPORTS

Recommendation
That the following information reports be noted en bloc.

13.1 REPORT TITLE: 2023/24 FIRE SEASON PREPAREDNESS

DATE OF MEETING: **4 DECEMBER 2023**

FILE NUMBER: **DOC/23/154645**

Key Contact Daniel Newson, Team Leader Technical Services, Infrastructure.
Frank Regan, Fire Prevention Officer, Technical Services, Infrastructure.

Manager/Sponsor Phil Burton, General Manager, Infrastructure.

Purpose:
To update Council Members on preparations for the 2023/24 fire season.

Summary – Key Issues:
1. The Bureau of Meteorology (BOM) Seasonal Outlook for South Australia is for a warmer and drier season, with the potential for an increase in days of elevated fire danger.
2. The declared fire season in the Adelaide & Mount Lofty Ranges will run from the 15 November 2023 until the 30 April 2024.
3. Council's public land preparation and fire prevention programs are on track as per the Mount Barker District Council Bushfire Risk Reduction Plan.

Background:
1. Under the requirements of the Fire and Emergency Services (FES) Act 2005, Council has a role in education and compliance regarding fire prevention on private properties within the Mount Barker District Council area. Council employ a Fire Prevention Officer to undertake the following:
    a. Deliver community education to assist private property owners to prepare their properties ahead of the fire season.
    b. Undertake private property fire prevention inspections and notice issuing under section 105F of the Act and
    c. Issuing of Schedule 9 and 10 permits that allow for the use of prescribed equipment (eg welders / angle grinders) during the fire season on total fire ban declared days with extra controls in place.

2. Council holds an active position on the Adelaide and Mount Lofty Ranges Regional Bushfire Management Committee (AMLR BMC). This committee actively manages fire risk planning in the region through development of Risk

Reduction Plans by each member agency that are then combine to form the AMLR Bushfire Management Area Plan (BMAP).

3. Council has an annual vegetation management program that contributes to the mitigation of fine and other vegetative fuels on public lands in the lead up to the fire season. This program forms the basis to Council's Annual Risk Reduction Plan that supports the AMLR Bushfire Management Area Plan.

4. For the past 18 months council's fire prevention on public lands has been supported through the grant funded Fire 2 Flourish project. This project has funded two 0.6 FTE staff positions and has contributed greatly to management of vegetation on public lands in peri-urban (development) areas. These areas have a mix of new development, farmland and undeveloped road reserve areas. This project is supported until March 2025 under the current grant funding agreement.

Discussion:

5. The Bureau of Meteorology (BOM) have indicated through their seasonal outlook that this season the district will experience:
   a. low rainfall conditions,
   b. well above average maximum temperatures and
   c. above average minimum temperatures this season.

   These conditions will lead to fast curing of vegetation and an earlier fire risk this season. The Australasian Fire Authorities Council (AFAC) have predicted an average fire risk for our district this season.

6. The 2023/24 Fire Season has been declared and gazetted to run between 15 November 2023 until the 30 April 2024 for the Mount Lofty Ranges Fire Ban District, and between the 15 November 2023 and the 15 April 2024 for the Murraylands Fire Ban District. This declaration commences the fire season 2 weeks earlier in the Mount Lofty Ranges than the regular season start.

7. Council commenced its annual vegetation management program two weeks earlier than last season to manage fuel loads created through good soil moisture levels over winter and into early spring and in line with earlier vegetation curing across the district. This program includes:
   a. roadside slashing of fine fuels.
   b. public reserve mowing and maintenance, and
   c. fire mitigation works on verges, road reserves and natural areas.

   The current program is on track to be completed as per program with high risk areas being addressed by start of fire season. Open areas will be continuously monitored leading into and through the season and additional works will be prioritised where required.

8. Community engagement continues to be a focus of building community resilience and preparedness, through the Fire to Flourish team and the Council's Fire Prevention Officer with the following activities being undertaken:
    a. Presenting at four community meetings in conjunction with CFS.
    b. Delivery of 68 onsite property assessments and advice reports.
    c. 4 on site meetings with developers.
    d. Delivery of a social media campaign align to messaging from CFS and council's role in private property fire prevention.
    e. Roadside education program through use of movable electronic roadside signage in the lead up to the season.
    f. Media releases to remind local landholders of their responsibilities to clean up the properties ahead of fire danger season.
    g. Education stand and one on one discussions with landholders at Council's free Green Waste Days which resulted in 212 interactions and information packages being distributed.

9. The issuing of 105F notices for landholders to clean up their properties has been undertaken during October and November with 398 notices being issued to 1 December 2023 across the district compared to 754 issued in total last year. Early communication with developers and landholders new to the district, and extra promotion from CFS and other agencies has assisted in reducing the level of notices required this year. A total of 82 phone calls to previous recipients of final notices and new landholders have been conducted, resulting in good improvements in early property management this season.

10. Six free clean green waste days have been offered so far this financial year, with 2 more planned for Autumn. Uptake of this service by landholders to prepare their properties has been good this season, with an estimated 780 vehicles through the gates and an estimated 1590 cubic metres (or approximately 480 tonnes) of material being delivered this season through the service. Final figures will be confirmed post the December free green waste days. Current sales of mulched material from the WHTS site are matching incoming material and meeting the EPA licence requirements of the site to not store mulched material long term at site.

11. Annual maintenance of the Large Animal Emergency Refuge at the Mount Barker Show Grounds site has been completed. The pens and shelter at the site are now ready for use in the event of an emergency. An operational management plan for this site has also been prepared for internal use to outline council staff roles in activation of this site in the event of an emergency. Signage will also be shortly erected at the site to inform users of their requirements and expectations when using the site.

Conclusion:

Council is on target to meet the requirements of its Bushfire Management Area Plan submitted to the Bushfire Management Committee and the community has also responded well with most landholders now having undertaken works in preparation for the season.

Reporting on the works program and treatments will be compiled and submitted post the 2023/24 fire season to the regional Bushfire Management Committee.

Previous Decisions By/Information Reports to Council

Meeting Date	5 December 2022	CM Reference	DOC/22/136185
Title	Emergency Management Fire Season Preparedness 2022-23		
Purpose	To inform Council Members of preparations for the 2022/23 fire season		

Meeting Date	1 November 2021	CM Reference	DOC/21/170474
Title	Emergency Management Fire Season Preparedness 2021-22		
Purpose	To inform Elected Members of Council's preparations for the 2021-2022 fire season.		

13.2 REPORT TITLE: SOUTH AUSTRALIAN PUBLIC HEALTH ACT 2011 ANNUAL REPORT 2022/2023

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/156960

ATTACHMENTS: 1. DOC/23/156930 MBDC FINANCIAL YEAR ANNUAL ENVIRONMENTAL HEALTH REPORT 2022-23

Key Contact Simranpreet Kaur Brar, Environmental Health Officer, Health & Public Safety

Manager/Sponsor Jamie Tann, Manager Health and Public Safety

Purpose:

The aim of this report is to provide an overview of the 2022/2023 *South Australian Public Health Act 2011 (*The Act) Report submitted to the Department of Health and Wellbeing on the 30th September 2023.

Summary – Key Issues:

1. There is no mandatory requirement to submit an environmental health report, however voluntary reports have been provided by Council's environmental health team since the introduction of the Act.
2. The Act Report details information on workforce, activities, compliance, administration and enforcement of the Act its regulations and policies for the period of 1 July 2022 to 30 June 2023.
3. A standard report template provided by the Department of Health and Wellbeing was used to prepare the report.
4. Data from these reports is used to: identify gaps in legislation; monitor administration; identify trends; develop future indicators; identify areas for support and contribute to regulatory impact statements.

Background:

1. The Act contains provisions for the appointment of local authorised officers by local councils. Broadly, the Act aims to promote and protect the health and wellbeing of individuals and communities. The Act has replaced the now repealed *Public and Environmental Health Act 1987*.

2. The objectives of the Act are achieved through routine and complaint based activities by Council Environmental Health Officers (EHOs) relating to the following:
   a) assessment, approval and inspection of wastewater systems;

b) public pools and spas;
c) high risk manufactured water systems (legionella control);
d) tattoo, skin penetration and beauty premises;
e) investigation of cases of severe domestic squalor;
f) clandestine drug laboratory notifications; and
g) investigating and responding to customer requests relating to a variety of other issues potentially adversely affecting public health (local nuisances, sewage, vermin, wasps, keeping of animals, and storage of refuse).

Discussion:

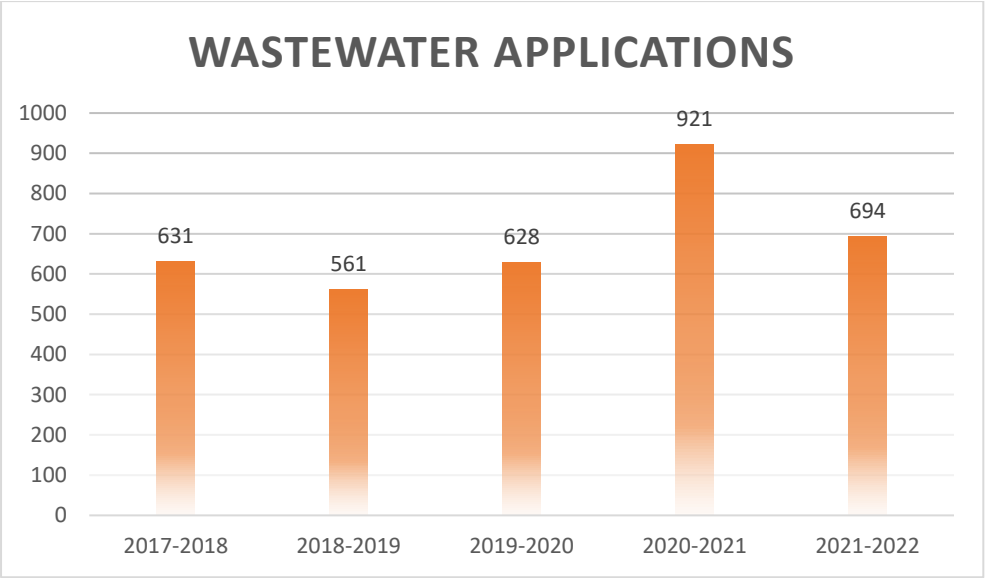
3. Section 92 of the Act allows for the issuing of a notice to secure compliance with a requirement of the Act, a regulation under the Act, the general duty (section 56) or avert, eliminate or minimise a risk, or a perceived risk, to public health. Six s.92 notices were issued for the reporting period compared to fifteen for the previous year. The s92 notices were enforced related to issues such as:

    - Non – compliant wastewater system
    - Failing wastewater system – septic effluent breaching the surface
    - Cross – connection

4. There are currently 9 public swimming pools and 3 spa pools located within the district. Council's EHOs inspected all of the pools at least once during the reporting period. In comparison to the previous reporting period with 84% inspections, all of the known public pools in the district were inspected at least once. A significant part of the review of the General Health Regulations, EHOs recommend that pool operators should be required to undertake mandatory certified training to ensure effective management of pools.

5. The Council received 690 Wastewater Works Applications (Figure 1) within the reporting period as compared to previous years where 921 new applications were received. A total of 620 applications were approved with 70 still pending a decision and 4 outstanding from the previous reporting period. The council's EHOs undertook 464 plumbing works inspections in relation to the wastewater works approvals compared to 523 for the previous reporting period.

    The bulk of the inspections are conducted for underfloor plumbing to ensure works are undertaken with respect to approval granted by the council. EHO's also undertake preliminary site visits for on-site wastewater systems to assess wastewater engineers report included with the wastewater application. It's critical to undertake site visits to ensure required setbacks are maintained and to check if significant trees are present on site.



