19 September 2024

Contact for Apologies: Chelsie Butler
Phone: (08) 8551 0506
Email: localgov@victor.sa.gov.au

Dear Member

NOTICE OF MEETING

Notice is hereby given pursuant to Section **83(1)** of the *Local Government Act 1999*, as amended that a meeting for the **Ordinary Council** has been called for:-

DATE: **Monday, 23 September 2024**

TIME: **5:30 PM**

PLACE: **Council Chambers, 1 Bay Road, Victor Harbor**

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully



Victoria MacKirdy
CHIEF EXECUTIVE OFFICER

Please be advised that filming, photography, audio recording and live-streaming may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.

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

Section 74, 75, 75A, 75B and 75C of the *Local Government Act 1999* requires that Councillors declare any interest and provide full and accurate details of the relevant interest to the Council prior to consideration of that item on the Agenda.

Index

1. PRESENT 4

2. ACKNOWLEDGEMENT OF COUNTRY, DIVERSITY COMMITMENT, SERVICE ACKNOWLEDGEMENT AND PRAYER 4

3. APOLOGIES AND LEAVE OF ABSENCE 4

4. ITEMS ADJOURNED AND/OR LYING ON THE TABLE 5

4.1. CONFIDENTIAL - Adjourned Item - Public Conveniences Investigator - Procurement 5

5. MINUTES OF THE PREVIOUS MEETING 6

5.1. Minutes of the Previous Meeting - 26 August 2024 6

5.2. Minutes of the Special Council Meeting - 16 September 2024 8

6. DEPUTATION 10

6.1. Local Government Association - President Election 10

6.2. Blue Tree Project 10

7. QUESTIONS FROM THE GALLERY 10

8. PETITIONS 10

9. OFFICE OF CHIEF EXECUTIVE OFFICER 11

9.1. Outstanding Resolutions 11

9.2. Reviewed - Safe Environment Policy 26

9.3. Reviewed - Asset Management Policy 43

9.4. Reviewed - Asset Accounting Policy 63

9.5. Reviewed - Internal Control Policy 75

9.6. 2025 Citizen of the Year Awards 97

9.7. Local Government Finance Authority - Election of Representative Members of the Board of Trustees 102

9.8. Local Government Association - President Election 115

10. COMMUNITY AND DEVELOPMENT 135

10.1. Community Grant Application 135

10.2. Encounter Bay Recreation Grounds - Next Steps 140

10.3. Urban Growth Management Strategy - Discussion Paper Engagement Results and First Draft for Public Consultation 148

11. CORPORATE AND CUSTOMER SERVICE 202

11.1. Customer Service Statistics - January 2024 to June 2024 202

12. ENVIRONMENT AND INFRASTRUCTURE 214

12.1. Victor Harbor Ring Road Freight Route 214

12.2. Signalised Pedestrian Crossing - Adelaide Road 217

13. MINUTES OF COUNCIL COMMITTEE MEETINGS 221

13.1. Recreation Centre Management Committee Meeting - 20 August 2024 221
13.2. Southern Communities Transport Scheme Advisory Committee - 21 August 2024 227
13.3. Audit and Risk Committee Meeting Minutes and Summary - 26 August 2024 233
14. SUBSIDIARIES AND REPRESENTATIVE REPORTS 247
15. MATTERS OF URGENCY 247
16. QUESTIONS ON NOTICE 247
17. QUESTIONS WITHOUT NOTICE 247
18. MOTIONS ON NOTICE.....248
18.1. Motion on Notice - Blue Tree Project - Mayor Moira Jenkins 248
18.2. Motion on Notice - Financial Assistance Grants Review - Mayor Moira Jenkins 253
18.3. Motion on Notice - Art Trail Proposal - Cr Marilyn Henderson 258
18.4. Motion on Notice - Gymnastics at the Precinct - Cr Carlos Quaremba.....262
19. MOTIONS WITHOUT NOTICE.....270
20. CONFIDENTIAL ITEMS.....271
20.1. CONFIDENTIAL - CEO Performance Review Committee Meeting Minutes - 11 September 2024.....271
21. CLOSURE 272
ATTACHMENTS UNDER SEPARATE COVER 273
Agenda Item 10.3 - Urban Growth Management Strategy - Discussion Paper Engagement Results and First Draft for Public Consultation 273
Agenda Item 12.1 – Victor Harbor Ring Road Freight Route 338

1. PRESENT

2. ACKNOWLEDGEMENT OF COUNTRY, DIVERSITY COMMITMENT, SERVICE ACKNOWLEDGEMENT AND PRAYER

Acknowledge of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment

The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, religions, beliefs, cultures and backgrounds.

Service Acknowledgement

We recognise the brave individuals who have served, and continue to serve, our nation. We remember those who have lost their lives and paid the ultimate sacrifice to our country.

Prayer

Almighty God, we ask you to bless this council and allow it to be an agent of change to the people of this City and beyond. Direct and prosper its deliberations to the honouring of Your name and the welfare of the people whom it serves. Amen

3. APOLOGIES AND LEAVE OF ABSENCE

4. ITEMS ADJOURNED AND/OR LYING ON THE TABLE

4.1. CONFIDENTIAL - Adjourned Item - Public Conveniences Investigator - Procurement

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Carly Thompson

RECOMMENDATION

1. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, Chief Executive Officer (Victoria MacKirdy), Director Corporate and Customer Services (Karen Rokicinski), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Acting Group Manager Governance and Finance (Michelle James), Executive Assistant (Chelsie Butler) and Access and Inclusion Support Officer (Vicki Francis) be excluded from attendance at the meeting for Agenda Item 4.1 CONFIDENTIAL - Adjourned Item - Public Conveniences Investigator - Procurement.
   a. The Council is satisfied that, pursuant to Section 90(3)(k) of the Local Government Act 1999, the information to be received, discussed or considered in relation to this agenda item is a matter related to tenders for the provision of goods and services for Investigator Toilet Block Refurbishment procurement and the public release of the information during the negotiation of the contract may jeopardise Council's ability to secure best value for money.
   b. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be disclosed and discussed has the potential to jeopardise the commercial position of third parties.

3. That having considered Agenda Item 4.1 CONFIDENTIAL - Adjourned Item - Public Conveniences Investigator - Procurement in confidence under Section 90(2) and (3)(k) of the Local Government Act 1999, the Council:
   a. Pursuant to section 91(7) of the Local Government Act 1999, orders that the tender documents and all minutes be retained in confidence for a period of 6 months or until the tender process has been finalised or as otherwise determined by the Chief Executive Officer; and
   b. The public be readmitted to the meeting.

5. MINUTES OF THE PREVIOUS MEETING

5.1. Minutes of the Previous Meeting - 26 August 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Katie Common

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Monday, 26 August 2024, be confirmed as true and accurate.

INFORMATION

The purpose of this report is to confirm the minutes of the previous meeting in accordance with Regulation 8(1) of the *Local Government (Meeting) Procedures 2013*.

The minutes of the Ordinary Council meeting held on Monday, 26 August 2024, have been distributed to Council Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government (Meeting Procedures) Regulations 2013

- Regulation 8 - Minutes

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparing this report or endorsing the minutes of the previous meeting.

No additional funds are required.

CONSULTATION

Council Members

Chief Executive Officer - Victoria MacKirdy

5.2. Minutes of the Special Council Meeting - 16 September 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Chelsie Butler

RECOMMENDATION

That the minutes of the Special Council meeting held on Monday, 16 September 2024 be confirmed as true and accurate.

INFORMATION

Purpose

The purpose of this report is to confirm the minutes of the previous meeting in accordance with Regulation 8(1) of the *Local Government (Meeting) Procedures 2013*.

Information

The minutes of the Special Council meeting held on Monday, 16 September 2024 have been distributed to Council Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government (Meeting Procedures) Regulations 2013

- Regulation 8 - Minutes

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparing this report or endorsing the minutes of the previous meeting.

No additional funds are required.

CONSULTATION

Council Members

Chief Executive Officer - Victoria MacKirdy

6. DEPUTATION

6.1. Local Government Association - President Election

Dr Heather Holmes-Ross will be presenting to the Council via Teams about the Local Government Association President Election.

6.2. Blue Tree Project

Ms. Sharon Mair will be presenting to the Council about the Blue Tree Project.

7. QUESTIONS FROM THE GALLERY

In accordance with the Code of Practice for Meeting Procedures, the Presiding Member did not receive any Questions from the Gallery within seven clear days prior to the meeting.

8. PETITIONS

9. OFFICE OF CHIEF EXECUTIVE OFFICER

9.1. Outstanding Resolutions

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Katie Common

RECOMMENDATION

That Council receive and note the Outstanding Resolutions - September 2024 report.

PURPOSE

The purpose of this report is to provide Council with an up-to-date listing of the outstanding resolutions of Council as at the time of the agenda preparation.

BACKGROUND

A register of resolutions for the term of Council is maintained and a report included in each Ordinary Council meeting.

The register is presented as an attachment to the report and shows items completed since the last Council meeting and outstanding resolutions that still require action.

COMMENTARY

The Outstanding Resolutions Register provided at Attachment 1 details items still to be actioned and those completed since the Ordinary Council meeting held on Monday, Monday, 26 August 2024.

Summary action comments are provided for each item to advise Council of progress to date.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the Outstanding Resolutions Report can be managed through routine activities and have a negligible impact This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparation or receipt of the Outstanding Resolutions report.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Relevant Staff

ATTACHMENTS

Attachment 1 - Outstanding Resolutions - September 2024

Attachment 1 - 20240923 - Outstanding Council Resolutions

COMPLETED Action List

Meeting Date	Description	Status	Details	Comments
23/01/2023	OC222023 - Motion on Notice - Community Garden Land - Cr Marilyn Henderson	Complete	That Council identify suitable parcels of Council-owned land on which to establish Community Gardens. That Council considers a budget allocation for the establishment of a Community Garden in the 2023/24 budget.	Superseded by OC2782024
27/11/2023	OC4132023 - Motion on Notice - Adelaide Road Signalised Pedestrian Crossing - Cr Angela Schiller	Complete	That Council requests that DIT install a Signalised Pedestrian Crossing as a priority to enable safe pedestrian access across Adelaide Road in the Coles Bunnings and Aldi Retail and service precinct. That Administration share the residents concerns with SA Health for consideration of a signalised pedestrian crossing be included as part of the new Ambulance Station on Adelaide Road.	A report is being presented to Council for a decision for funding the installation of a signalised crossing
27/05/2024	OC1522024 - Urban Growth Management Strategy Discussion Paper - Public Consultation	Complete	That Council approve the Urban Growth Management Strategy (UGMS) Discussion Paper as provided under separate cover for the purpose of commencing community and stakeholder engagement. That a report be brought back to Council following the first phase of stakeholder and community engagement outlining the engagement findings and next steps for the project.	Report included in this agenda
24/06/2024	OC1812024 - Community Land Revocation - Lot 202 Armstrong Road - Community Engagement Findings	Complete	That Council having considered the community and stakeholder engagement findings authorise the submission of the appropriate revocation documentation to the Minister for Local Government for consideration.	The required revocation documents have been submitted to the Minister for Local Government for consideration.
26/08/2024	OC2512024 - Adjourned Item - Fleurieu Regional Waste Authority Draft Business Plan 2024-2027, Long Term Financial Plan and 2024/25 Budget (Version 2)	Complete	That Council approve the Fleurieu Regional Waste Authority's Draft Business Plan 20242027, Long Term Financial Plan and 2024/25 Budget (Version 2).	FRWA Executive Officer advised the Fleurieu Regional Waste Authority Draft Business Plan 2024-2027, Long Term Financial Plan and 2024/25 Budget (Version 2) has been endorsed.
26/08/2024	OC2542024 - Section 41 Committees, External Committees, Advisory and Working Groups - Council Member Appointment	Complete	That Council receives and notes Mayor Moira Jenkins and Cr Carlos Quaremba nominations for the Council Member representative position on the Audit and Risk Committee. That Council appoints Mayor Moira Jenkins and Cr Carlos Quaremba to the Council Member representative position on the Audit and Risk Committee commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified independent Members of appoints, updated Terms of Reference and published on website

