



NOTICE OF COUNCIL MEETING

TO: Mayor
Deputy Mayor
Councillors

Karen Redman
Ian Tooley
Kevin Fischer
Beverley Gidman
David Hughes
Paul Koch
Merilyn Nicolson
Adrian Shackley
Robin Symes
Jim Vallelonga

NOTICE is hereby given pursuant to the provisions of Section 83 (1) of the Local Government Act 1999, that the next ordinary meeting of the **Council** for the **Town of Gawler** will be held in the Conference Room, Town of Gawler Administration Centre, 43 High Street, Gawler East, on **Tuesday 28 November 2017**, commencing at 7:00pm.

A copy of the Agenda for the above meeting is supplied as prescribed by Section 83 (3) of the said Act.

A handwritten signature in black ink, appearing to read "Henry Inat", written over a horizontal dotted line.

Henry Inat
Chief Executive Officer
23 November 2017

TOWN OF GAWLER
COUNCIL MEETING
AGENDA 28 NOVEMBER 2017

Meeting of the Council for the Town of Gawler to be held on Tuesday 28 November 2017 at 7:00pm in the Conference Room, Town of Gawler Administration Centre, 43 High Street, Gawler East.

AGENDA

1. Statement of Acknowledgement

Mayor: *We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.*

2. Attendance Record

- 2.1 Roll Call
- 2.2 Apologies
- 2.3 Motions to grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

3. Public Open Forum

(Limited to a total time of up to 20 minutes)

4. Deputations

- 4.1 Ms Ali Uren and Ms Caren Brougham – Shaping the future of business in Gawler
- 4.2 Mr Adam Faulkner – CEO Northern Adelaide Waste Management Authority, Annual Report 2016/17

5. Petitions

6. Confirmation of Minutes

- 6.1 Council Meeting 24 October 2017
- 6.2 Special Council Meeting 31 October 2017
- 6.3 Special Council Meeting 21 November 2017

7. Business Arising from Minutes

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13. Motions on Notice

- 13.1 Deputy Mayor Ian Tooley has advised that he intends to move the following motion.

“That Council conduct a Workshop, as soon as practicable, for the purpose of discussing the future of the Rural Zone, and that such discussion:-

- a. be used to inform the preparation of the Rural Statement of Intent and future Rural Development Plan Amendment as per motions 2017:07:241 and 2017:10:378*
- b. make reference to Rural Land Use and Infrastructure Investigation Reports 1 and 2 and to all community feedback received.”*

Staff comment:

As Council Members would be aware this matter was last presented to Council on a confidential basis for consideration at its meeting on 24 October 2017, where the following motion was adopted by Council:

Moved by Cr D Hughes
Seconded by Cr K Fischer
Motion No: 2017:10:378

That Council:

- 1. Acknowledges that draft Rural Land Use and Infrastructure Investigation Report 1 and Report 2 have not been formally adopted by Council, and have no legal status under the State Planning System.*
- 2. Notes progress in the preparation of a draft Rural Statement of Intent consistent with Council Motion No: 2017:07:241.*
- 3. Proceed as per previous resolution (Motion No: 2017:07:241) with the further preparation of a Rural Statement of Intent to inform detailed policy development to be contained in a future Rural Development Plan Amendment, or such other agreement as required by the Minister for Planning, based on:*
 - a. The amended Rural Land Use and Infrastructure Investigation (draft) Report 1 including the Vision and set of Guiding Principles adopted by Council at its meeting on 22 November 2016,*
 - b. All community feedback received; and,*
 - c. Rural Land Use and Infrastructure Investigation (draft) Report 2.*

In accordance with Council Motion 2017:10:378 staff have been continuing to progress the development of a Rural Area Statement of Intent (SOI) for the purpose of reaching agreement with the Minister for Planning on the extent of policy change to be included in Rural Areas Development Plan Amendment. As detailed in the previous report to Council (and discussed at the meeting) staff are working towards presenting a revised SOI back to Council for consideration (or via the Infrastructure and Environmental Services Committee) early in 2018, which will facilitate further discussion on the scope of the SOI.

Importantly this discussion will need to cover all relevant land use and policy issues envisaged to be addressed by the DPA. However, should Council prefer to hold such a discussion prior to staff presenting a revised SOI back to Council for consideration via a separate workshop as proposed by the Motion on Notice, then staff will respond to the Council resolution accordingly.

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It is considered that further discussion by Council Members on the contents of Jensen Planning and Design Report 1 and Report 2 or community submission would assist staff in the drafting a SOI for Council's consideration. Note that Jensen Planning and Design Report 2 is currently held in confidence by Council and any workshop discussing Report 2 in any specific way will need to be held in confidence.

14. Motions without Notice

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16. Close

17. Next Ordinary Meeting

Tuesday 12 December 2017, commencing 7:00pm

Item Number	8.1
Title	NORTHERN ADELAIDE WASTE MANAGEMENT AUTHORITY – 2016 / 2017 ANNUAL REPORT
Date	December 2017
Author(s)	Jack Darzanos Team Leader Environment and Regulatory Services
Reference	CC17/117; CR17/57711, CR17/55622,
Previous Motion	NIL
Attachment/s Under Separate Cover	1. NAWMA 2016-2017 Annual Report

Mr Adam Faulkner, Chief Executive Officer from Northern Adelaide Waste Management Authority (NAWMA) will make a short presentation during the deputation section of this meeting and be available to take any questions specifically related to the Annual Report. .

OFFICER'S RECOMMENDATION

Item 8.1 – Northern Adelaide Waste Management Authority 2016 / 2017 Annual Report (CC17/117)

That the Northern Adelaide Waste Management Authority 2016 – 2017 Annual Report be received.

BACKGROUND

The 2016-17 financial year has been one of significant investment and change for the Northern Adelaide Waste Management Authority (NAWMA). A number of milestones have been accomplished that will advance NAWMA's capabilities into a world's best practice waste management and resource recovery facility.

Headlining these changes and investment have been the:

- The purchase of a 1.918 hectare property at Edinburgh Parks, and;
- The development of a state-of-the-art Material Recovery Facility and a dynamic new Environment Education Centre at the site on Woomera Avenue.

NAWMA's Board of Management decided on focussing on investments to grasp expanding opportunities in resource recovery that will deliver environmental, economic and social benefits for their constituent Councils and communities.

Another major achievement for NAWMA is their emerging partnership with South Australia's Joule Energy to develop a solar-based energy Generation platform at the Uleybury landfill.

The solar farm will be designed to integrate with the gas renewable energy facility, developed by local firm LMS Energy, at the landfill to jointly create electricity to power 1,800 homes while preventing thousands of tonnes of carbon being emitted into the atmosphere each year.

While the purchase of the new property and development of facilities at Edinburgh Parks have been milestones the existing site on the corner of Peachey and Bellchambers Roads at Edinburgh North remains strategically important as the waste baling plant and the base of the SUEZ truck fleet.

The purchase of the new site and facilities at Edinburgh Parks highlight NAWMA's commitment into the future with room for growth and innovation.

NAWMA will continue to support an infrastructure set that includes:

- A best practice Resource Recovery Centre;
- An innovative Waste Processing Facility;
- One of only two Material Recovery Facilities processing kerbside (household) recyclables in South Australia, and;
- A high performing bale fill landfill at Uleybury.

COMMENTS/DISCUSSION

The NAWMA Waste Management Strategy 2015-2020 identified the strategic importance of securing long term tenure of its operational site at Edinburgh Parks.

Key targets of the NAWMA Waste Management Strategy 2015-2020 include:

- Further reduction in Council waste disposal rates;
- Reduction in Council contributions with NAWMA having greater control of its waste minimisation and resources recovery operations through a strategic realignment of reliance on external contractors;
- Maximising annual financial returns to Councils; and
- Establishing reliable markets for sale of processed recyclables.

The key outcomes for NAWMA will be to establish long term achievements in resource recovery, environmental outcomes, education, food and garden organics and strong social outcomes within the subsidiary Council areas.

COMMUNICATION (INTERNAL TO COUNCIL)

Communication has been with the Chief Executive Officer.

CONSULTATION (EXTERNAL TO COUNCIL)

Communication has been with the Chief Executive Officer and staff at NAWMA.

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

Council's 9.3% share of NAWMA's operating result (i.e. 9.3% of \$150k deficit = \$13,965) for the 2016/17 financial year has been consolidated into Council's 2016/17 Financial Statements.

Through the recent successful kerbside waste collection/disposal tender process undertaken by NAWMA, service costs incurred by each of the constituent Councils has materially dropped from the 2017/18 financial year.

For the Town of Gawler this has culminated in a \$7 (3.7%) reduction in the per-property Waste Management Service charge applied by Council. This reduction would have been even further had the State Government not imposed a further 14% increase in the Solid Waste Levy.

COMMUNITY PLAN

Objective 2.3: Urban growth to be sustainably managed

Objective 2.4: The local environment to be respected

Objective 4.4: Support sustainable use of natural resources and minimise further waste to landfill

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

REPORTS BY OFFICERS

Item Number	8.2
Title	ADOPTION OF 2016/2017 ANNUAL FINANCIAL STATEMENTS
Date	28 November 2017
Author(s)	Tony Amato – Team Leader, Finance Paul Horwood – Manager, Finance and Corporate Services Erin McGarry – Financial Accountant
Reference	CC17/133; CR17/56901; CR17/54614; CR17/56925
Previous Motion	Audit Committee, Motion No: AC:2017:10:47
Attachment/s Under Separate Cover	1. Draft 2016/2017 Annual Financial Statements 2. Auditor's Certification of Auditor's Independence

OFFICER'S RECOMMENDATION

Item 8.2 – Adoption of 2016/2017 Annual Financial Statements (CC17/133)

That the:

1. Annual Financial Statements for the year ended 30 June 2017 be adopted.
2. Certification of Financial Statements be signed by the Chief Executive Officer and the Mayor.
3. Certification of Auditor Independence be reviewed and signed by the Audit Committee Presiding Member and Chief Executive Officer.
4. Auditor's Certification of Auditor's Independence be noted.

BACKGROUND

The draft 2016/2017 Annual Financial Statements were audited by Council's external auditors, Dean Newbery & Partners, on 5 and 6 October 2017, and were subsequently reviewed by the Audit Committee at its Special Meeting held on 25 October 2017, at which the following resolution was passed:

*Moved by Cr B Gidman
Seconded by Mayor K Redman
Motion No: AC:2017:10:47*

That the Audit Committee recommends to Council that the;

1. Annual Financial Statements for the year ended 30 June 2017, subject to any minor variations requested by the Audit Committee and External Auditors, present fairly the state of affairs of the Council and be presented to Council for adoption at the Special Council meeting scheduled on 31 October, 2017.
2. Certification of Financial Statements be signed by the Chief Executive Officer and the Mayor.
3. Certification of Auditor Independence be reviewed and signed by the Audit Committee Presiding Member and Chief Executive Officer.
4. Auditor's Certification of Auditor's Independence be noted.
5. Independent Auditor's Report to the Members of the Town of Gawler be received and noted.

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The draft 2016/2017 Financial Statements were then presented to a Special Council meeting on 31 October 2017, at which the following resolution was passed:

*Moved by Cr A Shackley
Seconded by Cr M Nicholson
Motion No: 2017:10:385*

That the Annual Financial Statements for the year ended 30 June 2017 be noted.

The 2016/2017 Financial Statements were noted at the meeting (rather than formally adopted), pending finalisation of residual notes to the Statements, primarily relating to Note 23 (*Related Party Transactions*).

A copy of the draft 2016/17 Financial Statements is provided as **Attachment 1**. The Auditor's Certification of Auditor's Independence is provided as **Attachment 2**.

The independent Auditor's Reports to the Members of the Town of Gawler will be provided immediately upon adoption of the 2016/17 Annual Financial Statements, and following the necessary certifications being provided by Council (per recommendations 2 and 3). These Auditor's Reports will be subsequently tabled to the next Council and Audit Committee meetings for noting.

COMMENTS/DISCUSSION

Immediately prior to the Special Audit Committee meeting held on 25 October 2017, the Audit Committee had a confidential workshop (excluding staff) with Samantha Allard from Council's external auditors (Dean Newbery & Partners). The purpose of the workshop was for the Committee to be briefed on the findings of the external audit undertaken by Dean Newbery & Partners.

The 2016/17 Financial Statements have been reviewed by the Audit Committee, with only a few minor questions being answered by either staff or Samantha Allard at the meeting. The Auditor's *Audit Completion Report* was tabled to the Audit Committee meeting, at which time Samantha Allard indicated they were expecting to provide an unqualified audit opinion.

Further to the report tabled to the 25 October 2017 Audit Committee meeting, and the subsequent Special Council meeting held on 31 October 2017, key elements of the 2016/17 Financial Statements, relative to the statutory financial indicators, are provided below.

1) Operating Result

The Council recorded an underlying operating surplus (once distortion caused by the advance Federal Government grant payments is removed) of \$167k. This is below the \$220k surplus provided for in the 2016/17 adopted budget and the \$546k surplus projected in Council's most recent revised forecast. Of the \$379k variance to the revised forecast, \$325k of this was directly attributable to depreciation (non-cash item).

As verbally reported to the Audit Committee meeting, from a 'cash' perspective (i.e. with non-cash items such as depreciation excluded), cashflows provided by Operating Activities was within \$58k (or 1.2% above) the 2016/17 adopted budget estimate of \$4.722m (*Note: this excludes the advance Federal Government grant payment of \$759k received in June 2017*).

2) Net Financial Liabilities Ratio

The Council recorded a Net Financial Liabilities (NFL) Ratio of 62% as at the reporting date. This is lower than the 72% result estimated in the 2016/17 adopted budget and the 65% result estimated in Council's most recent revised forecast.

As verbally reported to the Audit Committee meeting, the reason the NFL ratio result was less than originally estimated is primarily due to deferred net capital expenditure of \$1.88m relating to the Civic Centre project.

3) Asset Sustainability Ratio

The Council recorded an Asset Sustainability Ratio of 99% for the reporting period, which is an excellent result and consistent with Council's policy target of achieving an annual ratio result between 90-100% (the result for 2015/16 was 97%).

Further extensive analysis of Council's Asset Sustainability Ratio result for the reporting period is disclosed in the *Financial Performance Summary 2016-2017* report which was previously tabled to the Council meeting held on 31 October 2017.

Further extensive analysis of the above financial indicators results for the reporting period is disclosed in the *Financial Performance Summary 2016-2017* report which was previously tabled to the Audit Committee meeting held on 25 October 2017 and the Special Council meeting held on 31 October 2017.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Executive Management Team

CONSULTATION (EXTERNAL TO COUNCIL)

Ms Samantha Allard, Audit Partner - Dean Newbery and Partners

A media release will be prepared upon completion and sign-off of the 2016/2017 Financial Statements.

POLICY IMPLICATIONS

Budget Management Policy
Treasury Management Policy
Asset Capitalisation Policy
Depreciation Policy

STATUTORY REQUIREMENTS

Section 125 *Local Government Act 1999* – Internal Control Policies
Section 126 *Local Government Act 1999* – Audit Committee
Section 127 *Local Government Act 1999* – Financial Statements
Section 129 *Local Government Act 1999* – Conduct of Audit
Part 4 *Local Government (Financial Management) Regulations 2011* – Financial Statements
Australian Accounting Standards

FINANCIAL/BUDGET IMPLICATIONS

The 2016/17 Financial Statements reflect an underlying operating surplus of \$167k (or operating surplus ratio of 0.6%), which is within Council's policy target range.

From a capital works perspective, actual expenditure of \$11.021m was slightly lower than the most recent revised forecast of \$11.462m. The completion of some capital projects, which were not completed by 30 June 2017, will need to be undertaken during the 2017/18 financial year and funded from unspent 2016/17 budget funds.

Such variations, in addition to consolidation of the actual balance sheet result, will be incorporated within the 2017/2018 First Quarter Budget Review to be tabled to the Audit Committee and Council in November 2017.

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.3
Title	TOWN OF GAWLER ANNUAL REPORT 2016/17
Date	28 November 2017
Author(s)	Chris Haynes, Governance Officer
Reference	CC16/1029; CR17/58062, CR17/54742
Previous Motion	Council, 31/10/2017, Motion No: 2017:10:387 Council, 22/11/2016, Motion No. 2016:11:447
Attachment/s Under Separate Cover	1. Town of Gawler Annual Report 2016/17

OFFICER'S RECOMMENDATION

Item 8.3 – Town of Gawler Annual Report 2016/17 (CC16/1029)

That Council adopts the Town of Gawler Annual Report 2016/17, including the 2016-2017 Annual Financial Statements, the Northern Adelaide Waste Management Authority and Gawler River Floodplain Management Authority 2016/17 Annual Reports.

BACKGROUND

Section 131(1) of the Local Government Act 1999 requires Council to prepare and adopt on or before 30 November in each year an Annual Report for the financial year ending on the preceding June. Section 131(2) prescribes that the report must contain material and report on matters specified in Schedule 4 of the Act, which must be provided in the prescribed form. Other material and matters are prescribed by regulation for inclusion in an Annual Report.

Council Members were provided with a Draft Town of Gawler Annual Report 2016/17, for comment. Separate independent journalistic reviews have also been completed.

The Town of Gawler Draft Annual Report was presented to a Special Council meeting held on 31 October 2017, where Council resolved to defer consideration of this matter.

Moved by Cr M Nicholson
Seconded by Cr B Gidman
Motion No: 2017:10:387

That Council defers the adoption of the Town of Gawler Annual Report 2016/2017 to a future Council meeting.

The purpose of this report is to present the Town of Gawler Annual Report 2016/17 for adoption.

COMMENTS/DISCUSSION

The Report contains the information as prescribed in the Local Government Act and Regulations and focuses on the vast array of activities that Council has overseen in the twelve months from July 2016 to June 2017.

The Annual Report provides a basis to receive a 12-month progress update of the Community Plan, which was adopted in August 2014. Council has since adopted an updated 2017-2027 Community Plan at the 31 October 2017 Special Council meeting.

A separate report to this meeting is being presented for Council consideration of adoption of the 2016-2017 Annual Financial Statements.

A separate report regarding the Northern Adelaide Waste Management Authority 2016/17 Annual Report is being presented for Council information to this meeting.

A report was presented to the Infrastructure and Environmental Services Committee on 24 October 2017, for information regarding the Gawler River Floodplain Management Authority Annual Report 2016/17.

COMMUNICATION (INTERNAL TO COUNCIL)

Council Members
Leadership Group
Governance Team

CONSULTATION (EXTERNAL TO COUNCIL)

The Town of Gawler Annual Report 2016/17 will be distributed as prescribed by the *Local Government Act 1999* Section 131, be placed on Council's website and be available for public inspection or purchase.

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Local Government Act 1999

FINANCIAL/BUDGET IMPLICATIONS

Compilation and distribution of the Annual Report will be completed within the current budget allocation.

COMMUNITY PLAN

The Annual Report discloses progress made by Council during the 2016/17 financial year against the myriad of objectives contained within the Community Plan.

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Item Number	8.4
Title	2017/18 1st QUARTER BUDGET REVIEW (OCTOBER 2017)
Date	28 November 2017
Author(s)	Tony Amato, Team Leader – Finance
Reference	CC17/133; CR17/56997; CR17/55912
Previous Motion	Council, 28/02/2017, Motion No: 2017:02:44
Attachment/s Under Separate Cover	1. 2017/18 1st Quarter Budget Review (October 2017)

OFFICER'S RECOMMENDATION

Item 8.4 – 2017/18 1st Quarter Budget Review (October 2017) (CC17/133)

That Council adopts the budget variations contained in Attachment 1 of the 2017/18 1st Quarter Budget Review (October 2017), incorporating the following budget variations:

Item	Adopted Budget	Revised Budget	Movement
<u>Financial Result:</u>			
Operating Revenue	27,326,588	27,425,991	(99,403)
Operating Expenditure	27,404,432	27,503,835	99,403
ADD: advance 2017/18 Federal Government grant payment received in June 2017	759,069	759,069	-
Underlying Operating Result – Surplus / (Deficit)	681,225	681,225	-
Capital Revenue	6,426,605	4,504,967	1,921,638
Capital Expenditure	18,462,177	17,026,548	(1,435,629)
Transfers from Equity Reserves	335,000	281,000	54,000
<u>Financial Indicators:</u>			
Adjusted Operating Ratio	2.4%	2.4%	-
Net Financial Liabilities Ratio	83%	81%	-2%
Asset Sustainability Ratio	100%	107%	7%

BACKGROUND

Consideration of the first quarter budget review for 2017/2018, in accordance with the provisions of the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011* and Council's Budget Management Policy 6.1.

The 2017/18 1st Quarter Budget Review (October 2017) was tabled to the Audit Committee for endorsement to Council at a meeting held on 7 November 2017, at which the following resolution was adopted:

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Moved by Cr B Gidman
Seconded by Mr P Fairlie-Jones
Motion No: AC:2017:11:54

That the Audit Committee recommends to Council the endorsement of the 2017/18 1st Quarter Budget Review (October 2017).

Council has requested that all quarterly budget reviews be considered and endorsed by the Audit Committee prior to presentation to Council. All information presented to the Audit Committee has been represented in full for Council's consideration.

COMMENTS/DISCUSSION

Based on budget variations included in the report, the revised estimated underlying operating surplus remains unchanged from the original adopted budget (i.e. estimated underlying surplus of \$681k). It is noted that the underlying surplus is derived by including the 50% advance 2017/18 Federal Government grant funding received in June 2017 in the 2017/18 financial year – without which Council would realise a \$78k operating deficit.

Significant budget adjustments included in this projected operating result are listed hereunder:

- a) Increase (\$167k) for new operating initiatives from the 2016/17 budget which were not completed in 2016/17 (period timing adjustment);
- b) Increase in external contributions (\$150k) deferred from 2016/17 (relating to the Gawler and Surrounds Stormwater Management Plan);
- c) Council approval of funding of new land division open space guideline (\$30k) and associated maintenance resourcing strategy (\$30k);
- d) Increase in Federal Government Financial Assistance Grant funding (\$100k) offset by a recommended increase in the Sundry Projects fund (\$100k);
- e) Reduction in lease rental income (\$35k) at the Gawler Administration Centre due to delayed tenancy occupation.

Consistent with the intent of Council's Budget Management Policy, the recurrent operating budget has been reviewed by staff on the basis of absorbing any identified expenditure increases (including unspent funds from 2016/17) from within the overall existing budget. Based on this approach, the net financial result of the proposed operating budget variations is nil. A detailed review of the 2017/18 financial performance (including proposed budget transfers and/or variations) will be undertaken within the 2nd quarter budget review to be tabled to Council in February 2018.

The review presented is further influenced by the reduction / deferral of a net \$1.436m of capital projects, which incorporates the following key items:

- a) \$784k expenditure to complete projects from the 2016/17 financial year (timing adjustment);
- b) \$2.488m of Civic Centre redevelopment costs deferred to the 2018/19 financial year (based on indicative construction timelines);
- c) \$200k funding towards resurfacing of the stadium floor at the Gawler Sport and Community Centre (as per Council resolution and subject to Government grant funding being received);
- d) \$30k towards the installation of a shade structure and other facilities at the Lions Park (per Council resolution), which is to be funded from a donation from the Lions Club of Gawler Inc.

Given the revised indicative construction costs timelines relative to the Civic Centre project, this review also incorporates deferral of \$2.053m Government grant funding towards the project to the 2018/19 financial year.

Further details and explanations regarding the Quarterly Budget Review are provided within the separate report provided as **Attachment 1**.

COMMUNICATION (INTERNAL TO COUNCIL)

Executive Management Team
Manager Finance & Corporate Services
Financial Accountant
Leadership Team

CONSULTATION (EXTERNAL TO COUNCIL)

Nil

POLICY IMPLICATIONS

Budget Management Policy

STATUTORY REQUIREMENTS

Local Government Act 1999 Section 123 Annual business plans and budgets
Local Government (Financial Management) Regulations 2011 Part 2 (9)

FINANCIAL/BUDGET IMPLICATIONS

The budget variations are estimated to result in an unchanged revised underlying operating surplus result for 2017/2018 of \$681,000.

The key financial indicators (i.e. Operating Surplus Ratio, Net Financial Liabilities Ratio and the Asset Sustainability Ratio) are all essentially unchanged and are estimated to remain within Council's policy thresholds as at 30 June 2018.