6. Council received 9 customer requests to investigate cases of hoarding and domestic squalor. Of these 9 cases reported 3 were investigated whilst the other 6 related to unsightly properties outside the dwellings.

   The public health risks associated with these cases included:
   - High Fire Risk Score – Accumulation of fuel material near ignition sources
   - Septic effluent breaching the surface
   - Dampness on the bedroom ceiling posing question to structural integrity of the property

   In addition to the Severe Domestic Squalor Assessment Scale Officers have started to utilise the Metropolitan Fire Service (MFS) Hoarding and Fire Risk Assessment to determine the level of fire risk at a property. Collaborating with the MFS to address fire risks has been a beneficial process to help reduce the fire safety risks in the homes of people who hoard.

7. SA Health provides funding to councils in high risk areas of arbovirus transmission under the Subsidy program to enhance the mosquito management activities.

   Mosquito surveillance plays an integral role in mosquito management and is undertaken to monitor mosquito populations in a given area. Surveillance allows pest and vector mosquito species to be identified and provides a means to monitor abundance and fluctuations in populations over time.

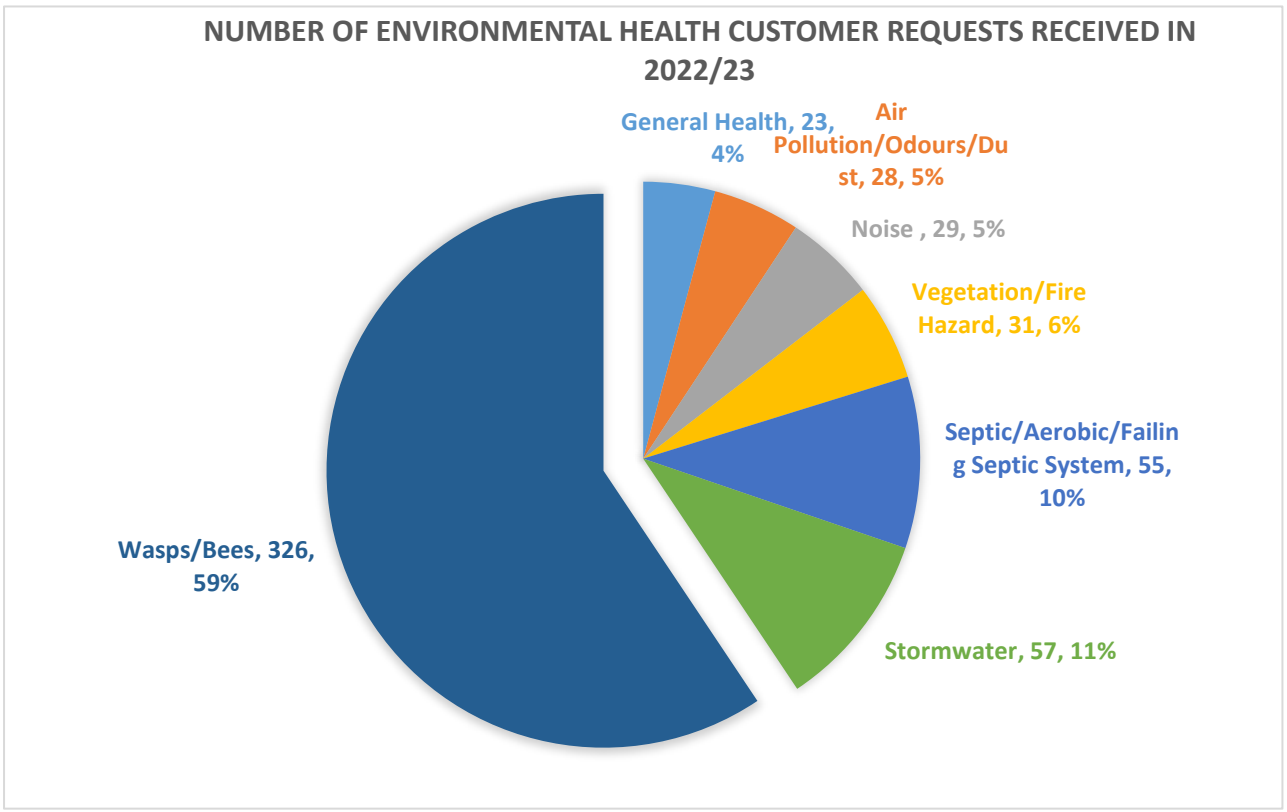
   Since December 2021, MBDC started undertaking mosquito surveillance in the form of trapping. Traps are set with dry ice which emits carbon dioxide into the surrounding atmosphere and fitted with a small battery operated fan. Mosquitoes are attracted to the carbon dioxide and consequently fly towards the trap. The suction created from the fan does not let the mosquitoes escape

the catch container. Traps are generally set late afternoon and collected early morning. Collected mosquitoes are placed in freezer for short period of time before packing for transportation to lab for specie identification, enumeration and viral screening.

8. There are currently 3 registered high risk manufactured water systems (warm water) that were inspected independently during the reporting period to confirm compliance with the regulations and to minimise the incidence of Legionellosis. Inspections were conducted by an independent contractor and no issues were identified to follow up.

9. There are 14 known skin penetration premises (beauty salon, body piercing & tattoo) within the council area. EHOs inspected 71.43% of premises during the reporting period compared to 15% in the last year. The EHOs investigated three complaint regarding hygiene practices and were able to achieve satisfactory outcome.

10. Council received a total of 616 environmental health customer requests during the reporting period (Figure 2). The bulk of the requests surrounded around wasps and bees (59%) followed by storm water enquiries (11%) and Septic (10%). Councils pest control services responded to bee/wasp nests and Fire Prevention Officer assisted the EHO's with vegetation and fire concerns. In the interest of preserving bee numbers EHOs will initially engage apiarists to determine if a bee colony may be collected rather than using lethal control. Additionally, EHO's responded to Air pollution (5%) and noise (5%) along with General Health enquiries (4%).



Conclusion:

Public health is a shared responsibility between state and local government. This report has provided an overview of the activities undertaken by the Mount Barker District Council Environmental Health team pursuant to the requirements of the Act.
EHOs exercise a number of enforcement options to ensure compliance with the Act and associated health legislation.

Previous Decisions By/Information Reports to Council

Meeting Date	5 November 2018	CM Reference	DOC/18/110952
Title	South Australian Public Health Act 2011 Annual Report 2017/18		
Purpose	To provide a summary of actions undertaken during 2017-18 in relation to the SA Public Health Act 2011		

Meeting Date		CM Reference	
Title	South Australian Public Health Act 2011 Annual Report 2019-20		
Purpose	To provide a summary of actions undertaken during 2019-20 in relation to the SA Public Health Act 2011		

Meeting Date	6 December 2021	CM Reference	DOC/21/183647
Title	South Australian Public Health Act 2011 Annual Report 2020-21		
Purpose	To provide a summary of actions undertaken during 2209-21 in relation to the SA Public Health Act 2011		

Mount Barker District Council

6 Dutton Road Mount Barker SA 5251

2022 / 2023 ANNUAL ENVIRONMENTAL HEALTH REPORT Reporting period: 1 July 2022 to 30 June 2023 THE SOUTH AUSTRALIAN PUBLIC HEALTH ACT 2011

The aim of this report is to assist the Minister for Health and the Chief Public Health Officer and their delegates to perform their functions under the following sections of the *South Australian Public Health Act 2011*:

s17(1) The Minister's functions in connection with the administration of this Act include the following (to be performed to such extent as the Minister considers appropriate:
(a) to further the objects of this Act by taking action to preserve, protect or promote public health within the State;
(b) to promote proper standards of public and environmental health within the State by ensuring that adequate measures are taken to give effect to the provisions of this Act and to ensure compliance with the Act.

s21(1) The Chief Public Health Officer's functions are as follows:
(b) to ensure that the Act, and any designated health legislation, are complied with;

s23(1) The Chief Public Health Officer is required to prepare a written report every 2 years about:
(a) public health trends, activities and indicators in South Australia.

It is requested that all councils submit their completed report by 30 September 2023 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au

*When completing this report, please add rows to tables as necessary.

1 ENVIRONMENTAL HEALTH WORKFORCE

1.1 Authorised officers

Please provide a list of all persons currently authorised by the authority pursuant to s44 of the Act on 30 June 2023 in the following format. This is requested to confirm that the Chief Public Health Officer's notification register is up to date.

Authorised officer's full name	Employment type (PFT, PPT, CE or CNE)	Date authorised	Approved qualification number*	Environmental health experience (years/months)	Average EH hours worked per week
Jamie Tann	PFT		17	17	0
Lily Do	PFT		9	9	19
Nicole Greenleaf	PFT		9	9.5	15.2
Tony Pearson	PPT		14	29	13.68
Hannah Johansen	PPT		8	16.5	0
Eric Adetutu	CE		9	4	5.7
Simranpreet Kaur Brar	PPT		17	1	16
Emily Pitta	CE		9	0.6	5.6

Notes:

Employment type: PFT: Permanent fulltime, PPT: Permanent part time, CE: Contract employee, CNE: Contract non-employee.

***Approved qualification number:** Please refer to the list of approved qualifications for the appointment of local authorised officers <ctrl+click here to follow link>

Average EH hours: Please indicate the average number of hours the individual spends working on environmental health related tasks and activities (including food safety, administrative, strategic, management and policy related tasks) for council per week.

1.2 Were any environmental health positions vacant on 30 June 2023?

✓ **No – proceed to section 1.3**

☐ **Yes – complete the table below**

Please provide information on all authorised officer positions vacant on 30 June 2022 in the following format.

Position title	Employment type (PFT, PPT, CE or CNE)	Average EH hours per week	Term of contract (if applicable)	Duration position has been vacant

1.3 Any additional comments relating to environmental health workforce

—

2 SA PUBLIC HEALTH ACT & REGULATIONS - ENFORCEMENT

2.1 Were any section 92 notices issued under the Act during the reporting period?

☐ **No – proceed to section 2.2**

✓ **Yes – proceed to section 2.1.1**

2.1.1 In total, how many section 92 notices (not including preliminary notices) were issued during the reporting period?

6 section 92 notices were issued

2.1.2 Please provide a summary of the matters that section 92 notices were issued to deal with.

- Non-compliant wastewater system
- Failing Wastewater system, effluent breaching surface
- Non-compliant stormwater connection to CWMS
- s92 Notice to secure compliance with regulation 11

2.1.3 Was action taken on non-compliance with any section 92 notices issued (s.93)?

✓ **No – proceed to section 2.1.4**

☐ **Yes – complete the table below**

Details of action taken	Costs recoverable $

2.1.4 Were any expiation notices issued or prosecutions commenced for failure to comply with a section 92 notice (s.92.10)?

✓ **No – proceed to section 2.1.5**

☐ **Yes – complete the tables below**

Expiation notices issued

Date expiation notice issued	Details of the failure to comply	Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?

Prosecutions commenced

Date prosecution commenced	Details of the failure to comply	Details and outcome of prosecution

2.1.5 Were any section 92 notices reviewed or appealed (s.95-96)?

✓ **No – proceed to section 2.1.6**

☐ **Yes – complete the table below**

Review or appeal?	Summary of findings/outcome of review or appeal

2.1.6 Any additional comments relating to section 92 notices issued

—

2.2 Were any expiation notices issued or prosecutions commenced for material or serious risks to public health during the reporting period?

✓ **No – proceed to section 2.2.4**

☐ **Yes – complete tables 2.2.1 - 2.2.3 below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority on persons causing material or serious risks to public health between 1 July 2022 and 30 June 2023 in the following format.