26/08/2024	OC2552024 - Section 41 Committees, External Committees, Advisory and Working Groups - Boating and Marine Facilities Advisory Group	Complete	That Council receives and notes Cr Michael Quinton nomination for the chairperson position on the Boating and Marine Facilities Advisory Group. That Council appoints Cr Michael Quinton as the chairperson of the Boating and Marine Facilities Advisory Group commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Updated TOR and published on website
26/08/2024	OC2562024 - Section 41 Committees, External Committees, Advisory and Working Groups - Fleurieu Regional Waste Authority	Complete	That Council appoints Jodi Roberts to the Fleurieu Regional Waste Authority commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified FRWA of the appointment - OREC20723324
26/08/2024	OC2572024 - Section 41 Committees, External Committees, Advisory and Working Groups - Heritage Advisory Group	Complete	That Council appoints Cr Carol Schofield to the position of Chairperson and Cr Schiller to the Council Member Representative position on the Heritage Advisory Group commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified Advisory Group Facilitator of the appointments, updated Terms of Reference and published on website.
26/08/2024	OC2582024 - Section 41 Committees, External Committees, Advisory and Working Groups - Murray Darling Association - Region 6	Complete	That Council receives and notes Cr Carol Schofield nomination for the Council Member representative position on the Murray Darling Association – Region 6. That Council appoints Cr Carol Schofield to the Murray Darling Association - Region 6, commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified Murray Darling Association - Region 6 of Cr Carol Schofield's appointment - OREC20722724
26/08/2024	OC2592024 - Section 41 Committees, External Committees, Advisory and Working Groups - Tree Assessment Panel	Complete	That Council appoints Cr Nick McKenzie to the position of Council Member representative to the Tree Assessment Panel commencing on 27 August 2024 and concluding at the end of the periodic elections in November 2026.	Notified Tree Assessment Panel facilitator of Cr Nick McKenzie's appointment.
26/08/2024	OC2602024 - Section 41 Committees, External Committees, Advisory and Working Groups - Victor Harbor Oval Planning Group	Complete	That Council appoints Cr Schiller to the Council Member Representative position on the Victor Harbor Oval Planning Group commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified Advisory Group Facilitator of the appointments, updated Terms of Reference and published on the website.
26/08/2024	OC2612024 - Section 41 Committees, External Committees, Advisory and Working Groups - Victor Harbor R-7 School Governing Council	Complete	That Council receives and notes Cr Marilyn Henderson nomination for the Council Member representative position on the Victor Harbor R-7 School Governing Council. That Council appoints Cr Marilyn Henderson to the Council Member representative position on the Victor Harbor R-7 School Governing Council, commencing on 27 August 2024 and concluding at the periodic elections in November 2026.	Notified Victor Harbor R-6 Governing Council of the appointment - OREC20723724

26/08/2024	OC2622024 - Partial Review - Delegations Register - Revocation of Delegation	Complete	That having conducted a partial review of Council's Delegations Register, in accordance with Section 44(6) of the Local Government Act 1999, Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following: Disability Inclusion Regulations 2019 (Appendix 10); and Environment Protection Regulations 2023 (Appendix 17); and Planning Development and Infrastructure Act 2016 – Instrument B (Appendix 57); and Planning Development and Infrastructure (General) Regulations 2017 – Instrument B (Appendix 57A); and Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 – Instrument B (Appendix 57B)	September 2024 - Delegations Register Updated - Version 64 - published on website
26/08/2024	OC2632024 - Partial Review - Delegations Register - Delegations made under the Local Government Act 1999	Complete	That Council: on this 26th day of August 2024, hereby exercise its power contained under section 44 of the Local Government Act 1999, by delegating certain powers and functions as provided at Attachment 1, 2, 3, 4 and 5 to the person occupying the Office of Chief Executive Officer (and any person appointed to act in that position), under the following Acts, Regulations and Practice Direction: Disability Inclusion Regulations 2019 (Appendix 10); and Environment Protection Regulations 2023 (Appendix 17); and Planning Development and Infrastructure Act 2016 – Instrument B (Appendix 57); and Planning Development and Infrastructure (General) Regulations 2017 – Instrument B (Appendix 57A); and Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019 – Instrument B (Appendix 57B); and State Planning Commission Practice Direction 18 Outline Consent – Instrument B (Appendix 57C); and Council notes such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 44 and 101 of the Local Government Act 1999, as the Chief Executive Officer sees fit, unless indicated herein or in the conditions and/or limitations contained in the proposed Instrument of Delegations.	Delegations Register has been updated with the amendments. Version 64 has been published on Council's website, Council Member Teams Channel and Staff Intranet.
26/08/2024	OC2642024 - Ordinary Council Meeting - December 2024	Complete	That the Ordinary Council meeting for December 2024, shall be held in the Civic Centre, Council Chambers at 1 Bay Road, Victor Harbor on Monday, 16 December 2024 at 5:30pm.	Website updated and event notice created

26/08/2024	OC2642024 - Ordinary Council Meeting - December 2024	Complete	That the Ordinary Council meeting for December 2024, shall be held in the Civic Centre, Council Chambers at 1 Bay Road, Victor Harbor on Monday, 16 December 2024 at 5:30pm.	Website updated and event notice created.
26/08/2024	OC2652024 - Council Rebate Application - Adelaide Benevolent Society	Complete	That Council denies the application from Adelaide Benevolent Society for a mandatory 75% council rate rebate pursuant to Section 161 (a)(b)(c) of the Local Government Act 1999 on nineteen assessments. That Council denies the application from Adelaide Benevolent Society for a discretionary 75% council rate rebate pursuant to Section 166 (1)(g)(h)(i) of the Local Government Act 1999 on two assessments.	Adelaide Benevolent Society have been advised of the decision via email. Record in Synergy OREC20721224
26/08/2024	OC2672024 - 2024/25 - Representation Review	Complete	That Council: receives and notes this report; determines to undertake an initial three (3) week public consultation process on the issue as to whether residents, ratepayers and electors would like the Council to consider introducing a ward structure as part of the composition of the Council, the outcomes of which will be further considered by the Council, in determining the proposal to be set out under the draft Representations Review report for its further consideration	Consultation commenced on 5 September 2024 and will conclude at 5pm on 26 September 2024.
26/08/2024	OC2762024 - Encounter Community Centre - Funding Agreement	Complete	That Council endorse the funding agreement between the City of Victor Harbor and the Encounter Centre as provided at Attachment 1 and consequently, finalise the Unsolicited Proposal (USP11) submitted by the Encounter Community Centre.	Arranged for two original Copies to be signed by CEO Victoria McKirdy and Board Chair and Deputy Chair of the Encounter Centre
26/08/2024	OC2772024 - Feedback on proposed amendments to the Dog and Cat Management Act 1995	Complete	That Council endorse the feedback provided at Attachment 1 as its submission to the State Government on the proposed amendments to the Dog and Cat Management Act 1995 regarding cat management.	Feedback provided to Board
26/08/2024	OC2862024 - CONFIDENTIAL - Appointment of Qualified Independent Person	Complete	That Council appoints Daryl Stillwell of Stillwell Management Consultants to fulfil the Qualified Independent Person provisions of Section 102A(2) of the Local Government Act 1999, to provide advice in relation to the 2023/24 and 2024/25 CEO Performance Review.	No comments required
26/08/2024	OC2842024 - Motion on Notice - Victor Harbor Gymnastics - Cr Carlos Quaremba	Complete	That the City of Victor Harbor invite a delegation consisting of Nastashia Buck Ceo of Gymnastic SA and Nyree Davis of Victor harbor Gymnastics to discuss the reasons and unpack their withdrawal of interest as a perspective anchor tenant from the sports precinct in a closed session	Briefing Session has been scheduled for Monday 9 September.
26/08/2024	OC2682024 - Deed to Amend Land Management Agreement - Lot 202 Armstrong Road	Complete	That Council endorse the Deed of Variation - Land Management Agreement as provided at Attachment 1 and that the Mayor and the Chief Executive Officer be authorised to execute the Deed under Council's common seal.	

26/08/2024	OC2702024 - Victa Cinema Management	Complete	That Council endorse an extension to the current arrangement with Country Arts SA for a further 12 months to operate the Victa Cinema and authorise the Chief Executive Officer to negotiate any minor amendments and execute the Memorandum of Agreement as provided under separate cover.	Chief Executive Officer has signed the MOA and is with Country Arts for final execution.
26/08/2024	OC2712024 - 2024 Arts and Culture Grants Program	Complete	That Council grant $2,400 (ex GST) in funding to Lauren McKay to support an International Women's Day event to be run in parallel with the annual Powerful Women Exhibition, with funding provided on the condition that the applicant adheres to the requirements outlined within the endorsed Arts and Culture Grants Program Guidelines.	Complete - appliciants have been notified
26/08/2024	OC2722024 - 2024 Arts and Culture Grants Program	Complete	That Council grant $5,100 (ex GST) in funding to the Australia Dance Theatre to support a weeklong Artist in Residence Program for ages 12-17, with funding provided on the condition that the applicant adheres to the requirements outlined within the endorsed Arts and Culture Grants Program Guidelines.	Complete - appliciants have been notified
26/08/2024	OC2732024 - 2024 Arts and Culture Grants Program	Complete	That Council grant $2,500 (ex GST) in funding to Honor Freeman, as a part of the 150 year celebrations for the Victor Harbor Primary School, to support the installation of a mosaic mural, with funding provided on the condition that the applicant adheres to the requirements outlined within the endorsed Arts and Culture Grants Program Guidelines.	Complete - appliciants have been notified