COMMUNITY PLAN

Objective 5.2: To be a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.5
Title	SALE OF PROPERTIES FOR NON-PAYMENT OF RATES
Date	28 November 2017
Author(s)	Paul Horwood – Manager Finance & Corporate Services Tony Amato – Team Leader Finance Kelly Munday – Rates Officer
Reference	CC13/619 / CR17/53793
Previous Reference/ Motion	Council, 26/11/2013, Motion No. 2013:11:431 Council, 23/02/2016, Motion No. 2016:02:26
Attachment/s Under Separate Cover	Nil

OFFICER'S RECOMMENDATION

Item 8.5 – Sale of Properties for Non-Payment of Rates (CC13/619)

That pursuant to Section 184 of the Local Government Act 1999, Council authorises the Chief Executive Officer and other delegated staff to proceed with the sale of land to recover long-term rate debts against the following property numbers:

- a. Property No. 42997 – Stithians Drive, Gawler East SA 5118 (CT5111/180)
- b. Property No. 119852 - Paternoster Road, Reid SA 5118 (CT6073/292)
- c. Property No. 44509 - Harding Avenue, Willaston SA 5118 (CT5500/808)
- d. Property No. 31537 – Fourth Street, Gawler South SA 5118 (CT5725/950)
- e. Property No. 34864 – Eighteenth Street, Gawler South SA 5118 (CT5725/22)
- f. Property No. 22296 – Princess Street, Willaston SA 5118 (CT5420/502)
- g. Property No. 63258 – St. Albans Road, Evanston Park SA 5116 (CT5632/350)
- h. Property No. 63152 – St. Albans Road, Evanston Park SA 5116 (CT5513/799)
- i. Property No. 49105 – Mulga Street, Gawler West SA 5118 (CT5873/666)
- j. Property No. 43449 – Brooks Avenue, Willaston SA 5118 (CT5754/189)
- k. Property No. 59115 – Darrell Street, Evanston Park SA 5116 (CT5632/922)
- l. Property No. 49251 – Mulga Street, Gawler West SA 5118 (CT5447/108)

BACKGROUND

Section 184 of the *Local Government Act 1999* ('the Act') empowers Council to sell land where the rates for a property have been outstanding for a period of three (3) or more years. This action is invariably used as a process of last resort to recover outstanding rates due and payable to the Council.

The purpose of this report is to seek Council's authority to instigate such proceedings pursuant to the Act and Council's Debtor Management Policy (Section 4 – Policy Detail) against various properties that have reached the three-year threshold.

COMMENTS/DISCUSSION

The receipt of rate payments as they fall due is critical to Council, as rate revenue comprises approximately 79% of recurrent revenue. Fortunately, the overwhelming majority of ratepayers do pay their rates in a timely manner, which subsequently means that Council's cash inflows are not materially adversely affected (the value of rates in arrears as at 30 June 2017 represented 3.53% of annual rate revenue for 2016/17, which was again the lowest in the region by a considerable margin).

Staff are cognisant of the fact that ratepayers can experience financial difficulties from time to time, and in such instances ratepayers are encouraged to contact Council staff to make alternative payment arrangements. It is noteworthy that there were 798 payment arrangements registered as at 31 October 2017, which represents 7% of rateable properties.

Unfortunately, there are instances where ratepayers do not respond to repeated requests for payments from either Council or our debt collection agent. There are also instances where ratepayers renege on previously agreed payment arrangement terms.

Naturally, instigating proceedings to sell land to recover outstanding rates is the method of last resort when all other avenues of debt recovery have been exhausted. Anecdotal evidence across the Local Government sector indicates that where such proceedings are instigated it is often a trigger for payments being received as the respective ratepayer invariably wishes to avoid the property sale process.

In February 2016, Council approved the instigation of sale proceedings due to non-payment of rates for 3 properties, 2 of which culminated in rates being paid in full without having to formally commence sale proceedings. The remaining property from that time relates to a property in High Street, Gawler, for which sale proceedings will commence in early 2018 (see further commentary regarding this property below).

There are currently 21 properties with Rates in arrears of 3 years or more that qualify for sale proceedings. However, of these 21 properties, 8 have entered into payment arrangements and, as a result, staff are not recommending the commencement of sale proceedings for these properties.

All 21 properties have been categorised into two tables below:

Table 1 lists those properties that are recommended for sale proceedings to commence; and **Table 2** lists those properties that have entered into payment arrangements and are **not** recommended for sale proceedings to commence at this time.

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Table 1 – Properties with Rates in Arrears > 3 Years – Recommended for Sale Proceedings to Commence

Property No.	Certificate of Title	Property Address	Arrears Amount \$	2017/18 Annual Rates \$
79102*	5735/823	High Street, Gawler 5118	24,621.37	956.72
42997	5111/180	Stithians Drive, Gawler East 5118	11,537.73	2,742.96
119852	6073/292	Paternoster Road, Reid 5118	9,529.13	1,897.84
44509	5500/808	Harding Avenue, Willaston 5118	9,448.96	1,769.79
31537	5725/950	Fourth Street, Gawler South 5118	9,204.68	1,846.63
34864	5725/22	Eighteenth Street, Gawler South 5118	8,913.11	1,641.75
22296	5420/502	Princess Street, Willaston 5118	6,352.24	1,641.75
63258	5632/350	St. Albans Road, Evanston Park 5116	5,919.42	1,385.65
63152	5513/799	St. Albans Road, Evanston Park 5116	5,179.34	1,488.09
49105	5873/666	Mulga Street, Gawler West 5118	4,980.19	1,149.35
43449	5754/189	Brooks Avenue, Willaston 5118	4,953.16	1,564.92
59115	5632/922	Darrell Street, Evanston Park 5116	4,885.83	1,564.92
49251	5447/108	Mulga Street, Gawler West 5118	4,243.73	1,360.04
		TOTAL	109,768.89	

* This property relates to a 66 square metre laneway on High Street, currently valued at only \$27,500. The property has been continually subject to the minimum rate, with no rates paid since prior to 2000. Authority to sell this property for non-payment of rates was provided by Council in February 2016. See below for further details relative to this property.

Table 2 – Properties with Rates in Arrears > 3 Years – Payment Arrangements in Place (not recommended for sale proceedings)

Property No.	Certificate of Title	Property Address	Arrears Amount \$	2017/18 Annual Rates \$	Payment Plan
67678	5155/940	Highfield Road, Evanston Park 5116	10,790.00	3,050.27	\$40 a fortnight *
66585	5304/164	Alexander Avenue, Bibaringa 5118	9,546.10	2,896.61	\$100 a fortnight *
35754	5419/452	Twenty Second Street, Gawler South 5118	7,641.70	1,334.43	\$100-\$150 a month
7853	5576/963	Lyndoch Road, Gawler East 5118	6,262.15	1,872.23	\$50 a fortnight *
21227	5496/443	Panter Street, Willaston 5118	6,190.80	1,744.19	\$50 a fortnight *
34353	5339/703	Fourteenth Street, Gawler South 5118	5,396.10	1,436.87	\$100 a fortnight
28511	5855/920	Marsh Avenue, Gawler South 5118	3,967.75	1,151.13	\$30 a fortnight *
27021	5688/274	Duncan Crescent, Gawler South 5118	3,844.75	1,257.60	\$30 a week
		TOTAL	53,639.35		

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**Note: Current payment plan is not keeping pace with annual rates. In this regard, staff are of the view that it is preferred that Council receive some level of regular payment, as distinct from no payment at all, in such instances when ratepayers are experiencing financial hardship. Repayment terms are renegotiated at periodic intervals as and when appropriate. It is also important to note that Council rates are a secure debt against a property. Anecdotal evidence from ratepayers facing financial hardship also indicates that they will often pay for other utility services which can be effectively 'cut off' (e.g. electricity, phone bill, etc.) prior to paying Council rates.*

For the 12 new properties recommended for sale proceedings, the process will commence with letters being sent to all registered parties on the Certificate of Title (owners, mortgagees, etc.) advising that the rates have now been outstanding for a period of three years or more and that Council subsequently now has the legal authority to sell the properties. In each instance, the registered parties shall be given ten (10) days in which to make payment in full of the rates in arrears, otherwise the official process to sell the property for non-payment of rates shall be instigated. Naturally, should the ratepayer subsequently wish to enter into a payment arrangement, this will only be allowed if a significant up-front lump sum payment is made, followed by an appropriate regular repayment regime, towards ensuring all outstanding rates are paid by 30 June 2018. In such instances, the sale process would then cease.

Staff now seek Council's authorisation to pursue the outstanding rates of 12 properties (as per **Table 1**) in early 2018, via the instigation of proceedings to sell the properties due to non-payment of rates, pursuant to Section 184 of the Act.

Property No. 79102 - High Street, Gawler 5118 (CT5735/823)

This property relates to a 66 square metre parcel of land denoted as a 'driveway' on High Street, Gawler. The land adjoining the allotment has express 'right-of-way' across the land so no fence or building work may be erected on the site.

Rates transaction history dates back to the beginning of the 2000/2001 financial year. Since then, the minimum rate has been applied annually with no payments having been received. The current Rates balance is \$25,338.37, of which \$24,621.37 is in arrears.

Since 2000/2001, the only postal address recorded for the owner was the allotment number in High Street, Gawler - which is not a valid postal address. When the new 2015/2016 Gazettal list was received in March 2015 from the State Valuation Office, it was noted that a postal address within Park Holme 5043 was listed for the owner. Rate notices were then sent to this address but were also returned unclaimed.

The State Valuation Office was contacted and a copy of the Certificate of Title was obtained. Information in their database indicated that Revenue SA had some type of involvement with the land and a GPO Box Adelaide postal address had been recorded.

An email was sent to Revenue SA on 03/07/2015 advising that Council was looking for the owner of the land and that legal proceedings were proposed to sell the land for non-payment of Rates (per Section 184 of the Act). We requested an urgent response to the matter.

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Revenue SA responded, advising that they do not own the land in question but had similar issues to the Council in trying to locate the owner of the property and, as such, had not been able to issue an Emergency Services Levy Notice of Assessment. Revenue SA advised that they were not currently issuing a Notice. However, to ensure that a Notice does not accidentally get issued to an incorrect person/address, they changed the address to that of their own GPO Box (hence the change of address on the Certificate of Title).

Following authority provided by Council in February 2016, a Section 184 Notice was prepared on 24/05/2016 – the notice being the required “Notice of Intention to sell the property for non-payment of Rates”. This notice was published in *The Advertiser*, attached to the property and sent to the ratepayer at the last known address.

Council received no response to the Section 184 Notice. Staff have since taken the same approach as Revenue SA in that the postal address has been changed to Town of Gawler and a Rates Notice is no longer being sent.

In accordance with the authority previously provided by Council, staff will be commencing the process of holding an auction to sell the property in early 2018.

In the event that the property cannot be sold (e.g. the auction fails) after Council has undertaken ‘reasonable attempts’ to sell it, the Council can apply to the Minister who is responsible for the administration of the *Crown Lands Act 1929* for the land to be transferred to the Crown or to the Council, pursuant to Section 185 of the Act, at which time the rates liability would be discharged.

COMMUNICATION (INTERNAL TO COUNCIL)

Nil

CONSULTATION (EXTERNAL TO COUNCIL)

Debt Collection agent
Kelledy Jones Lawyers

POLICY IMPLICATIONS

Debtor Management Policy

STATUTORY REQUIREMENTS

Sections 184 & 185 of the *Local Government Act 1999*

FINANCIAL/BUDGET IMPLICATIONS

External costs which would be incurred by Council relating to the recovery of outstanding rates are recovered from the associated ratepayer. Typical costs incurred by Council, leading up to the sale process, would be up to \$2,000 for each property (the majority of which relates to the inclusion of advertisements in *The Advertiser*). Should a property then progress to actual sale, the costs incurred will also include land agent costs associated with the sale.

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.6
Title	SMALL BUSINESS FRIENDLY COUNCIL INITIATIVE
Date	28 November 2017
Author(s)	David Barrett, Manager Business Enterprises and Communications
Reference	CC10/139; CR17/51731, CR17/51744; CR17/51743; CR17/57512
Previous Motion	Nil
Attachment/s Under Separate Cover	1. Small Business Friendly Council Initiative Brochure 2. Small Business Friendly Council Initiative Charter Agreement 3. Australian Supplier Payment Code

OFFICER'S RECOMMENDATION

Item 8.6 – Small Business Friendly Council Initiative (CC10/139)

That Council authorise the Chief Executive Officer to:

- 1. Sign the Small Business Friendly Council Initiative Charter Agreement committing the Town of Gawler to this Initiative.**
- 2. Become a signatory to the Australian Supplier Payment Code.**

BACKGROUND

Small business owners and operators create local employment, provide essential goods and services and help create attractive, liveable communities.

The right mix of small businesses can create a sense of vibrancy and attract people to live, work and visit.

Councils can have a significant influence over how attractive their area is for businesses to set up, and established enterprises to grow. They also play a key role in the lifecycle of a small business.

Most of the interactions business owners have with government are at a local level. To help build stronger, more productive relationships between small business and Council, the Office of the Small Business Commissioner (OSBC) has developed the Small Business Friendly Council (SBFC) Initiative – **Attachment 1**.

To participate in the initiative, OSBC is asking Council to sign a Charter Agreement (**Attachment 2**) to formally commit to the initiative and to its small business community.

COMMENTS/DISCUSSION

Commitment to the Charter is a requirement for participation in the SBFC Initiative. The Charter outlines what Council agrees to do to support small business in its area.

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In response to some of the most common issues small business owners face in dealing with their Council, the Initiative involves engaging in required initiatives that include:

- a) implementing activities to improve the operating environment for small business within its area
- b) implementing a procurement policy which recognises that local small business is a significant contributor to economic development and should be provided with fair opportunity to service council wherever possible
- c) adopting a policy to pay invoices from small business suppliers within 30 days
- d) introducing and promoting a timely and cost effective process to manage any disputes arising between your organisation and small business clients

In addition to the required initiatives under the Charter, Council must commit to at least three additional initiatives that will deliver positive benefits to local businesses within the Council area. These may include, but are not limited to:

- a) surveying local small businesses to assess their needs
- b) accepting online payments
- c) introducing deemed approvals
- d) simplifying processes and forms
- e) providing more small business information on your website
- f) improving communication and customer service
- g) encouraging 'buy local' shopping campaigns
- h) supporting business incubators or start-up spaces
- i) offering contracts to local small business suppliers
- j) introducing an economic development team
- k) facilitating small business forums and events

The initiatives being provided by Council to assist local businesses in accordance with the SBCF Initiative need not add additional burden on Council's resources. The OSBC has indicated that it is willing to help Council to develop ideas that will work best for the organisation.

After committing to the Initiative, Council will be able to promote that it is 'small business friendly'. Council will be able to use the Small Business Friendly Council logo on its print and online publications, and display a one page overview of the Charter, personalised to the organisation. The OSBC will also list Council on its website and in other marketing material associated with the Initiative.

If Council's signs up to the Charter, reporting will involve nothing more onerous than completing a simple report card twice a year.

Council's current operations already deliver on the required elements of the SBCF Initiative. Council funds the Gawler Business Development Group, contributes funds to Regional Development Australia Barossa, is a member of the Barossa Regional Procurement Group, pays invoices from local businesses within 30 days and has a timely and cost effective dispute resolution procedure.

Council also currently supports a number of the additional initiatives under the SBCF Initiative including accepting online payments, simplifying processes and forms, providing more small business information on your website, encouraging 'buy local' shopping campaigns, offering contracts to local small business suppliers and facilitating small business forums and events.

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It is noted that although Council currently satisfies the criteria set to be small business friendly, more can be done in this regard.

One example of a new initiative currently underway is a Development Checklist for new business start-ups being coordinated by Council's Development Services Team. The Checklist will provide an easy to read process map for businesses wanting to establish themselves in Gawler including what approvals (if any) will be required and the information that businesses need to provide in order to gain the relevant approvals (if any). This Checklist is being developed in consultation with the Gawler Business Development Group.

In addition to the above, the Business Innovation Hub that forms part of the redeveloped Civic Centre will also deliver on one of the SBFC Initiatives by supporting a business incubator.

Council has also been approached by the Business Council of Australia requesting it to become a signatory to the Australian Supplier Payment Code, a voluntary initiative to improve payment times to small business suppliers across the economy – **Attachment 3**. The Code, launched in May 2017, commits signatories to pay small businesses within 30 days of receipt of a correct invoice.

Signatories to the Code commit to the following payment practices and policies:

1. Pay eligible Australian small business suppliers within 30 days of receipt of a correct invoice or receipt of a correct product from the supplier (whichever is the later), or on mutually agreed terms, or on terms that are consistent with a standard industry practice. (Signatories can choose to pay within shorter timeframes.)
2. Pay correct invoices from suppliers on time.
3. Provide clear guidance to suppliers about the company's payment procedures.
4. Work with supplier businesses, where practicable, to apply technologies and practices that will speed up invoice reconciliation, approval and payment processes (eg online portals, electronic invoicing, Electronic Funds Transfer, payment cards, etc).
5. Put in place clear, fair and efficient processes for dealing with complaints and disputes about payment times and practices (eg create a point of contact, issue clear procedural guidelines, set timeframes for the investigation and response, report on actions taken).
6. Report on company policies and practices in place to comply with this Code.

The commitment required to be a signatory to the Australian Supplier Payment Code is less onerous than that of the SBCF Initiative. Indeed, if Council adheres to the SBCF Initiative then it automatically complies with the Code.

Council is already providing local business support that is the aim of both the SBCF Initiative and the Australian Supplier Payment Code within existing budgets. Having this support recognised by formally joining the Initiative and the Code will be a benefit to Council. It is recommended that Council become a signatory to both the SBCF Initiative and the Australian Supplier Payment Code.

COMMUNICATION (INTERNAL TO COUNCIL)

Executive Management Team

CONSULTATION (EXTERNAL TO COUNCIL)

Gawler Business Development Group
Regional Development Australia Barossa

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

Complying with both the SBFC Initiative Charter and Australian Supplier Payment Code will have no additional financial impacts to Council as initiatives that deliver the required compliance are already funded within the 2017/18 Annual Budget and Council's Long Term Financial Plan.

Resourcing any reporting required to be part of the SBFC Initiative and/or Australian Supplier Payment Code will be absorbed within existing budgets.

COMMUNITY PLAN

Objective 1.4: Create a vibrant and active, event filled council area

Objective 1.5: Value the role Arts play in promoting community spirit and pride

Objective 2.6: Local economic activity to create local job opportunities and generate increased local wealth

Objective 5.1: Support and encourage community teamwork

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

Objective 5.4: Create and support community partnerships that contribute to the implementation of this Plan

REPORTS BY OFFICERS

Item Number	8.7
Title	CCTV AND PUBLIC WI-FI
Date	28 November 2017
Author(s)	David Barrett, Manager Business Enterprises and Communications
Reference	CC13/625; CR17/8808; CR17/58181; CR17/5959
Previous Motion	Council, 23/08/2016, Motion No: 2016:08:344
Attachment/s Under Separate Cover	1. Yankalilla WiFi Data Analytics 2. Vintek Free Public Wi-Fi Proposal

OFFICER'S RECOMMENDATION

Item 8.7 – CCTV and Public Wi-Fi (CC13/625)

That Council:-

- 1. Implement free Public Wi-Fi in accordance with this report.**
- 2. Authorise the Chief Executive Officer to conduct a request for proposal process for both CCTV and Public Wi-Fi provision requiring these projects to be completed by 30 June 2017.**
- 3. Notes that the request for proposal process outlined in point 2 will include requirements for respondents to provide value-add opportunities.**
- 4. Holds further discussions with the Gawler Business Development Group regarding opportunities that Public Wi-Fi provides to grow local businesses, encourage market investment and create jobs.**

BACKGROUND

Council at its meeting held on 23 August 2016, carried the following Motion:

Moved Deputy Mayor D Hughes
Seconded Cr K Fischer
Motion: 2016:08:344

That:-

Council staff investigate the possibility of Wi-Fi being available on the Main Street of Gawler.

At the 26 April 2017 Council Meeting the following was resolved:

Moved by Cr R Symes
Seconded by Cr M Nicolson
Motion No: 2017:04:133

That Council adopts the recommendation from the External Funds Committee made at item 6.1 of the meeting of that Committee meeting held on 4 April 2017, being:

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Motion No: EFC:2017:04:08

That the External Funds Committee recommends to Council that:

- 1. Council applies to the State Government for funding for a new Closed Circuit Television system for Gawler.*
- 2. Council pursues opportunities for partnership funding in particular in the Town Centre and other areas as identified as priority targeted areas in the Town.*
- 3. Further information be provided on whole of life costs on this project.*

The purpose of this Report is to provide Council with information and findings for CCTV and free public Wi-Fi.

COMMENTS/DISCUSSION

The installation of free Wi-Fi in Murray Street, will benefit residents, local businesses and visitors to the Town of Gawler. The availability of free Wi-Fi will provide fast, reliable and constant internet access to those in the coverage area.

The timing of delivering free Wi-Fi and CCTV cameras in Murray Street forms a natural extension to the technological advances that will be provided to the town centre as a consequence of the Gawler Civic Centre redevelopment.

It was hoped that the CCTV and free Wi-Fi projects would be supplemented by additional smart city initiatives as part of Council's funding submission to the Australian Government's Smart Cities and Suburbs Funding Program. Unfortunately Council has been advised that it was unsuccessful in obtaining this grant funding support so the scope of the project has been limited to provision of CCTV and free Wi-Fi only.

Applying the proposed request for proposal procurement method outlined in this report provides Council with the opportunity to achieve some of the smart city initiatives that were planned with the funding submission by enabling the market to generate innovative solutions to deliver CCTV and free Wi-Fi. This may include the provision of smart poles or similar infrastructure and is expected to provide cost efficiencies via co-location of infrastructure. These opportunities and cost efficiencies are further explained later in this report.

CCTV

Budget bid #764 within Council's 2017/18 Annual Budget allocates \$200,000 towards the implementation of CCTV infrastructure being a \$100,000 contribution from Council and a \$100,000 contribution from external funding. Council was successful in its submission to the South Australian Attorney General's Department, CCTV Grants Program resulting in Council receiving the necessary \$100,000 from external funds to enable delivery of the \$200,000 project. In accordance with the CCTV grant funding agreement, the CCTV implementation project needs to be completed by 30 June 2018.

The CCTV project involves installation of high definition cameras at identified 'hot spot' locations within Murray Street and surrounding precincts as identified in consultation with South Australia Police. The proposed system relays camera footage via secure microwave links to a centralised server within the Gawler Administration Centre. The footage can be viewed via a secure online connection enabling Council Staff and South Australia Police to view footage in real time.

It is proposed that the footage will be stored on the centralised server's hard-drive in high resolution format for 30 days and then converts to low-resolution format for a further 30 days before it is written over by new footage. This effectively provides 60 days of

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accessible footage stored within the Gawler Administration Centre from all cameras connected via the system.

The overall CCTV system upgrade involves replacing existing cameras on Murray Street as well as adding additional cameras to cover the 'hot spots' as per the needs of South Australia Police. The scope of the project is being expanded to include new cameras in Clonlea Reserve to improve surveillance in this area. The below map shows proposed locations for new cameras the CCTV system (excluding Clonlea Reserve).



In order to meet the 30 June 2018 deadline for the completion of the CCTV implementation project, Council Staff intend to release a request for proposal as outlined later in this report.

Free Public Wi-Fi

Budget bid #652ö within Council's 2017/18 Annual Budget allocates \$100,000 towards free public Wi-Fi with a note that this allocation is subject to a further resolution of Council. The below provides Council with information regarding free Wi-Fi provision, its benefits and whole of life costs to enable Council to make an informed decision relative to this provision.

The benefits of offering free Wi-Fi in Murray Street include: attracting visitors, tourists and customers to Murray Street; retaining visitors in the main street for longer periods of time (thus benefitting the local economy); data collection and analysis for improved decision-making; and providing an opportunity to promote Council and local businesses through marketing opportunities and online exposure.

Council Staff have researched the following requirements:

- a) Other Council experiences;
- b) Potential partnerships with service providers;
- c) The use of Council and non-Council owned property for installation and access of Wi-Fi equipment;
- d) Whole of life infrastructure and installation costs;
- e) The role of the NBN and other high speed connectivity (such as GigCity on the SABRENet optical fibre network);
- f) Setting up and maintaining a secured firewall system to prevent misuse such as accessing inappropriate sites.

Council Staff have conducted research and discussed requirements with the District Council of Yankalilla and the City of Prospect.

In June 2016, the District Council of Yankalilla installed free public Wi-Fi for Normanville's residents and visitors. The expected coverage was limited to a straight line for approximately 400 metres along Normanville's main street. Based on the success of the Normanville installation and use a subsequent rollout of free Wi-Fi in the Yankalilla township and caravan parks has occurred.

Yankalilla's CEO, Nigel Morris discussed anecdotal benefits to date including community acceptance and use. He suggested that the free Wi-Fi helps promote local businesses and assists with tourism, as visitors are more likely to travel to and stay longer at locations that provide free internet. Free Wi-Fi gives visitors the ability to promote the region by instantly uploading photographs and highlights from their visit online, and provides additional free access to the internet to local residents.