2.2.1 s57 – Material risk to public health – expiation notices issued ($750)

Date notice issued	Details of the material risk to public health	Was the expiation notice paid, withdrawn or did the recipient elect to be prosecuted?

2.2.2 s57 – Material risk to public health – prosecutions

Date of offence	Person prosecuted	Details of the material risk to public health	Details and outcome of prosecution

2.2.3 s58 – Serious risk to public health – prosecutions

Date of offence	Person prosecuted	Details of the serious risk to public health	Details and outcome of prosecution

2.2.4 Any additional comments relating to material or serious risks to public health

—

2.3 Were any other expiation notices issued or prosecutions not previously covered commenced for breaches of the Act during the reporting period?

✓ **No – proceed to section 2.4**

☐ **Yes – complete the table below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Section	Type	No. of expiations issued	No. of prosecutions commenced	Comments
46(4)	Authorised officer identity card – failure to surrender	N/A		
47(6)	Hindering or obstructing an authorised officer	N/A		
49(2)	Failure to provide information			
92(11)	Hindering or obstructing a person complying with a notice	N/A		
104	Provision of false or misleading information	N/A		
Totals				

2.4 South Australian Public Health (General) Regulations 2013

2.4.1 How many known premises with public pools and/or spas are there in your council area?

—

Please complete the table below to indicate routine inspections of public pools and spas conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of water borne illness.

Type of public pool	No. of known public pools and spas in council area (Please count each pool separately at premises with more than one pool)	No. of pools inspected **at least once** for compliance	Please provide details of any regularly encountered non-compliance issues
Swimming pool	9	9	
Spa pool	3	3	
Hydrotherapy pool	0	0	
Waterslide	0	0	
Other	0	0	
Totals	12	12	

2.4.2 Were any expiation notices issued or prosecutions commenced under the General Regulations during the reporting period?

✓ **No – proceed to section 2.4.3**

☐ **Yes – complete the table below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Reg. No.	Type	No. of expiations issued	No. of prosecutions commenced	Comments
7	Control of waste on premises			
8(6)	Public swimming pool requirements			
9(7)	Public spa pool requirements			
10	Obligations of public	N/A		
Totals				N/A

2.4.3 Any additional comments relating to the South Australian Public Health (General) Regulations 2013

—

2.4.4 Are there any unregulated interactive fountains or water play areas using recirculated water within your council area?

✓ **No – proceed to section 2.5**

☐ **Yes – provide details of the facilities/features in your area**

2.5 South Australian Public Health (Wastewater) Regulations 2013

2.5.1 Were any applications for wastewater works approvals received during the current or previous reporting periods?

☐ **No – proceed to section 2.6**

✓ **Yes – complete the table below**

No. of pending applications carried over from previous reporting periods **(A)**	Number of new applications received during the reporting period **(B)**	No. of applications approved	No. of applications refused	No. of applications pending a decision	Total No. of applications received **(A + B)**
4	690	620	0	70	694

2.5.2 How many of the following types of applications for wastewater works approval did your council approve this reporting period?

New septic tank/ primary treatment system	**New** aerated wastewater/ Secondary treatment system	**Alteration** of existing septic tank/ primary treatment system	**Alteration** to aerated wastewater /secondary treatment system	**Addition/ alteration** to underfloor plumbing	**Installatio n** of system connecting to CWMS	**New** composting toilet system	**New** greywater treatment system
54	26	0	6	1	533	0	0

*CWMS: Community wastewater management systems

2.5.3 How many of the following types of inspections did your council undertake this current reporting period?

Preliminary site inspection	Underfloor plumbing and sanitary draining installation inspection	Tank/ treatment unit installation inspection	Land application system installation inspection	Connection to CWMS inspection	Inspection of system after completion/ commissioning	**Total wastewater works inspections**
86	464	47	47	234	0	878

2.6 South Australian Public Health (Legionella) Regulations 2013

2.6.1 How many cooling towers are registered in your council area? Please provide the number of individual towers even when they are part of a single cooling water system.

—

Please complete the table below to indicate inspections of high risk manufactured water systems conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of Legionellosis.

Type of registered system	No. of systems on council's register	No. of systems inspected at least once for compliance by an authorised council officer Reg. 15(1)	No. of systems inspected at least once for compliance by an independent competent person Reg. 15(2)	No. of follow-up inspections by an authorised officer due to non-compliance issues	No. of additional inspections due to complaints and disease investigations	Total no. of inspections conducted
Cooling water systems*	0	0	0	0	0	
Warm water systems	3	0	3	0	0	
Total	3	0	0	0	0	

* A cooling water system may include an individual cooling tower, or a number of interconnected cooling towers that utilise the same recirculating water.

2.6.2 Please provide details of any regularly encountered HRMWS compliance issues.

—

2.6.3 Were any expiation notices issued or prosecutions commenced under the Legionella Regulations during the reporting period?

✓ **No – proceed to section 2.6.4**

☐ **Yes – complete the table below**

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

Reg. No.	Type	No. of expiations issued	No. of prosecutions commenced	Comments
5(2)	Unregistered system			
6(4)	Notification of change to registration particulars			
6(5)	Notification of permanent decommissioning or removal			
7	Automatic biocide dosing device			
8(1)	Drift eliminators			
9	Commissioning			
10(1)	System plans			
10(3)	Operation and maintenance manuals			
11	Operation and maintenance by a competent person	N/A		
12	Maintenance of cooling water system			
13	Maintenance of warm water systems			
14(1)	Log books			
14(2)	Retain log books			
17(1)	Failure to shut down or decontaminate system			
17(2)	Reporting of notifiable results within 24 hours			
18(4)	Contravention of a condition of a determination or approval			
19	False or misleading statement	N/A		

Totals			N/A

2.6.4 Were any notices issued under the Legionella Regulations during the reporting period?

✓ **No – proceed to section 2.6.5**

☐ **Yes – complete the table below**

Reg. No.	Notice type	No. of notices issued	No. of notices complied with by specified date/time	No. of notices not complied with by specified date/time	No. of expiations/ prosecutions for failing to comply with notice (provide details)
15(2)	Independent inspection				
16	Requirement for microbiological testing				

2.6.5 Any additional comments relating to the Legionella Regulations

—

3 South Australian Public Health (Severe Domestic Squalor) Policy 2013

3.1 Were any cases of hoarding and/or domestic squalor investigated in your area during the reporting period?

☐ **No – proceed to section 4.1**

✓ **Yes – complete the table below**

Please provide the following details on the cases of hoarding and/or domestic squalor investigated during the reporting period.

Total number of cases investigated	Total number of **Preliminary Notices** issued under Section 92(2)(b)	Total number of **General Duty Notices** issued under Section 92(1)(a)	Total number of **Risk to Health Notices** issued under Section 92(1)(b)
9	0	0	1

3.2 Is the South Australian Severe Domestic Squalor Scale (Appendix 2 – *A Foot in the Door*) used for the assessment of cases of domestic squalor?

✓ **Yes – proceed to section 3.3**

☐ **No – describe what other processes or tools are used**

3.3 Are you involved in an interagency squalor group?

✓ **No – proceed to section 3.4**

☐ **Yes – provide details on the group and the agencies involved**

3.4 In instances of severe domestic squalor where a breach of the general duty or a risk to public health has been identified, what public health risks have been associated with these cases?

- One of the properties had a high Hoarding and Fire Risk Score due to the accumulation of materials near ignition sources and blocked entry and exit to the property.
- One of the dwelling had septic effluent breached indoors in the living room.
- One dwelling had dampness on the bedroom ceiling creating damp stench. Also posing question to the structural integrity of the property.

3.5 Have situations of hoarding and/or domestic squalor been encountered where the application of the Act has been deemed inappropriate?

✓ **No – proceed to section 3.6**

☐ **Yes – What alternative approaches or legislation were used in these cases?**

3.6 Has the South Australian Public Health (Severe Domestic Squalor) Policy 2013 and associated guideline 'A Foot in the Door' assisted you in the administration of the Act and in the resolution of cases of severe domestic squalor?

✓ **Yes**

☐ **No – provide an overview of your experiences**

3.7 Any additional comments on the South Australian Public Health (Severe Domestic Squalor) Policy 2013?

- Often the owners of property are found to be vulnerable in terms of finance and community support. Lack of resources (funding) for the EHOs and services in the area hinder the support services that can be provided.
- Whilst there is interagency collaboration, however, due to agencies being limited by resources – human, finance and services in the area, case management does not have required outcomes.
- The client requires ongoing mental health support but due to inadequate resources or funding, the client is unable to receive the support.
- SA Health and State Government should provide funding to support ongoing case management to contract best results.

4 The South Australian Public Health (Clandestine Drug Lab) Policy 2016

4.1 Were any clandestine drug laboratories notified by SA Police/SA Health in your area during the current or previous reporting periods?

✓ **No – proceed to section 5.0**

☐ **Yes – complete the table below**

Number of clan lab notifications carried over from previous reporting periods (not finalised*)	Number of new clan lab notifications received during the reporting period.	Number of clan lab notifications finalised* during the reporting period.	Number of unresolved clan lab notifications remaining on 30 June 2023

* A notification is finalised when the local authority advises SA Health that the property does not or no longer presents a risk to public health and the SAILIS flag is removed from the property.

Please advise the basis on which clan lab notifications were finalised during the reporting period

	A preliminary assessment by a suitably qualified expert found that remediation was not required	The property was assessed and remediated and validation by a suitably qualified expert found the remediation to be successful and the premises fit for their intended purpose	The premises was demolished	Other reason – please provide details
Number of clan lab notifications finalised				

4.2 Were any site inspections undertaken by an environmental health officer in relation to notified clan labs?

☐ **Yes - total number of inspections undertaken ___**

✓ **No – proceed to section 4.3**

4.3 Has the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016 and the associated 'Practice Guideline for the Management of Clandestine Drug Laboratories' assisted you in the administration of the Act and in the remediation of clandestine drug laboratories?

✓ **Yes**

☐ **No – provide an overview of your experiences**

___

4.4 Any additional comments on the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016?

___

5 Skin Penetration Guidelines

The Guidelines on the Safe and Hygienic Practice of Skin Penetration are currently under review as part of the review of the South Australian Public Health (General) Regulations 2013. Regulation of people undertaking and premises where skin penetration procedures are undertaken is under consideration as part of this review.

This will potentially include the following procedures:

- Tattooing
- Body piercing
- Body modification
- Beauty therapies involving skin penetration
- Unregulated health practitioners

To inform the review and assist in the preparation of regulatory impact statements, councils are requested to provide the following information:

5.1 How many known skin penetration premises are there in your council area?

Type of premises	No. of known skin penetration premises in council area	No. of premises inspected **at least once** during the reporting period	Please provide details of any regularly encountered non-compliance issues
Tattoo parlour	3	3	
Body piercing	6	3	
Body modification	0	0	
Beauty salon	5	4	
Unregulated health practitioner	0	0	
Other	0	0	
Totals	14	10	

6 Mosquito Surveillance and Control

SA Health provides funding to councils in high-risk areas of arbovirus transmission under the Subsidy program to enhance their mosquito management activities.

