



## NOTICE OF MEETING

Notice is hereby given that the next meeting of the Sister City Advisory Committee will be held on Thursday 28 March 2024 in the Council Chambers, 43-51 Tanunda Road, Nuriootpa, commencing at 5.30pm.

Jo Moen  
Director, Corporate Services and  
Business Innovation  
THE BAROSSA COUNCIL

---

# A G E N D A

---

Welcome and acknowledgement by Mayor Lange.

## 1. ATTENDANCE RECORD

### 1.1 Members Present

Apologies

Nil

Not Present

Nil

Leave of Absence

Nil

## 2. CONFIRMATION OF PREVIOUS MINUTES

### 2.1 Minutes of previous meetings – for confirmation

### 2.2 Matters arising from previous minutes

Not applicable

### **3. MATTERS FOR INFORMATION**

|     |                                                                                         |    |
|-----|-----------------------------------------------------------------------------------------|----|
| 3.1 | Introduction to Grapevine, Texas                                                        | 3  |
| 3.2 | 2023 Delegation visit to Grapevine, Texas                                               | 6  |
| 3.3 | Student Exchange Program                                                                | 45 |
| 3.4 | Overview of the Committee Meeting Procedures and Operating Procedures                   | 46 |
| 3.5 | Potential Barossa BBQ & Beer Festival with live music – links to Grapevine Texas themes | 76 |

### **4. DEBATE REPORT**

|     |                                                      |    |
|-----|------------------------------------------------------|----|
| 4.1 | Grapevine Delegation - Barossa Vintage Festival 2025 | 78 |
| 4.2 | Future planning                                      | 88 |

### **5. CONFIDENTIAL AGENDA**

Nil

### **6. URGENT OTHER BUSINESS**

### **7. NEXT MEETING**

Thursday 25 April 2024 at 5.30pm

### **8. CLOSURE**

## **MATTERS FOR INFORMATION**

### **3.1 INTRODUCTION TO GRAPEVINE, TEXAS**

**Author: Executive Business Partner  
24/28775**

City of Grapevine became an official Sister City of The Barossa Council in September 2023.

Grapevine, Texas established in 1844 is in the northeast Tarrant County of Texas. It's known for its restored 19th- and 20th-century buildings and authentic Texas charm.

The City represents the best of what Texas has to offer: a thriving historic downtown, an active and vibrant community, fantastic shopping, dining, and entertainment, and a coveted school district in the centre of one of the fastest-growing metropolitan areas in the country. Grapevine sits in the centre of the Dallas-Fort Worth (DFW) metroplex with direct access to seven major highways as well as DFW International Airport and the TEXRail commuter line, providing unparalleled connection to Fort Worth now and Dallas by 2024.

Grapevine uses a council-manager government, consisting of an elected city council, composed of the Mayor and six at-large council members, with a city manager appointed by the council.

Mayor William D Tate is the current Mayor and Mayor Pro Tem (Deputy Mayor) is Darlene Freed. Mr Bruno Rumbelow is the City Manager. (See [Attachment 1](#))

The Sister City program is also support by Paul W. McCallum, Executive Director, Convention and Visitors Bureau and Naomi V. Saenz, the Sister City Program Manager. (See [Attachment 1](#))

In addition to services traditionally managed by local government in South Australia, The City of Grapevine also manages water supply, housing, birth and death certificates, municipal court services, and emergency services.

### **ATTACHMENTS**

Attachment 1    Sister City Bio Sheet - City of Grapevine Delegates [↓](#) 

Attachment 2    Brief Overview - City of Grapevine Statistics - 14 March 2024 [↓](#) 

### **SUPPORTING REFERENCES**

[Grapevine, TX - Official Website | Official Website \(grapevinetexas.gov\)](https://www.grapevinetexas.gov/)

# GRAPEVINE ★ VINTAGE TEXAS



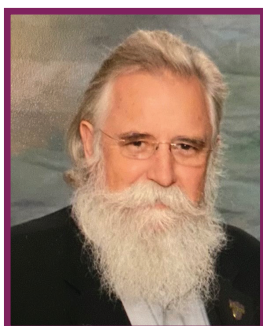
**Darlene Freed**, *Mayor Pro Tem* – was elected to the Council in 1998 and serves on various boards to include the Library Board, DFW Airport Board, Crime Control and Prevention District Board and the 4B Economic Development Corp Board. Additionally, she's a member of the Grapevine Chamber of Commerce and was past President of the Grapevine Rotary Club. She's involved in a variety of projects for nonprofit organizations such as the American Cancer Society and Alzheimer's Association. Darlene is a real estate professional and along with her husband David, own Jonte Freed, Inc.



**Bruno Rumbelow**, *City Manager* – was the Assistant City Manager in 1998 prior to his appointment to City Manager in 2005. He has served as the City Administrator of Neodesha, Kansas, and the City Manager of Texarkana, Arkansas. Bruno has a Bachelor of Science Degree in History from the University of Texas at Tyler, and a Master of Public Administration Degree from the University of Kansas. Bruno is a member of the Rotary Club, serves on the Grapevine Chamber of Commerce Board. He has served on many other civic boards and non-profit organizations. Bruno and his wife, Stephanie have three adult children.



**Naomi V. Saenz**, *Sister City Program Manager* – has been a team member at the Grapevine Convention and Visitors Bureau for 15 years. Naomi manages Grapevine's Sister City Program. Grapevine's sister cities are: Parras de la Fuente, México; Krems, Austria; West Lothian Scotland and a virtual twinning relationship with Kashiwara, Japan. Naomi is also a National Convention Sales Manager. She enjoys creating unique Grapevine and Texas experiences for visitors from all over the world. She participates in the Keep Grapevine Beautiful program and enjoys volunteering at her church. When she's not working or volunteering, Naomi spends her time enjoying her 4 grandchildren.



**Paul W. McCallum**, *Executive Director, Convention and Visitors Bureau* – has led the Grapevine Convention & Visitors Bureau for 36 years. He initiated Grapevine's Sister City program beginning with Parras de la Fuente, Mexico in 1993. He also oversees the Festivals and Events programs, the Grapevine Vintage Railroad and Historic Preservation Programs.

Mr. McCallum, has five grown children, three sons-in-law, two daughters-in-law and nine grandchildren.

GrapevineTexasUSA.com | +1 817.410.3185





# Getting to Know Grapevine

## City of Grapevine – Key Statistics

Host to Dallas Fort Worth International (DFW) Airport -1,800 plus daily flights around the globe and within four hours of any city in the US, Mexico and Canada.

10 minutes from DFW International Airport to Historic Downtown.

52,017 residents and over 17 million visitors per year.

20 hotels, 5,907 hotel rooms & suites and 1 million square feet of meeting space.

30 plus boutiques/shops on historic main street and 200 plus restaurants.

20 plus cultural sites and attractions and 8,000 acres of fun on Lake Grapevine.

A key strategy capitalised on by the City of Grapevine has been a targeted and sustained campaign over many years to cater to attract and retain the convention industry. This is potential growth and investment area for the Barossa.

## **MATTERS FOR INFORMATION**

### **3.2      2023 DELEGATION VISIT TO GRAPEVINE, TEXAS**

**Author:    Executive Business Partner  
24/28786**

Following the signing of the intention to enter into a Sister City Accord with the City of Grapevine, Texas during their visit in April 2023, the Barossa Council was invited to attend Grapevine's premier event, GrapeFest 2023, in September to sign the official Sister City Accord.

Mayor Bim Lange, Jo Moen, Acting CEO The Barossa Council, Scott Hazeldine, CEO Barossa Australia, and a delegation of Barossa Winemakers travelled to the City of Grapevine, Texas from 12th to 18th of September to attend GrapeFest 2023 and facilitate the official signing of a Sister City Accord between the two local government entities (Attachment 2).

A comprehensive itinerary of events, site visits and networking opportunities were curated for The Barossa Council Delegation over the five day visit providing an opportunity to develop key relationships with City of Grapevine Council Officials, Staff, Business Leaders, representatives from Rotary, Volunteer Groups, the Education Sector and the Tourism/Conference/Hotel industry, Texas government officials and sister city delegates from Scotland and Mexico to provide a platform for future conversations and collaborations in the pursuit of education, tourism, trade, cultural and innovation outcomes.

In addition to key contacts made with Texas stakeholders, Barossa's delegates also capitalised on the opportunity to establish strong connections with delegates attending Grapefest from the City of Grapevine's other sister cities including West Lothian, Scotland and Parras de la Fuente, Mexico.

Representatives from Barossa Australia and the contingent of Barossa Wineries were also afforded a range of media, education, networking and promotional opportunities as a result of being showcased as a featured wine region at GrapeFest 2023.

A detailed Sister City Visit Delegation Report is provided at Attachment 1 which provides the following for Council consideration:

- Background
- Grapevine Key Statistics
- City of Grapevine Summary & Community Profile
- Detailed Visit Program Overview
- Wine Delegation Reflections
- Financial Analysis – Council Costs Associated with the Visit
- Grapevine Visit Key Takeaways – City Identity, Tourism and Visitor Economy, Arts and Culture, Heritage and History, Events and Volunteerism, Trade and Investment

- Acknowledgement and Thanks

The report also sets out a number of observations and opportunities for improvement within the Barossa Council region based on learnings from the visit. These ideas and concepts, summarised in overarching themes within the Key Takeaways section of the report, will be explored further by Council Officers in due course.

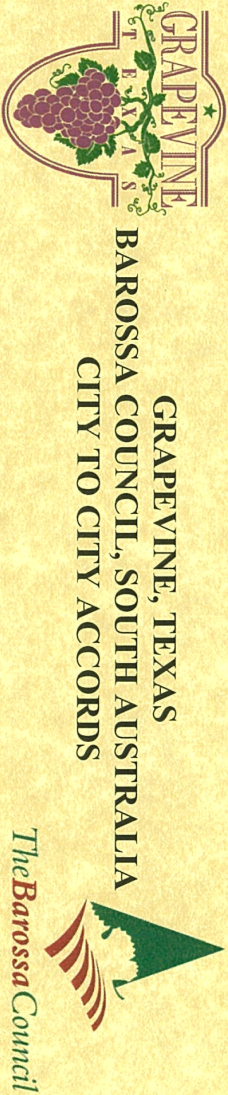
## ATTACHMENTS

- Attachment 1    Sister City - Grapevine, Texas - Official Accord - signed [!\[\]\(511a36c244659513b679df9c639945de\_img.jpg\)](#) 
- Attachment 2    Grapevine, Texas Sister City Visit Delegation Report - September 2023  
[!\[\]\(7cfb20e3a97beaa6243bf39ce8dc849f\_img.jpg\)](#) 

## SUPPORTING REFERENCES

Nil





**IN CONSIDERATION:** That the Barossa Council, South Australia and the City of Grapevine, Texas have multiple ties in identity and cultural, socio-economic, tourism and industry affinities that are of great benefit for both communities.

**IN CONSIDERATION:** That the relationship that exists between the countries of Australia and the United States shall be characterized by peace, common consent and international accord.

**IN CONSIDERATION:** That in our shared international context it is vitally important that communities and their governments seek the most effective methods for fostering relationships and increasing communications that will result in regional cooperation and exchange, while always respectful of the valued universal principles of sovereignty and self-determination.

**IN CONSIDERATION:** That the Barossa Council and the Grapevine Council have entered into an accord of peace and cooperation, acknowledging the favorable cultural characteristics that unite us in establishing a sister city relationship.

**IN CONSIDERATION:** That this City to City Accord shall have as objectives, the following:

1. Facilitate the sharing of best practice and exchange of new ideas and successful experiences across a range of disciplines to improve capability and build more vibrant cities and local government authorities.
2. Foster trade and investment initiatives that promote business development, provide accelerated access and open doors into key markets to connect our cities more effectively with buyers and sellers.
3. Promote each other's cities as visitor destinations, cross participate in festivals and events and facilitate the exchange of destination marketing expertise and experience to enhance the tourism market intelligence of both cities.
4. Facilitate education, cultural and sporting exchanges that empower our youth, support the education sector, celebrate our unique heritage, create opportunities for artistic expression and activate community participation.
5. Enhance each other's reputation and capacity to meet emerging policy issues facing our cities in addition to capitalizing on opportunities to explore innovations and improvements in science and technology, viticulture, rural and urban design, public infrastructure and sustainability.
6. Foster friendship, hospitality, and understanding among the citizens of our communities.

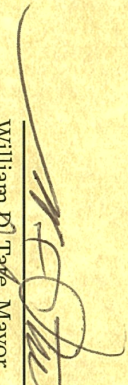
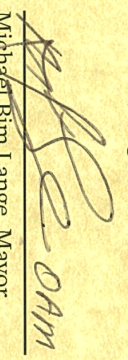
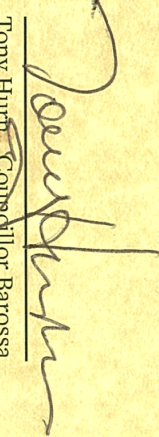
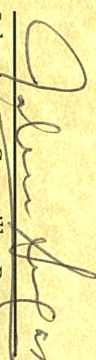
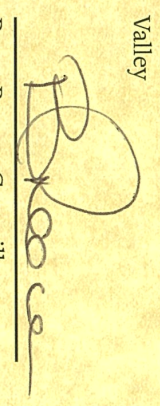
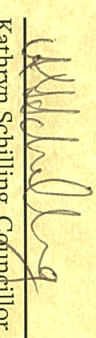
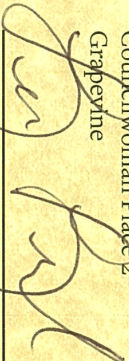
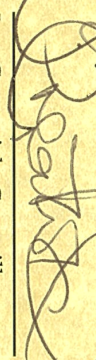
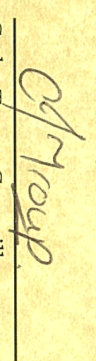
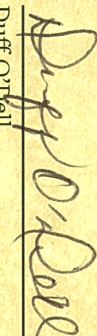
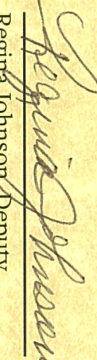
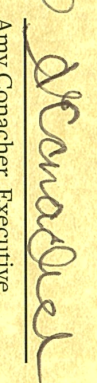
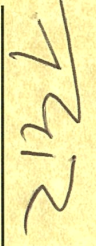
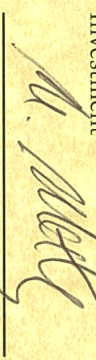
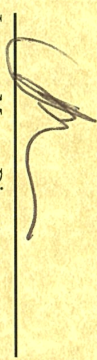
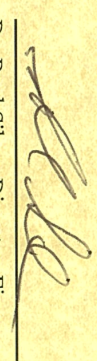
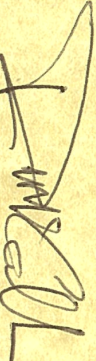
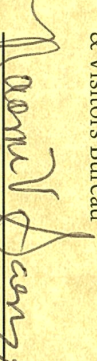
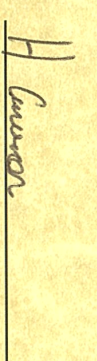
It is for these motives that the leaders of the Grapevine Council, Texas and the Barossa Council, South Australia have convened to endorse this City to City Accord.