In addition, the District Council of Yankalilla is collecting evidence-based data and building a user profile (**Attachment 1**) to steer marketing opportunities. Further benefits will include a shared advertising space for future events and local business marketing and promotion via a fee for service model.

In January 2012, the City of Prospect announced that it would expand its free Wi-Fi network from selected cafes to a stretch of Prospect Rd from Barker Gardens to Rose St. The expansion was designed to entice investors to the district as well as attract professionals and students. The purpose of the installation of free Wi-Fi was to make both Prospect and Main North Roads preferred meeting places to do business and collaborate. The City of Prospect has been partnering with cafes in the area to offer high-speed free Wi-Fi and are marketing it to attract visitors, students and workers from outside Prospect.

Business SA Executive Director, Nick Condon, said Prospect was embracing the way people were doing business.

Mr Condon said:

“Cloud computing technologies mixed with a growing mobile workforce means people are choosing to work together in cafes and co-working locations. It is this kind of collaboration which helps to generate innovative ideas, new products and even sprout new businesses. As one of the first councils to receive the National Broadband Network, initiatives like Wi-Fi cafe’s help to grow and maintain a vibrant main street, assisting Prospect’s growing hospitality industry.”

In addition, Council Staff researched commercial digital mobile solutions to ascertain data collection and advertising opportunities for revenue return. Council Staff also contacted both internet and information technology service providers to provide context and delivery options including cost estimates for the Murray Street Wi-Fi zone.

Free Wi-Fi can provide Council with an additional revenue stream via the provision of eCommerce and enterprise payment solutions. There are a number of technology providers (such as Plutus Commerce, <http://www.plutuscommerce.com>) that are developing mobile solutions and partnering with councils to deliver value added services. The focus is on providing a dynamic and constant single entry point for products, services and value transfer between connected vendors and customers.

The solutions are integrated and utilise standard apps and push technology to connect with customers. Council will have the ability to track and push notifications to customers and staff and local businesses will be able to advertise offers and engage with customers that they may not have had access to in the past.

The application of eCommerce and enterprise payment solutions via Council’s free Wi-Fi is an opportunity that may be pursued via the Gawler Business Development Group as a way to grow local businesses, encourage market investment and create jobs. It will also be considered as part of future discussions between Council, Gawler Business Development Group and Regional Development Australia Barossa relative to the Business Innovation Hub.

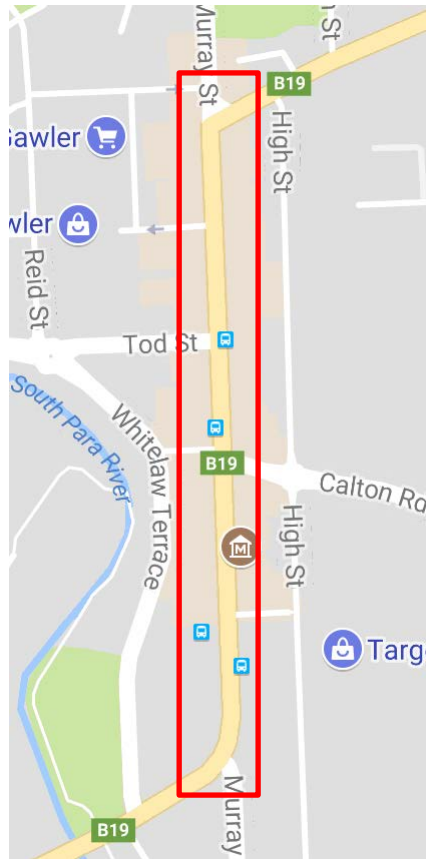
Examples of eCommerce solutions include:

- a) Parking solutions – analytics and monitoring
- b) Retail solutions – payment methods and ticketing
- c) Council services – parking monitoring, rates and fines payments
- d) Third party services – stimulate revenue for partners

The free Wi-Fi connectivity will provide Council with accurate customer and user data enabling improved dashboards and analytics to enhance the customer experience and make informed and prompt decisions. By providing an ‘opt-in’ option, customers have access to marketing and local offers as advertised. Additional benefits for Council, of providing the free Wi-Fi service, include data collection that allows Council to make informed decisions about visitor movements incorporating mapping visitation and lengths of stay. This information will inform Council decisions for potential other revenue streams, such as promotion of Council offerings and push marketing.

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Internode is Council's incumbent internet service provider, and partnered with Adelaide City Council to provide free public Wi-Fi within Adelaide's CBD. Internode has advised that to provide Wi-Fi coverage for the one kilometre along Murray Street access points would need to be installed at 150 metre intervals. The preference would be to install the access points on the street lights or Council owned buildings. This preference is in keeping with the approached outlined later in this report to co-locate CCTV, Wi-Fi and street lighting. The proposed extent of free Wi-Fi is as per the below diagram:



At present, some businesses provide localised Wi-Fi for their customers. The free Wi-Fi would serve to supplement this provision providing customers with seamless coverage from Murray Street into the premises.

To further understand the technology requirements for free Wi-Fi, Council staff engaged Vintek, an information technology industry specialist, to provide a technical brief and cost estimate (**Attachment 2**). Vintek are one of the largest Wi-Fi vendors in South Australia and have delivered deployments for private industry and councils, including the Wi-Fi network and coverage for the City of Prospect (attached letter).

The recommendation from Vintek includes:

- 1 x Wi-Fi controller
- 10 access points along Murray Street
- Associated trades and installation services
- Maintenance and ongoing costs

Whole of life costs for free Wi-Fi services are included in the Financial/Budget Implications section.

CCTV and Wi-Fi Co-Location

The successful submission to the South Australian Attorney General's Department, CCTV Grants Program resulting in Council receiving \$100,000 and budget bid (#764) within the 2017/18 Draft Annual Budget provide for the foundation infrastructure for public access to free Wi-Fi along Murray Street.

Installing poles in planned locations along Murray Street for CCTV also provides the infrastructure required to install the Wi-Fi access points for the required coverage for uninterrupted internet connectivity. Co-location of CCTV and Wi-Fi on these poles also reduces the number of poles required on Murray Street for these services. The suggested procurement process for CCTV and free Wi-Fi is a request for proposal. Proposals received via this process will need to specify where poles will be located, seek to reduce the number of poles on Murray Street and be considerate of the heritage nature of Murray Street.

Some of the existing CCTV cameras on Murray Street are fixed to street lights. The potential for CCTV, Wi-Fi and street lighting to be contained on the one pole provides Council with an opportunity to further reduce the number of poles on Murray Street. Using the one pole for multiple applications also delivers savings to Council's 2017/18 budget as detailed in the Financial/Budget Implications section of this report.

Conclusion

The proposed procurement method for implementation of CCTV and free Wi-Fi is a request for proposal as it provides the opportunity for the market to determine the best method for providing these services to Council. Proposals will need to address co-location of CCTV, Wi-Fi and street lighting (where applicable) enabling cost efficiencies as well as a potential reduction in poles on Murray Street.

COMMUNICATION (INTERNAL TO COUNCIL)

ICT Services Department
Team Leader Property and Procurement
Special Projects Officer

CONSULTATION (EXTERNAL TO COUNCIL)

Internode
Vintek
Karen White, KW Consulting
Other Councils

POLICY IMPLICATIONS

Budget Management Policy

If Council approves the installation of free public Wi-Fi, a new Council Policy will be required to protect its misuse.

Implementing free Wi-Fi in Murray Street will align to and deliver on Council's Community Plan, the ICT Strategy and the Smart City Strategy.

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

Council Staff raised a budget bid to fund the proposed free Wi-Fi for consideration in the 2017/18 budget process. The budget bid allocates \$100,000 to the project and enables full delivery of the Vintek proposal as well as associated contract administration and cost escalation. It should be noted that Council is not obliged to implement Vintek's proposal, it has merely been used to inform the budget bid. The proposed procurement process is an open request for proposal.

When finalising the budget bids for CCTV and free Wi-Fi, each project was considered independently of the other. Bundling the two projects together and ensuring that co-location of services is achieved wherever possible delivers significant cost efficiencies for Council. As the \$200,000 funded CCTV project incorporates both physical and network infrastructure that can also be used for the purposes of providing public Wi-Fi, the cost for rolling out free public Wi-Fi is significantly reduced. A revised estimate of the whole of life cost for public Wi-Fi is provided in the table below:

Required Items	Year 1 (2017/18)	Year 2	Year 3	Year 4	Year 5	Total
Wireless access points and controller	\$23,000					\$23,000
Installation and Configuration	\$11,000					\$11,000
Firewall / Web filter	\$9,500					\$9,500
Maintenance and Licensing	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$27,500
Depreciation	\$9,100	\$9,100	\$9,100	\$9,100	\$9,100	\$45,500
ISP charges	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$60,000
Total Whole of Life Cost	\$70,100	\$26,600	\$26,600	\$26,600	\$26,600	\$176,500

The original budget bid for public WiFi adopted within the 2017/18 Annual Budget allocates \$100,000 to this project. The Year 1 cost outlay saving by utilising the infrastructure requirements within the CCTV project for public Wi-Fi is approximately \$30,000.

The ongoing maintenance, licensing, depreciation and ISP costs will be incorporated within Council's Long Term Financial Plan update.

COMMUNITY PLAN

Objective 1.1: Maintain a clearly defined township, one which is distinctly separate from neighbouring areas

Objective 1.2: Build a local community that is proud of Gawler

Objective 1.4: Create a vibrant and active, event filled council area

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.5: Manage growth through the real connection of people and places

Objective 2.6: Local economic activity to create local job opportunities and generate increased local wealth

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

REPORTS BY OFFICERS

Item Number	8.8
Title	PIONEER PARK WAR MEMORIAL PROJECT UPDATE
Date	28 November 2017
Author(s)	Tara Shillabeer, Special Projects Officer
Reference	CC17/509, CR17/55357, CR17/58565
Previous Motion	Council, 26/09/2017, Motion No: 2017:09:310 Council, 22/08/2017, Motion No: 2017:08:281 Council, 27/06/2017, Motion No: 2017:06:219
Attachment/s Under Separate Cover	1. Pioneer Park War Memorial Progress Photos

OFFICER'S RECOMMENDATION

Item 8.8 – Pioneer Park War Memorial Project Update (CC17/509)

That Council:-

1. Notes the progress of the Pioneer Park War Memorial Project as outlined in this report.
2. Notes that the Town of Gawler has been successful in receiving the Arts South Australia Public Art and Design Major Commission Grant of \$80,000 and has entered into a Funding Agreement with Arts SA for the delivery of the War Memorial.
3. Notes the current status of other funding applications submitted to support the delivery of the Pioneer Park War Memorial Project.
4. Approves the utilisation of Council's committed financial contribution and the Arts SA funding to bring forward the project timeframes to enable installation of the Pioneer Park War Memorial by Remembrance Day 2018 (with the intention that financial support is reimbursed via fundraising).
5. Notes that if insufficient funds are raised for the installation of the Pioneer Park War Memorial, a budget bid for the 2018/19 financial year will be required for the balance of the project costs.
6. Notes that an Expression of Interest for the Armistice Centenary Grants Program in the amount of \$50,000 to support the installation of the Pioneer Park War Memorial has been submitted and authorises the Chief Executive Officer, if invited by Nick Champion MP following consideration of the Expression of Interest, to submit the formal grant application for the same.
7. Acknowledges that it has received \$15,000 (excluding GST) as a direct result of its fundraising initiatives (\$5,000 as a donation from a private individual who wishes to remain anonymous and \$10,000 from Taylor and Forgie) towards the Pioneer Park War Memorial and write to both these benefactors thanking them for their contributions.
8. Note the updated budget for the Pioneer Park War Memorial and fundraising dinner as detailed in this report.
9. Commit to underwriting the fundraising dinner to a maximum expenditure level of \$20,000 (including GST) noting that a minimum of 80 tickets must be sold for the dinner to return this amount to Council and that the additional 20 seats expected to be sold for the dinner will return \$5,000 (including GST) as fundraising to the project. Additional funding is hoped to be raised as a consequence of activities held at the event.

BACKGROUND

Council is seeking to install a War Memorial in Pioneer Park. A Working Group with representation from Council, RSL Gawler Sub-Branch and the community has been established to achieve desired project outcomes.

At the 27 June 2017 Council Meeting, Council resolved the following:

Moved by Cr R Symes
Seconded by Deputy Mayor I Tooley
Motion No: 2017:06:219

That Council:

1. *Notes the progress of the Pioneer Park War Memorial Project.*
2. *Adopts the Pioneer Park War Memorial Working Group's preferred concept design for the War Memorial for the purposes of applying to the Australian Government's Saluting Their Service Major Commemorative Grant and community consultation as outlined in this report.*
3. *Notes that community consultation on the preferred concept design will be conducted in July 2017 with outcomes presented in a report to a future meeting of Council.*
4. *Approves the approach for delivering the Pioneer Park War Memorial as detailed within Option 2 in this report.*
5. *Delegates authority to Council's CEO to enter into an agreement with Robert Hannaford for the design and development of the clay sculpture required prior to the bronze casting process to the value of \$100,000 (excluding GST).*
6. *Notes that the Council budget allows for net contribution of \$50,000 (excluding GST) but the Council authorises expenditure to \$100,000 (excluding GST) to allow the project to proceed.*
7. *Notes that an application for the State Government's Anzac Day Commemoration Fund was not submitted due to the reasons outlined within this report.*
8. *Submits an application to the Australian Government's Saluting their Service Major Commemorative Grant fund for the maximum external funding required for the project, noting that if successful, the Australian Government may offer Council a lesser amount.*
9. *Notes that if the application to the Saluting their Service Major Commemorative Grant for the maximum external funding required for the project is unsuccessful then other funding opportunities will need to be actively pursued by the Pioneer Park War Memorial Working Group and Council to achieve the funding required for the War Memorial.*
10. *Adopts the Pioneer Park War Memorial Sponsorship Package as presented in Attachment 1 of this report.*

At the 22 August 2017 Council Meeting, Council resolved the following (partial motion):

Moved by Cr M Nicolson
Seconded by Cr D Hughes
Motion No: 2017:08:281

That Council adopts the recommendation from the External Funds Committee made at item 4.1 of the meeting of that Committee meeting held on 1 August 2017, being:

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Motion No: EFC:2017:08:11

That the External Funds Committee recommends to Council that it:-

- 7. Notes that an application has been submitted to the Department of Veterans' Affairs Saluting their Service Major Commemorative Grant program in the amount of \$131,227 to support the Pioneer Park War Memorial Project.*
- 8. Allocates \$50,000 from the Sundry Projects Fund for the Pioneer Park War Memorial Project to support the development of the clay sculpture prior to bronze casting, with the expectation that this allocation be returned back to the budget once fundraising activities have raised the required funds.*
- 9. Applies to Arts South Australia's Public Art and Design Major Commission Funding program in the amount of \$80,000 to support the Pioneer Park War Memorial Project.*
- 10. Notes that an application for consideration has been submitted to Nick Champion's office as part of the Australian Government Stronger Communities Program to support Pioneer Park War Memorial Project.*

At the 26 September 2017 Council Meeting, Council resolved the following:

Moved by Cr K Fischer
Seconded by Cr R Symes
Motion No: 2017:09:310

That Council:-

- 1. Notes the progress of the Pioneer Park War Memorial Project as outlined in this report.*
- 2. Notes that the budget for the Pioneer Park War Memorial Project as presented in this report is based on high level cost estimates which will be further refined following the detailed civil/landscape design.*
- 3. Allocates \$22,727 (excluding GST) from the Sundry Projects Fund for the creation of the silicone rubber mould with the expectation that this allocation be returned back to the budget upon notification of grant success from the Stronger Communities Program or once fundraising activities have raised the required funds.*
- 4. Notes that its contribution to the project to date is envisaged to be in the order of \$100,000 (Artist commission), \$22,727 (silicone mould) in financial support and \$78,750 in-kind support (with \$70,000 of the financial support intended to be reimbursed via fundraising).*
- 5. Adopts the Pioneer Park War Memorial Working Group's preferred site concept design for the War Memorial as presented in Attachment 1 of this report.*
- 6. Submits a Development Application for the installation of the proposed War Memorial in Pioneer Park based on the site concept design as presented in Attachment 1 of this report.*
- 7. Notes that the project deliverables relating to the detailed design, construction and installation of the Memorial will not be progressed until appropriate funds are raised.*
- 8. Notes the current status of funding applications submitted to support the delivery of the Pioneer Park War Memorial Project.*
- 9. Adopts the revised Pioneer Park War Memorial Sponsorship Package as presented in Attachment 2 of this report and approves it for distribution.*
- 10. Notes that the Sponsorship Package will be launched in November with a sponsorship drive to commence shortly after.*

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11. *Notes that a process has been established for receiving donations and sponsorship as outlined in this report.*
12. *Notes that community consultation has occurred as outlined in this report and that Council Staff will continue to provide updates to the community regarding the progress of the Pioneer Park War Memorial Project via regular update reports, media opportunities, proactive promotion and Council's digital media channels.*

This report responds to the above resolutions by providing Council with an update on the Pioneer Park War Memorial Project.

COMMENTS/DISCUSSION

The development of the clay sculpture is well progressed and will be complete by the end of November 2017. Progress photos taken on Monday 13 November 2017 are provided at **Attachment 1**. Following finalisation of the clay sculpture, a rubber mould will be taken which can be stored until commencement of the bronze casting process, currently scheduled for when sufficient funds have been raised.

The Town of Gawler has been successful in receiving the Arts South Australia Public Art and Design Major Commission Grant of \$80,000 from Arts SA and has entered into a Funding Agreement for delivery of the War Memorial.

As a result of Council receiving and accepting the \$80,000 Arts SA Grant, Council is now committed to deliver the final project.

The high level budget previously presented to Council has been reviewed in consultation with the Artist, Caster and Council's Infrastructure and Engineering Services division. A summary of the estimated and revised budget is outlined in the Financial/Budget Implications section of this report.

The Project was launched on Thursday 2 November 2017 at the RSL Gawler Sub Branch clubrooms with approximately 30 people in attendance. The launch included an overview of the project and focused on how the community can support the project, including through sponsorship, donation of an auction item or monetary donation. Following the launch, Council has received a \$5,000 cash donation and Taylor & Forge Funerals have taken up a Platinum Sponsorship. Proactive promotion of the Pioneer Park War Memorial will continue throughout the project.

Development Applications for the installation of the new Memorial and the relocation of the existing monument to the RSL Gawler Sub-Branch Clubrooms have been lodged. As Pioneer Park is a State Heritage site, the matter will be referred to the State Heritage Unit and is expected that a decision will not be known for up to 16 weeks.

Armistice Centenary Grants Program

Town of Gawler was invited by Nick Champion MP to submit an Expression of Interest (EOI) for the Armistice Centenary Grant Program.

This Program is similar to the Stronger Communities Program in that each Federal Electorate has a total funding pool of \$50,000 that can be allocated to successful applications. Grant applications for a minimum of \$3,000 or maximum of \$50,000 will be considered within the total allocation per electorate.

The closing date for EOIs to Nick Champion's office was 17 November 2017.

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EOIs will be considered by a Committee and then those who are successful will be invited to submit a grant application. Grant applications close on 28 February 2018.

To be eligible, projects must be:

1. a local community-based commemorative project or activity that links directly with the centenary of the Armistice,
2. commemorates the end of the First World War,
3. remembers Australian service men and women from any conflict, and
4. celebrates a just and secure peace.

Projects should be completed by 11 November 2018 (Remembrance Day). If a project runs beyond this period, an extension must be sought in writing from Department of Veterans' Affairs.

Funding must be used to deliver projects and activities which meet the above and may include but are not limited to the following:

- a. the public commemoration of the Centenary of Armistice Day
- b. new war memorials, where none exists and where the new memorial will be the focus of community commemoration
- c. new honour boards / rolls or plaques
- d. the restoration of existing war memorials, honour boards / rolls and plaques
- e. the preservation, interpretation and display of wartime and military memorabilia and artefacts
- f. the publication of wartime histories (e.g. unit histories, local wartime histories and letters from service men and women) where similar works have not previously been published
- g. educational and cultural projects with a military heritage focus
- h. school initiatives / projects undertaken by students which focus on military involvement and social impacts relevant to the community.

Eligible items (relevant to the War Memorial project) include:

- a. Plinths
- b. Plaques
- c. Monuments and statues
- d. Flagpoles
- e. Restoration costs for memorials, plaques, Honour Boards/Rolls
- f. Landscaping – for immediate surrounds of memorials only – e.g. commemorative plants, paving – maximum of 15% of total project costs
- g. Lighting – e.g. display cabinets, memorial security lighting
- h. Costs associated with contractors who undertake project activities.

There is no requirement for Council to contribute funds toward this grant program, however as the Pioneer Park War Memorial is currently scheduled for installation by April 2019 it does not meet the required timeframe for completion.

Given that Council is now committed to deliver the project as a result of the Arts SA grant success, Council Staff reviewed timeframes and identified that there is an opportunity to bring the project forward (see below).

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Timeframes

Current timeframes and potential new timeframes are outlined in the table below.

Key Deliverable	Current Timeframe	Proposed new timeframe
Development Assessment Approval	October 17-January 18	November 17- February 18
Design and Development of Clay Sculpture	August – November 2017	August – November 2017
Rubber Mould	November 2017	December 2017
Bronze Casting	April 2018 – April 2019	December 2017-November 2018
Relocation of existing monument	January 2019	August 2018
Construction of concrete plinth, paving and landscaping	January –April 2019	August 2018 – November 2018
Installation of Memorial	April 2019	November 2018

Robert Hannaford AM and his caster have been consulted on the proposed new timeframes and have confirmed that the installation of the new War Memorial by Remembrance Day 2018 is possible.

Following consultation with the Mayor and Chief Executive Officer, it was agreed that an EOI for the Armistice Centenary Grant be submitted on the basis that the Pioneer Park War Memorial could be installed by November 2018. Consequently, an EOI was submitted by the deadline date of 17 November 2017. Should Council not endorse the proposed new timeframes, the Town of Gawler will withdraw its EOI for the Armistice Centenary Grant Program.

CONCLUSION

Council Staff will continue to work in partnership with the RSL Gawler Sub-Branch and the Working Group to advance this project and identify fundraising opportunities. A further report on the progress of the Pioneer Park War Memorial will be provided at a future Council Meeting.

COMMUNICATION (INTERNAL TO COUNCIL)

Mayor Redman
Chief Executive Officer
Manager Finance and Corporate Services
Development Services staff
Infrastructure and Engineering Services staff

CONSULTATION (EXTERNAL TO COUNCIL)

Pioneer Park War Memorial Working Group
Robert Hannaford AM, Artist
Tim Thomson, Caster
The Office of Nick Champion MP

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POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Development Approval for installation of the proposed war memorial is required. The required Development Application has been lodged.

FINANCIAL/BUDGET IMPLICATIONS

In accordance with the resolutions of Council, the Town of Gawler has committed to the development of the clay sculpture and the rubber mould, however it was on the basis that the project will not proceed further until sufficient funds are raised.

A summary of the estimated and revised budget is outlined in the table below (revisions are in red).