26/08/2024	OC2742024 - 2024/25 Major Festivals and Events Grants Program Round 1	Complete	That Council grant $500 (ex GST) cash and $300 (ex GST) in-kind, support to Robert and Janet Cawood for the Beachside Market 30 Year Anniversary event with funding is provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $3,000 (ex GST) cash and $1,000 (ex GST) in-kind support to Delfos Holistic Health and Fitness for the 2025 Sid James Victor Harbor Triathlon with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $2,000 (ex GST) cash and $1500 (ex GST) in-kind support to Events and Festivals Australia for the 2024 SA Viking Festival with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $2,700 (ex GST) cash and $570 (ex GST) in-kind support to Fairy Pig Productions for two Summer Sands Session events with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $3,000 (ex GST) cash and $733 (ex GST) in-kind support to Great Southern Runs for the 2024 Victor Harbor Half Marathon with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council decline the application from Tracy Grivell and Care Vaughan for Create Festival, and invite the applicants to reapply in Round Two of the Major Festivals and Events Grant Program with more information That Council approves the use of the $4,000 (ex GST) cash grant, previously awarded for the 2023 Victor Harbor Christmas	Complete - appliciants have been notified

26/08/2024	OC2742024 - 2024/25 Major Festivals and Events Grants Program Round 1	Complete	That Council grant $500 (ex GST) cash and $300 (ex GST) in-kind, support to Robert and Janet Cawood for the Beachside Market 30 Year Anniversary event with funding is provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $3,000 (ex GST) cash and $1,000 (ex GST) in-kind support to Delfos Holistic Health and Fitness for the 2025 Sid James Victor Harbor Triathlon with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $2,000 (ex GST) cash and $1500 (ex GST) in-kind support to Events and Festivals Australia for the 2024 SA Viking Festival with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $2,700 (ex GST) cash and $570 (ex GST) in-kind support to Fairy Pig Productions for two Summer Sands Session events with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council grant $3,000 (ex GST) cash and $733 (ex GST) in-kind support to Great Southern Runs for the 2024 Victor Harbor Half Marathon with funding provided on the condition that the applicant adheres to the requirements outlined within the 2024/25 Major Festivals and Events Grant Program Guidelines. That Council decline the application from Tracy Grivell and Care Vaughan for Create Festival, and invite the applicants to reapply in Round Two of the Major Festivals and Events Grant Program with more information That Council approves the use of the $4,000 (ex GST) cash	Complete - appliciants have been notified
26/08/2024	OC2752024 - Business Victor Harbor Collaboration and Grant Agreement	Complete	That Council approve the 2024 - 2027 Collaboration and Grant Agreement with Business Victor Harbor and authorise the Chief Executive Officer to sign the agreement on behalf of Council, subject to the satisfactory provision of acquittals under the existing agreement.	Complete - Agreement has been executed.

26/08/2024	OC2802024 - 2024 End of Year Office Closure	Complete	That in consideration of the public holidays on Wednesday 25 December 2024, Thursday 26 December 2024 and Wednesday 1 January 2025, Council resolves to close the Council's principal office, library and depot from regular Close of Business times on Tuesday, 24 December 2024 and reopen at 9.00am on Thursday, 2 January 2025. That Council resolves the following opening hours for the library, continuing the successful trial of similar hours in previous years. Closed - Wednesday 25 December 2024 (public holiday) Closed - Thursday 26 December 2024 (public holiday) 9.30am – 5.00pm - Friday 27 December 2024 9.00am – 12.00pm Midday - Saturday 28 December 2024 9.30am – 5.00pm - Monday 30 December 2024 9.30am – 5.00pm - Tuesday 31 December 2024 Closed - Wednesday 1 January 2025 (public holiday) Resuming normal operating hours from Thursday 2 January 2025	Staff have been advised of details of closure dates and leave options. Communications team aware of actions to notify public of closure with appropriate measures. Library management and staff are aware of planned opening hours over the holiday period.

OUTSTANDING Action List

Meeting Date:	Description	Status	Assignee	Details	Comments
13/12/2021	OC5962021 - Proposed Road Closure - Unmade Road Reserve - Hindmarsh Valley National Park	In Progress	MICHELLE GRIFFITHS	That subject to a successful application to close the unmade road Council approves a waiver from the Disposal of Land and other Assets Policy and agrees to transfer ownership of the subject land to the Minister for Environment and Water for a nil consideration subject to the inclusion of the land into the adjoining National Park.	No further update - The Department of Environment and Water (DEW) is seeking clarity from the LTO about the documents required due to extension rights across the road. DEW is scheduling a meeting with the LTO to discuss.
27/11/2023	OC4072023 - Road Misalignment - Waitpinga Road	In Progress	MICHELLE GRIFFITHS	That Council undertakes a road closing process under the Roads (Opening and Closing) Act 1991 to address the misalignment of Waitpinga Road affecting private allotment 16 and 17 of Deposited Plan 131037 subject to and inclusive of: The owner of Allotment 16 and 17 of Deposited Plan 131037 accepting and signing the Agreement for Transfer of the Land document for the amount of $9420 (ex GST). That Council meet the cost of the road closing process under the Roads (Opening and Closing) Act 1991. If there are no objections received from the Public Notification period and subject to Ministerial approval of the road closure that the Council sells the land for $9420 (ex gist) to the owner of allotment 16 and 17 Waitpinga Road deposited Plan 131037 and that the Mayor and Chief Executive Officer be authorised to sign the Road Process Order on behalf of Council.	The appliant has paid Council for the land. The final Plan to be deposited to the Lands Services for registration and a request issue of new certificate of titles. Once approved by the LTO the request will be submitted to the Minister for final approval
11/12/2023	OC4562023 - Advisory and Working Group Review	In Progress	KYLA WALKER	That Council as part of the upcoming introduction of the Sector-wide Community Engagement Charter and subsequent requirement to review its Community Engagement Policy and Framework consider implementing a modern less formal engagement approach to achieve better participation from a broader cross-section of the community.	This will be considered when the sector-wide Community Engagement Reforms are rolled out as a part of the *Statutes Amendment (Local Government Review) Act 2021.* The reforms will see the introduction of a State-wide Charter that all councils will be required align to. Once the Minister for Local Government has developed and released the Charter, work will commence reviewing Council's engagement approach to ensure alignment. This will include a Council Member workshop.
11/12/2023	OC4582023 - Arts and Culture Centre - Stage 1 Detailed Design and Construction Documentation	In Progress	Louise Hampel	That Council adopt the Detailed Design and Construction documentation for Stage 1 of the Arts and Culture Centre project as provided under separate cover for the purposes of finalising the current development application; and that authorisation be granted to the Chief Executive Officer to make minor amendments if/where necessary in order to address matters that may arise as part of the development process.	The detailed design contract work has commenced, with a revised concept design anticipated to be presented at a Briefing Session in November. Following this, a report will be submitted to Council for endorsement. Once endorsed the revised plans will be lodged through PlanSA as necessitated by the State Heritage Listing of the cinema

22/01/2024	OC192024 - Motion on Notice - Communication and Engagement with the Community - Cr Stewart Burns	In Progress	MICHELLE JAMES	That a workshop for elected members be held after the release of the Ministers Draft Community Engagement Charter to discuss ways of improving Councils communication and engagement approach with the community.	A workshop will be scheduled following the release of the Minister's Draft Community Engagement Charter.
26/02/2024	OC302024 - ADJOURNED - Arts and Culture Centre - Stage 1 Detailed Design and Construction Documentation	In Progress	Louise Hampel	That Council bring forward $246000 of the capital budget allocated in the Long Term Financial Plan and Asset Management Plan Capital Works Program for Fire Egress Safety Provisions in 2024/25 to the 2023/24 capital budget and allocate an additional $30000 to the 2023/24 operating budget to address the fire safety and electrical compliance matters at the Victa Cinema Town Hall and Coral Street Art Space with the inclusion of the external stairwell and the alternative exit through tenancy 4.	Staff have distributed Requests for Tenders to relevant contractors to establish a timeline. A number of the electrical compliance matters have been completed. Staff have also met with representatives from Heritage SA on site to discuss plans and are in detailed pre lodgement discussions for development application. Awaiting further detail on fittings etc to satisfy Heritage SA requirements. Given the structural and architectural components of the external stair, an architect, engineer and certifier has been engaged to assist in the preparation of plans for these works, which is underway. It is anticipated a formal DA will be lodged in September 2024 with works to occur after the christmas holidays in early 2025.
26/02/2024	OC402024 - Marine Safety SA - Harbors and Navigations 23 Regulation Review	In Progress	KYLA WALKER	That Council work with the Department for Infrastructure and Transport Marine Services Marine Safety and Compliance Unit to undertake broader community consultation on any changes to regulations in relation to considering that: That personal watercraft be permanently banned within the gazetted control area (ensuring that the necessary communications are completed to adequately advertise the extension of the ban). That a no craypot area be implemented at the entrance to the Davenport anchorage for safety of navigation.	The Department is currently working on its priority areas for the Strategy. The Department has advised it is still currently waiting on responses from councils who had approved extensions, however, will touch base with Council shortly to provide an update on next steps.
26/02/2024	OC562024 - Audit and Risk Committee - Appointment of Chairperson and Independent Member Recruitment Process	In Progress	KYLA WALKER	That Council appoint current Independent Member Michael Richardson as Chairperson of the Audit and Risk Committee from 25 November 2024 until the end of his current term (1 March 2026). That Council call for nominations to fill the vacant Independent Member(s) position(s) for the Audit and Risk Committee. That Council note the selection panel for the recruitment of Independent Member(s) for the Audit and Risk Committee will be comprised of: City of Victor Harbor Chief Executive Officer - Victoria MacKirdy Audit and Risk Committee Independent Member - David Papa and/or Michael Richardson Council Member on the Audit and Risk Committee - Cr David Kemp	The expression of interest to fill two upcoming vacant independent member positions has commenced. The EOI will close at 5pm on Thursday, 12 September 2024. A report will be presented to November 2024 Ordinary Council meeting for ratification.