Councils determine the measures best suited to their needs, but the focus is on reducing the risk of mosquito-borne disease, not just nuisance biting. SA Health and some local councils conduct a range of routine mosquito surveillance and arbovirus prevention activities to reduce the risk of human arboviral disease. The collective aim of these activities is to:

- monitor human mosquito-borne disease risk status
- provide an early warning of the presence of the viruses known to cause mosquito-borne disease
- inform activities to reduce mosquito breeding opportunities in high-risk locations
- advise the public and visitors to South Australia of the risks and how to protect themselves from mosquito-borne disease

6.1.1 Does your council undertake any mosquito/arbovirus surveillance and control?

✓ **Yes– provide an overview of your program and staff involved**

☐ **No**

6.1.2 Does your council have capacity to perform mosquito surveillance and control?

✓ **Yes**

☐ **No**

6.1.3 Does your council have a current mosquito management plan?

✓ **Yes**

☐ **No**

7 Environmental Health Complaints/Customer Requests

Please complete the table below to indicate the number of environmental health complaints and customer requests received and investigated and/or actioned using the **South Australian Public Health Act 2011** during the reporting period.

Type of complaint / customer request (category)	Number received
Accommodation Standards	0
Air Pollution / Odours / Air quality / Dust	28
Asbestos	6
Body Piercing / Tattooing / Other Skin Penetration	2
Combustion Heaters / Wood Heater Smoke	4
Community Amenity	0
Contaminated Land	2
Development Pollution	0
Discharge of Wastes / Waste Control / Refuse Storage and/or Disposal	6
Excessive Vegetation / Long Grass / Undergrowth / Fire Hazard	31
General Health Complaint or Enquiry / Other	23
Hazardous Substances	0
Hoarding and Squalor	9
Infectious Disease / Notifiable Condition (including COVID-19)	0
Hairdressing / Beauty Salons	2
Keeping of Animals	4
Legionella Investigation	0
Litter Control/Unsightly	8
Mosquitoes	2
Mould	0
Noise	29
Public Swimming Pools and Spa Pools	0
Rats or Mice	19
Sanitary Facilities	0
Septic Tanks / Aerobic Servicing / Failing Onsite System	55
Sharps Disposal	0
Stormwater	57
Supported Residential Facilities	0
Vermin (including pigeons and insects) other than rats, mice, wasps and mosquitoes	3
Wasps/Bees	326
Water Quality (other than public swimming pools and spa pools)	0
Total	616

Please do not include complaints/requests which were resolved using other legislation e.g. The Local Nuisance and Litter Control Act 2016 or the Food Act 2001.

Person to contact regarding the contents of this report:

Simranpreet Kaur Brar	22 September 2023	Simran Brar.
Name	Date	Signature

Endorsed by ~~Chief Executive Officer~~/delegated person:

MARC VOORTMAN	3/10/23	
Name	Date	Signature

Please submit your completed report by 30 September 2023 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au

13.3 REPORT TITLE: BLACKSPOT ROAD SAFETY GRANT FUNDING UPDATE

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/148561

Key Contact Matthew Dawkins, Manager Infrastructure Planning, Infrastructure

Manager/Sponsor Phil Burton, General Manager Infrastructure

Purpose:
To update Council on the recent Blackspot grant funding application and advise of planning for future project submissions.

Summary – Key Issues:

1. Council's most recent application for Blackspot Road Safety funding for Summit Road at Nairne was not successful.
2. Authoring of the Integrated Transport Plan (ITP) is underway with the appointment of both in-house resources as well as consulting assistance. One of six key themes in the ITP is Road Safety.
3. A key action in the plan will be to develop a Road Safety program that informs priorities for grant funding submissions such as the Blackspot Program.

Background:

1. Council has had success over the years in receiving grants for road safety projects from the Blackspot program.

2. Old Mt Barker Road and Hawthorn Road both have road safety capital projects actively being delivered with funds from Blackspot. Works are underway at Old Mount Barker Road and are expected to be completed by end of February. Hawthorn Road is currently being designed with a view to construction commencing in March 2024.

3. Both projects include targeted guard fence, localised road widening, drainage upgrades, improved road and corner delineation, new signage, road markings and other targeted measures to improve road safety along these rural roads.

Discussion:

4. Blackspot projects can be in the form of a road length e.g. Old Mount Barker Road where safety improvements are over a distance, or a specific site such as an intersection.

5. Projects that have a history of serious injury, casualty and fatality will rate well for fully funded projects from the program.

6. Projects that are identified proactively through the performance of a road safety audit can also yield success however will require typically 50% co funding from Council.

7. Council has a number of potential projects of the proactive type.

8. Before making application for projects, the project needs to be investigated and documented with well-considered cost estimates prepared.

9. It is important therefore that a pipeline of investigation and design is created to inform a forward program of projects.

10. The ITP's Road Safety Theme Action Plan will identify Blackspot as a consistent funding stream to support the advancement of road safety initiatives at a greatly reduced cost to Council.

11. The initial list of projects identified for further investigation are:
    a. Druids Avenue, Adelaide to Cameron Road
    b. Gawler Hutchinson Street intersection upgrade
    c. Back Callington Road target guardrail installations
    d. Hutchinson St, Hampden to Mann St
    e. Littlehampton Old Princes Highway pedestrian refuge
    f. Nairne main street pedestrian crossing points
    g. Bartley St/ARTC rail line pedestrian maze and controls as required
    h. Greenhills Road targeted guardrail installations
    i. Wellington Road, east of Long Valley Rd

12. These and other potential sites will be investigated and evaluated during the development of the ITP and a recommendation will be ready for the next grant funding submission.

Conclusion:

Blackspot funding is an important source of grant funding to make road safety improvements in our district. A planned pipeline of projects is an important tool to ensure Council is well placed year on year to make application for these funds.

Previous Decisions By/Information Reports to Council

Meeting Date	5 September 2022	CM Reference	DOC/22/109785
Title	BLACK SPOT FUNDING PROGRAM		
Purpose	To seek endorsement for a section of Summit Road, Nairne to be submitted to the Australian Government Black Spot Funding Program 2023/24.		

Meeting Date	5 October 2021	CM Reference	DOC/21/152130
Title	GRANT FUNDING APPLICATIONS FOR GREENER NEIGHBOURHOODS, BLACKSPOT AND SA HEALTHY TOWNS CHALLENGE		
Purpose	To seek both endorsement and retrospective endorsement for a range of projects submitted/to be submitted to various grant funding programs.		

Meeting Date	6 September 2021	CM Reference	DOC/21/140776
Title	Grant Funding Opportunities		
Purpose	To seek endorsement for a range of projects submitted/to be submitted to various grant funding programs.		

Meeting Date	2 August 2021	CM Reference	DOC/21/104252
Title	Grant Funding Submissions		
Purpose	To seek endorsement for a range of projects submitted/to be submitted to various grant funding programs.		

13.4 REPORT TITLE: REGIONAL AQUATIC AND LEISURE CENTRE (RALC) DESIGN AND CONSTRUCTION TENDER AWARD

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/130742

Key Contact Eloise Langford, Senior Project Manager, Infrastructure

Manager/Sponsor Phil Burton, General Manager Infrastructure

Purpose:

To update Council on the award of contract to the preferred tenderer for the design and construction of the Regional Aquatic and Leisure Centre (RALC).

Summary – Key Issues:

- The Design and Construct (D&C) contract for the RALC was executed on 23 November 2023 between Council and Kennett Pty Ltd (Kennett) for an sum of $47,057,617.60 (excl. GST).
- Following completion of the remaining design, works are expected to commence on site in January 2024 with the project scheduled to be completed by mid to late 2025.
- The project has a total budget of $51.8 million and is funded with $15 million from the Federal Government, $7.3 million from the State Government and the balance being met by Council.

BACKGROUND

1. On 18 September 2023, Council endorsed the recommendations to authorise the Chief Executive Officer to enter into detailed negotiations with Kennett Pty Ltd, being the preferred tenderer, and finalise the contract for the design and construction of the RALC.

2. Accordingly, a non-binding letter of intent was issued to Kennett to allow detailed commercial negotiations to commence.

3. In parallel a financial due diligence review of Kennett was completed by BDO.

4. Following the successful conclusion of the negotiations the contract was executed by all parties on 23 November 2023.

5. Council Members and the project's Community Reference Group (CRG) were advised shortly afterwards and an approved media release issued.

6. A Communication Plan has been drafted and was made available to Council Members on 7 November 2023 via council's extranet.

DISCUSSION

7. The negotiations were conducted between Kennett and Council with advice provided by:
   - legal advice provided by Norman Waterhouse
   - commercial and contract advice provided by KBR (Council's Superintendent)
   - design and engineering advice provided by DesignInc (Lead Architects) and specialist sub-consultants
   - industry advice provided by Sinclair Brook
   - pricing assessment provided by Rider Levett Bucknall

8. The commercial negotiations included the consideration of alternative construction approaches and opportunities which have allowed the Contractor and specialist trades to pass on some cost savings to the benefit of Council.

9. Construction works will commence on site in early 2024 and is expected to take 18 months to complete resulting in a Practical Completion date of mid to late 2025.

10. The Lead Architect and sub-consultants will be novated across to Kennett on execution of the main contract and will commence the balance of the design required to achieve Building Rules Consent / Development Approval and support the construction phase.

11. Council will continue to actively manage the project and administer the contract with the support of the project Superintendent (KBR), Council's cost consultant (RLB), Owners Engineer (Aurecon) and the independent Building Certifier (Trento Fuller).

12. Subject to the terms of the State and Commonwealth Funding Agreements, the project will provide regular updates to the community through Council's website and social media pages.

Conclusion:

A key project milestone has been reached with the design and construction contract for the Mount Barker Regional Aquatic and Leisure Centre (RALC) being awarded to Kennett Pty Ltd, a local Adelaide based builder, with an expected project completion date of mid to late 2025.

Previous Decisions By/Information Reports to Council

Meeting Date	18 September 2023	CM Reference	DOC/23/102989
Title	REGIONAL AQUATIC AND LEISURE CENTRE (RALC) DESIGN AND CONSTRUCTION TENDER CONFIDENTIAL COUNCIL REPORT - RECOMMENDATION TO AWARD TENDER FOR RALC		
Purpose	To seek Council's endorsement of the updated Regional Aquatic and Leisure Centre (RALC) prudential report and to award the tender for the Design and Construction (D&C) of the RALC to the preferred tenderer and authorise delegation to the CEO or nominee to finalise negotiations and execute the contract documentation to allow the construction of the RALC to be delivered.		

Meeting Date	19 June 2023	CM Reference	DOC/23/73690
Title	REGIONAL AQUATIC AND LEISURE CENTRE PROJECT – 25M SHALLOW END POOL DEPTH		
Purpose	To provide Council with the latest advice from Swimming SA and Warren Green Consulting to inform decision making on the depth of the shallow end of the 25m pool, proposed as a component of the Regional Aquatic and Leisure Centre.		

Meeting Date	23 February 2023	CM Reference	DOC/23/17744
Title	confidential Regional Aquatic & Leisure Centre - Prudential Report		
Purpose	To provide the Prudential Report and other information related to Stage 1 of the Mount Barker Regional Aquatic & Leisure Centre for review by the Audit and Risk Committee (ARC) and advice to Council.		

Meeting Date	5 September 2022	CM Reference	DOC/22/95856
Title	Regional Aquatic and Leisure Centre: Detailed Concept Design		
Purpose	To present for endorsement the Stage 1 Detailed Concept Design for the Regional Aquatic & Leisure Centre (project) to enable the project to progress and complete the detailed design, refine the capital cost estimate and operating cost model, and commence the engagement of a construction contractor.		

Meeting Date	1 August 2022	CM Reference	DOC/22/32989
Title	Regional Aquatic and Leisure Centre: Operator Selection Process		
Purpose	To provide an update on the process to seek submissions from aquatic facility operators and to select and authorise the Assessment Panel to provide recommendations to the CEO for recommendation to Council for future decision making on the aquatic facility operator model.		

Meeting Date	4 July 2022	CM Reference	DOC/22/75960
Title	Regional Aquatic and Leisure Centre Update		
Purpose	To provide an update on progress for the Aquatic and Leisure Centre Project and provide clarity on proposed next steps to progress the project.		