Budget Item	As at 26-9-17			Revised as at 14-11-17			Variance/comment
	Cost (exc GST)	Council In kind	Cash	Cost (exc GST)	Council In kind	Cash	
Planning							
Development of concept design and maquette*	10,000	10,000		10,000	10,000		
Site Engineering Survey - CAD Output	3,400		3,400	3,400	-	3,400	
Site Concept design	10,000	10,000		10,000	10,000		
stakeholder engagement	2,500	2,500		2,500	2,500		
Development Assessment Approval	1,000	1,000		1,000	1,000		
Total Planning costs:	26,900	23,500	3,400	26,900	23,500	3,400	
Sculpture Design and Development							
Design and development of clay model - stage 1	50,000		50,000	50,000		50,000	
Design and development of clay model - stage 2	50,000		50,000	50,000		50,000	
silicone rubber mould	22,727		22,727	24,545		24,545	Increase of \$1,818 following Caster inspection of clay sculpture.
Total Sculpture Design and Development Costs:	122,727	-	122,727	124,545	-	124,545	
Detailed Design, Construction and Installation of Memorial							
Detailed design - Civil/landscape	7,500		7,500	7,500		7,500	
Design of Memorial signage	7,500		7,500	7,500		7,500	
Bronze casting of sculpture	83,636		83,636	104,545		104,545	Increase of \$20,909 following Caster inspection of clay sculpture.
Installation - Artist/caster fee	8,000		8,000	8,000	-	8,000	
Engineers costs - installation	5,000		5,000	5,000	-	5,000	
Relocation of existing monument and flagpole	12,500		12,500	12,500	-	12,500	
Construction of concrete plinth	6,000	3,000	3,000	6,000	-	6,000	The labour component of these deliverables had previously been identified as an in-kind Council contribution, however the Infrastructure and Engineering Services Division have now advised that the deliverables will be undertaken by external contractors.
Paving	12,500	6,250	6,250	12,500	-	12,500	
In-ground LED flood lighting	15,000	7,500	7,500	15,000		15,000	This deliverable was previously included in landscaping costs. It has now been separately costed, with cash and in-kind contributions identified.
Irrigation modification	-	-	-	10,000	3,500	6,500	
Landscaping (rectification only)	7,000	3,500	3,500	3,500	3,500	-	Landscape rectification only. Irrigation deliverable separated. No planting required in accordance with adopted concept design.
Memorial Signage construct and installation	5,000		5,000	5,000	-	5,000	
Contingency	10,000		10,000	10,000	-	10,000	
Total Detailed Design, Construction and installation	179,636	20,250	159,386	207,045	7,000	200,045	
Other Costs:							
Marketing and Promotions	10,000	10,000		10,000	10,000		
Project management and staff costs	20,000	20,000		20,000	20,000		
Project Evaluation	5,000	5,000		5,000	5,000		
Total other costs:	35,000	35,000		35,000	35,000		
Total costs:	364,264	78,750	285,514	393,491	65,500	327,991	

* In-kind contribution from Robert Hannaford AM

The overall project cost has increased by \$29,227, which primarily comprises additional casting costs. However Council's in-kind contribution has reduced by \$13,250 which has resulted in a \$42,477 increase to cash required.

The total estimated expenditure for the project is \$393,491. This comprises \$65,500 in-kind support from Council and \$327,991 cash expense.

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In addition to costs associated with the installation of the War Memorial, a high level budget has been developed for the fundraising dinner to be held at Nixon's Function Centre on 24 March 2018 (outlined in the table below). It should be noted that the Working Group is considering a number of options in relation to food and beverage packages to obtain the best value for money. The costs presented in the table below represent the most expensive option. Further negotiations with Nixon's and potential wine sponsors may see the per head costs for the dinner reduced. Expenditure savings on the dinner will add to the level of fundraising revenue that the dinner achieves, creating a positive financial result.

Expenditure Item	Cost (GST Exc)	Cost (GST Inc)
Expenses:		
Room costs	\$ 591	\$ 650
Food	\$ 5,864	\$ 6,450
Beverages	\$ 4,455	\$ 4,900
Marketing/Entertainment etc	\$ 7,273	\$ 8,000
Total Fundraising Dinner costs:	\$ 18,182	\$ 20,000

The fundraising dinner has a capacity of 100 attendees thereby making the cost per head approximately \$200 (including GST). On this basis, it is proposed that ticket prices be set at \$250 (including GST). This would result in fundraising of approximately \$50 per ticket sale (\$45.45 excluding GST). If further expenditure savings do not materialise from the negotiations with Nixon's or potential wine sponsors then the maximum fundraising income opportunity from ticket sales would be approximately \$4,545.00 (excluding GST).

The intent of the fundraising dinner is to raise additional revenue via auctions, donations and sponsorship on the night of the event. This additional revenue will assist the desired fundraising outcome and provide positive financial impacts to the project.

Council has received a donation of \$5,000 from a member of the community who wishes to remain anonymous. As a "Gold" sponsor under the sponsorship package this entitles the donor to 4 tickets to the fundraising dinner. The donor has chosen to receive only 2 tickets. Taylor and Forgie Funerals have taken up the opportunity to be a "Platinum" sponsor of the project. This \$10,000 investment entitles the company to 6 tickets to the fundraising dinner.

Taking into account the need to pay the approximate \$200 per head meal cost for the dinner, the resultant sponsorship/donation income received is \$4,600 for the donor and \$8,800 from Taylor and Forgie.

The current financial position of the project (including the fundraising dinner) is outlined in the table below.

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Expenditure Item	Total Cost (GST Exc)	In kind	Cash
Total Costs - War Memorial installation	393,491	65,500	327,991
Total Costs - Fundraising Dinner	18,182		18,182
Total overall cost:	411,673	65,500	346,173
Less: Committed cash			
<i>Town of Gawler</i>			126,127
<i>Arts SA</i>			80,000
<i>Donation (less cost of 2 fundraising tickets)</i>			4,545
<i>Sponsorship (less cost of 6 fundraising tickets)</i>			8,636
<i>Net Revenue from Sponsor Dinner Tickets</i>			364
<i>Ticket allocation - Fundraising dinner (at cost)</i>			1,455
Total committed cash:			221,127
Remaining cash required:			125,046
Less: Anticipated additional external funds:			
<i>Fundraising Dinner Cost Per Head Recovery</i>			16,727
<i>Net Revenue from Fundraising Dinner Ticket Sale</i>			4,182
<i>Fundraising - other</i>			32,273
<i>Stronger Communities Grant</i>			20,000
<i>Armistice Centenary Grant</i>			50,000
Total anticipated additional external funds			123,182
Balance outstanding:			1,863

Council's financial commitment of \$126,127 includes: \$3,400 and \$50,000 from 2017/18 budget. \$72,727 has been allocated from the Sundry Projects Fund in accordance with resolutions: 2017:08:281 and 2017:09:310. However it should be noted that Council's allocation of funds from the Sundry Project Fund was on the basis that \$70,000 would be returned to Council once sufficient funds were raised.

Following the receipt of the Arts SA Grant and the inclusion of fundraising contributions and expenses, \$125,046 cash is outstanding in order to deliver the project and fundraising dinner.

Council is still awaiting notification of the outcome from the Stronger Communities Grant application (\$20,000) and there is an opportunity to submit for up to \$50,000 via the Armistice Centenary Grants Program (described above). If this additional \$70,000 in Federal grant funding was received then this would bring the cash balance to \$55,046 prior to receiving any additional revenue from fundraising activities.

It should be noted that if insufficient funds are raised for the installation of the Pioneer Park War Memorial, a budget bid for the 2018/19 financial year will be required for the balance of the project costs.

Fundraising

Having received \$15,000 as a direct result of the launch, the Working Group is confident that it can raise the additional \$35,000 required to meet the above project budget. This consists of \$32,273 in donations and sponsorship and \$4,182 net revenue from ticket sales to the fundraising dinner.

There is opportunity to source more financial support via fundraising activities over the coming months. If we are successful in this endeavour, these funds can be returned to the Sundry Projects Fund as suggested by Council.

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Shortfall

The budget shortfall based on the above is \$1,863. We have \$10,000 in our budget for contingency and we expect some budget costs to be reduced as we progress the project (eg existing war memorial relocation, negotiation of fundraising dinner expenses).

COMMUNITY PLAN

Objective 1.2: Build a local community that is proud of Gawler

Objective 1.3: Protect and promote Gawler's unique heritage

Objective 1.4: Create a vibrant and active, event filled council area

Objective 1.5: Value the role Arts play in promoting community spirit and pride

Objective 5.1: Support and encourage community teamwork

Objective 5.4: Create and support community partnerships that contribute to the implementation of this Plan

REPORTS BY OFFICERS

Item Number	8.9
Title	SOCIAL ENTERPRISE CAFÉ EXPRESSION OF INTEREST
Date	28 November 2017
Author(s)	David Barrett, Manager Business Enterprises and Communications
Reference	CC17/1232; CR17/58163; CR17/58166; CR17/58811
Previous Motion	Nil
Attachment/s Under Separate Cover	1. Draft Expression of Interest for Private operator for the Social Enterprise Café 2. Social Enterprise Café Plans, proposed fit out and equipment

OFFICER'S RECOMMENDATION

Item 8.9 – Social Enterprise Café Expression of Interest (CC17/1232)

That Council:

- 1. Adopts the Social Enterprise Café Expression of Interest process as outlined in the report.**
- 2. Authorises the Chief Executive Officer to release the Expression of Interest seeking a private operator for the Social Enterprise Café.**
- 3. Notes that at the conclusion of the Expression of Interest process a further report will be brought to Council with a recommendation to negotiate a Social Enterprise Management Agreement with a preferred operator.**

BACKGROUND

The \$14.3 million redevelopment of the State Heritage Listed Town Hall and Institute buildings in Gawler's main street will deliver a new library, gallery and performance spaces and house the Gawler Heritage Collection within a new Cultural Heritage Centre. It will also create a hub for Government, Economic and Social Enterprise and become the pre-eminent Cultural and Business Innovation Centre for the region.

The Gawler Civic Centre will contain six functions that intend to collectively drive significant economic development in the region, namely:

1. Business Innovation Hub
2. Gawler Cultural Heritage Centre
3. Regional Multipurpose Function Venue
4. Social Enterprise Café
5. Gawler Library
6. Youth Area

The redevelopment commenced in March 2017 and is due for completion in December 2018.

Council is seeking a suitable individual, group or organisation to develop and manage the Social Enterprise Café. The proposed method of attracting a suitable private operator is via an Expression of Interest (EOI) process that provides an opportunity for interested parties to develop and submit proposals, which convey an innovative model for the management of the Café that will ensure it services the needs of the Gawler Civic Centre's visitors and customers

Details of what should be included in the EOI proposal are outlined below, including the vision for the social enterprise cafe, previous experience, menu development and indicative financials. This process acknowledges that there are a variety of different social enterprise models that could be adopted and the EOI encourages interested parties to consider their own capacity to meet the needs of the facility.

This report provides Council with the opportunity to consider the proposed EOI process and associated timelines.

COMMENTS/DISCUSSION

Social Enterprise Café Details

Café facilities located within the Gawler Civic Centre will play an important role in the cultural and corporate services that will be on offer in the building providing both a casual place to dine for Centre users and catering for various functions and events. As a social enterprise, the Café will provide a community benefit to Gawler with a specific cause or focus integrated within its operations. It will need to cater to the quality and service expectations of the visiting public and Centre users as well as complementing and supporting the hospitality offerings in the broader Gawler Town Centre.

Council engaged, as with the broader community, with both the local and broader Aboriginal community as part of the consultation process undertaken prior to the commencement of the Gawler Civic Centre Redevelopment. In acknowledging the partnership with the local Kaurna Elders, Council is delivering a Reconciliation Action Plan that will assist in future strategic planning and engagement with the local Kaurna community.

As part of this strategic planning, the Gawler Civic Centre will have a strong emphasis on engagement and involvement of both the local and state-wide Aboriginal community. This includes the requirement for the Social Enterprise Café to provide native foods as part of its overall menu. It is not expected that the Social Enterprise Café solely provides native foods but a desired outcome of this facility is that a component of its menu is native food based.

The Social Enterprise Café provides the opportunity to alleviate local unemployment and provide real education, training and employment pathways for the broader community. In support of Council's Reconciliation Action Plan, the Café operator is expected to encourage young Aboriginal adults to train and work in the café and support the local Kaurna community by endeavouring to source the native foods for the Café from this local community/region (as and where possible).

The Gawler Civic Centre provides a genuine, new cultural tourism product for the region. Native food being served in the Café will complement other programs proposed to be offered in the Centre, such as Aboriginal visual and performing arts. These activities will further stimulate national and international interest in the Centre.

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Café operations must adhere to Council's National Competition Policy and Complaints Mechanism to ensure open and fair competition to achieve a balance between competitive principles and social objectives (competitive neutrality). The intent of competitive neutrality is to ensure that where a Council (or by way of its contractors) conducts business activities that provide goods and services that it does not have an unfair advantage over a private sector business by virtue of being in the Local Government sector. Any such business activities should be subject to the same conditions as private business.

The most appropriate way of ensuring competitive neutrality for the Café's operations is to apply cost reflective pricing principles to this operation. The calculation of a competitive neutral price should take into account:

- a) actual cost of providing the good or service on a full cost basis;
- b) cost advantage of Local Government ownership due to non-payment of taxes, lower cost of debt and exemption from some legislation;
- c) cost disadvantage of Local Government ownership due to increased accountability and administration and higher costs in some areas;
- d) return on interest and dividend payments to Local Government.

Cost reflective pricing may be decided by the pricing for similar goods and services

The Café is located on the ground floor and is part of the open space atrium area, opposite the main entrance to the Library. The Café includes a service kitchen, which is suitable for café style food and beverage service and basic catering. It is expected that the Café addresses the day-to-day expectations of users of the Civic Centre.

The Café has not been designed with a fully operational commercial kitchen. Additional resources and expertise required for large scale catering will need to be brought in as needed (depending on the Social Enterprise Management Agreement that is developed). It is expected that the Café will establish relationships with existing local businesses to deliver catering for these larger scale events.

Local business networks are crucial to the success of the Café as they also provide key outcomes for the social enterprise being sought by Council. Linking with existing hospitality providers such as cafés, pubs and restaurants can establish career pathways for the Café's staff/participants. The Café equips its staff/participants with job skills, training and development that will enhance the local industry's recruitment options.

The seating is situated in an open space area with the café blending into surrounding facilities including Library computer and printing stations. It is expected to seat between 30 and 40 people depending on seating configurations. Café access will be via the Gawler Civic Centre's internal "street" that runs from Murray Street to High Street. Public toilet facilities are conveniently located adjacent to the Café.

There may be opportunities for Café operations to spill into the open space for larger cultural or community activities such as live music, talks or comedy events as well as onto balcony areas, the footpath and adjacent public spaces. These larger event opportunities will need to be considered and delivered in collaboration with the other operating functions within the Civic Centre.

Management Agreement

The successful operator will be required to enter into a Social Enterprise Management Agreement with the Council. The Social Enterprise Management Agreement may include requirements such as opening hours, menu content, pricing, branding and décor and will be developed in collaboration with the successful operator ensuring it meets both the needs of Council and those of the successful operator.

Scope of Activities to be undertaken

Council requires a suitably qualified individual, group or organisation to develop and manage the Café as a social enterprise. This includes:

- a) Providing casual 'café style' food and beverage service for people who visit or use the Gawler Civic Centre including members of the public, venue hirers, staff and facility users and take into consideration the types of activities provided including after hours and weekend programs.
- b) Provide a range of casual catering options for functions and events that are hosted within the Gawler Civic Centre
- c) Integrate a social enterprise model within the operations of the Café.

Key objectives for the Café

1. Maintaining services and products that meet the expectations of Gawler Civic Centre visitors, facility users and staff.
2. Promotion of social enterprise goals and objectives – which will be determined by the successful operator in collaboration with Council including, but not limited to:
 - 2.1 Training and development programs,
 - 2.2 Employment pathways,
 - 2.3 Encourage Aboriginal youth and adults to work in the café,
 - 2.4 Support for the local Kaurna community by endeavouring to source the native foods for the Café from this community.
3. Providing catering and hospitality services which complement the Gawler Civic Centre's programs and services including the Business Innovation Hub, Regional Multipurpose Function Venue, Youth Area, Cultural Heritage Centre and Gawler Library.
4. Working with local businesses to establish relationships and business opportunities including, but not limited to:
 - 4.1 job outcomes for Café staff that engage in training programs,
 - 4.2 catering arrangements for larger scale events.
5. Sustainable business model.

Desired Outcomes of the EOI

1. A range of proposals detailing as much information upfront as possible regarding the management and development of the Café are received by Council.
2. Shortlisted potential operators provide further information in a formal proposal (Request for Tender) as outlined below.

Social Enterprise Context

Social enterprises are revenue-generating businesses with a twist. They generally have two goals;

1. to achieve social, cultural, community economic and/or environmental outcomes; and
2. to earn revenue.

A social enterprise conducts a commercial activity for the purpose of tackling a specific issue or problem and to have a positive social impact. There are many examples of Social Enterprises throughout Australia and the world with a variety of innovative and interesting management models implemented to develop business entities that channel revenue towards a cause.

Social Enterprises can be operated by a non-profit organisation or by a for-profit company or individual and the social enterprise theme or benefactor can be any group or cause. For example the Café is expected to focus on the following:

- a) Providing employment skills and training for young or long-term unemployed people.
- b) Be developed by and with people with disabilities.
- c) Be developed by and with Indigenous communities.
- d) Incorporate native food offerings within its menu.
- e) Develop relationships with other local/regional businesses to assist them to engage with the social enterprise, particularly to provide career pathways for the Café's program participants.
- f) Distribute profits to other community causes within Gawler such as the environment, mental health projects, aboriginal heritage projects, animal welfare or resources for the homeless.

Interested parties will be required to articulate the social enterprise focus for the Café and how they can achieve the above expected outcomes. The social enterprise focus can be anything but it must provide direct community benefit for the people of Gawler.

Depending on the nature and structure of the Social Enterprise some funding and support may need to be sought from external agencies including programs such as "work for the dole" or through government or philanthropic agencies.

Council Support

Council is committed to the development of the Social Enterprise Café and wants to ensure it is both financially successful and has a positive social impact. The expectation is that the Café is a sustainable business operation that delivers food, beverage and catering services to the Gawler Civic Centre.

To support the Café's development Council may provide the following (subject to the business model supplied by the preferred operator):

- Negotiated fee for use of the Café Space, which may incorporate utility costs (including electricity, gas and water) or a profit-share arrangement to enable the Café's business model to be sustainable.
- Provision of toilet facilities that are part of the Gawler Civic Centre and will be cleaned and maintained as part of the Gawler Civic Centre's cleaning contract.

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- Facilitated connections to local businesses to establish required networks and partnerships for both employment pathways and catering for larger scale events.
- Support from Council Staff including the Manager Business Enterprises and Communications, Manager Library and Community Services, Team Leader Library and Customer Service, Community Services Department Staff and other Council Staff based at the Gawler Civic Centre (as required depending on the nature of the social enterprise focus)

The Café comes equipped as part of the Gawler Civic Centre redevelopment. Council has developed an indicative equipment list for the purposes of tendering the Gawler Civic Centre building works. It is intended that the equipment is ordered after an operator for the Social Enterprise Café is sourced, enabling this operator to provide input into the equipment selection as provided for by Council's budget.

Gawler Civic Centre Catering

Council will develop a food, beverage and catering policy for the Gawler Civic Centre that supports the ongoing viability and sustainability of the Café. This policy will be developed in consultation with the preferred operator for the Café and included as part of the final Café Management Agreement.

The Gawler Civic Centre will host an extremely diverse range of events and functions, some of which may be beyond the capability of the Café to provide catering services, thereby requiring outside caterers from time to time. Council will work with the Café operator, who will take primary responsibility, to establish their catering preferences and capacity and then develop a list of local businesses that can fulfil catering requirements which are beyond the capacity of the Café.

For example, a formal multi-course menu may be required as part of black-tie function in the regional multipurpose space which is beyond the capability of the Café to provide thus requiring external catering provision. Simple catering requirements such as platters, light lunches and finger food may be offered to the Café.

Request for Tender

The shortlisted operators from this EOI process will be required to source, obtain, pay for and meet all relevant regulations, permits, registration and insurances relevant to their proposal.

Submissions responding to the Request for Tender will need to include a detailed financial budget/forecast relevant to the term of the Management Agreement being sought. This process will need to consider Council's requirements regarding access costs and/or potential profit sharing and demonstrate the Café's operational sustainability.

In assessing these submissions, Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):

1. Social Enterprise Model and Business Plan

Respondents should outline what their social enterprise business approach is. This should include but not be limited to:

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- a) A clearly articulated vision for the Café.
- b) Details regarding the Social Enterprise Focus and how this will be integrated within the management of the Café including your key objectives, proposed social enterprise model (e.g. co-operative, charity, joint partnership) and its legal form (e.g. unincorporated association, company limited by guarantee, etc).
- c) Proposed name for the Café
- d) A business development framework including the following:
 - i. Action plan outlining the required tasks that will need to be undertaken to set up the Café
 - ii. Indicative financials including a budget forecast for the first two years.
 - iii. Proposed Staffing structure
 - iv. Marketing Plan
 - v. Risk Management Plan
- e) An overview of food and beverage offerings including a sample menu for Café dining and catering options.
- f) Opening Hours – which will need to align with the needs of a multi-use, 7 day per week cultural, business and civic venue.
- g) Explanation of how outcomes will be achieved
- h) Management approach and setting of timelines and milestones to achieve required outcomes
- i) Innovative nature of approach and delivery
- j) Details of any partners or funders that will provide support for the Social Enterprise Activities including any partner organisations or groups you expect to work with as part of the Café's regular functioning.
- k) Ideas regarding complementary activities that could be undertaken in the Café space in conjunction with other Gawler Civic Centre programs and services.
- l) Long term business viability as per financial and management modeling provided in the EOI.

2. Capital Investment Proposals

Respondents should outline what capital investment proposals they intend to bring to the Café's operations. This should include but not be limited to:

- a) Details of the amount of capital funding you are investing in this business
- b) Details of any match funding from external sources or agencies
- c) Evidence of revenue sustainability
- d) Assessment of the revenue costs of the business (please determine how efficiently the business can run and the likely pricing structure it will need to adopt).

3. Community Connections and Social Value

Respondents should outline what community connections and social value the Café will deliver. This should include but not be limited to:

- a) Evidence that the proposal is needs-led and supported by previous work in this community or communities with similar needs.
- b) Details of what social value offer(s) you intend to deliver from the Café (for example - apprenticeships, local training, work placements, local employment, artistic offer, outreach hub, disability services, social inclusion, and indigenous employment).

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- c) Details of any recognition or awards received by the respondent that relate to social value outcomes
- d) Details of how people may be able to support the Café (for example - corporate volunteering days, fundraising, donations, volunteering).

4. Relevant Experience in Management and Operating Food Services and/or Social Enterprises

Respondents should demonstrate professional capacity and experience in, or understanding of, similar service propositions. This should include but not be limited to:

- a) Experience and expertise in managing and operating social enterprises and/or food and beverage outlets.
- b) Experience in service delivery to businesses and communities.
- c) Details of the proposed personnel to be involved with Café Management including information regarding previous hospitality, catering, social enterprise and/or small business experience or training. (This may include CVs, references, training certificates or other items with evidence required to support information provided.)

Following the assessment of submissions received in response to the Request for Tender, a further report will be brought to Council with a recommendation to negotiate a Social Enterprise Management Agreement with a preferred operator.

Social Enterprise Management Agreement

A deliberate decision is being made not to provide an example of a Social Enterprise Management Agreement as part of this EOI process as Council Staff are open to negotiate such an Agreement with the preferred operator. The EOI encourages Respondents to outline their expectations of Council with respect to this Social Enterprise Management Agreement to assist Council to understand its potential obligations.

Proposed Timeline for Café Management Decision

Date	Task
December 2017	EOI Released
January 2018	Evaluation Panel Established
February 2018	EOI Closes and Submissions Assessed
March 2018	Shortlisted operators requested to submit formal proposal in response to Request for Tender
April 2018	Tender Submissions assessed
May 2018	Preferred Operator Recommended to Council
June 2018	Negotiation with Preferred Operator to determine final Café Management Agreement
July 2018	Café Management Agreement presented to Council

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August 2018	Café Management Agreement Executed
December 2018	Café Operations Commence

CONCLUSION

The EOI and subsequent Request for Tender process outlined in this report provides Council with flexibility to negotiate a sustainable Social Enterprise Café Management Agreement with its preferred operator. The specifications within the EOI reflect the requirements for the Social Enterprise Café under the successful funding submission Council lodged with the Australian Government's National Stronger Regions Fund.

The timeframe for the process as outlined within this report fits with the planned delivery of the Civic Centre redevelopment and provides Council Staff and potential operators with the time required to successfully negotiate a positive outcome for Council.

COMMUNICATION (INTERNAL TO COUNCIL)

Executive Management Group
Team Leader Property and Procurement

CONSULTATION (EXTERNAL TO COUNCIL)

Mellor Olsson Lawyers

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

The EOI and subsequent Request for Tender process will be delivered within Council's existing budgets. The final costs regarding the Social Enterprise Café's management will be incorporated within Council's normal Annual Business and Budget planning and/or budget review processes.

