NOTICE OF ORDINARY COUNCIL MEETING
Tuesday 16 July 2024
in the Council Chambers, 43-51 Tanunda Road, Nuriootpa,
commencing at 5.30pm.

A recording of the meeting will be available to view on the Council's website.

Jo Moen
ACTING CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

A G E N D A

Welcome and Acknowledgement of Country by Mayor.

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:

2.1.1 Council meeting held on Tuesday 18 June 2024 at 5.30pm

2.2 Matters arising from previous minutes

Nil

3 PROCEDURAL ITEMS

3.1 Petitions

Nil

3.2 Deputations/Visitors to the meeting

Nil

3.3 Notice of Motion

Nil

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Tuesday 20 August 2024 at 5.30pm

11. CLOSURE

Mayor's Report - July Meeting 2024

24/34278

JUNE/JULY

14/06/2024 ABC TV Interview at the Gawler Central Station regarding possible rail services to the Barossa.

20/06/2024 Meeting with the Chair and Executive Officer of the Gawler River Flood Management Authority (GRFMA) and CEO, Martin McCarthy.

Teams Meeting with the LGA CEO, Clinton Jury and Storm Water Management Authority Executive.

Teams Meeting with DTI Concordia Growth Area Project Control Group Representatives, CEO, Martin McCarthy and Natasha Weedon, Senior Strategy Advisor.

22/06/2024 Citizenship Ceremony welcoming 19 new citizens to our community from:

- United Kingdom including England and Wales
- Papua New Guinea
- Croatia
- United States
- Brazil
- Italy
- India
- United Arab Emirates

22/06/2024 Interview with The Bunyip Newspaper talking about my 50 years' Service to Local Government.

22/06/2024 Attended the Barossa Ruby Precinct Opening event in Tanunda joined by Katrine Hildyard MP, Minister for Recreation, Sport and Racing; Dr Fraser Vivian, Rams Club President and Ashton Hurn MP - Member for Schubert in cutting the ribbon.

22/06/2024 Attended the Winter Flame Event with the Barossa Pipe Band in Tanunda.

24/06/2024 Santos Tour Down Under Launch where I welcomed the announcement that Stage 1 will be passing through Williamstown and Tanunda will host the start and finish of Health Partners Stage 2 on Wednesday 22 January.

26/06/2024 Hosted Cricket Australia with a Tour and Presentation of the Community Cricket Award to Tanunda Cricket Club and Council for the Community Facility Project of the Year 2023-24 Highly Commended.

27/06/2024 Nuriootpa traders Ground-Breaking Ceremony for the new $80m investment Warehouse and Distribution Facility.

27/06/2024 Attended the Sister Cities Advisory Committee Meeting held in the Council Chamber via Teams.

2/07/2024 Attended Australian Local Government Association Conference held in Canberra. The 2024 National General Assembly of Local Government (NGA) – The theme was "Building Community Trust" which acknowledges the critical importance of trust in our democracy's different level of government, its institutions, and amongst its citizens.

MATTERS FOR INFORMATION

6.1 RESIDENTIAL HARD WASTE PROGRAM - SUMMARY REPORT FOR FINANCIAL YEAR 2023 - 2024.

Author: Sustainability Officer
24/44657

To inform Council of the results of the Residential Hard Waste Program for financial year 2023 – 2024.

Two campaigns were facilitated in financial year 2023 – 2024. As endorsed by Council (19 September 2023, decision 2022-26/247) a voucher only campaign was offered in October and November 2023, then a second campaign in April to June 2024 delivered both kerbside collections and waste vouchers.

Kerbside collections were available to township properties. Rural properties, and township properties who did not claim a kerbside collection, were eligible for a voucher. Vouchers could be used for either hard waste or green garden waste at Springton Transfer Station, Ecowaste Solutions, or with Yard Clean Up Man or Kand-Do-It.

The vouchers were fully subscribed in the first campaign, but not maximised in the second campaign. The number of vouchers redeemed compared to the number issued was consistent with previous campaigns.

There was strong demand for kerbside collection. Kerbside collections opened for registration in mid-March for April collections, and there was still availability into April for residents who were slower to register. The tonnages received from kerbside collection was consistent with previous campaigns.

The Hard Waste Program was advertised on corflutes in the region, in Council's newsletter, on Council's website, In the Leader Newspaper, and on social media (including targeted paid social media advertising).

The table on the following page provides a summary of the measures and results of Residential Hard Waste Program for financial year 2023 – 2024.

The Residential Hard Waste Program has now transitioned to an ongoing program (per 19 September 2023, decision 2022-26/247) and two campaigns, 500 kerbside and 500 vouchers each per campaign, have been budgeted for financial year 2024 – 2025.

Planned campaigns for the new financial year are:

- October 2024 kerbside collections with registrations opening mid-September 2024. Vouchers will be offered concurrently for use mid-September 2024 to 30 November 2024.
- April 2025 kerbside collections with registrations opening mid-March 2025. Vouchers will be offered concurrently for use mid-March to 30 June 2025.
- Eligible properties are entitled to either one kerbside collection service or one waste voucher service. Eligibility is per financial year.

Table 1: Summary of the measures and results of Residential Hard Waste Program for financial year 2023 – 2024.

Measures	Campaign dates	Kerbside Collection	Vouchers
Redemption rate	October 2023 – November 2023	N/A voucher only campaign	500 vouchers budgeted. 518 vouchers claimed. 346 vouchers redeemed (66%).
	April 2024 – June 2024. Kerbside collections occurred in April. Vouchers were available April – 30 June 2024	500 collections budgeted. 477 collections redeemed.	500 vouchers budgeted. 363 vouchers claimed. 211 vouchers redeemed (58%).
Cost of collection	October 2023 – November 2023	N/A voucher only campaign	$4,400 for Springton Transfer Station - 2 additional opening days.
	April 2024 – June 2024	$14,000	$4,400 for Springton Transfer Station - 2 additional opening days.
Disposal costs	October 2023 – November 2023	N/A voucher only campaign	$21,200
	April 2024 – June 2024	$10,500 41 tonnes of material.	$16,100
	Sub total cost (ex. GST)	$24,500	$46,100
		Total cost (ex. GST)	$70,600
Some additional cost was incurred for advertising The Program. All costs incurred for The Program were within budget.			

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil

MATTERS FOR INFORMATION

6.2 HOUSEHOLD CHEMICAL AND PAINT DROP-OFF DAY - EVENT SUMMARY

Author: Sustainability Officer
24/44660

On Saturday 18 May 2024, Council hosted a free household chemical and paint drop-off event at 117 Samuel Road, Nuriootpa. Hosting this event made it easier for residents and small primary producers to responsibly dispose of unwanted chemicals, paints and batteries that do not belong in residential kerbside bins.

The Northern and Yorke Local Government Association advocated for Green Industries SA to bring this event to the regions. Both The Barossa Council and Port Pirie Regional Council hosted events in May 2024. In the absence of drop-off event days, the closest free-drop off facility to the Barossa is The Northern Adelaide Waste Management Authority (NAWMA) Resource Recovery Centre at Edinburgh North.

The event was funded and controlled by Green Industries SA at an estimated value of $20,000, with Council providing in-kind the site location and 3 council employees to support unloading resident cars and provide traffic management on the day. To promote the event, Green Industries SA paid to insert a flyer into the Quarter 4 Rates Notices (Attachment 1) and Council supported this with some extra print and social media communication.

Cleanaway Waste Management Limited were engaged by Green Industries SA to manage the event. The event was highly successful with 350 cars presenting to drop-off items between 9:00am and 3:00pm. The total volume of materials collected in the Barossa was 14 tonnes and exceeded the total combined volumes collected from the 3 other regional events held in South Australia in 2023 and 2024.

The materials were packed, transported, and safely disposed of in line with the Australian Dangerous Goods Chemicals guidelines. Water-based paint (5 Tonnes), Waste Oil (1.8 Tonnes), detergent and coolants (1.7 Tonnes) and solvent-based paints (1.7 tonnes) were the most common liquids dropped off at the event. Figure 1 below provides the complete list of materials surrendered.

Subject to Green Industries SA funding again, Council could benefit from hosting a free household chemical and paint drop-off event bi-annually.

UN	Proper Shipping Name	Class / Sub Risk	Haz	PG	Solid, Liquid, Gas, Sludge	EPA CODE	Number of Containers	Container Size	Gross Weight With Container (site) kg	Nett Weight Final kg
1263	PAINT (solvent based)	3	3YE	III	liq	F100	6	Steel Bins	N/A	1724.0
-	WATER BASED PAINT	-	-	-	liq	F100	18	Steel Bins	N/A	5309.0
1950	AEROSOLS (Flammable)	2.1	2YE	-	Gas	N100	5	200L	**219.0**	**129.0**
1397	ALUMINIUM PHOSPHIDE PESTICIDE	4.3, 6.1	4WE	I	sol	H100	1	20L	**2.0**	**2.0**
3028	BATTERIES ALKALINE	8	2X	-	sol	T100	1	20L	**15.0**	**15.0**
2794	BATTERIES, WET, FILLED WITH ACID (LEAD / ACID)	8	2R	-	sol	B100	1	Pallet	**372.0**	**372.0**
3264	CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S.	8	2X	II	liq	B100	5	200L	**343.0**	**343.0**
3266	CORROSIVE LIQUID, BASIC, INORGANIC, N.O.S.	8	2X	II	liq	C100	2	200L	**149.0**	**113.0**
-	DETERGENT & COOLANT	-	-	-	liq	T100	6	CS4L	**2088.0**	**1788.0**
1044	FIRE EXTINGUISHERS (GENERAL)	2.2	-	-	Gas	N100	1	Other Cage	**41.0**	**23.0**
1993	FLAMMABLE LIQUID, N.O.S.	3	3YE	II	liq	G160	3	CS4L	**937.0**	**787.0**
2809	FLURO TUBES, N.O.S	8	2X	III	sol	D120	1	Box	**66.0**	**372.0**
1075	GAS BOTTLES LPG	2.1	2YE	-	Gas	N100	1	Other Cage	**329.0**	**279.0**
3105	ORGANIC PEROXIDE TYPE D, LIQUID	5.2	2WE	-	liq	E100	1	20L	**1.0**	**1.0**
3139	OXIDIZING LIQUID, N.O.S.	5.1	1Y	II	liq	E100	1	200L	**70.0**	**52.0**
2902	PESTICIDE, LIQUID, TOXIC, N.O.S. (GENERAL)	6	2X	II	liq	H100	4	200L	**1162.0**	**967.0**
2588	PESTICIDE, SOLID, TOXIC, N.O.S. (General)	6	2X	II	sol	H100	2	200L	**107.0**	**71.0**
2810	TOXIC LIQUID, ORGANIC, N.O.S (Chlorinated solvent)	6	2X	III	liq	T100	1	20L	**84.0**	**66.0**
-	WASTE OIL	-	-	-	liq	J100	6	CS4L	**2173.0**	**1873.0**
	TOTAL WEIGHT								**8158.0**	**14,286**

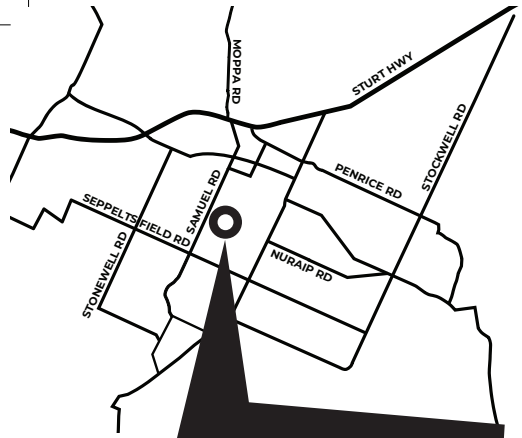
Figure 1- Collected materials on 18 May 2024

ATTACHMENTS

Attachment 1 Barossa rates notice flyer for free household chemical and paint drop-off day 18 May 2024 ⇩

SUPPORTING REFERENCES

Nil



Household chemicals and paint drop-off day
Saturday 18 May 2024
9am - 3pm
117 Samuel Road, Nuriootpa

INSTRUCTIONS FOR DROP-OFF DAY

- Keep original labels on all containers or put labels on known chemicals.
- Package all materials securely to avoid spills.
- Place old containers in 'suitable' bags or buckets to avoid leaks.
- Place smaller containers in a box or larger container to help with unloading. Please note that no containers or boxes will be returned as we do not empty these on-site.
- Transport chemicals in your vehicle's boot or trailer for easy and safe handling.
- For your safety please stay in the car and let staff unload waste.

FOR FURTHER INFORMATION

The Barossa Council 8563 8444

https://www.barossa.sa.gov.au/environment/waste-management-and-recycling/other-waste-services

ALTERNATIVE DROP-OFF LOCATION

NAWMA Resource Recovery Centre
Edinburgh North

Gate, 3 Bellchambers Rd
Edinburgh North

This service is free to all South Australian householders and trade painters. The service is supported by Paintback, The Barossa Council and funded by Green Industries SA. All South Australian householders and trade painters may use this service, regardless of your suburb or council area.

This service is only for household chemicals. Up to 100 litres of paint will be accepted from householders, trade painters and councils.

Large quantities and commercial chemicals from businesses WILL NOT be accepted.

paintback

KESAB environmental solutions

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Government of South Australia
Green Industries SA

FREE
HOUSEHOLD CHEMICAL AND PAINT DROP-OFF DAY

This service is also open to small primary producers.

Saturday 18 May 2024
9am - 3pm
117 Samuel Road
Nuriootpa

REMEMBER Household chemicals and paint should never be placed in any kerbside bin.

The Barossa Council

paintback

WHAT CAN I BRING TO THE HAZARDOUS WASTE DROP-OFF DAY?

ACCEPTED

- Acids and alkalis
- Brake fluids and coolants
- Cleaning products
- Fuel (up to 100 litres)
- Gardening chemicals (including insecticides, rodenticides, herbicides)
- Liquid paint (up to 100 litres)
- Other household chemicals
- Paint, varnishes and stains
- Photographic chemicals
- Pool chemicals
- Solvents (including paint thinners, turpentine)

The following items are accepted on Saturday 18 May however there are convenient options to recycle these items (see right).

- Gas bottles
- Batteries
- Fluorescent light globes
- Oil

NOT ACCEPTED

- Ammunition or explosives (contact SA Police 131 444)
- Asbestos and tyres (contact the EPA 8204 2004)
- Fertiliser (use or donate to local community garden)
- Household smoke detectors (these can be placed in the waste bin)
- Permapine posts (contact IWS Group 8348 5110)
- Pharmaceuticals (return to local pharmacy)

ALTERNATIVE DISPOSAL METHODS FOR FREQUENTLY DROPPED-OFF ITEMS

Many items people bring to the household hazardous waste drop-off day don't really need to be handled by chemical experts as they are of a less hazardous nature. You can save time by using one of the recycling options below all year round.

BATTERIES

Non-hazardous batteries (AA, AAA, D) can be recycled at:

- **ALDI**
  Barossa Central
  Cnr Murray Street and Gawler Street, Nuriootpa
- **B-cycle Battery Recycling Program**
  https://corporate.aldi.com.au/corporate-responsibility/environment/waste-recycling/

GAS BOTTLES

Gas bottles can be recycled (fees may apply) at:

- **The Father's Farm**
  110 Moppa Road South, Nuriootpa, SA 5355
  0481 576 177

Gas 'Swap and Go' (fees apply) available at:

- **Mitre 10**
  114 Gawler Street, Nuriootpa

LIGHT GLOBES

A wide range of globes, bulbs, lights and fluorescent tubes can be recycled at:

- **Mitre 10**
  114 Gawler Street, Nuriootpa

Residential quantities only. Commercial quantities will not be accepted.

OIL

Oil is a valuable resource that can be recycled. **Used motor oil** can be recycled at:

- **Supercheap Auto Gawler**
  485 Main Road North, Evanston
  - Engine oil only
  - Only accepted in a sealed oil container
  - Free of charge

PAINT

Dry paint is perfectly safe to dispose of in your kerbside red waste bin – simply tap the hardened tablet of paint out of the tin and place in the waste bin. Empty, dry paint tins can be recycled in the yellow recycling bin.

FOR FURTHER INFORMATION

For more options on recycling and disposal of hazardous waste head to:

- greenindustries.sa.gov.au/hazwaste
- whichbin.sa.gov.au
- barossa.sa.gov.au

MATTERS FOR INFORMATION

6.3 SINGLE-USE AND OTHER PLASTIC PRODUCTS (WASTE AVOIDANCE) (PROHIBITED PLASTIC PRODUCTS) AMENDMENT REGULATIONS 2024

Author: Sustainability Officer
24/44662

The Single-use and Other Plastic Products (Waste Avoidance) (Prohibited Plastic Products) Amendment Regulations 2024 have been gazetted and will come into operation on 1 September 2024 (Attachment 1).

This state-based legislation was first introduced in 2020 to phase out single-use plastics as an important and achievable step in striving to reduce pollution, cut carbon emissions and protect marine life.

Several single-use plastic items have been added to this iteration of the banned items list from sale, supply, and distribution in South Australia, including:

- Plastic barrier bags, thick supermarket, and boutique-style plastic bags,
- EPS consumer food and beverage containers,
- Plastic confetti, plastic balloon sticks and ties,
- Single-use plastic beverage containers (including coffee cups),
- Single-use plastic food containers.

A detailed summary of changes can be found in Attachment 2 - Single-use Plastic Products Amendment Regulations 1 September 2024.

Green Industries SA at Replace the Waste have developed guidelines to support business and industry to purchase reusable or compostable alternatives. Council is not required to communicate changes, but Environmental Health Officers and our website will have sufficient information to be able to point people to available resources.

Council will audit our facilities to make sure that we meet the requirements of the amended regulations for 1 September 2024.

Enforcement of the legislation will be undertaken by Authorised Officers from the Environmental Protection Authority under the Environment Protection Act 1993.

ATTACHMENTS

Attachment 1	Single-use and Other Plastic Products (Waste Avoidance) Act 2020 - Single-use and Other Plastic Products (Waste Avoidance) (Prohibited Plastic Products) Amendment Regulations 2024 ⇩
Attachment 2	Summary of changes made to Single-Use Plastic Products Amendment Regulations 1 September 2024 ⇩

SUPPORTING REFERENCES
Guidelines to the 2024 Bans on single-use plastics

No 27 of 2024 published in *Gazette 16.5.2024 p 857*

South Australia

Single-use and Other Plastic Products (Waste Avoidance) (Prohibited Plastic Products) Amendment Regulations 2024

under the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*

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Part 3—Amendment of *Single-use and Other Plastic Products (Waste Avoidance) Regulations 2021* commencing on 1 September 2025

6 Amendment of regulation 3—Interpretation
7 Amendment of regulation 3A—Definition of prohibited plastic product (section 6(1)(h) of Act)—inclusions
8 Repeal of regulation 4

Part 4—Amendment of *Single-use and Other Plastic Products (Waste Avoidance) Regulations 2021* commencing on 1 March 2026

9 Amendment of regulation 3—Interpretation

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Single-use and Other Plastic Products (Waste Avoidance) (Prohibited Plastic Products) Amendment Regulations 2024*.

2—Commencement

(1) Subject to this regulation, these regulations come into operation on 1 September 2024.

(2) Part 3 comes into operation on 1 September 2025.

(3) Part 4 comes into operation on 1 March 2026.

Part 2—Amendment of *Single-use and Other Plastic Products (Waste Avoidance) Regulations 2021* commencing on 1 September 2024

3—Amendment of regulation 3—Interpretation

(1) Regulation 3—after the definition of ***Act*** insert:

AS 4736-2006 means Australian Standard AS 4736-2006 (*Biodegradable plastics—Biodegradable plastics suitable for composting and other microbial treatment*) as in force from time to time;

AS 5810-2010 means Australian Standard AS 5810-2010 (*Biodegradable plastics—Biodegradable plastics suitable for home composting*) as in force from time to time;

authorised certifier means a person approved by the Minister as an authorised certifier for the purposes of these regulations;

balloon stick means a stick designed or intended to be attached to an inflated balloon and includes a stick with a cup, base or other attachment device that forms part of the stick;

balloon tie means—

(a) a device that is designed or intended to be attached to a balloon to seal the balloon; or

(b) a cup, base or other attachment device that is designed or intended to attach a balloon to a balloon stick or ribbon,

but does not include—

(c) a ribbon; or

(d) garland tape;

beverage plug means a plug, stopper or similar device designed or intended to be inserted into the lid of a beverage cup to prevent spillage or leakage from the lid;

(2) Regulation 3—after the definition of ***care facility*** insert:

catering platter means a food container that is designed or intended to be used to contain multiple serves of food for the purposes of catering at a function or event, and includes any lid for the container (whether separate or attached to the container);

certified as compostable—see subregulation (2);

(3) Regulation 3—after the definition of ***designated person*** insert:

expanded polystyrene food or beverage container means a container, and includes any lid for the container, made, in whole or in part, of expanded polystyrene that is designed or intended to be used for the retail sale of food or beverages, but does not include—

(a) an expanded polystyrene cup, bowl, plate or clamshell container; or

Note—

See section 6(1) of the Act.

(b) an expanded polystyrene food tray; or

(c) a cooler box, or a lid for a cooler box, made, in whole or in part, of expanded polystyrene that is designed or intended to be used as packaging for perishable food products for the purposes of delivery to a customer by, or on behalf of, a retailer; or

(d) a container, or a lid for a container, made, in whole or in part, of expanded polystyrene that is designed or intended to be used for the transport of perishable food products from 1 business (the ***first business***) to a second business (where that business is not a retail customer of the first business); or

(e) before 1 September 2025—an expanded polystyrene food or beverage container that forms part of the packaging of a relevant food or beverage product;

expanded polystyrene food tray means a tray made, in whole or in part, of expanded polystyrene that is designed or intended to be used for the packaging of meat, poultry, fish, vegetables, fruit or other food products for retail sale;

fish includes crustaceans and molluscs;

food bag tag means a rigid tag designed or intended to hold closed a bread bag or other food product bag, but does not include—

(a) a twist tie or cable tie; or

(b) before 1 September 2029—a plastic food bag tag used to hold closed a bag of potatoes or carrots weighing 2 kg or more;

garland tape means flexible tape with small holes designed or intended to allow multiple balloons to be placed together to create a decoration;

home compostable, in relation to a plastic product, means that the product complies with AS 5810-2010;

industrially compostable, in relation to a plastic product, means that the product complies with AS 4736-2006;

(4) Regulation 3—after the definition of ***pizza saver*** insert:

plastic barrier bag means a plastic bag without handles that—

(a) is designed or intended to be used to contain or protect unpackaged fresh fruit or vegetables, nuts or confectionery; or

(b) is used by a retail customer as additional protection from leakages for pre-packaged meat, poultry, fish, herbs or flowers,

but does not include a plastic bag that is certified as compostable provided that—

(c) in the case of a bag that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(d) in the case of a bag that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

plastic confetti means a product comprised of pieces of plastic that are designed or intended to be thrown or projected into the air or otherwise scattered for decorative, festive or celebratory purposes and includes—

(a) such a product that is enclosed in a balloon (whether for decoration or for release by popping the balloon); and

(b) plastic streamers that are designed or intended to be thrown or projected into the air,

but does not include—

(c) sequins, diamantes, beads or glitter; or

(d) a product designed or intended to be used as a craft product; or

(e) confetti that is designed or intended to be permanently contained within, or form a permanent part of, another product (other than a single-use product) for decorative purposes;

plastic shopping bag means a plastic bag that—

(a) has handles; and

(b) is used as a means of carrying goods purchased from a retailer,

but does not include—

(c) a plastic bag that constitutes, or forms an integral part of, the packaging in which goods are sealed prior to sale; or

(d) an unsealed plastic bag that is the packaging in which perishable food is offered for sale; or

(e) a shopping bag that is made, in whole or in part, of 1 or more of the following fabrics:

(i) nylon;

(ii) polyester;

(iii) woven polypropylene;

(iv) non-woven polypropylene if—

(A) the bag has sewn, rather than heat-welded, seams; and

(B) the fabric has a minimum weight of 90 g/m^2 measured as a single layer of fabric; or

(f) a plastic bag that is certified as compostable provided that—

(i) in the case of a bag that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a bag that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

(5) Regulation 3—after the definition of ***plastic-stemmed cotton bud*** insert:

premises means any land, building or structure including a moveable building or structure or any vehicle (within the meaning of the *Road Traffic Act 1961*);

(6) Regulation 3—after ***prescribed business*** insert:

prescribed food container means a single-use plastic food container, including a cup (other than a single-use plastic beverage cup), bowl, tray or other food container, whether or not it has, or is designed or intended to have, a lid (whether separate or attached) that is used—

(a) for the retail sale of ready-to-eat food; or

(b) to hold a condiment that is—

(i) provided to be used with ready-to-eat food; and

(ii) packaged in the container on the retail premises at which the ready-to-eat food is sold,

but does not include—

(c) an expanded polystyrene cup, bowl, plate or clamshell container; or

Note—

See section 6(1) of the Act.

(d) an expanded polystyrene food or beverage container or an expanded polystyrene food tray; or

(e) a single-use plastic catering platter; or

(f) a single-use plastic food container that is certified as compostable; or

(g) before 1 September 2029—a single-use plastic food container comprised of a transparent square or rectangular food container with a detachable transparent lid, both of which are made wholly from polypropylene or polyethylene terephthalate;

prescribed food container lid means a single-use plastic lid or cover designed or intended to be fitted onto a prescribed food container (whether separate or attached to the container) and includes plastic film intended to seal the top of a prescribed food container, but does not include—

(a) a paper or cardboard lid lined or coated with plastic that is designed or intended to be used with an aluminium foil food container used for ready-to-eat food; or

(b) a single-use plastic lid that is certified as compostable;

ready-to-eat food means food that is—

(a) prepared or packaged on retail premises at the request or order of a customer; or

(b) prepared fresh and pre-packaged on the day, or shortly before the day, on which it is intended to be offered for retail sale,

and is ready to be eaten without further cooking, heating, defrosting, washing or other preparation and is ordinarily intended to be eaten at the site of sale or shortly after at another place;

(7) Regulation 3, definition of ***relevant food or beverage product***—after "single-serve" insert:

prior to its sale, supply or distribution to a retailer for retail sale or supply

(8) Regulation 3—after the definition of ***relevant food or beverage product*** insert:

single-use plastic beverage cup means a single-use plastic cup designed or intended to hold a beverage, but does not include—

(a) an expanded polystyrene cup; or

Note—

See section 6(1)(d) of the Act.

(b) a single-use plastic beverage cup that is certified as compostable;

single-use plastic beverage cup lid means a single-use plastic lid designed or intended to be fitted onto a beverage cup and includes plastic film intended to seal the entire top of a beverage cup, but does not include a single-use plastic lid for a beverage cup if the lid is certified as compostable;

(9) Regulation 3, definition of ***single-use plastic bowl***—after paragraph (b) insert:

(ba) a prescribed food container that is a bowl; or

(10) Regulation 3, definition of ***single-use plastic bowl***, (d)—after "plastic" insert:

that is not certified as compostable

(11) Regulation 3, definition of ***single-use plastic bowl***—after paragraph (d) insert:

or

(e) a single-use plastic bowl that is certified as compostable;

(12) Regulation 3—after its present contents as amended by this regulation (now to be designated as subregulation (1)) insert:

(2) For the purposes of these regulations, a plastic product is ***certified as compostable*** if—

(a) —

(i) the plastic product has been assessed and tested by an authorised certifier and the authorised certifier has issued a certificate verifying that the product complies with AS 4736-2006 or AS 5810-2010; and

(ii) the certificate's period of validity has not expired; or

(b) until the determination date—the plastic product is the subject of an application for its certification in accordance with AS 4736-2006 or AS 5810-2010 that is made to an authorised certifier before 1 March 2026, but has not been determined before that date (and, in the case of a plastic shopping bag or a plastic barrier bag, the labelling requirements in paragraph (f) of the definition of ***plastic shopping bag*** or paragraphs (c) and (d) of the definition of ***plastic barrier bag*** (as the case requires) do not apply until the determination date); or

(c) until 1 March 2026 (other than in the case of a plastic shopping bag or a plastic barrier bag)—the plastic product has, before that date—

(i) a current and valid certification in accordance with—

(A) ASTM D6400-23 (*Standard Specification for Labeling of Plastics Designed to be Aerobically Composted in Municipal or Industrial Facilities*); or

(B) EN 13432 (*Packaging—Requirements for packaging recoverable through composting and biodegradation—Test scheme and evaluation criteria for the final acceptance of packaging*); or

(ii) a current and valid TUV OK compost INDUSTRIAL or TUV OK compost HOME certification.

(3) For the purposes of subregulation (2), the ***determination date***, in respect of a plastic product, is the date on which the application for the product's certification in accordance with AS 4736-2006 or AS 5810-2010 is determined, withdrawn or otherwise finalised.

(4) For the purposes of the definition of ***authorised certifier***, the Minister may, by notice in the Gazette—

(a) approve a person as an authorised certifier for the purposes of these regulations; or

(b) revoke an approval under paragraph (a).

4—Amendment of regulation 3A—Definition of prohibited plastic product (section 6(1)(h) of Act)—inclusions

Regulation 3A—after paragraph (d) insert:

(e) a plastic shopping bag;

(f) a plastic barrier bag;

(g) a single-use plastic beverage cup;

(h) a single-use plastic beverage cup lid;

(i) a single-use plastic beverage plug;

(j) an expanded polystyrene food tray;

(k) an expanded polystyrene food or beverage container;

(l) a prescribed food container;

(m) a prescribed food container lid;

(n) plastic confetti;

(o) a plastic balloon stick;

(p) a plastic balloon tie;

(q) a single-use plastic food bag tag.

5—Insertion of regulation 10

After regulation 9 insert:

10—Exemption for plastic shopping bags—charitable organisations

(1) Pursuant to section 16(1) of the Act, a person is exempt from section 7(1) of the Act in respect of the supply or distribution of plastic shopping bags if—

(a) the person is, or is acting on behalf of, a charitable organisation; and

(b) the bags were donated to the organisation; and

(c) the person supplies or distributes the bags (as the case may be) to another person for the purposes of carrying goods purchased from, or otherwise supplied by, the organisation at a thrift shop or other charitable retail outlet run by the organisation.

(2) This regulation expires on 31 August 2027.

Part 3—Amendment of *Single-use and Other Plastic Products (Waste Avoidance) Regulations 2021* commencing on 1 September 2025

6—Amendment of regulation 3—Interpretation

(1) Regulation 3(1), definition of ***plastic barrier bag***, (a)—delete "or confectionery" and substitute:

, confectionery, dairy products, meat, poultry or fish

(2) Regulation 3(1)—after the definition of ***plastic confetti*** insert:

plastic produce sticker means a plastic sticker designed or intended to be applied directly onto the surface of a fruit or vegetable, but does not include a sticker that is certified as compostable or a sticker that is, or is to be, applied to a fruit or vegetable that is to be sold, supplied or distributed to a person outside this State;

(3) Regulation 3(1)—after the definition of ***plastic-stemmed cotton bud*** insert:

pre-filled soy sauce container means a container of soy sauce—

(a) with a capacity of 30 ml or less; and

(b) that has a lid, cap or stopper; and

(c) is filled prior to its sale, supply or distribution to a retailer for retail sale or supply;

Example—

Fish-shaped plastic soy sauce containers.

(4) Regulation 3(2)(b)—after "the plastic product" insert:

(other than a plastic produce sticker)

(5) Regulation 3(2)(c)—delete "or a plastic barrier bag" and substitute:

, a plastic barrier bag or a plastic produce sticker

(6) Regulation 3(2)—after paragraph (c) insert:

or

(d) until the determination date—the plastic product is a plastic produce sticker that is the subject of an application for its certification in accordance with AS 4736-2006 or AS 5810-2010 that is made to an authorised certifier before 1 September 2028, but has not been determined before that date; or

(e) until 1 September 2028—the plastic product is a plastic produce sticker that has, before that date—

(i) a current and valid certification in accordance with—

(A) ASTM D6400-23 (*Standard Specification for Labeling of Plastics Designed to be Aerobically Composted in Municipal or Industrial Facilities*); or

(B) EN 13432 (*Packaging—Requirements for packaging recoverable through composting and biodegradation—Test scheme and evaluation criteria for the final acceptance of packaging*); or

(ii) a current and valid TUV OK compost INDUSTRIAL or TUV OK compost HOME certification.

7—Amendment of regulation 3A—Definition of prohibited plastic product (section 6(1)(h) of Act)—inclusions

Regulation 3A—after paragraph (q) insert:

(r) a plastic produce sticker;

(s) a pre-filled soy sauce container.

8—Repeal of regulation 4

Regulation 4—delete the regulation

Part 4—Amendment of *Single-use and Other Plastic Products (Waste Avoidance) Regulations 2021* commencing on 1 March 2026

9—Amendment of regulation 3—Interpretation

(1) Regulation 3(1), definition of ***prescribed food container***, (f)—delete "compostable; or" and substitute:

compostable provided that—

(i) in the case of a container with a capacity of 60 ml or more that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a container with a capacity of 60 ml or more that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable; or

(2) Regulation 3(1), definition of ***prescribed food container lid***, (b)—delete "compostable;" and substitute:

compostable provided that—

(i) in the case of a lid with a diameter of 70 mm or more that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a lid with a diameter of 70 mm or more that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

(3) Regulation 3(1), definition of ***single-use plastic beverage cup***, (b)—delete "compostable;" and substitute:

compostable provided that—

(i) in the case of a beverage cup with a capacity of 60 ml or more that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a beverage cup with a capacity of 60 ml or more that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

(4) Regulation 3(1), definition of ***single-use plastic beverage cup lid***—delete "compostable;" and substitute:

compostable provided that—

(i) in the case of a beverage cup lid with a diameter of 70 mm or more that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a beverage cup lid with a diameter of 70 mm or more that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

(5) Regulation 3(1), definition of ***single-use plastic bowl***, (e)—delete "compostable;" and substitute:

compostable provided that—

(i) in the case of a bowl that is home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, home compostable, or both home compostable and industrially compostable; or

(ii) in the case of a bowl that is industrially compostable, but not home compostable—it is clearly labelled as, or otherwise marked in a manner that indicates that it is, industrially compostable;

Editorial note—

As required by section 10AA(2) of the *Legislative Instruments Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor

with the advice and consent of the Executive Council
on 16 May 2024

No 27 of 2024

REPLACE the WASTE

Government of South Australia

SUMMARY OF CHANGES MADE TO SUP AMENDMENT REGULATIONS

This table summarises the key issues raised by stakeholders during the public consultation on the draft Single-use and Other Plastic Products (Waste Avoidance) (Prohibited Plastic Products) Amendment Regulations 2024 (SUP Amendment Regulations) conducted between 18 December 2023 and 11 February 2024.

The changes made to SUP Amendment Regulations and the reasons for the changes are provided below.