25/03/2024	OC1012024 - Correction of Road Encroachment - Waitpinga Road	In Progress	MICHELLE GRIFFITHS	That Council undertakes a Land Division and boundary realignment process in accordance with the Real Property Act 1886 to address the approximated 1.11 hectare encroachment of Waitpinga Road (the Land) onto private property Certificate of Title 5320/797 1065 Waitpinga Road Waitpinga subject and inclusive of: The property owners accepting and signing the agreement for transfer of the land to Council for the amount of $25000 (ex GST); That Council meets the costs of the land division process and allocates a pre-budget commitment for the 2024/25 capital budget of $15500 costs and $25000 compensation to complete the land division and boundary realignment; That the Mayor and Chief Executive Officer be authorised to release the compensation payment and execute the documents required to address the road encroachment.	The new Plan has been lodged with the Land Services (LTO) for assessment. Payment of the compensation for the acquisition of the land will be paid within 14 days of the LTO registration.
22/04/2024	OC1282024 - Encounter Bikeway Realignment - Council Boundary Connection	In Progress	DAVID READ	That Council allocate $35000 in the draft 2024/25 capital budget and endorse administration to work with Alexandrina Council to co-ordinate the detailed design timing communication grant funding budget and construction of the re-alignment of the Encounter Bikeway between Chiton Surf Life Saving Club and the Investigator Carpark.	$35,000 has been allocated in the 2024/2025 budget to support design work associated with the section of the Encounter Bikeway. Application for grant funding of $20,000 has been sought from the State Governments 2024/2025 State Bicycle Fund to add value to budgeted funds (decision - yet to be advised).
22/07/2024	OC2232024 - Land Disposal - Portion Lot A Bluff Crescent	In Progress	MICHELLE GRIFFITHS	That Council i. approve proceeding with the land division and disposal of approximately 320 square metres of Lot A Bluff Cresent Encounter Bay as contained in Certificate of Title Volume 6481 Folio 579 to the adjoining private property owner at 17 Moonya Avenue Encounter Bay the subject land to be sold and merged into Certificate of Title Volume 5586 Folio 925; and ii. accepts $30000 for the purchase of the land and that Council will be responsible for the cost of the land division in preparation of the sale; and iii. that the Mayor and the Chief Executive Officer be authorised to sign and affix the common seal to finalise and authorise the land transaction.	The Plan for the boundary realignment has been lodged with Council for Development Approval.
22/07/2024	OC2252024 - Biodiversity Victor Harbor - Request for Donation	In Progress	Jodi Roberts	That Council provide a $10000 donation to Biodiversity Victor Harbor to establish a trial Community Biodiversity Nursery and that a report detailing the expenditure of these funds be presented to Council at the September 2024 Ordinary Council Meeting.	September 2024 update - Interim Report received from Biodiversity Victor Harbor and they will provide a comprehensive report for the October Council Meeting.
22/07/2024	OC2292024 - Fleurieu Aquatic Centre - Joint Venture Agreement	In Progress	Victoria MacKirdy	That Council authorise: the Chief Executive Officer (or delegate) to open a joint bank account with the Alexandrina Council for the purposes of the Joint Venture (clause 2.3.1(a)(vi)); and the Initial Contribution from this Council of $50000 be paid into the new bank account (clause 2.3.1(a)(vi)); and an adjustment to the 2024-25 budget after 1 August 2024 with revised costings to account for the contribution of $50000 to fund roles and functions of the Joint Venture (noting that existing FRACA budget allocations may be used for this purpose and therefore this resolution is not at this stage increasing the overall 2024/25 budget to Council).	In progress Gazettal Notice of the approval to the winding up of the FRACA was published on the 1st August 2024. ABN for JV being organised and due for completion by end of September. New account can be opened once ABN finalised.

22/07/2024	OC2332024 - Fleurieu Aquatic Centre - Joint Venture Agreement	In Progress	Victoria MacKirdy	That Council recommends to the Fleurieu Aquatic Centre Joint Venture Advisory Committee that Danielle Leckie (Alexandrina Council employee) be appointed as the Joint Venture Officer (as that term is defined in the JV Agreement) (clause 8.3.3). That Council authorise the Chief Executive Officer (or any person acting in the role) and Mayor to attest to the affixation of the Council Common Seal to a Deed of Novation for the Management Agreement with YMCA on terms materially similar to the draft Deed of Notation annexed to this report and to make any necessary amendment to give effect to the novation of that agreement (as contemplated by the JV Agreement) (clause 2.3.1(a)(iii)). That Council authorise the Chief Executive Officer (or any person acting in the role) and Mayor to attest to the affixation of the Council Common Seal to any other deed or document necessary to give effect to the winding up of FRACA as provided for in various Council resolutions (and as contemplated by the JV Agreement) and authorises the Chief Executive Officer (or any person acting in the role) to do all things necessary to give effect to the winding up of FRACA (clause 2.3.1(a)(iv)). That endorse to the extent necessary that under section 101 of the Local Government Act 1999 the Chief Executive Officer may sub-delegate any powers or functions (if necessary) to position of Joint Venture Officer (as defined in the JV Agreement) in connection with the activities of the Fleurieu Aquatic Centre Joint Venture and Advisory Committee.	In progress Gazettal Notice of the approval to the winding up of the FRACA was published on the 1st August 2024. ABN for JV being organised and due for completion by end of September. Deed of Novation has been signed by Alexandrina and CoVH. With YMCA for signing. Final details will be closed off once ABN is finalised.
26/08/2024	OC2782024 - Unsolicited Proposal (USP10) - Biodiversity Victor Harbor	In Progress	Louise Hampel	That Council assume the capital establishment of a community native nursery as a Council project to be considered, in terms of scope, location and budget, as an expansion to the existing Community Garden project, and thereby removing the capital establishment component of the proposed facility from the Unsolicited Proposal process.	Staff are working on several options for sites for the proposal nursery/community garden. These options are being prepared for Council consideration.
26/08/2024	OC2792024 - Unsolicited Proposal (USP10) - Biodiversity Victor Harbor	In Progress	Louise Hampel	That Council, subject to the establishment of a community native nursery, continue the Unsolicited Proposals process with Biodiversity Victor Harbor for its participation in the operational use of the community nursery, as per the proposal received.	Staff priority is the identification of a site for the nursery/garden. Once Council has decided on a location staff can start looking at the design, stage 1 construction inclusions and an operational model that considers the co-location, site requirements and scope inclusions. Staff are also looking at how additional resources can be applied to this project within existing budget in the context of upcoming leave and availability of staff with expertise in this area.

26/08/2024	OC2812024 - Community Land Management Plans Review - Proceed to Public Consultation	In Progress	Michelle Griffiths	That Council endorse to proceed with public consultation for the following draft Community Land Management Plans in accordance with the requirements of section 197 of the Local Government Act 1999 and Council's Public Consultation Policy. Parks, Gardens and Reserves Town Centre and Foreshore Reserves Sport and Recreation Conservation and Nature Reserves Buffer and Controlled Access Reserves Operational and Other Tabernacle Church Cemetery Reserve That Council authorises the Chief Executive Officer to make minor changes to the draft Community Land Management Plans, if required, prior to the commencement of the public consultation.	The Draft Community Land Management Plans are out for consultation - due to close on 27 September 2024. A Council report will be provided at the October Council Meeting.
26/08/2024	OC2822024 - 2024/25 Australian Government Black Spot Program - Grant Funding Deed	In Progress	Chelsie Butler	That Council enter into a Grant Funding Deed with the Department for Infrastructure and Transport for the 2024/25 Australian Government Black Spot Program; and that the Mayor and Chief Executive Officer be authorised to sign and seal the Grant Funding Deed.	Deed has been provided to Australian Government. Awaiting executed copy back.

9.2. Reviewed - Safe Environment Policy

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Kyla Walker

RECOMMENDATION

That Council adopt the reviewed Safe Environment Policy as provided at Attachment 1.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Safe Environment Policy.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

Section 114(1) of the *Children and Young People (Safety) Act 2017* requires councils and local government bodies to adopt policies and procedures that ensure:

- mandatory reporting obligations are complied with; and
- safe environments for children and young people are established and maintained in respect of the services or activities provided or undertaken

The Policy and Procedures must meet the minimum requirements of the National Principles for Child Safe Organisations and be managed as part of Council's ongoing compliance and risk management system.

In accordance with *Children and Young People (Safety) Act 2017*, councils must review their Safe Environment Policy at least once in every five years and lodge their Policy with a Child Safe Compliance Statement.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

The Policy was adopted by Council at the Ordinary Council meeting held on Monday, 25 August 2014 and was last comprehensively reviewed in September 2021.

COMMENTARY

The purpose of the Safe Environment Policy is to outline Council's commitment to the safety and wellbeing of children, young people and other vulnerable people who access our services. Also, Council supports the rights of the child and vulnerable persons in the community and will act without hesitation to ensure a safe environment is maintained at all times. Futhermore, the *Children and Young People (Safety) Act 2017*, places a legal obligation on councils to ensure all children, young people and other vulnerable people are safe from harm.

Administration has conducted a comprehensive review of the Policy to incorporate any legislative amendments and Council practices. A summary of the main amendments is provided below:

- Minor formatting and editing
- Clause 1 - Purpose - The purpose has been modified slightly to make it clearer and more concise.
- Clause 4 - Legislation and Compliance - The legislation has been updated to include reporting suspected child sexual abuse and failing to protect a child from sexual abuse
- Clause 6.2 - Added a new heading "Council Members"
- Clause 7.1 - Acceptable and unacceptable behaviours - updated the "Code of Conduct" to "Employee Behavioural Standards"
- Clause 10 - Related Documents - updated
- Clause 11 - removed the words "It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor".
- Attachment D - List of positions has been updated to include the words "(but not limited to)" to cover additional positions not listed.

A copy of the reviewed Policy with the recommended track changes is provided at Attachment 1.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The review of the Policy has mitigated the risk of Council not complying with the legislative obligations under the Children and Young People (Safety) Act 2017 and operational requirements. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 132A - Related Administrative Standards

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council adopting the Reviewed Safe Environment Policy.

No additional funds are required.

CONSULTATION

Senior Management Team

Managers

ATTACHMENTS

Attachment 1 - Reviewed Safe Environment Policy

Attachment 1 - Attachment 1 - Reviewed – Safe Environment Policy

POLICY

Policy Name	Safe Environment Policy
Policy Category	Statutory
Department / Officer	Community and Development / Manager Community Wellbeing
Date Adopted	25 August 2014
Date/s Reviewed	26 October 2020, 27 September 2021
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 6– We are a financially sustainable and well-governed organisation
Attachments	Attachment A – Acceptable and Unacceptable Behaviours Attachment B – Recruitment, Selection and Enhancing Performance Attachment C – Mandated Notifiers and Training Requirements Attachment D – Prescribed Positions and Mandatory Notifiers

1. Purpose

The purpose of this policy is to ensure that the City of Victor Harbor implements protective practices to keep ~~for~~ children, young people (under 18 years of age) and vulnerable people ~~are implemented by the City of Victor Harbor to keep them~~ safe from deliberate or inadvertent risk of harm. This policy also aims to ~~and~~ provide them with an understanding of ~~such~~ these protective practices.

2. Scope

This Policy provides all City of Victor Harbor personnel with an understanding of their responsibilities to keep children, young people safe and vulnerable people, while fostering a culture of openness and respect of cultural diversity, recognising all children have a right to be safe from harm regardless of age, culture, religion, gender, sexuality, identity or disability. The Policy also sets out the responsibilities of Council, the Chief Executive Officer, Directors and Managers, Mandated Notifiers, Council employees, volunteers, contractors and consultants (non-mandated notifiers).

3. Policy Statement (Summary)

The City of Victor Harbor is committed to the safety and wellbeing of ~~all~~ children, young people and other vulnerable people who access our services. Council ~~will~~ supports:

- the rights of the children, young people and vulnerable people in the community and, will act without hesitation to ensure a safe environment is maintained at all times; and

- ~~-~~the rights and wellbeing of ~~our~~ Councils employees and volunteers and encourage their active participation in building and maintaining a secure environment for all children, young people and vulnerable people.