COMMUNITY PLAN

Objective 1.1: Maintain a clearly defined township, one which is distinctly separate from neighbouring areas

Objective 1.2: Build a local community that is proud of Gawler

Objective 1.4: Create a vibrant and active, event filled council area

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.5: Manage growth through the real connection of people and places

Objective 2.6: Local economic activity to create local job opportunities and generate increased local wealth

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

REPORTS BY OFFICERS

Item Number	8.10
Title	BUILDING BETTER REGIONS FUND
Date	28 November 2017
Author(s)	David Barrett, Manager Business Enterprises and Communications Tara Shillabeer, Special Projects Officer
Reference	CC17/1213; CR17/56904
Previous Motion	Nil
Attachment/s Under Separate Cover	Nil

OFFICER'S RECOMMENDATION

Item 8.10 – Building Better Regions Fund (CC17/1213)

That: Council-

- 1. Support in principle an application to the Building Better Regions Fund's Infrastructure Projects Stream to:
 - a. Design and construct a bicycle path link from the Stuart O'Grady bike track to the Town of Gawler's Active Town Precinct**
 - b. Develop directional signage to and from the Active Town Precinct, Council's existing shared path network, the Stuart O'Grady bikepath and the Jack Bobridge bikeway.****
- 2. Support in principle an application to the Building Better Regions Fund's Community Investment Stream to deliver a Bicycle Tourism Strategy.**
- 3. Request Administration to provide an update report at the 12 December 2017 Council Meeting containing draft submissions for both proposed applications to the Building Better Regions Fund, including how it is proposed to fund the Council's contribution to these initiatives, for Council's approval.**

BACKGROUND

The Australian Government has announced Round 2 of the Building Better Regions Fund. Council were originally advised that it would be ineligible under this funding program due to its peri-urban location. Mayor Redman wrote a letter to the then Minister Fiona Nash asking why the boundaries had changed from previous funding rounds. It is pleasing to note that the realignment of boundaries has not eventuated and that Council is again eligible to apply to the fund.

The \$481.6 million Building Better Regions Fund supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The program will run from 2016-17 to 2020-21. The Department of Industry, Innovation and Science is responsible for administering the program on behalf of the Department of Infrastructure and Regional Development.

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The program has been designed to achieve the following outcomes in regional and remote communities:

- a. create jobs
- b. have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- c. enhance community facilities
- d. enhance leadership capacity
- e. encourage community cohesion and sense of identity.

This report provides Council with information about the two funding streams available under the Building Better Regions Fund recommendations from Council Staff regarding projects to consider submitting for funding support.

COMMENTS/DISCUSSION

There are two streams of funding available under the Building Better Regions Fund:

1. Infrastructure Projects Stream - supports projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas. The replacement of new infrastructure will only be eligible where a significant increase in benefit can be demonstrated.
2. Community Investments Stream - funds the following community activities, new or expanded local events, strategic regional plans, and leadership and capability strengthening activities. These projects will deliver economic and social benefits to regional and remote communities.

The Town of Gawler is eligible for both funding streams and is required to contribute at least 50% cash towards total project costs. Funding sources other than the Commonwealth can be included within the Town of Gawler's contribution. It should be noted that financial assistance grants are not considered as Commonwealth funding.

Applicants may apply for a partial or full exemption to the co-funding requirement if it can be demonstrated that Council is experiencing exceptional circumstances such as:

- f. Drought and/or disaster declaration
- g. Limited financial capacity of Council
- h. Impact of industry decline
- i. Significant recent change in population or community demographics
- j. Other exceptional circumstances

Exemptions will only be granted in very limited circumstances. If an exemption is not granted, the application will be ineligible and there will be no opportunity to resubmit the application in the same funding round. Council is not considered a candidate for such exemptions.

Applications for both streams will be assessed against the following merit criteria:

- a. The economic benefit the project will deliver to the region during and beyond the construction phase/project period. This may include increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes. (15 points)
- b. The social benefit the project will deliver to the region during and beyond the construction phase. This may include increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation. (10 points)
- c. The value for money offered by the project. (5 points)

- d. The capacity, capability and resources to carry out the project. (5 points)

The degree in which the project delivers benefits beyond the construction phase/project period features in both the economic and social benefit criteria and therefore any grant application would need to ensure that the project adequately meets this requirement.

In addition to the application and supporting material, the Ministerial Panel may consider other factors when deciding which projects to fund, including, but not limited to:

- a. the spread of projects and funding across regions
- b. the regional impact of each project, including Indigenous employment and supplier-use outcomes
- c. other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services
- d. other projects or planned projects in the region, and the extent to which the proposed project supports or builds on those projects and the services that they offer
- e. the level of funding allocated to an applicant in previous programs
- f. reputational risk to the Australian Government
- g. the Australian Government's priorities.

The Building Better Regions Fund requires an economic cost benefit analysis to be undertaken for projects over \$1 million in value. This analysis informs the ratio of investment as to economic activity that the projects will generate to determine their return on investment. If Council elects to pursue a funding submission to the Fund then Council Staff will engage a consultant to deliver this analysis for inclusion in the submission. This engagement will be funded from existing 2017/18 budgets.

Applications for the Building Better Regions Fund opened on 7 November 2017 and close on 19 December 2017.

Further information regarding each of the funding streams available is provided below.

Infrastructure Projects Stream

The minimum grant amount is \$20,000 and the maximum grant amount is \$10 million.

Projects must commence within 12 weeks of executing a grant agreement and be completed by 31 December 2020.

Eligible activities may include:

- a. Purchase of materials.
- b. External labour hire.
- c. Plant and equipment hire.
- d. External consulting costs directly related to the delivery of the construction.

All applications will be assessed against the same merit criteria (listed above).

Eligible applications will be grouped into categories according to the total eligible project cost (not the amount of funding requested) to ensure projects of similar size are ranked against each other according to the following categories:

- 1. total eligible project cost under \$1 million
- 2. total eligible project cost \$1 million to \$5 million
- 3. total eligible project cost over \$5 million.

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To account for the challenges faced in outer regional and remote areas, a loading may be applied to the total assessment score, with very remote projects receiving the highest loading and inner regional projects the lowest loading.

Community Investment Stream

The Community Investments Stream will fund the following community activities, new or expanded local events, strategic regional plans, and leadership and capability strengthening activities.

The minimum grant amount is \$5,000 and the maximum grant amount is \$10 million. However given the nature of eligible projects it is expected that most grants will be under \$100,000.

Projects must be within 12 months of executing the grant agreement and completed by 31 December 2020.

Eligible projects include:

- a. Local events and activities - intended as seed-funding, for local events and activities that are new to the community, or a significant addition to an existing event or activity. May include:
 - i. arts and culture events,
 - ii. community and public events,
 - iii. hosting a conference or business event to coordinate and enable growth in a particular industry sector or address obstacles in accessing markets;
 - iv. community sporting events, for example an exhibition sporting match or hosting an interstate sports carnival;
 - v. events or activities which attract tourists and visitors to a region
 - vi. hire of equipment or infrastructure to support the event or activity.
- b. Strategic Planning - the development of quality regional or sectoral plans will help to drive the development of strong regions. Plans should focus on pursuing economic opportunities and/or addressing identified challenges across a region or industry sector. May include:
 - i. regional skills audits
 - ii. research projects to support regional development strategic plans
 - iii. collecting socio-economic information
 - iv. plan development costs
- c. Regional leadership and capability activities that will build the capability of regional leaders, equipping them with the skills to effectively drive change and champion positive futures for their communities.
 - i. leadership courses
 - ii. participation and community building measures for young people
 - iii. participation in activities to improve local business and industry leadership capability.
 - iv. All applications will be assessed against the same merit criteria (listed above).
 - v. Eligible applications will be grouped into categories according to the total eligible project cost (not the amount of funding requested) to ensure projects of similar size are ranked against each other according to the following categories:

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Eligible applications will be grouped into categories according to the total eligible project cost (not the amount of funding requested) to ensure projects of similar size are ranked against each other according to the following categories:

1. total eligible project cost between \$5,000 and \$20,000
2. total eligible project cost between \$20,001 and \$100,000
3. total eligible project cost over \$100,000.

To account for the challenges faced in outer regional and remote areas, a loading may be applied to the total assessment score, with very remote projects receiving the highest loading and inner regional projects the lowest loading.

Project Recommendations

Council Staff have conducted a review of current and planned initiatives as well as invited Elected Members to provide suggestions regarding potential project and have identified the following projects as possible options for a grant application.

Infrastructure Projects Stream

In developing options for Council's consideration relative to projects that could be funded by the Infrastructure Projects Stream, Council Staff were mindful of the need to commence projects within 12 weeks of signing a funding deed and delivering the projects by December 2020. The focus was to consider projects that had already been presented to Council by way of strategy, policy or feasibility study that could be brought forward within Council's Long Term Financial Plan to meet the Fund's timeframes. Three projects were considered as outlined below.

1. Strategic Bikeway Connections

Council Staff have engaged infraPlan to deliver an updated Walking and Cycling Plan that considers internal and external strategic connections for walking and cycling. Recent capital investment in the Active Town Precinct (adjacent to the Gawler Visitor Information Centre) provides a destination for this community activity.

infraPlan have recently provided a high level draft of the Walking and Cycling Plan that includes suggested priorities for investment. The top 5 priorities are:

- a) Connecting the Jack Bobridge Bikeway into Gawler and the Active Town Precinct
- b) Connecting the Stuart O'Grady Trail into Gawler and the Active Town Precinct
- c) Connecting the Active Town Precinct to the River Shared Path Networks
- d) Safer access to and from Schools
- e) Wayfinding Strategy and Map Production

Connecting the Jack Bobridge Bikeway is a project currently under consideration by the Barossa Council as it falls within that Council's land.

Connecting the Stuart O'Grady Trail has been cost estimated at approximately \$675,000 for just construction. Council will need to add design, project management, escalation and contingency to this estimate to provide the total required capital investment.

During recent consultation regarding Council's cycling network, a recurring issue is the lack of directional/wayfinding signage to enable cyclists to navigate from each major bike path, into the town centre, the Active Town Precinct and then connecting to other bikeways on the way out of town. A Wayfinding Strategy and associated signage installation and map production will solve this issue.

Final costs for delivering the connection to the Stuary O'Grady Trail and a Wayfinding Strategy will be developed for Council's consideration at the 12 December 2017 Council Meeting if Council resolves to support these projects in principle for an application to the Building Better Regions Fund's Infrastructure Projects Stream.

2. Regional Aquatic Centre

Gawler is the ideal location for a modern and world class Regional Aquatic, Health and Leisure Centre. As the service centre of the Lower North, wider Barossa and northern Adelaide regions there is a strong demand for such a facility that supports community health and wellbeing. Gawler is an educational hub with over 6,000 students within and adjacent to our Council boundary that want access to such a facility. There are even more schools in our priority catchment area that add to this demand. As the fastest growing Local Government Area in South Australia, Gawler's rapid growth rate and predicted increases in population for surrounding areas ensure that demand will increase rapidly. This project will assist the region to attract major events and sporting competitions improving Gawler's visitor economy and providing business growth opportunities.

If the Regional Aquatic Centre was funded, it would meet the objectives of both the Building Better Regions Fund as well as the Gawler Community Plan 2017-2027 making it a good candidate for a funding submission.

The concept plan presented to Council earlier in 2017 provided a cost estimate of approximately \$23 million to deliver the Regional Aquatic Centre. The maximum grant amount available under the Building Better Regions Fund's Infrastructure Projects Fund is \$10 million. If successful in a funding bid, Council would need to provide the additional \$13 million to deliver the project. This is a significant investment which, as detailed further in the financial/budget implications section of this report, would put extreme pressure on Council's Net Financial Liabilities ratio.

Whilst Council Staff consider this project as an excellent opportunity for investment from the Building Better Regions Fund, it is not recommended as one to pursue at this point due to the level of financial and organisation resource capacity it would require to deliver as well as taking into account Council's current commitment to a range of major capital projects.

3. Solar Panels for Gawler Administration Centre

Investment in renewable energy sources provides Council with the opportunity to reduce annual operating costs and also demonstrates leadership and commitment to supporting development that respects the environment and considers the impact of climate change.

Installing solar panels on the roof of the Gawler Administration Centre was considered as part of the fitout for the facility when Council moved its Administration Offices approximately 12 months ago. Unfortunately the cost of this investment (approximately \$150,000) was prohibitive at the time and it was decided not to pursue this opportunity.

The ability to gain funding support from the Building Better Regions Fund's Infrastructure Projects Stream provides Council with a reason to revisit the proposal of solar installation at the Gawler Administration Centre as, if successful in a funding bid, the capital outlay from Council could be 50% lower than originally required.

Investment in solar power generation has proven to reduce electricity costs for organisations and provide a relatively quick return on the initial capital investment. Some organisations have chosen to re-invest this return in further solar power on other facilities with the end result being power consumption matched with solar power generation thereby providing ongoing operational savings to the organisation.

Unfortunately the installation of solar panels at the Gawler Administration Centre is not considered a strong fit with the merit criteria for the Building Better Regions Fund. Council Staff are also aware of other potential funding opportunities to deliver solar power generation and the recent engagement of Council's Sustainability Officer will assist in this regard.

Community Investment Stream

As stated earlier in this report, an eligible project under the Community Investment Stream is the development of quality regional or sectoral plans which will help to drive the development of strong regions. Plans should focus on pursuing economic opportunities and/or addressing identified challenges across a region or industry sector.

A Bicycle Tourism Strategy delivered within the timeframe of the Fund will contribute significantly to Council's considerations relative to tourism development in Gawler, more specifically the interaction of the Active Town Precinct, Council's shared path network and proposed strategic cycling connections, the Gawler Visitor Information Centre, the Gawler Business Development Group and Regional Development Australia (Barossa).

Council Staff are aware that Regional Development Australia Barossa are also considering bicycle tourism as a strategic initiative. The Community Investment Stream presents Council with the opportunity to deliver a Strategy that is Gawler specific or, alternatively, contribute to the wider regional approach. It will also provide input into other Council Business Enterprises and guidance regarding both investment and service delivery opportunities that may provide either cost savings or alternate revenue streams for Council.

Round Two of the Building Better Regions Fund's Community Investment Stream provides Council with the opportunity to deliver a quality, sectoral Bicycle Tourism Strategy co-funded by the Australian Government. Council Staff recommend that Council pursue this funding Stream to deliver the Bicycle Tourism Strategy.

If Council resolve to support this recommendation from Council Staff, a further report will be presented at the 12 December 2017 Council Meeting providing estimated costs for the bicycle tourism strategy including how it is proposed to fund the Council's contribution to this strategy and whether or not it will be delivered as a Gawler specific or regional project.

COMMUNICATION (INTERNAL TO COUNCIL)

Council Members
Executive Management Team

CONSULTATION (EXTERNAL TO COUNCIL)

Jenny Fleming, Professional Grant Writer

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

Given Council's current financial position and current financial forecasts for the next 2-3 years (most notably our increasing planned debt as the Civic Centre project unfolds) any decision to further commit to capital investment will need to be carefully considered. Council's Manager Finance and Corporate Services, Mr Horwood, recommends that Council defer any consideration of future major asset investment (i.e. multi-million dollar upgrade of the pool) until the Civic Centre has been completed (and, importantly, final costs known), at which stage Council can then revisit financial projections and capacity to deliver.

Mr Horwood also draws Council's attention to the following:

- a) Significant current budgeted cashflow reliance on asset sales;
- b) Contingent liability relating to Evanston Gardens funding agreement (held via a Bank Guarantee with the Federal Government) – which is subsequently not reflected in our Balance Sheet at present;
- c) Council Buildings condition audit, the outcomes (via indicative future \$ spend) are not yet known;
- d) Potential State Government imposed rate capping;
- e) Likely limited desire to increase General rates (given 3% annual increase already provided for);
- f) Future increased operating costs resulting from construction of new assets – e.g. as recently reported to Council, increasing Walker Place investment by \$1m (if grant application successful), Link Road once constructed, etc. increase future depreciation expense.

Council's current Long Term Financial Plan forecasts that the Net Financial Liabilities ratio will peak at 87% in 2018/19 – an increase in net financial liabilities of only \$3.5m within the next few years would see the ratio max out at 100%.

It is also worthy to reflect that Council's ratio result peaked at 86% in 2010/11, and that it was only via appropriate budget and treasury management practices that were stringently invoked for a number of years (culminating in the ratio reducing to 43% as at 2014/15) that Council built up sufficient financial capacity to entertain the notion of the Civic Centre upgrade. Mr Horwood believes that a similar approach after completion of the Civic Centre would be appropriate – i.e. Council has a few years of capital investment constraint to again build up further borrowing capacity.

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Also, adding another significant capital project will further stretch our existing staff resources which, depending on the scale of the project, may require sourcing additional contract FTE for the project's delivery.

Initial project estimates for the Strategic Bikeway Connections put the total project cost at approximately \$2 million. To pursue this initiative, Council would need to contribute at least 50% of this expenditure (\$1 million). Sourcing this level of investment will need a recalibration of Council's current long term capital works program.

The Bicycle Tourism Strategy is currently estimated to cost approximately \$50,000. Council will need to fund 50% of this project (\$25,000) to meet the Fund's criteria.

Final financial and budget implications will not be known until Council decide which projects (if any) to support via a funding submission to the Building Better Regions Fund. An update report in this regard will be presented to Council at its 12 December 2017 Council Meeting.

COMMUNITY PLAN

Objective 1.2: Build a local community that is proud of Gawler

Objective 1.3: Protect and promote Gawler's unique heritage

Objective 1.4: Create a vibrant and active, event filled council area

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.4: The local environment to be respected

Objective 2.5: Manage growth through the real connection of people and places

Objective 2.6: Local economic activity to create local job opportunities and generate increased local wealth

Objective 3.1: Health and social wellbeing services in Gawler to meet growing regional community needs

Objective 3.2: Sporting facilities to meet local and regional community needs

Objective 3.3: Provision of sufficient structured and informal recreation facilities

Objective 4.2: Support development that respects the environment and considers the impacts of climate change

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

Objective 5.4: Create and support community partnerships that contribute to the implementation of this Plan

REPORTS BY OFFICERS

Item Number	8.11
Title	GAWLER CIVIC CENTRE PROGRESS REPORT – NOVEMBER 2017
Date	28 November 2017
Author(s)	Richard Wunderlich, Project Manager Gawler Connect David Barrett, Manager Business Enterprises & Communications
Reference	CC14/1579; CR17/58356
Previous Motion	Council Meeting, 14/2/2017, Motion No. 2017:02:29
Attachment/s Under Separate Cover	Nil

OFFICER'S RECOMMENDATION

Item 8.11 – Gawler Civic Centre Progress Report – November 2017 (CC14/1579)

That the Gawler Civic Centre Progress Report – November 2017 be noted.

BACKGROUND

At the Special Council meeting held on 14 February 2017, Council resolved the following, amongst other matters pertaining to the Civic Centre development:

Moved by Cr K Fischer
Seconded by Cr J Vallelonga
Motion No: 2017:02:29

That Council:

12. Requests the Chief Executive Officer provide regular monthly progress reports pertaining to the Gawler Civic Centre upgrade.

This report responds to the above resolution whereby Council receives a monthly project update report.

Council has received seven such update reports in March, April, May, June, July, August, September and October 2017. This being the ninth such update report.

COMMENTS / DISCUSSION

Construction

Institute Balcony

The existing balcony of the Institute building is being demolished and replaced with a new concrete slab which will be tiled with Mintaro Slate and made waterproof. The predominant reason for the replacement of the balcony is that it has not been appropriately maintained and therefore has been leaking water, was unsafe to walk on and would pose a risk of collapse in the future.

The Institute building did not have a balcony when it was originally constructed. The balcony was installed in the 1930s and was constructed as a concrete slab between the two original Porticos.



Image 1 – Existing concrete slab cut into sections ready for removal.



Image 2 – Concrete slab section further broken down to enable removal by hand

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When the concrete slabs were removed workers discovered that the slab was poured over brick work and a layer of soil approximately 400mm deep. Removing this additional building material uncovered the porticos and the soffit was discovered to be very thin slate. Final removal of all the balcony material was performed by hand using a scissor lift.



Image 3 – Brick work and soil discovered under the balcony concrete slab



Image 4 – The scissor-lift used to remove the demolished rubble

Town Hall Balcony

The Town Hall balcony is also being demolished and replaced with a new concrete slab to ensure it is also safe for use and waterproof. The existing Town Hall balcony's construction differed from the Institute. It is a concrete slab supported by steel T section.

The removal of the concrete slab revealed that the steel work was badly corroded and this in fact created bearing issues in the balcony stone work. It was also revealed that the stonework in the front portion of the balcony was sub-grade and included clay. These issues are being rectified during the redevelopment.



Image 5 – The Town Hall balcony partly demolished exposing the steel structure



Image 6 – Corroded steelwork of the Town Hall balcony and clay instead of stone construction exposed.

Town Hall Arch

The northern arch beneath the Town Hall balcony has suffered severe cracking. This arch needed to be repaired to enable the installation of the new balcony and for future preservation of the archway. To ensure that the building's heritage is maintained, reclaimed stone has been used to repair the crack.



Image 7 – The existing crack in the Town Hall arch



Image 8 – The repaired crack

New Build to the Rear of the Town Hall

The new building's basement retaining wall has been waterproofed and backfilled with dirt in readiness for footings excavation and subsequent ground floor concrete slab pouring. Steel ledgers are being used to support the exposed retaining wall until the upper structure is complete and the retaining wall will then be secured by this structure and the ledgers can be removed.



Image 9 – The precast concrete retaining wall of the basement now backfilled.

The new building's ground floor footings and plumbing trenches have been excavated so that pipework and other slab penetrations can be installed prior to the slab being poured.



Image 10 – New building ground floor footing excavation in progress



Image 11 – New building ground floor plumbing pipework installed

The new building's ground floor footings have been poured and concrete reinforcing installed in preparation for pre-cast concrete panels and construction steelwork erected.



Image 12 – New building ground floor footings being poured



Image 13- Ground floor footings partially poured with concrete reinforcing installed

Institute Building Lift

The Institute building lift is being modified. It will no longer service the first floor on the building (James Martin Room and Institute Hall) as this installation was deemed an intrusion into the Institute Hall by the Heritage Architect. As Heritage preservation is a key driver for the Civic Centre redevelopment the Institute lift will now only operated between the ground and lower ground floors so that the Institute hall can be returned to its original size.

Building compliance and disability access to the first floor of the Institute is being delivered via a lift being constructed within the new building at the rear of the Town Hall. The redevelopment is also delivering walkable connections between all levels of the Institute and Town Hall buildings for the first time.



Image 14 – The lift shaft cladding removed



Image 15 – The lift shaft structure partially removed

Institute Building Earthquake Resistance

Significant work is being undertaken to make the Institute building earthquake resistant. This requires steel bracing structures to be installed in the roof space above the ceiling. Part of the roof sheeting was removed to allow the steel structures to be installed.

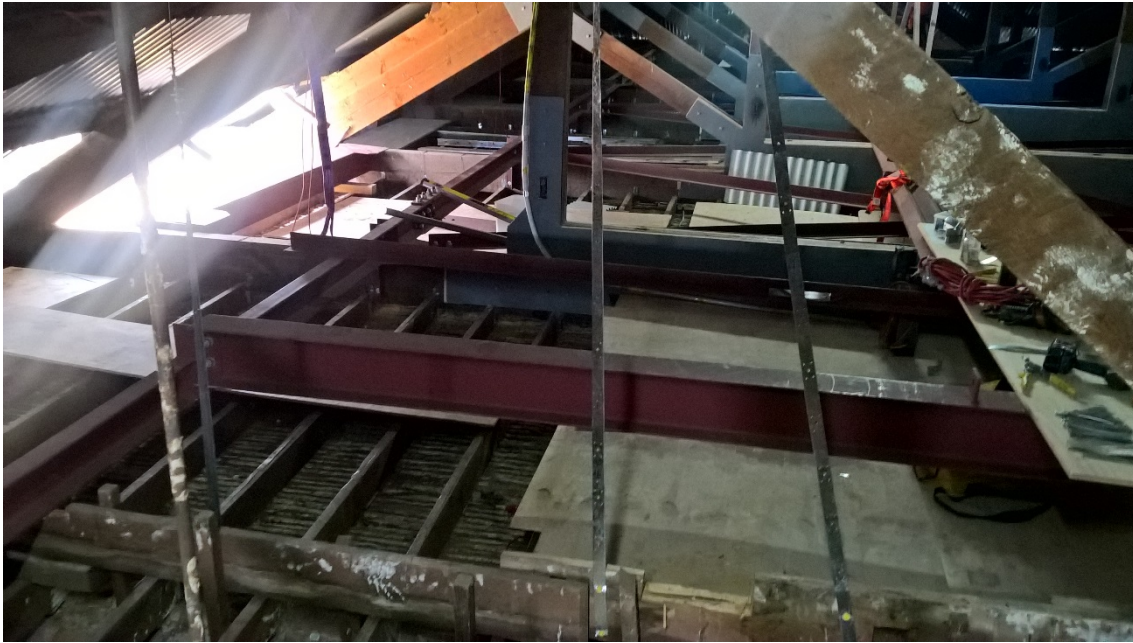


Image 16 – Some of the steel work bracing and cross-bracing

Found Objects

Chimney repair works being carried out in the James Martin Room uncovered some items of a bygone era.