Item/issue	Changes
Plastic shopping bags	
Reusable plastic film shopping bag standard	**No change – reusable plastic film shopping bags will not be permitted** Creating an effective reusable plastic bag standard that dictates minimum percentage of domestic Australian recycled plastic and has a minimum price applied is not possible by regulation under the SUP Act.
Plastic shopping bags reused by charity shops	**A temporary exemption until 31 August 2027 applies to plastic film shopping bags used to donate goods to charitable organisations after 1 September 2024.** The donated plastic shopping bag may be reused for items purchased or supplied from a thrift or other charitable retail outlet run by the organisation. Charities will not be permitted to purchase or supply new plastic shopping bags for thrift or retail outlets. By September 2027, it is expected that the number of plastic film bags still being used to donate goods will have significantly decreased and the exemption will no longer be required.
Plastic barrier bags	
Use of Australian Standard (AS) certified compostable bags for fruit, vegetables, nuts, confectionery, meat, poultry, dairy and fish	**No change to implementation date for AS certified compostable bags for fruit, vegetables, nuts and confectionery from 1 September 2024** There was strong support for this regulation with many businesses having already made this change. **12-month delay for implementation date for AS certified compostable bags for meat, poultry, dairy and fish until 1 September 2025** Industry and businesses have requested additional time to research and test AS certified compostable bags for use with these products. Not all

	compostable bags are compatible with these types of wet protein. Definition of fish expanded to include crustaceans and molluscs to close a loophole for other seafood products. AS certified compostable barrier bags must be clearly labelled compostable for the exemption to apply.
Plastic food bag tags	
Draft amendment regulations referred to 'bread bag tags'	**Change name from 'bread bag tag' to 'food bag tag'** Submissions highlighted the confusion created by using one product in the name but including other food products in the scope of the ban i.e. a tag intended to hold close a bread bag or other food product bag.
Use of plastic food bag tags to close heavy bags of vegetables (e.g. potatoes and carrots)	**New exemption for plastic food bag tags used to close bags of potatoes and carrots weighing 2kg or greater until 1 September 2029** Industry representatives made clear that fibre-based tags are not suitable for weights of 2kg or greater or in damp storage conditions. Changing packing technology will require significant capital investment and will take some years to occur. A time-limited exemption would allow producers to investigate alternative technologies and make changes to packing lines.
Plastic confetti, plastic balloon sticks and ties	
There were no submissions or responses which raised any issues with the intent of the ban for these products or with the definitions in the amendment regulations.	**No changes**
EPS trays and other retail food containers	
There were no submissions or responses which raised any material issues with the intent of the ban for these products or with the definitions in the amendment regulations.	**No changes**
Labelling requirements for Australian Standard (AS) certified food and beverage containers	
Requests for additional time (12-24 months) to meet the requirement for labelling AS certified food and beverage containers.	**Delay to labelling requirements for AS certified compostable food and beverage containers until 1 March 2026** There will be an 18-month transition period from the commencement of the regulations will allow for industry and business to ensure that all AS certified compostable food and beverage containers are clearly labelled. Councils, the waste industry and consumers strongly supported the labelling requirements to ensure that compostable food and beverage

	containers were placed in green organic bins after use and assist businesses with purchasing compliant items.
Labelling or moulding compostable information on small food and beverage items	**New exemption from labelling requirements for lids less than 70mm in diameter and containers less than 60mL by volume** Industry confirmed that these exemptions capture the most difficult items to clearly mark.
Australian Standard (AS) certification for food and beverage containers	
Requests for additional time (12-24 months) to meet the requirement for AS certified compostable food and beverage containers.	**Delay to requirements for compostable food and beverage containers to be certified to AS, allowing European and US certified products until 1 March 2026** **From 1 September 2024, all food and beverage containers must be certified compostable or in the process of achieving AS certification.**
Requests for transitional exemptions for products certified to European and/or US composting standards	There will be an 18-month transition period from the commencement of the regulations will allow for industry and business finalise AS certification processes already underway and to meet any initial shortfalls with containers certified to ATSM 6400 (US Standard), EN 13432, TUV OK compost INDUSTRIAL or TUV OK compost HOME while transitioning to only AS certified compostable food and beverage containers. While clear labelling is encouraged and businesses should be implementing these changes as soon as practicable, it is not required under the regulations until 1 March 2026. From 1 March 2026, only AS certified compostable food and beverage containers that are clearly marked will be exempt.
Hot and cold beverage cups and their lids	
Inclusion of soup in the definition of hot beverage	**Change to definition of hot beverage to remove reference to soup** Reduce confusion for industry who consider soup a food and not a beverage.
Stickers and tape used to prevent spillage during delivery	**Change to definition of beverage plug as an object that is inserted into a lid** **Change to definition of beverage cup lid to indicate that the film lid must cover the whole top of the cup** These changes clarify that stickers and tape that may be used on lids for both hot and cold beverages to prevent spillage during delivery are not prohibited plastic products under the SUP Act.
Food containers	
Limitations for compostable plastic containers used in environments greater than 60°C or used to contain very hot foods or liquids during delivery	New exemption for transparent square or rectangular plastic food containers with a detachable lid made wholly from polypropylene (PP) or polyethylene terephthalate (PET) until 1 September 2029. Provides an exemption for a suitable single-use plastic container that is 100% recyclable in yellow kerbside bins. The exemption provides for:

	• foods kept at temperatures greater than 60°C • containing and transporting very hot and oily foods • transparency in hot food storage conditions • an effective moisture barrier when foods are kept in a refrigerator before sale.
Lack of transparency and effective moisture barriers for compostable plastic containers	**From 1 September 2024, mixed packaging of conventional PP or PET lids and compostable bases/containers will not be permitted for ready-to-eat takeaway foods.** This prevents users from having to separate the lid from the base before disposing (lid to yellow recycling bin and base to green organics bin) as this is likely to lead to contamination of both yellow recycling and green organics bins.
Seeking an exemption for catering platters provided at event or functions	**New exemption for catering platters used at a function or an event** Provides an exemption for a single-use catering platter - a food container that is designed or intended to be used to contain multiple serves of food for the purposes of catering at a function or event, and includes any lid for the container (whether separate or attached to the container)
Plastic lined paper/cardboard lids used with aluminium foil containers (e.g. Meals on Wheels in SA)	**New exemption for a paper or cardboard lid lined or coated with plastic that is designed or intended to be used with an aluminium foil food container used for ready-to-eat food**
Produce stickers	
No Australian Standard (AS) certified compostable produce stickers	**New exemption for produce stickers certified to European or US composting standards until 1 September 2028** Allows produce stickers certified compostable to ATSM 6400 (US Standard), EN 13432, TUV OK compost INDUSTRIAL or TUV OK compost HOME as a transitional solution while AS certification is achieved for produce stickers. Ban on non-compostable produce stickers will still come into effect on 1 September 2025.
Lack of produce stickers with certified compostable adhesive	
Soy sauce fish	
There were no submissions or responses which raised any issues with the intent of the ban for this product or with the definition in the amendment regulations.	**No changes**
Removal of exemptions for attached cutlery and EPS pre-packaged goods	
There were no submissions or responses which raised any issues with the	**No changes**

intent of the ban for these products or with the definitions in the amendment regulations.	

Government of South Australia
Green Industries SA

MATTERS FOR INFORMATION

6.4 CALL FOR NOMINATIONS FOR LOCAL GOVERNMENT ASSOCIATION (LGA) PRESIDENT

Author: Executive Business Partner
24/47681

The Local Government Association (LGA) is calling for nominations for the position of LGA President to commence from the conclusion of the 2024 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2026 AGM, unless otherwise extended following a change to the LGA's Constitution.

A nomination form for the position of President is attached and must be submitted following a resolution of Council, by no later than **5pm Friday 16 August 2024**. Late nominations will not be accepted.

ATTACHMENTS

Attachment 1 Call for Nominations for LGA President 2024 ⇩
Attachment 2 LGA President Nomination Form and Candidate Information Sheet 2024 ⇩

SUPPORTING REFERENCES

www.lga.sa.gov.au/lga-elections

Local Government Association of South Australia

The voice of local government.

In reply please quote our reference: ECM 816138 MW/LM

19 June 2024

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council

Emailed: mmccarthy@barossa.sa.gov.au

Dear Martin

Call for Nominations for LGA President

The LGA hereby calls for nominations for the position of LGA President to commence from the conclusion of the 2024 Annual General Meeting (AGM) and to remain in office until the conclusion of the 2026 AGM, unless otherwise extended following a change to the LGA's Constitution. A nomination form for the position of President is attached and must be received by me, following a resolution of your council, by no later than **5pm Friday 16 August 2024**. Late nominations will not be accepted.

The LGA Constitution specifies that the office of President must be occupied on a rotational basis between a council member from a council in the South Australian Regional Organisation of Councils (SAROC) and a council member from a council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations are for council members within GAROC. To be eligible for nomination, a person must be a council member and be a current member of the GAROC Committee and have been in that role for at least 1 year. An eligible candidate needs to be nominated by a member council but does not need to be nominated by their own council. Please refer to the attached Fact Sheet and Position Description for further information on eligibility and role responsibilities.

Timetable

Key (indicative) timings and relevant LGA Constitution provisions are outlined in the following table.

Information about the timing and progress of the LGA Elections will be made available on the LGA website: www.lga.sa.gov.au/lga-elections

Indicative Timing	Headline	LGA Constitution Provision
	Office of President	Position of President – rotated between SAROC and GAROC (Clause 28.6).
	Returning Officer	Returning Officer for any election for the office of President is the Chief Executive Officer (Clause 29.1)
19 June 2024	Nominations Called	CEO to write to members calling for nominations for position of President at least 3 months before AGM (Clause 28.2)

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Indicative Timing	Headline	LGA Constitution Provision
16 August 2024	Nominations Close	Nominations, in the form of a resolution of a member, must be received by the CEO no later than 5pm on the day specified for the close of nominations (Clause 28.7)
	Nominations equal to vacancies	If only 1 nomination is received for President, the Chief Executive shall declare such person duly elected (Clause 29.3). If the number of persons nominated for the office of President exceeds 1 person then an election must be held (Clause 29.4).
3 September 2024	Ballot papers prepared and posted	CEO shall deliver ballot papers to each member at least 6 weeks before AGM (Clause 29.5.1)
1 November 2024	Voting closes	The CEO as returning officer will determine when voting closes.
TBC – week commencing 4 November 2024	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 29.5.6)
22 November 2024	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 29.5.8)
22 November 2024	President takes office	President takes office at the conclusion of the AGM (Clause 30.1)

Timing of LGA Election

The latest version of the LGA Constitution effective from 8 January 2020 is available via the following link: LGA Constitution.

The LGA Constitution provides for the election of LGA President, SAROC and GAROC members, and the LGA Board of Directors to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and financial statements for the preceding year, before handing over to the incoming President.

In 2023, the LGA initiated a review of its Constitution with the term length for LGA President, Board Directors, and GAROC and SAROC Members being considered.

Additional matters discussed include whether membership to GAROC or SAROC should be limited exclusively to mayors, and whether the current committee structures best serve members.

Preferred outcomes are yet to be finalised. It is anticipated that any revisions to the LGA Constitution and GAROC/SAROC Terms of Reference will be presented to Members for consideration at the AGM on 22 November 2024.

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The LGA Constitution may be altered only by resolution passed by at least 75% of the votes cast by Members at a General Meeting[123] and with approval of the Minister for Local Government[124].

The 2024 LGA Election will proceed under the current provisions. Any changes arising that impact term length or committee structure will be managed through transitional provisions and will be communicated to member councils, Board Directors and Committee Members accordingly.

Access to Members Information

The LGA Board has authorised nominees to access the names and email addresses of Council Members from the LGA database to assist in communicating with the sector during the election campaign. This information will be available after the close of nominations upon request from nominees.

The LGA is writing separately to councils regarding the arrangements for the election of members to SAROC and GAROC.

If you have any questions in relation to the election process, please contact me or LGA Manager Corporate Support, Melanie Williams via email to melanie.williams@lga.sa.gov.au or by phoning 8224 2097.

Yours sincerely

Clinton Jury

Chief Executive Officer / LGA Returning Officer

Telephone: (08) 8224 2039
Email: clinton.jury@lga.sa.gov.au

Copy to: barossa@barossa.sa.gov.au

Attachments:

1	Extract from LGA Constitution – Section 28
2	LGA President Election Fact Sheet
3	Persons eligible for nomination as LGA President – 2024
4	LGA President Position Description
5	LGA President Nomination Form
6	Candidate Information Sheet

[123] Clause 2.2.1 b. of the LGA Constitution
[124] Subclause 1(4) of Schedule 1 of the *Local Government Act 1999*

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Extract – LGA Constitution and Rules

Clause 28 – Nominations for the Office of President

28.1 The office of President shall be elected by Members biennially.

28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.

28.3 Every Member is entitled to nominate an eligible person to the office of President.

28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.

28.5 To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year.

28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.

28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

28.8 If no nomination is received for the office of President under clause 28.7, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.

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LGA President Election Fact Sheet

1. Who can nominate a person?

All LGA member councils (Members) are entitled to nominate an eligible person to the office of President.

2. Who can be nominated?

To be eligible for nomination as a candidate in the 2024 President Election, a person must be a Council Member, and must be a current member of the GAROC Committee who has undertaken that role for a period of not less than 1 year.

3. How is a nomination made?

A person is nominated by resolution of a Member. The LGA President Nomination Form must be signed by both the candidate indicating their willingness to stand for election and by the Chief Executive of the nominating Member and must be received by the LGA CEO no later than 5:00pm on Friday 16 August 2024.

4. What is the election process?

If only one eligible person is nominated, the CEO will declare such person duly elected. If the number of eligible persons nominated exceeds one person, then an election will be held. The CEO is the Returning Officer for any election for the office of President. The CEO will notify all Members of the nominated candidates and will conduct the election as follows (timings are indicative only):

1. The CEO will deliver ballot papers to each Member at least six weeks prior to the Annual General Meeting.
2. The ballot papers will list the candidates for election, specify the date of closure of the election as 1 November 2024, and be accompanied by an envelope marked “Ballot Paper” and a second envelope marked “Returning Officer”.
3. Each Member then determines by resolution the candidate it wishes to vote for, marks the ballot paper accordingly, and places it in a sealed envelope for delivery to the LGA CEO.
4. The CEO will nominate the date, time, and place for the counting of votes and will invite each candidate and a person nominated as the candidate’s scrutineer to be present.
5. At the counting of the votes the CEO will produce unopened envelopes marked “Ballot Paper” and if satisfied that all votes are valid, count the number of votes.
6. The candidate with the most votes will be deemed elected and the CEO will declare the candidate elected at the Annual General Meeting.
7. If candidates receive the same number of votes, the CEO will draw lots at the counting of the votes and the lot drawn will be the candidate elected.

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Persons eligible for nomination as LGA President – 2024

In accordance with Clauses 28.4, 28.5 and 28.6 of the Constitution, to be eligible for the position of President, the nominee must be a current Council Member of a GAROC member council and must also be a current member of GAROC and have undertaken that position for a period not less than 1 year.

Applying this criteria, the following members of GAROC are eligible to be nominated (subject to their willingness to stand) for election to the position of President:

- Mayor Gillian ALDRIDGE OAM (City of Salisbury – North Adelaide Region)
- Mayor Claire BOAN (City of Port Adelaide Enfield – West Adelaide Region)
- Mayor Michael COXON (City of West Torrens – West Adelaide Region)
- Mayor Kris HANNA (City of Marion – South Adelaide Region)
- Mayor Dr Heather HOLMES-ROSS (City of Mitcham – South Adelaide Region)
- Councillor Lucas JONES (City of Tea Tree Gully – North Adelaide Region)
- Councillor Anna LEOMBRUNO (Campbelltown City Council – East Adelaide Region)
- Lord Mayor Jane LOMAX-SMITH AM (City of Adelaide)
- Councillor Don PALMER (City of Unley – East Adelaide Region)

The Constitution provides that the President may be nominated by **a** member council, and not necessarily the council which they are a member of.

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LGA President Position Description

LGA President	
Position Title:	LGA President
Position Status:	Elected for two-year term
Reporting Arrangements:	This position reports to the LGA Board of Directors
Location:	Local Government House, 148 Frome Street, Adelaide
Special Conditions:	Some intra/interstate travel with overnight stays is required. Out of hours work required.

LGA Values and Behaviours

Local Government Association of South Australia

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Position
The Board of Directors is the governing entity of the LGA. The Board of Directors consists of: • the President; • the Immediate Past President; • the chairperson of SAROC and the chairperson of GAROC; and • 6 additional persons (each of which must be a Council Member) with relevant business and governance experience elected in equal proportions from the Council Members of SAROC (3 persons) and the Council Members of GAROC (3 persons). Each Director must: • undertake his or her role as a Director honestly and act with reasonable care and diligence in the performance and discharge of functions and duties; • not make improper use of information acquired by virtue of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; • not make improper use of his or her position as a Director to gain, directly or indirectly, an advantage for himself or herself or for another person or to cause detriment to the LGA; and • not act in any matter where the Director has a conflict of interest (provided that an interest shared in common with all or a substantial proportion of the Directors will not be an interest giving rise to a conflict of interest).
Functions, Duties and Powers
1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties: • The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members. • The functions of the Board of Directors include: ○ appointing a Chief Executive and superintending his or her performance; ○ holding the Chief Executive accountable for the performance of the LGA Office; ○ advocating for the LGA, the Members and the local government community; ○ superintending the activities of the LGA; ○ determining matters which may be placed on the agenda of a General Meeting; and ○ undertaking such other functions as may be provided for, or envisioned by, this Constitution. • The Board of Directors must ensure that: ○ the LGA acts in accordance with applicable laws and the Constitution; ○ the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities; ○ the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained; ○ subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and ○ the LGA performs to its business plan and achieves or betters the financial outcomes projected in its budget.

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2. The President shall:
   - preside at all General Meetings and meetings of the Board of Directors, but in his or her absence a member of the Board of Directors chosen by the Board of Directors shall preside at the meeting.
   - act as the principal spokesperson of the LGA.
   - exercise other functions of the LGA as the LGA Board of Directors determines.
   - represent the LGA to government, stakeholders and events.

The key responsibilities of the LGA President

The President acts as an important link between the Board and the organisation's management via the CEO. The President is responsible for leadership of the Board including:

- Facilitating proper information flow to the Board.
- Facilitating the effective functioning of the Board including managing the conduct, frequency and length of Board meetings.
- Communicating the views of the Board, in conjunction with the CEO, to the LGA's members, State and Federal Government, broader stakeholders and to the public.
- Facilitating open and constructive communication amongst Board members and encouraging their contribution to Board deliberations.
- Overseeing and facilitating Board, committee and Board member evaluation reviews and succession planning.
- Liaising and interfacing with the CEO as the primary contact between the Board and management.
- Liaising with and counselling, as appropriate, board members.

Inside the boardroom, the President is responsible for the following:

- Acting as an important link between the Board and management but without necessarily preventing direct access of fellow directors.
- Establishing and maintaining an effective working relationship with the CEO.
- Setting the tone for the Board, including the establishment of a common purpose.
- Chairing Board meetings efficiently and shaping the agenda in relation to goals, strategy, budget and executive performance.
- Obtaining appropriate information to present to the Board.
- Encouraging contributions by all Board members and seeking consensus when making decisions.
- Motivating Board members and where appropriate dealing with underperformance.
- Overseeing the process for appraising the Board as a whole.
- Overseeing negotiations for the CEO's employment and evaluating the CEO's performance.
- Planning for CEO succession.
- Assisting with the selection of Board and Committee members.

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Eligibility Criteria
As per clause 28 of the LGA Constitution: • To be eligible for nomination as a candidate for the position of President, a person must be a Council Member. • To be eligible for the position of President, a person must also be a current member of SAROC or GAROC who has undertaken that role for a period of not less than 1 year. • The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC. • A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
Performance/Accountability
The Board of Directors will conduct an annual performance review to assess its performance as a Board and in meeting the LGA's objectives and strategies. This may include a review of individual Directors including the President.
Remuneration
The remuneration of the President is outlined in the LGA policy – GP02 Board and Committee Member Allowances and Expenses (ECM 83590).

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LGA President Nomination Form 2024

Nominee's Full Name	*(insert title, first name and surname of nominee)*
Nominee's Council	*(insert name of nominee's council)*
Declaration and Signature of Nominee	I hereby accept such nomination and consent to act as LGA President if so elected. Signature: ……..
Name of Council Submitting Nomination	*(insert name of nominating council)*
Council Resolution	(*insert date & resolution no.)* *(insert council resolution)*
Signature and Name of Nominating Council's CEO	Signature: …… *(insert CEO name)*
Dated	*(insert date)*

This form is to be sent to the LGA Returning Officer.
Close of nominations is 5:00pm Friday 16 August 2024

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LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	*(insert title, first name and surname of nominee)*
Council	*(insert name of nominee's council)*
Local Government Experience & Knowledge	• *(insert)*
Local Government Policy Views & Interests	• *(insert)*
Other Information	• *(insert details of leadership, board, corporate governance experience etc)*

This form must accompany the Nomination Form

MATTERS FOR INFORMATION

6.5 CALL FOR NOMINATIONS FOR THE SOUTH AUSTRALIAN REGIONAL ORGANISATION OF COUNCILS (SAROC)

Author: Executive Business Partner
24/47687

The terms of the current members of the South Australian Regional Organisation of Councils (SAROC) expire at the 2024 LGA Annual General Meeting (AGM). The LGA is calling for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on SAROC (twelve positions in total). These positions will commence office from the conclusion of the 2024 LGA Annual General Meeting and will remain in office until the conclusion of the 2026 AGM, unless otherwise extended following a change to the LGA's Constitution or SAROC Terms of Reference.

A nomination form for the position of member of SAROC is attached and must be received by me, following a resolution of Council, by no later than **5pm Friday 16 August 2024**. Late nominations will not be accepted.

ATTACHMENTS

Attachment 1 Call for Nominations for South Australian Regional Organisation of Councils (SAROC) Members ⇩

Attachment 2 South Australian Regional Organisation of Councils (SAROC) Nomination Form and Candidate Information Sheet 2024 ⇩

SUPPORTING REFERENCES

www.lga.sa.gov.au/lga-elections

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In reply please quote our reference: ECM 816286 MW/LM

19 June 2024

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council

Emailed: mmccarthy@barossa.sa.gov.au

Dear Martin

Call for Nominations for SAROC Members

The terms of the current members of the South Australian Regional Organisation of Councils (SAROC) expire at the 2024 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on SAROC (twelve positions in total). These positions will commence office from the conclusion of the 2024 LGA Annual General Meeting and will remain in office until the conclusion of the 2026 AGM, unless otherwise extended following a change to the LGA's Constitution or SAROC Terms of Reference. A nomination form for the position of member of SAROC is attached and must be received by me, following a resolution of your council, by no later than **5pm Friday 16 August 2024**. Late nominations will not be accepted.

There are six (6) SAROC Regional Groupings. Membership of SAROC comprises two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different member.

I write to you in your capacity as the Chief Executive Officer of a Member Council in the SAROC Legatus Regional Grouping to invite one (1) nomination from your council for a position on the SAROC Legatus Regional Grouping of SAROC. A list of the SAROC Regional Groupings is attached to this letter.

A nomination may only be made by resolution of the council and using the attached nomination form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council. The nomination form must be accompanied by the attached candidate information sheet.

Voting

The SAROC Terms of Reference (TOR) (extract attached) outlines the process as to how an election will occur. As the Returning Officer I am required to conduct a ballot if the number of nominations for each SAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to councils will include any information provided on the candidate information sheet.

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Timetable

Key (indicative) timings and SAROC TOR provisions are outlined in the following table.

Information about the timing and progress of the LGA Elections will be made available on the LGA website: www.lga.sa.gov.au/lga-elections

Indicative Timing	Headline	SAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
19 June 2024	Nominations Called	CEO to write to members of SAROC Regional Groupings calling for nomination for position of members of SAROC at least 3 months before AGM (Clause 4.3.2)
16 August 2022	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nominations (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping, each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
3 September 2024	Ballot papers prepared and posted	In the event of an election being required, an election will be conducted (Clause 4.4.5)
1 November 2024	Voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5)
TBC - week commencing 4 November 2024	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5)
22 November 2024	Final declaration of result	The CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.6(b))
22 November 2024	Takes office	SAROC members take office at the conclusion of the AGM (Clause 4.5)
22 November 2024	Voting for Board Members	SAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

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Impacts of the LGA Constitution Review

The latest version of the LGA Constitution effective from 8 January 2020 is available via the following link: LGA Constitution.

The LGA Constitution provides for the election of LGA President, SAROC and GAROC Members, and the LGA Board of Directors to take effect from the LGA's AGM, every other year. This enables the outgoing President to deliver their annual report and financial statements for the preceding year, before handing over to the incoming President.

In 2023, the LGA initiated a review of its Constitution with the term length for LGA President, Board Directors, and GAROC and SAROC Members being considered.

Additional matters discussed include whether membership to GAROC or SAROC should be limited exclusively to mayors, and whether the current committee structures provide the best value.

Preferred outcomes are yet to be finalised. It is anticipated that any revisions to the LGA Constitution and GAROC/SAROC Terms of Reference will be presented to Members for consideration at the AGM on 22 November 2024. The LGA Constitution may be altered only by resolution passed by at least 75% of the votes cast by Members at a General Meeting[81] and with approval of the Minister for Local Government[82].

The 2024 LGA Election will proceed under the current provisions. Any changes arising that impact term length or committee structure will be managed through transitional provisions and will be communicated to member councils, Board Directors and Committee Members accordingly.

LGA Board Appointments

Under the LGA Constitution and the SAROC TOR, once members are elected to SAROC, these members will then elect a Chair and three SAROC members to form the LGA Board of Directors. These SAROC LGA Board Directors will be accompanied by their equivalent from GAROC, as well as the President and Immediate Past President, to form the ten (10) member LGA Board of Directors.

If you have any questions in relation to the election process, please contact me or LGA Manager Corporate Support, Melanie Williams via email to melanie.williams@lga.sa.gov.au or by phoning 8224 2097.

Yours sincerely

Clinton Jury

Chief Executive Officer / LGA Returning Officer

Telephone: (08) 8224 2039
Email: clinton.jury@lga.sa.gov.au
Copy to: barossa@barossa.sa.gov.au
Attachments:

1	List of SAROC Regional Groupings
2	Extract from LGA SAROC TOR – Clause 4
3	2024 Nomination Form – SAROC
4	Candidate Information Sheet

[81] Clause 2.2.1 b. of the LGA Constitution
[82] Subclause 1(4) of Schedule 1 of the *Local Government Act 1999*

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South Australian Regional Organisation of Councils (SAROC)

Regional Groupings

SAROC Regional Grouping	Members
Southern & Hills Councils	Alexandrina Mount Barker Victor Harbor Yankalilla Kangaroo Island
Legatus Councils	Adelaide Plains Barossa Barunga West Clare & Gilbert Valleys Copper Coast Goyder Light Mount Remarkable Northern Areas Orroroo Carrieton Peterborough Wakefield Yorke Peninsula Flinders Ranges
Eyre Peninsula	Ceduna Cleve Elliston Franklin Harbor Kimba Streaky Bay Tumby Bay Wudinna Lower Eyre Peninsula Port Lincoln

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Limestone Coast	Grant Kingston Mount Gambier Naracoorte Lucindale Robe Tatiara Wattle Range
Murraylands & Riverland	Loxton Waikerie Mid Murray Karoonda East Murray Coorong District Southern Mallee Berri Barmera Renmark Paringa Murray Bridge
Spencer Gulf Cities	Port Augusta Port Pirie Whyalla

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Extract – SAROC Terms of Reference

Clause 4 – SAROC

4.1. Role

The role of SAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the SAROC Region.

4.2. Membership

Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clauses 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members as members of SAROC provided that each person elected is from a different Member.

4.3. Nominations for election to SAROC

4.3.1. The members of SAROC will be elected biennially.

4.3.2. In the year in which SAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the SAROC Regional Grouping, as listed in the schedule, calling for nominations for the membership of SAROC.

4.3.3. Each Member of the SAROC Regional Grouping may nominate a candidate for membership of SAROC, provided that:

4.3.3.1. a person nominated as a member of SAROC must be a representative of a Member on the relevant Regional Grouping of Members; and

4.3.3.2. only a Council Member can be nominated to SAROC.

4.3.4. A nomination of a person as a member of SAROC must be received by the Chief Executive Officer not later than 5 pm on the day specified for the closure of nominations (**Close of Nominations**). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.4. Election to SAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to SAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of SAROC nominated by the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2 then the Chief Executive will declare those persons duly elected to those membership positions.

4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2, then an election for the purpose of clause 4.2 must be held in accordance with this clause.

4.4.5. In the event of an election being required, the SAROC Regional Grouping in consultation with the Chief Executive shall conduct an election.

4.4.6. The Chief Executive, in consultation with the SAROC Regional Grouping shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present:

(a) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;

(b) in respect of an election for the purposes of clause 4.2, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and

(c) in the case of candidates for membership positions described in clause 4.2 receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.

4.4.7. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.

4.4.8. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2 in respect of the Regional Grouping of Members relevant to that Executive Officer.

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South Australian Regional Organisation of Councils (SAROC)
2024 Nomination Form

Nominee's Full Name	*(insert title, first name and surname of nominee)*
Nominee's Council	*(insert name of nominee's council)*
Regional Grouping *(select one)*	☐ Southern & Hills Councils ☐ Legatus Councils ☐ Eyre Peninsula ☐ Limestone Coast ☐ Murraylands & Riverland ☐ Spencer Gulf Cities
Declaration and Signature of Nominee	I hereby accept such nomination. Signature: .....
Name of Council Submitting Nomination	*(insert name of nominating council)*
Council Resolution	*(insert date & resolution no.)* *(insert council resolution)*
Signature and Name of Nominating Council's CEO	Signature: ..... *(insert CEO name)*
Dated	*(insert date)*

This form is to be sent to the LGA Returning Officer.

Close of nominations is 5:00pm Friday 16 August 2024

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South Australian Regional Organisation of Councils (SAROC)
2024 Candidate Information Sheet

(word limit is strictly 1,000 words)

Nominee's Full Name:	*(insert title, first name and surname of nominee)*
Nominee's Council:	*(insert name of nominee's council)*
Local Government Experience & Knowledge	• *(insert)*
Local Government Policy Views & Interests	• *(insert)*
Other information	• *(insert details of leadership, board, corporate governance experience etc)*

This form must accompany the Nomination Form

MATTERS FOR INFORMATION

6.6 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY MEETING MINUTES AND OUTCOMES

Author: Executive and Project Support Officer
24/48605

Draft Minutes and Key Outcome Summary of the Gawler River Floodplain Management Authority meeting held 20 June 2024, are attached for information.

ATTACHMENTS

Attachment 1 Minutes and Key Outcome Summary - Gawler River Floodplain Management Authority 20 June 2024

SUPPORTING REFERENCES

Nil

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
BOARD

9:45am Thursday 20 June 2024
43-51 Tanunda Road, Nuriootpa SA 5355

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Lino Di Lernia formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 150th meeting of the Board. This being Mr Di Lernia' s first meeting as GRFMA Chairperson.

1.2 Present

- Mr Lino Di Lernia, Independent Board Member, Chair
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr Thomas Jones, Adelaide Plains Council, Deputy Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member (joined online)
- Mr Ashley Curtis, Adelaide Hills Council, Board Member
- Cr Bruce Preece, The Barossa Council, Board Member
- Mr Jake McVicar, The Barossa Council, Board Member
- Cr Paul Koch, Town of Gawler, Board Member
- Cr Brian Sambell, Town of Gawler, Deputy Board Member
- Ms Whendee Young, Town of Gawler, Board Member
- Cr Michael Phillips-Ryder, Light Regional Council, Board Member (joined online)
- Mr Richard Dodson, Light Regional Council, Board member
- Cr Clint Marsh, City of Playford, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Mr David Hitchcock, Executive Officer

Guests:

- Cate Hart, Executive Director Environment Heritage and Sustainability, Department of Environment and Water
- Katharine Ward, Senior Project Manager Flood Management, Department of Environment and Water
- Ed Pikusa, Senior Project Manager Flood Management, Department of Environment and Water
- Shaun Fielding, Stormwater Planner, City of Playford

Mr Lino Di Lernia provided an update on his induction and the issues he has been working on since he commenced as Chair.

1.3 Apologies

- Mr James Miller, Adelaide Plains Council, Board Member

1.4 Appointment of Observers

Nil

1.5 Declarations of Interest

Cr Malcolm Herrmann declared a general conflict of interest in Item 8.2 Draft 2024/2025 Budget Dispute and will remain in the meeting room.

2. Confirmation of Minutes

2.1 GRFMA Ordinary Meeting Minutes

GB33/24 **GRFMA Ordinary Meeting Minutes**
Moved: Mr Greg Pattinson
Seconded: Cr Bruce Preece

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held on 18 April 2024 be confirmed as a true and accurate record of the meeting.

CARRIED UNANIMOUSLY

2.2 GRFMA Confidential Meeting Minutes

Nil

2.3 Actions on Previous Resolutions

GB34/24 **Actions on Previous Resolutions**
Moved: Cr Bruce Preece
Seconded: Mr Richard Dodson

That the actions on previous resolutions were accepted and noted.

CARRIED UNANIMOUSLY

2.4 Matters Arising from the Minutes

Nil

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Presentation provided at Item 8.1.

6. Audit and Risk Committee

6.1 GRFMA Audit and Risk Committee Meeting Minutes 4/6/2024

GB35/24 GRFMA Audit and Risk Committee Meeting Minutes 4/6/2024
Moved: Cr Paul Koch
Seconded: Cr Clint Marsh

That the GRFMA receives the minutes of the Gawler River Floodplain Management Authority Audit and Risk Committee meeting held on 4/06/2024.

CARRIED UNANIMOUSLY

7. Technical Assessment Panel

Nil

8. Reports

8.1 Gawler River Flood Management Business Case

Ms. Cate Hart and Ms. Katharine Ward provided a presentation to update the Board on the Business Case.

10:00am Jake McVicar left the meeting.
10:29am Ms. Whendee Young arrived at the meeting.

GB36/24 Gawler River Flood Management Business Case
Moved: Mr Greg Pattinson
Seconded: Cr Clint Marsh

That the GRFMA:
1. *Acknowledges, with thanks, assistance from the Department of Environment and Water in maintaining momentum of work progressing completion of the Gawler River Flood Management Business Case.*
2. *Notes the status of the actions being taken to advance completion of the Business Case.*
3. *Directs that peer review of the suitability of all options as outlined in Report 8.1 of the 20 June 2024 GRFMA meeting be undertaken prior to any further consideration.*

CARRIED UNANIMOUSLY

10:50am Ms. Cate Hart, Ms. Katharine Ward and Mr. Ed Pikusa left the meeting.

The Chairperson sought leave of the meeting to change the agenda's order of business for Item 8.2 to be deferred until after Item 10.1.

8.3 Statement of Achievements Against the Annual Business Plan

GB37/24 Statement of Achievements Against the Annual Business Plan
Moved: Cr Terry-Anne Keen
Seconded: Mr Richard Dodson

That the GRFMA adopts the Statement of Achievements Against the Annual Business Plan document.

CARRIED UNANIMOUSLY

8.4 Financial Report and BR3

GB38/24 Financial Report and BR3
Moved: Cr Malcolm Herrmann
Seconded: Cr Clint Marsh

That the GRFMA:
1. *Receives the financial report as of 31 May 2024 showing a cash at bank balance of $90,989.44.*
2. *Notes internal cash lending for CAD offset is $38,925.*
3. *Adopts the GRFMA 2023/2024 Budget Review 3 documents May 2024, and the variances contained as its amended and current budget for the period ended 30 June 2024.*

CARRIED UNANIMOUSLY

8.5 Executive Officer Report

11:05am Jake McVicar returned to the meeting.

11:06am Cr Michael Phillips-Ryder left the meeting.

GB39/24 Executive Officer Report
Moved: Cr Malcolm Herrmann
Seconded: Mr Greg Pattinson

That the GRFMA Board receives the report and:
1. *Cancels all exiting Authority to Operate GRFMA Business Account, Bank SA, authorisations for the following persons:*
   - *Mr Ian Baldwin*
   - *Mr Denis Davey*
   - *Mr Andrew Philpott*
2. *Appoints the following authorised persons for Authority to Operate GRFMA Business Account, Bank SA, with the requirement that any two authorised persons are to authorise and submit payments:*
   - *Mr Carmelo Di Lernia*
   - *Cr Terry Anne Keen*
   - *Cr Bruce Raymond Preece*
   - *Mr David Elton Hitchcock*
3. *Agrees that maintenance of internal roadways as per Bruce Eastick North Para Flood Mitigation Dam maintenance program cost 2023-2032 be deferred until the 2025/26 financial year.*

CARRIED UNANIMOUSLY

9. Correspondence

Nil

10. Confidential

10.1 Gawler River Flood Mitigation Business Case - Funding Strategy

GB40/24 Gawler River Flood Mitigation Business Case - Funding Strategy
Moved: Cr Clint Marsh
Seconded: Mr Richard Dodson

That:

1. *Pursuant to Section 90(2) of the Local Government Act 1999, an Order is made that the public be excluded from attendance at the meeting.*

   In order to consider in confidence agenda item 10.1. Gawler River Flood Management Business Case – Funding Strategy, pursuant to Section 90(3)(b) (i) (II) of the Local Government Act 1999 on the basis of information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the GRFMA.

2. *This matter is confidential because the information herein provides information regarding consideration of flood mitigation infrastructure and funding of considered works.*

3. *On the basis of this information, the principle that meetings of the GRFMA should be conducted in a place open to the public has been outweighed in this instance: the Committee consider it necessary to consider this matter in confidence.*

CARRIED UNANIMOUSLY

11:10am the confidential session commenced.

GB41/24 Gawler River Flood Mitigation Business Case - Funding Strategy
Moved: Ms Whendee Young
Seconded: Cr Terry-Anne Keen

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item10.1 Gawler River Flood Management Business Case- Funding Strategy be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to Section 90(3)(b) (i) (II) of the Local Government Act 1999:*
   - *Discussion undertaken for Item 10.1*

2. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

11:19am the confidential session concluded.

8.2 Draft GRFMA 2024/25 Budget – Dispute

GB42/24 Draft GRFMA 2024/25 Budget – Dispute
Moved: Mr Greg Pattinson
Seconded: Cr Clint Marsh

That the GRFMA:
1. *Endorses pursuit of dispute resolution regarding the Draft GRFMA 2024/25 Budget in accordance with Report 8.2 of the 20 June 2024 GRFMA Meeting.*
2. *Chairperson, Mr Lino Di Lernia be authorised to call a special meeting of the Authority, as appropriate, to consider any further draft 2024/25 Annual Business Plan and Budget matters.*

CARRIED UNANIMOUSLY

11. Urgent Matters Without Notice

Ms Whendee Young provided a brief update on questions and support received from her Council in relation to the GRFMA Dam and Business Case.

12. Next Meeting

Date: 15 August 2024
Host: Town of Gawler

13. Closure

The Chairperson thanked the members for their attendance and contributions and closed the meeting at 11:57am.

Chair _____ Date _____

Gawler River Floodplain Management Authority

Adelaide Hills Council, Adelaide Plains Council, The Barossa Council,
Town of Gawler, Light Regional Council, City of Playford

KEY OUTCOMES SUMMARY
GRFMA Board Meeting – 20 June 2024

Presentations
Ms., Cate Hart, Executive Director Environment Heritage and Sustainability, Department of Environment and Water and Ms., Katharine Ward, Senior Project Manager Flood Management, Department of Environment and Water and provided a presentation to update the Board on the Gawler River Flood Management Business Case.

Gawler River Flood Management Business Case
The meeting acknowledged, with thanks, assistance from the Department of Environment and Water in maintaining momentum of work progressing completion of the Gawler River Flood Management Business Case and endorsed further work to be undertaken by the GRFMA to advance completion of the Business Case.

Draft GRFMA 2024/25 Budget – Dispute
That the Board endorsed pursuit of dispute resolution regarding the Draft GRFMA 2024/25 Budget in accordance with Report 8.2 of the 20 June 2024 GRFMA Meeting and authorised Chairperson, Mr. Lino Di Lernia to call a special meeting of the Authority, as appropriate, to consider any further draft 2024/25 Annual Business Plan and Budget matters.