~ ~ ~



IN TESTIMONY, WHERE OF, we have here unto set our hands and caused the seal of  
friendship to be offered on this 16th day of September, 2023:

Signatures

|                                                                                                                                                                        |                                                                                                                                                                                       |                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>William D. Tate, Mayor<br>Grapevine                                             | <br>Michael Bim Lange, Mayor<br>Barossa Valley                                                    | <br>Tony Hunt, Councillor Barossa<br>Valley                                                      |
| <br>Darlene Freed,<br>Mayor Pro Tem/Place 4<br>Grapevine                            | <br>Dave de Vries, Deputy Mayor<br>Barossa Valley                                                 | <br>Rick Lane, Councillor Barossa<br>Valley                                                      |
| <br>Paul Slechta,<br>Councilman Place 1 Grapevine                                   | <br>John Angus, Councillor Barossa<br>Valley                                                      | <br>Bruce Preece, Councillor<br>Barossa Valley                                                   |
| <br>Sharon Rogers,<br>Councilwoman Place 2<br>Grapevine                             | <br>Don Barrett, Councillor Barossa<br>Valley                                                     | <br>Kathryn Schilling, Councillor<br>Barossa Valley                                              |
| <br>Leon Leal,<br>Councilman Place 3 Grapevine                                      | <br>Jane Evans, Councillor Barossa<br>Valley                                                      | <br>Heidi Thompson, Councillor<br>Barossa Valley                                                 |
| <br>Chris Coy,<br>Councilman Place 5 Grapevine                                      | <br>Jess Greatwich, Councillor<br>Barossa Valley                                                  | <br>Cathy Troup, Councillor<br>Barossa Valley                                                    |
| <br>Duff O'Dell,<br>Councilwoman Place 6<br>Grapevine                               | <br>Regina Johnson, Deputy<br>Director, South Australia<br>Department for Trade and<br>Investment | <br>Amy Conacher, Executive<br>Director Australian American<br>Chamber of Commerce               |
| <br>Bruno Rumbelow, City Manager<br>Grapevine                                        | <br>Martin McCarthy, CEO Barossa<br>Valley                                                         | <br>Dr. Brad Schnautz,<br>Superintendent Grapevine-<br>Colleyville Independent School<br>District |
| <br>Jennifer Hibbs, Assistant City<br>Manager Grapevine                               | <br>Joanne Moen, Director,<br>Corporate Services and<br>Business Innovation, Barossa<br>Valley      | <br>Dr. Paul Sikes, Director Fine<br>Arts Grapevine-Colleyville<br>Independent School District     |
| <br>Paul W. McCallum, Executive<br>Director Grapevine Convention<br>& Visitors Bureau | <br>Bruce Herndon Barossa Valley<br>Sister City Co-Chair Grapevine                                  | <br>René Herndon, Barossa Valley<br>Sister City Co-Chair Grapevine                                 |
| <br>Naomi V. Saenz, Sister City<br>Program Manager Grapevine                          | <br>Abby Vastine, Grapevine High<br>School Jazz Choir                                               | <br>Harris Cameron, West Lothian<br>Schools Pipe Band                                              |





# GRAPEVINE TEXAS SISTER CITY DELEGATION REPORT SEPTEMBER 2023

## BACKGROUND

Following the signing of the intention to enter into a Sister City Accord with the City of Grapevine, Texas during their visit in April 2023, the Barossa Council was invited to attend Grapevine's premier event, GrapeFest 2023, in September to sign the official Sister City Accord.

The Sister City relationship is based on an alignment of our core values, with both cities incredibly passionate about preserving and upholding character, traditions and cultural identity. We are also equally aspirational about our future and the ways in which we can innovate and diversify to maintain our international brand and build a region that is vibrant, sustainable and owns its place in a global marketplace.

Mayor Bim Lange, Jo Moen, Acting CEO The Barossa Council, Scott Hazeldine, CEO Barossa Australia, and a delegation of Barossa Winemakers travelled to the City of Grapevine, Texas from 12th to 18th of September to attend GrapeFest 2023 and facilitate the official signing of a Sister City Accord between the two local government entities.

A comprehensive itinerary of events, site visits and networking opportunities were curated for The Barossa Council Delegation over the five day visit providing an opportunity to develop key relationships with City of Grapevine Council Officials, Staff, Business Leaders, representatives from Rotary, Volunteer Groups, the Education Sector and the Tourism/Conference/Hotel industry, Texas government officials and sister city delegates from Scotland and Mexico to provide a platform for future conversations and collaborations in the pursuit of education, tourism, trade, cultural and innovation outcomes.

In addition to key contacts made with Texas stakeholders, Barossa's delegates also capitalised on the opportunity to establish strong connections with delegates attending Grapefest from the City of Grapevine's other sister cities including West Lothian, Scotland and Parras de la Fuente, Mexico.

Representatives from Barossa Australia and the contingent of Barossa Wineries were also afforded a range of media, education, networking and promotional opportunities as a result of being showcased as a featured wine region at GrapeFest 2023.

### 2023 Delegation

#### The Barossa Council

Mayor Michael 'Bim' Lange

Joanne Moen, Acting CEO

#### Barossa Australia

Scott Hazeldene, CEO

#### Wineries

Stuart Bourne – Barossa Bourne, Soul Growers

Cam Ashmead – Elderton Wines

Vanesa Lambert – Lambert Estate Wines

Keith Hentschke – Hentley Farm

Henry Hudson & Andy Wedge – Kalleske Wines

Chris Spangler – Pewsey Vale Vineyards & Yalumba

Heathvale Wines



# GRAPEVINE BY THE NUMBERS

## Grapevine – Vintage Texas



Host to Dallas Fort Worth International (DFW) Airport -1,800 plus daily flights around the globe and within four hours of any city in the US, Mexico and Canada.



10 minutes from DFW International Airport to Historic Downtown.



Over 17 million visitors per year.



20 hotels, 5,907 hotel rooms & suites and 1 million square feet of meeting space.



30 plus boutiques/shops on historic main street and 200 plus restaurants.



20 plus cultural sites and attractions and 8,000 acres of fun on Lake Grapevine.

## GrapeFest 2023



Largest wine festival in the Southwest of USA.



246,000 people attended the 37th Annual GrapeFest four day festival.



8 Barossa Wine Brands Participated in the event.



7,000 plus attendees visited the International Wine Experience area.



Approximately 15,488 x 60ml glasses of Barossa wine were poured to consumers



105 Dozen wines were sold.



97 people attended the two Barossa Masterclasses.



51 (41% of total) volunteers partook in the online Barossa Wine School "Explorer" and "Adventurer" courses



31.2 million media impressions across TV and radio.



Approximately 60 million social media 'impressions' about Barossa and our wines.



14 tourism trade and media appointments secured by Barossa Australia with several media articles on the Barossa expected to follow.

# CITY OF GRAPEVINE SUMMARY



Grapevine, Texas established in 1844 is in the northeast Tarrant County of Texas. It's known for its restored 19th- and 20th-century buildings and authentic Texas charm.

The City represents the best of what Texas has to offer: a thriving historic downtown, an active and vibrant community, fantastic shopping, dining, and entertainment, and a coveted school district in the centre of one of the fastest-growing metropolitan areas in the country. Grapevine sits in the centre of the Dallas-Fort Worth (DFW) metroplex with direct access to seven major highways as well as DFW International Airport and the TEXRail commuter line, providing unparalleled connection to Fort Worth now and Dallas by 2024.

Grapevine uses a council-manager government, consisting of an elected city council, composed of the mayor and six at-large council members, with a city manager appointed by the council. Mayor William D Tate is the current Mayor and Mr Bruno Rumbelow is the City Manager.

In addition to services traditionally managed by local government in South Australia, The City of Grapevine also manages water supply, housing, birth and death certificates, municipal court services, and emergency services.

---

## The City of Grapevine Community Profile

The City of Grapevine Estimated Resident Population is 52,017, across 21,720 households.

The City of Grapevine's median age is 37.81, the median household income is \$66,780 USD (\$105,766 AUD), and the unemployment rate is approximately 4.35%.

The city has a total labour force of 33,275 and draws from a broader labour force of 1,648,122 people with an average commute time of 23 minutes and access to one of the nation's top passenger & cargo airports.

## Location and Boundaries

Grapevine is a city located in northeast Tarrant County, Texas, United States, with minor portions extending into Dallas County and Denton County. The city is located in the Mid-Cities suburban region between Dallas and Fort Worth and includes a larger portion of Dallas/Fort Worth International Airport than other cities.



The City of Grapevine has a total area of 35.9 square miles (93 km<sup>2</sup>), of which 32.3 sq mi (84 km<sup>2</sup>) are land and 3.6 sq mi (9.3 km<sup>2</sup>) are covered by water.

## **Name Origin**

---

The City takes its name from the wild mustang grapes that grew abundantly across the area.

## **Settlement History**

---

In October 1843, General Sam Houston and fellow Republic of Texas Commissioners camped at Tah-Wah-Karro Creek, also known as Grape Vine Springs, to meet with leaders of 10 Indian nations. This meeting culminated in the signing of a treaty of "peace, friendship, and commerce," which opened the area for homesteaders. The settlement that emerged was named Grape Vine due to its location on the appropriately-named Grape Vine Prairie near Grape Vine Springs, both names in homage to the wild grapes that grew in the area. Grapevine is the oldest settlement in Tarrant County, dating back to 1844 when Texas was a republic before statehood in 1845.

The first recorded white settlement in what would become the modern city occurred in the late 1840s and early 1850s. General Richard Montgomery Gano owned property near Grape Vine and helped organize the early settlement against Comanche raiding parties before leading his band of volunteers to battle in the American Civil War. Growth during the 19th century was slow but steady; by 1890, Grape Vine had about 800 residents supported by such amenities as a newspaper, a public school, several cotton gins, a post office, and railroad service. The settlement made continued gains early in the 20th century and on January 12, 1914, the post office altered the town's name to one word: Grapevine.

On Easter Sunday, April 1, 1934, Henry Methvin, an associate of Bonnie Parker and Clyde Barrow, killed two police officers, E.B. Wheeler, and H.D. Murphy, during an altercation near Grapevine.

Grapevine's population fell during the interwar period, as the economy stagnated, though the city was officially incorporated in 1936. Cotton was the primary crop for Grapevine until the early 20th century when it was overtaken by cantaloupe farms that accounted for 25,000 acres. For several decades, until the early 1970s, the Rotary Club sign outside of town boasted Grapevine as the "Cantaloupe Capital of the World". Population growth and economic gains resumed to some extent in the decades after World War II. The opening of Dallas-Fort Worth International Airport in 1974 spurred massive development. Grapevine depended heavily upon agricultural production prior to the mid-20th century but transformed into a regional center of commerce because of its proximity to the airport's north entrance.

In recent years, several wineries have opened in Grapevine, and the city has been active in maintaining its historic downtown corridor.

## **Economy**

---

Grapevine's economy is largely centred around travel and tourism, although those sectors also promote strong growth in other areas such as entertainment, retail trade, and transportation. Travelers arriving to and departing from Dallas/Fort Worth International Airport make up the majority of the city's visitors. The Gaylord Texan and Great Wolf Lodge are the two biggest hotels

in Grapevine and among the biggest in the Metroplex. The hotels also have large convention centres and entertainment venues. In 2020, Coury Hospitality launched Hotel Vin, a new boutique hotel attached to the recently finished TEXRail station.

Nearby Grapevine Mills Mall is a regional outlet shopping centre with many amenities, including a movie theatre. Embassy Suites Grapevine and the DFW Lakes Hilton complex also lay adjacent to Grapevine Mills and Bass Pro Shops.

In addition to these areas, Main Street in historic downtown Grapevine is a popular attraction. Public amenities like City Hall, the Grapevine Convention and Visitor's Bureau, the city library, public parks, and a recreation centre are located on Main Street, nestled in between a wealth of small businesses. These include antique stores, restaurants, bars, theatres, and many specialty shops. The Grapevine Vintage Railroad follows a historic route between Grapevine and the Fort Worth Stockyards, departing from a station on South Main Street. The city is also the home of several wineries and tasting rooms including Umbra Winery as well as the Texas Wine and Grape Growers Association.

According to the City's 2022 Annual Comprehensive Financial Report, the city's top employers are:

| #  | Employer                                          | # of Employees |
|----|---------------------------------------------------|----------------|
| 1  | Gaylord Texan Resort                              | 2000           |
| 2  | Dallas/Fort Worth International Airport           | 1980           |
| 3  | Grapevine Colleyville Independent School District | 1700           |
| 4  | Paycom                                            | 900            |
| 5  | City of Grapevine                                 | 700            |
| 6  | Baylor Medical                                    | 660            |
| 7  | Great Wolf Lodge                                  | 600            |
| 8  | Hyatt Regency DFW                                 | 500            |
| 9  | Texas Toyota of Grapevine                         | 350            |
| 10 | American Warranty Service                         | 340            |

## Sister Cities

-  [Krems an der Donau](#), Austria (since 1999)
-  [Parras de la Fuente](#), Mexico (since 1996)
-  [Linlithgow, West Lothian](#), Scotland (since 2008)
-  [The Barossa Council](#), Australia (since 2023)



# PROGRAM

## Day 1 - Tuesday, 12 September 2023

Flight Arrival at Dallas Fort Worth Airport at 4.30pm

| Activity                                                | Notes                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Dinner at Grapevine's Historic Lancaster Theatre</b> | Met Council Elected Members, Sister City Board and City Staff Members |

## Day 2 - Wednesday, 13 September 2023

| Activity                                                                                       | Notes                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9/11 Flight Crew Memorial, Vineyards Campground &amp; Cabins and Scott's Landing Marina</b> | <p>Tour of key sites of interest</p> <p><a href="#">9/11 Flight Crew Memorial   9/11 Families for a Safe &amp; Strong America (911familiesforamerica.org)</a></p> <p><a href="#">Grapevine Resort   The Vineyards Campground and Cabins</a></p> <p><a href="#">Scott's Landing Marina, Grapevine - Waterview Marinas</a></p>                         |
| <b>Grapevine Convention &amp; Visitors Bureau Headquarters</b>                                 |  <p>The <a href="#">Grapevine Convention &amp; Visitors Bureau</a> is wholly managed under the City Council Governance structure and acts as the promotional arm of the City of Grapevine and is responsible for actively selling, marketing and publicizing</p> |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>Grapevine globally. The Bureau promotes the city's hotels, meeting facilities, historic and family attractions, festivals and events, dining establishments and retail businesses to the group meetings and leisure markets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Peace Circle</b> | <p>The <a href="#">Peace Circle</a> is an interpretation of a moment in time of a meeting of Republic of Texas President Sam Houston and 10 American Indian chiefs/captains on the Grape Vine Prairie in 1843. The work of public art features 11 bronze statues standing 1.25 percent larger than life size, representing Republic of Texas President Sam Houston and American Indian chiefs/captains from the Delaware, Chickasaw, Waco, Tawakoni, Keechi, Caddo, Anadarko, Ioni, Biloxi and Cherokee Nations.</p>  <p>Sister city delegates received a warm welcome and blessing at the Peace Circle. In addition to a historical overview by Mayor Tate, the ceremony included the Wyandotte Thanksgiving Address, shared by Sallie Cotter Andrews, Wyandotte Nation, followed by a Blessing by Eddie Sandoval, Apache Nation and a song by Leslie Thunderhawk and his family, Rosebud Sioux Nation.</p> |



**Grapevine main and Observation Tower and Harvest Hall**

[Grapevine Main Station](#) is a \$114-million-dollar public/private sector transit-oriented development project. Located at the intersection of Main Street and Dallas Road in Historic Downtown Grapevine, the 42,000-square-foot rail station consists of Harvest Hall, a European-style food hall with seven globally-inspired kitchens; Third Rail, an indoor/outdoor entertainment and event venue; 38,000-square-foot expansive outdoor Plaza; and a 150-foot-tall Observation Tower with 360-degree views of the city and beyond all connected to Hotel Vin, a six-story, 120-room Marriott Autograph Collection property and a 552-space parking garage.