4. Legislation and Compliance

Child Safe Environments

Section 114 of the Children and Young People (Safety) Act 2017 requires Councils and subsidiaries to have in place policies and procedures for ensuring:

- Child safe environments for children and young people are established and maintained within the organisation; and
- Mandatory reporting obligations are complied with

~~The *Children and Young People (Safety) Act 2017* outlines the responsibilities for local government (and all other organisations providing a service wholly or partly to children) to ensure all children in their care are safe from harm.~~

~~In creating a child safe environment, Council must observe the provisions set out in Section 114-115 of the *Children and Young People (Safety) Act 2017*, in that appropriate policies and procedures are developed to ensure that safe environments for children and young people are established and maintained, and that appropriate reports of harm and risk of harm are made by mandated notifiers.~~

~~Policies and procedures must comply with Principals of Good Practice issued by the Chief Executive Of Department of Human services as varied from time to time.~~

Mandatory Reporting

Section 30(3)~~(h)~~ of the *Children and Young People (Safety) Act 2017* prescribes mandated notifiers as any Council employee, contractor, volunteer or person undertaking educational or vocational training that provides health, welfare, education, sporting or recreational child care or residential services wholly or partly for children and young people, being a person who:

- p~~P~~rovides such services directly to children and young people; or
- h~~H~~olds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people;

Mandated notifiers also include an officer or employee of a Council or subsidiary who holds a management position, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

Mandated notifiers must report any suspicion of harm or at risk of harm of a child to the Child Abuse Report line (CARL) (telephone 24 hours a day, 7 days a week on 13 14 78). All serious concerns must be reported via the phone line not via the online e-CARL portal ~~or online at~~ (https://my.families.sa.gov.au/IDMProv/landing.html)

~~Section 17, 18 and 19 of the *Child Safety (Prohibited Persons) Act 2016*, outlines the steps Council obligations for employee people to a prescribed position.~~

~~Council must lodge a Child Safe Environments Compliance Statement with the Department for Child Protection. This is a one-off requirement however if a Council is still working~~

~~towards meeting the requirements of the Statement, then it must lodge a further statement when all requirements are met.~~

~~The Australian Government Department of Health and Ageing also require criminal history (police) checks for certain employees and volunteers working in the areas of aged care. This is relevant to certain Home and Community Care services.~~

Reporting Suspected Child Sexual Abuse

Section 64A of the Criminal Law Consolidation Act makes it a criminal offence if an employee (this includes contractors, volunteers, students on placement) of the organisation knows, suspects, or should have suspected that another employee is engaging, or is likely to engage, in the sexual abuse of a child and does not report that knowledge or suspicion to the police.

There are significant legal protections for reporting the suspicion to police in good faith.

The maximum penalty for failing to report their suspicion to policy is three years' imprisonment.

Failing to Protect a Child from Sexual Abuse

Section 65 of the Criminal Law Consolidation Act makes it a criminal offence if an employee of the organisation knows there is a substantial risk that another employee will engage in the sexual abuse of a child, and they have the power or responsibility to remove or reduce that risk but negligently fail to do so.

It is not necessary for abuse to have already occurred.

The maximum penalty for failing to protect a child accordingly is 15 years' imprisonment.

5. Definitions

For the purposes of this policy, many of the definitions are from the *Children and Young People (Safety) Act 2017*

CEO means the Chief Executive Officer of the Council

Child or Young Person means a person who is under 18 years of age.

Harm means physical, sexual, emotional or psychological harm

Mandated Notifier is defined under Section 30 of the Children and Young People (Safety) Act 2017 (the Act) and by virtual of Section 114 of the Act, an officer or employee of a prescribed organisation, who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children are mandated Notifiers

Prescribed Position is a position in which a person works with children or a position in which it is reasonably foreseeable that the person will work with children, including people who:

- Provide a service or undertake an activity that is child-related work in the course of their employment;
- Carry on a business in which an employee works with children (whether or not the person works with children); or
- Are employed to provide preschool, primary or secondary education to a child (whether or not the person is a registered teacher).

Prescribed positions may be held by employees, volunteers, contractors, persons undertaking educational / vocational training or elected members

Risk is defined under Section 18 of the *Children and Young People (Safety) Act 2017*

Risk of Harm is the likelihood of inflicting harm (either directly or as a consequence of other actions) and the severity of that harm.

Vulnerable People means those who may be at risk of harm or exploitation due to their dependence upon others or experiences of disadvantage, and could include people with a disability, the frail aged, people from culturally and linguistically diverse background, refugees and those living in poverty.

6. Role and Responsibilities

6.1 Council

The Council is responsible for the development of this policy and in conjunction with the CEO and/or delegates (where appropriate):

- promoting the protection of children, young people and vulnerable people from harm or risk of harm;
- responding promptly to advice received from the CEO or other sources concerning significant changes to relevant legislation and regulations; and
- regularly reviewing the effectiveness of the policy

6.2 Council Members

Council Members have individual responsibility for appropriate behaviour towards children, young people and vulnerable people, and for compliance with the policy.

6.~~3~~2 **Chief Executive Officer** is accountable to Council and responsible for:

- ensuring the Policy is implemented, monitored, reported on and evaluated.
- being aware of mandatory reporting requirements, procedures, and associated legal responsibilities.
- ensuring significant changes to relevant legislation are brought to the attention of Council in a timely manner.

6.~~4~~3 **Directors and Managers** are accountable to the Chief Executive Officer as follows:

- Recruitment and selection (as set out in Attachment B) including requirements for criminal history screening for existing employees and preferred applicants for prescribed positions.
- Effective implementation of the Policy and safe work place practices.
- Being aware and promoting acceptable behaviour when dealing with children, young people and vulnerable people.

- Providing appropriate induction and on-going training as required in relation to this Policy.
- Establishing and maintaining supportive procedures for fulfilling mandatory notification requirements and ensure mandated notifiers understand their legal responsibilities.
- Reporting any reasonable suspicion of harm or risk of harm of a child to the Department for Child Protection Report Line.
- Supporting employees and responding to enquiries regarding suspicions of abuse or related issues, maintaining appropriate records and ensuring records are securely stored.
- Maintaining confidentiality and fully cooperating with the Department for Child Protection, SA Police and other relevant government agencies in their investigations of suspected harm or risk of harm of a child, young person or vulnerable people.
- Report annually to the Chief Executive Officer on implementation, monitoring and evaluation of the Policy and relevant services, programs and workplace practices.

6.54 Mandated Notifiers

Mandated Notifiers have obligations under Section 31 (4) of the *Children and Young People (Safety) Act 2017* to notify the DCP if they suspect, on reasonable grounds that a child or young person is or may be at risk of harm and the suspicion is formed in the course of their work (paid or voluntary) or in carrying out official duties. ~~to report suspicion that a child or young person may be at harm or at risk of harm.~~

Note: Whilst the obligation to report suspicions of harm or risk of harm rests with mandated officers, they are encouraged to seek advice and support from their Director and Manager or Safe Environment Contact Officer in relation to suspicions of harm or risk of harm. This practice will ensure employees are appropriately supported, records are kept confidentially and securely, and any organisational responsibilities in addition to the mandatory reporting obligation are pursued where relevant, under the framework of the Information Sharing Guidelines (ISG) of South Australia

6.65 Council employees, volunteers, contractors and consultants (non-mandated notifiers)

All Council employees, volunteers, contractors and consultants providing services on behalf of Council have a role to play in providing a safe environment for children, young people and other vulnerable people, and for complying with the Policy.

Council strongly encourages and will sensitively support any employee, volunteer, contractor or consultant who, though not a 'mandated notifier' as defined by the *Children and Young People (Safety) Act 2017*, to report any suspicion they have of incidents of harm or risk of harm towards a child or young person ~~suspects incidents of harm or risk of harm to a child, young people or vulnerable person.~~

In these cases, incidents of harm towards ~~abuse of~~ a child or other vulnerable person are to be reported to the relevant program manager who will, in consultation with the Chief Executive Officer, determine the appropriate action to be taken. Employees, volunteers, contractors and consultants (non-mandated notifiers) within a prescribed position are required to follow the South Australian Government's Information Sharing

Guidelines. Allegations or complaints will be managed in accordance with Council's Complaints Handling Policy and Complaint Handling Procedure.

6.~~7~~6 **Third Party Responsibility – Contractors/Consultants, Licensees, Lease of Council Premises/Facilities, Hire of Council Facilities – Conditions/Agreements** Where appropriate a clause shall be included in contracts of engagement, leases and relevant hire agreements, stipulating the requirement for compliance with this Policy.

6.~~8~~7 **Safe Environment Contact Officer** is responsible for providing support and assistance to employees with mandatory reporting responsibilities and being a point of contact for employees in general regarding any matters relating to harm or risk of harm of children or vulnerable people.

7. Policy Content

7.1 Acceptable and unacceptable behaviours

Council Members, employees, volunteers, contractors and consultants providing services on behalf of Council and those who access Council services have individual responsibility for appropriate behaviour towards children, young people and vulnerable people, and for compliance with this policy. Examples of acceptable and unacceptable behaviours are outlined in Attachment A.

Council's ~~Code of Conduct~~ Employee Behavioural Standards ~~for Employees also~~ sets out the conduct expected of all employees, volunteers, contractors and consultants. Council's Privacy Policy sets out expectations in relation to the collection, storage, disclosure and use of personal information. It is expected that all Council policies will be observed.

Questions of compliance raised by Council Members, employees or the community regarding this policy will be considered by the relevant Director or the Chief Executive Officer.

7.2 Recruitment, selection and enhancing performance

Council will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with, and provide services to children, young people and vulnerable people.

Applicants for prescribed positions will be screened for their suitability to provide services. Screening will involve Working with Children Check (WWCC) checks, criminal history screening, interviews, referee reports, checking qualifications and previous employment history in working with children.

The assessment of criminal history screenings will be in a manner that reflects the standards developed and issued by the Department of Human Services and will be based on principles of natural justice and procedural fairness, and will be documented and consistently applied. The privacy of people will be strictly protected, and sensitive

and personal information will be protected from inappropriate disclosure. Recruitment, Selection and Enhancing performance is outlined in Attachment B.

Council will ensure that employees and volunteers who work with children, young people and vulnerable people or have access to their personal records, receive ongoing support and training to develop, enhance and maintain a child safe environment.

Employees and volunteers who are mandated notifiers will be provided with opportunities to attend training sessions about their mandatory notification obligations. Refresher training will also be conducted after a period of 3 years. Mandated Notifiers and Training Requirements are outlined in Attachment C.

7.3. Responding to Suspected Harm or Risk of Harm

Councill will ensure that all ~~E~~employees, volunteers, contractors and consultants ~~that~~ provide services ~~directly~~ to, or supervise employees that provide services to children, have obligations under the *Children and Young People (Safety) Act 2017* to notify the Child Abuse Report Line on 12 14 78, if they suspect, on reasonable grounds, that a child is at harm or risk of harm and the suspicion is formed in the course of their employment (paid or voluntary).