Statement of Achievements Against the Annual Business Plan
The report on the Statement of Achievements Against the Annual Business Plan was adopted

Financial Report and BR3
The financial report as of 31 May 2024 was received which showed a cash at bank balance of $90,989.44. It was noted internal cash lending for CAD offset is $38,925.

The 2023/2024 Budget Review 3 documents May 2024, and the variances contained were adopted as the GRFMA amended and current budget for the period ended 30 June 2024.

GRFMA Business Account, Bank SA
The meeting resolved to update the schedule of identified persons with authority to operate the GRFMA Business Account, Bank SA, including requirement that any two authorised persons are to authorise and submit payments:

Maintenance of internal roadways
It was agreed that maintenance of internal roadways as per Bruce Eastick North Para Flood Mitigation Dam maintenance program cost 2023-2032 be deferred until the 2025/26 financial year

Schedule of Ordinary GRFMA Meetings for 2024
- Thursday 15 August 2024, Town of Gawler
- Thursday 17 October 2024, Adelaide Plains Council
- Thursday 12 December 2024, City of Playford

Next Meeting
Date: Thursday 15 August 2024. Host: The Town of Gawler.

Contact: eo@grfma.com / 0407 717 368

MATTERS FOR INFORMATION

6.7 WILLIAMSTOWN AND LYNDOCH LANDCARE GROUP INC.

Author: Executive and Project Support Officer
24/48837

Minutes of the Williamstown and Lyndoch Landcare Group Inc. meeting held 26 June 2024, are attached for information.

ATTACHMENTS

Attachment 1 Minutes - Williamstown and Lyndoch Landcare Group Inc 26 June 2024 ⇩

SUPPORTING REFERENCES

Nil

Meeting Minutes

PO Box 694
Lyndoch, SA 5351

Purpose	**General Meeting**		
Prepared by	Terry Redman	**Phone No.**	0418 857 915
Location	Council Rooms, 29 Barossa Valley Way, Lyndoch, SA 5351	**Date**	26 June 2024
Attendees	Angus Atkinson (Chair) Tina Woods Tracy Sinclair Don Wegener Peter Henshaw	Terry Redman	
Distribution	All current & life members, Chris Kruger (Executive Assistant, Development and Environmental Services, The Barossa Council) and Kim Thompson		
File	20240626_GeneralMeetingMinutes.docx		

Item		Action by	Date Due
1	**Meeting Opened** 7.37 pm.		
2	**Apologies –** Mick Kobryn, Pam Cross, Margaret Puddy, Nelly Van Der Lerssel, Trish Adamson, Kym Burton, Maria Burton, Elke Wiese and Joerg Wiese.		
3	**Minutes of previous Meeting** held 22 May 2024 – Accepted subject to following amendments: • Container Meetings – Proposal for meetings to be held at Container on Working Bee days was voted upon and agreed that meetings shall continue in Council Chambers • Item 10 – Petty Cash. Angus Atkinson is controlling petty cash in the interim instead of Tracy Sinclair. Moved by Tina Woods, seconded by Don Wegener – Carried.		
4	**Business Arising last meeting:**		

WILLIAMSTOWN & LYNDOCH LANDCARE GROUP INC.
LANDCARE SOUTH AUSTRALIA

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4.1	**Actions now closed:**		
	ACTION: 2024/25 Year Objectives Plan - Meeting held on 06/06/2024 at Container.		
4.2	**Actions Still open:**		
	ACTION: Environmental and Cultural Flows Project – Waterwatch (waterbugs and water quality monitoring - schools program in Winter) and Bioblitz (waterbugs and water quality monitoring – citizen science in Spring), Liz Ninnes - Co-ordinator. **No contact at this stage**	Angus Atkinson	Aug 24
	ACTION: Tour of Hansen Australia Quarries – Organise a tour as offered by Angie Garzon Gutierrez, Enviro Compliance & Planning Officer. **Contact to be made later in the year**	Angus Atkinson	Aug 24
	ACTION: OHS – Annual Review of OHS Documents All members emailed documents for review. Review comments to close 31/07/2024	Committee	Aug 24
	ACTION: LandscapeSA - Bio Control agents for the control of Horehound and Salvation Jane. **Awaiting contact from LandscapeSA**	Terry Redman	Aug 24
	ACTION: Cultural Awareness activities with three First Nations of the Barossa – Matt Turner – Co-ordinator	Angus Atkinson	Aug 24
5	**New Actions from Business arising this meeting:**		
	ACTION: Respond to Tax office re Annual self -review reporting obligation	Tina Woods	Oct 24
	ACTION: 2024/25 Year Objectives Plan – Initial meeting held at Container 06/06/2024. Those actions which were neither ongoing nor in hand were identified and a leader nominated, Next follow up meeting to be held at Container 08/08/2024. Updated 2024 Action Plan attached to minutes	Tina Woods	Aug 24
	ACTION: Newsletter - Doreen Von Linde from Barossa Bushgardens to co-ordinate newsletter for Community Environment Groups to promote news, activities etc every 4 months. Doreen to provide link.	Terry Redman	July 24

WILLIAMSTOWN & LYNDOCH LANDCARE GROUP INC.
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6	**Correspondence IN-**		
	• **Friends of Parks SA -** ○ **Wednesday Weekly mailout -** ▪ 28/05/24, 05/06/2024, 12/6/2024, 19/6/2024, 26/6/2024 ○ **Other -** ▪ 23/5/2024 - National Volunteer Week – Message from Executive Director, NPWS ▪ 27/05/2024 - ATO Reporting ▪ 11/06/2024 – Nominate for Friends of Parks Awards ○ **Pam Smith -** Unique Codes for 2024/2025 • **Northern and Yorke -** ▪ **Yakka News –** 30/05/2024 ▪ **Liz Ninnes -** Insurance renewal • **Landcare SA** ▪ Members Blast **–** 14/06/2024 – ATO Reporting ▪ Landcare Membership renewal notification • **Green Adelaide Newsletter** – 19/06/2024 • **Barossa Bushgardens –** ○ 05/06/2024 Doreen Von Linde -- Community Environment Forum follow up. Doreen prepared to co-ordinate newsletter for Groups promoting news, activities etc. every 4 months. Link to be provided. ○ 12/06/2024 Online Workshops covering Succession Planning and Volunteer Recruitment		
	Correspondence OUT- ○ 25/06/2024 - Members provided with a copy of the 2024 Action Plan. ▪ To be discussed at Container on Thursday 08/08/2024 ○ 26/6/2024 – Friends of Parks Unique code provided to eligible volunteers		

WILLIAMSTOWN & LYNDOCH LANDCARE GROUP INC.
LANDCARE SOUTH AUSTRALIA

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7	**Chair Report** Whilst rain has interrupted the length of working bees, weeds will soon be appearing requiring attention. Suggested that focus be on Bridal Creeper and Scabiosa. Amanda Pearce has been in touch with the Kym Thompson re ongoing funding in order for weed control to continue in an effective way. Kym has responded advising the process which will occur in the new financial year. The trail camera has identified a number of deer and many foxes. Follow up with Council to occur in the breeding season.		
8	**Monthly Volunteer Hours**		

Tasks	**YTD**	**MAY 24**	**JUN 24 (to date)**
1. Admin Duties (Committee Members)[2]	170	8	7
2. Meetings, home & away	140	9	3
3. Promotions. (Tours, demos, etc.)	154	nil	nil
4. Propagation (Sowing, planting out, seed collection, etc.)	nil	nil	nil
5. Weed & Pest Control	584	21	17
6. Construction & maintenance (Equipment, fencing, trails, buildings, etc.)	153	33	nil
7. Equipment design & manufacture (Seed boxes, displays, jigs, tools, etc.)	35	nil	nil
8. Monitoring	211	49	65
Totals	**1447**	**120**	**92**

WILLIAMSTOWN & LYNDOCH LANDCARE GROUP INC.
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9 **Treasurers Report** – as presented by Tina Woods:
Moved that Report be accepted by Tracy Sinclair, seconded by Don Wegener – Carried

- **Monthly Income and Expenditure** – since last General Meeting

	MAY 24	JUN 24 (to date)
Balance Brought Forward	$ 5,043.59	$ 2,294.91
Income	$ 1.32	nil
Expenses	$ 2,750.00	nil
End Month Balance	**$ 2,294.91**	**$ 2,294.91**

- **Account Balances –** since last General Meeting

	MAY 24	JUN 24 (to date)
Administration	$ 1,816.51	$ 1,816.51
Credit Union Share	$ 2.00	$ 2.00
Project No.2 (Altona)	$ 476.40	$ 476.40
Project No.X (Care for Landcare Grant)	$ -	$ -
Total End Month Balance	**$ 2,294.91**	**$ 2,294.91**

10 **Petty Cash** – as presented by Angus Atkinson
Current balance $191.70

11 **Work Health and Safety**
Nil

WILLIAMSTOWN & LYNDOCH LANDCARE GROUP INC.
LANDCARE SOUTH AUSTRALIA

Meeting Minutes

12	**Publicity:**
	• **Facebook**
	  ○ Regular updates continuing. 599 followers.
	• **Lyndoch Grapevine**
	  ▪ Standing Advertisement, upcoming editions will include details regarding the Bird Walk on 15/08/2024.
	• **Willy Wagtail**
	  ○ Standing Advertisement		

13	**General Business:** Nil		

14	**Key Dates for 2024**
	• **Nature Festival** – 28 /09/2024 to 13/10/2024
	• **Bird Walk –** Tina will be leading a bird walk for BirdSA on Thursday 15 August 2024.
	  ○ Meet at the gate before 8.30 for a prompt 8.30 start.
	  ○ Please bring binoculars if you have them.
	  ○ Walk is approximately 3 ½ hours followed by lunch and a bird call at Lyndoch Green.
	• **Annual General Meeting** – commencing 7.30 pm 24/07/2024 Council Rooms, 29 Barossa Valley Way, Lyndoch, SA. To be followed by the July General meeting. At the conclusion of the general meeting, Coffee/Port and Cake will be available.		

15	**Next Meeting** – Next meeting will commence after the Annual General Meeting on **Wednesday 24 July 2024,** Council Rooms, 29 Barossa Valley Way, Lyndoch, SA		
16	**Meeting Closed:** 8.12pm.		

MATTERS FOR INFORMATION

6.8 LOCAL GOVERNMENT FINANCE AUTHORITY ANNUAL GENERAL MEETING NOTICE

Author: Chief Executive Officer
24/48882

Correspondence, as attached, has been received notifying Council that the Annual General Meeting of the Local Government Finance Authority (LGFA) will be held on Friday 22 November 2024. Mayor Lange is Council's representative.

Notices of Motion must be submitted by Friday 23 August 2024 if Council wishes to make a submission.

Should a member wish to nominate please contact the Chief Executive Officer and the matter would need to be withdrawn. Any nominations are required to submitted to the LGFA by 23 August 2024.

ATTACHMENTS

Attachment 1 Notice of Annual General Meeting

SUPPORTING REFERENCES
Nil

Local Government Finance Authority

TO: **Chief Executive Officers**

RE: **LGFA Annual General Meeting – Friday 22 November 2024**

Advance notice is hereby given that the Annual General Meeting of the Local Government Finance Authority of South Australia (LGFA) will be held on **Friday 22 November 2024**, at the National Wine Centre. This meeting will precede the Annual General Meeting of the Local Government Association of SA (LGA) with the commencement time to be advised, when the LGA Program is finalised.

1. Appointment of Council Representative

Section 15(1) of the *Local Government Finance Authority of South Australia Act 1983*, provides that:-

" Every council is entitled to appoint a person to represent it at a general meeting of the Authority."

As the annual general meeting of the Local Government Association of South Australia will also be held on the above day, it is suggested that the same person be appointed to represent your council for the Association (LGA) and the Authority (LGFA).

A form is required and attached for your convenience to notify us of your representative for LGFA. (Appendix 1)
Please return same to this Authority by **Friday 23 August 2024**.

2. Nominations for Members of the Board

The Local Government Finance Authority of South Australia (LGFA) is a body corporate established under the *Local Government Finance Authority Act 1983*, and is administered by a Board of Trustees (LGFA Board). The LGFA provides investment and lending solutions to South Australian local government and prescribed bodies. The LGFA Board meets approximately 6 times per year with meetings generally occurring at 11:00am the third Tuesday bi-monthly. Members currently receive an annual income of $8,594.

We draw your attention to Section 7(1) and in particular 7(1)(a) of the *Local Government Finance Authority of South Australia Act 1983,* regarding membership of the board which provides:

(1) Subject to this section, the Board is constituted of seven members of whom—

- ***(a) two are persons elected in accordance with the rules of the Authority;***
- *(b) two are persons appointed by an annual general meeting of the Authority upon the nomination of the LGA;*
- *(c) one is a person appointed by the Minister;*
- *(d) one is a person appointed by the Treasurer;*
- *(e) one is the person for the time being holding or acting in the office of Secretary of the LGA.*

and to Section 8(1) which provides:-

" 8(1) Subject to this section, a representative member of the board holds office for a term of two years commencing on the first day of January in the year next succeeding the year in which he or she was elected or appointed."

Kindly note that in accordance with the Rules of the Authority if more than two people are nominated, an election for two representative members will again be determined by postal ballot. The successful candidates will be declared elected at the Annual General Meeting.

Local Government Finance Authority of South Australia
Suite 1205, 147 Pirie Street, Adelaide SA 5000
P: 08 8223 1550 E: admin@lgfa.com.au W: www.lgfa.com.au ABN: 80 189 672 209

Nominations are hereby called to fill the two positions provided by Section 7(1)(a) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (City of Adelaide).

Local government knowledge and experience as well as financial acumen are criteria to be considered for the nominations.

Nominations must be lodged at the Local Government Finance Authority of South Australia office **no later than Friday 23 August 2024**.

For information we advise that Section 7(2) of the LGFA Act states:-

"At least one member of the board must be a woman and at least one member must be a man".

Our current gender status is 4 men and 3 women.

Councils may wish to consider nominating a candidate of each gender.

A nomination form is attached for your convenience. (Appendix 2)

Those councils nominating a Member or Officer may wish to forward separately an up to date brief resume of their nominee which will later be circulated to all councils with the agenda and ballot paper (if a ballot is required).

In October 2023, the Board adopted a policy that all LGFA board trustees are required to provide a National Police Check every three years. Please provide a copy with any nomination.

A resume form in the REQUIRED FORMAT is attached for this purpose. (Appendix 3)

3. Notice of Motion

The Rules of the Authority in relation to Annual General Meeting procedures require that a Notice of Motion specifying the resolution which is to be proposed has been given in writing to the Chief Executive Officer not less than forty two days prior to the meeting and to comply with this Rule, it is necessary for Notices of Motion to be submitted to the Local Government Finance Authority of South Australia office **on or prior, but no later than Friday 23 August 2024**.

Member councils are requested to lodge the Notice of Motion in the following manner:-
(a) Notice of Motion
(b) Reason
(c) Suggested Action

A copy of the appropriate form is attached for your convenience. (Appendix 4)

DAVIN LAMBERT
Chief Executive Officer
Local Government Finance Authority of SA

1 July 2024

Appendix 1

Local Government Finance Authority

APPOINTMENT OF COUNCIL REPRESENTATIVE

LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

2024 ANNUAL GENERAL MEETING

I advise that Mayor / Councillor / Officer / or any other person
is appointed council representative to the Local Government Finance Authority of South Australia.

Council Name	
Council Delegate (Full Name)	Mayor / Councillor / Officer
Delegate Home Address	
Delegate Email Address	
Name of **Chief Executive Officer**	
CEO Email Address	
Signature of **Chief Executive Officer**	

Please return completed Appointment of Council Representative Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 23 August 2024**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 2

NOMINATION FORM

PURSUANT to a Resolution duly passed

The .....
(Name of Council)

hereby nominate .....
(Full Name)

of .....

being a Member or Officer of a Council for election to the board of the Local Government Finance Authority of South Australia as provided by Section 7(1)(a) of the *Local Government Finance Authority Act 1983*.

Date this ..... day of 2024

.....
(Signature of Chief Executive Officer)

and I the person nominated hereby agree to accept such nomination

.....
(Signature of Candidate)

Provide a copy of current National Police Check.

Please return completed Nomination Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 23 August 2024**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 3

RESUME FORM

Name	
Address	
Telephone	
Email	
Age (Optional)	
Occupation	
Current Employer	
Qualifications	
Current Position in Local Government: Mayor / Councillor / Other	
Name of Council	
Period in Local Government	
Other Committees / Bodies of Local Government Involvement: **Past** **Present**	

Please return completed Resume Form to admin@lgfa.com.au by CLOSING DATE: **Friday 23 August 2024**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

Appendix 4

NOTICE OF MOTION

LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

2024 ANNUAL GENERAL MEETING

NAME OF COUNCIL: ……..

NOTICE OF MOTION:

……

REASON:

……

……

……

……

SUGGESTED ACTION:

……

……

……

……

Please return completed Notice of Motion Form to admin@lgfa.com.au
by CLOSING DATE: **Friday 23 August 2024**

(or post to Local Government Finance Authority of SA, Suite 1205, 147 Pirie Street, Adelaide SA 5000)

MATTERS FOR INFORMATION

6.9 DETERMINATION OF THE RENUMERATION TRIBUNAL OF SA - CHIEF EXECUTIVE OFFICER REMUNERATION

Author: Executive Business Partner
24/48931

Pursuant to Section 14 of the *Remuneration Act 1990 (SA)* the Tribunal has jurisdiction to determine the remuneration, or a specified part of the remuneration, payable in respect of certain offices, if such jurisdiction is conferred upon the Tribunal by any other Act or by the Governor by proclamation.

Section 99A of the *Local Government Act 1999* (SA) (Act)confers jurisdiction upon the Tribunal to determine the minimum and maximum remuneration that may be paid or provided to CEOs of Councils constituted under the Act.

The Renumeration Tribunal SA set the minimum and maximum amounts on the basis of its assessment of current remuneration levels. The Tribunal considers that this interim Report and Determination is appropriate to ensure that CEOs and Councils are not disadvantaged by a delay while this more extensive review occurs.

Council is now presented with correspondence from the Tribunal in relation to the 2024 report and review as per Attachment 1 and 2.

ATTACHMENTS

Attachment 1	Issue of Remuneration Tribunal Interim Report and Determination 1 of 2024 - Final Interim Report ⇩
Attachment 2	Issue of Remuneration Tribunal Interim Report and Determination 1 of 2024 - Final Determination ⇩

SUPPORTING REFERENCES

Nil

No. 1 of 2024

REPORT OF THE REMUNERATION TRIBUNAL

2024 Interim Review of Minimum and Maximum Remuneration for Local Government Chief Executive Officers

INTRODUCTION

1. From 2021 to 2023, the Remuneration Tribunal (**Tribunal**) undertook the inaugural review of setting minimum and maximum remuneration for Local Government Chief Executive Officers (**CEOs**). In 2023, the Tribunal issued Determination 4 of 2023 and noted in its report that it proposed to review the determination in July 2024 to take into account any feedback from Councils and CEOs as well as annual wage and cost of living movements.
2. Despite some indications of concerns from Councils, formal applications containing sufficient grounds to vary the 2023 determination have not been lodged with the Tribunal.
3. On 31 January 2024, the Tribunal issued a consultation paper to each Council. The consultation paper identified options for comment and consideration by Local Government CEOs, Mayors and elected members with responses due by 15 April 2024.
4. The Minister for Local Government and the Local Government Association (**LGA**) were also invited to make submissions and a notice was placed on the Tribunal's website, together with a copy of the consultation paper, inviting submissions by 15 April 2024.
5. As part of that process the Tribunal received 35 responses, with 32 responses containing a submission to the Tribunal. These responses proposed a variety of differing approaches. The responses included a submission put on behalf of a significant number of Council CEOs.
6. The CEOs of Port Adelaide Enfield, Marion and Barunga West sought to meet with the Tribunal on behalf of a cohort of CEOs. The Whyalla City Council also sought to make oral submissions. The Tribunal therefore conducted a hearing on 14 May 2024.
7. The Tribunal is also engaging in discussions with a cross-section of Mayors.
8. Given the Tribunal is in the process of reviewing the basis for the inaugural Determination and this process will surpass the anniversary date of the inaugural Determination (1 July 2024), it has determined to issue this interim Report, and accompanying Determination, which provides a 2% increase to the current maximum of each band. This increase is an interim adjustment

pending the more detailed assessment of minimum and maximum amounts applicable to Council CEOs.

LEGISLATIVE PROVISIONS

9. Section 14 of the *Remuneration Act 1990* (SA) (**Act**) provides that the Tribunal has jurisdiction to determine the remuneration, or a specified part of the remuneration, payable in respect of certain offices, if such jurisdiction is conferred upon the Tribunal by any other Act or by the Governor by proclamation.

10. Section 99A of the *Local Government Act 1999* (SA) (**LG Act**) confers jurisdiction upon the Tribunal to determine the minimum and maximum remuneration that may be paid or provided to CEOs of Councils constituted under the LG Act.

CONSIDERATION AND CONCLUSION

11. The Tribunal's jurisdiction in relation to Local Government CEOs is confined to making determinations, from time to time, in relation to the minimum and maximum levels of remuneration only.

12. The Tribunal notes that individual Councils can determine, within those minimum and maximum remuneration levels, the specific amount of remuneration to be paid to their CEO, as well as the various components of the remuneration package, such as superannuation, motor vehicles, allowances or other non-monetary benefits, provided that these total remuneration arrangements fall within the minimum and maximum amounts set by the Tribunal.

13. As was explained in its 2023 Report, the Tribunal set the minimum and maximum amounts on the basis of its assessment of current remuneration levels. The additional materials now provided by Councils is of assistance to the Tribunal's more extensive review of Council characteristics. The Tribunal considers that this interim Report and Determination is appropriate to ensure that CEOs and Councils are not disadvantaged by a delay while this more extensive review occurs.

14. The Tribunal's further analysis of CEO remuneration arrangements is occurring in the context of Council characteristics and it proposes to provide additional information to Councils as its review progresses.

15. The Tribunal anticipates that this further analysis will occur over the next few months but is concerned that, unless such an interim adjustment was applied, some CEO's, whose remuneration may be at, or near to the current maximums could be disadvantaged, with a consequent impact on those Councils. In reaching this interim conclusion the Tribunal has noted that its inaugural Determination was substantially informed by the then current CEO remuneration levels. The substantial assessment of Council characteristics now being undertaken means that if a full year adjustment to the maximum remuneration is applied before this assessment is completed this could exacerbate potential inconsistencies in remuneration arrangements applicable to inherently similar Councils.

16. In considering an interim increase, the Tribunal has had regard to the Consumer Price Index for the All Groups Adelaide category, the Reserve Bank forecasts and the June 2024 Federal Remuneration Tribunal statement.

17. No conclusions about the quantum of a full year adjustment to the applicable minimum and maximum amounts should be made on the basis of this interim adjustment.

18. Having considered the economic data, the Tribunal has determined to apply a 2% increase to the maximum amount in each remuneration band.
19. The Tribunal reiterates that this increase to the maximum amounts payable does not reflect an automatic increase to CEO remuneration as increases within the specified bands are at the prerogative of each Council. Indeed, it would be a gross mischaracterisation of this Determination if it was described as a 2% increase in remuneration for Council CEOs.
20. The Tribunal anticipates that its more comprehensive review will be completed this year. That review will take account of the full year adjustment to remuneration minimums and maximums and incorporate recognition of this interim adjustment. In the event of unforeseen delays, the Tribunal will review the current amounts in December 2024.

OPERATIVE DATE

21. The accompanying Determination will come into operation on and from 1 July 2024.

Matthew O'Callaghan	Donny Walford	Mark Young
PRESIDENT	**MEMBER**	**MEMBER**

Dated: 28 June 2024

No. 1 of 2024

DETERMINATION OF THE REMUNERATION TRIBUNAL

Minimum And Maximum Chief Executive Officer Remuneration

SCOPE OF DETERMINATION

1. This Determination applies to Chief Executive Officers of Local Government Councils to whom section 99A of the *Local Government Act 1999* (SA) applies.
2. The Municipal Council of Roxby Downs is not covered by this Determination.

MINIMUM AND MAXIMUM REMUNERATION

3. In accordance with section 99A of the *Local Government Act 1999* (SA) the Remuneration Tribunal hereby determines the following rates of minimum and maximum remuneration for Chief Executive Officers of Local Government Councils in South Australia:

Band	Total Remuneration Package
1	$414,000 - $440,232
2	$396,240 - $410,530
3	$357,760 - $388,253
4	$319,280 - $358,550
5	$299,520 - $323,544
6	$272,480 - $298,085
7	$235,040 - $270,504
8	$197,600 - $234,437

4. Remuneration figures are expressed on a total remuneration package basis.
5. A list of council groupings is included at attachment 1.
6. Any decision in relation to an annual increase for CEO remuneration within the bands set by the Tribunal remains a matter for each Council in accordance with section 99A(1) of the LG Act.

DATE OF OPERATION

7. This Determination shall have operative effect on and from 1 July 2024.

Matthew O'Callaghan	Donny Walford	Mark Young
PRESIDENT	**MEMBER**	**MEMBER**

Dated: 28 June 2024

ATTACHMENT 1

Council	Band
Adelaide Hills Council	5
Adelaide Plains Council	6
Alexandrina Council	5
Barunga West Council	7
Berri Barmera Council	7
Campbelltown City Council	3
City of Adelaide	1
City of Burnside	4
City of Charles Sturt	2
City of Holdfast Bay	4
City of Marion	4
City of Mitcham	3
City of Mount Gambier	5
City of Norwood Payneham & St Peters	4
City of Onkaparinga	3
City of Playford	4
City of Port Adelaide Enfield	2
City of Port Lincoln	7
City of Prospect	5
City of Salisbury	3
City of Tea Tree Gully	4
City of Unley	3
City of Victor Harbor	6
City of West Torrens	2
City of Whyalla	4
Clare & Gilbert Valleys Council	7
Coorong District Council	7
Copper Coast Council	6
Corporation of the Town of Walkerville	5
District Council of Ceduna	6
District Council of Cleve	7
District Council of Coober Pedy	8
District Council of Elliston	8
District Council of Franklin Harbour	7
District Council of Grant	7
District Council of Karoonda East Murray	8

District Council of Kimba	8
District Council of Lower Eyre Peninsula	7
District Council of Loxton Waikerie	7
District Council of Mount Remarkable	7
District Council of Orroroo Carrieton	8
District Council of Peterborough	8
District Council of Robe	8
District Council of Streaky Bay	8
District Council of Tumby Bay	7
District Council of Yankalilla	7
Kangaroo Island Council	7
Kingston District Council	8
Light Regional Council	5
Mid Murray Council	6
Mount Barker District Council	3
Naracoorte Lucindale Council	7
Northern Areas Council	7
Port Augusta City Council	6
Port Pirie Regional Council	6
Regional Council of Goyder	6
Renmark Paringa Council	6
Southern Mallee District Council	7
Tatiara District Council	7
The Barossa Council	4
The Flinders Ranges Council	8
The Rural City of Murray Bridge	5
Town of Gawler	4
Wakefield Regional Council	7
Wattle Range Council	7
Wudinna District Council	8
Yorke Peninsula Council	4

MATTERS FOR INFORMATION

6.10 HISTORY FAIR REPORT 2024

Author: Manager Library Services
24/49064

The 2024 Barossa History Fair was provided with financial and in-kind support from The Barossa Council. The attached report supplied by the Barossa History Fair committee provides a summary of the event, documents the event highlights and provides suggestions and learnings for future History Fairs.

ATTACHMENTS

Attachment 1 Barossa History Fair report 2024 - held in Tanunda ⇩

SUPPORTING REFERENCES

Nil

Barossa History Fair report June 2024

Prepared by Rebecca Reynolds (Chair Barossa History Fair) and Melissa Whitrow (Manager Library Services, The Barossa Council)

The 2024 Barossa History Fair was held successfully across 9 locations in and around Tanunda over the weekend on May 4-5. Over 40 heritage and community organisations from across the Barossa, Gawler, Light, Goyder and Mid-Murray regions contributed to the day.

Established in 2017, the Fair has been run as a feature event of South Australia's History Festival held annually in May and was always envisioned to provide Heritage Network members an opportunity to promote their activities to the broader public. The History Fair has been coordinated by a community committee, many of whom are also members of The Heritage Network.

While administrative support has been gratefully received from the Barossa Council, the Fair until now has been driven by Volunteers. Funding is from fundraising from previous Fairs including ticket sales, and financial and in-kind support from The Barossa Council, Gawler Council and local businesses, including donation of goods which were raffled.

Photos and video of the event can be found here:

Videography by Joel Zimmermann https://youtu.be/2ffUFdK7bH8?si=n5Y6M43Ir5i3H1vA

Photography by Rebekah Biana Photographs (Alex)
https://rebekahbiancastudios.pictime.com/OO3mOiHlRq1Cw

AIM

The Barossa History Fair seeks to identify, promote and make accessible the rich heritage of the region with the local community and visitors. It provides an opportunity for Heritage groups and organisation to connect with the broader community, share stories and potentially attract new interested and members to their organisations. It supports cultural, creative, recreational and learning opportunities, and is an important opportunity to explore the potential of cultural tourism activities in our region.

EVENT SUMMARY

In 2024 the Barossa History Fair was held in Tanunda on 4 and 5 May. It was the first time in that town (having previously spent 2 consecutive Fairs in each of Nuriootpa and Angaston), and the first time the Sunday event was held across multiple locations. The full program and promotional collateral are in Appendix 1.

On Saturday the German Heritage Research Group held a conference at Langmeil Church attended by 65 people. This was followed by a dinner at the Vine Inn Hotel, MCed by Rebecca Reynolds (2024 History Fair Chair) featuring guest speakers Dr Keira Lindsey (South Australian History Advocate) and Kathryn Schilling (launching her book 'Vine Inn – A historical account of community success, achievement and sustainability in a myriad of changing and challenging economic environment.'); and a performance by 30 singers from the Tanunda Liedertafel 1850 choir.

The dinner was attended by 86 people who paid $45 per person for a two-course meal, complementary first drink (wine donated by Langmeil Wines and Steinborner & Reynolds), and

tea/coffee. $7 of the entry fee was a donation to the History Fair to be used for future events, a raffle was held. Approx $900 raised (raffle and dinner).

The dinner and the engaging speakers and performances (including a group "Edelweiss Sing long") were enthusiastically received. Potentially this event could be used as a fundraiser for History Fair and run annually. (Could have charged more and advertised as a fundraiser.)

On Sunday morning the Fair was opened by Mayor Lange with a Welcome to Country by Quenten Agius. A program across nine venues in Tanunda provided a variety of experiences including guest speakers, exhibitions, vintage cars and machines, tours, horses, brass band performances, traditional crafts, games (kegel) and activities and church bell ringing. A scavenger hunt with donated prizes encouraged families to visit the multiple sites and engage with the activities.

Adults were charged $10 and under 18s were free. Seven hundred people attended one or more venues at the Sunday event, (no of wristbands distributed), raising $3286 funds for future events.

Main street traders reported high sales and given the visibility of activities down the main street and reported trader numbers, another 300-400 people are estimated to have interacted with activities while they were in coffee shops/ shopping.

The event was promoted via professionally designed, printed posters and cards, social media channels (dedicated Barossa History Fair Facebook and Instagram pages), window display at the Visitor Information Centre, A1 size corflute signs in eight towns, A2 size corflute signs on Tanunda Venues, media release, advertisement in The Leader and Bunyip newspapers, emails lists. Online ticketing was via TryBooking. Registration of the event was made in the History Fair program and included in a highlights of the week email. Participating groups and heritage network members invited their mailing lists.

Barossa Valley Archives and Historic Trust auspiced the event. They have opened a History Fair Account in trust, and treasurer Geoff Saegenschnitter received funds and paid all bills.

BUDGET AND FUNDING

The Committee was volunteer. Estimated in kind hours in excess of 500 hours.

Grant funding was received from Barossa Council ($3000)

Barossa Council (library) paid for the Welcome to Country, AV and advertising in the Leader. (Approx $2000 in value) In kind support was received from across multiple departments, particularly form the library. Gawler Council paid for wristbands and advertising in the Bunyip, and through involvement of a staff member.

Barossa Village provided a minibus for a bus loop around the town. (free) Many businesses donated goods and vouchers for raffle and scavenger hunt prizes.

$9,839.81 expenditure

$12,231 income

Current Bank Balance of $5618.78 (to be held in trust for next Fair)

HIGHLIGHTS/STRENGTHS

- Feedback positive from attendees (received in person and via Facebook posts)
- Walking tour and talks were well attended (several booked out)
- Active displays and experiences including scavenger hunt, ropemaking, butter churning and noodlemaking, Kegel, Horses and Vintage Carswere very popular.

- Dinner – presenters well received and engaging, audience appreciated having an inspirational presenter rather than a more formal lecture.
- Opportunities to collaborate – e.g. sharing stories and discussion between like-minded people at the dinner; potential collaboration between the Tanunda Town Band and Liedertafel resulting from discussion at the Fair. Barossa Museum and others.
- Opportunities for promotion – e.g. Kegel had families and groups interested in making future bookings; local residents made aware of Barossa Museum via the activities
- Social media impact – in the 28 days 15 April to 13 May, Reach 14860, Engagement nearly 1800, 58 more followers on FB, many of shares (especially from local groups). Event Impact – RDA Event Impact report /Expenditure generated from the event estimated at $42,000.

LEARNINGS AND OPPORTUNITIES FOR IMPROVEMENT

- Ticketing– Selling tickets to the "Open Day'" was a convenient way to count attendees via distribution of wristbands, but facilitating sales of the wristband on the day was complicated due to lack of infrastructure (payment options) and also at the Regional Gallery where the majority of the venue was free to enter.
- The Raffle and Dinner raised $900 and next time more energy could be put to these as fundraisers, potentially with an off year dinner with speaker/s held to raise funds for the History Fair. Sponsorship was limited, but also there was a limit to what the committee could offer Sponsors in terms of promotion.
- Multiple venues vs one large venue introduced challenges, but the event would not have had enough scale in Tanunda if held in too few sites.
- Jump on/jump off bus needed better promotion, larger 'bus stop' signs may have helped
- Interactive events (e.g. tours, talks, dinner, hands on activities) were more popular than static displays of information; some upskilling for groups on displays/presentation//
- Funding challenges and reliance on The Barossa Council for sponsorship – however this can largely be seen as an outcome of existing (or lack of) structure, strategy and planning existing for both the Heritage Network and History Fair.

CONCLUSION

The 5th Barossa History Fair was the biggest fair held so far in terms of number of community groups participating, number of venues, number of events, number of attendees and perhaps in ambition and visibility in the busy Tanunda Main street precinct.

It was a complicated event with many moving parts. Its success comes from being predominantly run by an experienced, agile group of volunteers who with administrative and financial support from council were able to achieve much with limited infrastructure around promotion, payment systems and event development.

The weekend was very well received by the public and shows great potential to act as vehicle for cultural tourism development and heritage promotion in general. It really could grow, with elements also suitable for inclusion in other programs such as the Barossa Vintage Festival. However, before any further growth is planned, some strategic and succession planning should be undertaken and fundamentals clarified.

NEXT STEPS

A review of History Fair and Heritage Network is proposed to look at the next fair and succession planning for Heritage Groups. It is recommended that a non- council facilitator be engaged to consult with Heritage groups and with relevant council staff from across the Heritage Network Region.

MATTERS FOR INFORMATION

6.11 FOOD ACT ANNUAL REPORT 2023-2024

Author: Executive and Project Support Officer
24/49589

Section 93 of the *Food Act 2001* requires that Council provide a summary of activities related to the administration of the *Food Act 2001*. The report (Attachment 1) is created from the template supplied (and required) by SA Health and was forwarded to their Food Standard Surveillance Branch prior to July 15 (to comply with their requested deadline).

Local councils in their roles as enforcement agencies have an essential role in the administration of this Act. The information provided by Local Government contributes an essential part of the required Annual Food Act Report to Parliament each year by the Minister.

Traditionally food businesses in The Barossa Council area are inspected using the *Australian Food Safety Assessment* (AFSA) system. Developed in SA, food businesses were given an overall risk classification (i.e low, medium, high) and routine inspection frequencies vary from six to twenty-four months (according to risk) to ensure compliance with the National Food Standards.

The *SA Food Business Risk Classification System* require an in-depth assessment of the types of foods being provided, the food processes undertaken, determining the highest food risk, and categorising the business sector to arrive at an inspection priority (i.e P1, P2, P3 and P4 with P1 being the highest risk category). A consequence of this priority system is the disclosure of many premises identified as being of high risk, thereby requiring more frequent and longer inspections and, thus, more resourcing.

Food businesses which cater for vulnerable populations (e.g Child Care Centres, Hospitals or Nursing Homes) are required to have *Food Safety Plans* (FSP). Such premises are required to have their FSP independently audited (by external third party Auditors, from other councils or SA Health) and reports on these Audits are then forwarded to the local council by the Auditor. Council currently has two approved Food Safety Auditors on staff, auditing premises within the Council area. A fee is charged per Audit. Hospital FSP's are audited by SA Health. There were in total seven businesses subject to food audit in the period of 2023/24.

ATTACHMENTS

Attachment 1 Copy of Food Act Report Council Questionnaire 2023-24 ⇩

SUPPORTING REFERENCES

Nil

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FOOD ACT 2001 - ANNUAL REPORT QUESTIONNAIRE

Information on Local Government Administration of the Food Act for the period 1st July 2023 to 30th June 2024.
Note: When completing the questionnaire please do not delete or remove any formulas.