**Grapevine Rotary Meeting & Lunch**

Barossa was warmly welcomed by the Grapevine Texas Rotary Club who are a key partner in the Grapevine Sister City Program.

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Walking Tour Of Main Street Attractions</b> | <p>Tour of key sites of interest including Cotton Belt Historic District, Vintage Railroad, Sunday Skaters public art, Bull Lion Winery, The Calaboose – Grapevine's first Jail, Tolbert's Winery and Gazebo.</p> <p><a href="#">#1 - Walking Tour: 701 S. Main St., Cotton Belt Railroad District grapevinetexasusa.com</a></p> <p><a href="#">Grapevine Calaboose Historical Marker (hmdb.org)</a></p> <p><a href="#">Home - Tolbert's (tolbertsrestaurant.com)</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Messina Hof Winery</b>                      | <p><b>Group Tasting with Paul Bonarrigo of Messina Hof Winery</b></p>  <p>Paul Vincent and Merrill Bonarrigo founded Messina Hof in 1977 with the express purpose of merging Old World hospitality, New World ambition, and the potential of Texas grapes. Now helmed by Paul Mitchell and Karen Bonarrigo, Messina Hof has become the most award-winning winery in the Lone Star State and one of the largest producers of 100% Texas wine.</p> <p>Situated mere blocks from Grapevine Lake, <a href="#">Messina Hof Grapevine Winery</a> is located in Historic Downtown Grapevine. The Wallis Hotel facility is our first urban winery, and it features multiple tasting areas with 40 different wines, premium flights, wine on tap, delectable small plates, wine accessories, and multiple event spaces.</p> |



|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grapevine Golf Course</b>                     | <p>Etched into the rolling hills of <a href="#">Grapevine, Texas, Cowboys Golf Club</a> is distinguished as the first and only NFL-themed golf club in the world, and one of the region's only all-inclusive world-class resort golf properties. The club is open to the public seven days a week for golf, dining, hospitality and private events, ranging from weddings and golf tournaments to corporate outings, fundraising galas, business meetings, holiday parties and other special occasions.</p>                                                                                                                                                                                                                                                                   |
| <b>Grapevine's Hop and Sting Brewing Company</b> | <p>At <a href="#">Hop and Sting Brewing Company</a> they brew high quality, small batch, craft ales and lagers which will be available in both draft and packaged forms. We are dedicated to producing only the highest quality beers, based on a foundation of education, experience, discipline, and attention to detail.</p> <p>Grapevine's local brewery Hop &amp; Sting has an extensive line of charity beers, each benefiting local organizations. With Fire Engine Red, which supports local firefighters, Miracle Wheat, which benefits Miracle League, and Dixon's Series, which benefits Dallas Pets Alive, it's safe to say the brewery has a dedication to giving back. Hop &amp; Sting donates \$0.50 of every pint, and \$1 of every six-pack sold in the taproom, plus 5% of offsite sales of these featured beers, to its associated group.</p> |

**Dinner at  
Farina's  
Winery and  
Cafe**



[Farina's Winery and Café](#) is located within the festival district and while Barossa delegates networked with Grapevine City Staff, West Lothian Sister City Representatives and Grapevine Colleyville School District Representatives they were able to watch Council staff and volunteers facilitate Festival Load-in/set up.



| Day 3 - Thursday, 14 September 2023                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity                                                                              | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grapefest Event Headquarters</b>                                                   | <p>Acting CEO, Jo Moen spent the morning getting a 'behind the scenes' insight into the City of Grapevine's event management model during the set up of GrapeFest 2023. Meetings were held with the City of Grapevine's Volunteer Coordinator, Event Sponsorship Manager and key volunteers along with a tour of the volunteer hub, entry gate setup, sponsorship activations, fundraising stalls, stage areas and various ticketed areas within the main event precinct.</p>  |
| <b>Mayor's Brunch at the Grapevine CVB Grand Hall - Appreciation breakfast/Brunch</b> | <p>The Mayor's Brunch is an annual reception during GrapeFest which gives recognition to Volunteers and Sponsors. The focus in 2023 was the City of Grapevine Sister City Program which has been running for 27 years.</p>                                                                                                                                                                                                                                                    |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sister City<br/>Friendship Hall<br/>Barossa Wall<br/>Unveiling</b>                     | <p>The Barossa Council's honorary wall within the City of Grapevine's Sister City Friendship Hall was unveiled at a ceremony officiated by Paul W McCallum, Executive Director of the Grapevine Convention &amp; Visitors Bureau.</p>                                                                                                                                                                                                                          |
| <b>GCISD<br/>(Grapevine<br/>Colleyville<br/>Independent<br/>School District)<br/>Tour</b> | <p>The delegation received a tour of Grapevine High School's Technology Education and Career Centre, Farmers Federation of America – Agricultural Education Program, Fine Arts, STEM, Culinary School, Mustang Activity Centre and Mustang-Panther Stadium providing an insight into the education system within Grapevine, Texas.</p> <p><a href="#">Grapevine-Colleyville Independent School District   Home (gcisd.net)</a></p> <p><a href="#">Mustang Panther Stadium   Grapevine-Colleyville Independent School District (gcisd.net)</a></p> |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Tour REC &amp; Senior Centre</b></p>  | <p>The Grapevine Rec is a multi-generational recreation facility offering youth programs, a variety of fitness classes, a large gym, squash courts, basketball courts, an elevated running track, meeting/training rooms, a function room, a senior citizen activity room, creche, kids free play area and Aquatic centre under the same roof. The REC Aquatic Centre offers 4 lap lanes, a current channel, floatables, hot tub, dry sauna, 2 tower slides, and 2 basketball goals. There is also a state of the art play structure for small children.</p> <p><a href="#">The REC of Grapevine - GoGrapevine</a><br/> <a href="#">Active Adults 55 &amp; Better - GoGrapevine</a></p>  |
| <p><b>Sister City Friendship Dinner</b></p> | <p>Delegates enjoyed a networking dinner with key city staff, elected members, volunteers and families performing host duties for West Lothian Students on exchange with the City of Grapevine. Entertainment was provided by the West Lothian Pipe Band and Grapevine Colleyville Independent School District Timberline Folkloric Dancers.</p>                                                                                                                                                                                                                                                                                                                                        |



## Day 4 - Friday, 15 September 2023

| Activity                                                                                             | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Oak Grove Park &amp; Soccer, Softball and Baseball Complex Visit &amp; Botanical Gardens Tour</b> | <p>Oak Grove Park sits on 40-acres of land along the southern shores of Lake Grapevine. This is the largest park on the lake and includes a marina, restaurant, three boat ramps, running trails, and plenty of picnic and play areas. Delegates also toured the Ballfield, Soccer and Softball Complexes and Botanical Gardens.</p> <p><a href="#">Oak Grove Baseball Complex - GoGrapevine</a></p> <p><a href="#">Oak Grove Soccer Complex - GoGrapevine</a></p> <p><a href="#">Grapevine Botanical Gardens at Heritage Park - GoGrapevine</a></p>   |

**Dove  
Waterpark**

Dove Waterpark offers 2 slides, a diving board, a lily pad crossing, and a zero-depth entry, perfect for the littlest of swimmers. The pool was originally a very similar design to the Nuriootpa pool and was facing similar challenges associated with the integrity of the pool shell and capacity to meet modern service level standards. The City of Grapevine invested in the upgrade of the facility, and it operates under very similar conditions to The Barossa Council's outdoor pool during the warmer months.

[Dove Waterpark - GoGrapevine](#)





|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meetings with City of Grapevine Staff</b>                           | <p>Delegates met Public Works Staff, toured the City Hall and the Mayor's Office and met with City Manager Bruno Rumbelow and Deputy City Manager Jennifer Hibbs.</p> <p><a href="#">Grapevine, TX - Official Website</a>   <a href="#">Official Website (grapevinetexas.gov)</a></p>                                                                                                                             |
| <b>Texas BBQ Dinner &amp; Games at Grapevine's Historic Nash Farm.</b> | <p>Delegates learnt about Grapevine and the city's heritage by visiting Nash Farm for a BBQ dinner and entertainment. Purchased by Thomas Jefferson Nash in 1859, this historic landmark brings history to life through exhibits, interpretive programs and touchable displays.</p> <p><a href="#">Nash Farm In Grapevine Texas</a>   <a href="#">Events, Programs &amp; Tours (grapevinetexasusa.com)</a></p>  |



**Chicken N Pickle**

Chicken N Pickle is an indoor/outdoor entertainment complex combining a casual, chef-driven restaurant and sports bar with pickleball courts and a variety of yard games. The Populous design combines Chicken N Pickle's farm-to-table offerings with an eye toward community and togetherness. To maximize visibility and engagement for all guests, the design takes inspiration from the American town square, arranging all activations around a central tree-lined courtyard at the heart of the experience. Meant to be the centre of the shared guest experience, the yard functions as a multidimensional space that can transform throughout the year for outdoor games, live music, watch parties, winter ice skating and more.

[Grapevine - Chicken N Pickle](#)

Pickleball is a racket or paddle sport in which two or four players hit a perforated, hollow plastic ball with paddles over a 34-inch-high net until one side is unable to return the ball or commits an infraction.

The sport has a huge following in the US and was first played in South Australia in late 2019. Pickleball SA adopted its constitution in June 2020 and received financial support from a number of Council's in the development of pickleball in SA, including:

City of Port Adelaide Enfield  
City of Playford  
City of Burnside  
City of Tea Tree Gully  
Alexandrina Council  
Office for Ageing Well  
Office for Recreation, Sport and Racing



## Day 5 - Saturday, 16 September 2023

## Activity

## Notes

## Grape Stomp

Mayor Lange and Acting CEO, Jo Moen participated in the 2023 Mayoral GrapeStomp competition against their Sister City rival,s with the South Aussie team producing more juice than not just their counterparts from City of Grapevine, Scotland and Mexico, but also all other Local Government teams from neighbouring cities in Texas!

The competition, featuring costumes from each country, was a great opportunity to build festival goers interest in Australia and more specifically the Barossa, with our Crocodile Hunteresque outfits ad inflatable Kangaroo and Crocodile being a major hit with the crowds.



**GrapeFest  
Festival**

The 37th annual GrapeFest saw more than 240,000 wine lovers gather in Grapevine, Texas to celebrate all things vino.

Grapevine's historic Main Street was closed to traffic for the four-day event, which included wine tasting, charcuterie and candle-making workshops, live music, festival food, live entertainment, market stalls and GrapeStomp comps

Barossa wineries, including Elderton Wines, Heathvale Wines, Hentley Farm Wines, Kalleske Wines, Lambert Estate Wines, Soul Growers, Yalumba and Pewsey Vale Vineyard were featured alongside Qantas, the official international airline of GrapeFest.





**Official Sister City Signing of Accords & Sister City Reception at Grapevine City Hall**

On Saturday 16 September, the Sister City Accord between City of Grapevine and the Barossa Council was signed at a formal ceremony formalising the relationship between the two cities.

In addition to Mayor William D Tate, Mayor Pro Tem Darlene Freed, Elected Members and City executive staff, the signing ceremony was also attended by Texas Secretary of State, Jane Nelson; Regina Johnson, Deputy Director – Americas, South Australian Department for Trade and Investment; Christina Staib, President, Australian American Chamber of Commerce; Bruce and Rene Herndon, The Barossa Valley Sister City Chairs; Dr Brad Schnautz, Superintendent, Grapevine Independent School District; Dr Paul Sikes, Director of Fine Arts, Grapevine Independent School District. The above co-signed the Sister City Accord and it was also signed by Abby Vastine – Grapevine High School and Harris Cameron, West Lothian Schools Pipe Band.



During the signing ceremony, in testimony of the entering of the accord, Texas Secretary of State, Jane Nelson presented Mayor Lange with a formal certificate from the Office of the Secretary of State featuring the Secretary's signature and seal of the State of Texas. Secretary Nelson extended the support of the State of Texas to the Barossa and endorsed the intent to foster trade, investment and mutual growth and the shared commitment to promote each other as world-class destinations to visit and live.

The signing ceremony was followed by a civic reception where gifts were exchanged further cementing the relationship.

The City of Grapevine gifted The Barossa Council a Bronze Statue depicting Grapevine's Historical Night Watchman. The Night Watchman stands proudly atop City Hall and was the front-runner to Grapevine's modern-day police force. The history of the Night Watchman began In 1907, the year the Town of Grapevine voted to incorporate as a city. The first elected official positions were established including the Mayor, five Aldermen and a City Marshall (also called the Night Watchman). The first Night Watchman was William Maddison Bennett, the maternal grandfather of Mayor William D Tate.

The Night Watchman's primary duty was to check that the exterior doors of all the buildings on Main Street were locked each night. In addition, he was the dog catcher and checked the safety of water wells. He was always faithful, a friend and trustworthy.

In 1997 when Grapevine's new City Hall building was constructed, it was determined that a statue of Grapevine Night Watchman with his shining lantern would be the perfect emblem to go on the new building. Built by artist Jack Bryant, the statue is eight feet tall and weighs 640 pounds. The Grapevine Night Watchman statue is one of the City's finest monuments, commemorating service above self, and celebrating the wonderful hometown of Grapevine.







Following the receipt of the Bronze Night Watchman statue, Mayor Lange officially presented the Barossa Council's sister city gift to Mayor Tate and the City of Grapevine. The City of Grapevine was gifted a replica of The Barossa Council 'Vessel Earth' statue.

*Vessel-Earth* takes its inspiration from the living soil below. It is both a symbol of the Barossa region's connectedness to the earth and its people's relationship with the land. Its colours and banding reflecting the earth and soil forming processes at this location.

*Vessel-Earth* displays the mottled and pale colours which indicate prolonged wetness at depth and the long weathering history of the underlying rock, a dark surface layer highlighting the build-up of organic materials in the topsoil, and the rich red subsoil.

*Vessel-Earth* represents one of many soil profiles that occur in the region. This diversity is reflected in the numerous *terroirs* and wine characteristics of the Barossa.



The above photo was taken in April 2023, in the Barossa South Australia, during the ceremony to sign the Official Intention to Sign a Sister City Accord.



## Day 6 - Sunday, 17 September 2023

## Venue

## Notes

**Qantas  
Barossa  
Giveaway  
Winner  
Announced**

In celebration of this historic and momentous occasion Grapevine Convention and Visitors Bureau, Barossa and Qantas Airways teamed up to offer the chance to win a once-in-a-lifetime trip to Barossa, Australia.

The prize package included:

- Two round-trip tickets from DFW International Airport to Adelaide, South Australia
- One-night stay at Pullman Adelaide upon arrival in Adelaide
- Luxury transfer from Adelaide to Barossa
- Four-night stay at Novotel Barossa Valley Resort, including breakfast for two
- One day private touring in Barossa, profiling wineries featured at the 37th annual GrapeFest
- Luxury transfer from Barossa to Adelaide
- One-night stay at Pullman Adelaide prior to departure

All that participants had to do to enter was find the Qantas booth at GrapeFest, sign up for a chance to win and wait for the announcement on Sunday 17 September at 5 p.m. at the Qantas Airways booth.