If employees or volunteers suspect, on reasonable grounds, that a vulnerable person is at harm or risk of harm, they are to notify the South Australian Police on 131 444.

7.4 Safe Environment Contact Officer

A Safe Environment Contact Officer will be appointed to assist Council Employees dealing with mandatory notification responsibilities.

The Safe Environment Contact Officer will be the Manager Community Wellbeing or delegate.

7.5 Training and Support

The Department of Human Services require all mandated notifiers to be aware of their responsibilities under the Act and to be able to identify and respond to children at harm or risk of harm.

7.6 Records

Records will be managed, retained and disposed in accordance with:

- Council's Record Management Policy,
- Elected Members Records Management Policy,
- the Local Councils and Local Governing Bodies and Authorities in South Australia General Disposal Schedule 40 version 1; and
- Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse General Disposal Schedule 32, version 2.

8. Risk Management

Council will identify and assess potential sources of harm and take steps to decrease the likelihood that harm will occur to children, young people and other vulnerable people who use Council services. Areas of risk assessment will include resources, activities and programs, record keeping, physical spaces and organisational culture.

In accordance with Council's Risk Management Policy employees are required to assess risks associated with their roles and the tasks they are undertaking. In the circumstances to which this policy relates, the risk assessment is to:

- Identify all elements that support child safe environments, young people and vulnerable people across Council's delivery spectrum;
- Consider what processes Council has in place to ensure risks are effectively assessed; and
- Identify the circumstances in which the principles of this policy might fail and create corresponding controls to mitigate or minimise impacts.

9. Implementation/Delegations

The Chief Executive Officer has the authority to implement this policy.

10. Related Documents

Council's Complaints Handling Policy and Procedure
~~Code of Conduct for Employees~~Employees Behavioural Standard
Child Safe Environment – Framework for Local Government in SA
~~Elected~~ Council Members Records Management Policy
Information Sharing Guidelines – South Australia
Privacy Policy
Records Management Policy
Volunteer Policy and Volunteer Induction Booklet

11. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. ~~It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.~~

Responsibilities of Staff, Volunteers, Contractors and Consultants and Unacceptable Behaviours

Employees, volunteers, contractors and consultants providing services on behalf of Council, and those who access Council services must at all times:

- Treat children, young people and other vulnerable people with respect, equity and dignity.
- Ensure children, young people and other vulnerable people are protected from any form of harm or discrimination.
- Ensure the environment is safe for children, young people and other vulnerable people – this includes protection from violence, bullying, teasing, threatening and sexist or racist remarks.
- Role model positive behaviours.
- Give constructive feedback to children and young people.
- Ensure children and young people are aware of their rights, including their rights to respect, fairness and safety.
- Adopt safe and protective work practices.
- Promote the involvement of children, young people and other vulnerable people in service development planning where relevant, and inform them of their rights and how to access grievance procedures where relevant.
- Raise any concerns or issues with Council's Safe Environment Contact Officer.
- Record and act on complaints of harm and risk of harm.

Council Members have individual responsibility for appropriate behaviour towards children and other vulnerable people, and for compliance with this Policy.

Unacceptable Behaviours include the following:

- Any form of discrimination against a child or young person on the basis of ethnicity, culture, religion, gender, sexuality or on any other grounds.
- Hitting or physically assaulting a child or young person.
- Using language that is offensive, abusive or otherwise inappropriate.
- Showing preferential treatment to one child or young person over others.
- Shout, yell or speak in an angry, intimidating or threatening manner.
- Engaging in rough physical play with children or young people.
- Unnecessary physical contact with children or young people.
- Condone or participate in illegal or unsafe behaviours when working with children or young people.
- Make inappropriate self-disclosures relating to any participation (past or present) in illegal or unsafe behaviours e.g. past drug use should not be disclosed to, or discussed with children or young people.
- Initiating or engaging in 'friendship' relationships with a child or young person e.g. not to make arrangements to socialise outside the work environment.
- Taking children or young people to your home or on outings that do not fall within professional duties or that have not been authorised by parents or guardians.
- Acting in a manner that is sexually inappropriate – this includes verbal, physical and implied behaviours.
- Initiating or developing a physical/sexual 'relationship' with a child or young person.

- Initiating or developing any relationship that could be deemed as exploitative or abusive with a child or young person including through the use of social media or the internet.
- Failure to report disclosures of harm or risk of harm to the relevant Director or Chief Executive Officer or the Child Abuse Report Line (13 14 78) at the earliest opportunity.

Recruitment, Selection and Enhancing Performance

Council will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with, and provide services to, children young people and other vulnerable people.

Criminal History Assessments

Applicants for prescribed positions will be screened for their suitability to provide services. Screening will involve criminal history screening, interviews, referee reports, checking qualifications and previous employment history in working with children. The assessment of criminal history screenings will be in a manner that reflects the standards developed and issued by the Department for Human Services at https://screening.sa.gov.au/about-checks/legislation/working-with-children-check-guideline and will be based on principles of natural justice and procedural fairness, documented and consistently applied. The privacy of people will be strictly protected, and sensitive and personal information will be protected from inappropriate disclosure.

The *Children and Young People (Safety) Act 2017* provides for some exemptions from the requirement to undergo a criminal history assessment:

- A volunteer who is less than 14 years of age
- A volunteer for a service or activity in which their child ordinarily participates
- A person who believes on reasonable grounds that they will not work with children on more than seven days (whether consecutive or not) in a calendar year.

Council's procedure will include:

- Obtaining informed written consent before obtaining a criminal history report.
- Advertisements for prescribed positions stating that appointment is subject to criminal history report being obtained and satisfactory screening result.
- Using a 100 point check to establish the true identity of applicants.
- Ensuring procedural fairness and what records will be maintained.
- Communicating the Policy and procedures to all employees and volunteers.
- Obtaining a criminal history report prior to appointment.
- Updating criminal history reports at least every three years.
- Encouraging individuals to notify of a change in criminal history status.

Council will ensure that all employees and volunteers who work with children or have access to their personal records have ongoing support and training to develop, enhance and maintain a child safe environment.

Mandated Notifiers and Training Requirements

Mandated notifiers are employees or volunteers who provide services wholly or partly for children. Supervisors and/or managers who have direct responsibility for the supervision of the provision of those services are also mandated notifiers. The following points provide further guidance[1]:

- Parks and garden staff, dog and parking inspectors, and maintenance staff, do not provide services to children. They come into contact with children from time to time in carrying out their duties, but are not mandated notifiers.
- Children are amongst the recipients of certain council services, for example libraries, recreation centres, swimming pools, community centres, information services, biodiversity and nature based programs and some community development programs. Employees and volunteers in these roles are mandated notifiers because they provide services partly to children.
- Employees and volunteers in roles that provide services wholly to children, such as immunisation services, child care services, children's library programs, education programs for children, and Youth Advisory Committees are mandated notifiers.
- Supervisors and/or managers who direct responsibility for the supervision of those employees and volunteers who provide services partly or wholly to children are also mandated notifiers.

Department for Child Protection, Department of Human Services standards require that all mandated notifiers are aware of their responsibilities under the *Children and Young (People) Act 2017* and are able to identify and respond to children at risk of harm. Department for Child Protection Standards encourage organisations to make mandatory notification training available, however training is not a mandatory requirement.

Department for Child Protection Standards suggest that it is good practice to undertake refresher training every three years after the initial training and every three years thereafter however this not a requirement under the standards.

The following schedule provides guidance to assist Council to determine the appropriate level of training for mandated notifiers[2]:

- Employees and volunteers providing services wholly to children – One day program
- Employees and volunteers providing services partly to children, and who may have regular and ongoing contact, and where there is the possibility of establishing a relationship with a child – One day program
- Direct managers/Directors of the above employees and volunteers – One day program
- Employees and volunteers providing services partly to children, incidental to the overall service provision – 2 ½ hours orientation session
- Direct managers or Directors of the above staff and volunteers - 2 ½ hours orientation session.

[1] Child Safe Environments Guidelines – A Framework for Local Government in SA, 2010 – page 27
[2] Child Safe Environments Guidelines – A Framework for Local Government in SA, 2010 – page 28

Prescribed Positions and Mandated Notifiers

Mandate Notifiers

Mandated notifiers are persons (paid or unpaid) who:

- Provide **services wholly or partly** to children, or
- Who have **direct responsibility** for, or direct supervision of services to children

Section 11(2) of the *Children and Young People (Safety) Act 2017* requires that mandated notifiers must report any suspicion on reasonable grounds that a child has been or is being harm or at risk of harm. Council's Safe Environment Policy requires that mandated notifiers undergo a criminal history assessment and obtain training in mandatory reporting to ensure that they are able to meet their mandatory reporting obligations. After the initial training, mandated notifiers should undertake refresher training every three years. Criminal history screenings should be updated at least every five years.

The following positions are identified as being mandated notifiers (but not limited to):

- Manager Community Wellbeing
- Fleurieu Families Team Leader
- Family Support Worker
- Fleurieu Families volunteers
- Manager Library and Customer Service
- Team Leader Library Customer Experience
- Team Leader Library Community Learning
- Library Officer(s)
- ~~Library Officer Community Learning~~
- Library volunteers involved in children's activities
- Manager City Activation and Planning
- Business Operations Co-Ordinator – Visitor Services
- Youth Officer
- Any person acting in one of the above positions

Prescribed Positions *(That are not also Mandated Notifiers)*

Prescribed position is a position (paid or unpaid) undertaken by a person that involves or requires:

- **Regular contact** with vulnerable people or working in **close proximity** to vulnerable people on a regular basis where that contact is **not directly supervised** at all times, or
- **Supervision or management** of above positions, or
- **Access to records** relating to children (including records relating to child protection services, health services, education services, disability services and court order and proceedings).

Section 8B of the *Children and Young People (Safety) Act 2017* requires that a criminal history screening be undertaken for any person in a prescribed position. The Australian Department of Health and Ageing and the South Australian Department of Human Services also specify requirements for funded agencies to ensure criminal history screenings for employees and volunteers working in the areas of aged care.

People in prescribed positions, and any one acting in these positions, require a criminal history screening. Criminal history screenings should be updated at least every five years.

The following positions are identified as being prescribed positions

- Caring Neighbourhood Program Coordinator
- Caring Neighbourhood Assistant Coordinator
- Caring Neighbourhood Program Volunteers
- Southern Communities Transport Scheme Coordinator
- Southern Communities Transport Scheme Assistant Coordinator
- Southern Communities Transport Scheme Program Support Officer
- Southern Communities Transport Scheme volunteers
- Youth Advisory Committee Members over the age of 14

- Employees within the Caring Neighborhood Program and Southern Communities Transport Scheme are provided with security levels that enable them to access the individual confidential client files associated within their area.

- Any person acting in one of the above positions

9.3. Reviewed - Asset Management Policy

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Kyla Walker

RECOMMENDATION

That Council adopt the reviewed Asset Management Policy as provided at Attachment 2.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Asset Management Policy.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

The Policy was adopted by Council at the Ordinary Council meeting held on Monday, 29 June 2009 and was last comprehensively reviewed in May 2017.