Meeting Date	4 April 2022	CM Reference	DOC/22/32989
Title	Regional Aquatic and Leisure Centre Update		
Purpose	To provide an update on progress for the Aquatic and Leisure Centre Project and provide clarity on proposed next steps to progress the project.		

Meeting Date	2 August 2021	CM Reference	DOC/21/120996
Title	Regional Aquatic and Leisure Centre Update		

Purpose	The purpose of this report is to provide a project update on the Aquatic and Leisure Centre and seek Council support for critical decisions that enable progression of this project in order to meet project timelines and risk mitigation activities.

Meeting Date	6 April 2021	CM Reference	DOC/20/47902
Title	Regional Aquatic and Leisure Centre Update		
Purpose	To provide an update on recent funding announcements for the Regional Aquatic and Leisure Centre and provide clarity on proposed next steps to progress the project.		

Meeting Date	2 November 2020	CM Reference	DOC/20/146469
Title	Regional Aquatic and Leisure Centre		
Purpose	To provide an update on recent funding announcements and provide clarity on proposed next steps to progress the project.		

Meeting Date	2 December 2019	HPRM Reference	DOC/19/146103
Title	Regional Indoor Aquatic and Leisure Centre		
Purpose	Summary of Consultation		

Meeting Date	2 September 2019	HPRM Reference	DOC/19/103566
Title	Regional Indoor Aquatic and Leisure Centre		
Purpose	Endorse Plan for consultation		

Meeting Date	3 September 2018	HPRM Reference	DOC/18/89697
Title	Indoor Aquatic, Recreation and Wellness Facility		
Purpose	Present Concept Plan and Precinct Plan		

Meeting Date	7 May 2018	HPRM Reference	DOC/18/441085
Title	Indoor Aquatic, Recreation and Wellness Facility		
Purpose	Update on Planning and Funding		

Meeting Date	6 July 2015	HPRM Reference	DOC/15/58574
Title	Aquatic/Multi-use Demand and Needs Analysis		
Purpose	Present Needs Analysis to Council and seek endorsement		

AUDIT AND RISK COMMITTEE

Meeting Date	07 September 2023	CM Reference	
Title	Regional Aquatic & Leisure Centre - Prudential Report (CONFIDENTIAL)		
Purpose	To provide the revised Prudential Report and Operating Model related to Stage 1 of the Mount Barker Regional Aquatic & Leisure Centre for review by the Audit and Risk Committee (ARC) and advice to Council.		

Meeting Date	23 February 2023	CM Reference	DOC/23/17744
Title	Regional Aquatic & Leisure Centre - Prudential Report (CONFIDENTIAL)		
Purpose	To provide the Prudential Report and other information related to Stage 1 of the Mount Barker Regional Aquatic & Leisure Centre for review by the Audit and Risk Committee (ARC) and advice to Council.		

13.5 REPORT TITLE: AUTOMATED EXTERNAL DEFIBRILLATORS (PUBLIC ACCESS) BILL 2022

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/156327

Key Contact Daniel Newson, Team Leader Technical Services, Infrastructure.
Donna Moore, Community Properties Coordinator, Corporate Services.

Manager/Sponsor Phil Burton, General Manager Infrastructure.

Purpose:
To inform Elected Members of the requirements on Council under the Automated External Defibrillators (Public Access) Act 2022 and Council's current progress on meeting the requirements.

Summary – Key Issues:
1. The Automated External Defibrillators (Public Access) Act 2022 (the Act) commenced operation on 8 December 2022.
2. The Act provides for the requirements about Automated External Defibrillators (AED) to be available in certain publicly accessible buildings, facilities, and vehicles in South Australia.
3. Council is currently in the process of working through the requirements of the Act and planning the roll out of AED's as budget becomes available.

Background:
1. The Automated External Defibrillators (Public Access) Bill 2022 was introduced into the Legislative Council on 7 September 2022 and passed both Houses of Parliament on 30 November 2022. The Automated External Defibrillators (Public Access) Act 2022 (the Act) commenced operation on 8 December 2022.

2. The Act will fully come into force on 1 January 2025 for publicly accessible government owned relevant buildings, facilities and vehicles.

3. Section 7 of the Act requires the owner of a designated building or facility, or a prescribed building to ensure that one or more AED is installed in the building or facility. These include but are not limited to:
    a. a public building or facility
    b. a prescribed sporting facility
    c. a caravan park
    d. a theatre or other venue where artistic or cultural performances are provided
    e. certain buildings used for commercial purposes

4. Section 8 of the Act requires the owner of a prescribed vehicle to ensure that an Automated External Defibrillator is installed in the vehicle. Prescribed vehicles are as follows:
    a. ***bus*** *means a motor vehicle built mainly to carry people that seats over 14 adults (including the driver)*
    b. ***prescribed vehicle*** *means a train, tram, public bus or any other vehicle prescribed by the regulations for the purposes of this section;*
    c. ***public bus*** *means a bus engaged in regular passenger services under the Passenger Transport Act 1994*

    Council's community bus does not meet this requirement but further advice is being sought on this type of public use vehicle.

5. Section 9 of the Act requires the AED's that have been installed to be properly maintained and tested every 12 months.

6. Section 12 of the Act requires all AED's to be included in a public register managed by the Minister of the Health Care Act 2008.

7. Council's early provision of Public AED's has shown its commitment to supporting the communities health and wellbeing in an emergency. Research has shown that use of an AED within the first 3-5 minutes after collapse, can increase survival rates by as much as 60%.

Discussion:

8. Council currently has 24 AED's installed in council owned and leased buildings and council owned recreation and community facilities (e.g. sports grounds, halls). The majority of these were rolled out as part of Council's community grant program in 2021. All of council's corporate facilities have AED's installed in line with requirements of the Act.

9. A current audit of council owned community facilities through onsite inspections, yearly annual returns and community grant requests has indicated that a further 48 AED's will be required to be purchased and installed at an approximate one off cost to Council of $70,000 (excl. GST) by the 1 January 2025. Council's Property team will consider how this can be best be funded and delivered, including any grant revenue, at future budget reviews.

10. The audit is also indicating that discussions will need to be held with some organisations on previously installed AED's in facilities in relation to location and to make them more accessible, or where groups have purchased their own there may be need to look at an additional AED in a publicly accessible location at the building.

11. Council's current AED's are serviced and tested by an external contractor managed through the Maintenance and Operations team on a 12 monthly basis. Minor issues of expiring pads and batteries have been picked up by these inspections and required repairs and replacements have been made.

12. New council owned and accessible AED's will be included into these servicing arrangements as they are purchased and installed. Annual servicing costs for all AED's is in the order of $15,000. This will be included in future operational budgets.

13. Council is currently in the process of registering council owned AED's on the GoodSAM register that is being administered through the South Australian Ambulance Service.

Conclusion:

Council will require additional budget to ensure it remains on track to meet its obligations under the Automated External Defibrillators (Public Access) Act 2022 and this will considered in future budget reviews. The provision of AED's through the district will lead to a safer more prepared community.

13.6 REPORT TITLE: ECONOMIC DEVELOPMENT PROGRAM UPDATE

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/154504

Key Contact Brian Jackway, Economic Development Officer

Manager/Sponsor Luke Gray, Strategic Projects & Economic Development Manager

Purpose:

To provide Council with an update on the actions that have occurred between September and November, 2023 implementing the Economic Development Strategy (EDS) including recent activities.

Summary – Key Areas:

1. Direct engagement with individual businesses, trader groups, and sector based businesses and Ministerial, Federal and State Government representatives continues to provide opportunities to stimulate business growth, employment opportunities and tourism visitation in our local economy.

2. The Federally funded Black Summer Bushfires Agribusiness Program has facilitated two more industry workshops (September and November) with 70+ attendees from around the District.

3. Preparation for additional major events to be delivered within the District and leveraging the economic impact.

Background:

1. On 5 September 2022 Council endorsed the 2022-2027 Economic Development Strategy.

2. The Economic Development Program is designed to implement the 2022-2027 Economic Development Strategy Objectives.

3. The key industries the Economic Development Strategy focuses on are Agriculture, Visitor Economy, Small Business & Property, Creative and Digital Industries, Education and Strategic Projects.

Discussion:

The summary of activity are provided in the attachment. Highlighted activities/outcomes are summarised below:

4. **First Nations Business Engagement** – Planning is underway for a second First Nations business event for the Adelaide Hills / Fleurieu region in May 2024 with the aim to support, connect and develop growth for this sector and connecting Federal, State and MBDC business support services.

5. **Local small business engagement** – The economic development team average approximately 50 visits/ meetings monthly to businesses in our district.

6. Main challenges expressed by the business community include rising operating cost, cost of living pressures and downturn in discretionary spending.

7. Small business engagement and advice informs, advocates, provides proactive information gathering, and linkages to procurement and council services. It also provides solutions to the challenges individual businesses face.

8. **Engage precinct associations –** Engagement with Mount Barker Business Group, Business Mount Barker, Hahndorf Business & Tourism Association continues to occur, providing updates on key Council initiatives, procurement advice, business advice, engagement and links to grants, events and mentoring. In addition, we evaluate and disseminate trading conditions data.

9. **Visitor Economy** – Updating HBTA and Hahndorf traders has been a strong focus to prepare for the Women's Tour Down Under in Hahndorf on the 12th January 2024. Council Staff continue to work on opportunities to maximise AFL Gather Round for economic impact direct and in-direct.

10. A Leveraging Events workshop was held in September with 26 businesses in attendance, with the specific focus of maximising big and small events.

11. Council staff are coordinating volunteers to install a temporary Hahndorf shuttle bus to support additional visitors across the busy December -January period. This shuttle service and promotion will service parking areas throughout Hahndorf and inform visitors of public and private parking options.

12. Council staff continue to advocate for the opportunity to host further AFL Gather Round fixtures.

13. **The Tourism Visitor Servicing Model** has been reviewed, and steps forward have been outlined in a November 6 Council Report. The Economic Development team have been engaging with Hahndorf traders and HBTA on this adjustment.

14. The Economic Development team hosted its first Digital and Creative Industries networking event in partnership with Adelaide Hills Council on 14 November . This event was designed to develop and support business growth and high value jobs in the Adelaide Hills.

15. **Education** – Ongoing connection with Federal Government employment pathway programs and local businesses with the facilitation of direct referrals to industry.

16. **Regional Development Australia AHFKI Partnership update –** A copy of the latest quarterly report will be available to Council Member via the Elected Members Extranet. This report articulates key activities and the status on major projects that are being undertaken on their behalf.

17. **Agribusiness Network Support Program**
    In early 2022, Council successfully secured funding from the Australian Governments Black Summer Bushfire Recovery Grants Program. In September and November 2023 council hosted two Agribusiness Events at with 70 local businesses and supporters attending. These events supported growth, productivity gains and agribusiness sector advancement. Feedback from those attending these forums is assisting to refine Council's support for businesses within this sector.

18. **Macro-Economic** – Mount Barker District Council's Gross Regional Product was $1.89 billion in the year ending June 2022, growing 6.5% since the previous year.

19. Council's economic development team and its industry partners including Adelaide Hills Tourism and Regional Development Australia will continue to monitor these broader economic factors and their relevance for our regional and local economy.

Conclusion:

This report provides an overview of the key areas of activity in September to November 2023 in implementing Council's Economic 2022-2027 Development Strategy.

Previous Decisions By/Information Reports to Council

Meeting Date	4 September 2023	CM Reference	DOC/23/105424
Title	Economic Development Program Update		
Purpose	To provide Council with an update on the actions that have occurred between May and August, 2023 implementing the Economic Development Strategy (EDS) including recent activities.		