Mayor Lange selected the winner from the draw and made the official announcement as the four day festival came to a conclusion.



| Day 7 - Monday, 18 September 2023<br>Flight Departure at Dallas Fort Worth Airport at 7.30pm                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Venue                                                                                                           | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Meeting with Regina Johnson, Deputy Director, Americas - Houston, SA Department for Trade and Investment</b> | <p>South Australian Government Connections:</p> <ul style="list-style-type: none"><li>• Council delegates met with Ms Regina Johnson, Deputy Director, Americas - Houston, SA Department for Trade and Investment whilst in Texas.</li><li>• Ms Johnson discussed opportunities for collaboration between The Barossa Council and her office to further enhance outcomes generated from the Council's relationship with the City of Grapevine.</li><li>• The Barossa Council is also committed to working with the Department in South Australia and its Houston office to facilitate opportunities for Barossa exporters, importers and distributors to penetrate the US more broadly.</li></ul>  |

## WINE DELEGATION REFLECTIONS

The Barossa Council's Sister City relationship with the City of Grapevine has been met with significant support from Barossa Australia and those wineries who attended Grapefest 2023.

---

*"Strong regional partnerships such as those between Barossa Australia, Barossa Council and the Grapevine Convention and Visitor Bureau have been crucial in bringing this opportunity to fruition. It has been particularly pleasing to work with those partners to provide a long term and ongoing opportunity for Barossa winemakers to continue to increase their presence in the market and develop meaningful relationships on the ground in Texas."*

**Scott Hazeldine – Barossa Australia**

---

Barossa Australia has a well established relationship with the City of Grapevine and has been a featured wine region in previous years, however the formalisation of our region's connection to the City provides a deeply promising opportunity to establish a regular presence at Grapefest and to leverage off the City of Grapevine's support to grow the presence of Barossa Wines in Texas.

---

*"Probably the most broad reaching and cost effective Australian wine promotional activity targeted at consumers held internationally for many years".*

**Keith Hentschke – Hentley Farm**

---

---

*"The Grapevine Festival completely exceeded my expectations. Not only did we pour through a lot of wine, but we also greatly furthered the interests of the Barossa in one of the world's key markets. I would not hesitate to return. It was also excellent to see the Sister City partnership between the Barossa and Grapevine that lead to further benefits – both culturally and commercially".*

**Cameron Ashmead – Elderton Wines**

---

Those wineries who represented the Barossa at the 2023 GrapeFest event unanimously agree that they would return for future activations.

---

*"GrapeFest in Texas has shown me on a grand scale beyond my imagination, exactly what the power and reach of a hugely successful wine festival can have – and the Barossa's position as a Sister City with Grapevine TX has given us an enviable position to take full advantage of this - and to push into a market that we have always had great hope for".*

**Stuart Bourne – Barossa Bourne, Soul Growers**

---



The Barossa Council Delegates appreciated the collective effort and show of support from our wine industry partners in advocating for our region and increasing our presence and reach during the Sister City visit.

---

*"Showcasing wines directly to consumers is not something that is typically available in the biggest wine market in the world, so this was an incredible opportunity! Over the four days of GrapeFest the number of people that learned about the Barossa, tasted our wines and I was able to share the Lambert Estate story with was huge! The signing of the sister city agreement makes our relationship with Texas stronger, giving the Barossa a huge opportunity to learn from them, grow and for them to fall in love with our wines!"*

**Vanesa Lambert – Lambert Estate Wines**

---

# FINANCIAL ANALYSIS

## City of Grapevine Visit - Cost to Council

| Expense Type                                                                                  | Council Cost       |
|-----------------------------------------------------------------------------------------------|--------------------|
| Mayor Flight - Adelaide to Sydney, Sydney to Dallas Fort Worth Return – Premium Economy*      | \$8,410.92         |
| Acting CEO Flight – Adelaide to Sydney, Sydney to Dallas Fort Worth Return – Premium Economy* | \$8,410.92         |
| Gifts for dignitaries and City of Grapevine Officials / Packaging / Freight                   | \$1,150.93         |
| Mayor US Travel Visa                                                                          | \$33.07            |
| Adelaide Airport Long Term Parking                                                            | \$149.00           |
| Barossa Region Promotion/Council Information Cards                                            | \$198.40           |
| Incidentals – Council Branded Clothing Items & Hat                                            | \$97.92            |
| <b>TOTAL</b>                                                                                  | <b>\$18,451.16</b> |

In addition to the above direct allocated costs, Council also incurred salary costs associated with the Acting Chief Executive Officer's time in travelling to Grapevine and attending events and engagements in accordance with the provided itinerary.

\* Flights for the Mayor and Acting CEO were funded from existing budget allocations in accordance with the Employee Travel and Accommodation Policy and Elected Members Allowances and Benefits Policy.

*Note - Council's delegation received a free upgrade to business class on the return trip between Dallas Fort Worth and Sydney courtesy of Qantas who was a major sponsor of the 2023 GrapeFest event.*

# GRAPEVINE VISIT – KEY TAKEAWAYS

## Summary

During the September 2023 visit to Grapevine, Texas, Council's delegates developed key relationships with City of Grapevine Council officials, staff, business leaders and representatives from Rotary, volunteer groups, the education sector and the Tourism/Conference/Hotel industry along with embedded South Australian Department for Trade and Investment staff, and Australian American Chamber of Commerce and Texas Government representatives, to provide a platform for future conversations and collaborations in the pursuit of education, tourism, trade, cultural and innovation outcomes.

The overarching takeaway from the visit for both Council and Barossa Australia representatives is that visitor experience and hospitality is key. The entire tourism and economic strategy within the City of Grapevine centres around creating an authentic experience (food, wine, tourism accommodation, main street and civic architecture, history, art, cultural activities, recreation, heritage sites, events) for both visitors and the community around the concept of 'Vintage Texas' along with a deep commitment to hospitality – the city's strategy is based on food, drink, somewhere to stay and something to do.

The City is also deeply committed to fostering friendships, mutual regard, and understanding among the citizens of both their community and internationally communities like ours, West Lothian, Scotland, Parras de la Fuente, Mexico and Krems an der Donau, Austria via formal sister city relationship. This friendship extends to the sharing of insight into economic development and governance strategy and the opening of avenues for growth in trade and investment for mutual benefit.

The success and longevity of Sister City relationships within the City of Grapevine is assured through sound and well-resourced governance arrangements including dedicated program management by City Staff, formal oversight committees composed of elected officials, community leaders and volunteers, revenue raising arrangements and vibrant networks and relationships with key education, industry, business and community representatives and groups. Seeing the operation of the sister city program in Grapevine firsthand validated The Barossa Council's recently adopted Sister City Policy settings and will guide the development of Terms of Reference for Council's soon to be establish Section 41 Sister City Committee.

In addition to the above insights, several key themes emerged in the delegation's broader observations during the visit as presented below.

## City Identity

- A clear, agreed and consistent understanding of your city or region's identity is critical. Grapevine has established its core identity around Vintage Texas. This identity is reinforced across public infrastructure, commercial and residential architecture, tourist attractions and activities, public art, etc.
- The city has enshrined its commitment to its identity (which is connected to liveability, heritage, culture, economic prosperity, tourism appeal, brand and community connection) via city ordinance (by-law) which is discussed in more detail below.
- This identify is further reinforced in tourism strategies, public infrastructure plans, economic development plans and heritage and culture strategies and there is a tangible collective feeling that local government, businesses and residents are all in this together and equally committed to celebrating their place and ensuring its prosperity.



- There is an opportunity for The Barossa Council and our community to consider this concept and its value to our region in the review of the Community Plan and future guidelines around Council civic infrastructure development and other commercial development along with broader diversification of the economic environment.

## Tourism and Visitor Economy

- Tourism and visitor experience shaping should be based on an understanding of the natural and built assets that make us special – what icons are within our ranks, what incredible buildings and structures do we have, where do our richest stories and historical experiences lay, where can you get a taste of the environment?
- If we are targeting the US market, which involves a significant period of travel, there is also a need to design curated experiences that capitalise on the offerings of South Australia more broadly rather than just the Barossa to create a holistic experience (ie Beach hills, wildlife, wine, outback) and one that makes the extended travel period worth both the time and financial investment. Premium wine experiences can be sourced across a range of international regions at a lower cost and in a more time effective manner which means we need to offer something that those regions can't. A clear understanding of the limited leave entitlements for US travellers, normally limited to approximately two-week vacation periods, is also a critical success factor in the market approach and product development.
- Family friendly is a core principle in sustaining visitation and liveability. The City of Grapevine has specifically targeted families and has a range of family friendly hotels (including Great Wolf a water park themed hotel aimed at children) along with family friendly activities and attractions throughout the city.
- Public transport networks are critical to bringing workers in to sustain high levels of employment within tourism and hospitality industries which are traditionally lower paying and impacted by housing affordability. The City of Grapevine has invested heavily in bringing a commuter rail network to the city to service its tourism and hospitality workforce.
- Feedback was received that indicated that consideration needs to be given to our visitor's preferences and expectations – The Barossa needs to think like an American to inform hotel and accommodation design if we are intending to increase visitation from the US.
- Consideration should also be given to the activation of the Barossa's night tourism/night-time economy – for example the encouragement of tasting rooms in township Main Streets, live music festivals and activations and events that draw in overnight visitors.
- A key strategy capitalised on by the City of Grapevine has been a targeted and sustained campaign over many years to cater to, attract and retain the convention industry. This is potential growth and investment area for the Barossa with current supply gaps in South Australia's convention and conference facilities in tourist regions.
- Based on the above observations and opportunities The Barossa Council and its tourism and economic development partners may seek to give consideration to both funding and seeking State Government financial support to fast-track tourism product development to generate better economic and community returns and to assist in the attraction of regional events, investment and regional activation.
- Consideration should also be given to the identification of solutions to public transport constraints currently inherent within the Barossa and its subsequent impact on visitor experience.
- In alignment with the above observations, there is also an opportunity to explore options for supporting the existing work of Barossa Australia to capitalise on the SA Tourism

Commission's previous marketing campaign around WOW (Wine, Outback, Wilderness). The basis of this and subsequent campaigns is the development of curated experiences. In addition to Barossa Australia's exploration of packaged and curated experiences in partnership with other tourist regions of SA and its focus on increasing diversity of product for new tourism segments, the Regional Tourism Organisation is also seeking to protect the existing tourism dollar source (50+ age bracket enjoying premium wine experiences) to ensure the ongoing sustainability of this backbone of Barossa's tourist economy.

## Arts and Culture

- The infusion of art that is aligned to the commercial brand and regional identity into public spaces, city buildings and community infrastructure is a key opportunity to celebrate heritage and diversity, honour historical achievements, practices and events, to create a sense of place and enhance the experience of visitors immersing themselves in the local culture.
- The City of Grapevine has a deep commitment to public art dating back many years. During the period when cities across the US were seeing a rapid influx in cell phone tower infrastructure, the City of Grapevine saw an opportunity to secure funds for public art through tower lease fees. As a result, the City approved the quarantining of all cell phone tower lease fees for public art and established a committee to oversee the expenditure of funds. This strategy has seen public art embedded throughout the city including historic main street, recreation centres, civic buildings, open spaces and sporting precincts.
- The Barossa Council does not have a current Arts and Culture Strategy or formal vision to guide the setting of priorities for driving arts and culture outcomes. Whilst the Council has committed to design outcomes associated with the currently unfunded Creative Industries Centre, there is an opportunity for a deep review of Council's Arts and Culture objectives and the development of an overarching forward focused strategy.
- Consideration should be given to the model implemented by the City of Grapevine in the shaping of a strategy that ensures that public art can contribute to the achievement of the outcomes outlined above whilst also drawing upon a sustainable funding source.

## Heritage and History

- The City of Grapevine's identity is steeped in history and heritage. To protect, preserve and enhance its districts and landmarks of architectural, archaeological, cultural and historical importance the City approved a Grapevine Historic Preservation Ordinance in 1991. The purpose of the ordinance (Council By-Law) was to:
  - Protect and enhance the districts and landmarks which represent distinctive elements of Grapevine's historic architectural and cultural heritage;
  - Foster civic pride in accomplishments of the past;
  - Protect and enhance Grapevine's attractiveness to visitors and the support and stimulus to the economy thereby provided;
  - Insure the orderly, efficient and appropriate growth and development of grapevine;
  - Promote economic stability and prosperity of the community by encouraging the most appropriate use of such significant property in Grapevine; and
  - Stabilise and improve property values.
- The Ordinance was further revised in 2013 to address identified risks to the heritage objectives of the city and is supported by detailed design guidelines. The direct impact of the introduction of the Ordinance has been the achievement of a balance between the

preservation of the richness of the unique 'feel' of the city and appropriate infrastructure development and economic investment that enhances liveability and visitor experience.

- Another key strategy evident in Grapevine to support heritage and historical preservation is the implementation of quality interpretive signage at key attractions, thoughtful place naming (reference to historical figures and events), and township signage and way finding with tangible links to regional and individual village identity and commercial brand.
- Given the Barossa has a shared commitment to heritage and historical preservation whilst also enhancing liveability and visitor experience, there is an opportunity to review Council's planning and building policy settings and guidelines, asset and infrastructure design guidelines and its strategy and approach to public signage (township signage; key attractions and landmarks interpretive signage; and civic location and community facility signage) to ensure ongoing alignment with the Community and Council's vision for the region's commercial brand and grass roots identity.
- When designing Council's public signage strategy, consideration should also be given to sharing the stories of our first nations people in an integrated approach to interpretive signage design.

## **Events & Volunteerism**

- The City of Grapevine's vibrancy and event sustainability is reliant on a deep commitment to volunteerism. According to the City of Grapevine, high levels of volunteerism are generated through creating a sense of pride in the city and a commitment to place.
- Volunteer engagement is also mobilised and strengthened via the use of appropriate incentives and rewards including honorariums, financial contributions to volunteer groups and clubs (ie groups and committees across schools, sporting clubs, charitable organisations, civic services etc) and complimentary participation in ticketed events.
- Active pursuit and securing of sponsorship opportunities is critical in elevating event offerings and supplementing City of Grapevine funds. Festivals and events can be broken down into component parts to provide layered sponsorship offerings for designated areas, activities and physical infrastructure for visual marketing. A sales orientation is required to leverage sponsorship opportunities and to develop long lasting sponsorship relationships.
- The City of Grapevine has a vibrant event calendar and offers a combination of free community events and large-scale ticketed events which are more commercial in nature. This diversity of event resourcing models allows for scalability and financial sustainability, particularly where the input costs are higher and require more coordination of volunteer effort, event infrastructure and planning and higher levels of risk management.
- The above learnings will inform and shape the development of Council's new Event Management Framework which is phased for delivery by June 2024. The framework, currently in draft form and due to be presented to Council early in 2024, will introduce new external and internal event management parameters that seek to strike a balance between ticketed regional events and free community events, to capitalise on opportunities for corporate sponsorship, to activate civic and community sites and assets and to drive up and sustain high levels of volunteerism.
- Consideration should also be given to strengthening relationships with community groups and volunteer organisations to partner on event activation and delivery and to defining roles and responsibilities for regional event management between Barossa Australia and



The Barossa Council to ensure the optimal use of resources and strategic oversight of major regional events.