Image 17 – Items of a bygone era

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Amongst the items found was a piece of a Programme for the Central Picture Theatre in Wakefield Street. A note on the Programme says:

“The Management would deem it a favour if ladies would remove their hats in consideration of those sitting behind them.”



Image 18 – Programme for Central Picture Theatre, Wakefield Street

Stonework Restoration

Scaffolding on the north façade of the Institute building has been erected to access the roof space and copula. In addition the scaffolding provides access to view and assess the condition of the stonework on the north façade of the Institute Building. Upon inspection, it has been determined that the condition of the pointing was considerably worse than previously estimated. The previous estimate on stonework repairs anticipated the North façade of the Institute Building would require approximately 10% repointing (2015 Gawler Connect Heritage Management Strategy - Catalyst Architects).

Upon inspection the stonemason has recommended 100% repointing of the façade. The Project Team, including the Project Manager, Architects, Badge and Heritage Architect. Jason Pruszinski are currently reviewing this recommendation and the scope and extent of the stone replacement and repointing works for the northern façade.

Upon further inspection of the stone (20 November) by the Project Team, the recommendation from Jason Pruszinski is as follows:

- Minor stone replacement works are undertaken where stone has been damaged by water from old stormwater pipes, however no additional stone replacement works are required. These damaged areas were identified as part of the tender specification.
- All existing failing pointing and any cement based render shall be removed and full repointing and striking (insertion of struck joints) of the northern façade is required in order to ensure the building is watertight. These works (repointing) will ensure the longevity of the building and will provide a potential 150 year life.
- White line marking of the northern façade is not necessary from a conservation perspective.

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In addition to the northern façade stone works, the render has been removed from the Town Hall portico revealing the original stone which remains in good condition. It is unlikely that any stone replacement is required, with only repointing and white line marking required on the portico area. The previous estimate for stoneworks on the Town Hall portico included replacement of 50% of the stone and 100% repointing, striking and line-marking.

Stonework across the remaining buildings will be assessed when access is available and recommendations can be provided to Council. Further cost estimates in regards to all Stonework will be presented to Council at its Meeting on 12 December 2017.

High Street Road Closure

Badge have been granted a permit to close High Street until 21 December 2017.

With respect to the short notice given to the Council Badge have provided apologies and the following information.

They had originally planned to apply for a 3 day closure in order to deliver and install pre-cast concrete panels using a large crane.

Badge were anticipating using a smaller crane to deliver and install structural steelwork. The crane was envisaged to be positioned so that it straddled part of the construction site and part of the already closed half of High Street thereby having no impact on through traffic in High Street.

A trial run of the crane and deliveries was undertaken and it was discovered that the crane movement could not be safely achieved within the existing confines and hence Badge have combined pre-cast concrete and structural steel deliveries and erection utilising the larger crane.

Badge have been directed to provide more advanced notice of anticipated road closures in the future.

In the event that the deliveries and installations scheduled for the period up until 21 December 2017 are not able to be achieved, a further closure of between 3 and 5 days may be necessary possibly from 8 January 2018.

In late January or early February a single day's closure will be required to take delivery of roofing sheets.

At this stage deliveries of large equipment for the Institute Building are being investigated so that any carnage can be achieved utilising the northern carpark and the existing half road closure.

Future Works

Works over the next month will be:

- Construction of the new balconies to the Town Hall and Institute buildings;
- Alterations to the existing lift in the Institute building;
- New basement stair footings;
- Ongoing earthquake resistance works;
- Completing the new building ground floor concrete pour;
- Installation of more structural steelwork and pre-cast concrete panels

Progress Claims

The sixth Progress Claim has been received and approved for payment. Claim No.7 for works undertaken during October 2017 amounting to \$488,480.31 was received by Council on 13 November 2017 and processed.

Total Claims to date are \$3,142,814.72 (excluding GST)

Variations

Since the October Report, additional variations to the sum of minus \$2,822.00 have been assessed by the Cost Manager, Superintendent, Council's Project Manager, Council's Chief Executive Officer and Mayor and have been recommended, endorsed and approved. The remaining project contingency is now \$391,987.41.

Potential Cost Savings

The Project Manager and the Design Consultants are still in the process of investigating potential cost savings of between \$150K and \$180K in value. These savings do not impact on the total project integrity and will be presented to the Mayor and the CEO for approval once verified.

The approved savings amounting to \$22,878 were achieved as follows:

- Reduction in the extent of sand blasting to per-cast concrete where in the final scheme it will be hidden.
- Reduction in underpinning extent due to favourable site conditions.
- Installing Mass concrete to achieve the basement floor raised level in lieu of a suspended concrete floor.
- Substituting a Class A concrete finish to a secondary stair for a polished concrete finish
- Amendments to the Furniture Fittings and Equipment as negotiated at the time of Tendering.

Restoration, Maintenance and Preservation

The importance of Council's investment in the redevelopment of the Institute and Town Hall buildings is becoming more evident as the project progresses. Since construction commenced a number of unknown structural alterations, flaws and additions have been discovered including:

- a) Town Hall chimney breasts removed and steel beams installed in the ceilings but no chimney cap installed which has led to significant water damage to the original lath and plaster ceilings.
- b) Masonry bio box was installed in the roof space above the James Martin Room enabling the Institute Hall to be used as a cinema. This room constructed around and within the roof trusses and perched on a concrete beam which was at risk of collapse due to the weight of the room.
- c) Balconies on both buildings were not maintained and suffered extensive water damage and corrosion.
- d) Roof sheeting on the Institute Building has been installed without meeting gutters meaning that whenever it rained since the roof was installed water was entering the roof space and wall cavities causing extensive internal damage.
- e) Basement areas of both buildings were not maintained leading to unsafe floor conditions and the timber ceiling beams in these areas were found to have extensive termite damage.

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- f) Stonework and mortar repairs across both buildings have been made with no consideration of the heritage of the buildings. This has included concrete mortar being slapped into place and covering damaged stone rather than replacing the stone and rectifying the mortar.
- g) The 1980s extension was constructed on a suspended slab supported by extensive concrete piles rather than slab on ground.
- h) Site stormwater and sewerage connections have never been appropriately installed or maintained.
- i) Internal renovations have not been considerate of heritage and now require demolition to return the buildings back to their heritage states.
- j) Inadequate maintenance has led to many openings allowing pigeons to roost and create extensive damage and contamination within the roof cavities.

The current redevelopment is addressing all of the above issues and many more as it also serves to preserve the buildings, extending their life for future generations. Examples of restorative/preservation activities already undertaken include:

- a) Earthquake resistance works in both buildings ensuring that they are structurally sound to cope with earth movement.
- b) Removal and restoration of heritage items such as the wrought iron balustrade at the front of the Institute Building.
- c) Reclamation of both brick and stonework during demolition so that it can be used to repair coins and other stonework damaged by building service penetrations made in previous renovations.
- d) Installation of appropriate stormwater and sewerage including flood mitigation.
- e) Preservation of original lath and plaster ceilings where possible.
- f) Restoration of the Reading Room.
- g) Retention of the heritage fireplaces in the Institute basement.
- h) Restoration of original stone walls of both buildings using reclaimed and local stone as well as sand and ash mortar in keeping with their original construction.

Consideration of the heritage of both buildings remains at the forefront of this redevelopment and the final outcome will be one that provides our community with an appropriately restored, preserved and structurally sound asset for many years to come.

Communications Strategy

The below actions from the communications strategy occurred within the past month:

- 1. A further project update was provided to Council Members, all Staff, Council's website and Facebook page at the end of October.
- 2. Public notification of the temporary closure of High Street to enable structural steelwork and pre-cast concrete panels to be erected as part of the new building to the rear of the Town Hall has occurred. The notices were published on Council's digital media channels as well as in The Bunyip on Wednesday 22 November 2017.
- 3. Time lapse footage was retrieved from the onsite camera and batteries were replaced. The latest footage was published to Council's YouTube channel (<https://youtu.be/XDEBWVG1uG0>) and linked to Council's Facebook page.

The below actions from the communications strategy are planned to occur within the next month:

- 1. A further project update will be provided to Council Members, all Staff, Council's website and Facebook page at the end of November.

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2. Additional road closure reminders will be published via Council's digital media channels to maximise community awareness of the closure.

Future Operations

Future operations of the Civic Centre are in development and these monthly updates to Council will provide information as it becomes available.

1. Civic Centre Management
Gawler Civic Centre Operations Coordinator and Heritage Centre Coordinator position interviews have occurred and preferred candidates identified. Final recruitment processes are currently underway and with staff expected to commence in January 2018.
2. Business Innovation Hub
The Draft Management Agreement has been negotiated and is being presented as a confidential item to tonight's Council Meeting. It is hoped that Council will resolve to adopt the management agreement so that it can be executed prior to the end of 2017.
3. Heritage Centre
The Gawler Heritage Collection Committee is close to finalising the Collection Policy. This Policy will be presented to a future Council Meeting for adoption.

The Committee has also discussed a workplan for 2018 that will be refined in accordance with the finalisation of the Collections Policy and recruitment of the Cultural Heritage Centre Coordinator. A key outcome of the discussion was the need to appropriately plan and budget for the Collection's management and preservation.

At the November Gawler Heritage Collection Committee Meeting, Denise Schumann raised concerns regarding the final fitout of the Cultural Heritage Centre and painting treatment within the Reading Room. Council Staff are working with Denise Schumann regarding these concerns.

A tour of the Civic Centre site tailored to the Gawler Heritage Collection Committee is being coordinated for 14 December 2017. This tour will enable the Committee to see the extent of work undertaken within the Cultural Heritage Centre to date as well as visual awareness of the future works program.

4. Library
Library Staff are finalising the costs associated for delivery of the Radio Frequency Identification (RFID) infrastructure for the Civic Centre.
5. Multi-functional Spaces
Technology fitout requirements for these spaces are currently being reviewed. This review will identify the scope of technology required that forms the basis of the formal equipment procurement (tender) process to occur in early 2018. Council Staff are currently considering whether incorporating the Library's RFID requirements within this tender specification would be of benefit to Council or whether it would be better to procure these systems separately.

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6. Social Enterprise Café

The draft Expression of Interest (EOI) for a Social Enterprise Café operator is being presented for Council's consideration within a separate report at this Meeting.

7. Youth Area

On Thursday, 26 October 2017, Council held a Youth Summit that involved a number of engagement activities designed to contribute to the Youth Development Plan. Council Staff took advantage of engaging with approximately 120 young people on the day to ask questions specifically about the ideas for use and delivery in the Civic Centre's Youth Area. This feedback, in addition to the discussions being had with the Gawler Youth Advisory Committee will inform the use of the space, and guide the background works currently being undertaken by Council Staff to ensure the Civic Centre's Youth Area is operational at its opening.

8. Stakeholder Groups

Council Staff have been informally engaging with community groups that have expressed interest in using the Civic Centre. More formal engagement will occur once the Gawler Civic Centre Operations Coordinator commences.

9. Operational Budget

Council Staff are preparing an operational budget for the Civic Centre for inclusion within the 2018/19 Annual Budget and Business Plan process.

10. Opening Working Group

At the Special Council meeting held on 3 October 2017 Council resolved

Moved by Deputy Mayor I Tooley

Seconded by Cr R Symes

Motion No: 2017:10:344

That Council:

1. *Investigate the establishment of a Working Group to plan for the celebration and formal opening of the newly restored and refurbished Civic Centre.*
2. *Staff prepare a report to a future Council meeting (no later than January 2018) including a draft Terms of Reference.*

Council Staff have commenced internal discussions in regard to the Opening Working Group and will present a report for Council's consideration by January 2018 as required.

COMMUNICATION (INTERNAL TO COUNCIL)

Executive Management Team
Mayor Redman

CONSULTATION (EXTERNAL TO COUNCIL)

Badge Constructions (SA) Pty Ltd
Other stakeholders as per details presented above

POLICY IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

FINANCIAL/BUDGET IMPLICATIONS

The cost of the project is provided for in Council's 2017/18 Budget and appropriate allocations have been made in Council's Long Term Financial Plan.

The project cost to Council is subsidised by a Federal Government grant of \$5.6m, which will be progressively received during the construction period upon lodgement of project milestone reports. To date, two milestone reports have been forwarded to the Federal Government, with the first associated grant payment of \$256k received in May 2017 and the second milestone payment of \$498k received in early July 2017.

Milestone Report #3 has been submitted to the Federal Government and the Government has paid the third Milestone Invoice of \$1,196,152.

Future Milestone Reports and the Invoice amounts are as follows:

Milestone 4: due February 2018 – Invoice amount \$1,422,062

Milestone 5: due September 2018 – Invoice amount \$1,555,444

Milestone 6: due February 2019 – Invoice amount \$671,834

The capital cost of the project will culminate in an increase in Council's depreciation and interest expenses, which has been incorporated within Council's Long Term Financial Plan.

COMMUNITY PLAN

Objective 1.5: Value the role Arts play in promoting community spirit and pride

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.5: Manage growth through the real connection of people and places

Objective 3.6: Encourage the development of the Arts

REPORTS BY OFFICERS

Item Number	8.12
Title	REGIONAL PLANNING BOARDS
Date	28 November 2017
Author(s)	Ryan Viney, Manager Development, Environment and Regulatory Services Jane Strange, Senior Development and Policy Officer David Petruzzella, Strategic Planner
Reference	CC16/1174; CR17/54772; CR17/55140
Previous Motion	Council, 26/09/2017, Motion No. 2017:09:313 Council, 22/08/2017, Motion No. 2017:08:274 Council, 22/08/2017, Motion No. 2017:08:275 Council, 21/07/2017, Motion No. 2017:06:215 Council, 28/03/2017, Motion No. 2017:03:76 Council, 28/06/2016, Motion No. 2016:06:259 Council, 26/10/2015, Motion No. 2015:10:372
Attachment/s Under Separate Cover	1. Joint Planning Arrangements – Pilot Project – Power Point Presentation

OFFICER'S RECOMMENDATION

Item 8.12 – Regional Planning Boards (CC16/1174)

That Council:-

1. Notes the Officer's report concerning Regional Planning Boards.
2. Authorises Council staff to continue working with The Barossa Council, Light Regional Council and Adelaide Plains Council and the State Government in relation to the Town of Gawler's involvement in a pilot program associated with the establishment of a Joint Planning Board.
3. Write to the Minister raising concerns as to resource and financial implications of such Boards being established.

BACKGROUND

Since late 2015, Council staff have provided information reports in relation to the development of the *Planning Development and Infrastructure Act 2016* (PDI Act 2016) and its ongoing implementation.

Through long-term Planning Agreements, Joint Planning Boards can perform particular planning functions, subject to agreed performance measures and targets. Joint Planning Boards are envisaged to be the primary authority for developing and implementing regional plans.

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In accordance with Section 36 of the PDI Act 2016, a joint planning board—

- a) *is a body corporate; and*
- b) *has the name assigned to it under the relevant planning agreement; and*
- c) *is constituted in accordance with the terms of the relevant planning agreement; and*
- d) *has the functions and powers assigned to it under this or any other Act or conferred under the terms of the relevant planning agreement; and*
- e) *must prepare and furnish annual reports in accordance with requirements prescribed by the regulations.*

Under the Regional Planning Arrangement process, the Minister has the final decision on the ultimate scope of the Agreement a group of Councils may enter into, including the geographic extent of the arrangement. At this stage, there is no guidance as to how that decision is made.

A Joint Planning Board is also referred to as a Regional Planning Board. The Joint Planning Board is responsible for the preparation of the Regional Plan. A Regional Assessment Panel may also sit under a Joint Planning Board however, this is not an option being pursued by the collective Councils.

Following on from the information report presented to Council in March 2017, where an update was provided in relation to the transition, as well as Joint Planning Boards, the subsequent following motion was adopted.

*Moved by Cr A Shackley
Seconded by Cr K Fischer
Motion No: 2017:03:76*

That Council:-

1. *Notes the State Government's progression in implementing the Planning, Development and Infrastructure 2016 Act.*
2. *Authorises the Chief Executive Officer to appoint Mr Ryan Viney, Manager – Development, Environment and Regulatory Services as the interim Assessment Manager when required in Accordance with the Planning, Development and Infrastructure 2016 Act.*
3. *Authorises Council staff to continue discussions with neighbouring Councils (The Barossa Council, Light Regional Council and Adelaide Plains Council) regarding the Town of Gawler's potential involvement in a pilot program associated with the establishment of a Joint Planning Board.*
4. *Notes with concern that Council will be required to make annual contributions to the State Government for the ongoing development of the online Planning Portal.*
5. *Requests staff to present further reports to Council, as and when appropriate, detailing the implementation of the Planning, Development and Infrastructure Act 2016 and its effects upon the current planning system.*

COMMENTS/DISCUSSION

Attachment 1 is a PowerPoint Presentation which provides an outline of the pilot project process to date. Mr Ryan Viney will speak to the presentation and seek to answer any questions from the Elected Body about the matter.

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The intent is for a number of Councils to enter into a Planning Agreement with the Minister and possibly other entities to form a Joint Planning Board, which will facilitate Regional Plans and potential amendments to designated instruments such as state planning policy and the Planning and Design Code or design standards. Expanded functions of these boards include regional development assessment plans and links with other state and local government stakeholders.

In March 2017, the Department of Planning, Transport and Infrastructure (DPTI) invited Expressions of Interest (EOI) to participate in a Joint Planning Arrangements Pilot Project, with nominations being due by 12 May 2017. DPTI were offering to fund the coordinator and provide up to \$50,000 (on the basis that councils co-contribute dollar for dollar) to assist regions to develop business cases for the pilot program.

Council staff were involved in the preparation of a joint submission with Light Regional Council, The Barossa Council and Adelaide Plains Council. Mr Gary Mavrinac (Director, Development and Environmental Services) from the Barossa Council acted as the Council consortium's point of contact for this exercise.

DPTI received an overwhelming response with a total of 8 submissions received from:

1. Eyre Peninsula LGA (11 Councils)
2. Limestone Coast LGA (7 Councils)
3. Murraylands Councils (5 Councils)
4. Riverland Councils (3 Councils)
5. Spencer Gulf Cities Inc (3 Councils)
6. Yorke Peninsula Alliance (3 Councils)
7. Easter Regional Alliance (6 Councils)
8. Barossa, Light, and Lower North (4 Councils)

Originally, DPTI was to select two or three preferred candidates and proceed with the pilot projects. Due to the significant interest in the project, the department sought to work with all 8 regions, determining there would be greater efficiencies in working together, including access to legal, financial and insurance advice.

Following a public tender process, Jeff Tate (Jeff Tate Consulting P/L) and Stephanie Hensgen (Planning Futures P/L) were appointed by DPTI to coordinate the development of a Business Case and Business Plan template.

Through the Business Case process, DPTI's intention is to collaborate with each of the councils and develop a framework and tool-kit for interested parties, to assist in the preparation of future submissions for the establishment of Joint Planning Boards. Further to this, the Department intends the pilot study to be complete by the end of 2017, with most regions showing potential to be ready to establish a Joint Planning Board upon completion.

There are a number of questions which arise regarding resourcing and funding. Little detail is currently available regarding the structure and funding of the future Joint Planning Boards. As it is unlikely the State will cover the establishment and ongoing resources for these bodies, Council will likely be required to address this.

Participation on the boards is assumed to be both Elected Members and Council Staff. This will come at a cost to be covered by the member Councils. At the very least, Elected Members' and Staff time and resources will need to be applied to the delivery of the Board's requirements at the expense of other responsibilities.

It is assumed that there are efficiencies of scale in working together regionally, with reductions in effort resulting in greater cost effectiveness. This may then only fund the new model, without achieving an overall benefit.

COMMUNICATION (INTERNAL TO COUNCIL)

Manager Development, Environment and Regulatory Services

CONSULTATION (EXTERNAL TO COUNCIL)

Department of Planning, Transport and Infrastructure
Light Regional Council
The Barossa Council
Adelaide Plains Council

POLICY IMPLICATIONS

There are no direct policy implications associated with this report.

STATUTORY REQUIREMENTS

Statutory Requirements under the *Planning, Development and Infrastructure Act 2016* and the *Statutes Amendment (Planning Development and Infrastructure) Bill 2016* will come into effect this year. As and when significant changes occur via this legislation, further information reports will be put up to Council.

FINANCIAL/BUDGET IMPLICATIONS

There will be funding implications for Council, the details of which are not yet fully apparent, regarding the ongoing administration of the Joint Planning Board.

COMMUNITY PLAN

Objective 1.1: Maintain a clearly defined township, one which is distinctly separate from neighbouring areas

Objective 1.2: Build a local community that is proud of Gawler.

Objective 1.4: Protect and promote Gawler's unique heritage.

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.3: Urban growth to be sustainably managed

REPORTS BY OFFICERS

Item Number	8.13
Title	COMMUNITY ENGAGEMENT CHARTER 2017 – CONSULTATION DRAFT
Date	28 November 2017
Author(s)	Jane Strange, Senior Development and Strategic Policy Officer David Petruzzella, Strategic Planner
Reference	CC16/1174; CR17/55848; CR17/55833; CR17/57514; CR17/55834; CR17/55835; CR17/56079
Previous Motion	Council, 26/09/2017, Motion No. 2017:09:312 Council, 22/08/2017, Motion No. 2017:08:274 Council, 21/07/2017, Motion No. 2017:06:215 Council, 28/03/2017, Motion No. 2017:03:76 Council, 28/06/2016, Motion No. 2016:06:259 Council, 26/10/2015, Motion No. 2015:10:372
Attachment/s Under Separate Cover	1. Community Engagement Charter 2017 – Consultation Draft 2. Draft Guide to the Community Engagement Charter 3. Fact Sheet – Community Engagement Charter 4. Community Engagement Charter - Frequently Asked Questions 5. Town of Gawler Submission

OFFICER'S RECOMMENDATION

Item 8.13 – Community Engagement Charter 2017 – Consultation Draft (CC16/1174)

That Council:-

- 1. Notes the Community Engagement Charter 2017 - Consultation Draft Report.**
- 2. Authorises staff to forward the attached submission to the Department for Planning, Transport and Infrastructure for consideration.**

BACKGROUND

The *Planning, Development and Infrastructure Act 2016* calls for the preparation and introduction of the Community Engagement Charter.

The State Government has continuously stated that the Community Engagement Charter (the Charter) when introduced will completely revolutionise the way in which the public are consulted with in regards to urban planning, promising to provide a more effective and meaningful way of engagement.

The PDI Act prescribes that the Charter must be developed and utilised to aid in the engagement process associated with the preparation and amendment of the following planning documents:

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- State Planning Policies
- Regional Plans
- The Planning and Design Code
- Local Heritage place listing
- Design Standards
- Infrastructure Schemes

The Charter will not be used in the development assessment process as a public notification tool, but is singularly for engagement with the community.

The development and maintenance of the Charter is the responsibility of the State Planning Commission (the Commission). With the establishment of the Commission now finalised (since 1 April 2017), works relating to the Community Engagement Charter have commenced.

An update report was presented to Council in September 2017, presenting a discussion draft released by the Department of Planning, Transport and Infrastructure (DPTI) relating to the Charter and an informal consultation period. The draft discussion paper was not considered a finished product, but something which the Commission hoped would generate discussion and feedback to further refine the document.

The following motion was adopted by Council at this meeting:

Moved by Cr K Fischer
Seconded by Cr A Shackley
Motion No: 2017:09:312

That Council notes the Community Engagement Charter 2017 – Discussion Draft Report.

COMMENTS/DISCUSSION

Following consideration of feedback from relevant bodies, including the Local Government Association and Councils, DPTI released a draft Community Engagement Charter for a six week formal consultation period starting 30 October 2017 until 8 December 2017 (**Attachment 1**). In addition, an explanatory Guide to the Community Engagement Charter 2017, a Fact Sheet for public distribution and a Frequently Asked Questions Guide (**Attachments 2 - 4**) accompanied the draft Charter.

Staff have reviewed the draft documents and have prepared a submission for Council's review and approval prior to being forwarded to DPTI for consideration (**Attachment 5**).

A summary of the Community Engagement Charter is provided below for consideration.

The current system of community engagement is inflexible and restrictive, resulting in impaired public awareness and involvement. It should be noted that, in respect to planning policy formulation, the current Development Plan should be considered as the minimum standard/requirements, with the Town of Gawler on many occasions going beyond the legislative requirements when seeking community input when dealing with planning policy matters. The role of the charter is to ensure a more flexible approach is employed, allowing those who will be affected to be more involved in the process.

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Mandatory requirements will apply regarding notification of affected entities and associated timeframes. In addition, five Principles of Engagement will be employed in the formation of the engagement plan for each project. These will ensure the engagement is genuine, inclusive and respectful, fit for purpose, informed and transparent and be reviewed and improved at its conclusion.