14. QUARTERLY REPORTS

Recommendation
That the following reports be noted en bloc.

14.1 REPORT TITLE: WASTEWATER SERVICE QUARTERLY REPORT

DATE OF MEETING: **4 DECEMBER 2023**

FILE NUMBER: **DOC/23/149100**

Key Contact Helen Edmonds, Head of Wastewater

Manager/Sponsor Andrew Stuart, Chief Executive Officer

Purpose:
To provide an overview of activities regarding wastewater and recycled water.

Summary – Key Points:

- The LWRP early contractor involvement(ECI) procurement process continued with the completion of workshops in October in preparation for request for tender (RFT) which closed in early November and is now being assessed
- Hampden Rd to WWTP sewer trunk main and inlet pump station works ramped up in September following inclement weather delays with commissioning now underway and forecast for completion by late November / early December
- The large sewer trunk main program incorporating Nairne, CBD, Central and Eastern Sector – Stage 2 will be progressively delivered over 2023-2025 using an Early Contractor Involvement (ECI) procurement approach to maximise value for the community with phase 1 tender for ECI services complete and awarded to BMD and constructions and planning, design and workshops having commenced.
- The KPMG review of the review of the Wastewater Service Financial Models and Long Term Financial Plan and a sample of Wastewater Commitment Deeds has progressed and will be completed by the end of December 2023.

Background:

1. Mount Barker District Council operates the largest South Australian Council owned Community Wastewater Management Scheme. It is a licensed water industry entity and is well positioned to provide wastewater solutions to the existing and future growth areas.

2. The existing Wastewater treatment facilities service close to 14,000 customers within the Mount Barker, Littlehampton, Brukunga, Nairne, Meadows, Echunga and Macclesfield townships.

DISCUSSION

Operations:

3. Eight (8) incidents were reported to regulatory bodies over the first quarter of FY24, which included five (5) sewer overflow incidents, and three (3) recycled water overflow incidents. The incidents were all rectified quickly and to the satisfaction of the regulators.

4. Over the first quarter of FY24, 449 mega-litres (ML) of inflow was received at the Mount Barker WWTP. Of this amount:
    a. A total volume of 5ML was treated and used for productive re-use with customers.
    b. A total volume of 450ML was treated and discharged into the Mount Barker Creek via Laratinga Wetlands.

5. The Operations team have been busy with their day to day and have been successfully repairing and rebuilding pumps that have had failures. The capability to do this was not previously available but is now the role of fitter has been filled in the team.

6. The next update on compliance actions under the endorsed Environmental Improvement Plan was submitted to the EPA in October 2023 and is waiting approval.

7. Council staff continue to monitor water quality in the Laratinga Wetlands and Mount Barker Creek to ensure any public health risks are identified and appropriately managed.

8. There has been one (1) safety incidents in this quarter relating to an incident when a ute ran over some barbed wire and damage was caused to the ABS sensor. There were no injuries to staff or contractors.

9. Preventative maintenance is being routinely undertaken on critical processing equipment at the Mount Barker WWTP to mitigate risk of failure and plant shutdown.

10. Supply of recycled water is starting to increase as a result of the dry spring and heading into summer.

11. An updated wastewater asset management plan is being developed by Aurecon, with the asset data issues identified in the January 2023 update now having been addressed, and is due to be completed in December 2023.

12. Work is underway on the asset management maturity improvement initiative which will take place over this and the next two financial year to allow for improvements to be made and embedded in the Wastewater Service.

13. Talis Consulting have been engaged to develop an Environmental Management System for the Wastewater Service to close out the last remaining action from the Wastewater Service Delivery Options Report (Frontier Economics, 2021).

Projects:

14. The early contractor involvement (ECI) procurement for the Laratinga Water Recovery Plant (LWRP) has continued with the majority of activities focused on ECI workshops which is now complete with request for tender (RFT) documents issued to both proponents in preparation for the final stage of tender submission and evaluation.

15. The revised RFT submission date for the ECI proponents was set for 7th November, with tender presentations held on the 16 and 17 November ahead of a nominal 8 week risk based evaluation period.

16. Backfilling of the old eastern lagoon has progressed well during the drier period in September to October and was completed in early Nov 2023 to finished level. This area will form the base footprint for the future construction of the new treatment plant.

17. Hampden Rd Sewer Trunk Main & Pump Station major construction works were completed by the end of October with pump and control system commissioning forecast to commencing in early November. The pump and controls commissioning will be followed by progressive cutover of the old network from mid / late November with target completion of the project early December 2023

18. Leed and Council have continued monitoring the sinkhole area adjacent to the boundary fence with no change during the October period. The area remains fenced off to protect staff and the public. Originally targeted for rectification by end of October, contractor resourcing priorities have pushed out the work to mid to late November.

19. Sewer Trunk Mains and Nairne Hay Valley Recycled Water ECI is progressing well including the completion of key workshops with Council and the successful tenderer, BMD Construction.

20. ECI planning activities including initial stakeholder consultation (property owners, SAPN, ARTC, and DIT) and project site walk overs have been completed and ECI workshops have commenced.

21. ECI deliverables for these projects remains on track with RFT activities to ramp up in January 2024 and the ECI process will continue for the balance of sewer trunk projects with CBD, Central and Eastern Stage 2 to be constructed sequentially over a nominal 2-3 year period

22. Equalisation Storages project works were completed by the end of October 2023 including liners, fittings and fixtures. Commissioning is forecast to commence in Nov 2023 in conjunction with the Hampden Rd pump station work which when completed, will provide the WW Operations team with a functional emergency storage facility to manage high wet weather inflows during winter periods and to divert out of specification treatment plant outflows for processing.

23. The wastewater asset renewal programs for FY23 are progressing on time and on budget.

Recycled Water:

24. A number of smaller volume recycled water customers have approached Council and negotiations are progressing with each of these in line with the recycled water pricing policy.

25. In the last three months, no new customers have signed contracts to purchase recycled water.

26. Work in ongoing to develop a recommended recycled water strategy for the district for presentation to council and is awaiting an expected unsolicited proposal for consideration by the end of the year.

27. The Nairne Stage 1 recycled water main from Little Dublin facility to Princes Highway is to be delivered with the Nairne sewer trunk main project and landowner consultation has been completed for both these projects with the ECI underway.

28. The grant funding deed for the Nairne Stage 1 recycled water main has been executed with PIRSA and the first milestone successfully met.

Conclusion:

This report provides a summary of activities occurring in wastewater operations and projects over the previous quarter.

Previous Decisions By/Information Reports to Council

Meeting Date	4 September 2023	CM Reference	DOC/23/107428
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	5 June 2023	CM Reference	DOC/23/60542
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	6 March 2023	CM Reference	DOC/23/13405
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	5 December 2022	CM Reference	DOC/22/145933
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	5 September 2022	CM Reference	DOC/22/100322
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	6 June 2022	CM Reference	DOC/22/46558
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	2 March 2022	CM Reference	DOC/22/22652
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	6 December 2021	CM Reference	DOC/21/190453
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	6 September 2021	CM Reference	DOC/21/138390
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	7 June 2021	CM Reference	DOC/21/76597
Title	Quarterly Wastewater Report		
Purpose	To provide an overview of activities regarding wastewater and recycled water.		

Meeting Date	1 March 2021	CM Reference	DOC/21/27615
Title	Quarterly Report on Wastewater Operations		
Purpose	To provide a high level overview of the operational aspects of Council's wastewater and recycled water service, in particular detailing performance trends, regulatory compliance, key challenges and proposed actions, from October 2020 to January 2021.		

14.2 REPORT TITLE: MOUNT BARKER COMMUNITY LIBRARY QUARTERLY PERFORMANCE REPORT

DATE OF MEETING: 4 DECEMBER 2024

FILE NUMBER: DOC/23/156813

ATTACHMENTS: NIL

Key Contact Ben Footner – Manager Customer Experience

Manager/Sponsor Marc Voortman – General Manager Planning & Community

Community Plan 2020-2035:

Guiding Theme – Community Wellbeing
Measuring our Progress – Community inclusion and belonging – More people involved in community services, programs and activities (pg. 8)

Community Priority 6 – Healthy Community (pg. 21)

Delivery Guideline 1 - Leadership & Good Governance (pg. 24)
LLG Strategy 1.5 – Demonstrate accountability through clear, relevant and easily accessible policies, corporate reporting and legislative compliance.

Annual Business Plan:
Nil

Purpose:
To provide Council with a quarterly performance report for the Mount Barker Community Library.

Summary – Key Issues:

1. As the Mount Barker District grows there is a need for the Council to be more proactive and sophisticated in reporting key performance measures/metrics.

2. This report is the first of regular Quarterly reports to be provided to Council on the performance of the Mount Barker Community Library.

Background:

1. As the Mount Barker District grows and with it the demand for Council services, it is important for decision makers to have greater visibility over key performance metrics to better inform their decision making.

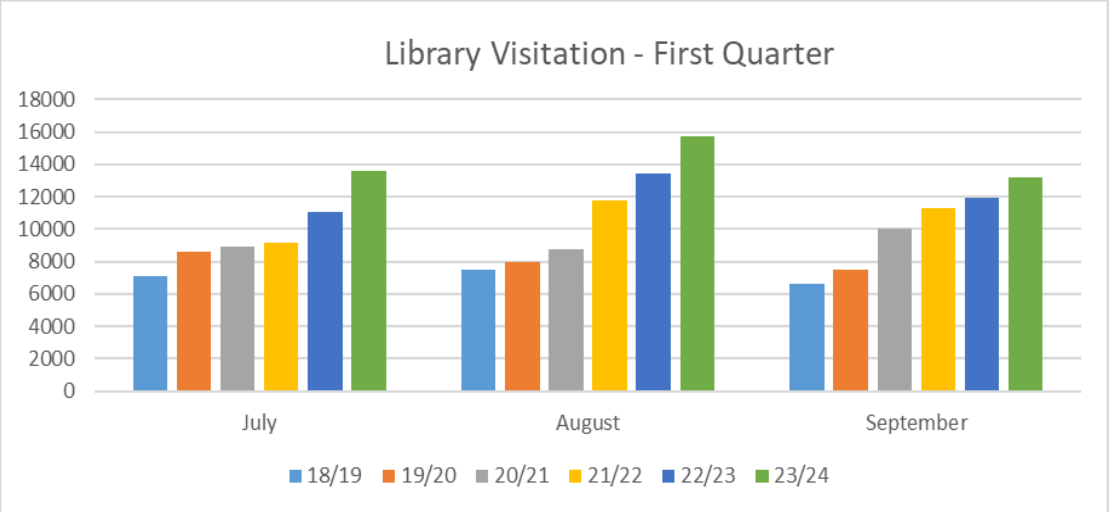
2. Library Services are perhaps the most visible and popular service that Council provides, and as such it is appropriate that more regular reporting is provided to Council on performance, particularly in the context of ongoing discussion and potential decision making around next steps for service delivery.

3. What follows is the first of what will be a regular quarterly report to Council about the performance of the Mount Barker Community Library, with statistics and insights provided across all key service areas including collections, programs, and general operations.

4. The focus of this first report is on core service areas at a high level, however there is the potential to expand and/or delve deeper in future reports. Councillors are welcome to provide feedback on areas they would like to see in more detail and staff will investigate the possibility of inclusion in future reporting.