## Trade and Investment

- Public/private partnerships are an integral strategy in bringing in investment to enhance publicly funded infrastructure and initiatives. The City of Grapevine has several examples of successful public private partnerships including Grapevine Mills, which incorporates a train station, hotel and entertainment venue.
- A key economic enabler that the City of Grapevine has leveraged off to build a strong tourism and visitor industry is its proximity to Dallas Fort Worth International Airport. The city actively supported the establishment of the DFW airport within its boundaries, contributing land for that purpose in the 1970s thus ensuring easy access for large volumes of visitors and creating a source of stable employment for many of its residents.
- Texas is the fifth largest wine-producing state in the U.S. and with more than 470 wineries in the State, the wine industry contributes more than \$1.83 billion of economic impact. Against this backdrop Grapevine has served as a trendsetter in wine culture and a leader in the Texas wine industry with award-winning festivals celebrating the fruit of the vine as well as wineries and winemakers for more than 25 years. Grapevine has also been recognised as the headquarters of the Texas wine tasting experience, having invested in the establishment of a vibrant and growing urban wine trail which features daily wine tastings and special events throughout the year.
- The city also strategically positioned itself to cater for the meeting and convention industry with significant hotel accommodation offerings and a diverse range of small, medium, and large meeting spaces and convention centres which attract thousands of business and leisure visitors each year.
- In addition to its cultural, heritage and historical attractions, the city has built a diverse economic portfolio driving sustainability across its many sectors.
- There are many parallels in the economic profile for the Barossa and consideration could be given to opportunities to pursue conversations with the State Government regarding an airport facility (commercial passenger services and freight) within close proximity to the Barossa Valley. A strategic partnership to improve accessibility to the valley as well as stimulate jobs growth adjacent to the Concordia development may have merit.
- The active wine tasting, sales and festival offerings within Grapevine and its positioning as the Texas wine industry headquarters also offers the Barossa a valuable entry point to the US market. The opportunity to promote Barossa wines and establish trade connections has also been further strengthened via the City of Grapevine's commitment to featuring Barossa wines at its annual GrapeFest event.
- There is also an opportunity to explore whether there is a current South Australian regional convention centre industry supply gap and to validate whether this presents an avenue to expand the Barossa's tourism product in meeting any identified unmet demand.

## ACKNOWLEDGEMENTS AND THANKS

The Barossa Council delegates would like to extend our heartfelt gratitude and sincerest appreciation to the City of Grapevine, its staff, key stakeholders, businesses, volunteers and broader community for the exceptional hospitality and warmth extended to our delegation during our September 2023 visit.

We are deeply grateful for the meticulous planning, seamless execution, and the warm reception provided to our delegation. Your attention to detail ensured a comfortable and productive stay, allowing us to focus on our objectives and discussions.

Our sincere thanks go out to every individual involved in organising and executing our itinerary and arrangements to promote Barossa and its wines at the GrapeFest 2023. From the coordination of schedules to the impeccable logistics and the welcoming atmosphere, your dedication and commitment did not go unnoticed. It was truly a privilege to have experienced such professional and gracious hosting.

The delegation would also like to sincerely thank Texas Secretary of State Jane Nelson for her genuine welcome and generous offering of the broader support and regard of the State of Texas.

Special thanks also to US based South Australian Department for Trade and Investment staff and the Australian American Chamber of Commerce Texas.

We also appreciate the camaraderie, warmth and interest of our new friends from West Lothian Scotland and Parras de la Fuente, Mexico.

Last but not least, The Barossa Council Delegates would like to acknowledge and thank our colleagues from Barossa Australia, Barossa Bourne, Lambert Estate Wines, Elderton Wines, Hentley Farm, Kalleske Wines, Heathvale Wines, Pewsey Vale Vineyard and Yalumba for being fantastic brand ambassadors for the Barossa and strengthening the sister city experience.

The genuine kindness and efforts put forth by all created an environment conducive to meaningful discussions and fruitful exchanges. The warmth and generosity shown to us left a lasting impression and undoubtedly strengthened the bond between our cities.

Once again, please accept our sincere thanks for your exceptional hospitality and commitment to ensuring our visit was a resounding success. We look forward to future collaborations and hope to once again reciprocate the same level of hospitality in the future.

## **MATTERS FOR INFORMATION**

### **3.3      STUDENT EXCHANGE PROGRAM**

**Author: Community Development Officer  
24/28790**

The City of Grapevine Sister City Program manager has expressed interest in facilitating a Student Exchange Program to take place in August 2025 between students in the Barossa and Grapevine Texas. Initial correspondence identified Nuriootpa High School as a potential exchange participant. After some consideration, Faith Lutheran College was also identified as another potential participating school.

On the 4<sup>th</sup> of March Janine Harding, Executive Business Partner and Demi Henley, Community Development Officer met with representatives from Faith Lutheran College who have recently began the process of re-launching their student exchange program which was postponed due to the Covid-19 pandemic. Faith Lutheran College have expressed interest in participating and supporting this program.

Conversations are also continuing with Nuriootpa High School regarding their participation in the program.

To assist in facilitating the 2025 exchange, and future student exchange opportunities, we are seeking support from the Committee regarding opportunities for fundraising, hosting students and providing a uniquely Barossa experience, both educationally and socially to students participating the program.

This report is to provide the Committee with initial information regarding the proposed exchange program, and to provide notice that staff will continue to pursue this opportunity with our Barossa education partners Nuriootpa High School and Faith Lutheran College as well as our Grapevine Texas education partner – Technology Education and Career Centre (TECC) in Grapevine, Texas.

### **ATTACHMENTS**

Nil

### **SUPPORTING REFERENCES**

Nil



## **MATTERS FOR INFORMATION**

### **3.4 OVERVIEW OF THE COMMITTEE MEETING PROCEDURES AND OPERATING PROCEDURES**

**Author: Executive Business Partner  
24/28792**

The *Local Government Act 1999* and *Local Government (Procedures at Meetings) Regulations 2013* provides the legislative meeting procedure framework for the conduct of Council and Committees meetings.

The Code of Practice for Meeting Procedures ([Attachment 1](#)) is endorsed by Council and is a public document, available for inspection by members of the public. The Code of Practice provides transparency to the community with respect to meeting procedures, and a consistent framework for Elected Members, Council staff, Committee Members and community members.

The Committee's Terms of Reference, also endorsed by Council, outline the way in which the Committee will operate and the expectations and objectives of the Committee of the Committee ([Attachment 2](#)).

The Committee is asked to be aware of the Code of Practice for Meeting Procedures and the Committee's Terms of Reference when undertaking their role as a representative on the Committee.

#### **ATTACHMENTS**

Attachment 1    Code of Practice for Meeting Procedures [↓](#)   
Attachment 2    Terms of Reference [↓](#) 

#### **SUPPORTING REFERENCES**

[Local Government Act 1999 \(legislation.sa.gov.au\)](https://legislation.sa.gov.au)

[Local Government \(Procedures at Meetings\) Regulations 2013 | South Australian Legislation](#)

# THE BAROSSA COUNCIL

## CODE OF PRACTICE FOR

### MEETING PROCEDURES



| 1.  | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 | Council and Committee meeting procedures are governed by Chapter 6 of the <i>Local Government Act 1999</i> (the Act) and the <i>Local Government (Procedures at Meetings) Regulations 2013</i> (the Regulations).                                                                                                                                                                                                                       |
| 1.2 | Regulation 6 of the Regulations allows for Councils to adopt a Code of Practice for Meeting Procedures, and in particular, vary any discretionary procedures set out in the Regulations, or establish its own procedures for any matter not included in the Act or Regulations. A Council resolution to adopt this Code of Practice must be supported by at least two-thirds of the Elected Members entitled to vote on the resolution. |
| 1.3 | The purpose of this Code of Practice is to document the meeting procedures that apply to Council and Committee meetings, provide transparency and a consistent framework for Elected Members, Council Workers, Members of Committees and community members.                                                                                                                                                                             |
| 1.4 | This Code of Practice should be read in conjunction with Council's <i>Code of Practice for Access to Council and Committee Meetings and Associated Documents</i> , the Act and Regulations.                                                                                                                                                                                                                                             |
| 1.5 | This Code of Practice does not apply to the Barossa Assessment Panel (BAP) which has its own BAP Operating and Meeting Procedures.                                                                                                                                                                                                                                                                                                      |

| 2.   | Scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1. | This Code of Practice applies to Council Meetings and Committee Meetings, including Committees performing regulatory activities. All Elected Members, Committee Members and Council Employees are expected to comply with this Code and associated legislation.                                                                                                                                                                                                                                         |
| 2.2. | This Code of Practice outlines the meeting procedures set out in the Regulations with annotations in highlighted text boxes in this Code. In addition, where the Council has varied a procedure set out in the Regulations (being a procedure that is capable of variation) or has adopted a procedure in circumstances where the Act or Regulations do not prescribe a procedure, this Code of Practice sets out those varied or additional procedures (as the case may be) in highlighted text boxes. |

|                                                                                                                                                                                  |                              |                            |                                                                                              |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|----------------------------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority Council<br>Minute Book Ref: <b>2022-26/362</b> | Ref:<br>CD23/27[v2] | Page 1 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                                              |                     |              |

|           |                         |
|-----------|-------------------------|
| <b>3.</b> | <b>Policy Statement</b> |
|-----------|-------------------------|

- 3.1. The rules that govern Council and Committee Meetings are set out in the Extract of the *Local Government (Procedures at Meetings) Regulations 2013* at Appendix 1 to this Code of Practice. Any variations made to the meeting procedures are indicated in Appendix 1.
- 3.2. In accordance with Regulation 4 of the Regulations, when using this Code of Practice, the following guiding principles should be applied with respect to meeting procedures.
- 3.3. Council and Committee meeting procedures should:
- 3.3.1. be fair and contribute to open, transparent and informed decision-making;
  - 3.3.2. encourage appropriate community participation in the affairs of Council;
  - 3.3.3. reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
  - 3.3.4. be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

|           |                                       |
|-----------|---------------------------------------|
| <b>4.</b> | <b>Related Policies and Documents</b> |
|-----------|---------------------------------------|

Code of Practice for Public Access to Meetings and Meeting Documents (Ref: 23/30184)  
 Behavioural Standards for Council Members (Ref: CD/22/25)  
 Behavioural Management Policy (Ref: CD/22/26)  
 Customer Service Policy (Ref 22/32237)  
 Application to make a Deputation (online form on Council's website)  
 Petition Template (Ref: 17/16066)

|           |                                   |
|-----------|-----------------------------------|
| <b>5.</b> | <b>Legislation and References</b> |
|-----------|-----------------------------------|

*Local Government Act 1999*  
*Local Government (Procedures at Meetings) Regulations 2013*

|           |               |
|-----------|---------------|
| <b>6.</b> | <b>Review</b> |
|-----------|---------------|

Pursuant to Regulation 6 of the *Local Government (Procedures at Meetings) Regulations 2013*, this Code will be reviewed by the Council once every financial year or more frequently if legislation or Council require changes.

|           |                            |
|-----------|----------------------------|
| <b>7.</b> | <b>Further Information</b> |
|-----------|----------------------------|

- 7.1. This Code is available on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's Principal Office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Code can be obtained at those venues upon payment of a fixed fee.
- 7.2. Complaints regarding this Code or its application can be made to the Customer Experience team on 8563 8444 or [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au) at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy*.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 2 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |



|           |                         |
|-----------|-------------------------|
| <b>8.</b> | <b>Document Control</b> |
|-----------|-------------------------|

| <b>Corporate Plan Link:</b> |  | 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements. |                                                                                                                            |                                  |                                           |
|-----------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------|
| <b>Document Owner:</b>      | Chief Executive Officer                                                           |                                                                                                                                        |                                                                                                                            | <b>Document Control Officer:</b> | Executive Business Partner                |
| <b>Consultation Rating:</b> | C                                                                                 | <b>Audience:</b>                                                                                                                       | External                                                                                                                   | <b>Next Review Date:</b>         | Once every financial year - by 30/06/2025 |
| Version history             |                                                                                   |                                                                                                                                        |                                                                                                                            |                                  |                                           |
| Version No.                 | Date                                                                              |                                                                                                                                        | Description of Change                                                                                                      |                                  |                                           |
| 1.0                         | 18/05/2021                                                                        |                                                                                                                                        | New Code of Practice adopted by Council                                                                                    |                                  |                                           |
| 2.0                         | 21/06/2022                                                                        |                                                                                                                                        | Revised Code of Practice adopted by Council to remove reference to the Emergency Declaration and conditions therein.       |                                  |                                           |
| 3.0                         | 15/08/2023                                                                        |                                                                                                                                        | Updated references within Item 4 Related Policies and Documents to include requirements under the Local Government Reform. |                                  |                                           |
| 3.1                         | 20/02/2024                                                                        |                                                                                                                                        | Update to Item 9 and 12 to reflect the number of 'clear days' to reflect current legislation.                              |                                  |                                           |

|           |                    |
|-----------|--------------------|
| <b>9.</b> | <b>Definitions</b> |
|-----------|--------------------|

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Act                                                        | Local Government Act 1999                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| CEO                                                        | Chief Executive Officer of The Barossa Council                                                                                                                                                                                                                                                                                                                                                                                                                |
| Clear Days – in relation to giving notice before a Meeting | Does not include the day on which the notice is given, and the day on which the meeting occurs, but <u>includes</u> Saturdays, Sundays and Public Holidays.<br>If notice of a meeting is given after 5:00pm on a day, the notice will be taken to have been given on the next day.                                                                                                                                                                            |
| Committee                                                  | As defined by Section 41 of the Act                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Council                                                    | The Barossa Council                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Deputation                                                 | A person or group of persons who wish to appear personally before Council or a Committee in order to address Council or Committee on a particular matter.                                                                                                                                                                                                                                                                                                     |
| Elected Member or Council Member                           | All Elected Members of The Barossa Council, and includes the Mayor or the Presiding Member of a Committee (unless stated otherwise).<br>Council Member is commonly used to refer to Elected Member.                                                                                                                                                                                                                                                           |
| Guiding Principles                                         | As defined by Regulation 4 of the <i>Local Government (Procedures at Meetings) Regulations 2000</i> .                                                                                                                                                                                                                                                                                                                                                         |
| Information or Briefing Session                            | An Information or Briefing Session is held under Section 90A of the <i>Local Government Act 1999</i> . A council, or the chief executive officer of a council, may hold or arrange for the holding of a session (not being a formal meeting of a council or council committee required to be held under this Chapter) to which more than 1 member of the council or a council committee is invited to attend or be involved in for the purposes of providing. |

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 3 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leave of the Meeting | A vote on whether leave of the meeting is granted may be conducted by a show of hands (but nothing prevents a division being called in relation to the vote).                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Member               | A member of the Council or Council Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Petition             | A petition is a document that contains the names, signatures and addresses of a group of people who have a common issue of concern or idea to bring to council for consideration. Refer Regulation 10.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Presiding Member     | The person who is the presiding member of a Council or Council Committee, or acting in the role.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Regulatory Activity  | An activity which involves the making or enforcement of by-laws, orders, standards or other controls under the Local Government Act or another Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Written Notice       | Includes a notice given in a manner or form determined by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Worker               | A person is a worker if the person carries out work in any capacity for Council, including work as: <ul style="list-style-type: none"> <li>(a) an employee; or</li> <li>(b) a contractor or subcontractor; or</li> <li>(c) an employee of a contractor or subcontractor; or</li> <li>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</li> <li>(e) an outworker; or</li> <li>(f) an apprentice or trainee; or</li> <li>(g) a student gaining work experience; or</li> <li>(h) a volunteer; or</li> <li>(i) a person of a prescribed class.</li> </ul> |

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 4 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |

|                   |                                                                                  |
|-------------------|----------------------------------------------------------------------------------|
| <b>Appendix 1</b> | <b>Extract of the Local Government (Procedures at Meetings) Regulations 2013</b> |
|-------------------|----------------------------------------------------------------------------------|

*All variations to the Regulations and notes are marked in this manner.*

|                 |
|-----------------|
| <b>Contents</b> |
|-----------------|

**Part 2—Meetings of councils and key committees**

**Division 1—Preliminary**

- 5 Application of Part
- 6 Discretionary procedures

**Division 2—Prescribed procedures**

- 7 Commencement of meetings and quorums
- 8 Minutes
- 9 Questions
- 10 Petitions
- 11 Deputations
- 12 Motions
- 13 Amendments to motions
- 14 Variations etc
- 15 Addresses by members etc
- 16 Voting
- 17 Divisions
- 18 Tabling of information
- 19 Adjourned business
- 20 Short-term suspension of proceedings
- 21 Chief executive officer may submit report recommending revocation or amendment of council decision

**Part 3—Meetings of other committees**

- 22 Application of Part
- 23 Notice of meetings for members
- 24 Public notice of committee meetings
- 25 Minutes

**Part 4—Miscellaneous**

- 26 Quorum for committees
- 27 Voting at committee meetings
- 28 Points of order
- 29 Interruption of meetings by members
- 30 Interruption of meetings by others

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 5 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |



## Part 2—Meetings of councils and key committees

### Division 1—Preliminary

#### 5—Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

**NOTE:** For the list of Committees that perform regulatory activities, please refer to the Code of Practice for Access to Council and Committee Meetings and Associated Documents.