Each engagement process must be evaluated and tailored to the specific project to ensure the best exposure and outcome. Engagement plans must be submitted for approval from the Minister, who will rely on the advice of the State Planning Commission. There is no information regarding how long this approval process will take.

At the closure of the engagement process, a report must be submitted to the Minister, along with the relevant planning instrument. This report must outline what engagement was conducted, the feedback received and how it has shaped the final proposed policy. An evaluation of the effectiveness of the engagement must be considered, including the measure of success, if the principles of the Charter have been achieved and if all mandatory requirements have been met. This will be followed by reflections on lessons learned during the engagement process.

If the Minister concludes that the Charter requirements may not have been met, the Commission may be consulted. Any ramifications have not been elucidated.

The State Planning Commission will pilot the use of the Charter. Council will become involved should a Joint Planning Board be commissioned, after which the Charter will be employed in effecting changes to the Regional Plan and the Planning and Design Code. This is similar to the current system for Development Plans and Amendments.

The recommendation is that Council note the proposed Community Engagement Charter 2017 and that the submission (**Attachment 5**) be forwarded to the Department of Planning, Transport and Infrastructure.

COMMUNICATION (INTERNAL TO COUNCIL)

Council Members
Manager Development, Environment and Regulatory Services
Senior Development and Strategic Policy Officer
Strategic Planner

CONSULTATION (EXTERNAL TO COUNCIL)

Department of Planning Transport and Infrastructure
Local Government Association of SA

POLICY IMPLICATIONS

There are no direct policy implications associated with this report.

STATUTORY REQUIREMENTS

The development and introduction of the Community Engagement Charter is required under the *Planning, Development and Infrastructure Act 2016*.

FINANCIAL/BUDGET IMPLICATIONS

Due to the nature of the proposed community engagement system, it is uncertain if there will be financial impacts upon Council. With greater inclusiveness may come increased costs, but the intent is to use social media to a greater extent, which means implications for resourcing could be cost neutral.

COMMUNITY PLAN

Objective 2.1: Physical and social infrastructure to match population growth

Objective 2.2: Growth to be respectful of cultural and built heritage

Objective 2.3: Urban growth to be sustainably managed

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.14
Title	BAROSSA REGIONAL PROCUREMENT GROUP UPDATE
Date	28 November 2017
Author(s)	Rebecca Howard, Team Leader Property and Procurement
Reference	CC13/717 CR17/36040, CR17/58314
Previous Motion	NIL
Attachment/s Under Separate Cover	1. Barossa Regional Procurement Business Plan 2017-2021

OFFICER'S RECOMMENDATION

Item 8.14 – Barossa Regional Procurement Group Update (CC13/717)

That Council note the Barossa Regional Procurement Group Update Report.

BACKGROUND

The Barossa Regional Procurement Group (BRPG) is a collaborative purchasing arrangement between the Gawler, Barossa, Light Regional, and Adelaide Plains Councils, formed from the desire for regional partnerships which would result in cost savings and resource efficiencies for member Councils and their communities. The role of the BRPG was also to provide process improvements, reduced procurement and probity risk, increased compliance and economic benefits to the region by growing local business capacity.

The BRPG has been operating as a formal group since December 2014, with continual improvements having been made to processes, documentation and templates. The BRPG has matured over time and, at the group level, the BRPG has efficient and effective robust systems in place that will develop further over time.

The BRPG is supported by a Project Officer (0.6 FTE equivalent) based at the Barossa Council. This Project Officer role provides the coordination of all BRPG tenders, engagement with contractors and compliance. It also provides an Executive Officer role to the BRPG Working Group.

The BRPG Working Group consists of representatives from each of the five (5) participating Councils and is chaired by Mr Martin McCarthy, Chief Executive Officer (CEO) The Barossa Council. The position of Chair is to be rotated through the Councils on a regular basis. The group meet on an eight (8) weekly cycle, with meetings moving between each Council office. In addition to the Working Group, the respective CEO's meet annually at the BRPG CEO's forum to review performance to date and recalibrate the focus for the coming year.

The purpose of this report is to highlight the achievements of the BRPG to date, including providing the latest BRPG CEO Report and forward Business Plan for consideration.

COMMENTS/DISCUSSION

The BRPG has successfully undertaken a number of regional procurements across a variety of industries. These procurements have resulted in some significant savings across the region, and for the Town of Gawler.

The Town of Gawler has participated in the following BRPG Tender processes resulting in contractual agreements with a single supplier for each service:

Table 1 – Single Supplier Contracts

Service/Goods	Supplier	Contract Commenced	Contract Expiry
Road Re-seal	Downer	Dec 2015	Dec 2019
Fuel Fleet Cards	BP	Oct 2015	Aug 2018
Linemarking	Action Linemarking	Sept 2015	Aug 2018
Office Stationary	Office National (non-exclusive contract)	June 2017	Dec 2023
Building Cleaning	Academy Services	Oct 2016	Sept 2021
Fire Equipment (Maint. & Service)	Engie Fire	Sept 2015	Aug 2018
Air-conditioning (Maint. & Service)	Engie Mechanical	Mar 2017	Mar 2022

In addition to single supplier contracts, the Town of Gawler has participated in the following panels of supplier arrangements:

Table 2 – Panels of Suppliers (including Local Suppliers)

Service/Goods	No. of Suppliers	Panel Contract Commenced	Panel Contract Expiry
General Repairs and Building Maintenance	30 suppliers (22 local region)	Jul 2015	Jul 2019
Horticulture and Arboriculture	21 suppliers (6 local region)	Jun 2016	Jun 2020
Minor Civil Works	13 suppliers (5 local region)	Oct 2016	Oct 2020

The BRPG has engaged successfully with a large number of suppliers (over 330), with the Town of Gawler engaging 71 suppliers (as per tables above). Of the Town of Gawler contracts, 33 suppliers are local and located in or around Gawler (20km radius).

The Town of Gawler has participated in 62.5% of procurement undertaken by the group. The Town of Gawler has not participated in some tenders as the Council either does not require the service (ie, bulk haulage) or as existing contracts are in place (ie. Audit services).

The Town of Gawler has entered into contracts through the BRPG totalling over \$1m. The average percentage savings across these tenders has been 5.12% (approx \$75,193 in the period June 2015 to June 2017). The savings however will increase over the terms of the contracts, for example, the Road Re-seal contract provided a saving of over \$25,500 in the first year of the contract. The contract will continue to provide savings, or alternatively delivery of more road resealing at a reduced price, through until 2019. If the year one savings continue throughout the term, the value of savings will be in excess of \$100,000 throughout the life of the contract. Similar cumulative savings will be achieved across almost all the contracts throughout their extended terms.

Benefits to the Community and Local Economy

The contribution to the local economy through use of the BRPG contracts should not be underestimated. Table 3 provides a snapshot of the Council's spend across the local businesses engaged through the BRPG General Building and Maintenance Panel and the Stationary supplier (sole supplier – non-exclusive) for the 2015/2016 and 2016/2017 financial years:

Table 3 – Contract Spend over two financial years

Contract Type	2015/2016 Spend	2016/2017 Spend
Building and Maintenance Panel	\$329,849	\$236,197
Sole Supplier Contract	\$48,497	\$35,460

The local businesses (included above) engaged through the General Building and Maintenance Panel are all located within Gawler and surrounds. The contractor's staff (tradespersons and administrative staff) live within the Town of Gawler or within a 20km radius of Gawler.

Using the assumption that 75% of the spend is labour, and 25% is material supply, and the hourly rates at which the labour is provided, Table 2 provides an estimate of hours per trade per financial year;

Table 4 – Assumption of contracted hours over two financial years

Trade	Hours 2015/2016	Hours 2016/2017	Total Contract hours
Building/Carpentry	2056	1291	3347
Electrical	995	651	1646
Plumbing	395	373	768
Locksmith	23	85	108
TOTAL			5869 (3 FTE equiv)

The provision of stationery to Council is primarily through a contractual agreement with Office National Gawler. This contract, although a non-exclusive contract, provides additional economic benefit to Gawler. Office National Gawler is a locally owned franchise and provides local employment.

Benefits to Councils and Suppliers, including Local Business

In addition to the fiscal benefits produced by the BRPG contracts, participation in the BRPG has provided the following:

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Council Benefits

- a. Savings – leveraging off combined buying power.
- b. Process improvements and efficiencies – sharing of best practice across the Councils.
- c. Relationship building between Councils and between Councils and Suppliers/Local Businesses.
- d. Improved market knowledge both locally and regionally.
- e. Improved management of risks associated with procurement.
- f. Standardisation of specifications.
- g. Panel Contracts – provide improved efficiency of source provision for Councils.

Although difficult to quantify, through participation in the BRPG, the Council has significantly reduced its risk exposure related to unlicensed, uninsured or underinsured contractors. All licencing, induction and insurance data is collected by the BRPG Project Officer during the tender or contracting process. The database of information is also maintained and updated regularly by the BRPG Project Officer.

An outcome of the BRPG has been the increased awareness, compliance with and competency of suppliers in understanding and applying the Work Health and Safety (WHS) Act. This benefit is a direct result of the BRPG conducting tender briefings and industry information sessions prior to tender, which have greatly assisted small business in meeting the obligations of the WHS Act.

Through the BRPG Working Group, the five (5) participating Councils have improved information sharing and knowledge transfer regarding procurement and contract management practices, local businesses and forward procurement planning.

Supplier and Local Business Benefits

- a. Increased consistency of approach between each Council – making it easier for contractors to supply to Councils.
- b. Reduction in duplication of effort – only tendering/pre-qualifying once for all five Councils.
- c. Increased local business capacity to tender via improved WHS systems, increased competence in preparing tenders and increased understanding of licensing obligations. Such improvements will benefit local businesses in seeking jobs outside the region.

Through combined tenders, suppliers and local businesses are able to tender for up to five (5) Councils at once, rather than prepare individual tenders. This provides a number of benefits, including the ability to secure larger contracts over longer periods, securing cashflow as well as reducing the significant costs and time incurred with tendering separately. In addition the BRPG have continued to improve the tendering procedures to relieve the burden of tenders on suppliers/local businesses.

The BRPG has established a number of supplier panels which contract suppliers with no guarantee of work. There are benefits and disadvantages of panel arrangements, particularly where local businesses/suppliers may consider that being included on a panel provides security of future work. This is an area that the BRPG will continue to refine and review, working with the participating Councils and industries to provide flexible contractual arrangements that meet the needs of both parties. Panel arrangements have provided a significant value to the Council and the Town of Gawler as outlined below.

2016/2017 Key BRPG Activities

In 2016/2017 the BRPG undertook three (3) considerable procurements which have provided benefits to both the Councils and Suppliers, including 5 local businesses. The establishment of a Civil Works panel of suppliers highlighted a number of licencing and WHS considerations that had not been previously investigated by Councils. These investigations included working with the Office for Consumer and Business Affairs – Licencing section to determine the appropriate trade licences required for some Council works. The panel has also realised a number of efficiencies for Gawler, being the ability to procure quickly to address emergency civil works as required.

The second procurement related to air-conditioning servicing for Council buildings. Through this process Council saved over \$9,000 per annum when compared to the previous contract, whilst maintaining the same contractor. This has resulted in significant cost savings in this area, with no break in continuity of service.

The third procurement related to Bulk Haulage, for which Council was not a participant. Council does not utilise bulk haulage on a regular basis and therefore did not participate in the tender.

2017/2018 and beyond

The BRPG Working Group will be undertaking or investigating a number of procurements in the 2017/2018 financial year, including:

- IT Hardware Investigations;
- Investigation in to the alignment of Capital Works Projects to achieve expenditure savings through single contract, reduced mobilisation and continuous works programs;
- Security services, including installations, monitoring, alarm response and patrol services.

In addition the BRPG Working Group will be renewing the following panel agreements:

- General Building and Maintenance Panel
- Horticulture and Arboriculture Panel

The forward procurement plan contained within the Business Plan (**Attachment 1**) provides the planned activities for the BPRG for the coming years. In addition to these items, the BRPG Working Group and the CEO's will continue to investigate other procurement possibilities, including collaborative purchasing, risk reduction, increased efficiencies and knowledge transfer.

Summary

The BRPG CEO Report attached provides a snapshot of the procurement participated in to date and highlights that even though the Town of Gawler has not participated in all procurements (due to existing contract arrangements or significant variation in specification required), the benefits of the BPRG arrangement, both financial and as aforementioned, are considerable.

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The figures listed in the BRPG CEO Report Town of Gawler diagram (Attachment 1 - page 7 of 16), reflect only one year's saving. This figure is multiplied by the number of years and the limitations included in the contract in regard to contractual rise and fall (fee increases/decreases). As an example, the Road Reseal contract will realise over \$100,000 in savings to the Council over the five (5) year contract term. The air-conditioning services contract will deliver \$27,000 in savings over its three (3) year term. Although on an annual basis the savings do not appear significant, the cumulative affect of longer term contracts with minimal increase throughout the contract term will deliver considerable savings over time.

The Barossa Regional Procurement Group Business Plan 2017 to 2021 (**Attachment 1**) outlines the proposed activities for the Group through until the end of the current program commitment. This document is regularly reviewed by the Barossa Regional Procurement Working Group and Council CEOs to ensure that the forward procurement program is aligned with the Council's priorities.

Council staff have met with the Gawler Business Development Group regarding promotion of the BRPG through their local business network.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer

CONSULTATION (EXTERNAL TO COUNCIL)

Mid Murray Council
Light Regional Council
The Barossa Council
Adelaide Plains Council

POLICY IMPLICATIONS

Procurement Policy

STATUTORY REQUIREMENTS

Local Government Act 1999

FINANCIAL/BUDGET IMPLICATIONS

The estimated gross financial savings delivered to Council (calculated from budgeted allocations versus tender prices and not considering variations), during the 2014/15 – 2016/17 amounted to \$75,193. After deducting the investment costs of participating in the BRPG, the net financial savings amounted to \$28,379. As mentioned in the body of the report, the savings will continue through until the end of the contracts, with the majority of contracts running for a 3 to 5 year term.

The Council has previously committed to participating in the BRPG through until 2021. Table 5 outlines the Town of Gawler's financial contribution to the BRPG, including the BRPG Project Officer's salary for the current and future Financial Years, as per the agreed Memorandum of Understanding entered into by the participating Councils.

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Table 5 – BRPG Officer Contribution by Council

Year	Council Contribution
2017/2018	\$16,911
2018/2019	\$17,309
2019/2020	\$17,716
2020/2021	\$18,134
TOTAL for BPRG Project Officer	\$70,070

The above figures include a contribution towards the following:

- a. Project Officer Salary, On-costs and Travel Allowance
- b. Spend Data Analysis (estimate)
- c. Website Development and Maintenance (estimate)
- d. Training Package Development and Delivery (estimate)
- e. Tender Advertising (estimate)

A reconciliation of actual costs is undertaken at the end of each financial year and adjustments made to the invoiced amount as required.

The costs outlined in Table 5 for the 2017/2018 financial year are included in the approved budget.

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for regional collaboration

REPORTS BY OFFICERS

Item Number	8.15
Title	APPOINTMENT OF DEPUTY MAYOR
Date	28 November 2017
Author(s)	Chris Haynes, Governance Officer Patricia Coonan, Governance Officer
Reference	CC10/2268; CR17/53889
Previous Motion	Council, 22/11/2016, Motion No. 2016:11:449
Attachment/s Under Separate Cover	Nil

OFFICER'S RECOMMENDATION

Item 8.15 – Appointment of Deputy Mayor (CC10/2268)

That:

- 1. The term of office for the position of Deputy Mayor for the Town of Gawler be for a term of one year, up to the November 2018 periodic Council elections.**
- 2. Council determines that the method of choosing a Deputy Mayor be by an election process.**
- 3. If only 1 nomination is received a Council resolution is needed to confirm the election of the nominee as Deputy Mayor.**
- 4. If more than 1 nomination is received Council determines that the method of choosing a Deputy Mayor be by a secret ballot process. Each candidate shall have up to 2 minutes to explain their reasons for standing.**
- 5. Council adopt a first past the post method of voting where there are 2 candidates, where a valid vote must have a candidate's name.**
- 6. Council adopt a preferential method of voting where a valid vote must have a candidate's name where there are 3 candidates, 3 candidates names a 1, 2 and 3 preference recorded where there are 4 candidates and so on.**
- 7. The Mayor and all Council Members present at the meeting are eligible to vote.**
- 8. The Chief Executive Officer be appointed Returning Officer for the election.**
- 9. If at any stage during the process there is an equal number of votes the Returning Officer will decide the issue by the drawing of lots. The name of the candidate/s withdrawn will be the one/s excluded from the ballot.**
- 10. Upon completion of counting the ballot, the Returning Officer will report to the Council the successful candidate. A Council resolution is needed to confirm the election of the Deputy Mayor.**

At this point the Chief Executive Officer will call for nominations and complete the election process for the position of Deputy Mayor as adopted by Council.

That Councillor is appointed as Deputy Mayor for the Town of Gawler Council for a term of one year, up to the November 2018 periodic Council elections.

BACKGROUND

Section 51(3-8) of the *Local Government Act 1999* provides the following guidance in relation to the position of Deputy Mayor.

51—Principal member of council

- (3) If a council has a mayor, there may also be, if the council so resolves, a deputy mayor and if a council has a chairperson, there may also be, if the council so resolves, a deputy chairperson.*
- (4) If there is to be a deputy mayor or deputy chairperson, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council. The term must not exceed 4 years.*
- (5) On the expiration of a term of office, a chairperson, deputy mayor or deputy chairperson is eligible to be chosen for a further term.*
- (6) In the absence of the mayor or chairperson, a deputy mayor or deputy chairperson may act in the office of mayor or chairperson.*
- (7) If the mayor or chairperson is absent from official duties and there is no deputy mayor or deputy chairperson, or the deputy mayor or deputy chairperson is not available to act in the office of mayor or chairperson, a member chosen by the council may act in the office of mayor or chairperson during the relevant period.*
- (8) If a person is to be chosen by the members of the council to fill an office under this section and the votes for two or more candidates for the office are equal, lots must be drawn to determine which candidate or candidates will be excluded.*

At the Council meeting held on 22 November 2016 Council considered the appointment of Deputy Mayor and resolved the following.

Moved by Cr Shackley
Seconded by Cr Symes
Motion No: 2016:11:449

That Cr Tooley be elected to the position of Deputy Mayor for the Town of Gawler for a term of one year up to the November 2017 Council meeting.

COMMENTS/DISCUSSION

The position of Deputy Mayor holds an important role as representative of Council at meetings, appointments or other invitations received by the Mayor's office, when the Mayor is unavailable to attend.

The role of a Deputy Mayor is a senior leadership role which can be demanding, but at the same time rewarding and provide invaluable support and assistance to the Mayor and Chief Executive Officer.

The Deputy Mayor should also assist the Mayor to facilitate the spirit of cooperation and inclusion between Council Members.

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The Council can make an appointment for a 4 year period or such lesser period as it chooses, say 1 or 2 years. A shorter period requires the Council to make a further appointment or re-appointment when the term expires. The normal practice has been for Council to appoint the Deputy Mayor for a one year period.

The term of office must be determined prior to nominations for the position being called.

It is appropriate at this time that the appointment be until the Council elections in November 2018.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Manager Finance & Corporate Services

CONSULTATION (EXTERNAL TO COUNCIL)

Nil

POLICY IMPLICATIONS

Policy - Council Members' Allowances and Benefits

STATUTORY REQUIREMENTS

Local Government Act 1999 Section 51 - Principal member of council

FINANCIAL/BUDGET IMPLICATIONS

Council's Policy Council Members' Allowances and Benefits provides for the position of Deputy Mayor to receive an allowance equating to 1.25 times the annual allowance for Councillors.

The allowance is provided for in the annual budget (currently \$20,720 p.a.).

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.16
Title	APPOINTMENTS OF COUNCIL MEMBERS TO COUNCIL COMMITTEES
Date	28 November 2017
Author(s)	Chris Haynes, Governance Officer Patricia Coonan, Governance Officer
Reference	CC10/2268; CR17/57489
Previous Motion	Council, 22 November 2016 – Motions: 2016:11:451 to 468
Attachment/s Under Separate Cover	1. Terms of Reference for Committees and Working Groups 2. List of Current Committee and Working Group Members

OFFICER'S RECOMMENDATION

Item 8.16 – Appointment of Council Members to Council Committees (CC10/2268)

That:

1. The method of appointment of Council Committees, shall be as follows:-
 - 1.1. Council Members are nominated or self-nominate for membership on the Committees.
 - 1.2. A resolution is then moved to appoint all nominated persons to the Committees.
 2. Council elect a Chairperson for each of the Committees, if required to do so by that Committee's Terms of Reference, from the Members appointed to the Committee. If more than one member of the Committee accepts nomination as Chairperson a secret ballot is held.
 3. Council adopt a first past the post method of voting where there are 2 candidates, where a valid vote must have a candidate's name.
 4. Council adopt a preferential method of voting where a valid vote must have a candidate's name where there are 3 candidates, 3 candidate's names a 1, 2 and 3 preference recorded where there are 4 candidates and so on.
 5. The Mayor and all Council Members present at the meeting are eligible to vote.
 6. The Chief Executive Officer be appointed Returning Officer for the election.
 7. If at any stage during the process there is an equal number of votes the Returning Officer will decide the issue by the drawing of lots. The name of the candidate/s withdrawn will be the one/s excluded from the ballot.
 8. Upon completion of counting the ballot, the Returning Officer will report to the Council the successful candidate. A Council resolution is needed to confirm the election of the Chairperson of the Committee.
-

1. Appointment of Members to the Corporate and Community Services Committee

1.1 That in accordance with its Terms of Reference the following Council Members (a minimum of seven (7)) be appointed to the Corporate and Community Services Committee until the next ordinary Council elections in 2018:

- 1) Councillor
- 2) Councillor
- 3) Councillor
- 4) Councillor
- 5) Councillor
- 6) Councillor
- 7) Councillor
- 8) Councillor
- 9) Mayor K Redman
- 10) Deputy Mayor

1.2 That Cr be appointed as Chair of the Corporate and Community Services Committee until the next ordinary Council elections in 2018.

2. Appointment of Members to the Infrastructure and Environmental Services Committee

2.1 That in accordance with its Terms of Reference the following Council Members (a minimum of seven (7)) be appointed to the Committee until the next ordinary Council elections in 2018:

- 1) Councillor
- 2) Councillor
- 3) Councillor
- 4) Councillor
- 5) Councillor
- 6) Councillor
- 7) Councillor
- 8) Councillor
- 9) Mayor K Redman
- 10) Deputy Mayor

2.2 That Cr be appointed as Chair of the Infrastructure and Environmental Services Committee until the next ordinary Council elections in 2018.

3. CEO Performance Management Panel

3.1 That in accordance with its Terms of Reference the following Council Members (minimum of five (5)) be appointed to the CEO Performance Management Panel until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
 - 3) Councillor
 - 4) Councillor
 - 5) Councillor
 - 6) Councillor
 - 7) Councillor
 - 8) Councillor
 - 9) Mayor K Redman
 - 10) Deputy Mayor
-

3.2 That Cr be appointed as Chair of the CEO Performance Management Panel until the next ordinary Council elections in 2018.