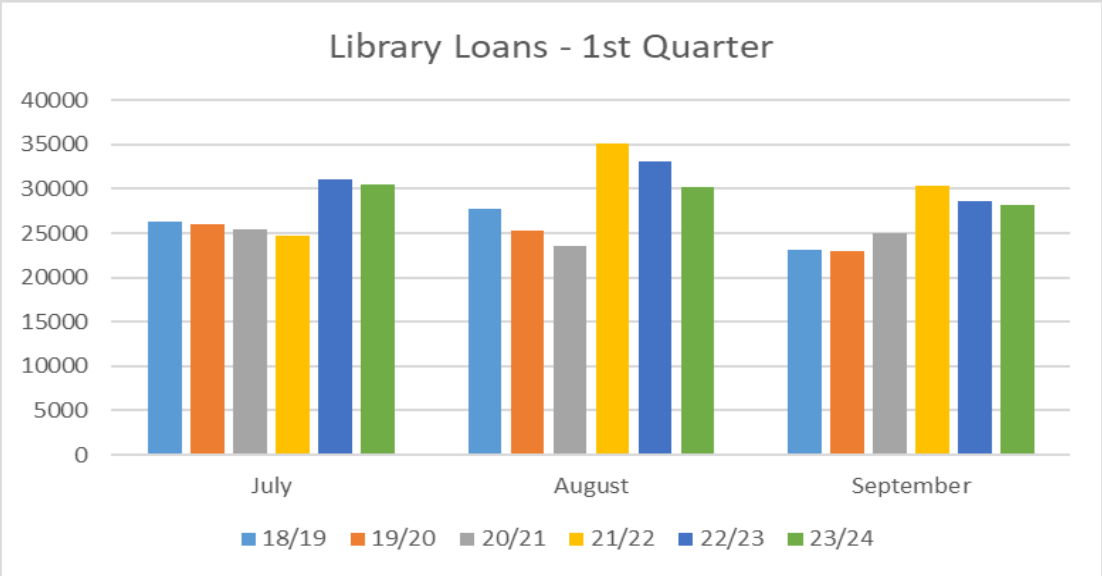
Discussion:

5. Library Visitation



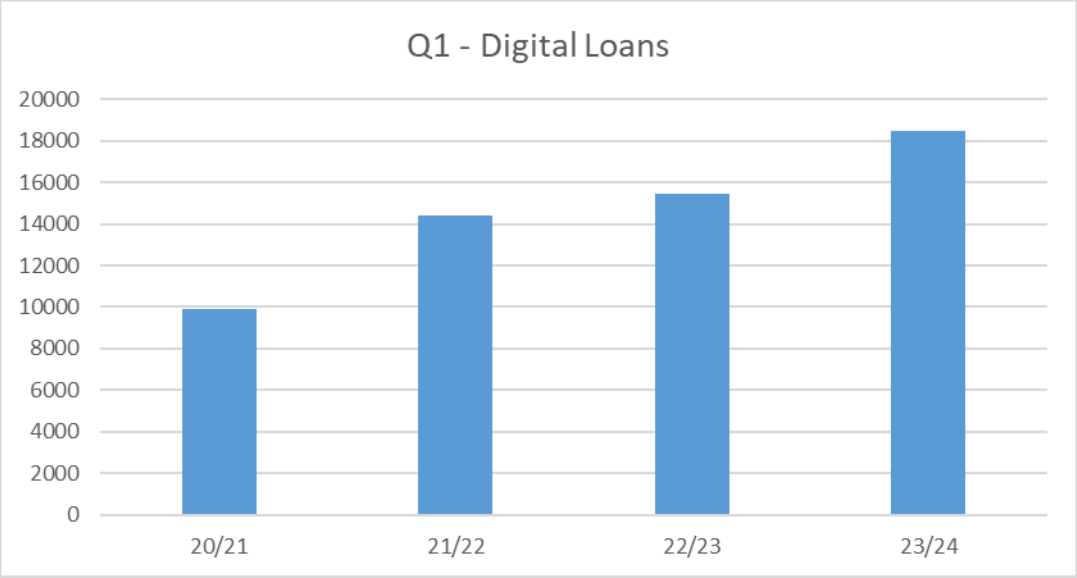
Q1 of 23/24 has seen another significant increase across all months with an average 17% increase across the full quarter. Library visitation has been increasing significantly year-on-year for the last 6 years now to the point where visitation is now double pre-covid figures (21k in Q1 of 18/19 now up to 42k in Q1 of this FY).

6. Library Circulation (loans)



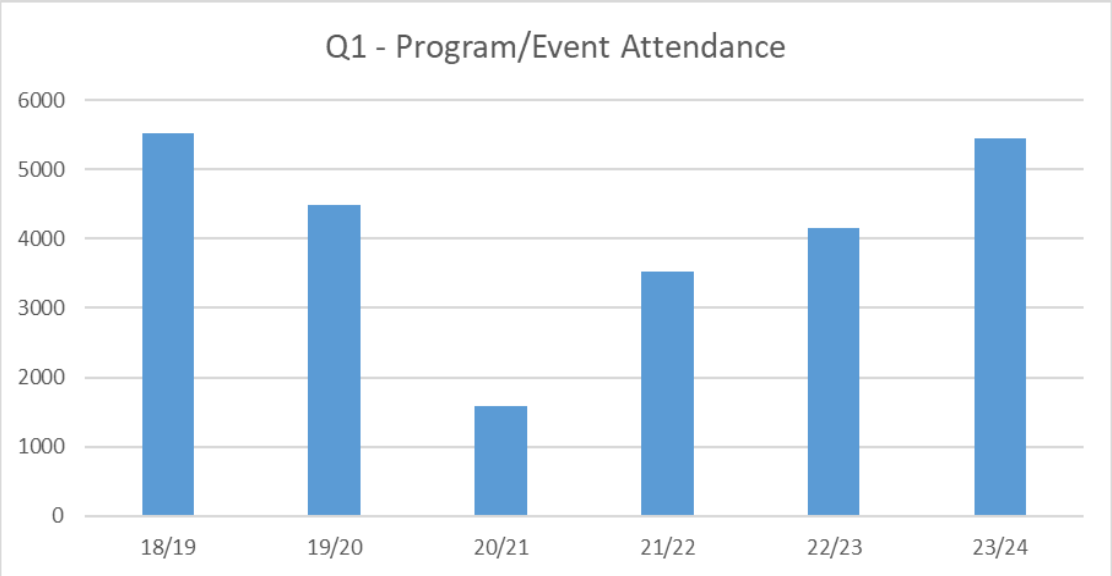
Library loans have been relatively stable across the quarter, with a slight 4% drop in loans in comparison to the same quarter last year. Despite this small recent reduction loans are still up 17% on pre-covid figures.

7. Digital Loans



The popularity of our digital collections (e-book and e-audio) continues to grow, with loans tipping over 18k for the first time in the first quarter.

8. Event/Program Attendance



Strong attendance at Library programs and events across the first quarter, with total attendance for July through September going over 5k for the first time since covid. Giggletime sessions are the highlight with extremely strong attendances across the 2 sessions each Thursday morning. Attendances at Author/guest speaker events have also been consistently strong.

9. Key Highlights

Key Highlights of the Quarterly calendar included:

- The July school holiday program with all sessions booked out within a week of release. Activities included face painting, aboriginal art, kite-making, Stay Active games, crafts with resin and candles, and live critters in the library with Animals Anonymous.
- The Library Outreach Programs Officer delivering Storytime & craft at Parkindula Homestead, providing a library information session at Oakfield Rise Retirement home, delivering a session to Scouts in preparation for the Mini-Makers market, and delivering books to the Callington Recreational Centre to start a Little Free Library Book Exchange.
- Author Leonie Kelsal celebrating her new release 'The Willow Tree Wharf' across 2 events – one over an evening of mulled wine at the library and another at the Polo Grounds with a morning tea of scones, jam and cream.
- A First Nations Stories and Culture event held as part of the SA Public Library Networks 'Firstival'.
- Celebration of Book Week and this year's theme, 'Read, Grow, Inspire'.
- Exhibition for the Mount Barker Community Centre drawing group, including a launch attended by 80 people and artists holding classes and working 'in residence' across 2 weeks.

10. Benchmarking

Library Service	Active Members	Population	Membership as % of population	Loans July-Sept 2023	Loans per capita
Adelaide City Council Library Service	21,458	26,177	N/A		Data inaccurate
Adelaide Hills Library Service	12,364	40,162	31%	120,129	3.0
Burnside Library Service	18.476	46,127	40%	151,635	3.3
Campbelltown Public Library Service	16,231	53,082	31%	144,180	2.7
Charles Sturt Library Service	32,032	120,733	26%	186,525	1.5
Gawler Public Library	5,199	24,718	21%	27,555	1.1
Holdfast Bay Library Service	12,375	37,784	33%	107,339	2.8
Marion Library Service	25,924	94,879	27%	180,546	1.9
Mitcham Library	21,687	67,907	32%	167,415	2.5
Mount Barker Community Library	**11,256**	**37,744**	**30% (8th)**	**88,974**	**2.4 (7th)**
Norwood Payneham & St Peters Library Service	9,014	37,462	24%	83.945	2.3
Onkaparinga Library Service	43,283	174,575	25%	320,185	1.8
Playford Library	19,361	96,547	20%	82,759	.86
Port Adelaide Enfield Library Service	30,195	129,530	23%	199,132	1.5
Prospect Public Library Service	7,394	21,827	34%	44,057	2.0
Salisbury Library Service	26,241	144,872	18%	136,421	.94
Tea Tree Gully Library Service	26,038	100,862	26%	188,160	1.9
Unley Library Service	15,111	39,416	38%	106,384	2.7
Walkerville Public Library Service	3,397	8,094	42%	23,745	3.0
West Torrens Library	13,596	61,735	22%	112.470	1.8

Of the 20 metropolitan library services Mount Barker Community Library is performing solidly, sitting in 8th for membership as a percentage of population, and 7th for loans per capita.

Community Engagement:
In the recent MARKYT Community Scorecard exercise Library Services were the highest rated service area for Council with a with a 92% positive rating and a Performance Index Score of 70 (out of 100).

Themes of free-text comments received through the Scorecard exercise included the need to improve the quality of the collections, increase the size of the library, and consideration of longer opening hours.

Policy:
N/A

Long Term Financial Plan:

Considerations for a future library redevelopment have been made in the LTFP to allow for library services to expand to meet district growth.

Budget:
The increasing demand for library services continues to put pressure on current library resourcing (staff and collections).

Council has taken actions in the most recent 2 financial years to increase funding for library collections (increase from nil Council contribution to $60k per-annum) to bring funding closer to the recommended industry per-capita standard.

Council has also taken action to increase staffing with the addition of a full-time trainee position in this current financial year. It is likely that further staffing will need to be considered as demand for services continues to rapidly increase.

Grant funding from the State government is allocated on a per-capita basis so will increase in line with the population of the district, however the last funding agreement removed indexation which now means Councils must absorb inflationary impacts (which have been significant over the last 12 months).

Statutory/Legal:
N/A

Staff Resource Requirements:
Current staffing levels have been able to accommodate current increases in demand, but as mentioned above additional resources will need to be considered to maintain service delivery in line with growth in population and subsequent demand for services.

Environmental:
N/A

Social:
The Mount Barker Community Library are having a significant positive impact on the wellbeing of people in and around the district.

Frequent and consistent feedback is received from members of the public - particularly relating to speaker events, toy library services, children's programs, and the housebound delivery service.

Risk Assessment:
N/A

Asset Management:
N/A

Conclusion:

Overall the Mount Barker Community Library has had another strong quarter. Of particular note is the continued increases in visitation numbers generally, which plays out daily in the form of high demand for study spaces, public computing, and general usage of lounge areas and the childrens space. The pressures on our current facility will only increase as the community grows, and continued reporting will be important to ensure conversations around next steps for library service delivery are fully informed.