Council Name : The Barossa Council

1. Authorised Officers

An authorised officer (AO) is defined as "a person appointed under Part 9, Division 3 of the *Food Act 2001"*. Under Division 3 a council is required to maintain a list the Act. Please provide the following advice on persons who were listed as an AO for your council, under this provision, on the **30th June 2024.**

The purpose of this question is to update the current list of authorised officers working in South Australia. Where part time staff are employed by more than indicate the name of all other councils the officer works for. If on the 30th of June 2024 the council did not have an AO under the Food Act please write NIL.

Name of Authorised Officer	Position Title	Contact Details			Full time or part time appointment	If part time record the **FTE (Full Time Equivalent)	Does the authorised officer work for more than one council?	If applicable name other councils worked for
		Phone	Mobile	Email				
Steve Carrol	Manager Health & Environmental Services	8563 8491		scarrol@barossa.sa.gov.au	Full Time		No	
Joel Bray	Environmental Health Officer	8563 8435		jbray@barossa.sa.gov.au	Full Time		No	
Debra Harding	Environmental Health Officer	8563 8379		dharding@barossa.sa.gov.au	Full Time		No	
Keith Butterwick	Environmental Health Officer	8563 8419		kbutterwick@barossa.sa.gov.au	Full Time		No	

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				Fulltime Employee	4	No. of officer works for >1 Council	0	TOTAL %
				Part Time Employee	0			

** FTE = Part time working hrs per week/ Full time working hours per week
For example: Officer working 15 hrs a week. Fulltime hours for the week = 37.5. FTE= 15/37.5 which is 0.4 FTE

2. Audits & inspections of food premises

2A. Food Audits

The Food Act requires businesses that process food for service to "Vulnerable Populations" to implement a documented Food Safety Program which is audited to ver Standard 3.2.1. Please complete the following table with respect to your council area only *(if you audit outside your council area, these details will be captured by the* these businesses were also inspected by your council during the financial year, please indicate in the table.

Business Type - Vulnerable Population	No. of Businesses	Routine Audits (Standard 3.2.1, 3.2.2 & 3.2.3)		Routine Inspections (Standard 3.2.2 & 3.2.3)	
		No. of audits conducted by your council (in your jurisdiction)	No. of audits conducted by other councils (in your jurisdiction)	No. of inspections conducted of audited businesses	No. of follow-up inspections conducted of audited businesses

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Child Care Centres	4	3	1		
Aged Care Facilities	3	3			
Private Hospitals (Do not include Public Hospitals as they are audited by SA Health and reported separately)					
Others- e.g. central production kitchen for vulnerable pops (Do not include Not for Profit Delivered Meals and RDNS. They are audited by SA Health and reported separately)					
TOTAL	7	6	1	0	0

Vulnerable Populations are those types of businesses as defined in Standard 3.3.1 and are required to be audited.

2B. Food Inspections

All food businesses in South Australia are required to comply with the Food Act 2001, the Food Regulations 2017 and the Food Safety Standards. Please complete th respect to your Council EXCLUDING businesses that service "Vulnerable Populations" that were reported in section 2A of the questionnaire. Note: Number of busine businesses during the financial year including the ones that were closed or changed ownership.

Businesses Inspections per Priority Risk Classification				
Risk Classification	Number of businesses	Routine inspections	Follow up inspections	No. of inspections resulting from complaints
P1 (exc. "Vulnerable Pop" businesses)	111	78	6	9
P2	171	37	2	2
P3	209	27		2
P4	12			1
Total	503	142	8	14

3. Food Audit and Inspection Fees

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3A. Food Audit fees

Councils are able to charge for audits conducted by Authorised Officers.

Does your council conduct Food Audits? Yes

If you answered NO to the above question go to section 3B.

Does your council charge fees for conducting Food Audits? Yes

If you answered NO to the above question go to section 3B.

Please state the fees currently charged by your council for auditing purposes and clearly specify whether this is an hourly rate or flat fee structure.

	Audit Type/Activity				
	Desktop (offsite) audit	Routine (onsite) audit	Follow up audit	Travel costs	Other
Audit charge $$/unit*		560 per audit			
Is there is a cap on the maximum cost of an audit? If yes, please specify.					

*Unit - please specify in your response, for example “per audit” OR “per hour”

3B. Food inspection fees

Councils are able to charge for inspections conducted by Authorised Officers.

Does your council charge fees for conducting food premises inspections? Yes

If you answered NO to the above question go to section 4.

Please state the fees currently charged by your council for inspection purposes.

	Inspection Type				
	Routine Inspection	Follow up inspection	Complaint inspection	Home activity inspection	Other

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Inspection charge ($)/unit*	140 per inspection			70 per inspection	

*Unit - please specify in your response, for example “per inspection” OR “per hour”

4. Food Act Enforcement Activities

4A Enforcement activities

Please complete the following table indicating the enforcement activities undertaken by your councils during financial year 2023-2024. Notes for completing this secti
- "No. of businesses" includes all businesses that are/were open within the financial year (inc. ones that changed ownership or closed by the end of the year). This co completed, even if no enforcement action has been taken.
- "No. of businesses inspected" must be recorded as the number of businesses that were inspected in the financial year NOT the number of inspections. e.g. a takeav twice a year, but as this is only one business, it would be recorded as 1 in this column.
- "No. of businesses requiring enforcement action" means the number of businesses that had any one or more of the following: written warnings, improvement notice expiations or prosecutions. Only count the business once, even if multiple enforcement actions are undertaken.
-Only enter numerals as values. For Example, do not put in N/A or notes as the formular will not work.

Table 4A.1

Business sector	Risk classification	Total no. of businesses	No. of businesses Inspected	No. of business requiring enforcement action	No. of written warnings issued	No. of improve-ment notices issued	No. of prohibition orders issued	No. of expiations issued		
								Body corporate	Natural person	Sub total
Retailer										
Alcoholic beverages packaged	P4	2								0
Bakery products	P3									0
Bakery products Perishable fillings	P2	2	1							0

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Continental Type Delicatessen food	P2	3	1							0
High risk food - perishable	P2	3	1							0
Low risk packaged food	P4	10	2							0
Low risk food unpackaged	P3	2	1							0
Medium risk food - perishable	P3	24	4							0
Raw meat & poultry	P2									0
Seafood (exc processing of bivalve molluscs)	P2									0
Others - indicate in comments	P2									0
Others - indicate in comments	P3									0
Others - indicate in comments	P4									0
Total Retailer		46	10	0	0	0	0	0	0	0
Comments:										

Table 4A.2

Business sector	Risk classification	Total no. of businesses	No. of businesses Inspected	No. of business requiring enforcement action	No. of written warnings issued	No. of improve-ment notices issued	No. of prohibition orders issued	No. of expiations issued		
								Body corporate	Natural person	Sub total
Food Service										
Catering offsite activity	P1	5	5		1	1				0
Catering onsite activity	P1	1								0

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Medium risk foods perishable	P3	19	4							0
Restaurants and takeaway RTE Food-Prepared in advance >4 hrs	P1	94	77		1					0
Restaurants and takeaway food RTE food - express order <4hrs	P2	110	26			1				0
Restaurants and takeaway food - RTE no raw preparation	P2	41	11							0
Others - indicate in comments	P1									0
Others - indicate in comments	P2									0
Others - indicate in comments	P3									0
Total Food Service		270	123	0	2	2	0	0	0	0
Comments:										

Table 4A.3

Business sector	Risk classification	Total no. of businesses	No. of businesses Inspected	No. of business requiring enforcement action	No. of written warnings issued	No. of improve-ment notices issued	No. of prohibition orders issued	No. of expiations issued		
								Body corporate	Natural person	Sub total
Processor/ Manufacturer										
Bakery products Perishable fillings processing	P1	8	10			1				0

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Baby Food processing	P2									0
Beverage processing	P3	55	4							0
Beverage processing small producer	P3									0
Canned food processing	P2	4	1							0
Canned food processing very small producer & high acid food	P3	4	1							0
Chocolate processing	P2									0
Chocolate processing small producer	P3	2								0
Cereal processing & medium/low risk bakery	P3	65	10							0
Confectionary processing	P3	19	1							0
Cook-Chill food Short shelf-life processing	P1	1								0
Cook-chill food Extended shelf life processing;	P1									0
Cook-chill food Extended shelf life processing; Aseptic Packaging	P2	1								0
Cook-frozen food processing	P2	3	1							0

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Dairy processing (not including soft cheese)	P2	1								0
Dairy processing - Soft cheese processing	P1									0
Egg Processing	P2									0
Fruit and Vegetables processing	P1									0
Fruit and vegetable processing frozen	P2									0
Fruit and vegetable processing frozen, Blanch, wash &pack, dehydrating, condiments , small producer	P3	14	1							0
Fruit and vegetable juice unpasteurised processing	P1	1								0
Fruit juice pasteurisation processing, shelf stable processing	P2									0
Fruit juice pasteurisation processing, shelf stable processing small producer	P3									0
Infant formula product processing	P1									0
Meat processing, abattoir/boning room	P2	3								0

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Meat processing, fermented meat processing, small goods processing	P1									0
Oils and fats processing	P3	2	1							0
Peanut butter processing, nut processing	P2									0
Peanut butter processing, Nut processing , small producer	P3									0
Poultry processing	P1									0
Prepared not ready to eat food processing	P2	2	1							0
Prepared ready to eat food processing	P1									0
Salt & other low risk ingredients/additives processor	P3									0
Seafood processing	P2									0
Seafood processing RTE and shelf stable	P2									0
Seafood processing - mollusc processing	P1									0
Snack chips processing	P3									0
Spices and dried herbs processing	P2									0
Spices and dried herbs processing small producer	P3	2	1							0

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Sprout processing	P1									0
Sushi processing	P1									0
Vegetables in oil processing	P1									0
Others - indicate in comments	P1									0
Others - indicate in comments	P2									0
Others - indicate in comments	P3									0
Total Processor/ Manufacturer		187	32	0	0	1	0	0	0	0
Comments:										

Table 4A.4

Business sector	Risk classification	Total no. of businesses	No. of businesses Inspected	No. of business requiring enforcement action	No. of written warnings issued	No. of improve-ment notices issued	No. of prohibition orders issued	No. of expiations issued		
								Body corporate	Natural person	Sub total
No.										
Bulk flour storage distributor	P3									0
Bulk milk collection distributor	P2									0
Dairy produce distributor	P3									0
Dry goods and beverages distributor	P4									0
Frozen food distributor	P3									0
Fruit and vegetables distributor	P3									0

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Perishable ready to eat, packaged, medium risk food distributor	P3									0
Perishable, ready to eat, packaged, high risk food distributor	P2									0
Processed meat distributor	P2									0
Seafood distributor	P2									0
Others - indicate in comments	P2									0
Others - indicate in comments	P3									0
Others - indicate in comments	P4									0
Total Food Transporter		0	0	0	0	0	0	0	0	0
Comments:										

Table 4B

Please complete the following table indicating the enforcement activities undertaken by your councils on businesses captured by Std 3.2.1 during financial year 2023-2024.

Reason for enforcement activity	Written warnings	Improvement notices	Prohibition orders	Expiations	Prosecutions
FSP not prepared, implemented, maintained and monitored					
FSP not audited at the frequency determined by the auditor					
FSP not revised so as to comply with the regulations					

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FSP audit report not retained by business for four years					
TOTALS	**0**	**0**	**0**	**0**	**0**

5. Food related complaints

5A. Food Complaint Types

Please complete the following table indicating the type of complaints received by your councils during the 2023-2024 financial year.

Table 5A

	Total No. of Complaints	Total justified complaints
Allergens		
Foreign matter	2	
Unsafe/unsuitable food due to microbial contamination	1	
Chemical contamination	1	1
Alleged food poisoning	5	
Unclean premises	6	2
Poor personal hygiene or poor food handling practices	2	
Pests in premises	1	1
Refuse storage		
Labelling		

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Other (please state)	2	1	Other complaints: sale of food not meeting customers expectations and sale of food past best-before date
TOTALS	**20**	**5**	
% Complaints Justified		**25**	

6. Proactive projects, surveys and sampling programs

It is requested the report uses the following general format:

- What was the project and why was it done
- A précis of what and how it was done.
- Results/Outcomes

Please keep summaries brief and ½ page in length as a maximum.

DEBATE REPORT

7.1 Office of the Mayor and CEO

7.1.1 RAPID DESIGN REVIEW PROCESS AND APPROVAL OF FINAL DESIGN - BAROSSA CREATIVE INDUSTRIES CENTRE

Author: Chief Executive Officer
24/48729

PURPOSE

To review the rapid design review process outcomes and approve the final design for the Barossa Creative Industries Centre.

RECOMMENDATION

That Council having received, noted and reviewed the rapid design review and full governance model for delivery:

(1) Approve the revised final design as presented at Attachment 2.

(2) Authorise the Chief Executive Officer to proceed with implementation of the Barossa Creative Industries Centre utilising the fully documented governance model now provided at Attachment 3.

(3) Approve the delegation to the Chief Executive Officer, or an officer acting in the position of the Chief Executive Officer, and that the Chief Executive may not sub-delegate this power, the ability to approve procurement of goods and services for the Barossa Creative Industries Centre on the following conditions:

(a) Where the procurement of an individual trade package or other procured item amount exceeds $4,000,000 the Chief Executive Officer shall consult with the Mayor, or in his absence the Deputy Mayor, before approving the engagement.
(b) Where the engagement is within the estimated budget plus available contingency for the relevant trade package or procured item.
(c) Where the Chief Executive Officer agrees with the procurement assessment report of the Project Director.

REPORT

Background
The Big Project is Council's long term, intergenerational strategy for community. infrastructure redevelopment. Its strategic vision extends for a target period of 35 years and touches upon four key areas of service:

- Sport and recreation;
- Culture, the arts, heritage, and history;
- Aquatics;

- Cycling, adventure and leisure.

The Barossa Creative Industries Centre (BCIC) development is one of the first phase priorities.

With the securing of $7.461M in funding from the Commonwealth Growing Regions Fund ($6.961M) and State Open Spaces Program ($500K) the funding base is now in place, subject to finalisation of a funding agreement with the Commonwealth.

At Council's Ordinary Meeting on 16 June 2024 Council:

- Approved the budget and business plan for 2024-25 which underpins the necessary approvals for the project.
- Approved the appointment of our lead architect for the project, sub-contractors and received an update report including the process of a rapid design review.
- Approved the high-level governance model for delivery of the project.
- Received an update report and outlined the risks associated with project cost due in the main the timeframe between the costing in February 2023 that was required to be used for the grant application and the likely starting build date of September 2024.

Introduction
The project has been progressing at a fast pace with the rapid design review completed and updated plans ready for final approval. Further, the Managing Contractor tender has been issued to market with a closing date of 25 July 2024, and the governance model has been fully documented.

Discussion
The works undertaken since the announcement of funding outcomes by the relevant Ministers has now reached an advanced level of maturity based on final design outcomes, the identification of formal governance arrangements and the design of an appropriate market approach.

Rapid Design Review Changes

A rapid design review processes was recommended and supported, with the prior design being checked against current needs, as the design was undertaken 5 years ago. Phillips Pilkington Architects was engaged on a short contract to undertake this work. The process undertaken has been:

- Two community stakeholder engagements.
- One staff member engagement.
- One elected member engagement.
- Revision of the feedback.
- Revision of the design.
- Preparation of this report.

Sixty people engaged in the review process. The feedback is summarised at Attachment 1, which also includes the notes presented to Council at the workshop of 26 June 2024. Whilst the general review was open to all new ideas and reviews, the clear non-negotiable was any changes could not change the footprint or fundamentally change the land use which would require a new planning application.

To do so means Council would not be able to meet the funding conditions of the Growing Regions Fund application.

In summary the proposed changes are:

- Creation of more flexible spaces for art, music and practice areas.
- Review the layout of the gallery and modern and new areas as to correct alignment and confirmation the gallery spaces remain in the existing building.
- Review of toilets positioning and general circulation within the facility.
- Need for a kitchen to support events, conferences and the like.
- Better layout of foyer and open space area and staff office facilities.
- Need for more toilets, change areas and feeding, private spaces for patrons.
- Slight alteration to the northern internal (new wall) out towards the valley of song to allow sufficient new space for toilets and circulation space, considered a minor variation and won't require a new planning application.
- Preliminary review of valley of song site lines to outside performance area necessitating the removal of the existing pines.
- Preliminary review of floor levels.
- Review of rear access and interface with Kindergarten and Tanunda Club.

The revised floor plan for the lower floor (as the mezzanine is not recommended for changes) is at Attachment 2 (first page) and the full plans follow from the first page.

Governance

Council has approved the high-level governance model as outlined earlier in this report. Since this approval, the governance model has been fully documented and is at Attachment 3 for member's review. The model is fully aligned to the prior Council approval.

Management of Procurement and Delegations

The nature of the project sees the Managing Contractor approaching the market for tendering of respective trade packages. The Managing Contractor assesses the submissions along with the Project Director, the Architect and the Cost Consultant, and make a recommendation to the Project Director, if it within his delegation. If it exceeds his delegation, the Chief Executive Officer will approve.

The ability to rapidly make decisions and implement contracts is a key performance need and targeted at a 48 hour turnaround, to achieve the necessary deadlines for this project.

To date, the Chief Executive Officer has been able to act within his delegations, which for projects under the banner of The Big Project is $4,000,000. However, in this case the issuing of separate parcels to the market in future may extend beyond this limit, it is unlikely but possible. The Chief Executive Officer has authority to spend the approved budget and it is logical to align the procurement authority with the expenditure authority in this case.

It is recommended that for this project that the Chief Executive Officer be delegated to approve all trade packages and engagements on the following conditions:

1. Where the procurement of individual trade packages or other procured items exceeds $4,000,000 the Chief Executive Officer shall consult with the Mayor, or in his absence the Deputy Mayor, before approving the engagement.
2. Where the proposed engagement is within the estimated budget and available contingency (being the general contingency budget applied to the project) for the relevant trade package or procured item.
3. Where the Chief Executive Officer agrees with the procurement assessment report of the Project Director.

In all other instances, the Chief Executive Officer shall seek the concurrence of Council at a special or ordinary meeting depending on the timing necessary to engage a contractor.

Summary and Conclusion
Significant progress has been made to bring the BCIC to implementation readiness and plans and governance arrangements are presented for final approvals of Council. All arrangements in place now and for the foreseeable future will be contingent on the approval of a funding agreement with the Commonwealth, which at the time of writing has not yet been received. The State Funding Agreement has been completed under delegation.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Updated Design Review Feedback and Other Documents ⇩
Attachment 2 Updated Design ⇩
Attachment 3 Full Governance Model ⇩

Supporting references
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Natural Environment and Built Heritage

Community and Culture

Infrastructure

Health and Wellbeing

Business and Employment

Goal
2. The history of our region including aboriginal sites is reflected in our streetscapes and our historic buildings are maintained for future generations.

4. The Barossa fosters community resilience, connection and wellbeing through its social planning, recreation, safety, education, preventative health and social strategies especially for our youth and vulnerable people.
6. The Barossa maintains and develops infrastructure that meets the needs of the region and is efficient.
7. Community infrastructure planning is aligned to both current and the future needs of the community
9. Our community has fair and equitable access to the resources and services they need to lead a safe, healthy, inclusive and connected lifestyle
10. Our region enjoys the benefits of sustainable community groups, networks and facilities that encourage everybody to participate in the community.
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
13. The Barossa is competitive and in a strong position to attract both private and public investment in the development of new and existing businesses, services and industry.

Strategies

2.1. Continue to maintain streetscapes that reflect the character and heritage of the region and facilitate opportunities to repurpose or find alternative uses of built heritage.
4.1. Build on a strong sense of community pride with active community groups and individuals participating in local decision making and community building activities.
4.2. Continue creating strong and sustainable community networks, and support young people to actively participate in the community and develop the leaders of the future.
4.3. Embrace place-making principles when developing community infrastructure and regulate planning and development in public spaces and active recreation.
6.1. Advocate for and identify funding opportunities that support the development of community, cultural, health and other facilities and infrastructure to meet personal and commercial needs of residents and businesses.
6.2 Continue to ensure that infrastructure considers place-making is inclusive and accessible for all.
6.3. The use of new and emerging technologies, alternative and renewable materials where appropriate and cost effective will be trailed.
7.2. Ensure both current and future infrastructure needs are met in a proactive rather than reactive way.
9.1. Work towards combating loneliness and social isolation and ensuring that people enjoy a sense of inclusion and feel connected.
10.1. Children and young people are supported to feel safe and to engage, thrive and feel empowered within the community.
10.2. Advocate for and encourage services that ensure equity and support inclusion and at risk members of the community.
10.3. Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.
11.1. Work closely with State Government, Federal Government and other key stakeholders to support economic growth, development and job creation.
12.1. Encourage and support the sector to further promote and develop tourism experiences including ecological, cultural and agricultural tourism.

12.2. Support economic development and destination awareness through events, festivals, creative enterprise and attractions.
12.3. Provide experiences and infrastructure that continue to support the needs of the tourism market.
13.2. Attract investment for new and innovative industries, and facilitate business growth by supporting local industry and their capacity to compete for government contracts.

Legislative Requirements
Section 123 of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Current works are already budgeted and resourced.

Further risk assessment will be undertaken through the Managing Contractor engagement processes including project budget, which was set in February 2023 at $13.922M.

Plan for ongoing service levels is well advanced and will be reported to Council in the very near future and additional funding has already been allocated to support these costs.

COMMUNITY ENGAGEMENT

Extensive community engagement was undertaken when the project was first developed and deigned. Planning application processes also included public consultation. The recent rapid design review work also included community engagement processes.

BAROSSA CREATIVE INDUSTRIES CENTRE

STAKEHOLDER UPDATE

Overview

We would like to provide an update for Barossa Creative Industries Centre (BCIC). The rapid design review is drawing to a close and we are putting a range of things in place to see the project progress in line with expected timeframes. Governance for the project has also been put in place and the necessary paperwork and contracts are being drawn up and executed. The project is expected to take 18 months to complete with construction expected to start in September 2024 and completed end of 2025 or early 2026. The project is valued at $13.92 million with more information about the project generally available via Council's website. https://www.barossa.sa.gov.au/council/key-projects/barossa-creative-industries-centre .

The following provides an overview of progress to date.

Project Governance + Management

Governance for the project has been put in place with both Council staff and external contractors installed to lead the project. The funding contracts with both the state and federal governments have not yet been finalised, but they are expected to be received and executed in the next fortnight. Jake McVicar, The Barossa Council's Director Development and Community will be Council's primary contact for the project, he will work closely with other staff including CEO Martin McCarthy, Carly Hennessy, Manager Community Services and Team Leader Gallery and Creative Industries, Rowena Sloane. See attached document for a diagram of the project governance structure.

From a construction perspective, a Managing Contractor will be appointed to lead the building process. A tender is expected to go out to market in the next two weeks.

Stakeholder Advisory Group – Call Out

As the project unfolds, there will be differing levels of engagement and communication. Here's how you can be involved and stay informed:

Under the BCIC project governance structure, an External Stakeholder Advisory Group will be developed to provide community input as the project unfolds.

Council would like to call on you to nominate for this group, if you are interested and available. The group will include 6 individuals who represent a broad cross-section of the community and can offer informed ideas and opinions on the development of the BCIC and arts and cultural development for the region. A term of reference will be established, and the group is expected to support rapid engagement processes through the build with formal meetings every 8 – 10 weeks. The group is an advisory and engagement body. Please contact Maz McGann, Play Your Part if you wish to discuss your interest in being a part of this group mmcgann@internode.on.net.

If you are interested in being part of this group, please see the attached nomination form. Nominations will close on 12 July, and Council staff will review and select members accordingly.

OR

If you would like to receive updates on BCIC, please let us know, we have a current distribution list to communicate any wider updates. Those who received an invite to the Rapid Design Review are already included in our distribution list.

To be added to our wider stakeholder email updates, please register your interest by sending your email address to ckruger@barossa.sa.gov.au.

Architect Appointed

Phillips Pilkington have been contracted for the project along with a variety of technical consultants who will advise on various components of the project. This includes interior design, civil engineering, acoustic engineering and landscaping. Susan Phillips, a founding partner of Phillips Pilkington will be the lead architect for the BCIC, bringing over thirty years' experience to the project. You can read more about Phillips Pilkington here https://www.phillipspilkington.com.au.

Rapid Design Review

The plans for the BCIC that were submitted with the funding application were prepared a couple of years ago. Hence, a rapid design review is being undertaken to check that the building aligns with both community and industry expectations. The overall footprint of the building is unchanged but internal configurations, and the fitout of the building is being reviewed and tweaked in consultation with stakeholders.

As part of this process Phillips Pilkington has undertaken two community stakeholder workshops with over 40 people attending and worked with Council staff to review the plans and make design adjustments accordingly. A range of ideas were received with feedback relating to the overall layout of the building, entry points, accessibility and programming provided. The attached document provides an overview of the feedback collected from the review workshops, that has been prepared by Phillips Pilkington. This process is almost complete, with new plans expected to be finalised and presented to Council for approval in the coming weeks.

Move Out and Ongoing Service Delivery

The Barossa Regional Gallery will be closed during the construction. Modified arts and cultural programs and services will continue for the duration of construction. An adapted service delivery and operations plan is currently being completed and details of this will be made available as soon as it is ready. There is an expectation that Council will use a variety of venues to deliver activities in collaboration with the community over the next 18 months. This aligns with the ongoing of ambition of the BCIC to deliver a hub and spoke program, with activities and their impact reaching across the region.

The Gallery will operate from a temporary location, and we will be working on securing new premises, supporting stakeholder and volunteer transitions, adjusting programming and workshops, and enhancing community engagement. We aim to ensure a smooth transition, aligning current and future operations with the broader goals of Council's arts and culture programs and the Barossa Creative Industries Centre (BCIC).

The key objectives of our Adapted Service Delivery and Operations Plan include:

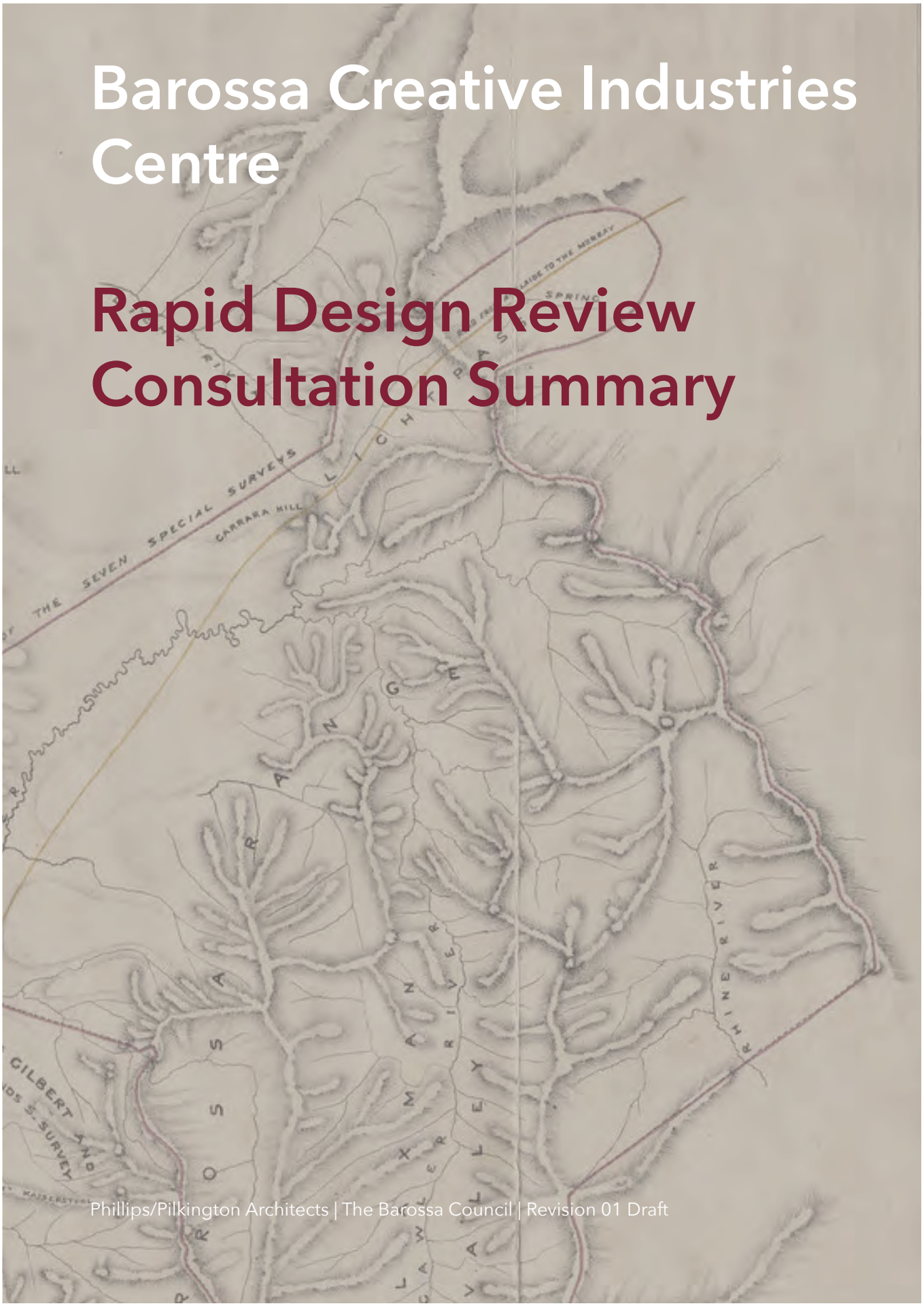
- Secure and set up temporary Gallery location/s.
- Relocate assets appropriately during the construction period.
- Adapt and continue Gallery programming and workshops subject to suitable location/s.
- Maintain community engagement and support.
- Manage stakeholder and volunteer transitions.

Further Information

If you have any specific questions, please feel free to contact Jake McVicar, Project Director and Director, Development and Community Services (jmcvicar@barossa.sa.gov.au) or Chris Kruger Project Executive Officer and Executive Project and Technical Support Officer (ckruger@barossa.sa.gov.au) both on 8563 8444.

Barossa Creative Industries Centre

Rapid Design Review Consultation Summary



Phillips/Pilkington Architects | The Barossa Council | Revision 01 Draft

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Rev	Issue	Prepared	Approved
01 Draft	June 24	ML	SP

Phillips/Pilkington Architects acknowledge that we work and live on the traditional lands of the Kaurna People, and that the Barossa Creative Industries Centre will sit within The Barossa Council which is located on the lands of the Kaurna, Ngadjuri and Peramangk people. We pay our respects to Elders past, present and emerging and recognise their continuing spiritual connection to these lands and waters.

Introduction

Phillip/Pilkington Architects were commissioned by the Barossa Council to conduct a Rapid Design Review of the Barossa Creative Industries Centre's concept design.

While the Council has received planning approval for the centre, more than five years have passed since the initial community engagement and concept design. This review aimed to capture any evolving needs or aspirations from council staff and key community stakeholders.

Three Design Review Engagement Sessions where conducted with staff and community members:

- 4th of June 2024 with key community stakeholders.
- 11th of June 2024 with council staff members.
- 11th of June 2024 with key community stakeholders.

Participants reviewed the design proposal in small groups, identified key points on sticky notes, and attached them directly to the relevant areas of the proposal. The focus was on the internal layout, as external modifications would necessitate a new development application, potentially jeopardizing funding.

This report summarizes the key insights gleaned from the engagement sessions and presents an updated design brief reflecting the feedback received from staff and community members.

1

HERITAGE
OTHER
Kitchen?
Solar Panels?
Battery Storage and Generator
Need an events manager
Need a curator
Staff office - not enough staff room?
Key spaces
Cafe/kiosk
Food
extra staff.
Will people enter from main street
How will all staff & volunteers fit?
entry!? restrictions where do you go?
Entry into the toilets from the car park
accessible bathroom with full change facilities
Powered Doors required
Braille signage required?
Would this space be accessible to staff with accessibility requirements?
Will the design be a draw card in + of itself? If so needs to be a work of ART
How much 1st Nations' input has occured?
Digital provisions for all artforms + heritage etc.

2

What we heard...

... from community members

Entrance, Foyer, Bar and Circulation

- The large quantities of glazing in the foyer and circulation areas were well-liked by community members.
- The Basedow Street interface needs to draw pedestrians into the centre and capture the Barossa's welcoming community spirit. There may be ways to improve the connectivity of the centre with the Basedow Street. The extent of the rammed-earth on the Basedow Street elevation could be reduced, and transparency could be increased. The main entrance should 'open up' and 'bring the outside inside.' It could possibly be reconfigured as a breezeway entrance, which continues through to the "Valley of Songs" courtyard. The interconnection with Basedow Street should promote 'tactile engagement' with the activities within the centre and not only sightlines into the building. All of the senses should be engaged.
- The existing modernist extension was seen as 'drab.' Its facade could be enlivened with permanent art.
- Some felt that the foyer area was too large, and suggested that it could be 'sectioned off' for flexible space and other uses.
- The bar could be reconfigured to serve both the exterior courtyard and the interior foyer.
- A kitchen for food service and preparation should be included.
- A cafe space could be included.
- There was concern that the retail space is isolated from the main entrance. People should be encouraged to move through the retail area as they enter and exit the building.
- Places for people to sit and dwell should be provided.
- The secondary entrance to the radio and music areas may be too prominent from the carpark; people may try to use this door rather than moving through the central courtyard.
- The facility should have one welcome space for all visitors, where visitors can connect with staff. Possibly explore a round multidirectional front desk.
- Provide more doors from the courtyard to the foyer.
- The doors should be auto-doors to facilitate equitable access.

Gallery

- The additional display spaces were well-supported by community members.
- The gallery storage is separated from the display spaces, and the route between the two areas is circuitous. This should be reviewed with the understanding that very large artworks will be moved between the two spaces.
- Some felt that the gallery was too far from the art workshop and studios.
- There should be display space for both permanent artworks and transient displays.
- The gallery should meet the requirements for large events like the Archibald.

- The level differences between galleries could be reconciled to eliminate ramps.
- The gallery could be in the new portion of the building with the heritage centre in the existing building.
- The gallery should be more visible from the street.

Art

- There may be too many artist-in-residence studios provided. These spaces should be flexible and open, and support art forms beyond the visual arts.
- A storage room should be provided for art materials.
- Allow for a kiln.

Music

- The size of the music archive should be reviewed. There was concern that space may not be large enough. It must allow for the current choir library, organ archive, music library, and future growth. Consider eliminating the proposed storage to give this space over to the archives.
- The practice rooms are too small; they should accommodate 2-3 people with multiple instruments. Flexible small, medium and large spaces should be provided. These spaces should be flexible but also provide the necessary acoustic separation.
- Provide facilities for instrument storage and sharing.
- Explore retaining the visual front-on approach to the organ.
- Churches and their music should be highlighted.
- Care of the organ during construction is critical.
- It is important that changes to the stage and the hall do not compromise the acoustics of the organ.
- Storage needs to be considered for the grand piano. It either needs to fit within the lift, or be stored in the production storage room.

Performance

- The performance opportunities for the hall should be maximised. A range of performance groups should be able to use the stage and associated facilities. There is a strong need in the community for flexible performance space. Faith Lutheran College is too large and expensive for smaller performances.
- The performance space should accomodate the Town Band, which currently has no concert venue.
- The stage must be accessible.
- The position of the green room should be reviewed. Explore reworking the green-room so that it doesn't need to be walked through to access the change rooms and stage. It may be beneficial to swap it with the production storage area. A counter view was expressed that the green room works well in its current location to serve outdoor performance space.

- The size of the storage rooms should be reviewed; there may be too much area allowed. It was questioned whether the production storage is necessary. Others felt the storage provided should be sufficient.
- Explore a modular stage.
- Raked, retractable seating could be included.
- Provide more access from the foyer to the performance space.
- Accessible parking and access for choir members was raised as a concern. The carpark is some distance from the choir space for elderly members, and only one accessible park is provided close to the hall. Provide a drop off area near the performance hall for elderly community members.
- Replace the balcony seating.
- Acoustic tiles on the back of the hall should be removed to improve concert hall acoustics.
- Should the biobox be accessible to people with mobility issues?
- Liaison with community groups will be required to understand detailed requirements for flexible performance spaces.

Heritage

- Maintaining the prominence of the Soldier's Memorial Hall is important.
- The heritage features of the Soldier's Memorial Hall should be retained, i.e. the pressed metal in front of the organ.
- The centre needs to celebrate First Nations' culture, language, story-telling and presence both internally and externally. A yarning circle or trail could be included. First Nations' totems or art could be incorporated into building elements.
- Musical heritage (including Liedertafel), pastoral history and German culture and history should be embraced.
- Integrate oral histories as a storytelling element.
- The original intention of the hall as a Soldiers' Memorial should be celebrated. The RSL and war history should be honoured. The soldier's memorial should be more prominent.
- There could be a possible linkage between the heritage centre and the recording studio.
- Provide display space for early photographs.
- The centre should be managed as a 'Hub and Spoke model.' It should link to other institutions and facilities such as local churches. A strategy to connect with historical groups, schools, universities, bilingual programs and other groups should be developed.
- Where will heritage and history collections be stored? Is there any intention to store items in the heritage centre or is it for display purposes only? Should facilities for heritage digitalisation be included? Will a history library be provided, and how will the heritage centre relate to the Council Library?