Where there is any doubt as to whether a Committee performs regulatory activities, the Chief Executive Officer will make a final determination on the matter.

#### 6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20<sup>1</sup>.

#### Note—

- 1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 6 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |

**Division 2—Prescribed procedures****7—Commencement of meetings and quorums**

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the chief executive officer must—
  - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
  - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

**ACKNOWLEDGEMENT OF COUNTRY**

*At the discretion of the Mayor, The Barossa Council will acknowledge the First Nations People with an acknowledgment of country as part of the 'Welcome'.*

**SPECIAL COUNCIL MEETING**

*Special Council meetings may be called in accordance with the requirements detailed under Section 82 of the Act.*

*The Council may only consider at a Special Council Meeting those items as appearing on the agenda provided to the Chief Executive Officer in requesting a Special Meeting.*

**INFORMATION BRIEFING SESSION**

*Elected Member Workshops are deemed an Information Briefing Session.*

**QUORUMS**

*A quorum of the Council is calculated by dividing the total number of Council members for the time being in office by two, ignoring any fraction and adding one.*

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 7 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |

**8—Minutes**

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—
  - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
  - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
  - (a) the names of the members present at the meeting; and
  - (b) in relation to each member present—
    - (i) the time at which the person entered or left the meeting; and
    - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
  - (c) each motion or amendment, and the names of the mover and seconder; and
  - (d) any variation, alteration or withdrawal of a motion or amendment; and
  - (e) whether a motion or amendment is carried or lost; and
  - (f) any disclosure of interest made by a member; and
  - (g) an account of any personal explanation given by a member; and
  - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
  - (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
  - (j) details of any adjournment of business; and
  - (k) a record of any request for documents to be tabled at the meeting; and
  - (l) a record of any documents tabled at the meeting; and
  - (m) a description of any oral briefing given to the meeting on a matter of council business; and
  - (n) any other matter required to be included in the minutes by or under the Act or any regulation.

**NOTE:** In accordance with clause 4.5 of Council's Code of Practice for Access to Council and Committee Meetings and Associated Documents, Minutes of a meeting of Council or a Committee will be available at Council's Principal Office and on its website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au) within 5 days after the meeting.

**MINUTES**

**The format of the minutes of a meeting is at the discretion of the Chief Executive Officer. However, the content of the minutes must meet the requirements of the Act and Regulations.**

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 8 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |



**MAYOR'S REPORT**

*At an Ordinary Council Meeting, the Mayor may provide a report on any activities of the Mayor for the previous month. A summary of the Mayor's Report will be included in the Agenda.*

*Clarification: The Mayor may also draw to the attention of the Members any matter or issue they believe is necessary for the Members to be aware.*

**LEAVE OF ABSENCE**

*A Council Member may request leave of the Council to be absent from one or more meetings of the Council.*

*The request for leave must be made in writing and provided to the Mayor and Chief Executive Officer who will arrange for the request of leave to be considered by the Council as soon as possible.*

*A Council Member must advise of the specific dates that they will be absent.*

**APOLOGIES**

*If a Council Member becomes aware of a situation or circumstance that will prevent that Member's attendance at a Council or Committee Meeting, they should provide an apology either in person, by phone or by email to one of the following people:*

- Mayor (in relation to a Council Meeting),*
- Presiding Member of the Committee,*
- CEO,*
- If in regards to a Committee meeting, then to the relevant officer(s) providing administrative support to the Committee.*

*Apologies will be noted in the minutes provided the meeting is made aware of the apology.*

*If an apology is not recorded and notified to the meeting, the Member's non-attendance will be recorded as Not Present.*

*Clarification: If a Council or Committee Member is incapacitated due to serious illness or injury, an apology on their behalf can be made by a family member or close associate.*

**CHANGE IN ORDER OF DISCUSSING AGENDA ITEMS**

*The Presiding Member of the Council or a Committee, at their discretion, may change the order of discussion of agenda items during the meeting to bring agenda items forward to an earlier time or defer an agenda item to a later time in the meeting.*

*The following justifications (not limited to this list) may be utilised for re-ordering of agenda items:*

- The attendance of an external visitor to the Meeting.*
- Community attendance at the Meeting for a particular item.*
- If community members present a deputation on a specific agenda item, that item may be brought forward to immediately follow the deputation.*

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|--------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 9 of 21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |              |

**9—Questions**

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 7 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under subregulation (1)—
  - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
  - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

**ADDITIONAL PROCEDURES**

- (7) *Members are encouraged to seek answers to questions prior to the meeting wherever possible. Please contact the Chief Executive Officer, Directors and authorised officers for any agenda enquiries.*
- (8) *Members of the public are welcome to sit in the public gallery, but are not permitted to take part in the debate or ask questions.*

**10—Petitions**

- (1) A petition to the council must—
  - (a) be legibly written or typed or printed; and
  - (b) clearly set out the request or submission of the petitioners; and
  - (c) include the name and address of each person who signed or endorsed the petition; and
  - (d) be addressed to the council and delivered to the principal office of the council:
    - **at 43-51 Tanunda Road, Nuriootpa SA 5355, or**
    - **by post to PO Box 867, Nuriootpa SA 5355, or**
    - **by email to [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au)**
- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 10 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

#### **ADDITIONAL PROCEDURES**

*A petition will be placed on the agenda for the next available Ordinary Council Meeting. There are deadlines that Council officers work towards with respect to the publication of meeting agendas. If these deadlines are missed, the petition will be placed on the agenda for the next available Ordinary Council Meeting. Petitions will not normally be placed on the agenda for a Special Council Meeting.*

*Petitions may be redacted in accordance with Council's Privacy Policy.*

*A petition will not be placed on the agenda for a Council meeting if, in the opinion of the Chief Executive Officer, it is defamatory.*

*When the petition is submitted to Council, the person submitting the petition will be informed that the petition will become a public document.*

*When Council considers a petition submitted and included in an agenda, Council will receive the petition and if necessary resolve any further action regarding the petition.*

*It should be noted that a template petition document has been designed and available on Council's website along with the relevant guidelines. The petition template is the preferred format for Council to receive petitions from the community.*

#### **11—Deputations**

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council:
  - **by completing the electronic form on Council's website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au); or**
  - **by delivery to Council's principal office located at 43-51 Tanunda Road, Nuriootpa SA 5355, or**
  - **by post to PO Box 867, Nuriootpa SA 5355, or**
  - **by email to [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au)**
- (2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 11 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

**A person requesting to appear as a deputation at a meeting must submit a request to the Council 7 (seven) business days prior to the meeting to which the deputation relates. The Deputation Application Form is available on the Council website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au).**

**Deputations provide an opportunity for the community or interested persons to bring a matter to the attention of the Council. At all times, appropriate behaviour shall be maintained by the deputation and the Council Members with all persons being considerate of other people's points of view.**

#### **DEPUTATION PROCESS**

- **Handouts or presentations may be provided as part of the deputation but must be included in the Application to Make a Deputation, or if this is not possible, then emailed to Council officers at least 7 (seven) business days prior to the meeting.**
- **A person appearing as a deputation can speak for no more than 10 (ten) minutes, unless an extension is granted by the meeting.**
- **The content of deputations will not be included in the minutes. Only the names of those persons appearing as a deputation at the meeting will be recorded along with the topic or reference to the relevant agenda item.**
- **Elected Members may ask questions of the deputation at the discretion of the Presiding Member.**
- **The person appearing as a deputation is not permitted to take part in the debate, or ask questions during that time.**

#### **12—Motions**

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 7 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
  - (a) until after the expiration of 12 months; or
  - (b) until after the next general election,
 whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion,
- (10) A member may only speak once to a motion except—

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 12 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |



- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
- (b) with leave of the meeting; or
- (c) as the mover in reply.

**NOTE: A Member may ask a question in relation or seek clarification to the item at any time in the debate. These questions for clarification will not be captured under clause 9 of this Appendix 1.**

- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is—
  - (a) that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
  - (b) that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
  - (c) that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
  - (d) that **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
  - (e) that **the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
  - (a) the meeting will be resumed at the point at which it was interrupted; and
  - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 13 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

### 13—Amendments to motions

**NOTE:** The purpose of an amendment is to alter or modify the wording of a motion before the meeting, not to substantially change the intention of the motion.

**Amendments may be used to insert, delete or substitute words in the motion or to add to or detract from the substantive purpose of the motion.**

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion

#### **ADDITIONAL PROCEDURES**

**(1a) An amendment to a motion is not a motion in its own right and must neither substantially alter or contradict the intent of the original motion. The presiding member will not accept a proposed amendment to a motion that directly contradicts (a direct negative) of the original motion.**

**(1b) An amendment to a motion shall be relevant to the motion and shall be:**

- (a) to leave out words;**
- (b) to insert or add words;**
- (c) to leave out words and insert and insert or add other words;**
- (d) to refer a matter or the subject of debate to a committee for consideration or reconsideration.**

- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.

**However additional amendments may be moved with the leave of the meeting.**

- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.

**However additional amendments may be moved with the leave of the meeting.**

- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

### 14—Variations etc

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 14 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

**15—Addresses by members etc**

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.

**NOTE**

*Each Member shall speak for no more than five (5) minutes unless the Presiding Member rules otherwise.*

- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

**ADDITIONAL PROCEDURES**

*"Other Business" should not be used as a forum or opportunity to discuss matters not on the Agenda, to provide information or to Members to make statements of any nature.*

**16—Voting**

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Subregulation (3)—
- may be varied at the discretion of the council pursuant to regulation 6; and
  - does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

**TIED VOTE**

*In the event that a tied vote on a matter at Council Meeting occurs, the Presiding Member shall advise the meeting that they are exercising their right to use a casting vote motion.*

**SECRET BALLOT PROCEDURES**

*Secret Ballots are used when appropriate in Council meetings, for example when electing the Deputy Mayor.*

*These procedures will govern, generally, how secret ballots work.*

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 15 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

1. Where a matter has been identified as requiring a private ballot, the Mayor will call for nominations from the floor, and Council Members may nominate themselves if they wish. A secret ballot shall be carried out where there are two or more nominations to a position.

2. In the event that there are two or more candidates for the position, a Secret Ballot will be conducted by the CEO, generally using preferential voting (unless the Council decides to use a different method).

*Example of preferential voting:*

*A preferential system with the elimination of the candidate with the lowest vote until a preferred candidate is left.*

*Candidate 1                      5 votes*

*Candidate 2                      4 votes*

*Candidate 3                      3 votes*

*Candidate 3 is eliminated and those three votes are distributed to the second preference demonstrated on the ballots. Let's assume candidate 3's second preferences all went to candidate 2, then the result will be:*

*Candidate 1                      5 votes*

*Candidate 2                      7 votes*

*Candidate 2 would be elected with a majority of the total votes cast on a preferential basis.*

3. In the event of a tied vote, lots shall be drawn by the CEO, to determine who is excluded from the ballot. This is done by placing the tied nominee's names on identical pieces of paper, placing them in a receptacle so that no one can see the names on the paper and the CEO drawing names until only one nominee remains (of those on the tied vote). The name of the candidate/s withdrawn will be the one/s excluded from the ballot.

4. Secret ballots should be undertaken in adjourned Council so that nominees and the Mayor may cast a ballot. Once the result is determined, the adjournment ends and the result is confirmed by a formal resolution of Council.

5. While a ballot is undertaken, no conflict of interest arises for the nominees. For avoidance of doubt, the Mayor will be provided with a ballot, and may cast a ballot.

6. Once the result is determined and formal meeting procedures resume, the successful nominee may have a conflict of interest based on the position to which they have been nominated. All conflicts of interest must be declared at the appropriate time in accordance with legislative requirements.

## 17—Divisions

(1) A division will be taken at the request of a member.

(2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.

(3) The division will be taken as follows:

(a) the members voting in the affirmative will, until the vote is recorded, stand in their places;

(b) the members voting in the negative will, until the vote is recorded, sit in their seats;

(c) the presiding member will count the number of votes and then declare the outcome.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 16 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |



- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

**NOTE: Once the votes have been recorded, the Presiding Member will then declare the vote.**

#### 18—Tabling of information

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

#### 19—Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried—
  - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
  - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

#### 20—Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
- (3) If a suspension occurs under subregulation (1)—
  - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
  - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
    - (i) the provisions of the Act must continue to be observed<sup>1</sup>; and

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 17 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

- (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
- (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if—
  - (i) the presiding member determines that the period should be brought to an end; or
  - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

**Note—**

- 1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

**21—Chief executive officer may submit report recommending revocation or amendment of council decision**

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

**Part 3—Meetings of other committees****22—Application of Part**

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

**23—Notice of meetings for members**

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 18 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

**24—Public notice of committee meetings**

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2) and (3) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

**NOTE:** In accordance with Council's Code of Practice for Access to Council and Committee Meetings and Associated Documents, Committee meeting calendars are published on Council's website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au).

See also Council's Code of Practice for Access to Council and Committee Meetings and Associated Documents for information on topics such as Public Access to Meetings and the Use of the Confidentiality Provisions.

**25—Minutes**

- (1) The minutes of the proceedings of a meeting must include—
  - (a) the names of the members present at the meeting; and
  - (b) each motion carried at the meeting; and
  - (c) any disclosure of interest made by a member; and
  - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
  - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

**Part 4—Miscellaneous****26—Quorum for committees**

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a council committee is—
  - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
  - (b) a number determined by the council.

**Note—**

See also section 41(6) of the Act.

**27—Voting at committee meetings**

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 19 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

**28—Points of order**

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
- (7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
  - (a) the ruling has no effect; and
  - (b) the point of order is annulled.

**29—Interruption of meetings by members**

- (1) A member of a council or council committee must not, while at a meeting—
  - (a) behave in an improper or disorderly manner; or
  - (b) cause an interruption or interrupt another member who is speaking.
- (2) Subregulation (1)(b) does not apply to a member who is—
  - (a) objecting to words used by a member who is speaking; or
  - (b) calling attention to a point of order; or
  - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
  - (a) censure the member; or
  - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who—
  - (a) refuses to leave a meeting in contravention of subregulation (4); or
  - (b) enters a meeting in contravention of a suspension under subregulation (5),

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 20 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |



is guilty of an offence.

Maximum penalty: \$1 250.

### **30—Interruption of meetings by others**

A member of the public who is present at a meeting of a council or council committee must not—

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.