COMMENTARY

The City of Victor Harbor is responsible for assets worth at least $279 million. Many of these assets offer benefits or services to our community. To support the effective management of these assets, the Council has an Asset Management Policy, Asset Management Strategy and Asset Management Plans.

Asset Management Policy

The purpose of the Asset Management Policy is to set out the principles by which council intends to manage assets to achieve its organisational objectives.

While it's not mandatory for Council to adopt an Asset Management Policy, it is encouraged for Councils to have one. The Policy can be a useful tool to define the overarching principles and considerations that will be considered when determining what priorities are related to asset management.

The administration has undertaken a comprehensive review of the Policy to capture any legislative amendments, Council's strategic documents and current practice. A summary of the main amendments is provided below:

- Update review frequency to align with the Council's Policy and Procedure Framework Policy to be every three years.
- Updated Strategic Plan Reference to Council's Community Plan 2030
- Clause 1 – Introduction has been removed, as this is included in the report to the Audit and Risk Committee and within the Asset Management Strategy.
- Clause 2 – (is now Clause 1) – Rephrased the purpose to ensure it is clear and concise.
- Add Clause 2 – Scope to align with the current policy template.
- Clause 4 – (is now Clause 3) – Rephrased the scope to ensure it is clear and concise.
- Clause 5 (now Clause 4) – The legislation has been updated to align with the current legislation.
- Clause 6 (now clause 5) – The definitions have been transferred into the current policy format from the table.
- Clause 7 (now clause 6) – No change.
- Clause 6.1 – The Key Principles of Asset Management align with the Council's Community Plan 2030 and the Asset Management Plans, incorporating community benefit, financial sustainability, continuous improvement, and decision-making.
- Clause 6.2 – This Clause now reflects the Asset Management Framework, which shows the relationship between the various elements of the Asset Management process.
- Clause 6.3 – This clause has been removed from the Policy as it's covered under the Asset Management Plans.
- Clause 6.4 (now Clause 6.3) – The clause has been revised to specify the Roles and Responsibilities of the Council, Chief Executive Officer, Environment and Infrastructure Department, and Finance Section. This is to ensure clear and concise information on individual responsibilities.
- Clause 8 (now Clause 7) – Minor amendments
- Added clause 8 – Implementation/ Delegations
- Clause 10 (now Clause 9) – Updated related documents

- Clause 11 (now Clause 10) – Updated heading name from “Evaluation and Availability of Policy" to “Availability of Policy”

The reviewed Policy was presented to the Audit and Risk Committee (the Committee) meeting held on Monday, 26 August 2024 and the Committee resolved:

ARC412024

Moved: Cr David Kemp

Seconded: M Richardson

That the Audit and Risk Committee recommends:

That Council adopts the Asset Management Policy as provided at Attachment B and that reference to Section 48 in the Policy be removed.

CARRIED

The Policy has been updated to reflect the above resolution. A copy of the Policy with the tracked changes is provided at Attachment 1. Given the number of amendments, a clean version of the Policy with the proposed changes is provided at Attachment 2.

Asset Management Strategy

The Asset Management Strategy supports and implements the organisations asset management policy and enables the council to show our asset portfolio will meet the service delivery needs of the community into the future, enable the council’s asset management objectives/strategies to be achieved, and ensure the integration of council’s asset management with our long-term strategic plans.

There is no legislated requirement for councils to prepare an Asset Management Strategy, however, council adopted an Asset Management Strategy in March 2015. After the Council adopts the policy, it will provide guidance and direction to establish objectives, system scope, approach to delivering objectives, and improvements for reviewing the Asset Management Strategy within this financial year.

Asset Management Plans

Asset Management Plans (the Plans) define the activities the organisation asset management objectives. The *Local Government Act 1999* and its regulations require each council to have an Asset Management Plans, covering the management of infrastructure and other major assets of the council for a period of at least ten years. The Local Government Act 1999 does not prescribe any particular form, content or approach for the preparation of the Plans. Council regularly reviews its Plans, with the most recent review undertaken in 2023. The 2024 review has commenced with two briefing sessions with Council Members being held to date.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The Asset Management Policy has been reviewed to align with Council strategic plans, current practice and to assist Council employees in carrying out activities in accordance with legislative provisions. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 132A – Related Administrative Standards

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council adopting the reviewed Asset Management Policy.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - Meeting held on Monday, 26 August 2024

Senior Management Team

ATTACHMENTS

Attachment 1 - Reviewed Asset Management Policy

Attachment 2 - Reviewed Asset Management Policy - Clean version

Attachment 1 - Reviewed - Asset Management Policy

POLICY

Policy Name	Asset Management Policy
Policy Category	Governance
Department / Officer	Environment and Infrastructure ~~/Corporate and Community Services~~Director Environment and Infrastructure
Date Adopted	29 June 2009
Date/s Reviewed	November 2012; May 2013; 8 July 2013; 22 May 2017 (Res: OC2682017); 23 September 2024
Review Frequency	~~Biennially~~Every Three Years
Strategic Plan Reference	Aspiration 5 – We have services and infrastructure that meet our community's needs. ~~Community Plan 2036 and Strategic Directions 2016 – 2020~~ ~~Objective 4 – Services and Infrastructure supporting the community~~ ~~Objective 5.5.1 Manage Council's assets to improve financial sustainability~~
Attachments	Nil

~~1. Introduction~~

~~Council owns and uses at least $279 million of non-current assets to support its core business of delivery of service to the community. Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's strategic service delivery objectives. Council must manage assets through the different stages of an asset's life, from initial planning to determine the need to own assets and acquisition through to disposal.~~

~~The cost of ownership (or control), management and consumption of assets influence the total cost and the quality of service delivery. The Primary objective of this Policy is to achieve service delivery objectives.~~

~~The City of Victor Harbor assets are intergenerational, and the longevity of the assets means that the failure to plan now, for the future, will mean increased financial burden on future ratepayers.~~

~~The importance of community infrastructure and its significance for Council's budgets means that asset management must be at the centre of Council planning. Infrastructure assets are fundamental to Councils' overall service delivery and planning.~~

Strategic asset management planning must form part of an effective long-term financial management framework, linking with, and supporting long-term financial planning and strategic planning.

A strong focus on long-term strategic asset and financial planning is important because there are:

- increased demands for services as the population grows and changes;
- increasing community expectation in relation to both service provision and accountability and value for money;
- finite resources and limited ability to increase revenues; and
- requirement to maintain, renew or replace infrastructure which is unable to meet future demand.

2. Purpose

3.1.

The purpose of this Policy is to set out the principles that by which the Council intents applies toying asset management in order to achieve its organisational objectives for the long-term replacement of assets.

To integrate Asset Management with Council's corporate and financial planning which will broadly take into account whole of life costing, service levels and financing options.

Objective - To ensure adequate provision is made for the long-term replacement of assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets by implementing appropriate asset management strategies and providing appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Council.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes.

2. Scope

This Policy applies to Council assets within the City of Victor Harbor Council area that are owned, managed and under the control and care of the Council.

4. 3. Policy Statement (Summary)

5.3.

~~Council will support asset management principles that enable it to meet its service delivery objectives efficiently and effectively.~~
Council is committed to supporting asset management principles that enable the organisation to meet its service delivery objectives efficiently and effectively.

~~6.~~ Legislation and Compliance

~~7.~~4.

In accordance with the *Local Government Act 1999* the following sections are relevant to this Policy:

- Section 99(1)(g) - The Chief Eexecutive Officer is to ensure that the assets and resources of the Council are properly managed and maintained.
- Section 122 - Tthe Council is required to have in place a consistent Asset Management Strategy enacted through the existence of regularly reviewed Infrastructure and Asset Management Plan(s).
- Section 125 – Eensure that policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to safeguard the Council's assets.
- Section 139(3)(k) – When Council exercises its power of investment, council must, so far as may be appropriate in the circumstances, have regard to the aggregate value of the assets of the Council.

~~Local Government Act 1999~~

~~Section 48 - that Council's report in certain circumstances on the prudential aspects of a project where major asset acquisition or construction is contemplated.~~

~~Section 99 (1)(g) states that the Chief Executive Officer must ensure that the assets and resources of the Council are properly managed and maintained.~~
~~Section 122, (1a) of the Act, as amended, requires Council to develop and adopt;~~
~~(a) a long-term financial plan for a period of at least 10 years and;~~
~~(b) an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the Council for a period of at least 10 years.~~
~~(and these plans will also be taken to form part of the Council's Strategic Management Plans).~~

~~Section 124 and 125 & 139(3)(k) - Council must:~~

- ~~Keep accounting records that adequately record and explain the assets of the Council and which enable the preparation and provision of financial statements to be conveniently and properly audited.~~
- ~~Ensure that policies, practices and procedures of internal control are implemented and maintained to safeguard the council's assets.~~
- ~~When exercising its power of investment, have regard to the aggregate value of the assets of the Council.~~

~~8.~~5. Definitions

~~Asset Management~~	~~The systematic and coordinated activities and practices through which an organisation optimally manages its physical assets and their associated performance, risks and expenditure over their lifecycle for the purpose of achieving its organisational strategic plan.~~
~~Asset Management Plan~~	~~A tactical plan developed for the management of a class of assets that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of an asset in the most cost-effective manner, to provide a specific level of service. A significant component of the plan is the development of long-term expenditure forecasts for the activities required to manage the assets.~~
~~Asset Management Strategy~~	~~A plan to achieve ongoing improvement in Asset Management activities and practices by establishing: clear objectives, a framework within Council to achieve those objectives, a system for measuring performance and a detailed improvement program.~~
~~Long Term Financial Plan~~	~~A ten year financial plan which enables Council to better plan and understand Financial Plan their long-term financial requirements, which includes consideration of sustainability, service provision levels and the creation, upgrading and renewal of assets.~~
~~Asset~~	~~An asset is an item of value – something that is "worth having", because it is capable of delivering valuable services now and into the future.~~ ~~n.b Some assets have a potential service life longer than one year, and are known as "non-current assets." Non-current assets include roads, bridges, footpaths, stormwater, recreational buildings, computer software and intellectual property.~~
~~Asset Life Cycle~~	~~An asset passes through the following phases during its life:~~ • ~~the planning process, where the requirement for an asset is identified and established having regard to service delivery considerations;~~ • ~~the acquisition phase, where the asset is purchased, constructed, leased or otherwise brought into service;~~

	~~• the operation and maintenance phase, where the asset is used for its intended purpose. This phase includes condition and usage review, periodic maintenance, or major repair; and~~ ~~• the disposal phase, initiated when the economic life of the asset has expired, or when the need for the service provided by the asset has disappeared. This involves the retirement, replacement, renewal or redeployment of an asset.~~ ~~Council should ensure that long-term asset management planning reflects a life-cycle approach. If asset planning is limited to a single phase, decisions will not take into account long-term issues.~~

~~**Level of Service**~~	~~The defined service quality for a particular asset against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environment, acceptability and cost.~~

Asset means an item of value – something that is "worth having", because it is capable of delivering valuable services now and into the future.
Some assets have a potential service life longer than one year, and are known as "non-current assets." Non-current assets include roads, bridges, footpaths, stormwater, recreational buildings, computer software and intellectual property.