Radio & Storytelling

- Some community members felt the space given to Triple B was too large. Two studios are required for Triple B operations with programs alternating between the two studios. Provide a window between the two recording rooms.
- A recording booth should be included within the production area.
- Provide an 'on air' light visible to the public and the street.
- Triple B FM could possibly be located in the location of the former kitchen.
- Allow for flexible use of the Triple B recording studios, i.e. allow local musicians to use the facilities.

Outdoors

- The provision of a variety of different sized outdoor performance spaces was well-supported by community members.
- The courtyard needs to consider the interface with the kindy; this space will likely be frequented by children and their families.
- Outdoor performance space requires the ability to 'plug and play.'
- The outdoor stage must allow for the loading and unloading of equipment, and should be accessible to all.
- There should be a variety of tree species in the outdoor area. The Barossa is an outdoor culture and landscaping is vital.
- The courtyard should allow access for food trucks and coffee vans.
- Provide extra shade with seating.
- Provide outdoor toilets that are accessible from the carpark.
- The existing pine trees should be removed.
- Some felt that the carpark was too far from the performance hall.
- A water feature would be a positive addition to the space.
- The "Valley of Song" courtyard should be refined to maximise sightlines to the stage; the central line of trees disrupts sightlines.

Community Inclusion

- The centre should not be perceived as an 'elite' institution but should promote connection and inclusion of all sections of the community.
- An informal space for youth could be included.
- First Nations' Elders should be included in the development of the centre to promote reconciliation.
- The Nuriootpa High School Aboriginal Education unit could be engaged to provide input into the design.
- Young people should be involved in the development of the centre.
- Bookable community conference/meeting rooms is a community need that could be provided in this facility.

Materials and Finishes

- Rammed earth was popular. It could also provide an opportunity for community engagement during construction.

Miscellaneous Items and Additional Facilities

- Temperature control throughout the facility is very important.
- Provide renewable energy and battery storage.
- Provide unisex toilets in lieu of segregated toilets.
- Some community members felt that the toilet location was too prominent.
- Provide toilets closer to the performance hall.
- Toilets may not be sufficient for larger events.
- Explore increasing staff offices.

General Comments

- Can the plan be reversed so that the courtyard opens to Basedow Street.
- Beware of promoting flexibility at the expense of being fit-for-purpose.
- Issues with being able to use the Hall for exhibitions potentially conflict with the Liedertafel.

8

What we heard...

... from council staff

Entrance, Foyer, Bar and Circulation

- The location of the stair to the balcony seating of the hall should be reviewed to eliminate congestion at the bar and the ground floor level entrance.
- The size of the waiting area adjacent to the radio facilities could be reduced to give more space to the practice rooms.
- The bar could be arranged to serve both indoor and outdoor events.
- A kitchen for catering should be provided. It could be used to promote food heritage and demonstrations.
- Explore including flexible spaces in the foyer that can be sectioned off.
- Ensure facilities are included for brochures, promotions, and signage displays.
- The retail area should be more prominent. Storage is required for retail inventory. Provide surveillance from the staff office into the retail area.

Gallery

- Movement of artworks from storage facilities to the gallery spaces needs to be carefully considered. The largest canvas is 2300 x 2000mm.
- The amount of hanging space in the gallery formed in the former kitchen should be reviewed; possibly some of the existing openings could be closed.
- Explore replacing one of the radio studios with the black box studio so that the gallery space can be maximised.
- The gallery / collection storage facilities may be insufficient.
- Ensure international and high-profile exhibitions can be housed in the gallery.
- Remove the ramps in the gallery by raising the floor level.

Art

- Provide storage for the artist studio and workshop spaces.
- The number of artists who are likely to use the studios / artist-in-residence facilities should be refined.
- The creative workshop could be a flexible space, i.e. it could also be used as a function space.
- The art studios and workshop should be visible to the public.

Music

- The practice rooms should be multi-functional, flexible and support other possible uses. If possible flexible walls could be provided between practice rooms.
- The practice rooms are too small.
- Ensure there is after hours access for the Liedertafel.
- Explore linking the music production area with workshops to provide flexible performance opportunities, particularly for youth.

- Increase size of the music archive.
- Storage of the grand piano needs to be considered.
- Circulation through the green room to the change rooms is an issue. The green room should be a private space.

Performance

- Reduce the change room footprint. One changing room may be sufficient.
- A hearing loop system should be provided.
- Consider Auslan interpreter facilities for the audience.
- Lighting should be controllable.
- Seating storage should be considered.

Heritage

- A First Nations presence is critical.
- The Tanunda Library should house the history collection and the Creative Industries Centre should be used for display only. Some storage may be required for heritage items. The quantity of storage needs to be refined. The collection itself should not be stored in the centre.

Radio & Storytelling

- Include film production, podcasting, video-casting and streaming facilities in the recording room. This will promote youth inclusion.
- The radio spaces should be designed so that they can be used by other lessees in the future.
- A 'black-box' studio could be included.
- The management and access of the Triple B studios needs to be resolved. It would be great if the area was multi-functional.

Outdoors

- The storytelling elements were popular with staff members. All outdoor elements need a story.
- The courtyard trees disrupt sightlines to the stage.
- A secondary group of toilets could be provided to serve outdoor events.
- The outdoor space should be able to be fenced to allow ticketed events.
- Outdoor storage should be provided for outdoor items.
- The outdoor spaces will be an important route to the kindy. Children and their families should feel a sense of belonging in these spaces. Possibly include a soft play / activity area, or sensory music gardens.
- "The Valley of Dreams" circulation pattern inspired by the Agricola map was well received. However, not all routes should be dead ends.
- Ensure acoustics of the outdoor space are considered.
- The courtyard should include a mix of soft and hard materials.

- Ramps should be added to the outdoor stairs adjacent to the change rooms, and stairs adjacent to the loading bay.
- Outdoor events will require three phase power and water access.
- Consider the public interface of the back of house / loading area.
- The landscaping needs to be maintainable.
- Ensure the courtyard can be accessed by coffee vans and food trucks.
- Possibly provide seating in the courtyard.
- Ensure there are undercover areas in the outdoor space.

Community Inclusion

- The centre should not be considered an 'elite' space, but should be inviting to all segments of the community.
- Explore providing sensory spaces.
- Include walker / mobility equipment storage.
- Possibly include a drop-in space for youth.
- Youth should have a voice in the development of the centre.

Miscellaneous Items and Additional Facilities

- Include bookable spaces to provide a revenue stream. They could be used for training and development, community meeting rooms, or by community groups that require quiet spaces, i.e. adult craft for people with disabilities. The practice rooms could also be used as meeting rooms.
- Provide adult changing facilities and a parent room.
- The number of external doors to the rear of the hall could be a security concern.
- Provide indoor and outdoor phone charging facilities.
- All outdoor and indoor paths should be accessible.
- Include a staff meeting area.
- Consider enlarging the cleaners room, as a high-level of cleaning will be required for the art equipment.
- Explore possible link with the Tanunda Club activities.

Attachment 1

What we heard...

... summary

The three engagement session yielded consistent themes and feedback from community members and staff. The key themes included:

- **Flexible and Inclusive Spaces:** A strong emphasis was placed on creating adaptable spaces, particularly for radio, practice, and art studios, to accommodate diverse community groups.
- **Performance Hall:** Balancing the protection of the organ's acoustics with the need for a versatile performance hall suitable for various groups and performers.
- **Barossa Character:** The desire for the centre to embody a welcoming atmosphere that reflects the unique spirit of the Barossa Valley.
- **Kitchen and Bar Functionality:** Requests for a kitchen suitable for catering and cooking demonstrations, as well as a relocated bar serving both internal spaces and the external courtyard.
- **Youth Inclusion:** The importance of incorporating facilities that cater to young people within the centre.
- **Celebrating First Nations Culture:** A call to honour and integrate First Nations presence and culture into the heritage displays and building design.
- **Community Meeting Spaces:** The need for designated bookable meeting spaces for community use.
- **Soldiers' Memorial:** Enhancing the visibility and prominence of the soldiers' memorial within the facility.
- **Universal Accessibility:** Ensuring complete accessibility throughout the building for everyone.

Recommendations

To better reflect the priorities of staff and community members, the following changes could be considered for incorporation into the brief and concept design:

Entrance, Foyer, Bar and Circulation

- Relocate the bar to provide dual access to the interior and exterior.
- Include a kitchen.
- Improve the connectivity between the foyer and retail area. Allow for retail storage. Provide surveillance of the retail area from the staff room.
- Provide places in the foyer for people to sit and relax.
- Reduce the size of the secondary waiting area.
- Provide auto-doors, and increase the number of doors from the courtyard to the foyer space.
- Rework the balcony stair to avoid congestion.

Gallery

- Review the route from the gallery storage to the display space to ensure large artworks can be moved between the spaces.
- Increase the size of the gallery storage.
- Reconcile the levels in the gallery to remove the ramps.
- Increase hanging space in the gallery formed in the former kitchen.

Visual Art
- Improve the flexibility of the art studios and workshop space.
- Provide storage for the art spaces.

Music
- Improve the flexibility of the practice rooms.
- Increase the size of the practice rooms.
- Provide instrument storage to support the practice rooms.
- Increase the music archive; the music archive could be combined with the storage space on the lower level.
- Provide after hours access for the Liedertafel.

Performance
- Provide a drop-off area and additional accessible parking adjacent to the performance hall for elderly community members.
- Enclose the green room to be a private space.
- Decrease the size of the change rooms.
- Ensure the performance hall is flexible and accessible to a variety of community groups and performers, without compromising the acoustics of the organ.
- Explore providing retractable seating and a modular stage.
- Provide equitable access to the balcony level and the biobox.
- Ensure the grand piano can be stored.
- Provide furniture storage.

Heritage
- Celebrate First Nations' culture and presence.
- Increase the prominence of the soldiers' memorial.

Radio / Storytelling
- Provide two recording studios.
- Provide a recording booth for the production area.
- Explore opportunities to increase the flexibility of the radio spaces into the future. Keep in mind that the radio space may be used by other lessees in the future.
- Allow for film production, podcasting, and video-casting facilities.

Outdoor
- Remove the trees in the centre of the courtyard to improve sightlines to the stage.
- Review the accessibility of the outdoor stage, both for equipment and people with mobility constraints.
- Increase the shade cover in the courtyard, and add a water feature to create a cool summer environment.
- Ensure the courtyard can be accessed by food trucks.
- Improve the interface with the neighbouring kindy. Provide nature play elements within the 'Agricola' area.
- Rework the 'Agricola' to increase the number of continuous circulation routes.
- All exterior stairs to access the building should have accessible ramps.

- Improve the public interface with the back-of-house area.
- Outdoor storage is required for outdoor items, i.e. temporary seating.

Miscellaneous Items and Additional Facilities

- Provide bookable community meeting spaces.
- Include a youth space.
- Provide a PV system with battery storage.
- Change the toilets to be unisex. Provide a secondary bank of toilets near the performance hall with outdoor access.
- Provide adult change and parenting facilities.
- Review the security of the rear doors.
- Enlarge the cleaners room.
- Increase the staff office space.
- Provide mobility equipment storage.
- Provide a sensory space.

Items that Require Further Refinement and Investigation

The following items require further investigation:

- Explore creating a breeze-way entrance to the facility to draw people through to the courtyard.
- Review the size of the foyer area. There was considerable feeling among community members and staff that it is too large.
- The acoustics of the outdoor stage require exploration with potential sound shell.
- The impacts of the development on the acoustics of the organ needs to be explored. A methodology to protect the organ from dust needs to be developed.
- The brief of the heritage centre requires further development. Will it house any collections, or require any storage?
- The brief for the visual art studios needs to be reviewed. Will these studios house artists-in-residence? How many?

The community consultation sessions also highlighted a number of other groups who should be consulted to further inform the development of the centre:

- Detailed community liaison is required to establish the detailed requirements for the various technical spaces.
- There was considerable feeling among community members that youth and the First Nations community should be engaged with further.

Attachment 1

Updated Brief

18559 BAROSSA REGIONAL CULTURAL HUB - RETURN BRIEF

Revision	
8th November 2018	P1
13th November 2018	P2
18th June 2024	P3

LEGEND
- Existing Space Retained
- Existing Space Refurbished &/or Extended
- Existing Space Relocated
- Proposed New Space

	Existing		Proposed		Population	Location	Notes
	Qty	Area	Qty	Area	At capacity		
1.0 FOYER							
Foyer (14)			1	57	60	New entry from Basedow Road, Abuts Hall	New contemporary entry statement. Introduction to existing Hall. Incorportes Soldiers Memorial display. Soldiers Memorial to be prominent. Spaces to sit and dwell. Automatic doors. Bi-fold doors between the foyer and courtyard.
Tickets / Staff Office (5)		25	1	25	4	Within front portion of ex. Building	Culture Hub Staff / Volunteers Closeable office space. Windows to serve Ticketing and Shop. Increase staff office size.
Bar & Catering (13)			1	25	20	Within New Foyer	Within new foyer, adjacent main entry to Hall, opens to Courtyard. Provide dual access to bar.
Kitchen			1	25	20	Within New Foyer	Ability to host cooking classes and demonstrations.
Youth room			?	?	?	?	
Community Meeting / Activity Rooms			2	?	?	?	Flexible.
Soldiers Memorial (15)			1	33	20	New entry Foyer	Memorial interpretive display incroporated in to new entry Foyer
Sub Total	*0*	*25*	7	165			Review total area of foyer
2.0 HISTORY							
History Interpretive Story Telling (1)			1	26	20	History Hub	Exhibition Space, accesed via new Entry, fronting to Basedow Road. Active and engaging space for curated exhibitions (digital), display shelves, digiital content and technology, climate controlled. Celebrate First Nations culture and presence.
Co-Working Space (2)			1	26	4	History Hub	4 computer stations, 2 iPad stations, flexible furniture that can be grouped or divided, accommodate equipment including scanners, microfiche reader, digital booth, printer.
Digital Library (3)			1	26	20	History Hub	Digital Library / Workshop Space. Moveale IT equipement (smart TV, VR, touch screens), event space (some evening events), flexible tables and chairs, school groups.
Research Room			1	18	6		Research space, quiet spaces that can be booked
Library - Books, Literature (4)			1	26	10	History Hub	Shelving display, 'resource development centre'
Sub Total	*0*	*0*	5	122			
3.0 VISUAL ARTS							
Gallery (6)	1	230			80	Front portion of existing buidling, fronting Basedow Rd	Rerfurbishment to suit contemporary space, gallery lighting, climate control, secure. Flexible, plinths/white walls/brick walls/ceilings. Craft based works. Multiple Gallery Spaces: travelling artwork, local artwork, permanent collection, memorial collection, outdoors. Engage with streetscape. Storage should be easily accessible from the display space. The route to the storage should allow for large artworks.
Retail (16)	1	20			10	Front portion of existing buidling, fronting Basedow Rd	Refurb to suit new Retail Space Visible from street, community feel, storage, security screened or alarmed. POS, display shelving, craft-based works. Interconnectivity with the foyer. Surveillance from the staff offices.
Artist in Residence Studio (21)			1	40	6	New Art Hub	Collaborative space but private areas, visible Art troughs/wet area. Flexible. Storage. Further develop the brief and requirements for the studio spaces.
Artist Residence (22)						*OFF SITE*	*TANUNDA CLUB*
Multi-Purpose Studio /Wet Workshop (23)			1	55	35	New Art Hub	Flexible workshop space, troughs, bare walls, easy to clean surfaces, organic spaces, equipment storage.
Multiple Lettable Artist Studio Spaces (26)			*1*			*OFF SITE*	*OTHER LOCAL STUDIO SPACES (COMMERCIAL)*
Sub Total	*2*	*250*	3	95			
4.0 HALL & SPECIAL PERFORMANCE							
Performance Hall (7)	1	340			170	Hall	Refurb of existing Hall. Music events and performances, community talks. Flexible. Allow for multiple performance types. Allow for after hours access. Protect organ acoustics. Modular stage. Retractable tiered seating.
Upper level seating	1	120					Refurb of existing tiered seating area and access to upper level. Lift.
Hall, Organ (8)	1	195			50	Hall	Refurb of existing lower level organ room and rehearsal space
Greenroom (11)			1	25	20	Eastern side of Hall	Pre-performance space. Relaxed, comfortable, personal storage. Private.
Music Archive	?	?	1	?	?	Lower level	Increase size of existing music archive.
Changeroom			1	60	20	Western Side of Hall	Two Changerooms and Toilet. Review size.
Sub Total	*3*	*655*	3	85			

5.0 MUSIC								
Office / Waiting			1	25	3	Adjacent Hall & Organ	Space for parents to wait for children. x2 workstations, filing cabinets, phone. Relaxed, comfortable, personal storage. Allow for after-hours access.	
Large Practice Room			1	13	5	Music Hub	Multi-purpose practice room. Acoustics and ventilation. Flexible.	
Instrument storage			1	?	?	Music Hub	Adjacent to practice rooms.	
Control Room / Tech			1	11	1	Music Hub	Equipment and control for Music and Radio. Acoustics and ventilation.	
Recording, Practice			1	15	1	Music Hub	Multi-purpose music practice room, size to accommodate drum kit. Acoustics and ventilation. Flexible.	
Multiple Practice Rooms (25)			4	28	8	Music Hub	x4 private teaching / practice rooms. Acoustics and ventilation. Flexible. Review the size of the practice rooms.	
Sub Total	*0*	*0*	9	92				
4.0 COMMUNITY RADIO								
Studio 1 - On-Air			1	18	6	Radio Hub	On-Air Studio. Acoustically isolated, conference table with mics, 24/7 operation	
Studio 2 - Production & Training			1	18	6	Radio Hub	Production & Training Studio. Shared / multi-use space, 3-4 days per week	
Production			1	20	6	Music Hub	Shared with Music. Recording booth. Allow for film, podcast, video-casting production.	
Green Room / Reception			1	24	6	Radio Hub. Direct Access from side entrance	Volunteer computer workstations, phones, filing. Social, preparation, relaxed, computer workstation, pigeon holes, TV, couch, kitchenette (wine show).	
Sub Total	*3*	*0*	29	80				
5.0 GENERAL								
Staff Room / Kitchen (9)				32	15	Northern Wing	New kitchen including meeting / dining table	
Storage		115				Eastern wing of existing Hall	Refurbishment of spaces to accommodate separate storage areas: gallery, art, performance, radio, music, shop. Review size of gallery storage. Grand piano storage. Furniture storage for hall.	
Amenities			1	52	12	Northern Wing	Unisex, Accessible, Staff, Parent Room, Changing Places Room. External access. Review location.	
Lift			1			Abuts Hall, access to Lower Levels	Lift to service upper and lower levels	
Stairs			4			Various	New alternate access stairs to upper level performance seating	
Cleaners Room			1	?			Review size	
Circulation Space			1	242			Internal Corridors	
Sub Total	*0*	*115*	8	326				
6.0 EXTERNAL								
Outdoor Community Courtyard (17)			*1*	*85*			Flexible community space, shelter options, active heart of new development. Food truck access. Water feature. Storage for outdoor items, i.e. temporary seating.	
Break Out Spaces / Courtyards (18)			*1*	*700*			Multiple spaces for users and community, visual and acoustic engagement with internal functions	
Community Orchard (28)			*1*	*1000*				
Community Gardens (33)			*1*	*325*				
Playspace / Picnic Area / Outdoor Performance (29)			*1*	*3430*			Outdoor 'stage areas', (music festivals, candlelight concerts). Main stage with equity access and equipment access. Nature play with interconnection to the kindy.	
Carparking (27)			*1*	*875*			Provide drop off area near performance hall	
Deliveries (30)			*1*	*120*				
Bus Parking (32)			*1*	*200*				
Bikeway Sculptures (31)			*1*	*140*			Sculptures and integrated landscaping interventions	
Gateway (34)			*1*	*70*				
Sub Total	*0*	*0*	*10*	*6945*				
GRAND TOTAL	*2*	*1045*	*64*	*965*				

18

BAROSSA
CREATIVE INDUSTRIES CENTRE

RAPID DESIGN REVIEW COUNCIL BRIEFING | 26 JUNE 2024

Phillips/Pilkington Architects

The Barossa Council

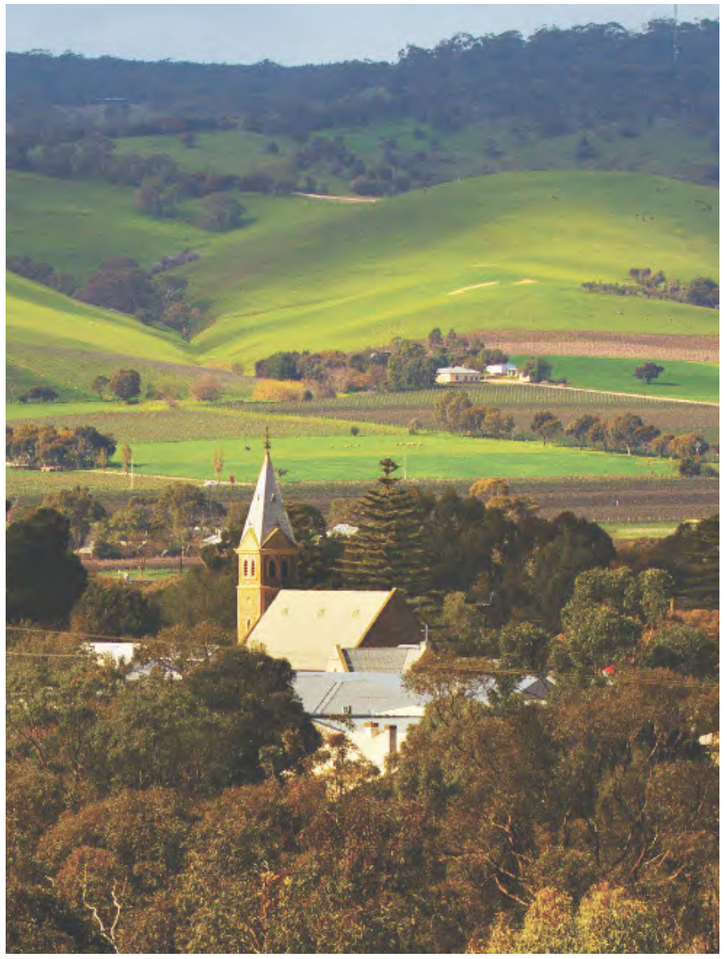
INTRODUCTION

Purpose of the briefing:

- To provide you with a brief overview on the ***design process*** for the Barossa Creative Industries Centre.

- To brief you on the outcomes of the ***Rapid Design Review***.

Why review the concept design of the Barossa Creative Industries Centre?



BRIEF RETURN BRIEF - ORIGINAL

18559 BAROSSA REGIONAL CULTURAL HUB - RETURN BRIEF

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13th November 2018	P2

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Soldiers Memorial (15)			1	33	20	New entry Foyer	Memorial interpretive display incroporated in to new entry Foyer
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2.0 HISTORY							
History Interpretive Story Telling (1)			1	26	20	History Hub	Exhibition Space, accesed via new Entry, fronting to Basedow Road. Active and engaging space for curated exhibitions (digital), display shelves, digiital content and technology, climate controlled.
Co-Working Space (2)			1	26	4	History Hub	4 computer stations, 2 iPad stations, flexible furniture that can be grouped or divided, accommodate equipment including scanners, microfiche reader, digital booth, printer.
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BRIEF RETURN BRIEF - ORIGINAL

4.0 COMMUNITY RADIO								
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Deliveries (30)			*1*	*120*				
Bus Parking (32)			*1*	*200*				
Bikeway Sculptures (31)			*1*	*140*			Sculptures and integrated landscaping interventions	
Gateway (34)			*1*	*70*				
Sub Total	*0*	*0*	*10*	*6945*				
GRAND TOTAL	*2*	*1045*	*54*	*940*				

BRIEF GRANT APPLICATION

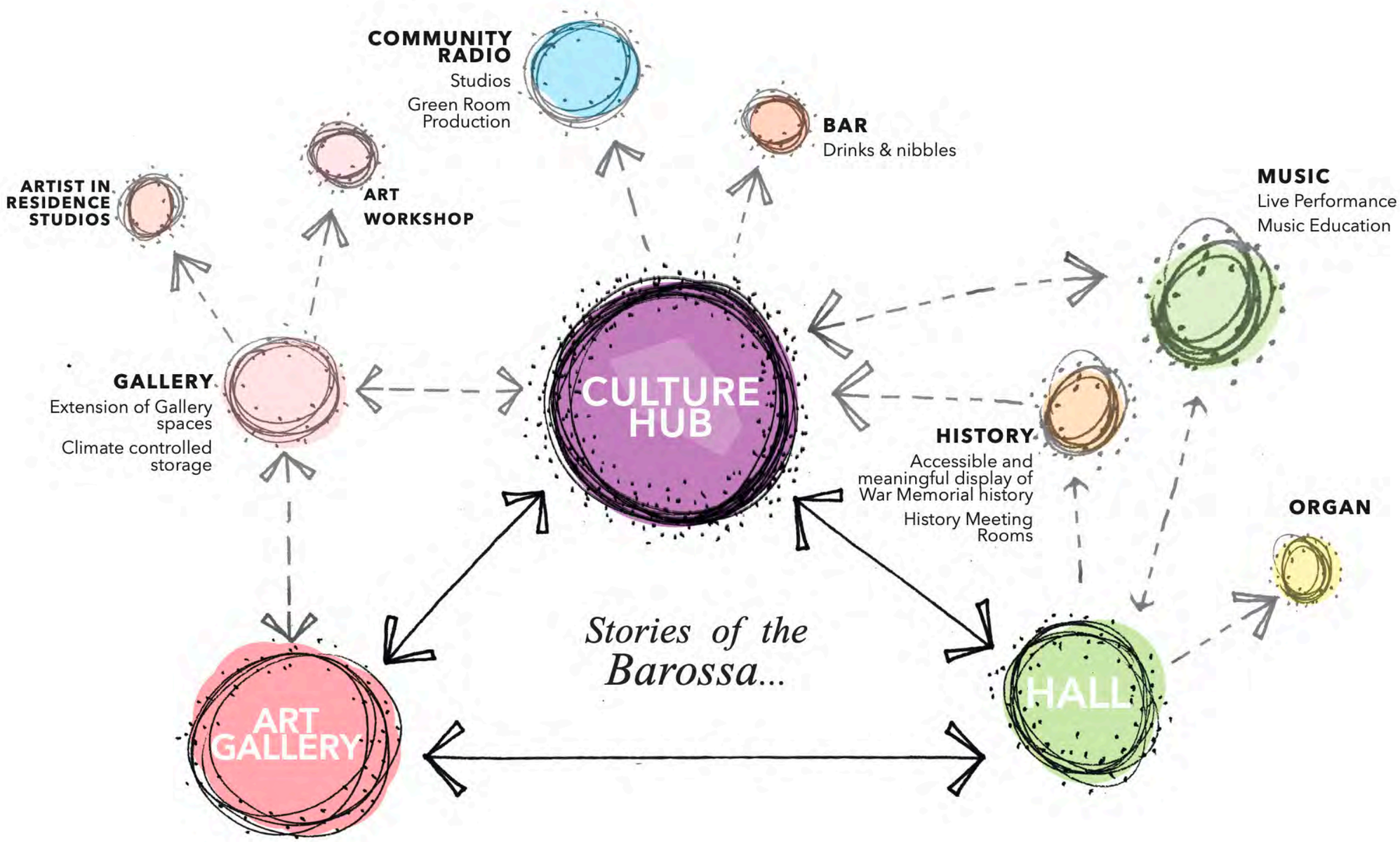
New construction elements include:

- New ***climate control*** for gallery spaces
- Additional ***gallery*** space
- Additional ***black box digital gallery***
- New ***gallery collection storage*** space
- New ***gallery work room and storage***
- New ***performance / production storage*** space
- New ***performance changing rooms*** including dedicated toilet / shower
- New ***green room*** space
- New ***lift***
- Lower level ***rehearsal space, organ display area, music storage and archive*** space
- Upper / mezzanine level ***theatre style seating*** overlooking stage
- New ***staff office*** space
- All new spaces will have ***new flooring, contemporary climate control and electrical services***
- New ***soldiers memorial*** space
- New ***main entrance***
- New ***foyer*** to include ticket counter and glass windows and entry/egress points out to the internal courtyard
- New ***bar*** for catering of opening events and performances
- New ***Heritage Library, Story and Discovery Centre***
- ***Archiving space and storage***
- Digital capability for ***smart technology and the Internet of Things (IoT)***
- New ***public toilets***
- New ***radio broadcasting studios*** x 2
- New ***recording and production studio***
- New ***control / technical room***
- New ***green room for radio station***
- New ***radio meeting / personnel*** space
- New separate ***entrance area for music and production area***
- New ***music, education and production practice rooms*** x 4 small
- New ***group music education and production practice room*** x 1 large
- New ***reception / admin space radio and music production***
- New ***art / making / craft studio*** small x 4
- New ***group creative arts work studio and residency facility*** x 1
- ***Studios opening into external courtyard space*** with capacity for outdoor workshop / wet activities
- New external, shaded ***"courtyard" performance, gathering space ("Valley of Song")***
- Main ***outdoor / performance stage***
- New ***casual / impromptu performance area ("Valley of Dreams)***
- ***Landscaped external areas*** to include stone and basket walls and planting, seating and story nodes
- ***Soft landscaping***
- New perimeter ***fencing*** upgrades
- New ***carparking***
- New ***internal roads***
- New ***bin storage***
- ***Electrical capacity upgrade*** for whole site
- ***All associated services***, drainage, Community Wastewater Management System
- ***All associated civil and engineering construction elements***
- New ***roofing*** for new areas, maintenance to existing as required
- All ***code / DDA requirements*** including upgrades/ handrails to existing staircases
- ***Centre signage*** – internal / external / wayfinding
- ***External lighting***
- ***Internal fixtures and fittings***
- ***External fixtures and fittings***
- ***Telecommunications and digital connectivity / equipment***

CONSULTATION

- Steering Committee
- Heritage Library User Group
- Community Radio (Triple B) User Group
- Local Artists User Group
- ARTS – RDA Barossa / Country Arts SA User Group
- Music User Group
- Neighbor - Tanunda Clubhouse
- Council Staff

CONSULTATION FUNCTIONAL RELATIONSHIP DIAGRAM



BRIEF FUNCTIONAL ZONES

EDUCATION and **LIFELONG LEARNING**, supporting all creative sectors, from early years to tertiary development and support

HERITAGE showcasing cultural tourism, archiving, ancestry, Aboriginal culture, traditional crafts

RESIDENCY PROGRAMS supporting Creative Industries Centre activities, mentoring, events

PUBLISHING featuring writing and storytelling

CREATIVE BUSINESS INNOVATION facilitating incubation and entrepreneurial activities, markets

BROADCASTING facilitating commercial and community radio, production and sound recording

PERFORMING ARTS highlighting theatre, outdoor performance, contemporary dance

BAROSSA CREATIVE INDUSTRIES CENTRE

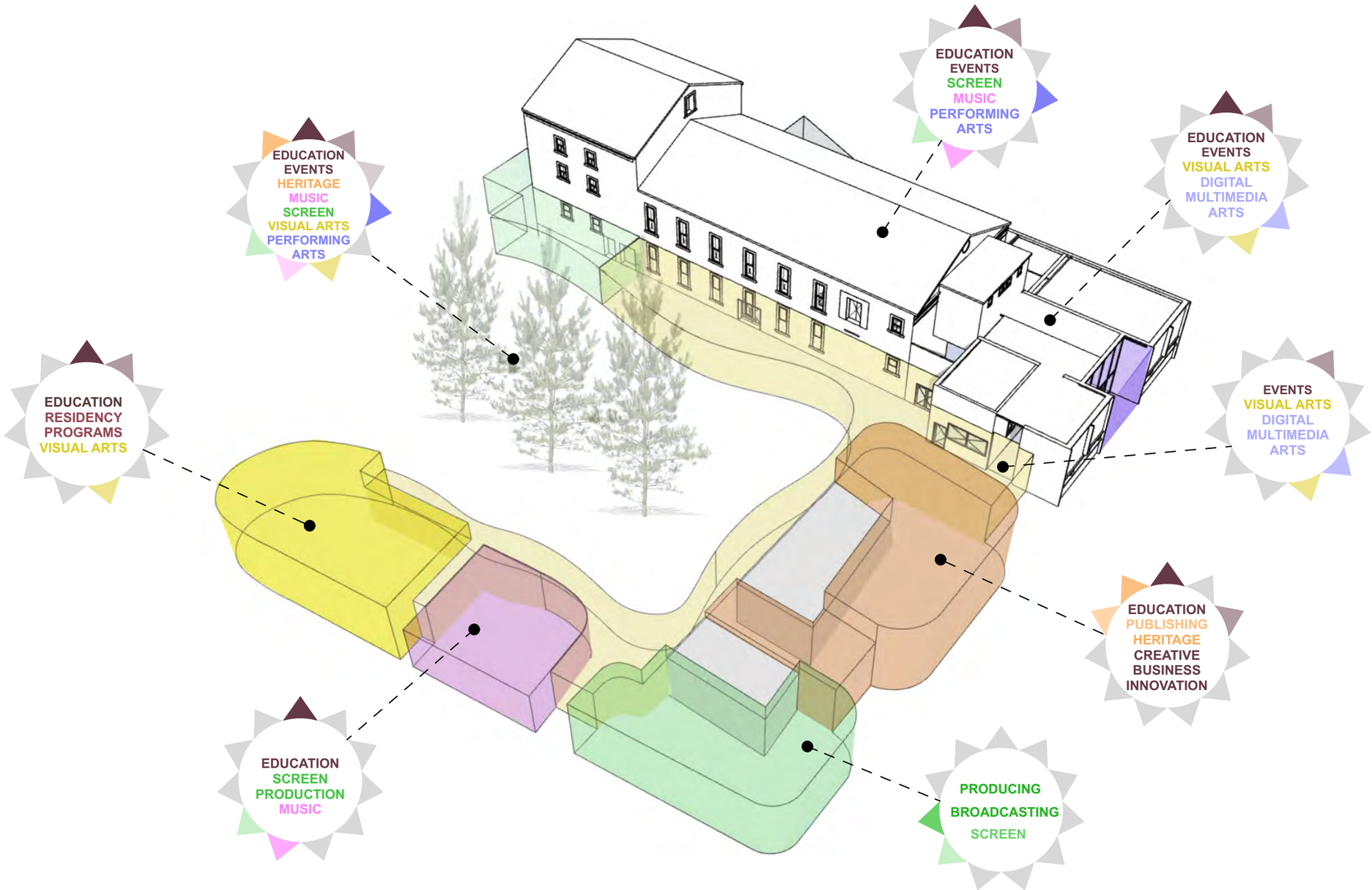
SCREEN supporting film production/post production, editing, artistic collaboration, screen play, technical

DIGITAL and **MULTIMEDIA ART** supporting the Internet of Things (IoT) and smart technologies

MUSIC producing orchestral, musicals, contemporary, concerts, skill development, production, choirs, event and program development

VISUAL ARTS highlighting painting, pottery, photography, printmaking, glassblowing, sculpture, fabric design, exhibition

BRIEF FUNCTIONAL ZONES



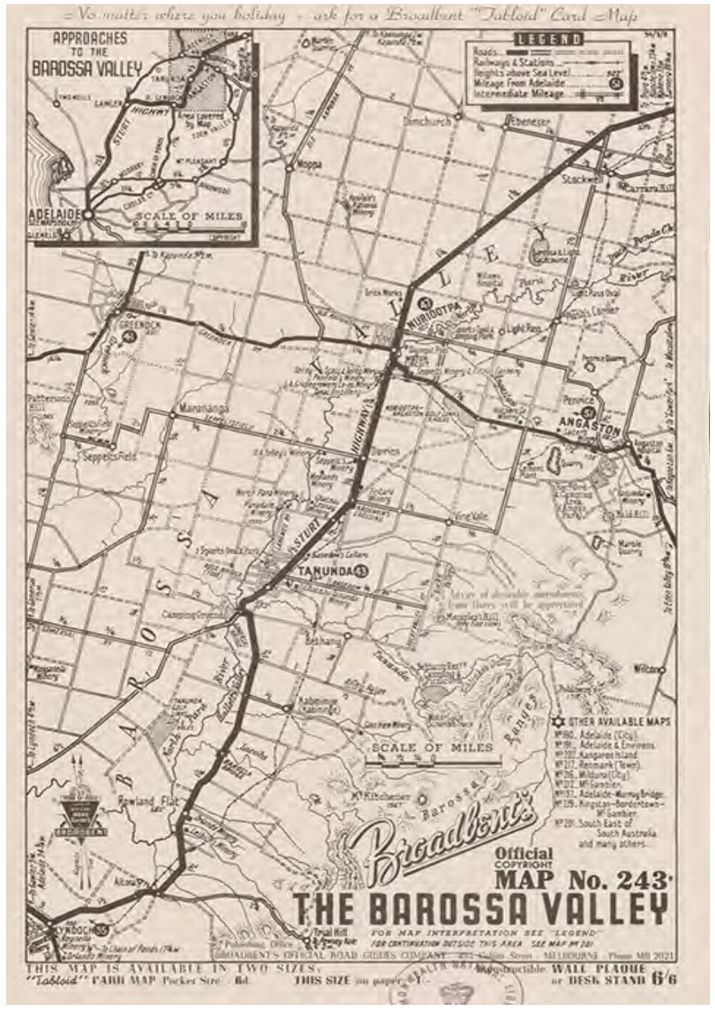
CONCEPT DESIGN REVIEW CONCEPT DESIGN

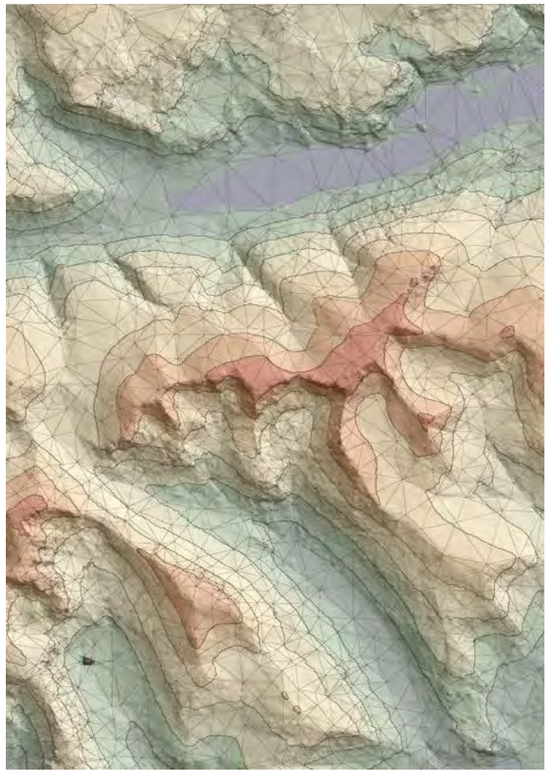
Barossa Stories:

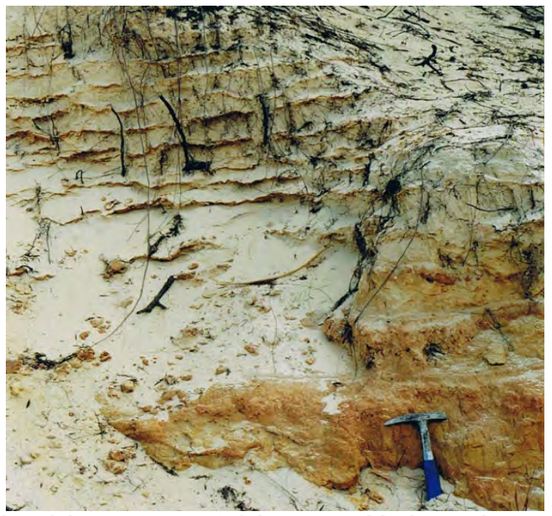
- Geology and Landscape
- Ecology
- First Nations' Culture
- Patterns of Settlement
- Productive Landscape
- Food
- Craftsmanship and the Artisan
- Writers and Poets
- Music, History and Landscape

AGRICOLA

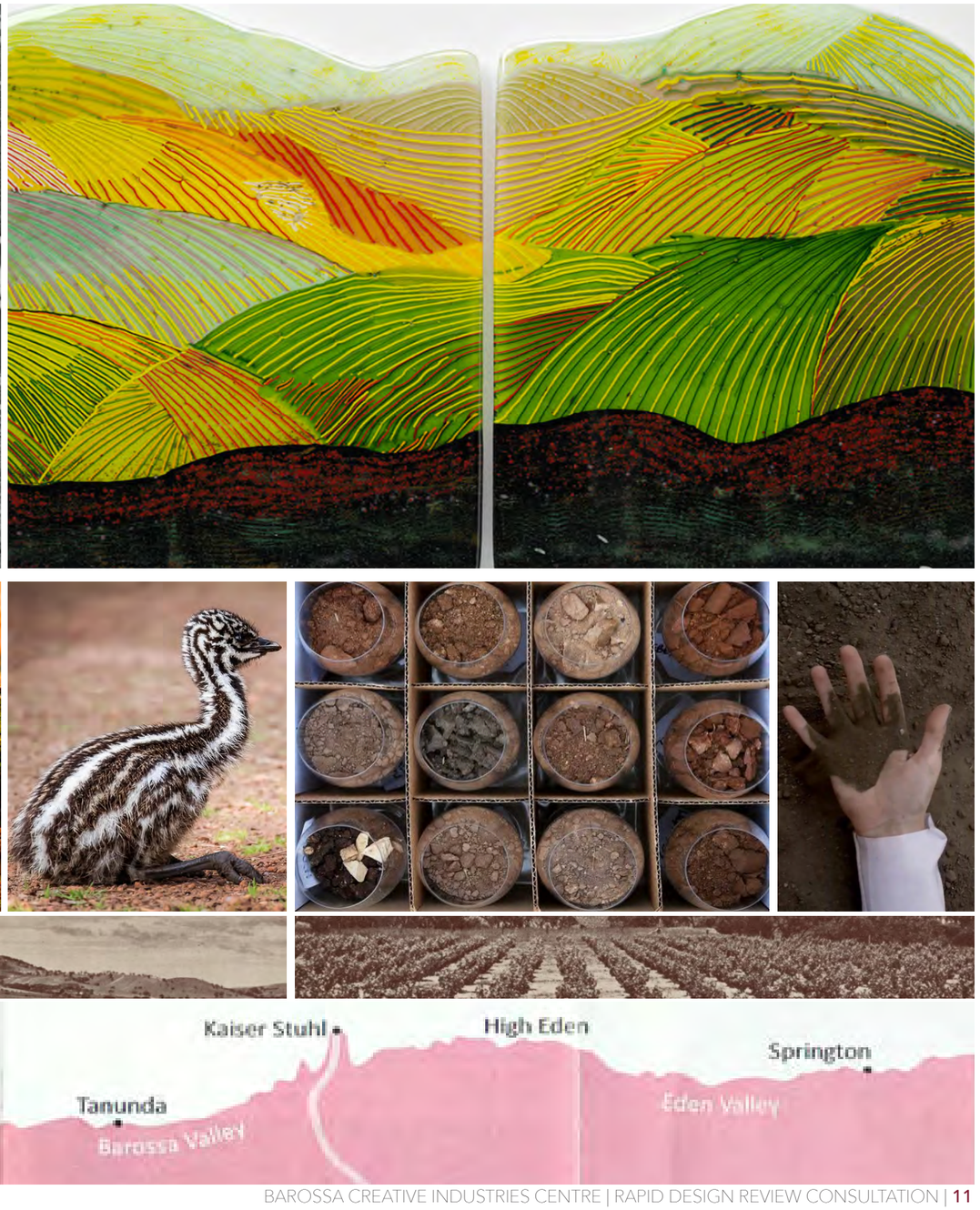
GEOLOGY AND LANDSCAPE



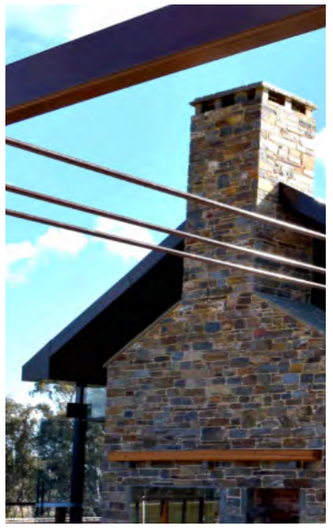
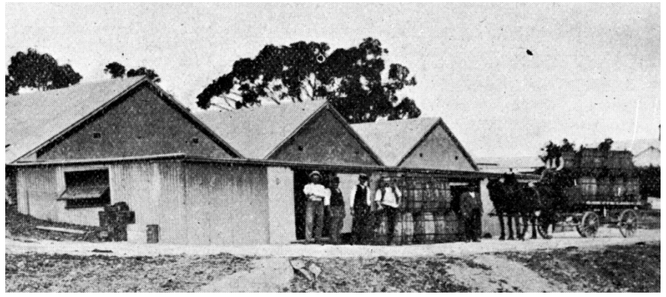




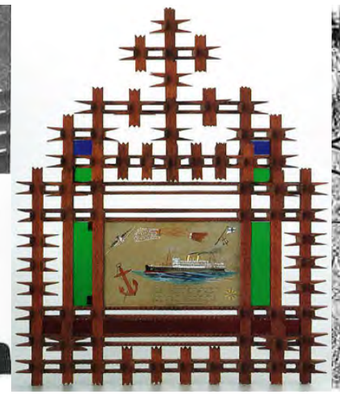
LANDSCAPE AND VITICULTURE



BUILT HERITAGE

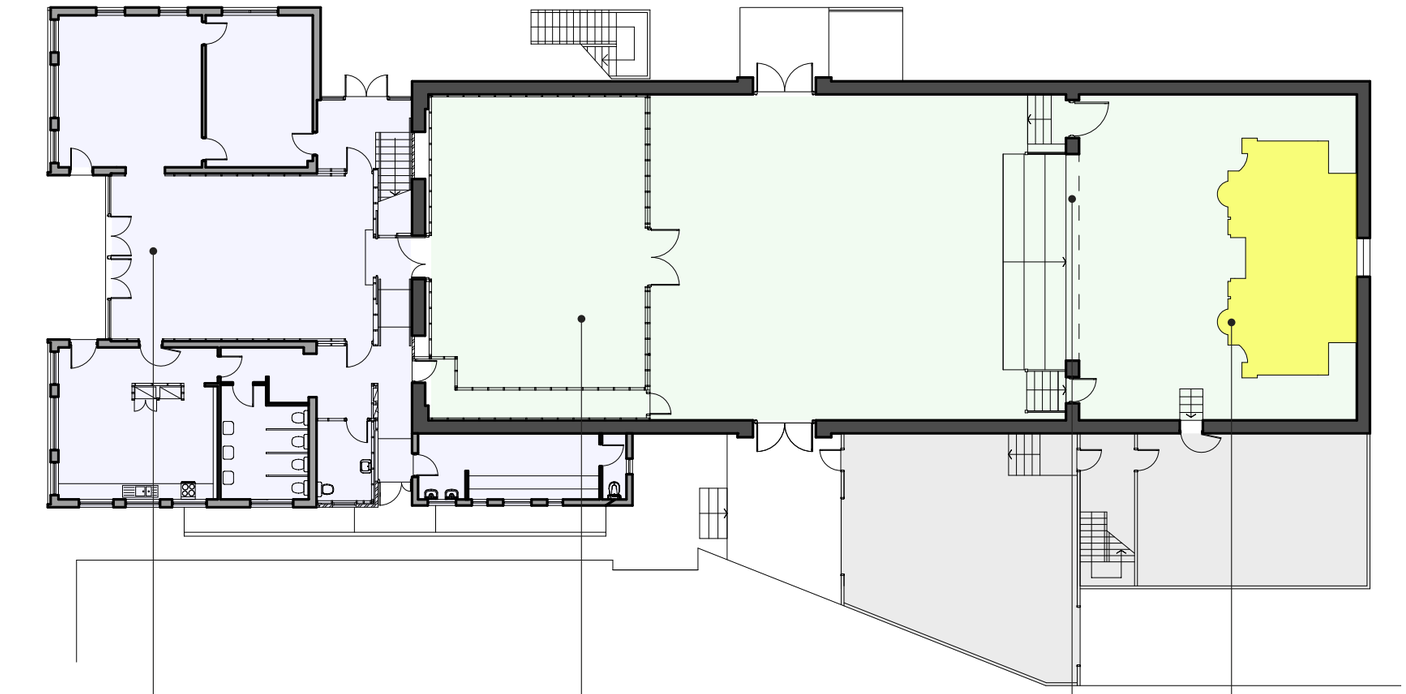



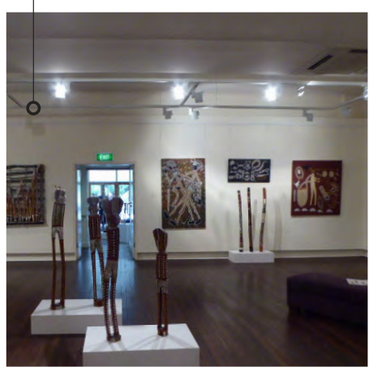
BAROSSA ARTISANS

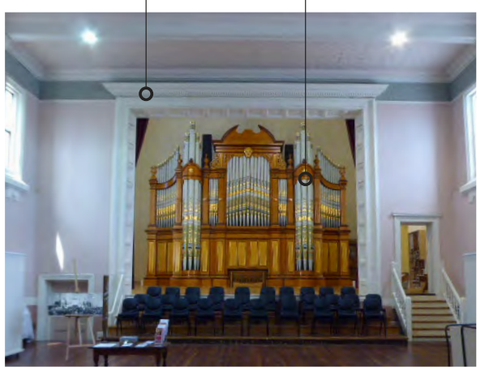


CONCEPT DESIGN REVIEW LANDSCAPE CONCEPT SKETCH

EXISTING PLANS GROUND PLAN



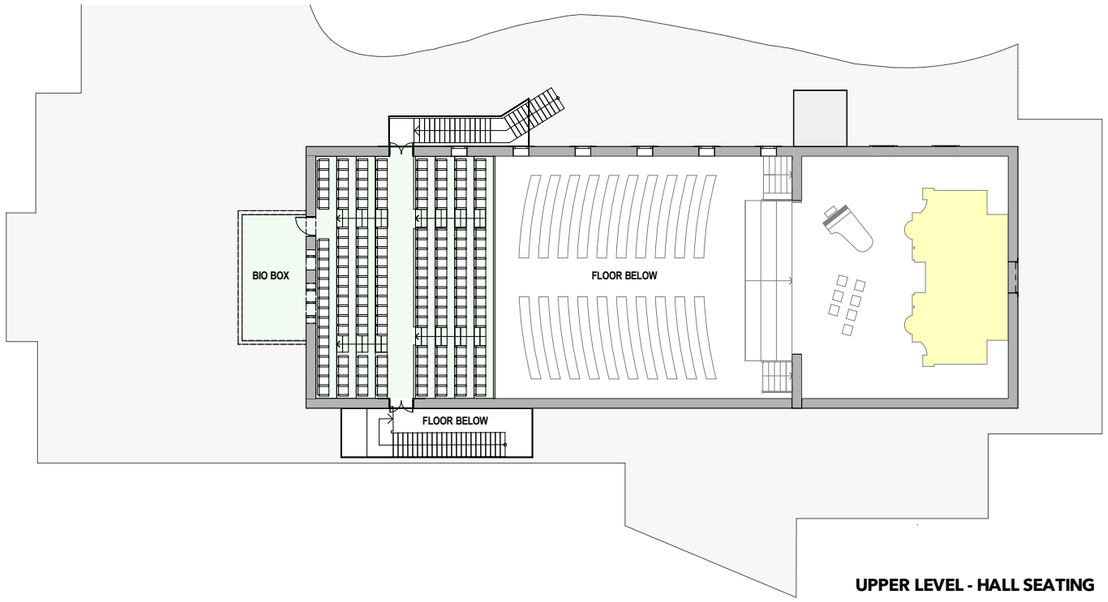




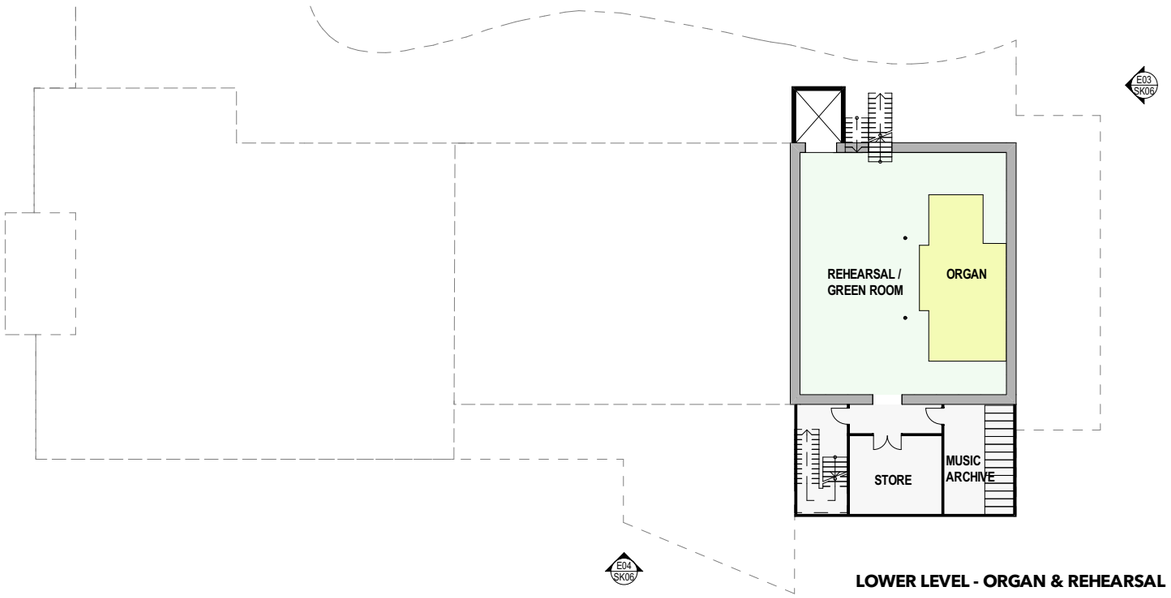
CONCEPT DESIGN REVIEW LANDSCAPE & SITE PLAN

CONCEPT DESIGN REVIEW GROUND PLAN

CONCEPT DESIGN REVIEW LOWER & UPPER LEVEL PLAN



UPPER LEVEL - HALL SEATING



LOWER LEVEL - ORGAN & REHEARSAL

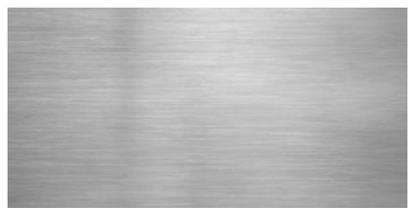
CONCEPT DESIGN REVIEW BASEDOW ROAD ELEVATION & MATERIALS

RAMMED EARTH

AUSTRALIAN HARDWOOD

RENDER - SANDSTONE

DANPALON



ALUMINUM

CONCEPT DESIGN REVIEW NORTH EASTERN VIEW

CONCEPT DESIGN REVIEW INTERIOR VIEWS

FOYER / CATERING / BAR

ENTRY FOYER

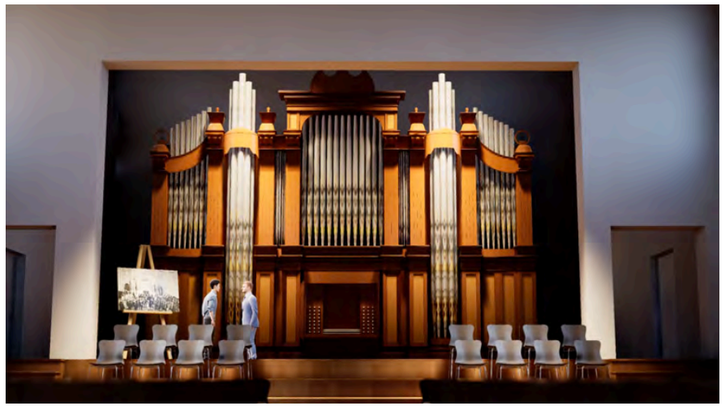
CONCEPT DESIGN REVIEW INTERIOR VIEWS

ENTRY FOYER / HERITAGE CENTRE

HERITAGE CENTRE

CONCEPT DESIGN REVIEW INTERIOR VIEWS

GALLERY



ORGAN

RAPID DESIGN REVIEW

- Community workshop 4 June
- Staff workshop 11 June
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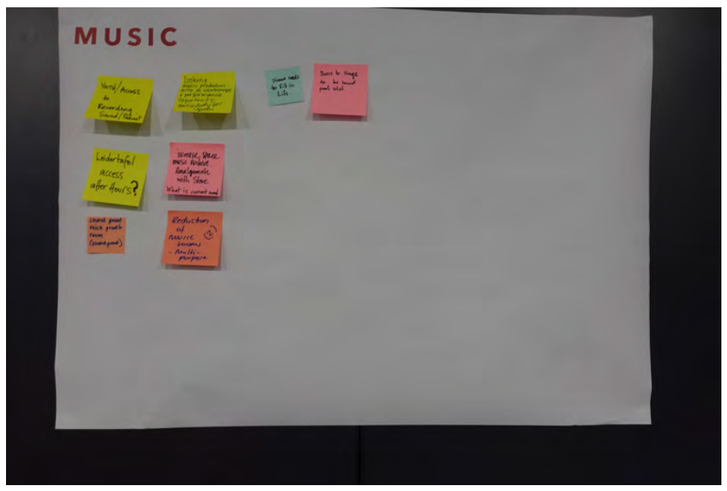
- Review of engagement sessions 19 June
- Design review 25 June



COMMUNITY & STAFF WORKSHOPS

- ***Small groups of 4-5 people*** based on ***interest areas*** - Performance, Music, Gallery, Visual Arts Workshop, Heritage, Community Radio, Outdoor Activities

- Undertake a ***workshop activity*** on the current concept design:

  Have ***needs*** changed since the concept design was completed? Please describe any additional needs.

  Are there ***elements that are no longer*** required?

  The centre will house a wide range of activities. Are there any issues with the ***spatial arrangement*** that need to be addressed?

  Please note down any ***other ideas*** you would like to share.

  Please note down any ***clarifying questions*** you would like to ask.

- We asked participants to focus their attention on the ***internal layout and the materials and finishes*** of the concept design. The external footprint of the building is not proposed to be altered.

CONSULTATION SUMMARY

- **Flexible and Inclusive Spaces:** A strong emphasis was placed on creating ***adaptable spaces***, particularly for radio, practice, and art studios, to accommodate diverse community groups.

- **Performance Hall:** Balancing the protection of the ***organ's acoustics*** with the need for a versatile performance hall suitable for various groups and performers.

- **Barossa Character:** The desire for the centre to embody a welcoming atmosphere that reflects the ***unique spirit of the Barossa Valley***.

- **Kitchen and Bar Functionality:** Requests for a kitchen suitable for catering and cooking demonstrations, as well as a relocated bar serving both internal spaces and the external courtyard.

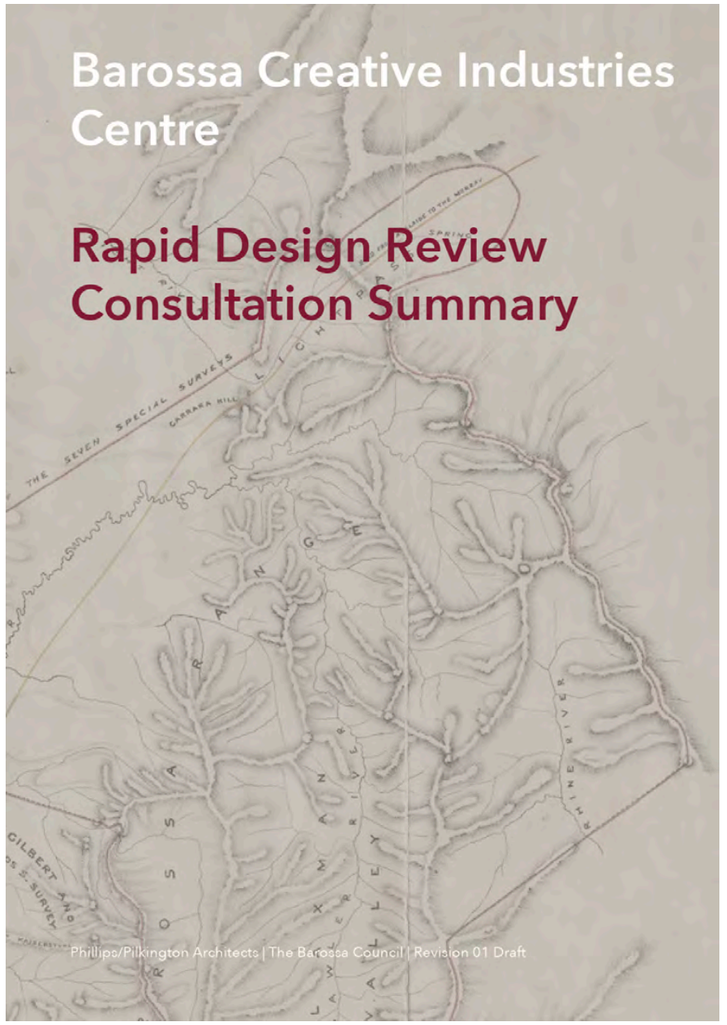
- **Youth Inclusion:** The importance of incorporating facilities that cater to ***young people*** within the centre.

- **Celebrating First Nations Culture:** A call to honour and integrate ***First Nations*** presence and culture into the heritage displays and building design.

- **Community Meeting Spaces:** The need for designated bookable meeting spaces for community use.

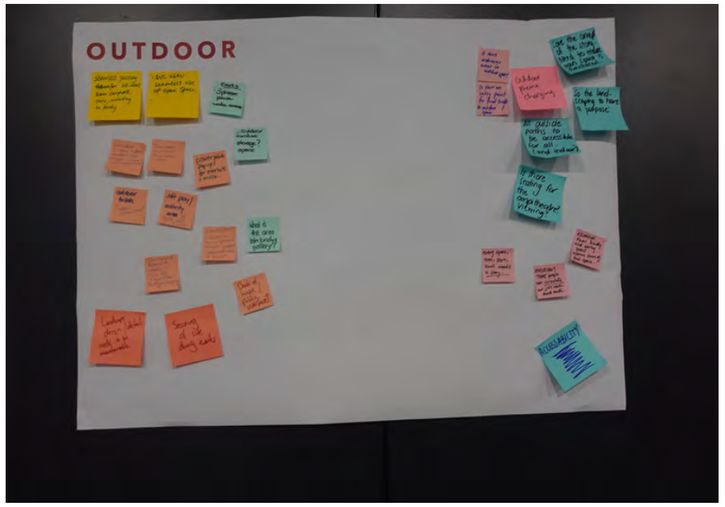
- **Soldiers' Memorial:** Enhancing the visibility and prominence of the ***soldiers' memorial*** within the facility.

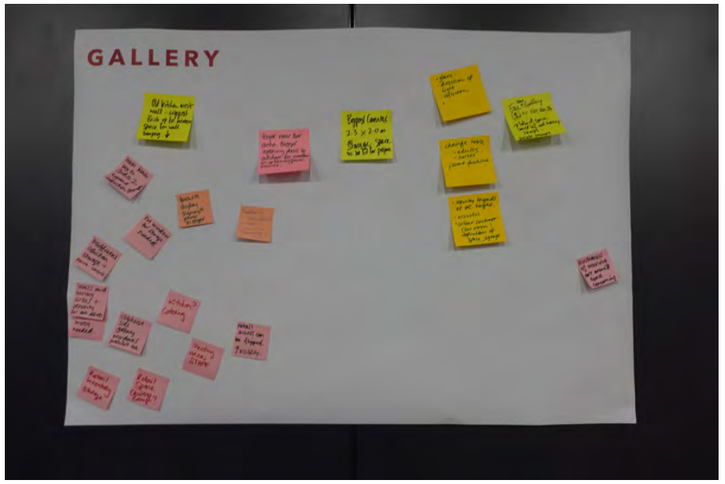
- **Universal Accessibility:** Ensuring complete ***accessibility*** throughout the building for everyone.



CONSULTATION SUMMARY

- Entrance, Foyer, Bar and Circulation
- Gallery
- Visual Art
- Music
- Performance
- Heritage
- Radio / Storytelling
- Outdoor
- Miscellaneous Items and Additional Facilities





ENTRANCE, FOYER, BAR AND CIRCULATION

- Relocate the bar to provide dual access to the interior and exterior.
- Include a kitchen.
- Improve the connectivity between the foyer and retail area. Allow for retail storage. Provide surveillance of the retail area from the staff room.
- Provide places in the foyer for people to sit and relax.
- Reduce the size of the secondary waiting area.
- Provide auto-doors, and increase the number of doors from the courtyard to the foyer space.
- Rework the balcony stair to avoid congestion.

GALLERY

- Review the route from the gallery storage to the display space to ensure large artworks can be moved between the spaces.
- Increase the size of the gallery storage.
- Reconcile the levels in the gallery to remove the ramps.
- Increase hanging space in the gallery formed in the former kitchen.

VISUAL ART WORKSHOPS

- Improve the flexibility of the art studios and workshop space.
- Provide storage for the art spaces.

MUSIC

- Improve the flexibility of the practice rooms.
- Increase the size of the practice rooms.
- Provide instrument storage to support the practice rooms.
- Increase the music archive; the music archive could be combined with the storage space on the lower level.
- Provide after hours access for the Liedertafel.

PERFORMANCE

- Provide a drop-off area and additional accessible parking adjacent to the performance hall for elderly community members.
- Enclose the green room to be a private space.
- Decrease the size of the change rooms.
- Ensure the performance hall is flexible and accessible to a variety of community groups and performers, without compromising the acoustics of the organ.
- Explore providing retractable seating and a modular stage.
- Provide equitable access to the balcony level and the biobox.
- Ensure the grand piano can be stored.
- Provide furniture storage.

HERITAGE

- Celebrate First Nations' culture and presence.
- Increase the prominence of the soldiers' memorial.

RADIO / STORYTELLING

- Provide two recording studios.
- Provide a recording booth for the production area.
- Explore opportunities to increase the flexibility of the radio spaces into the future. Keep in mind that the radio space may be used by other lessees in the future.
- Allow for film production, podcasting, and video-casting facilities.

OUTDOOR

- Remove the trees in the centre of the courtyard to improve sightlines to the stage.
- Review the accessibility of the outdoor stage, both for equipment and people with mobility constraints.
- Increase the shade cover in the courtyard, and add a water feature to create a cool summer environment.
- Ensure the courtyard can be accessed by food trucks.
- Improve the interface with the neighbouring kindy. Provide nature play elements within the ‘Agricola’ area.
- Rework the ‘Agricola’ to increase the number of continuous circulation routes.
- All exterior stairs to access the building should have accessible ramps.
- Improve the public interface with the back-of-house area.
- Outdoor storage is required for outdoor items, i.e. temporary seating.

MISCELLANEOUS ITEMS AND ADDITIONAL FACILITIES

- Provide bookable community meeting spaces.
- Include a youth space.
- Provide a PV system with battery storage.
- Change the toilets to be unisex. Provide a secondary bank of toilets near the performance hall with outdoor access.
- Provide adult change and parenting facilities.
- Review the security of the rear doors.
- Enlarge the cleaners room.
- Increase the staff office space.
- Provide mobility equipment storage.
- Provide a sensory space.

UPDATED BRIEF

18559 BAROSSA REGIONAL CULTURAL HUB - RETURN BRIEF

Revision	
8th November 2018	P1
13th November 2018	P2
18th June 2024	P3

LEGEND

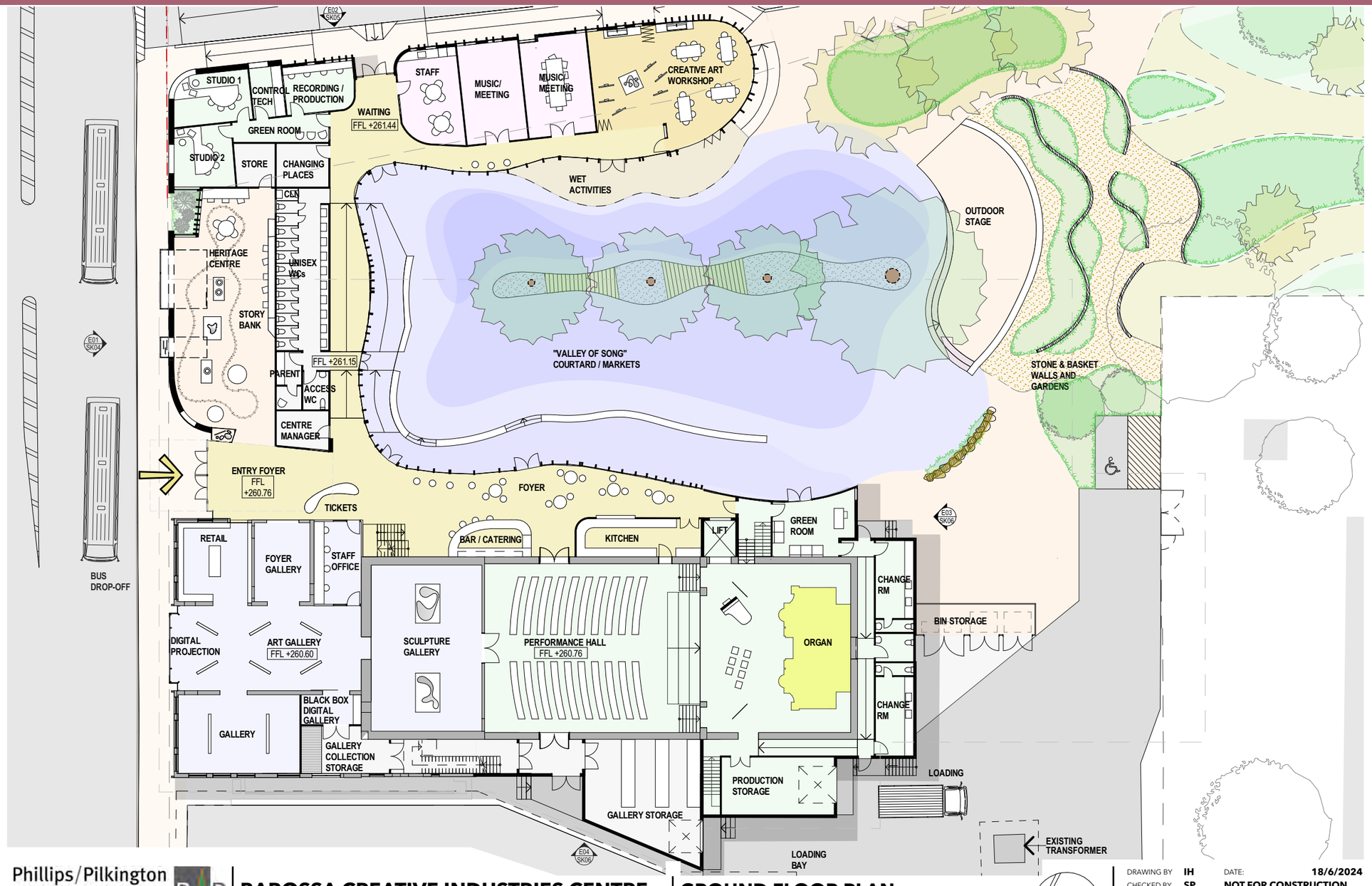
- Existing Space Retained
- Existing Space Refurbished &/or Extended
- Existing Space Relocated
- Proposed New Space

	Existing		Proposed		Population	Location	Notes
	Qty	Area	Qty	Area	At capacity		
1.0 FOYER							
Foyer (14)			1	57	60	New entry from Basedow Road, Abuts Hall	New contemporary entry statement. Introduction to existing Hall. Incorportes Soldiers Memorial display. Soldiers Memorial to be prominent. Spaces to sit and dwell. Automatic doors. Bi-fold doors between the foyer and courtyard.
Tickets / Staff Office (5)		25	1	25	4	Within front portion of ex. Building	Culture Hub Staff / Volunteers Closeable office space. Windows to serve Ticketing and Shop. Increase staff office size.
Bar & Catering (13)			1	25	20	Within New Foyer	Within new foyer, adjacent main entry to Hall, opens to Courtyard. Provide dual access to bar.
Kitchen			1	25	20	Within New Foyer	Ability to host cooking classes and demonstrations.
Youth room			?	?	?	?	
Community Meeting / Activity Rooms			2	?	?	?	Flexible.
Soldiers Memorial (15)			1	33	20	New entry Foyer	Memorial interpretive display incroporated in to new entry Foyer
Sub Total	*0*	*25*	7	165			Review total area of foyer
2.0 HISTORY							
History Interpretive Story Telling (1)			1	26	20	History Hub	Exhibition Space, accesed via new Entry, fronting to Basedow Road. Active and engaging space for curated exhibitions (digital), display shelves, digiital content and technology, climate controlled. Celebrate First Nations culture and presence.
Co-Working Space (2)			1	26	4	History Hub	4 computer stations, 2 iPad stations, flexible furniture that can be grouped or divided, accommodate equipment including scanners, microfiche reader, digital booth, printer.
Digital Library (3)			1	26	20	History Hub	Digital Library / Workshop Space. Moveale IT equipement (smart TV, VR, touch screens), event space (some evening events), flexible tables and chairs, school groups.
Research Room			1	18	6		Research space, quiet spaces that can be booked
Library - Books, Literature (4)			1	26	10	History Hub	Shelving display, 'resource development centre'
Sub Total	*0*	*0*	5	122			
3.0 VISUAL ARTS							
Gallery (6)	1	230			80	Front portion of existing buidling, fronting Basedow Rd	Rerfurbishment to suit contemporary space, gallery lighting, climate control, secure. Flexible, plinths/white walls/brick walls/ceilings. Craft based works. Multiple Gallery Spaces: travelling artwork, local artwork, permanent collection, memorial collection, outdoors. Engage with streetscape. Storage should be easily accessible from the display space. The route to the storage should allow for large artworks.
Retail (16)	1	20			10	Front portion of existing buidling, fronting Basedow Rd	Refurb to suit new Retail Space Visible from street, community feel, storage, security screened or alarmed. POS, display shelving, craft-based works. Interconnectivity with the foyer. Surveillance from the staff offices.
Artist in Residence Studio (21)			1	40	6	New Art Hub	Collaborative space but private areas, visible Art troughs/wet area. Flexible. Storage. Further develop the brief and requirements for the studio spaces.
Artist Residence (22)						*OFF SITE*	*TANUNDA CLUB*
Multi-Purpose Studio /Wet Workshop (23)			1	55	35	New Art Hub	Flexible workshop space, troughs, bare walls, easy to clean surfaces, organic spaces, equipment storage.
Multiple Lettable Artist Studio Spaces (26)			*1*			*OFF SITE*	*OTHER LOCAL STUDIO SPACES (COMMERCIAL)*
Sub Total	*2*	*250*	3	95			
4.0 HALL & SPECIAL PERFORMANCE							
Performance Hall (7)	1	340			170	Hall	Refurb of existing Hall. Music events and performances, community talks. Flexible. Allow for multiple performance types. Allow for after hours access. Protect organ acoustics. Modular stage. Retractable tiered seating.
Upper level seating	1	120					Refurb of existing tiered seating area and access to upper level. Lift.
Hall, Organ (8)	1	195			50	Hall	Refurb of existing lower level organ room and rehearsal space
Greenroom (11)			1	25	20	Eastern side of Hall	Pre-performance space. Relaxed, comfortable, personal storage. Private.
Music Archive	?	?	1	?	?	Lower level	Increase size of existing music archive.
Changeroom			1	60	20	Western Side of Hall	Two Changerooms and Toilet. Review size.
Sub Total	*3*	*655*	3	85			