#### **MOBILE DEVICES**

*Any mobile devices brought into Council or Committee Meetings are to be switched to silent or off.*

#### **RECORDING AND PHOTOGRAPHY AT MEETINGS BY THIRD PARTIES**

*Audio, video or photographic recording devices are not permitted to be used by third parties during any Information Briefing Sessions, Ordinary Council, Special Council or Committee Meetings except with Council's permission.*

*However, it should be noted that Council and Committee meetings and Informal Briefing Sessions may be recorded and uploaded to the internet. Links to recordings are available on Council's website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au).*

|                                                                                                                                                                                  |                              |                            |                                                                           |                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------------------------|---------------------|------------------|
|                                                                                               | Approval date:<br>20/02/2024 | Review date:<br>20/02/2025 | Approved by:<br>Council by two-third majority<br>Council Minute Book Ref: | Ref:<br>CD23/27[v2] | Page 21 of<br>21 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021 |                              |                            |                                                                           |                     |                  |

# THE BAROSSA COUNCIL

## TERMS OF REFERENCE

### SISTER CITIES ADVISORY COMMITTEE



#### 1. ESTABLISHMENT

- 1.1** Pursuant to Section 41 of the *Local Government Act 1999* (the "Act"), The Barossa Council (the "Council") has established a committee to be known as the Sister Cities Advisory Committee (the "Committee").
- 1.2** The Committee, in partnership with Council, industry and community, is established to support Council's strategic commitment to the development and maintenance of effective international relations via Sister City and Friendship City relationships and provide a framework for entering into, maintaining and assessing such relationships to ensure that maximum benefits can be realised by both parties.
- 1.3** As a Committee established pursuant to Section 41 of the Local Government Act, the Committee will be required to be re-established after each periodic election of Council.

#### 2. OBJECTIVE

- 2.1** The Committee will provide advice and support to Council, industry and the community to enhance Sister City relationships and programs and will actively undertake the facilitation of activities with the objective of nurturing and fostering the relationship and providing cross-cultural understanding, building connected communities, and generating mutual benefits for Sister Cities by:
- 2.1.1** Facilitation of the sharing of best practice and exchange of new ideas and successful experiences across a range of disciplines to improve capability and build more vibrant cities and local government authorities.
- 2.1.2** Fostering trade and investment initiatives that promote business development, provide accelerated access and open doors into key markets to connect our cities more effectively with buyers and sellers.
- 2.1.3** Promotion of each other's cities as visitor destinations, cross participation in festivals and events and facilitation of the exchange of destination marketing expertise and experience to enhance the tourism market intelligence of both cities.
- 2.1.4** Facilitation of education, cultural and sporting exchanges that empower our youth, support the education sector, celebrate our unique heritage, create opportunities for artistic expression and activate community participation.

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 1 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

- 2.1.5 Enhancement of each other's reputation and capacity to meet emerging policy issues facing our cities in addition to capitalizing on opportunities to explore innovations and improvements in science and technology, viticulture, rural and urban design, public infrastructure and sustainability.
- 2.1.6 Fostering friendship, mutual regard, and understanding among the citizens of our communities.

|          |                   |
|----------|-------------------|
| <b>3</b> | <b>MEMBERSHIP</b> |
|----------|-------------------|

- 3.1** Members of the Committee shall be appointed by Council and shall comprise of seventeen (17) Members as follows:

3.1.1 Mayor.

3.1.2 Council staff nominated by the CEO, being no more than four (4) Members with relevant experience and expertise to assist the Committee's purpose.

3.1.3 Community Members that broadly represent the community and in particular will include no more than six (6) Members from the following sectors:

3.1.3.1 Business and wine industry;

3.1.3.2 Tourism, events and marketing;

3.1.3.3 Education, cultural and/or recreation and sport;

3.1.3.4 International Service Clubs;

3.1.3.5 Community members who demonstrate areas of need to achieve the purpose, which may include history, heritage, international relations, economic development, government relationship management, diplomacy.

3.1.4 No more than six (6) Members from industry groups in the following sectors:

3.1.4.1 Barossa Australia

3.1.4.2 RDA, Barossa, Gawler, Light and Adelaide Plains

3.1.4.3 Agriculture

3.1.4.4 Retail, Commercial and Small Business

3.1.4.5 Secondary Education – ie Nuriootpa High School and Faith Lutheran College.

- 3.2** Appointments to the Committee pursuant to Clauses 3.1.3 and 3.1.4 shall be for two (2) years from the date the Committee is established, or the Member is appointed. A new member appointed under circumstances outlined in Clause 3.4 shall be appointed for the remainder of the outgoing Member's term.

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 2 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

- 3.3** Appointments to the Committee pursuant to Clauses 3.1.1 and 3.1.2 shall be for the period of the enacted Council being a maximum of four (4) years from the date the Council is sworn in.
- 3.4** A Member ceases to be a Member upon resignation or if they are otherwise incapable of continuing as a Member.
- 3.5** Members shall attend and participate in meetings of the Committee and be actively engaged in the planning and execution of program activities and initiatives, or if they are an apology, provide notice of that apology.
- 3.6** Members can renominate to a position on the Committee when their appointment term concludes.
- 3.7** Members so appointed under Clause 3.1.3 and 3.1.4 with remaining terms will be recommended for continuance on the Committee if the Council re-establishes the Committee after the periodic election.

|          |                                    |
|----------|------------------------------------|
| <b>4</b> | <b>ESTABLISHING WORKING GROUPS</b> |
|----------|------------------------------------|

- 4.1** The Committee may appoint Working Groups subject to Clauses 4.2 to 4.4, to investigate or perform a specific activity, matter, purpose or thing to which the Committee may require, subject to the control of the Committee, and is an activity, matter, purpose or thing which may be considered by the Committee to be essential to the objectives of the Committee.
- 4.2** Each Working Group appointed shall be for a fixed term of not more than twelve (12) months and limited to no more than 5 (five) members.
- 4.3** The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.
- 4.4** Any Working Group will not be provided Executive Officer support and therefore shall manage its own agenda and minute processes.

|          |                                    |
|----------|------------------------------------|
| <b>5</b> | <b>COMMITTEE EXECUTIVE SUPPORT</b> |
|----------|------------------------------------|

- 5.1** The Committee's support will be undertaken by the Sister City Program Manager and shall:
- 5.1.1 Provide for agendas and minutes of meetings under the provisions set out in the Act.
  - 5.1.2 Submit for confirmation the draft minutes at the next Committee meeting.
  - 5.1.3 Submit the draft minutes to Council's Agenda at the next available Council meeting.
  - 5.1.4 Coordinate the signing of these confirmed minutes by the Presiding Member.
  - 5.1.5 Coordinate the Committee's Annual self-assessment.
  - 5.1.6 Make available electronic participation at Committee meetings.
  - 5.1.7 Provide the Committee with governance support.

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 3 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |



5.1.8 Ensure an annual report is provided to Council.

|          |                            |
|----------|----------------------------|
| <b>6</b> | <b>ROLE OF CHAIRPERSON</b> |
|----------|----------------------------|

**6.1** The Chairperson will be the Mayor.

**6.2** The role of the Chairperson is to:

6.2.1 Ensure that the Committee acts and operates at all times in accordance with these Terms of Reference;

6.2.2 Oversee and facilitate the conduct of meetings in accordance with the Act, Regulations and any relevant Council policies;

6.2.3 Ensure that the Guiding Principles at Regulation 5 are observed and that all Committee Members have an opportunity to participate in discussions in an open, respectful and encouraging manner; and

6.2.4 Call the meeting to order and move the debate towards finalisation when a matter has been debated significantly and no new information is being discussed.

**6.3** If the Chairperson is absent from a meeting a person chosen from those present at the meeting shall preside at that meeting.

|          |                        |
|----------|------------------------|
| <b>7</b> | <b>ROLE OF MEMBERS</b> |
|----------|------------------------|

**7.1** The responsibilities of the members are to:

7.1.1 Serve the Committee in a voluntary capacity;

7.1.2 Regularly attend meetings and to actively contribute ideas and commentary;

7.1.3 Read agendas and accompanying reports ahead of any meeting;

7.1.4 Complete the annual Committee self-assessment as outlined in Clause 11;

7.1.5 Actively participate in working groups, sub-committees or specialist panels as required; and

7.1.6 Represent the interests of the community rather than pursue personal interests.

**7.2** Members are expected to:

7.2.1 act honestly and within the law at all times.

7.2.2 act in good faith and not for improper or ulterior motives.

7.2.3 act in a reasonable, just and non-discriminatory manner.

7.2.4 undertake their role with reasonable care and diligence.

7.2.5 conduct their ongoing relationship with fellow Committee Members, Council employees and the public with respect, courtesy and sensitivity.

7.2.6 use information in a careful and prudent manner.

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 4 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

|          |                         |
|----------|-------------------------|
| <b>8</b> | <b>DELEGATED POWERS</b> |
|----------|-------------------------|

- 8.1.** In order for the Committee to perform its functions consistent with these Terms of Reference, the Council delegates to the Committee:
- 8.1.1 In accordance with section 137 of the *Local Government Act 1999*, the power to expend Council's approved budgeted funds subject to the Committee's budget allocation and Council's policies.
  - 8.1.2 In accordance with Council's Annual Business Plan and Budget policy, the Committee may raise and receive funds solely for the Committee's purpose and shall request that Council's budgets be updated to reflect, and funds raised or received.
  - 8.1.3 Authority to undertake work, programs, events to meet the objectives effectively and efficiently.

|          |                   |
|----------|-------------------|
| <b>9</b> | <b>GOVERNANCE</b> |
|----------|-------------------|

- 9.1** A recommendation by the Committee to the Council to amend these Terms of Reference must be made by the majority of all Committee members.
- 9.2** Notwithstanding this Terms of Reference, all Committee members are expected to have read and understood, and must at all times observe and comply with the relevant requirements under the:
- 9.2.1 Local Government Act 1999;
  - 9.2.2 Local Government (Procedures at Meetings) Regulations 2013;
  - 9.2.3 Code of Practice for Meeting Procedures;
  - 9.2.4 Sister City Relationships and Engagement Policy;
  - 9.2.5 Any Council policies and processes which are relevant to the operations of the Committee.
- 9.3 Conflict of Interest**
- 9.3.1 No Committee Member shall vote or take part in debate where they have an interest in any matter before the Committee that would contravene the Conflict-of-Interest provisions under sections 73, 74 and 75 of the Act.
  - 9.3.2 If a Committee Member has a Material Conflict of Interest in the particular matter to be voted upon or debated, the Member must declare a conflict of interest and then leave the meeting place until the matter is concluded. The declaration of a conflict and the time the member left the meeting and returned to the meeting will be recorded in the minutes.
  - 9.3.3 If a Committee Member has an actual conflict of interest or a perceived conflict of interest, the member must deal with the conflict of interest in a transparent and accountable way. The member must inform the meeting of the member's interest in the matter and, if the member proposes to participate in the meeting in relation to

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 5 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

the matter, how the member intends to deal with the actual or perceived conflict of interest. The declaration of a conflict and the time the member left the meeting and returned to the meeting, or, if the member remained in the meeting, how the member voted on the motion, will be recorded in the minutes.

|           |                 |
|-----------|-----------------|
| <b>10</b> | <b>MEETINGS</b> |
|-----------|-----------------|

#### **10.1 Frequency and Timing of Meetings**

10.1.1 The Committee will establish the meeting times at its first meeting after establishment and advise Council.

#### **10.2 Agenda and Minutes of the Meeting**

10.2.1 An agenda will be prepared and distributed to all Committee Members at least three (3) clear days prior to the meeting.

10.2.2 Minutes of the meeting (in accordance with legislative requirements) will be kept and provided to all Committee Members within five (5) days of the meeting.

10.2.3 The minutes of each Committee meeting will be presented to Council.

10.2.4 All agenda and minutes will only be provided electronically.

#### **10.3 Quorum**

10.3.1 A quorum for a meeting of the Committee shall be half of the current membership, ignoring any fraction resulting from the division and adding 1.

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

10.3.3 If a quorum is not present after 30 minutes from the scheduled commencement date the Program Manager shall reschedule the meeting.

#### **10.4 Meeting Procedures**

10.4.1 The meetings of the Committee shall be held in accordance with Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013*. Part 2 of the Regulations (described as formal meeting procedures) does not apply to this Committee.

10.4.2 Insofar as the Act and/or Regulations or these Terms of Reference do not prescribe the process to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own process. In that case, the Committee will document that process within its Minutes.

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 6 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

10.4.3 Members must comply with the Behavioural Policy and Framework provisions required under the Act.

10.4.4 Members of the public are able to attend all meetings of the Committee and have access to all documents relating to the Committee, unless prohibited by resolution of the Committee under confidentiality provisions of section 90 and/or 91 of the Act.

**10.5** Meetings may either wholly or in part be held via electronic means. A Committee Member participating in a meeting by electronic means is taken to be present at the meeting provided that the member:

- (i) can hear all other members present at the meeting;
- (ii) can be heard by all other members present at the meeting; and
- (iii) can be heard by the person recording the minutes of the meeting

#### Decisions and Voting

10.5.1 All decisions of the Committee shall be made on the basis of a majority decision of the Members present.

10.5.2 All Committee Members must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.

10.5.3 Each Member (including the Chairperson) of the Committee has a deliberative vote only. In the event of a tied vote, the Chairperson will have a casting vote.

### **11 REPORTING AND REVIEW**

**11.1** On an annual basis, all Committee Members must complete a self-assessment that evaluates the Committee's performance to promote continuous improvement in performance and ensure that its actions are aligned with its intended purpose.

11.1.1 The Committee's administrative support officer will facilitate the annual self-assessment process and provide a summary of the results to the Committee and Council's Chief Executive Officer for consideration and further discussion with the Committee as necessary. The results of the self-assessment may be referred to Council if required.

### **12 RESOURCES**

**12.1** Local Government Act 1999

**12.2** Local Government (Procedures at Meetings) Regulations 2013

**12.3** Code of Practice or Meeting Procedures

**12.4** Sister City Relationships and Engagement Policy

**12.5** Conflict of Interest provision under the Act

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 7 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |



| 13. DOCUMENT CONTROL        |                                                                                   |                                                                                                                                                                                                                                                                                              |          |                                                             |                                                         |
|-----------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------|---------------------------------------------------------|
| <b>Corporate Plan Link:</b> |  | 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.<br>6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals. |          |                                                             |                                                         |
| <b>Document Owner:</b>      | Chief Executive Officer                                                           |                                                                                                                                                                                                                                                                                              |          | <b>Document Control Officer:</b>                            | Executive Business Partner, Office of the Mayor and CEO |
| <b>Consultation Rating:</b> | N/A                                                                               | <b>Audience:</b>                                                                                                                                                                                                                                                                             | Internal | <b>Next Review Date:</b>                                    | 21/11/2024                                              |
| Version history             |                                                                                   |                                                                                                                                                                                                                                                                                              |          |                                                             |                                                         |
| Version No.                 | Date                                                                              |                                                                                                                                                                                                                                                                                              |          | Description of Change                                       |                                                         |
| 1.0                         | 21 November 2023                                                                  |                                                                                                                                                                                                                                                                                              |          | Terms of Reference adopted upon Committee being established |                                                         |

|                                                                                                                                                                                  |                              |                            |                                                     |                    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-----------------------------------------------------|--------------------|-------------|
|                                                                                               | Approval date:<br>21/03/2023 | Review date:<br>30/06/2024 | Approved by: Council<br>Council Minute Book Ref: xx | Ref:<br>23/111109* | Page 8 of 8 |
| Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2022 |                              |                            |                                                     |                    |             |

## **MATTERS FOR INFORMATION**

### **3.5 POTENTIAL BAROSSA BBQ & BEER FESTIVAL WITH LIVE MUSIC – LINKS TO GRAPEVINE TEXAS THEMES**

**Author: Manager, Tourism Services  
24/30291**

Following the establishment of the Sister City relationship with Grapevine Texas, Council is interested in ways we can foster both cultural and commercial ties between the two cities. The establishment of and investment into festivals and events is a key takeaway from our recent visit to support increased visitation and the visitor economy. This also aligns with the SA Regional Visitor Strategy 2025 where leisure and business events are identified as a great way to showcase the personality of a region, build community pride, develop social connections, and deliver revenue into the local economy.