4. External Funds Committee

4.1 That in accordance with its Terms of Reference the following Council Members (minimum of four (4)) be appointed to the External Funds Committee until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
 - 3) Councillor
 - 4) Councillor
 - 5) Councillor
 - 6) Councillor
 - 7) Councillor
 - 8) Councillor
 - 9) Mayor K Redman
 - 10) Deputy Mayor
-

4.2 That Cr be appointed as Chair of the External Funds Committee until the next ordinary Council elections in 2018.

5. Elderly Centre Advisory Committee

That in accordance with its Terms of Reference the following Council Members (minimum of two (2)) be appointed to the Elderly Centre Advisory Committee until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
-

6. Gawler Heritage Collection Committee

That in accordance with its Terms of Reference the following (minimum of three (3)) Council Members be appointed to the Gawler Heritage Collection Committee until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
 - 3) Councillor
-

7. Gawler Youth Advisory Committee

That in accordance with its Terms of Reference the following (minimum of two (2)) Council Members be appointed to the Gawler Youth Advisory Committee until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
-

8. Audit Committee

That in accordance with its Terms of Reference the following (minimum of two (2)) Council Members be appointed to the Committee until the next ordinary Council elections in 2018:

- 1) Mayor K Redman
 - 2) Councillor
 - 3) Councillor
 - 4) Councillor
 - 5) Councillor
-

9. Gawler River Floodplain Management Authority

That:-

9.1 The following Council Members be appointed as Board Members to the Gawler River Floodplain Management Authority until the next ordinary Council elections in 2018:

- 1) Councillor
- 2) Councillor (Deputy)

9.2 Council notes the CEO's nominees to the Gawler River Floodplain Management Authority are:-

- 1) Manager Infrastructure and Engineering Services
 - 2) Team Leader Asset Planning (Deputy)
-

10. Northern Adelaide Waste Management Authority

That:-

10.1 The following Council Members be appointed as Board Members to the Northern Adelaide Waste Management Authority until the next ordinary Council elections in 2018:

- 1) Councillor
- 2) Councillor
- 3) Councillor (Deputy)

10.2 Council Officers be appointed as Board Members to the Northern Adelaide Waste Management Authority until the next ordinary Council elections in 2018:

- 1) Chief Executive officer
 - 2) Team Leader Environment & Regulatory Services (Deputy)
-

11. Gawler Urban Rivers Biodiversity Working Group

That in accordance with its Terms of Reference the following (minimum of two (2)) Council Members be appointed to the Gawler Urban Rivers Biodiversity Working Group until the next ordinary Council elections in 2018:

- 1) Councillor
 - 2) Councillor
-

12. Reconciliation Action Plan Working Group

That:

12.1 In accordance with its Terms of Reference the following (minimum of two (2)) Council Members be appointed to the Reconciliation Action Plan Working Group until the next ordinary Council elections in 2018:

- 1) Councillor
- 2) Councillor

12.2 Members of the Executive Team attend these meetings on a rotating basis.

BACKGROUND

In November 2016 Council adopted the appointment of Council Members to its various Section 41 Committees, Working Groups, Audit Committee and Council Development Assessment Panel. Council resolved that these appointments would expire at the November 2017 Council meeting.

Terms of Reference for each of the established Committees and Working Groups is provided at **Attachment 1** of this report.

COMMENTS/DISCUSSION

Members are requested to consider nominations for the following Committee, Panels, Subsidiaries and Working Groups, with appointments expiring at the end of this Council's term per the Council elections in 2018.

A list of Members of current Committees and Working Groups is provided at **Attachment 2** of this report.

Council is requested to appoint Council Members and a Chairperson to each of the following Committees:

- a) Corporate and Community Services Committee (minimum of seven members in accordance with Terms of Reference)
- b) Infrastructure and Environmental Services Committee (minimum of seven members in accordance with Terms of Reference)
- c) CEO Performance Management Panel
- d) External Funds Committee (minimum of four members in accordance with Terms of Reference)

Council is requested to appoint Council Members to each of the following Committees:

- a) Elderly Centre Advisory Committee (two members in accordance with Terms of Reference)
- b) Gawler Heritage Collection Committee (three members in accordance with Terms of Reference)
- c) Gawler Youth Advisory Committee (two members in accordance with Terms of Reference)
- d) Audit Committee (minimum of two members in accordance with Terms of Reference)

Council is requested to appoint Members to the following subsidiaries:

- a) Gawler River Floodplain Management Authority (one Council Board Member and one Deputy Council Board Member, in accordance with Charter)
- b) Northern Adelaide Waste Management Authority (two Council Board Members and one Deputy Council Board Member, one member of Council staff and one Deputy member of Council staff, in accordance with Charter)

Council is requested to appoint Council Members to the following Working Groups:

- a) Gawler Urban Rivers Biodiversity Working Group (two members in accordance with Terms of Reference)
- b) Reconciliation Action Plan Working Group (two members in accordance with Terms of Reference)

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At its meeting held on 22 August 2017 Council resolved the appointment of Council Members to the Council Assessment Panel, the term ending on 22 August 2018.

Moved by Cr K Fischer
Seconded by Cr M Nicolson
Motion No: 2017:08:275

That Council:-

- 1. Notes the Appointment of Members to Council's Assessment Panel report under the Planning, Development and Infrastructure Act 2016.*
- 2. Appoints Cr M Nicolson, as a person qualified on account of their experience in Local Government, as the Council Member representative to the Council Assessment Panel for a period ending 22 August 2018*
- 3. Appoints Cr D Hughes, as a person qualified on account of their experience in Local Government, as the Deputy Council Member representative to the Council Assessment Panel for period ending 22 August 2018.*
- 4. Appoints Cr K Fischer, as a person qualified on account of their experience in Local Government, as the second Deputy Council Member representative to the Council Assessment Panel for a period ending 22 August 2018.*
- 5. Notes that a further report with new Terms of Reference and Meeting Operating Procedures will be presented to the September Council meeting relating to the new Council Assessment Panel commencing from 1 October 2017.*

Community Representation

The following Committees and/or Working Groups have community member participation:

Elderly Centre Advisory Committee
Gawler Heritage Collection Committee
Gawler Youth Advisory Committee
Gawler Urban Rivers Biodiversity Working Group
Reconciliation Action Plan Working Group

Appointments of community members to these Committees and Working Groups will be advertised as necessary in accordance with Terms of Reference.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Manager Finance & Corporate Services

CONSULTATION (EXTERNAL TO COUNCIL)

Nil

POLICY IMPLICATIONS

Code of Practice for Access to Council and Committee Meetings and Council Documents
Code of Practice for Committee Meeting Procedures
Code of Practice for Working Groups

STATUTORY REQUIREMENTS

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Council has granted delegated authority under the Local Government Act to the Corporate and Community Services Committee, the Infrastructure and Environmental Services Committee and the External Funds Committee to make certain decisions on behalf of Council.

FINANCIAL/BUDGET IMPLICATIONS

The administrative costs associated with all the Committees are provided for within Council's existing budget.

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	8.17
Title	COUNCIL MEMBER ALLOWANCES – PERIODIC ADJUSTMENT
Date	28 November 2017
Author(s)	Chris Haynes, Governance Officer
Reference	CC10/2280; CR17/53894
Previous Motion	Council, 22/11/2016, Motion No. 2016:11:469
Attachment/s Under Separate Cover	Nil

OFFICER'S RECOMMENDATION

Item 8.17– Council Member Allowances – Periodic Adjustment (CC10/2280)

That the Council Member Allowances – Periodic Adjustment report be received and the adjustment to allowances be made accordingly.

BACKGROUND

Section 76(9) of the *Local Government Act 1999* provides for Council Member allowances to be adjusted on the first, second and third anniversaries of periodic elections to reflect changes in the Adelaide Consumer Price Index (CPI) published by the Australian Bureau of Statistics. The third anniversary of the last periodic election is 7 November 2017.

Regulation 4(2) of the *Local Government (Members Allowances and Benefits) Regulations 2010* sets out the formula for adjusting an allowance. The Regulation states that:

For the purposes of section 76(9) of the Act, an allowance is to be adjusted by multiplying the allowance by a proportion obtained by dividing the Consumer Price Index for the September quarter last occurring before the date on which the allowance is to be adjusted by the Consumer Price Index for the September quarter immediately before the date on which the allowance was determined under section 76 of the Act (with the amount so adjusted being rounded up to the nearest dollar).

Council reviewed and adopted its Council Members' Allowances and Benefits Policy in March 2016.

COMMENTS/DISCUSSION

In accordance with Part 4 of the Regulations, (and for the purposes of section 76 of the *Local Government Act 1999*), an allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable. This Council's Policy is for the allowance to be paid monthly, in advance.

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Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.

The annual allowance for a Council Member is determined according to the relevant Council group. The Town of Gawler sits in Group 2.

The annual allowance for:

- a) Principal Members, is equal to four times the annual allowances for Council Members of that Council;
- b) Deputy Mayor or Deputy Chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council.

The Council Members' Allowances and Benefits Policy provides for the Deputy Mayor, whether presiding over prescribed committee/s or not, the amount equal to one and a quarter (1.25) times the annual allowances for Council Members of Council. No sitting fee is payable for Council Members who were presiding members of other committees (and not deputy mayors, deputy chairpersons or presiding members of prescribed committees).

The Local Government Association has advised that the adjusted allowance, per annum, from 7 November 2017 is:

Mayor	\$ 66,304
Deputy Mayor	\$ 20,720
Council Member	\$ 16,576

As recently advised to Council Members, from December 2017, the monthly allowances will be paid (in advance) by automatic direct debit on the 7th day of each month – should the 7th day of the month fall on a weekend, the payment will be made on the next business day.

COMMUNICATION (INTERNAL TO COUNCIL)

Manager, Finance & Corporate Services

CONSULTATION (EXTERNAL TO COUNCIL)

Local Government Association of South Australia

POLICY IMPLICATIONS

Policy - Council Members' Allowances and Benefits

STATUTORY REQUIREMENTS

Local Government Act 1999.

Local Government (Members Allowances and Benefits) Regulations 2010.

FINANCIAL/BUDGET IMPLICATIONS

Provision for the increase has been provided for in the annual budget.

COMMUNITY PLAN

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

REPORTS BY OFFICERS

Item Number	9
Title	RECOMMENDATIONS FROM COMMITTEES
Date	28 November 2017
Author(s)	Patricia Coonan, Governance Officer Chris Haynes, Governance Officer
Reference	CC17/177; CR17/57878
Attachment/s	Nil

AUDIT COMMITTEE - RECOMMENDATIONS

9.1 Item 7.1 – 2016/2017 Annual Financial Statements (CC17/133)

That Council adopts the recommendation from the Audit Committee made at item 7.1 of that Committee meeting held on 25 October 2017, being:

Motion No: AC:2017:10:47

That the Audit Committee recommends to Council that the:

- 1. Annual Financial Statements for the year ended 30 June 2017, subject to any minor variations requested by the Audit Committee and External Auditors, present fairly the state of affairs of the Council and be presented to Council for adoption at the Special Council meeting scheduled on 31 October, 2017.**
- 2. Certification of Financial Statements be signed by the Chief Executive Officer and the Mayor.**
- 3. Certification of Auditor Independence be reviewed and signed by the Audit Committee Presiding Member and Chief Executive Officer.**
- 4. Auditor's Certification of Auditor's Independence be noted.**
- 5. Independent Auditor's Report to the Members of the Town of Gawler be received and noted.**

9.2 Item 7.2 – 2016/2017 Financial Performance Summary (CC16/1290)

That Council adopts the recommendation from the Audit Committee made at item 7.2 of that Committee meeting held on 25 October 2017, being:

Motion No: AC:2017:10:48

That the Audit Committee recommends to Council that the 2016/2017 Financial Performance Summary Report be received.

GAWLER YOUTH ADVISORY COMMITTEE - RECOMMENDATIONS

9.3 Item 6.1 – Youth Development Officer Report (CC17/56)

That Council adopts the recommendation from the Gawler Youth Advisory Committee made at item 6.1 of that Committee meeting held on 6 November 2017, being:

Motion No: GYAC:2017:11:21

That the Gawler Youth Advisory Committee recommends to Council that Council:

- 1. Thanks all parties involved in Stage One (1) of the redevelopment of the Youth Development Plan, the Youth Summit held on 26 October 2017.**
- 2. Allocates the following Gawler Youth Advisory Committee Members to write articles for inclusion in The Bunyip Generation Now column:**
 - a. Angus Millikan – 3 January 2018**
 - b. Daniel Niutta – 7 February 2018**
 - c. Andrew Welch – 7 March 2018**
 - d. Madison Kennewell – 4 April 2018**
 - e. Jade Hancock – 2 May 2018**
 - f. Daniel Niutta – 6 June 2018**

AUDIT COMMITTEE - RECOMMENDATIONS

9.4 Item 7.1– Internal Controls Review Update 2017/18 (CC17/133)

That Council adopts the recommendation from the Audit Committee made at item 7.1 of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:50

That the Audit Committee recommends to Council that the Internal Controls Review Update 2017/18 report be noted.

9.5 Item 7.2 – 2017/2018 Audit Committee Workplan Progress Report (CC13/234)

That Council adopts the recommendation from the Audit Committee made at item 7.2 of the meeting of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:51

That the Audit Committee notes the 2017/2018 Audit Committee Workplan Progress Report.

9.6 Item 7.3 – Debtor Analysis Report as at 31 October 2017 (CC17/95)

That Council adopts the recommendation from the Audit Committee made at item 7.3 of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:52

That the Audit Committee recommends to Council that the Debtor Analysis Report as at 31 October 2017 be noted.

9.7 Item 7.4 – Council Comparative Data Report (as at 30 June 2016) (CC10/2998)

That Council adopts the recommendation from the Audit Committee made at item 7.4 of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:53

That the Audit Committee recommends to Council that the Council Comparative Data Report (as at 30 June 2016) be noted.

9.8 Item 7.5 – 2017/18 1st Quarter Budget Review (October 2017) (CC17/133)

That Council adopts the recommendation from the Audit Committee made at item 7.5 of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:54

That the Audit Committee recommends to Council the endorsement of the 2017/18 1st Quarter Budget Review (October 2017).

9.9 Item 7.6 – Internal Audit Risk Review (CC17/133)

That Council adopts the recommendation from the Audit Committee made at item 7.6 of that Committee meeting held on 7 November 2017, being:

Motion No: AC:2017:11:55

That the Audit Committee recommends to Council that the Internal Audit Risk Review be noted.

GAWLER HERITAGE COLLECTION COMMITTEE - RECOMMENDATIONS

9.10 Item 5.1 – Gawler Heritage Collection Committee Workplan 2018 (CC15/626)

That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.1 of that Committee meeting held on 9 November 2017, being:

Motion No: GHCC:2017:11:39

That the Gawler Heritage Collection Committee recommends to Council that it notes:

- 1. The Gawler Heritage Collection Committee Workplan 2018.**
- 2. That the Gawler Heritage Collection Committee Workplan 2018 will:**
 - a. Be refined over time to include priorities for the Gawler Heritage Collection, conformity with the Collections Policy (once adopted) and associated budget allocations.**

b. Inform budget bids as part of the Council's Annual Budget and Business Plan Process.

9.11 Item 5.2 – Gawler Heritage Collection Monthly Enquiries – October 2017 (CC15/626)

That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.2 of that Committee meeting held on 9 November 2017, being:

Motion No: GHCC:2017:11:40

That the Gawler Heritage Collection Committee recommends to Council that the Gawler Heritage Collection Monthly Enquiries Report – October 2017 be noted.

CORPORATE AND COMMUNITY SERVICES COMMITTEE – RECOMMENDATIONS

9.12 Motions Made Under Delegated Authority for Noting

That Council notes the adopted Motions from the Corporate and Community Services Committee made under Delegated Authority at the meeting held on 14 November 2017, being:

Item 7.3 – Youth Development Program Update (CC17/56)

Motion No: CCS:2017:11:57

That the Corporate and Community Services Committee notes the Youth Development Program Update.

Item 7.1 – Reconciliation Action Plan Update (CC14/341)

Motion No: CCS:2017:11:58

That the Reconciliation Action Plan Update report be noted.

Item 7.4 – Youth Development Plan Update (CC17/947)

Motion No: CCS:2017:11:60

That the Corporate and Community Services Committee requests that the draft Youth Development Plan be presented to a future meeting of this Committee prior to being released for public consultation.

Item 7.5 – Child Friendly Update (CC17/924)

Motion No: CCS:2017:11:61

That the Corporate and Community Services Committee:

- 1. Supports the Town of Gawler's Child Friendly commitment as outlined within the report to commence in 2018.**
- 2. Thanks the Child and Youth Friendly Greater Gawler Action Group for their significant contributions.**
- 3. Notes that an update report detailing the progress of Child Friendly within the organisation will be presented to a future meeting of this Committee.**

Item 7.6 –Disability Inclusion Bill Submission (CC15/410)

Motion No: CCS:2017:11:62

That the Corporate and Community Services Committee notes the ‘Town of Gawler Submission – draft Disability Inclusion Bill.’

Item 7.7 – Disability Access and Inclusion Plan (CC15/410)

Motion No: CCS:2017:11:63

That the Corporate and Community Services Committee:

- 1. Approves that the draft Disability Access and Inclusion Plan be released for public consultation.**
- 2. Notes the final draft of the Disability Access and Inclusion Plan be presented to a future Corporate and Community Services Committee meeting for consideration.**

Item 7.8 – Disability Update (CC16/254)

Motion No: CCS:2017:11:64

That the Corporate and Community Services Committee notes that:

- 1. A further Disability Update report will be presented to a future Corporate and Community Services Committee meeting.**
- 2. Staff will investigate Information, Linkages and Capacity Building (ILC) funding opportunities, and submit an appropriate grant application to this scheme.**

Item 7.9 – Community Engagement Update (CC17/329)

Motion No: CCS:2017:11:65

That the Community Engagement Update report be noted.

Item 7.10 – 2018 Gawler Fringe and Summer Initiatives Update (CC17/898)

Motion No: CCS:2017:11:66

That the 2018 Gawler Fringe and Summer Initiatives update report be noted.

9.13 Item 7.2 – 2017/18 Community Grants (CC17/604)

That Council adopts the recommendation from the Corporate and Community Services Committee made at item 7.2 of that Committee meeting held on 14 November 2017, being:

Motion No: CCS:2017:11:59

That the Corporate and Community Services Committee recommends to Council that:

- 1. The following successful 2017/18 Community Grant applicants, totalling \$9,197 be adopted.**
- 2. The remaining funding of \$5,803 be made available for community initiatives that may occur during the 2017/18 financial year.**

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Applicant	Project	Amount
Rotary Club of Gawler Light	Riverbank Christmas display	\$1,000
Salt Care	Trailer upgrade	\$1,000
Rotary Club of Gawler	Stands for Village Fair Youth Art Exhibition	\$1,000
Central Districts Basketball Club	Coaching kits	\$1,000
1 st Gawler Scouts	GPS units	\$917
Gawler Town Band	Stands for the Band	\$980
Gawler Little Athletics Centre	Two way radio replacement	\$300
Willo's Men's Shed	Tools upgrade	\$1,000
Gawler Districts Poultry Fanciers Association	Pen improvement	\$1,000
Gawler Central Sporting Club	Uniforms for Junior Girls Football	\$1,000
TOTAL		\$9,197

9.14 Item 14 - Motions Without Notice

That Council adopts the recommendation from the Corporate and Community Services Committee made at item 14 of that Committee meeting held on 14 November 2017, being:

Motion No: CCS:2017:11:67

The Corporate & Community Services Committee recommend to Council that:

- 1. Council notes the correspondence from the Mayor of Frankston City Council about the issue of homelessness across Australia.**
- 2. It supports Increased Federal Government funding for essential services and shelter for people experiencing homelessness in Australia.**
- 3. Mayor Redman writes a letter of support to Frankston City Council on congratulating their worthy initiative.**

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REPORTS BY COUNCIL MEMBERS

Item Number	10.1
Title	GAWLER HEALTH ADVISORY COUNCIL MINUTES - OCTOBER 2017
Date	28 November 2017
Author(s)	Cr David Hughes
Reference	CC17/47; CR17/57913, CR17/57910
Attachment/s	1. Gawler Health Advisory Council Minutes - October 2017

COUNCIL MEMBER RECOMMENDATION

Item 10.1 – Gawler Health Advisory Council Minutes - October 2017 (CC17/47)

That the Gawler Health Advisory Council Minutes - October 2017 report be received.

COMMENTS/DISCUSSION

This report is provided for Members' information.

CONFIDENTIAL REPORTS BY OFFICERS

Item Number	15.1
Title	BUSINESS INNOVATION HUB DRAFT MANAGEMENT AGREEMENT
Date	26 September 2017
Author(s)	David Barrett, Manager Business Enterprises and Communications
Reference	CC16/1157; CR17/40156; CR17/57533
Previous Reference/ Motion	Council, 25/07/2017, Motion No: 2017:07:261
Attachment/s Separate Cover	Under 1. Business Innovation Hub Draft Management Agreement

In accordance with Sections 83(5) and 84(6) of the Local Government Act, 1999 – the Chief Executive Officer considers that this item may be considered in confidence by the Council on the grounds set out below (and therefore will remain confidential until the Council resolves how this item is to be classified).

A further written report will be considered by Members at the Meeting after the following recommendation is carried.

OFFICER'S RECOMMENDATION

Item 15.1 – Business Innovation Hub Draft Management Agreement (CC16/1157)

That:

- 1. Pursuant to Sections 90(2), 90(3)(d) and 90(3)(k) of the Local Government Act 1999 (the Act), the Council orders that the public be excluded from attendance at that part of this meeting relating to Item 15.1, excepting the following persons:**
 - **Chief Executive Officer**
 - **Manager Development, Environment & Regulatory Services**
 - **Manager Infrastructure & Engineering Services**
 - **Manager Library & Community Services**
 - **Manager Finance & Corporate Services**
 - **Manager Business Enterprises & Communications**
 - **Minute Taker**
 - **Representative from Anittel Pty Ltd (Inabox)**

to enable the Council to consider Item 15.1 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 15.1:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –**
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and**
 - (ii) would, on balance, be contrary to the public interest;**
- (k) tenders for the supply of goods, the provision of services or the carrying out of works;**

Specifically, the present matter relates to submissions received in response to Council's Request for Proposal for a Private Operator of the Business Innovation Hub that if released to the public could confer commercial advantages and detail of the negotiations between the preferred operator of the Business Innovation Hub and Council that contains commercial information of a confidential nature.

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

CONFIDENTIAL REPORTS BY OFFICERS

Item Number	15.2
Title	PUBLIC LIGHTING DISPUTE UPDATE
Date	28 November 2017
Author(s)	Ben DeGilio, Team Leader Asset Planning Wahidullah Yousafzai, Traffic Engineer
Reference	CC14/1485; CR17/56318; CR17/57935
Previous Reference/ Motion	NIL

In accordance with Sections 83(5) and 84(6) of the Local Government Act, 1999 – the Chief Executive Officer considers that this item may be considered in confidence by the Council on the grounds set out below (and therefore will remain confidential until the Council resolves how this item is to be classified).

A further written report will be considered by Members at the Meeting after the following recommendation is carried.

OFFICER'S RECOMMENDATION

Item 15.2 – Public Lighting Dispute Update (CC17/1485)

That:

- 1. Pursuant to Sections 90(2) and 90(3)(i,j) of the Local Government Act 1999 (the Act), the Council orders that the public be excluded from attendance at that part of this meeting relating to Item 15.2, excepting the following persons:**

- **Chief Executive Officer**
- **Manager Development, Environment & Regulatory Services**
- **Manager Infrastructure & Engineering Services**
- **Manager Library & Community Services**
- **Manager Finance & Corporate Services**
- **Manager Business Enterprises & Communications**
- **Minute Taker**
- **Team Leader Asset Planning**

to enable the Council to consider Item 15.2 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 15.2:

- (i) information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the Council or an employee of the Council;**

Specifically, the present matter relates to the ongoing public lighting dispute legal proceedings between the Local Government Association and SA Power Networks where the Local Government Association is seeking to recover a portion of public lighting costs on behalf of 61 Councils over the timeframe from 2010 to 2015.

- (j) information the disclosure of which—
- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and
 - (ii) would, on balance, be contrary to the public interest;

Specifically, the present matter relates to the ongoing public lighting dispute legal proceedings between the Local Government Association (LGA) and SA Power Networks where the LGA is seeking to recover a portion of costs on behalf of 61 Councils for the 2010 to 2015 regulatory period.

This information was communicated to the Council on a confidential basis.

The Council has considered the public interest in relation to whether to make this order. The prevailing public interest in these circumstances is for the Local Government Association to act on behalf of the Town of Gawler in the public lighting tariff dispute legal proceedings. The Council considers that, on balance, disclosure would be contrary to the public interest. The release of the information provided by the Local Government Association has potential to negatively impact on the outcome to the ongoing public lighting tariff dispute with SA Power Networks.

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

CONFIDENTIAL REPORTS BY OFFICERS

Item Number	15.3
Title	ALLEGATION OF A BREACH OF CODE OF CONDUCT BY A COUNCIL MEMBER INVESTIGATION
Date	28 November 2017
Author(s)	Karen Redman, Mayor
Reference	CC17/959; CR17/57839; CR17/58492
Previous Reference/ Motion	NIL

In accordance with Sections 83(5) and 84(6) of the Local Government Act, 1999 – the Chief Executive Officer considers that this item may be considered in confidence by the Council on the grounds set out below (and therefore will remain confidential until the Council resolves how this item is to be classified).

A further written report will be considered by Members at the Meeting after the following recommendation is carried.

OFFICER'S RECOMMENDATION

Item 15.3 – Allegation of a Breach of Code of Conduct by a Council Member Investigation (CC17/959)

That:

1. Pursuant to Sections 90(2) and 90(3)(a) of the Local Government Act 1999 (the Act), the Council orders that the public be excluded from attendance at that part of this meeting relating to Item 15.3, excepting the following persons:
 - Chief Executive Officer

to enable the Council to consider Item 15.3 in confidence on the basis the Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 15.3:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

Specifically, the present matter relates to information pertaining to the personal affairs of an elected member of Council.

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