UPDATED BRIEF

5.0 MUSIC								
Office / Waiting			1	25	3	Adjacent Hall & Organ	Space for parents to wait for children. x2 workstations, filing cabinets, phone. Relaxed, comfortable, personal storage. Allow for after-hours access.	
Large Practice Room			1	13	5	Music Hub	Multi-purpose practice room. Acoustics and ventilation. Flexible.	
Instrument storage			1	?	?	Music Hub	Adjacent to practice rooms.	
Control Room / Tech			1	11	1	Music Hub	Equipment and control for Music and Radio. Acoustics and ventilation.	
Recording, Practice			1	15	1	Music Hub	Multi-purpose music practice room, size to accommodate drum kit. Acoustics and ventilation. Flexible.	
Multiple Practice Rooms (25)			4	28	8	Music Hub	x4 private teaching / practice rooms. Acoustics and ventilation. Flexible. Review the size of the practice rooms.	
Sub Total	*0*	*0*	9	92				
4.0 COMMUNITY RADIO								
Studio 1 - On-Air			1	18	6	Radio Hub	On-Air Studio. Acoustically isolated, conference table with mics, 24/7 operation	
Studio 2 - Production & Training			1	18	6	Radio Hub	Production & Training Studio. Shared / multi-use space, 3-4 days per week	
Production			1	20	6	Music Hub	Shared with Music. Recording booth. Allow for film, podcast, video-casting production.	
Green Room / Reception			1	24	6	Radio Hub. Direct Access from side entrance	Volunteer computer workstations, phones, filing. Social, preparation, relaxed, computer workstation, pigeon holes, TV, couch, kitchenette (wine show).	
Sub Total	*3*	*0*	29	80				
5.0 GENERAL								
Staff Room / Kitchen (9)				32	15	Northern Wing	New kitchen including meeting / dining table	
Storage		115				Eastern wing of existing Hall	Refurbishment of spaces to accommodate separate storage areas: gallery, art, performance, radio, music, shop. Review size of gallery storage. Grand piano storage. Furniture storage for hall.	
Amenities			1	52	12	Northern Wing	Unisex, Accessible, Staff, Parent Room, Changing Places Room. External access. Review location.	
Lift			1			Abuts Hall, access to Lower Levels	Lift to service upper and lower levels	
Stairs			4			Various	New alternate access stairs to upper level performance seating	
Cleaners Room			1	?			Review size	
Circulation Space			1	242			Internal Corridors	
Sub Total	*0*	*115*	8	326				
6.0 EXTERNAL								
Outdoor Community Courtyard (17)			*1*	*85*			Flexible community space, shelter options, active heart of new development. Food truck access. Water feature. Storage for outdoor items, i.e. temporary seating.	
Break Out Spaces / Courtyards (18)			*1*	*700*			Multiple spaces for users and community, visual and acoustic engagement with internal functions	
Community Orchard (28)			*1*	*1000*				
Community Gardens (33)			*1*	*325*				
Playspace / Picnic Area / Outdoor Performance (29)			*1*	*3430*			Outdoor 'stage areas', (music festivals, candlelight concerts). Main stage with equity access and equipment access. Nature play with interconnection to the kindy.	
Carparking (27)			*1*	*875*			Provide drop off area near performance hall	
Deliveries (30)			*1*	*120*				
Bus Parking (32)			*1*	*200*				
Bikeway Sculptures (31)			*1*	*140*			Sculptures and integrated landscaping interventions	
Gateway (34)			*1*	*70*				
Sub Total	*0*	*0*	*10*	*6945*				
GRAND TOTAL	*2*	*1045*	*64*	*965*				

DESIGN ITERATIONS VERSION 1



Phillips/Pilkington Architects

165 MacKinnon Parade, North Adelaide SA 5006
tel: 08 8239 9000 fax 08 8239 9099

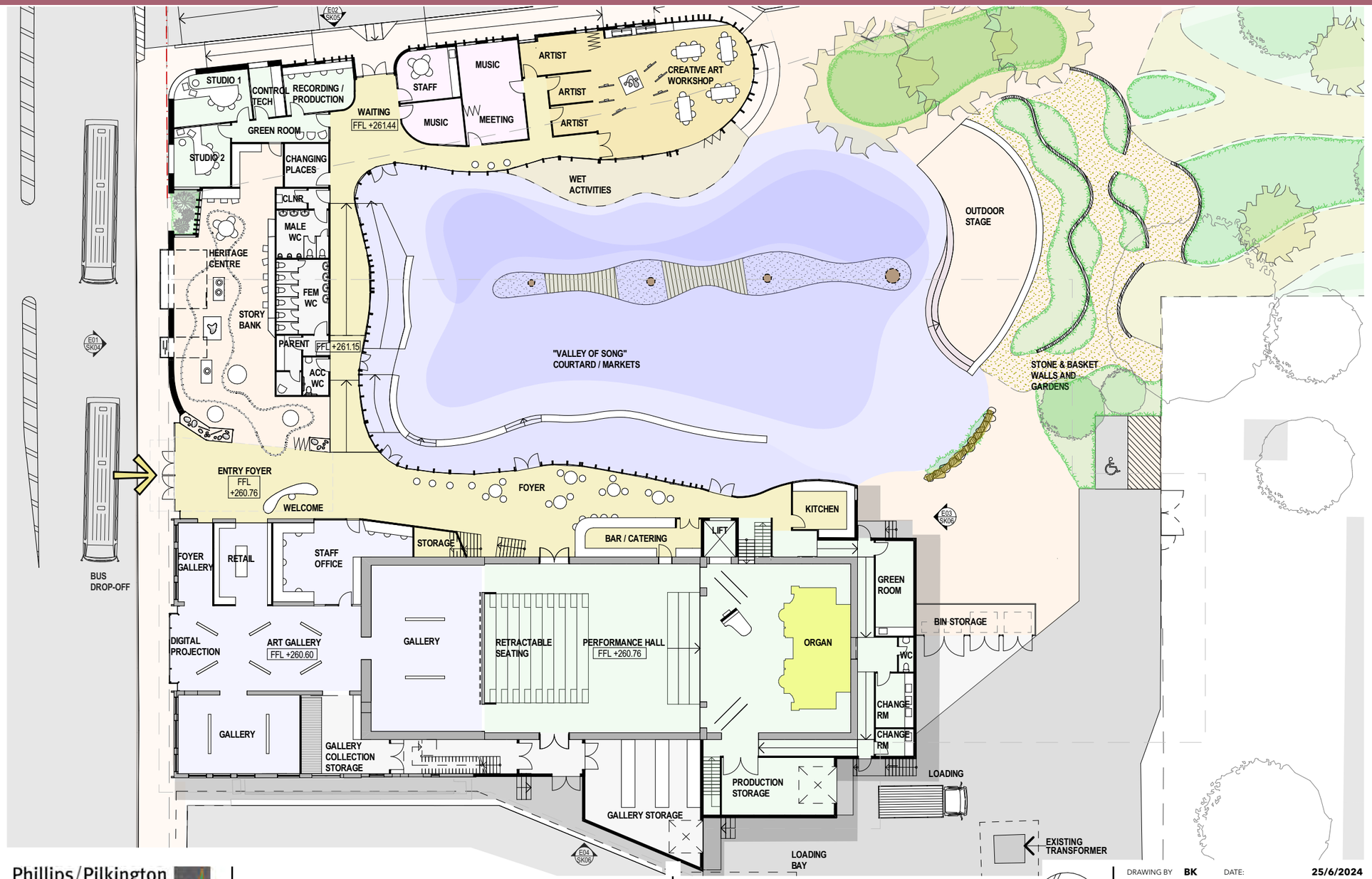
BAROSSA CREATIVE INDUSTRIES CENTRE
3 Basedow Road, Tanunda SA

GROUND FLOOR PLAN
1:250 @ A3

DRAWING BY **IH** DATE: **18/6/2024**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK02**
REVISION: **R1**

Plot Date: 18/6/2024 /Volumes/PPA Data/JOB FILES/18559 Barossa Creative Industries Centre/18559 Drawings/CAD Files/Model/18559 Barossa Creative Industries Centre _ 2024-06-18 Floor Plan Edits.pln

DESIGN ITERATIONS VERSION 2



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BAROSSA CREATIVE INDUSTRIES CENTRE
3 Basedow Road, Tanunda SA

GROUND FLOOR PLAN
1:250 @ A3

DRAWING BY **BK** DATE: **25/6/2024**
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PROJECT NO/DRAWING NO.: **18559 - SK02** REVISION: **R2**

Plot Date: 25/6/2024 /Volumes/PPA Data/JOB FILES/22640 Moorundi Health Centre/22640 Drawings/CAD Files/Model/TWINMOTION/18559 Barossa Creative Industries Centre _ 2024-06-24 Floor Plan Edits.pln

DESIGN FOR REVIEW

Phillips/Pilkington Architects
165 MacKinnon Parade, North Adelaide SA 5006
tel: 08 8239 9000 fax 08 8239 9099

BAROSSA CREATIVE INDUSTRIES CENTRE
3 Basedow Road, Tanunda SA

GROUND FLOOR PLAN
1:250 @ A3

DRAWING BY **BK** DATE: **26/6/2024**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK02** REVISION: **R3**

Plot Date: 26/6/2024 /Volumes/PPA Data/JOB FILES/18559 Barossa Creative Industries Centre/18559 Drawings/CAD Files/Model/18559 Barossa Creative Industries Centre _ 2024-06-24 Floor Plan Edits.pln

QUESTIONS AND FEEDBACK

- Questions?
- Feedback
- Observations

Thank you

Revised Ground Floor Plan

Phillips/Pilkington Architects
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tel: 08 8239 9000 fax 08 8239 9099

BAROSSA CREATIVE INDUSTRIES CENTRE
3 Basedow Road, Tanunda SA

GROUND FLOOR PLAN
1:250 @ A3

DRAWING BY **BK** DATE: **26/6/2024**
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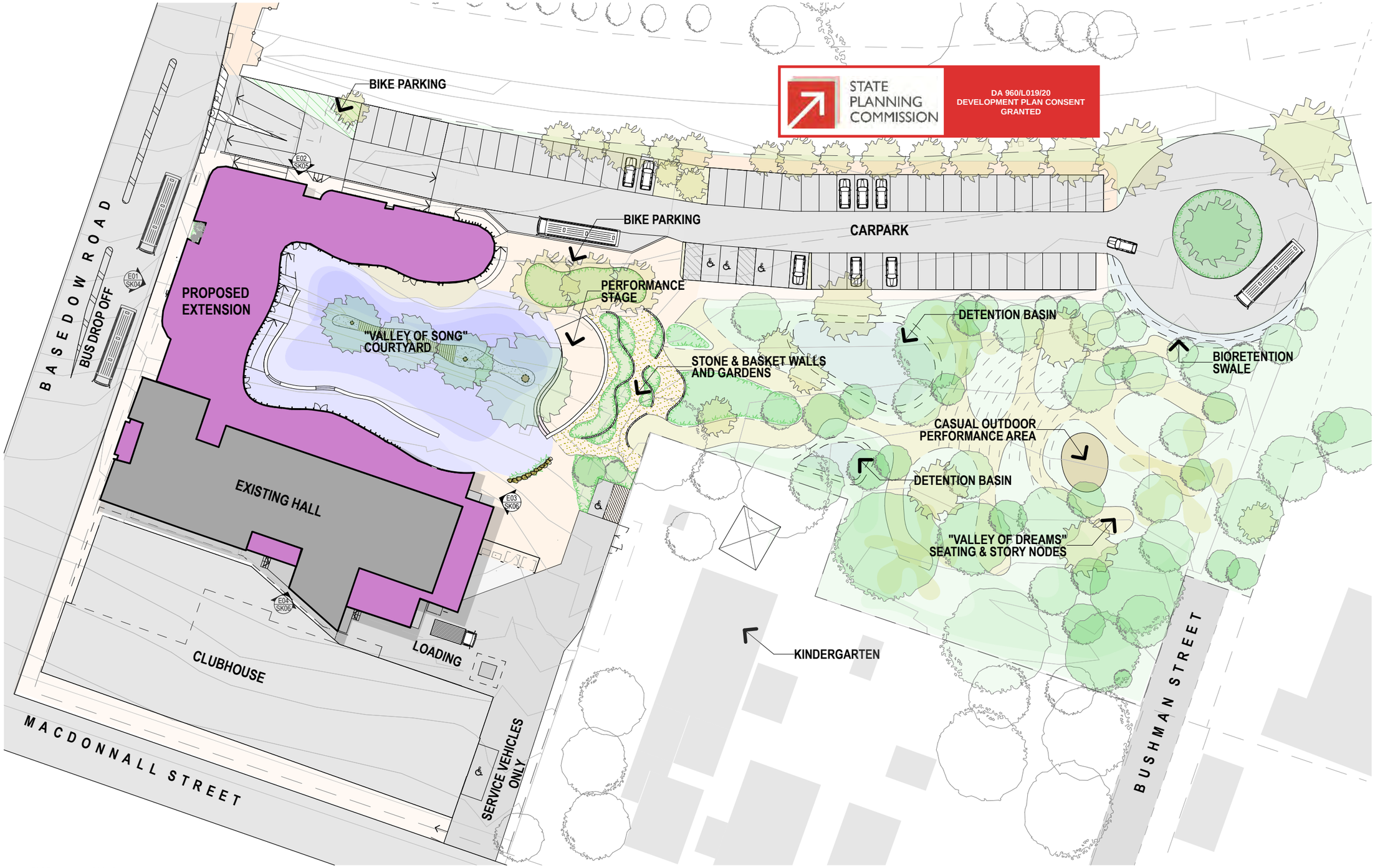
PROJECT NO/DRAWING NO.: **18559 - SK02**
REVISION: **R3**

Plot Date: 26/6/2024 /Volumes/PPA Data/JOB FILES/18559 Barossa Creative Industries Centre/18559 Drawings/CAD Files/Model/18559 Barossa Creative Industries Centre _ 2024-06-24 Floor Plan Edits.pln

Prior Approved Plans



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BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

PROPOSED SITE & LANDSCAPE PLAN

1:500 @ A3

DRAWING BY **IH** DATE: **21/1/21**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK01**
REVISION: **DA7**

Plot Date: 21/1/21 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub DA - REV 13 - 2020-11-11 - Issued for DA.pln

STATE PLANNING COMMISSION
DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

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BAROSSA CULTURE HUB

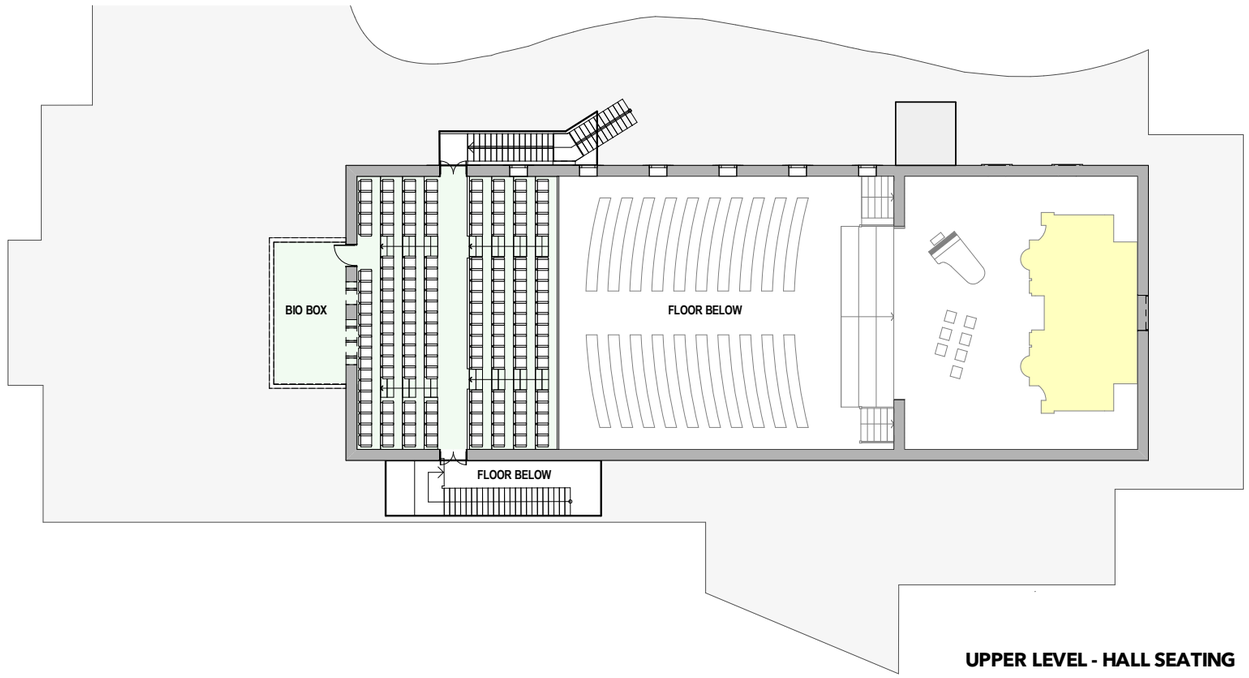
3 Basedow Road, Tanunda SA

GROUND FLOOR PLAN

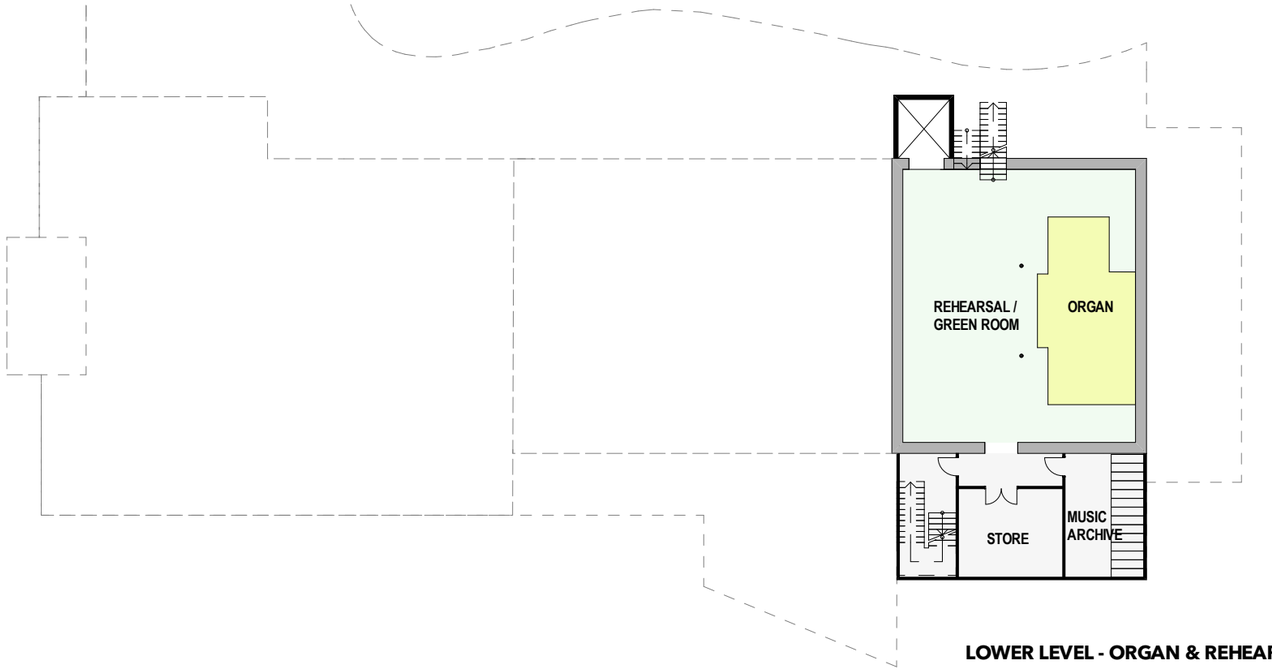
1:250 @ A3

DRAWING BY **IH** DATE: **11/11/20**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK02**
REVISION: **DA5**

Plot Date: 11/11/20 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 12 - 2020-07-17 - Issued for DA.pln



UPPER LEVEL - HALL SEATING



LOWER LEVEL - ORGAN & REHEARSAL

STATE PLANNING COMMISSION

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BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

LOWER & UPPER LEVEL FLOOR PLANS

1:250 @ A3

DRAWING BY **IH** DATE: **6/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK03**
REVISION: **DA1**

Plot Date: 6/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/Issued Drawings/E Consultants/2019-09-03 Viesturs and Frank Siow/18559 Barossa Culture Hub SK - REV 6 -2019-09-05.pln

PROPOSED EXTENSION - GROUND FLOOR	
CORRIDOR, DISPLAY, TICKETS AND BAR	340sqm
HERITAGE CENTRE	150sqm
RADIO & BROADCASTING	83sqm
MUSIC LEARNING & PRACTICE	62sqm
ARTIST IN RESIDENCE STUDIOS AND WORKSPACES	130sqm
DIGITAL ART DISPLAY BOX	15sqm
STAFFROOM & AMENITIES	100sqm
PERFORMANCE CHANGEROOMS, GREENROOM & STORAGE	180sqm
TOTAL	**1,060sqm**

PROPOSED BUILDING WORKS - FIRST FLOOR	
LIFT	7sqm
MUSIC STORE	63sqm
TOTAL	**70sqm**

GRAND TOTAL BUILDING WORKS	**1,130sqm**

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

MATERIALS

RAMMED EARTH

AUSTRALIAN HARDWOOD TIMBER

DANPALON

Phillips/Pilkington Architects
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BARROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

NORTH ELEVATION

1:200 @ A3

DRAWING BY **IH** DATE: **19/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**

PROJECT NO/DRAWING NO.: **18559 - SK04**
REVISION: **DA2**

Plot Date: 19/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 7 -2019-09-09.pln

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

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BAROSSA CULTURE HUB

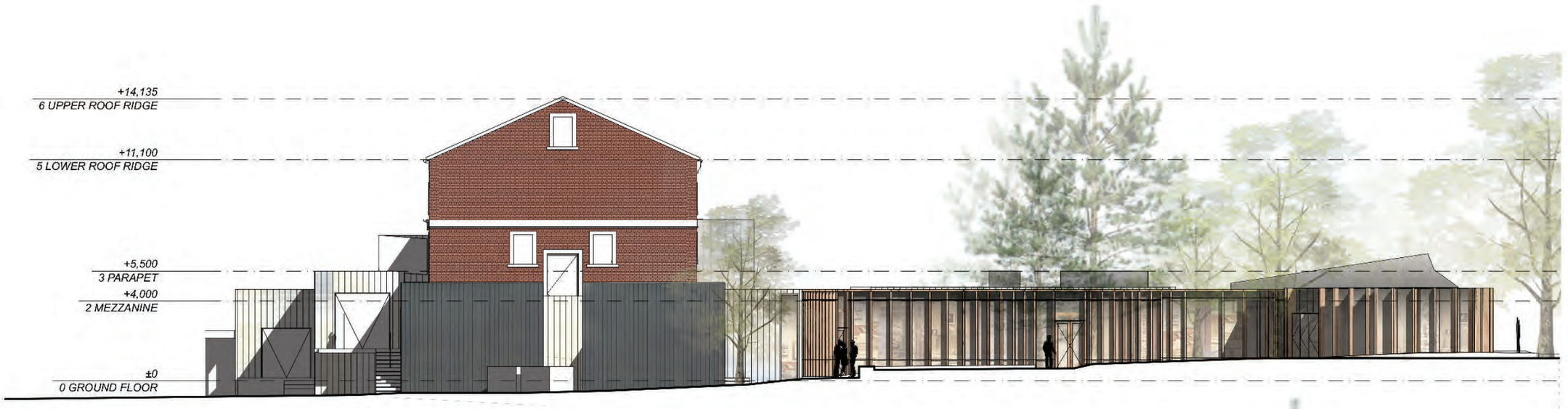
3 Basedow Road, Tanunda SA

Plot Date: 9/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 7 -2019-09-09.pln

EAST ELEVATION

1:200 @ A3

DRAWING BY **IH** DATE: **9/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK05**
REVISION: **DA2**



E03 SOUTH ELEVATION

E04 WEST ELEVATION

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

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BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

Plot Date: 24/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 8 -2019-09-20.pln

SOUTH & WEST ELEVATIONS

DRAWING BY **IH** DATE: **24/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK06**
REVISION: **DA3**

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

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BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

PROPOSED STREET VIEW

DRAWING BY **IH** DATE: **6/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK07** REVISION: **DA1**

Plot Date: 6/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/Issued Drawings/E Consultants/2019-09-03 Viesturs and Frank Siow/18559 Barossa Culture Hub SK - REV 6 -2019-09-05.pln

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

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BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

PROPOSED NORTH VIEW

DRAWING BY **IH** DATE: **6/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK08**
REVISION: **DA1**

Plot Date: 6/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/Issued Drawings/E Consultants/2019-09-03 Viesturs and Frank Siow/18559 Barossa Culture Hub SK - REV 6 -2019-09-05.pln

STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

Phillips/Pilkington Architects
165 MacKinnon Parade, North Adelaide SA 5006
tel: 08 8239 9000 fax 08 8239 9099

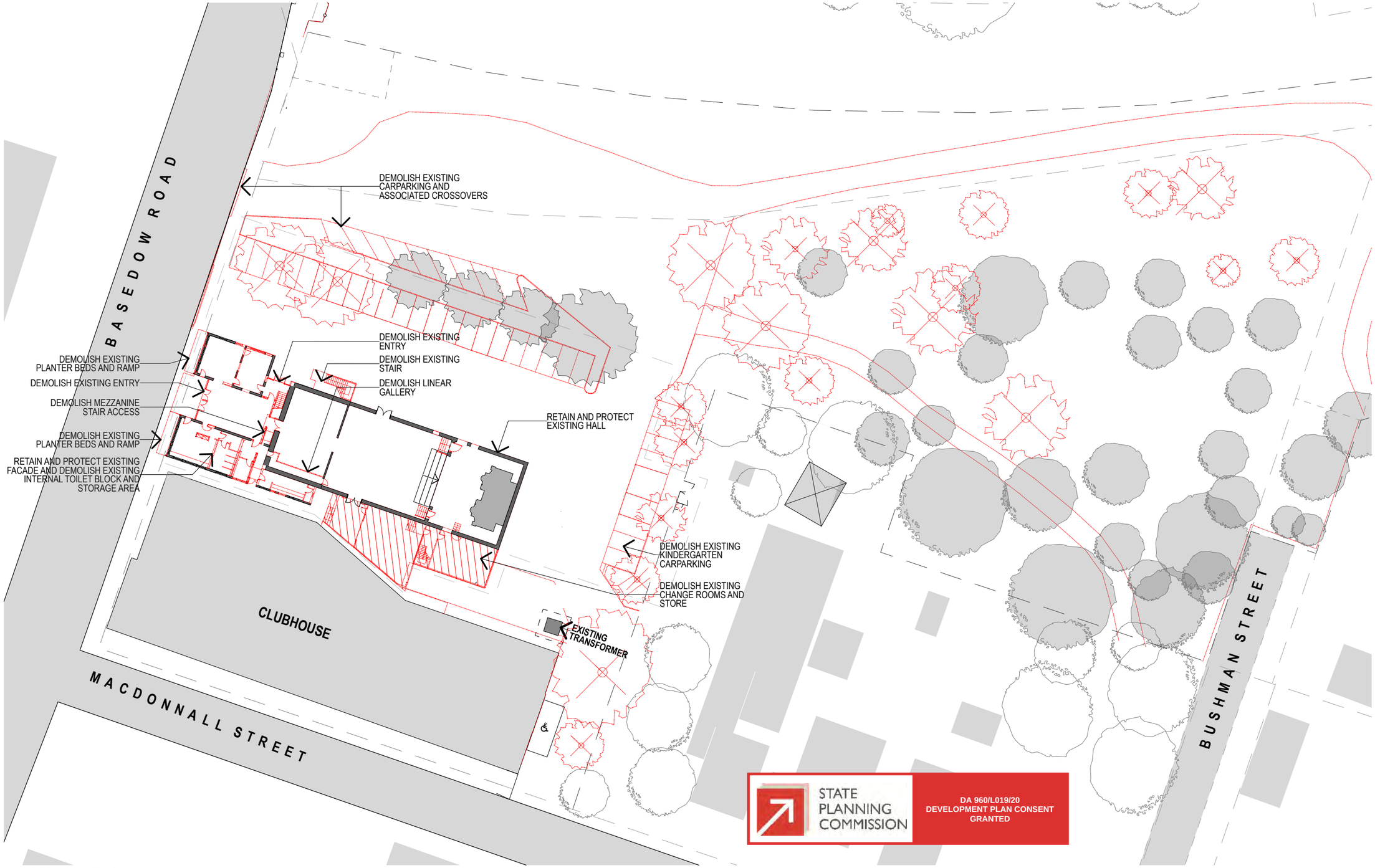
BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

PROPOSED NORTH EAST VIEW

DRAWING BY **IH** DATE: **6/9/19**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK09**
REVISION: **DA1**

Plot Date: 6/9/19 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/Issued Drawings/E Consultants/2019-09-03 Viesturs and Frank Siow/18559 Barossa Culture Hub SK - REV 6 -2019-09-05.pln



Phillips/Pilkington Architects
165 MacKinnon Parade, North Adelaide SA 5006
tel: 08 8239 9000 fax 08 8239 9099

BAROSSA CULTURE HUB

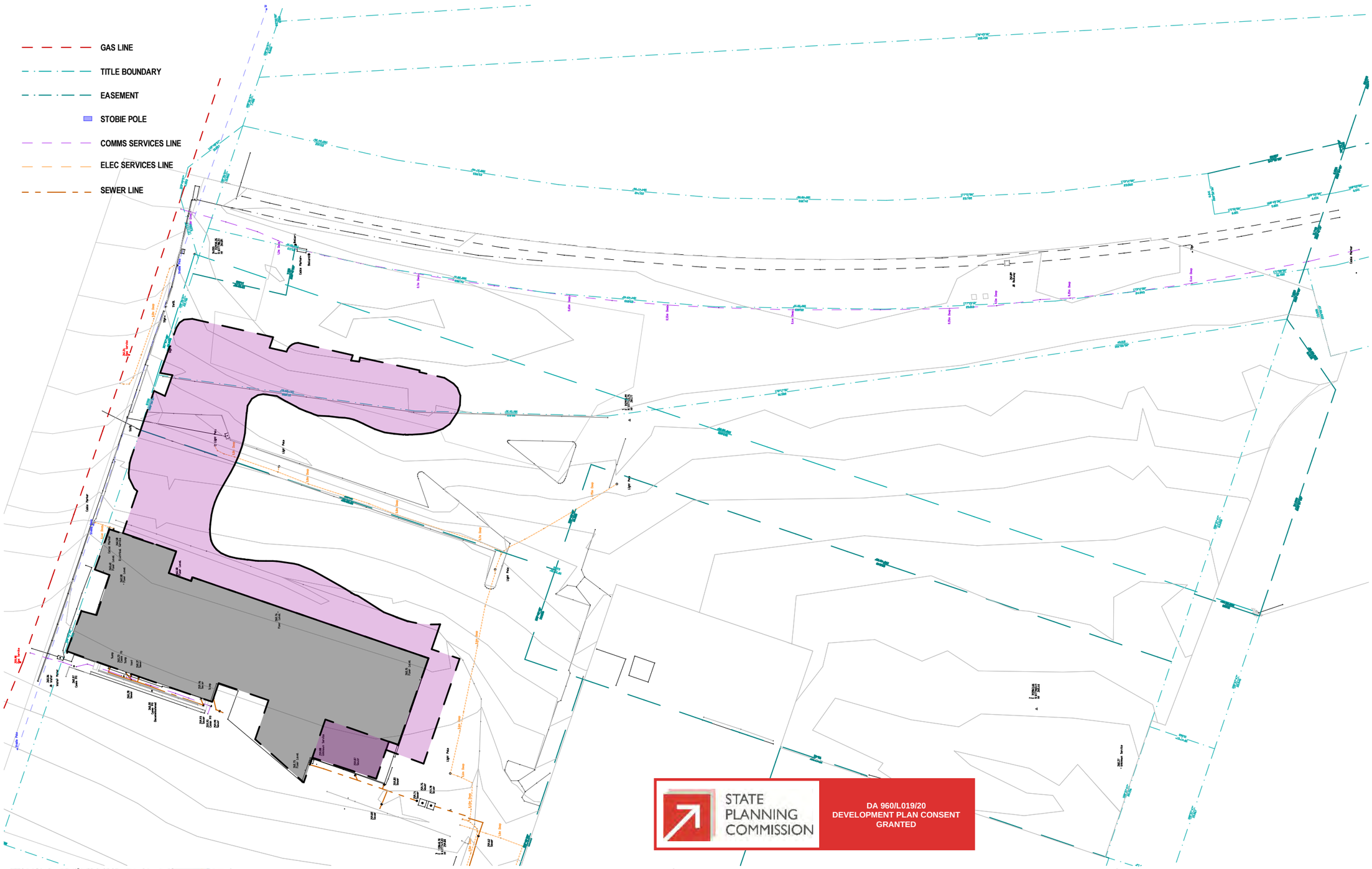
3 Basedow Road, Tanunda SA

PROPOSED BUILDING AND SITE DEMOLITION PLAN

DRAWING BY **IH** DATE: **8/7/20**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**

PROJECT NO/DRAWING NO.: **18559 - SK10**
REVISION: **DA2**

Plot Date: 8/7/20 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 11 - 2020-07-07.pln



STATE PLANNING COMMISSION

DA 960/L019/20
DEVELOPMENT PLAN CONSENT GRANTED

Phillips/Pilkington Architects
165 MacKinnon Parade, North Adelaide SA 5006
tel: 08 8239 9000 fax 08 8239 9099

BAROSSA CULTURE HUB

3 Basedow Road, Tanunda SA

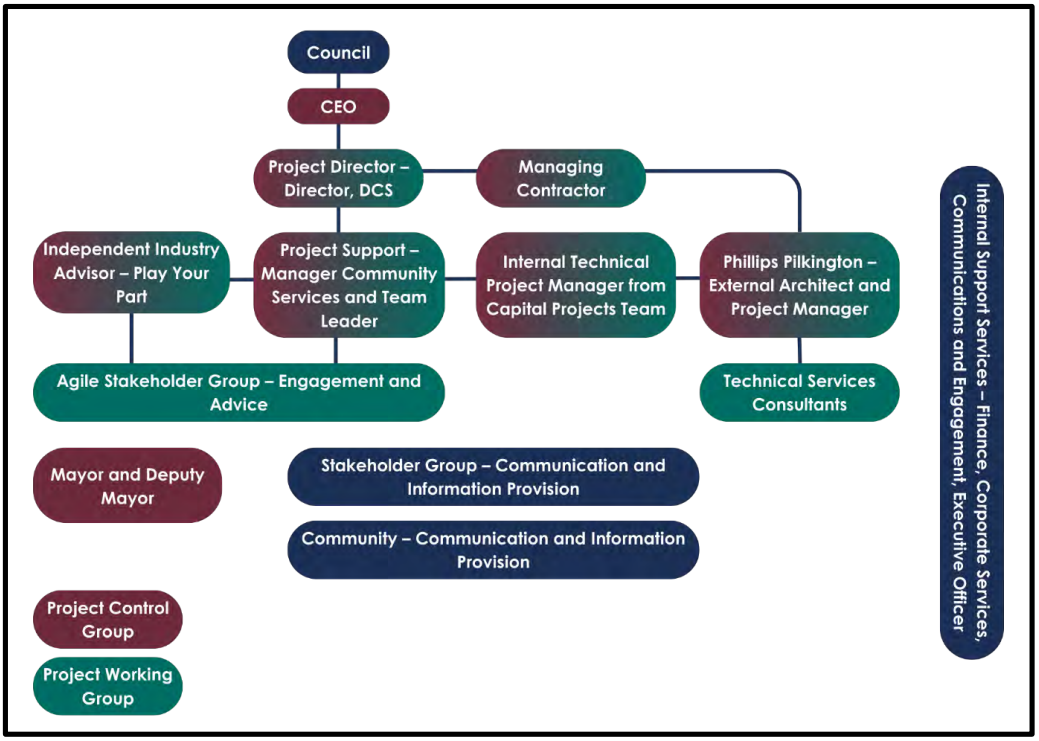
Plot Date: 8/7/20 /Volumes/PPA Data/JOB FILES/18559 Barossa Culture Hub/18559 Drawings/CAD Files/Model/18559 Barossa Culture Hub SK - REV 11 - 2020-07-07.pln

WHOLE SITE TITLES AND SERVICES INFASTRUCTURE

DRAWING BY **IH** DATE: **8/7/20**
CHECKED BY **SP** **NOT FOR CONSTRUCTION**
PROJECT NO/DRAWING NO.: **18559 - SK11**
REVISION: **DA1**

BCIC Full Governance Model

Structure



Project Steering Committee

Chair:	CEO, Martin McCarthy
Members:	Mayor, Bim Lange
	Deputy Mayor, Kathryn Schilling
	Project Director, Director DCS Jake McVicar
	Phillips Pilkington, Director Susan Phillips
	Independent Industry Advisor, Director Play Your Part, Maz McGann
	Project Support, Manager Community Services, Carly Hennessy
	Project Support, Team Leader, Gallery and Creative Industries, Rowena Sloane
	Internal Technical Project Manager, Benn Kromwyk
	Managing Contract – To Be Determined
	Cost Consultant – Chris Sale Consulting
Executive Officer:	Executive Project and Technical Support Officer Chris Kruger
Roll:	Oversee the project delivery, governance, budgeting and critical decision making.
Delegation:	Nil, powers for delegation sit with relevant officers or Council.
Meeting Frequency	At least each 6 weeks.
Supporting attendees as required.	