Manager Tourism Services, Jo Seabrook recently had interest from an Adelaide based commercial business to establish a 'Beer and BBQ Festival' in the Barossa. This idea has sparked further conversations around building a new annual hallmark event in the region. An event whereby we can tap into learnings from our sister city counterparts and put into practice here. It is anticipated that theming of this event could be done in a way that it not only aligns with our own identity but ties with Grapevine Texas, with the potential of targeting teams to attend the festival.

Ideas/considerations include.

Event Name ideas:

- Barossa Beer & BBQ Festival
- Barossa Beer, BBQ & Blues Festival
- Barossa Brews, BBQ and Blues Festival

Event Theme ideas:

- BBQ food with Texan/American influence – food trucks and caterers that fit the theme.
- Beverage stalls – beer, wine, distilleries – focus on local offering.
- Live Blues/Country/Folk Music – Touring headliner band with local supporting artists (Barossa Live & Local). Large outdoor stage area (similar size to likes of A Day on the Green).
- Winter themes – Fire, cooking, burning of cuttings of vines (following pruning season).
- Barbeque and grilling competitions – Targeting South Australian, national and international teams to the Barossa.
- Market Stalls – Meat rubs, sauces, chutneys, small goods, BBQ supplies (eg heatbeads), knives, leather goods. fire-pits, barbershop.
- Hot-rod/ American cars display.

Sponsorship ideas/options:

- BBQ supplies
- Yetti
- Webber
- Barbeques Galore

**Event Timing:**

- Possible Winter event – replacement of 'gourmet weekend,' 'a little more Barossa'
- Consider a single day or two-day festival

**Event Location:**

- Central location close to accommodation options
- Large outdoor site for cooking, main entertainment stage, stalls, food vans/trucks
- Indoor options a "back-up" for inclement weather

**Event Set-up options:**

- Establish a brand-new event – who would be involved?
- Partner with existing event "Barossa Beer & Cider Festival" to grow and expand this existing event (would need to explore interest).
- Target an existing/established event organiser to the region – there are similar events that are held nationwide that we could attract to the Barossa.
- Fundraising opportunity

Council officers are currently preparing an Event Management Framework to be presented to Council at its April workshop after which policy settings will be drafted for Council approval to proceed to community consultation. The Framework which will be presented to the Committee at its next meeting aims to provide overarching policy and process setting for the holding of events across the Council area.

Further discussions are being held to understand the level of interest for this kind of event in the region and at this stage we are just seeking feedback from the Committee as to whether this idea is of interest to pursue and to continue further conversations.

**ATTACHMENTS**

Nil

**SUPPORTING REFERENCES**

Existing Events/reference to theming:

<https://meatstock.com.au/>

<https://www.beerbbqfest.com.au/>

## **DEBATE REPORT**

### **4.1 GRAPEVINE DELEGATION - BAROSSA VINTAGE FESTIVAL 2025**

**Author: Executive Business Partner  
24/30143**

#### **PURPOSE**

To seek the Committee's endorsement to actively participate in hosting a delegation from Grapevine, Texas during the Barossa Vintage Festival in April 2025

#### **RECOMMENDATION**

That Sister Cities Advisory Committee:

- (1) Support and actively participate in hosting a delegation from Grapevine, Texas during the Barossa Vintage Festival in April 2025; and
- (2) Commit to further engagement with the Barossa Vintage Festival Committee in ways in which we can work together to incorporate the objectives of the City to City Accord.

#### **REPORT**

##### Background

The Barossa Council hosted a delegation of four from Grapevine, Texas during the Barossa Vintage Festival 2023. The program is outline in Attachment 1.

Since hosting our counterparts from Texas and in supporting the delegation of the Mayor and Jo Moen to visit Grapefest in 2023, we have identified a number of learnings to enhance the experience.

##### Discussion

Under Council's Sister City Relationships and Engagement Policy, Section 3.5 - Council Missions to Sister Cities of the Council will support a program of formal delegation missions for each of its Sister Cities on the following basis.

- 3.5.1. Any delegates, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual budget.
- 3.5.2. The program will allow for an annual delegation (either incoming or outgoing) to be reciprocated to/by the partner City in the following financial year or at a later date. The program will be routinely reviewed by the Sister City Advisory Committee and a report submitted to Council as a means of assessing the outcomes of the missions and determining their value for the future.



- 3.5.3. Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the objectives of these relationships.

We are currently seeking confirmation from Grapevine, Texas on their delegation to The Barossa Council during the Barossa Vintage Festival 2025. The Committee will play an integral in the successful hosting of our Sister City delegates with further details to be provided to the Committee members once available.

#### Events

The Committee will have an opportunity to develop events and activities during the Vintage Festival 2025 that promote our Sister City relationship with Grapevine and investigate ways in which the community can actively participate.

To look at ways to build connection and celebration of each other's unique cultural experiences and our communities.

#### Summary and Conclusion

The Committee is asked to discuss and provide support for future hosting opportunities from delegates of Grapevine, Texas and to support investigations into incorporating their visit with the Barossa Vintage Festival through their committee.

### **ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1     Grapevine Visit 2023 - Itinerary [!\[\]\(cf531ed27e91483460120fcc057b3901\_img.jpg\)](#) 

#### Supporting references

Nil

### **COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

#### Community Plan



#### Business and Employment

#### Goal

11. The Barossa has a strong local economy that adapts, innovates and thrives on change and strives for a diverse industry base that provides a sustainable range of business and job opportunities for people.
12. We are a visitor destination of choice

#### Strategies

- 11.3. Promote the Barossa as a place for business's to thrive, invest, innovate, take measured risks and prosper.
- 12.2. Support economic development and destination awareness through events, festivals, creative enterprise and attractions.

#### Corporate Plan

- CS11 Events - Management of community development projects and events, including enquiries and logistics. Event management supporting a variety of internal service areas and community that support the delivery of successful, community focused events.

Legislative Requirements

Nil

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Nil at this stage. More information will come in the lead up to the delegation's visit to the Barossa.

**COMMUNITY ENGAGEMENT**

It would be envisaged that the Committee would engage with the Barossa Vintage Festival Committee and Councils Community Liaison Partner to support the delegation through its events and formal engagements during April 2025.



# The Barossa Council Sister City Tour

# Grapevine Visit 2023

## Thursday 20 April 2023

10.25 AM

### Arrival - Airport pick up

Private driver to collect from airport and travel to the hotel.

12.30 PM

### Barossa Weintal Hotel

Check in and freshen up.

1.00 PM

### Lunch - Barossa Weintal Hotel

Informal welcome over lunch with Mayor Bim Lange, Elected Member Rick Lane, CEO The Barossa Council, Martin McCarthy and Director Corporate Services and Business Innovation, Jo Moen.

2.10 PM

### Nuriootpa High School

Meeting with School Leaders - Please note it is School Holidays in South Australia during the visit therefore students will not be present.

4.00 PM

### Barossa Weintal Hotel

Free time.

5.30 PM

### Barossa Regional Gallery

Light refreshments and formal welcome by The Barossa Council.  
Barossa Vintage Festival Exhibition.  
Introduction and demonstration of Hill and Son Grand Organ.  
Signing of Resolution of Intention for a City to City Accord.

8.00 PM

### Return to hotel for the night

## Contact

Joanne Moen  
jmoen@barossa.sa.gov.au  
0418 483 722





# Grapevine Visit 2023

## Friday 21 April 2023

|          |                                                                                                                                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.00 AM  | <b>Barossa Weintal Hotel</b><br>Breakfast at the hotel followed by 9.00am pick up.                                                                                                                                                                                                                                                      |
| 9.15 AM  | <b>Angas Recreation Park</b><br>Introduction to key Recreation and Sport Infrastructure Projects and site tour.                                                                                                                                                                                                                         |
| 10.30 AM | <b>The Barossa Cellar</b><br>Barossa Australia - meet and greet with morning tea.                                                                                                                                                                                                                                                       |
| 12.15 PM | <b>Lunch - Hutton Vale Farm</b><br>Lunch and heiritage talk with Mayor Lange, Deputy Mayor Dave de Vries and Elected Member John Angas (Sixth Generation Land Owner and descendant of the founder of the Angaston township), CEO The Barossa Council, Martin McCarthy and Director Corporate Services and Business Innovation, Jo Moen. |
| 1.45 PM  | <b>Barossa Village Aged Care</b><br>Meeting with Aged Care sector representatives.                                                                                                                                                                                                                                                      |
| 3.00 PM  | <b>Rockford</b><br>Afternoon tea and site tour.                                                                                                                                                                                                                                                                                         |
| 4.15 PM  | <b>Barossa Weintal Hotel</b><br>Free time.                                                                                                                                                                                                                                                                                              |
| 7.00 PM  | <b>Dinner - Lambert Estate</b><br>Dinner in the Vines - Barossa Vintage Festival Event with Mayor Lange and CEO Barossa Australia, James March.                                                                                                                                                                                         |
| 9.00 PM  | <b>Return to hotel for the night</b>                                                                                                                                                                                                                                                                                                    |

### Contact

Joanne Moen  
jmoen@barossa.sa.gov.au  
0418 483 722



# Grapevine Visit 2023

## Saturday 22 April 2023

|          |                                                                                                                                                                                        |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.00 AM  | <b>Barossa Weintal Hotel</b><br>Breakfast at the hotel followed by 9.45am pick up.                                                                                                     |
| 10.00 AM | <b>Kaesler Wines - Grassed Area</b><br>Viewing of Barossa Vintage Festival Parade with opportunity to mingle with Elected Members and members of the community.                        |
| 11.00 AM | <b>Nuriootpa Main Street</b><br>Walk around the Nuriootpa Town Day, lunch and view scarecrows at Coulthard House.                                                                      |
| 2.00 PM  | <b>North and Central Barossa Site Visits</b><br>Tour of key sites around the northern and central region of the Barossa with Mayor Lange and Gary Mavrinac.                            |
| 4.00 PM  | <b>Barossa Weintal Hotel</b><br>Free time.                                                                                                                                             |
| 6.30 PM  | <b>Dinner - Barossa Vintage Ball</b><br>Black Tie Dinner - Barossa Vintage Festival Event with Deputy Mayor de Vries, Martin and Lisa McCarthy, Jo Moen, Ben Clark and Janine Harding. |
| 10.30 PM | <b>Return to hotel for the night</b>                                                                                                                                                   |

### Contact

Joanne Moen  
jmoen@barossa.sa.gov.au  
0418 483 722



# Grapevine Visit 2023

## Sunday 23 April 2023

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.30 AM  | <b>Barossa Weintal Hotel</b><br>Breakfast at the hotel followed by 9.00am pick up.                                                                                                                                                                                                                                                                                                                                                 |
| 9.00 AM  | <b>Southern Barossa Site Visits</b><br>Tour of key sites around the southern region of the Barossa with Mayor Lange and Ben Clark, Director Infrastructure and Environmental Services.                                                                                                                                                                                                                                             |
| 12.00 PM | <b>Lunch - St Hugo Wines</b><br>VIP Tour, wine tasting and lunch with Mayor Lange, CEO/Director of Regional Development Australia BGLAP, Leonie Boothby, State Member for Schubert and Shadow Health Minister, Ashton Hurn MP, Federal Member for Barker and Shadow Assistant Minister for Infrastructure and Transport, Tony Pasin MP and 2020 Barossa Winemaker of the Year, Stuart Bourne and Council Executive Leadership Team |
| 1.30 PM  | <b>Jacobs Creek Heritage Walk</b><br>Walk from St Hugo Wines through to Jacob's Creek Visitor Centre.                                                                                                                                                                                                                                                                                                                              |
| 2.15 PM  | <b>Tanunda Main Street</b><br>Walking tour of main street including a visit to the Barossa Council Visitor Information Centre with Mayor Lange and Gary Mavrinac.                                                                                                                                                                                                                                                                  |
| 3.30 PM  | <b>Barossa Weintal Hotel</b><br>Free time.                                                                                                                                                                                                                                                                                                                                                                                         |
| 6.15 PM  | <b>Dinner - Guest's Choice</b><br>Please feel free to either seek out a dinner venue of your choice or alternatively Martin McCarthy has offered to host you at his home.                                                                                                                                                                                                                                                          |
| 8.30 PM  | <b>Return to hotel for the night</b>                                                                                                                                                                                                                                                                                                                                                                                               |

### Contact

Joanne Moen  
jmoen@barossa.sa.gov.au  
0418 483 722



# Grapevine Visit 2023

## Monday 24 April 2023

8.00 AM

### Barossa Weintal Hotel

Breakfast at the hotel followed by 9.00am pick up.

9.05 AM

### Governance Workshop

Sister City Agreement - clarification of expectations, outcomes and commitments. Development of shared understanding in commonalities and differences in service profiles, legislative frameworks and decision making structures (Local/City Government, emergency services, education, health, regional planning etc).

10.45 AM

### Morning Tea

Hosted by Council's Executive Leadership Team.

11.00 PM

### Organisational Overview

Our employee culture, employer of choice focus and organisational improvement strategy (HR Reforms, ICT strategy, Continuous Improvement, Governance).

11.45 PM

### Future of the Barossa

Planning focus - Character Preservation , Major Development, Economic Outlook/Issues - Housing, Employment, Transport.

12.30 PM

### Lunch - Provenance Barossa

Tour of general area with lunch and farewell at Stein's Taphouse.

1.30 PM

### Adelaide City

Private driver to collect from The Barossa Council office and travel to Adelaide hotel - location TBC.

Barossa Australia to chaperone remainder of visit

### Contact

Joanne Moen  
jmoen@barossa.sa.gov.au  
0418 483 722

The Barossa  
Council Office  
Day





# Thank you

## **DEBATE REPORT**

### **4.2 FUTURE PLANNING**

**Author: Executive Business Partner  
24/30181**

#### **PURPOSE**

Future planning session to agree and determine the main focus areas for the Committee. It is suggested the Committee short suspends of formal meeting procedures to undertake discussions.

#### **RECOMMENDATION**

That Sister Cities Advisory Committee endorse the following main focus areas that the Committee determines as a priority for the next 12 months, those being:

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

#### **REPORT**

##### Discussion

The Committee is asked to undertake a brainstorming session to determine a consensus on the main focus areas for the Committee. This will be conducted by the Community Development Officer.

It is suggested that the Mayor calls for a Short Suspension of Meeting Procedures, pursuant to Council's Code of Practice for Meeting Procedures (Supporting Reference below) for 30 minutes to undertake the discussion.

These main focus areas will not hinder new ideas or projects but give direction to the Committee so as to undertake projects that align with the objectives in the Sister City and Relationship Policy (Supporting Reference below).

#### **ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Nil

##### Supporting references

[Sister-City-Relationships-and-Engagement-Policy.pdf \(barossa.sa.gov.au\)](#)

[Code-of-Practice-for-Meeting-Procedures-2024.pdf \(barossa.sa.gov.au\)](#)

#### **COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Corporate Plan

BS4 Council and Committees - Provision of support to Council and Committees through the provision of required information, agendas, and minutes. Council and Committees are provided with support to enable informed decisions.

Legislative Requirements

Nil

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Nil

**COMMUNITY ENGAGEMENT**

Nil