14.3 REPORT TITLE: SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION UPDATE REPORT

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/160845

Key Contact **Alison Hancock, Executive Manager**

Manager/Sponsor **Andrew Stuart, Chief Executive Officer**

Purpose:

To provide a report on the outcomes of the Southern & Hills Local Government Association (SHLGA) Board meetings held 25 August 2023 and 20 October 2023.

Summary – Key Issues:

- A key outcomes summary is provided following each SHLGA Board meeting.

Background:

1. The SHLGA is a regional subsidiary established pursuant to the Local Government Act.

2. Membership of the SHLGA Board comprises the Mayors and CEOs of each of the constituent Councils, being Adelaide Hills Council, Alexandrina Council, District Council of Yankalilla, City of Victor Harbor, Kangaroo Island Council and Mount Barker District Council.

3. The Mayor and CEO are Council's representatives on the S&HLGA Board and Councillor Rebecca Hewett and Alison Hancock, Executive Manager are deputy board members. Mayor Leach and Andrew Stuart attended the August meeting.

Discussion:

1. The key outcomes summary for the 25 August 2023 and 20 October 2023 meetings are available via the S&HLGA's website – refer link below:

   Meetings | Southern and Hills LGA
   https://www.lga.sa.gov.au/southern-and-hills-lga/meeting-and-business

   25 August 2023 meeting, hosted by District Council of Yankalilla, included updates on:
   - Regional Health Plan
   - 2030 Regional Transport Plan
   - RDA Regional Economic Development Network and Infrastructure Plan
   - Regional Climate Change Adaptation Study

- S&HLGA Advisory Board
- Regional LGA EO Management Group
- SAROC Draft Annual Business Plan 2023-2025
- S&HLGA – Executive Officer Performance Review and Remuneration Review

20 October 2023 meeting, hosted by Mount Barker District Council, included updates on:

- 2030 Regional Transport Plan
- RDA Regional Economic Development Network and Infrastructure Plan
- Regional Climate Change Adaptation Study
- S&HLGA Advisory Board
- Regional LGA EO Management Group

2. S&HLGA – Annual Report
   The Annual Report was adopted at the 20 October 2023 board meeting and provided to constituent councils for inclusion in their annual reports.

3. S&HLGA – RDA Memorandum of Understanding
   S&HLGA and the Regional Development Australia Adelaide Hills Fleurieu and Kangaroo Island share the same regional footprint, and been active partners for several years but this has not ever been formalized. The S&HLGA Board was sympathetic to the formalisation via a MoU it wished to hear directly from the RDA to present at a future Board meeting.

4. S&HLGA Guest Speaker

   At the 20 October 2023 meeting hosted by Mount Barker District Council, Bronwyn Masters, Interim CEO of Barossa, Hills, Fleurieu Local Health Network presented an overview of the area and detailed key elements of the region's Primary Health Network.

Conclusion:

Regular reports will keep Council updated on matters involving the S&HLGA. Council Members may wish to regularly check the S&HLGA website for most recent activities and publications.

Previous Decisions By/Information Reports to Council

Meeting Date	7 August 2023	HPRM Reference	DOC/23/88593
Title	Southern and Hills Local Government Association Update Report		
Purpose	To provide a report on the outcomes of the Southern & Hills Local Government Association (SHLGA) Board meeting held 23 June 2023		

Meeting Date	5 June 2023	HPRM Reference	DOC/23/64697
Title	Southern and Hills Local Government Association Update Report		
Purpose	To provide a report on the outcomes of the Southern & Hills Local Government Association (SHLGA) Board meeting held 28 April 2023.		

14.4	**REPORT TITLE:**	**ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY QUARTERLY REPORT – JULY TO SEPTEMBER 2023**
	DATE OF MEETING:	**4 DECEMBER 2023**
	FILE NUMBER:	**DOC/23/106574**
	ATTACHMENT:	**1: AGENDA AND MINUTES – AHRWMA**
	Key Contact	**Alex Oulianoff, General Manager, Corporate Services**
	Manager/Sponsor	**Andrew Stuart, Chief Executive Officer**

Purpose:

To provide Council with a quarterly report from its regional subsidiary, the Adelaide Hills Region Waste Management Authority (AHRWMA).

Summary – Key Issues:

1. AHRWMA held a Board meeting on 21 September 2023.

2. The agenda and minutes for the Authority's meeting are available on the Authority's website.

3. The board are developing a Strategic Plan and Regional Education Plan which will be consulted on shortly.

Background:

1. Mount Barker District Council is a member of the Adelaide Hills Region Waste Management Authority.

2. The Authority is a section 43 committee that is administered by a Board in accordance with the Local Government Act (1999) and the Authority's Charter to achieve sustainable waste management through shared services for the communities of Adelaide Hills Council, Mount Barker District Council, Rural City of Murray Bridge and Alexandrina Council.

3. The Board is responsible for managing all activities of the Authority, ensuring that the Authority acts in accordance with its Charter. The Board meets at least 5 to 6 times each financial year.

4. The Board's responsibilities include development of strategic and business directions and strategies aimed at improving the business of the Authority.

The Board appoints an Executive Officer responsible for implementing the decisions made by the Board and managing the day-to-day operations of the Authority.

5. The Authority's business activities include landfill operations, resource recovery centre management, hook-lift truck transport services and mobile concrete crushing services on behalf of and for the benefit of Member Councils. The Authority also represents Member Councils in relevant forums, provides technical waste and resource management advice and coordinates education services across the region.

6. Council's representatives on the Board are Alex Oulianoff, General Manager Corporate Services (Board Member) and Councillor Bradley Orr (Deputy Board Member).

Discussion:

1. The AHRWMA's key outcomes in the quarter are summarised in the Discussion below.

    a. Consideration of the Authority's Audit and Risk Committee recommendations
    b. Adoption of Draft Financial Statements FY2023 and Annual Report (for constituent councils to include in their annual report.)
    c. Procurement Policy Review
    d. Setting of Board meeting dates 2023/24

2. The Authority's Annual Report summarises the Authority's activities for the period since the last report to council in April 2023.

3. Consultation on draft 2022-32 Strategic Plan and Regional Education Plan will commence shortly with member Councils and key stakeholders.

4. Enhanced reporting of Board activities is being developed and will be provided for the next quarterly update.

Conclusion:

Quarterly reports from the AHRWMA keep member Councils regularly updated on matters involving the Authority's core business.

Previous Decisions By/Information Reports to Council

Meeting Date	4 April 2023	CM Reference	DOC/23/37969
Title	Adelaide Hills Region Waste Management Authority Quarterly Report – October to December 2022		
Purpose	To provide Council with a quarterly report from its regional subsidiary, the Adelaide Hills Region Waste Management Authority (AHRWMA).		

Meeting Date	6 March 2023	CM Reference	DOC/23/24168
Title	Adelaide Hills Region Waste Management Authority Quarterly Report – July to September 2022		
Purpose	To provide Council with a quarterly report from its regional subsidiary, the Adelaide Hills Region Waste Management Authority (AHRWMA).		

Meeting Date	7 November 2022	CM Reference	DOC/22/123864
Title	Adelaide Hills Region Waste Management Authority Annual Report 2021/22		
Purpose	To provide Council the Adelaide Hills Region Waste Management Authority's (AHRWMA) Annual Report 2021/22 for adoption and subsequent inclusion as an attachment to Council's Annual Report 2021/22.		

Meeting Date	1 August 2022	CM Reference	DOC/22/92623
Title	Adelaide Hills Region Waste Management Authority Quarterly Report – January to March 2022		
Purpose	To provide Council with a quarterly report from its regional subsidiary, the Adelaide Hills Region Waste Management Authority (AHRWMA).		

15. MAYOR'S REPORT

16. MEMBERS' REPORTS

17. QUESTIONS ARISING FROM COUNCIL MEETING

18. CONFIDENTIAL REPORTS

18.1 REPORT TITLE: CONFIDENTIAL ITEM: ALLOCATE 2024 CITIZEN OF THE YEAR AWARD RECIPIENTS

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/155619

Recommendation:

Section 90 (3) (o) Order

1. **Pursuant to Section 90(3)(o)**
   Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except the Chief Executive Officer; Executive Manager; General Manager Planning and Community; General Manager Infrastructure; General Manager Corporate Services; and the Minute Secretary be excluded from attendance at the meeting for Agenda Item 18.1 Allocate 2024 Citizen of the Year Award Recipients.

   The Council is satisfied that pursuant to Section 90(3)(o) of the Act, the information to be received, discussed or considered in relation to this Agenda item is information relating to proposed award recipients before the presentation of the awards.

   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 disclosure of this information may compromise the Council's position if the identity of the recipients is revealed prior to the official presentation of the awards.

Section 91(7) Order

3. **Pursuant to Section 91(7)**
   That having considered Agenda Item 18.1 Allocate 2024 Citizen of the Year Award Recipients, in confidence under 90(2) and 3(o) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the report, attachments and all minutes be retained in confidence until the 27 January 2024 being the day after the Civic Ceremony on 26 January 2024.

18.2 REPORT TITLE: CONFIDENTIAL ITEM: SUMMIT PRECINCT AND REGIONAL AQUATIC & LEISURE CENTRE OPERATOR – EXPRESSION OF INTEREST CAMPAIGN

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/148350

Recommendation

That Council:

1. **Pursuant to Section 90(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, General Manager Infrastructure, General Manager Planning & Community, General Manager Corporate Services, Executive Manager, Manager Strategic Projects and Economic Development and Minute Secretary be excluded from attendance at the meeting for Agenda Item 18.2 Summit Precinct and Regional Aquatic & Leisure Centre Operator – Expression of Interest Campaign

   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; and**
   - **proposing to conduct business; and**
   - **would prejudice the commercial position of the Council**

   In addition the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in continued non-disclosure of this information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle of the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position would compromise the Council's ability to engage and negotiate effectively as the Council's commercial position in relation to the matter would inappropriately become known to any potential proponent.

That Council:

10. **<u>Pursuant to Section 90 (3) (b)</u>**
    That having considered Agenda Item 18.2 Summit Precinct and Regional Aquatic & Leisure Centre Operator – Expression of Interest Campaign:, in confidence under 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the council report, attachments, related documents and all minutes be retained in confidence until 4 December 2033. The identity of the RALC Operator and Precinct Partner will be released to coincide with the endorsement of contractual, legally binding terms with Council. This order will be reviewed every 12 months.

18.3 REPORT TITLE: CONFIDENTIAL ITEM: HAHNDORF CAR PARKING OPTIONS AND OPPORTUNITIES

DATE OF MEETING: 4 DECEMBER 2023

FILE NUMBER: DOC/23/160378

Recommendation:

That Council:

1. **Pursuant to Section 90(3)(b)**
   Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except the Chief Executive Officer, General Manager Infrastructure, General Manager Planning and Community, General Manager Corporate Services, Executive Manager, Head of Wastewater, Manager Strategic Projects and Economic Development, and the Minute Secretary be excluded from attendance at the meeting for the Agenda Item 18.3 titled Hahndorf Car Parking Options and Opportunities

   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 prejudice the commercial position of the Council.

   In addition the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in continued non-disclosure of this information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. 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 disclosure of Council's commercial position may prejudice Council's ability to be able to negotiate a cost-effective proposal for the benefit of the Council and the community in this matter.

Section 91(7) Order

6. **Pursuant to Section 90 (3) (b)**

That having considered Agenda Item 18.3 Hahndorf Car Parking Options and Opportunities in confidence under 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that the council report, related documents and all minutes be retained in confidence until a future resolution of Council relating to a preferred option or such lesser period as may be determined by the Chief Executive Officer and that this order be reviewed every 12 months.