Draft terms of reference are provided at Attachment 1.

Project Working Group

Chair:	Project Director, Director, DES Jake McVicar
Members:	Phillips Pilkington, Director Susan Phillips
	Independent Industry Advisor, Director Play Your Part, Maz McGann
	Project Support, Manager Community Services, Carly Hennessy
	Project Support, Team Leader, Gallery and Creative Industries, Rowena Sloane
	Internal Technical Project Manager, Benn Kromwyk
	Managing Contractor – To Be Determined
	Necessary technical support from consultants – engineering, acoustics, landscape designers, cost consultant, planning consultant.
	Other relevant Council staff as require e.g. Manager Infrastructure and Engineering Services.
Executive Officer:	Executive Project and Technical Support Officer Chris Kruger
Roll:	Manage the day-to-day delivery of the project.
Delegation:	Nil, powers for delegation sit with relevant officers or Council.
Meeting Frequency	At least each 2 weeks.
Supporting attendees as required.	

Draft terms of reference are provided at Attachment 2.

Internal Working Group

Chair:	Project Director, Director, DES Jake McVicar
Members:	Manager Community Services, Carly Hennessy
	Team Leader Gallery and Creative Industries, Rowena Sloane
	Manager Library Services, Melissa Whitrow
	Manager Capital Works Project Manager, Benn Kromwyk
	Manager Corporate Services, Naomi Minett
	Manager Infrastructure and Environmental Services, Glen Carter
	Manager ETI, Wayne Simes
	Manager Tourism Services, Jo Seabrook
	Independent Industry Advisor, Director Play Your Part, Maz McGann
Executive Officer:	Executive Project and Technical Support Officer Chris Kruger
Roll:	Provide input and support to the development constriction and ongoing operating paradigm, model and success.
Delegation:	Nil, powers for delegation sit with relevant officers or Council.
Meeting Frequency	At least each 8 weeks.
Supporting attendees as required.	

There are no draft terms of reference necessary, the template for agenda is at this link.

24/47578 - BCIC Development - Internal Project Team Meeting - Master

Key Roles and Responsibilities Matrix

Council:	Primary Responsibility:	Critical Support Provided By:
• Principal and strategic oversight.	Council	Chief Executive Officer, Project Director and Project Steering Committee
• Approve and contribute to design development and reviews.		
• Facilitate budget expenditure approvals.		
• Approve governance and delivery model.		
• Approve any procurement needs depending on value.		
• Approve new governance and operating paradigm and model.		
Decision Maker	**Primary decision maker for budget, primary design, significant design changes and variation reporting**	
Reporting Requirements	**At least quarterly project update**	

Council Staff:	Primary Responsibility:	Critical Support Provided By:
• Project Governance and Project set up	Martin McCarthy	Project Director and Project Steering Committee
• Engage Architect and through the architect engage project management and technical support.	Martin McCarthy	Project Director and Project Steering Committee
• Engage Planning support.	Martin McCarthy	Project Director and Project Steering Committee
• Project Director.	Jake McVicar	Project Steering Committee
• Joint Department Project Risk Manager.	Jake McVicar	Project Steering Committee and Project Working Group
• Coordinate Council & Development Assessment Approvals.	Jake McVicar	Masterplan

• Coordinate Submission of Council Progress & Compliance Reporting.	Jake McVicar	Project Steering Committee and Project Working Group
• Procurement.	Jake McVicar with Managing Consultant	Project Steering Committee and Project Working Group
• Participate in procurement activities and execute contracts as principal of project.	Jake McVicar, Martin McCarthy or Council depending on value	
• Approve and contribute to design development and reviews.	Project Steering Group	Project Working Group
• Facilitate expenditure approvals including variations.	Jake McVicar with Susan Phillips and Chris Sale Consulting	Martin McCarthy
• Manage local stakeholder relationships during design, construction, and occupancy phases.	Jake McVicar, Carly Hennesey	Project Steering Committee and Project Working Group Directorate of Corporate Services and Business Innovation Independent Industry Advisor
• Support the development of new governance and operating paradigm and model.	Independent Industry Advisor	Project Steering Committee Directorate of Corporate Services and Business Innovation
• Grant management.	Jake McVicar, Heidi Helbig and Martin McCarthy	
• Technical building and capital delivery support – general	Benn Kromwyk	Zana Irwin, Project Working Group
• Technical building and capital delivery support – managing contractor oversight technical delivery	Benn Kromwyk	Zana Irwin, Project Working Group
• Managing contractor oversight general	Jake McVicar, Phillips Pilkington	Project Steering Committee and Project Working Group
Decision Maker	**Strategic and day by day decision makers based on delegations and authorisations. Technical on ground decision making as build proceeds with relevant input from consultants.**	
Reporting Requirements	**See Project Steering Committee and Project Working Group Terms of Reference**	

Independent Industry Advisor	Primary Responsibility:	Critical Support Provided By:
• Support project governance and project set up	Maz McGann, Play Your Part	Martin McCarthy
• Partake in Rapid Design Review	Maz McGann, Play Your Part	Phillips Pilkington
• Liaising with stakeholders and relevant community representatives as required.	Maz McGann, Play Your Part	Project Steering Committee and Project Working Group
• Assist with the selection of managing contractor.	Maz McGann, Play Your Part	Project Steering Committee and Project Working Group
• Assist with restructure of service delivery during the development process.	Maz McGann, Play Your Part	Project Steering Committee and Project Working Group
• Member of Project Steering Committee and Project Working Group and Agile Stakeholder Group	Maz McGann, Play Your Part	
• Lead the Agile Stakeholder Group engagements and communications	Maz McGann, Play Your Part	Susan Phillips, Jake McVicar, Carly Hennesey, Rowena Sloane
• Industry research	Maz McGann, Play Your Part	Project Steering Committee and Project Working Group
• With stakeholders internal and external develop business model whilst construction underway for Executive and Council approval 4 months before construction due for completion	Maz McGann, Play Your Part	Stakeholders (internal and external) Staff Council
• Support adopted model implementation.	Maz McGann, Play Your Part	Council Executive Leadership Team
• Program of skills transfer to be determined	Maz McGann, Play Your Part	

Decision Maker	**Exercises and support decision making through the Project Steering Committee and Project Working Group Terms of Reference**
Reporting Requirements	**At least monthly to Project Director**

Architectural and External Project Management Services	**Primary Responsibility:**	**Critical Support Provided By:**
• Lead Contractor and Designer - full architectural services, design and project management of consultants	Susan Phillips	Phillips Pilkington staff, engaged consultants.
• Participation in Project Steering Committee		
• Participation in Project Working Group		
• Onsite technical and design services		
• Managing contractor oversight		
• Provision of development application support		
• Authorised claims for payment to Managing Contractor		Chris Sale Consulting
Decision Maker	**Exercises and support decision making through the Project Steering Committee and Project Working Group Terms of Reference**	
Reporting Requirements	**At least fortnightly to Project Director** **Fortnightly at least to Project Working Group** **6 weekly at least to Project Steering Committee**	

Cost Management	**Primary Responsibility:**	**Critical Support Provided By:**
• Cost Manager, advice and reporting	Chris Sale Consulting	Project Steering Committee and Project Working Group
• Review trade packages	Chris Sale Consulting	Project Working Group, Managing Contractor
• General cost advice on materials and construction methods	Chris Sale Consulting	Project Working Group, Managing Contractor

• Assist with variation assessment and provide oversight on financial reporting	Chris Sale Consulting	Project Working Group, Managing Contractor
• Authorise claims for payment to Managing Contractor	Chris Sale Consulting	Susan Phillips
Decision Maker	**Nil advisor role.**	
Reporting Requirements	**Fortnightly at least to Project Working Group** **6 weekly at least to Project Steering Committee**	

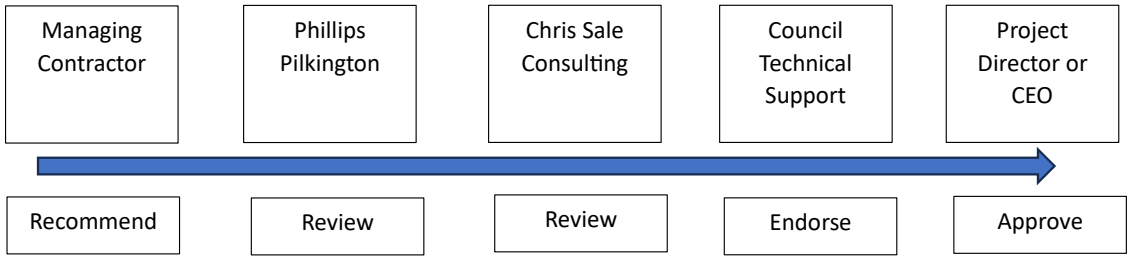
Managing Contractor	**Primary Responsibility:**	**Critical Support Provided By:**
• Delivery of infrastructure	To Be Determined	Engaged sub-contractors, Project Steering Committee and Project Working Group
• Identify and assess project risks and input into defined quality assurance processes		
• Contribute to design development, review cost plans and conduct buildability assessment		
• Advise on best practice construction to inform materials selection and environmental impacts		
• Contribute to development and take ownership of construction program		
• Prepare packages of works including detailed scopes to facilitate open book contractor sourcing		
• Procure trades/services		
• Manage the construction site and all constructions activities as Managing Contractor		
• Prepare construction reports		
• Provide justification for all time and cost impact variations throughout constructions		
• Facilitate commissioning and practical completion		
• Participate activity and report to the Project Steering Group and Project Working Group		
Decision Maker	**As outlined in contract of engagement centred on project delivery decision within the scope of the engagement.**	
Reporting Requirements	**Fortnightly at least to Project Working Group** **6 weekly at least to Project Steering Committee**	

Agile Stakeholder Group	**Primary Responsibility:**	**Critical Support Provided By:**

• Provide input at various times through the build to construction questions, design needs, materials and the like.	Those appointed	Maz McGann, Susan Phillips
Decision Maker	**Nil advisory only**	
Reporting Requirements	**6 weekly at least to Project Steering Committee** **See Terms of Reference at Attachment 3**	

Community and Stakeholder Generally	**Primary Responsibility:**	**Critical Support Provided By:**
• Provide project updates and information through normal mediums	Project Director. Maz McGann	Heidi Helbig
Decision Maker	**Nil**	
Reporting Requirements	**Nil**	

Approval and Authorisation Model for Payments and Variations



Terms of Reference – Project Control Group

Barossa Creative Industries Centre (BCIC) Development Project

Project Control Group
Committee Terms of Reference

Version No: 1.26-06-2024

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1. Background/Context

The Barossa Creative Industries Centre (BCIC) Development Project Control Group will operate to oversee the delivery of the Barossa Creative Industries Centre as a three-tier government funded project.

2. Function of the BCIC Project Control Group

The Function of the BCIC Project Control Group is to take responsibility for the business issues associated with the BCIC project. The Steering Committee is responsible for approving budgetary strategy, defining and realising benefits, and monitoring risks, quality and timeliness.

3. Role of the BCIC Project Control Group

The Role of the BCIC Project Control Group is to:

- take on responsibility for the project's feasibility, business plan and achievement of outcomes to ensure that benefits are realised and appropriately evaluated;
- ensure the project's scope aligns with the requirements of the stakeholder groups;
- provide those directly involved in the project with guidance on project business issues;
- ensure effort and expenditure are appropriate to stakeholder expectations;
- address any issue that has major implications for the project;
- keep the project scope, budget and program under control as emergent issues force changes to be considered;
- reconcile differences in opinion and approach, and resolve disputes arising from them;
- report on project progress to those responsible;
- oversee the development and completion of a benefits realisation evaluation framework; and
- take on responsibility for any whole-of-government issues associated with the project.

4. Role of individual Steering Committee members

The role of the individual members of the BCIC Project Control Group includes:

- understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- appreciate the significance of the project for some or all major stakeholders and perhaps represent their interests;
- be genuinely interested in the initiative and the outcomes being pursued in the project;
- be an advocate for the project's outcomes;
- have a broad understanding of project management issues and the approach being adopted; and
- be committed to, and actively involved in pursuing the project's outcomes.

In practice, this means they:

- ensure the requirements of stakeholders are met by the project's outputs;
- help balance conflicting priorities and resources;
- provide guidance to the Project Team and users of the project's outputs;
- consider ideas and issues raised;

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- review the progress of the project; and
- check adherence of project activities to standards of best practice, both within the organisation and in a wider context.

5. General

5.1 Membership

The BCIC Project Control Group shall be comprised of:

Voting Members
- Chair – Martin McCarthy, Chief Executive Officer, The Barossa Council
- Mayor – Michael (Bim) Lange OAM
- Deputy Mayor – Kathryn Schilling
- Project Director – Jake McVicar, The Barossa Council
- Independent Industry Advisor – Maz McGann, Play Your Part
- Internal Project Manager – Benn Kromwyk, The Barossa Council

Key Project Delivery Partner Representatives
- External Architect and Project Manager – Susan Phillips, Phillips Pilkington
- Cost Consultant – Chris Sale Consulting
- Project Support – Carly Hennessy, The Barossa Council
- Project Support – Rowena Sloane, The Barossa Council

Non-Voting Member
- Executive Officer – Chris Kruger, The Barossa Council

5.2 Convenor/Chair

The Chief Executive Officer, or officer acting in the position is the Principal Project Sponsor and shall convene the BCIC Project Control Group meetings.

5.3 Agenda Items

All BCIC Project Control Group agenda items must be forwarded to the Executive Officer by C.O.B. five (5) working days prior to the next scheduled meeting.

The BCIC Project Control Group agenda, with attached meeting papers will be distributed at least two (2) working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

5.4 Minutes & Meeting Papers

The format of the BCIC Project Control Group minutes shall be as per the template at XXXX

The minutes of each BCIC Project Control Group meeting will be prepared by the Executive Officer.

Full copies of the Minutes, including attachments, shall be provided to all BCIC Project Control Group members no later than three (3) working days following each meeting.

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By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled BCIC Project Control Group meeting.

The Minutes of each BCIC Project Control Group meeting will be monitored and maintained by the Lead Agency as a complete record as required under provisions of the *State Records Act 1997*.

Frequency of Meetings

The BCIC Project Control Group shall meet monthly or more regularly as determined by the Chair.

5.6 Proxies to Meetings

Members of the BCIC Project Control Group shall not nominate a proxy to attend a meeting if the member is unable to attend.

5.7 Quorum Requirements

A minimum of three (3) BCIC Project Control Group members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

The quorum must contain at least one (1) member from the project sponsor agencies.

6. Document control

Terms of Reference Approval Date:	**Insert Date**	
Martin McCarthy Principal Project Sponsor		
Date:	**Insert Date**	Date:

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Terms of Reference – Project Working Group

Barossa Creative Industries Centre (BCIC) Development Project

Project Working Group (PWG) Terms of Reference

Version No: 26-06-2024

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1. Background/Context

The Barossa Creative Industries Centre (BCIC) Development Project Working Group (PWG) will operate under the direction of the Project Control Group. The Project Control Group is cross project group of The Barossa Council and shall to oversee the delivery of the Barossa Creative Industries Centre Development Project funded by all three-tiers of Government.

2. Function of the BCIC Development Project Working Group Committee

The Project Control Group is responsible for the delivery of the Project. The Project Control Group extends direction and influence over the Project Team and by virtue of this, the Project itself. The Project Working Group (PWG) will oversee the planning, design and construction of the project and report to the Project Control Group.

3. Role of the BCIC Redevelopment Project Control Group

The PWG will bring together the relevant expertise to provide information and advice to enable effective, efficient, well-informed, and coordinated decision making on all elements of the capital project delivery to ensure the project is delivered to scope and in line with the program and budget.

The key responsibilities of the PWG include:

- Providing management and leadership to ensure that the project is completed to the agreed brief, budget and program.
- Providing advice and making recommendations as required to the Project Control Group.
- Ensuring appropriate engagement is undertaken with all project reference groups, key stakeholders and subject matter experts.
- Ensuring all milestone endorsements and approvals are achieved.
- Ensuring all recommendations and instructions received from the Project Control Group are reflected in the design and construction of the project with consideration of consultation with key stakeholders as directed.
- Ensuring recommendations, reports and briefs, as required, are comprehensively established and that effective approval or endorsement by the Project Control Group is achieved.
- Identifying and assessing the project risks and initiating management strategies and plans to mitigate them.
- Establishing roles and responsibilities of all project team members and any PWG reference groups/committees to be established.
- Managing and monitoring the project to ensure that appropriate resources are provided.
- Providing ongoing comprehensive professional contractual, financial, technical and risk management through regular review meetings and consultant and contractor reports.
- Managing the appointment of consultants and contractors as applicable.
- Implementing and managing the appropriate project procurement model.
- Leading the required value management and design reviews to ensure effective management of scope and budget.
- Providing input and endorsement as required, of documents for Local and State Government submissions.
- Managing all project deliverables, procurement processes, planning and development approvals, construction and project closure.
- Considering any other matters referred to it by the Project Control Group.

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4. General

4.1 Membership

The BCIC Development Project Working Group will comprise of members from the below noted parties:

Chair:	Project Director, Director, DES Jake McVicar
Members:	Phillips Pilkington, Director Susan Phillips
	Independent Industry Advisor, Director Play Your Part, Maz McGann
	Project Support, Manager Community Services, Carly Hennessy
	Project Support, Team Leader, Gallery and Creative Industries, Rowena Sloane
	Internal Technical Project Manager, Benn Kromwyk
	Managing Contractor – To Be Determined
	Necessary technical support from consultants – engineering, acoustics, landscape designers, cost consultant, planning consultant.
	Other relevant Council staff as require e.g. Manager Infrastructure and Engineering Services.
Executive Officer:	Executive Project and Technical Support Officer Chris Kruger
Roll:	Manage the day-to-day delivery of the project.
Delegation:	Nil, powers for delegation sit with relevant officers or Council.
Meeting Frequency	At least each 2 weeks.
Supporting attendees as required.	

4.2 Convenor/Chair

The Project Director of The Barossa Council or a person acting in the position, shall chair the BCIC Development Project Working Group

If the Chair is unavailable then the Manager, Community Services or a person acting in that position shall Chair.

4.3 Agenda Items

All BCIC Development Project Working Group agenda items must be forwarded to the Group at least 3 days prior to the next scheduled meeting.

The format of the BCIC Development Project Working Group agenda shall be as per the templates at XXXX

The agenda of each BCIC Development Project Working Group meeting will be prepared by Executive Officer and distributed 2 days prior to the meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

4.4 Minutes & Meeting Papers

The format of the BCIC Development Project Working Group minutes shall be as per the templates at XXXX

The minutes of each BCIC Development Project Working Group meeting will be prepared by Executive Officer.

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Full copies of the Minutes, including attachments, shall be provided to all BCIC Development Project Working Group members no later than five (5) working days following each meeting.

The Minutes of each Steering Committee meeting will be monitored and maintained by the Lead Agency as a complete record as required under provisions of the *State Records Act 1997*.

4.5 Frequency of Meetings

The BCIC Development Project Working Group Committee shall meet at weekly intervals during the project start-up phase. This frequency may be altered by the Group as the Project progresses, depending on the required need to undertake these. Frequency of upcoming meetings will be discussed at meetings.

4.6 Proxies to Meetings

Not applicable.

4.7 Quorum Requirements

Not applicable.

5. Document control

Terms of Reference Approved Date:		Insert Date	
Project Control Group Chair Martin McCarthy Principal Project Sponsor			
Date:			

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DEBATE REPORT

7.2 Corporate Services and Business Innovation

7.2.1 MONTHLY FINANCE REPORT AS AT 30 JUNE 2024

Author: Senior Accountant
24/48961

PURPOSE

The Uniform Presentation of Finances report provides information as to the financial position of Council, including notes on material financial trends and transactions.

RECOMMENDATION

That Council receive and note the Monthly Finance Report as at 30 June 2024 as provided at Attachment 1.

REPORT

The Monthly Finance Report (as at 30 June 2024) is Attached. The report has been prepared comparing actuals to the original adopted budget 2023/24.

Please note that work is continuing on the finalisation of the actual figures as at 30 June 2024. Audited 30 June 2024 figures, including an analysis of material variances, will be presented to Council in November 2024 once the external audit process has been finalised by Galpins.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Monthly Finance Report Council June 2024 ⇩

Supporting references
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

BS6 Finance - Transparency and accountability regarding Council activity and expenditure. Provision of organisational performance report (outcomes), activity report (outputs), a range of statutory reporting (e.g. public health, tax, superannuation), financial reporting

Legislative Requirements

Local Government (Financial Management) Regulations 2011, Regulation 9(1)(b) LGA information paper no.25 – Monitoring Council Budget Performance.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided.

COMMUNITY ENGAGEMENT

Community Consultation was part of the original budget adoption process in June/July 2023, as per legislation. This report is advising Council of the monthly finance position compared to that budget.

MONTHLY FINANCE REPORT

AS AT 30 June 2024
FOR YEAR ENDING 30 JUNE 2024

Uniform Presentation of Finances

	Notes	% Actual Expenditure to Original Budget	Original Budget (Full-Year) $'000	Revised Budget (Q2) (Full-Year) $'000	Actual Result (Year-to-Date) (Full-Year) $'000
OPERATING ACTIVITIES:		***Operating***			
Operating Income			45,014	45,977	45,414
					0
Less Operating Expenses		**93.57%**	(47,359)	(47,970)	(44,314)
Operating Surplus / (Deficit)			**(2,345)**	**(1,993)**	**1,100**
CAPITAL ACTIVITIES:					
Net Outlays on Existing Assets		***Capital***			
Capital Expenditure on Renewal and Replacement of Existing Assets	*2*	118.23%	(8,031)	(10,191)	(9,495)
Add back Depreciation, Amortisation & Impairment			10,170	10,170	10,212
					0
Add back Proceeds from Sale of Replaced Assets			224	206	280
Subtotal			**2,363**	**185**	**997**
Net Outlays on New and Upgraded Assets					
Capital Expenditure on New and Upgraded Assets	*2*	92.10%	(14,822)	(20,147)	(13,651)
Add back Amounts Received Specifically for New and Upgraded Assets	*1*		2,796	4,281	7,235
Add back Proceeds from Sale of Surplus Assets			0	0	0
Subtotal			**(12,026)**	**(15,866)**	**(6,416)**
Net Lending/(Borrowing) for the Financial Year			**(12,008)**	**(17,674)**	**(4,319)**
Total % Capital Budget Spent		**101.28%**			

NOTES

1) State Government funding towards Lyndoch development

2) 2023/24 Capital Expenditure to end of June includes:
- The Big Project - Tanunda Rec Park - $1.89M
- Upgrade Tanunda Oval - $1.6M
- Bridges - $86k
- Road Resheeting $1.36M
- Mt Pleasant Caravan Park Upgrade - $1.15M
- The Big Project -Barossa Rugby Park - $3.94M
- Drainage $384k
- Streetscaping $117k
- Footpaths & Kerbing $386k
- Sealed Roads $2.92M
- Lyndoch Rec Park Redevelopment - $4.6M

DEBATE REPORT

7.3 Infrastructure and Environment Services

7.3.1 NURIOOTPA BOWLING CLUB - PROPOSED STREET TREE REMOVAL

Author: Manager Infrastructure and Environmental Services
24/48510

PURPOSE

To seek approval and budget allocation for the removal of trees along Buna Terrace carpark to prevent potential damage to the new synthetic surface at the Nuriootpa Bowling Club. This project will also include the renewal of the Buna Terrace carpark surface, footpath repairs, new tree plantings, and associated landscaping.

RECOMMENDATION

That Council:

(1) Approves the removal of trees as identified in Attachment 1 due to their potential high-risk impact on the Nuriootpa Bowls Club new synthetic playing surface.

(2) Amend the 2024/25 budget and allocate $60,000 for the purpose of Buna Terrace tree removals, renewal of the carpark area, footpath repairs, tree planting and associated landscaping.

REPORT

Background
At the Ordinary Council Meeting on 19 September 2023, Council endorsed the Nuriootpa Bowling Club's application to access a Local Government Finance Authority Community Loan of up to $70,000 to support the installation of an artificial turf playing surface.

At the Ordinary Council Meeting on 18 June 2024, the following Notice of Motion was received and endorsed:

> *That Council staff furnish a report and that the report include information on the removal of the trees in Buna Terrace next to the bowling green and replace with something suitable to the space that will not have any impact on the green and the users of the parking spaces, for consideration at the Council ordinary meeting of July 2024*

Introduction
After securing funding for the total project cost estimate of $326,000.00 for the installation of an artificial turf playing surface at the Nuriootpa Bowling Club, the club requested that the trees along the Buna Terrace carpark be removed to prevent potential damage to their new synthetic surface by the tree roots.

Council officers have conducted a thorough investigation of this request and engaged an independent arborist to inspect and submit a report on the current condition, health and safety of the trees.

Upon inspection of the site, it was determined that the carpark surface has also deteriorated and should be considered for renewal as part of this project.

Discussion
There are six trees situated along the Buna Terrace carpark requiring removal as part of this project. Of the six trees present, four are deemed at end of life and would normally be removed as part of Council's ongoing operational programs. However, two trees (tree 2 and tree 3) are assessed as being in good condition with an expected life of 10 – 20 years remaining. Tree 1 and Tree 2 interface with the new synthetic bowling green, with significant root encroachment observed during construction works which have begun.

After carrying out a thorough investigation of the site and discussing the issue with key members of the Nuriootpa Bowling Club, Council Officers propose the following scope of works:

1. **Tree Removal:**
    - Removal of all six trees situated along the Buna Terrace carpark which have been identified as high-risk to the new synthetic surface.
    - Stump grinding to prevent regrowth and ensure a smooth surface for carpark reinstatement and further tree planting and landscaping.
2. **Carpark Reinstatement:**
    - Excavate and dispose of existing carpark wearing course and base layer.
    - Reinstatement of carpark base layer and new asphalt wearing course.
    - Line marking to formalise car parking spaces.
    - Reinstatement of a section of footpath which has been lifted by tree roots.
3. **Tree Planting and Landscaping**
    - Planting of five new suitable trees evenly spaced along the carpark.
    - Landscape plantings around new trees and verges to enhance the amenity and environmental benefits.

Although the initial request did not consider the renewal of the carpark surface, it has been determined that due to the current condition of the existing asphalt and proposed planting locations for new trees to maximise car parking spaces, the entire renewal of civil infrastructure and landscaping of this area should be completed to achieve the required asset protection, safety, amenity, and environmental outcomes.

Synthetic sports playing surfaces typically have an expected 10 – 15 year lifespan. Reduction in this expected lifespan is regularly caused by poor construction techniques, inadequate maintenance, and interference from trees such as roots encroachment and shading.

Summary and Conclusion
Endorsement of the report recommendations is sought to achieve the required scope of works which will ensure the Nuriootpa Bowls Club's new synthetic green remains in a safe and functional condition for its members and achieves the desired asset life. The completion of these works will also enhance the overall amenity of this high-profile

area which directly interfaces with the Nuriootpa Primary School, Nuriootpa Swimming Pool and a number of private residences.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Nuriootpa Bowling Club - Buna Terrace - Car Park Layout
Attachment 2 Nuriootpa Bowling Club - Buna Terrace - Tree Report

Supporting references
Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Infrastructure

Health and Wellbeing

Goal

7. Community infrastructure planning is aligned to both current and the future needs of the community
10. Our region enjoys the benefits of sustainable community groups, networks and facilities that encourage everybody to participate in the community.

Strategies

7.2. Ensure both current and future infrastructure needs are met in a proactive rather than reactive way.
10.3. Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.

Corporate Plan

CS3 Assets - Planning, construction, maintenance and operation of Council's assets (Transport, Bridges, Community Wastewater Management System, Community, Cultural, Recreation and Stormwater)

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council Officers have reviewed the scope of works and costed the project against known schedules of rates. They are confident the projected can be accommodated within the requested $60,000 budget.

COMMUNITY ENGAGEMENT

No formal community engagement has been conducted for these works. The Nuriootpa Primary School and immediate neighbouring properties will be advised of expected works once approved.

Current Time: 25/06/2024 8:52 AM

Infrastructure and Engineering

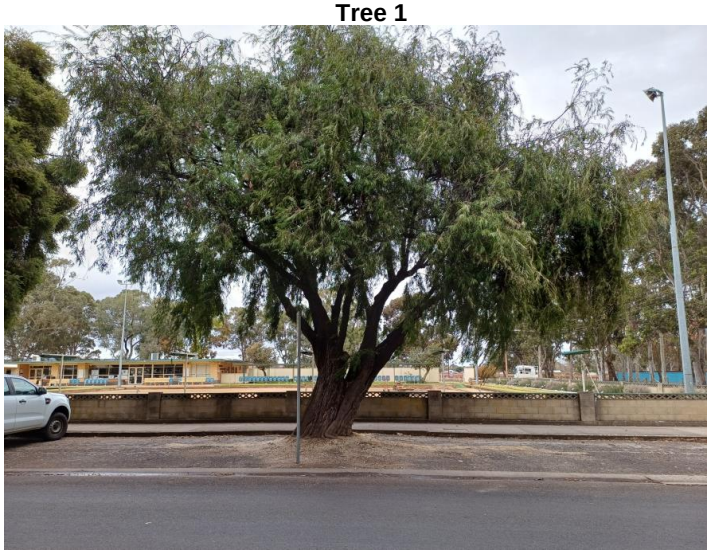
While every effort has been made to ensure the accuracy of the product, location and attribute data can not be guaranteed. Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated.

The Barossa Council

VISUAL TREE ASSESSMENT – INSPECTION REPORT

25 Buna Terrace Nuriootpa – Bowling Club

Tree 1



No works required.

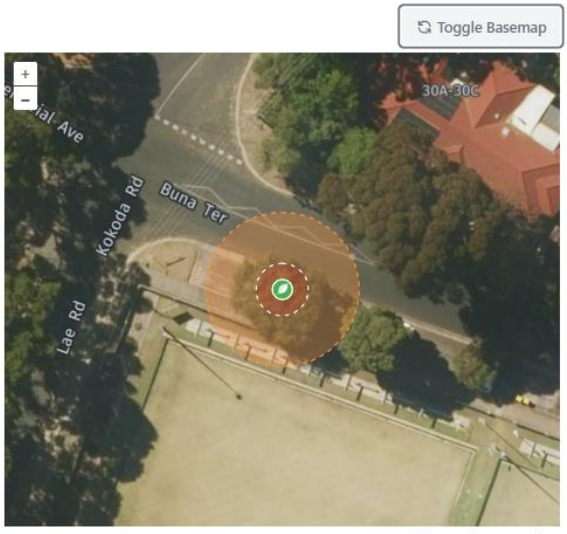
TREE REPORT

Peppermint tree
Agonis *flexuosa*

Active

Approximate Address
30B Buna Terrace, Nuriootpa SA 5355, Australia

Tree ID 2993880	Asset ID
Planted Date 13/03/1990, 12:00am	Current Risk Low
Age Mature	ULE < 5 years
Health Good	Structure Fair
Height (m) 0	Height Range 5-10m
Canopy Size (m) 0	Canopy Size 5-10m
Circumference > 3m	Verge Size -
DBH (cm) -	DBH Range > 60cm



-34.47197736, 138.99973124 Open in Google Street View

TPZ (Estimate)	SRZ (Estimate)
9.00m	3.05m

Tree 2

No works required.

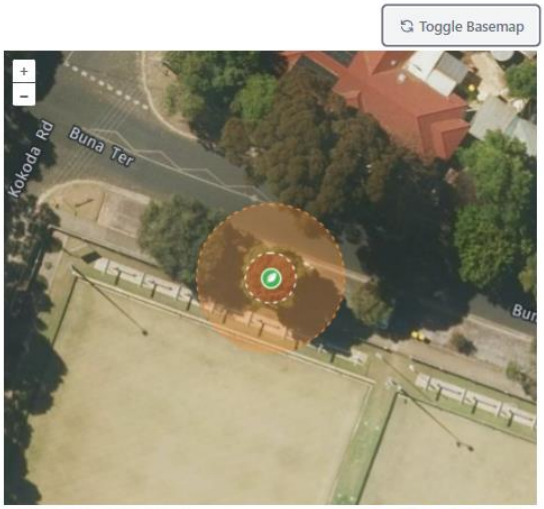
TREE REPORT

Prickly-leaved paperbark
Melaleuca *styphelioides*

Active

Approximate Address
28A Buna Terrace, Nuriootpa SA 5355, Australia

Tree ID 2993885	Asset ID
Planted Date 13/03/1990, 12:00am	Current Risk Low
Age Mature	ULE 10-20 years
Health Good	Structure Fair
Height (m) 0	Height Range 10-20m
Canopy Size (m) 0	Canopy Size 5-10m
Circumference > 600mm	Verge Size -
DBH (cm) -	DBH Range > 60cm



-34.47203059, 138.99984289 Open in Google Street View

TPZ (Estimate)	SRZ (Estimate)
9.00m	3.05m

Tree 3

No works required.

TREE REPORT

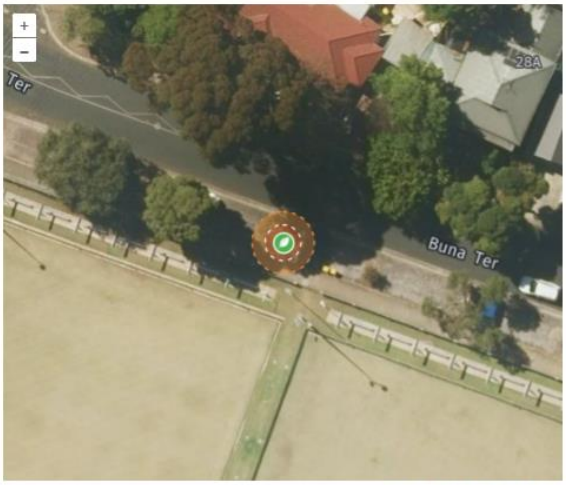
Weeping bottlebrush
Callistemon *viminalis*

Active

Approximate Address
28A Buna Terrace, Nuriootpa SA 5355, Australia

Tree ID 2993887	Asset ID
Planted Date 13/03/2015, 12:00am	Current Risk Low
Age Mature	ULE > 20 years
Health Good	Structure Fair
Height (m) 0	Height Range < 5m
Canopy Size (m) 0	Canopy Size 2-5m
Circumference > 600mm	Verge Size -
DBH (cm) -	DBH Range 15-30cm

Toggle Basemap



-34.47206468, 138.99997998 Open in Google Street View

TPZ (Estimate)	SRZ (Estimate)
3.60m	2.08m

Tree 4

Predominantly dead – Not reported in Forestree by the contractor as it's on the removal list.

Tree 5

No works required.

TREE REPORT

Weeping bottlebrush
Callistemon *viminalis*

Active

Approximate Address
28A Buna Terrace, Nuriootpa SA 5355, Australia

Tree ID 2993892	Asset ID
Planted Date 13/03/2000, 12:00am	Current Risk Low
Age Over mature	ULE < 5 years
Health Poor	Structure Fair
Height (m) 0	Height Range < 5m
Canopy Size (m) 0	Canopy Size 5-10m
Circumference > 600mm	Verge Size -
DBH (cm) -	DBH Range 45-60cm

Toggle Basemap

-34.47213875, 139.00022418 Open in Google Street View

TPZ (Estimate) 7.20m	SRZ (Estimate) 2.78m

Tree 6

Dead – Not reported in Forestree by contractor as it's on the removal list.

COVER SHEET

CONFIDENTIAL REPORT

16 July 2024

Council Meeting

8.1 Office of the Mayor and CEO

8.1.1 SUPREME COURT CASE MATTER UPDATE

There is strong public interest in enabling members of the public to observe Council's transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate public participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest are that informatioin that is related to the Supreme Court Case between Councils and TTEG.

On balance, the above reason which supports the need for confidentiality pursuant to Section 90(2) of the Act outweighs the factors in favour of the public interest of open decision-making.

RECOMMENDATION
That Council:

(1) Under the provisions of Section 90(2) of the *Local Government Act 1999*, make an order that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Corporate Services and Business Innovation, Director Development and Community Services, Director Infrastructure and

Environmental Service and the Minute Secretary, in order to consider in confidence a report relating to being information that must be considered in confidence pursuant to:

Section 90(3)(i) of the *Local Government Act 1999*:

information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;

(2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential in order that informatioin that is related to the Supreme Court Case between Councils and TTEG.