Asset Life Cycle means a~~A~~n asset passes through the following phases during its life:

- the planning process, where the requirement for an asset is identified and established having regard to service delivery considerations;
- the acquisition phase, where the asset is purchased, constructed, leased or otherwise brought into service;
- the operation and maintenance phase, where the asset is used for its intended purpose. This phase includes condition and usage review, periodic maintenance, or major repair; and
- the disposal phase, initiated when the economic life of the asset has expired, or when the need for the service provided by the asset has disappeared. This involves the retirement, replacement, renewal or redeployment of an asset.

Council should ensure that long-term asset management planning reflects a life-cycle approach. If asset planning is limited to a single phase, decisions will not take into account long-term issues.

Asset Management means the systematic and coordinated activities and practices through which an organisation optimally manages its physical assets and their associated performance, risks and expenditure over their lifecycle for the purpose of achieving its organisational strategic plan.

Asset Management Plan means a plan developed for the management of a class of assets that combines multi-disciplinary management techniques (including technical and

financial) over the lifecycle of an asset in the most cost-effective manner, to provide a specific level of service. A significant component of the plan is the development of long-term expenditure forecasts for the activities required to manage the assets.

Asset Management Strategy means a plan to achieve ongoing improvement in Asset Management activities and practices by establishing clear objectives, a framework within Council to achieve those objectives, a system for measuring performance and a detailed improvement program.

Level of Service means the defined service quality for a particular asset against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environment, acceptability and cost.

Long Term Financial Plan means a ten-year financial plan which enables Council to better plan and understand ~~Financial Plan~~ their long-term financial requirements, which includes consideration of sustainability, service level provisions ~~levels~~ and the creation, upgrading and renewal of assets.

~~9.~~6. Policy Content

6.1 Key Principles of Asset Management

~~Key Principles of~~Effective Asset Management~~,~~ will be achieved by ~~Council~~ adher~~ing~~ence to the following key principles:

- **Community Benefit** – Development of service levels and standards to ensure an appropriate balance of expectations and the objectives and requirements of C~~c~~ouncil.
- **Financial Sustainability** – Maintain and renew Council's assets in a sustainable way that will consider costs of constructing, operating and maintaining to ensure adequate funding is allocated in the long-term financial plan.
- **Continuous Improvement** – The development and maintenance of asset management practices to underpin effective asset lifecycle and condition rating of the asset.
- **Decision Making** – Life cycle costs will be considered as part of any decision relating to new assets or the upgrade of existing assets. This includes, but not limited to, consideration of the impact on operating costs for maintenance and increases to annual depreciation. Asset Management Plans will endeavour to provide optimal replacement cycles to enable effective asset management and funding that is financially sustainable.
- ~~Asset procurement and management will be responsible, accountable, open, consistent and ethical.~~
- ~~Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management practices across~~

~~all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery and policies.~~

- ~~All relevant legislative requirements together with social, economic and environmental considerations will be taken into account in asset management.~~
- ~~Asset management principles will be integrated within existing long-term Council planning and operational processes and assets will be considered with other key resources in achieving Council objectives.~~
- ~~Asset strategies will be linked with the budgetary process, strategic and annual plans and Council planning process and non-asset strategies to ensure Council Policy service delivery needs are met.~~
- ~~An inspection regime will form part of asset management to ensure agreed levels of service are maintained and to identify asset renewal priorities.~~
- ~~Council will aim to fully fund, in its annual budgets, asset renewals and operational requirements necessary to meet agreed levels of service and identified in infrastructure and asset management plans and long term financial plans.~~
- ~~Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.~~
- ~~Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate practices and applicable Australian Standards.~~
- ~~Future life cycle costs will be reported and considered in all decisions relating to significant new services and assets and significant upgrading of existing services and assets.~~
- ~~Service levels will be determined in consultation with the community.~~

6.2 ~~Asset Management and Long Term Financial Management Plans~~Asset Management Framework

Council's Asset Management Framework comprises the elements detailed below and collectively shows the relationship between the various elements of the asset management process ~~Council's Asset Management Framework below shows the relationship between the various elements of the asset management process~~:

6.2.1 Community Plan 2030

Organisational vision goals and objectives.

6.2.2 Asset Management Policy

Principles, requirements and responsibilities for Asset Management, linked to Organisational strategic objectives.

6.2.3 Asset Management Strategy

Asset Management objectives, Asset Management practices, action plans for Asset Management improvement, audit and review processes.

6.2.4 Asset Management Plans

Asset/Service description, levels of service, demand forecasts, lifecycle activities, cashflow forecasts.

6.2.5 Long Term Financial Plan

Provides key financial information and direction for Council to achieve and maintain financial sustainability.

6.2.6 10 Year Capital Works Program

Identifies individual project requirements to provide meaningful annual cost estimates.

6.2.7 Operational Plans and Work Programs

Provide g~~G~~uidance fore day to day activities

~~The key elements to the Asset Management Plans are:~~

- ~~Future Demand~~
- ~~Levels of Service~~
- ~~Risk Management~~
- ~~Life Cycle Management~~
- ~~Financial Summary~~
- ~~Asset Management Practices~~
- ~~Monitoring~~
- ~~Asset Management Improvement Plan~~
- ~~Clear linkages to other Council strategic documents~~

~~Council has a Long Term Financial Plan, which provides key financial information and direction for Council to achieve and maintain financial sustainability. The Asset Management Plan and Ten Year Capital Works Program provide key information to produce an affordable and achievable approach to Asset Management. The Ten Year Capital Works Program also identifies individual project requirements to provide meaningful annual cost estimates.~~

~~Strategic asset management will evolve in a continuous cycle of review and improvement so the quality of outputs matches the changing business needs for Council.~~

~~Council's asset management process is summarised below:~~

~~Community Plan 2036~~	⇨	~~AM Policy~~	⇨	~~AM Strategy~~	⇨	~~AM Plans~~	⇨	~~Long Term Financial Plan~~ ~~10 Year Capital Works Program~~ ~~Operational Plans~~

~~6.3 Service Delivery Needs and Levels of Service~~

~~Service delivery needs will form the basis of all asset management decisions. Assets are acquired for their service delivery potential, and service delivery needs should form the basis of all asset management practices and decisions.~~

~~Service delivery needs should be reviewed on an ongoing basis against budget realities and adjusted as required to take into account changing priorities and constraints.~~

~~Council's asset management practices include:~~

- ~~Consultation with the community and stakeholders, to define the desired outcomes and the service levels required to achieve those outcomes.~~
- ~~Where necessary, establish minimum service standards based on the Council's duty of care.~~
- ~~Incorporate the desired and associated service levels into Council's strategic management plans (including the financial implications into the long-term).~~
- ~~Assess alternative methods of providing the service levels (including lower cost assets and non-asset methods e.g. leasing where possible) and decide on the best solution. This includes an assessment of the lifecycle costs and benefits for each of the alternatives.~~
- ~~If appropriate, acquire the assets to meet the required service levels.~~
- ~~Operate and maintain the assets to achieve required service levels and minimise life-cycle costs.~~

~~To apply the criteria of quality, quantity, location etc (refer definition above) for identified levels of service.~~

6.34 Roles and Responsibilitiesy

6.3.1 Council

The Council is responsible for adopting the Asset Management Ppolicy and ensuring that sufficient resources are ~~provided~~ available to manage Council's assets.

6.3.2 Chief Executive Officer

The Chief Executive Officer is responsible for ~~has~~the overall ~~responsibility for~~development of ~~developing~~ an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council. This includes asset planning, budgeting, reporting and monitoring.

6.3.3 Environment and Infrastructure Department

The Director Environment and Infrastructure, Manager Engineering and Infrastructure and the Asset and GIS Officer are responsible for providing direction for the implementation of Council's Asset Management Framework including the development of the policy, strategy, ~~and~~ plans and register. Develop and update and implement~~,~~ the asset management plans including 10 year capital work programs, specifying asset renewal requirements, levels of service, maintenance standards and lifecycle costs for new and upgraded assets.

6.3.4 Finance Section

The Finance section are responsible for ensuring that the financial data in the adopted asset management plans is reflected in Council's Long-Term Financial Planning.

- ~~Asset Registers are maintained by the Infrastructure Officer and Finance staff, it provides fair/replacement/historical value, accumulated depreciation and carrying amount for each asset and asset class along with historical information relating to revaluation and impairment.~~

~~10.~~7. Risk Management

~~All staff~~ Council employees responsible for and involved in ~~activities associated with~~ the management of the Council's assets will comply with Council's Rrisk ~~assessment~~ Management ~~practices~~F~~f~~ramework ~~in order~~ to assess their overall risk and determine the ~~most~~ appropriate strategies to manage these.

The development of ~~infrastructure and~~ asset management plans will ~~incorporate~~ involve the preparation of a Risk Management Plan for each class of asset.

Council's Asset Management Plans provide an overview of Council's current asset base including replacement, value, useful li~~f~~ke, levels of service, age, and condition~~s~~ profiles.~~will allow for timely and cost effective asset management programs and replacement of asset components where essential maintenance/replacement will be key elements.~~

8. Implementation/Delegations

This Policy will be supported by an Asset Management Strategy and Plans which will be aligned with this Policy and consistent with Council's Community Plan 2030.

The Chief Executive Officer has the delegated authority to implement this Policy.

~~11.~~9. Related Documents

~~Infrastructure~~ Asset Management Strategy
Bridge, Stormwater, Kerb and Channel Asset Management Plan
Roads, Footpaths, Traffic Devices and Car Parks Asset Management Plan
Land, Buildings and Open Space Asset Management Plan
~~Infrastructure Asset Management Plans~~
Long- ~~-~~Term Financial Plan
Ten- ~~-~~Year Capital Works Program

~~12.~~10. ~~Evaluation and~~ Availability of Policy

~~This Policy will be evaluated annually and reviewed at least biennially.~~
This policy is available on Council's website at www.victor.sa.gov.au. ~~It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.~~

Attachment 2 - Reviewed - Asset Management Policy- Clean Version

POLICY

Policy Name	Asset Management Policy
Policy Category	Governance
Department / Officer	Environment and Infrastructure Director Environment and Infrastructure
Date Adopted	29 June 2009
Date/s Reviewed	November 2012; May 2013; 8 July 2013; 22 May 2017 (Res: OC2682017); 23 September 2024
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 5 – We have services and infrastructure that meet our community's needs.
Attachments	Nil

1. Purpose

The purpose of this Policy is to set out the principles that Council applies to asset management in order to achieve its organisational objectives for the long-term replacement of assets.

2. Scope

This Policy applies to Council assets within the City of Victor Harbor Council area that are owned, managed and under the control and care of the Council.

3. Policy Statement (Summary)

Council is committed to supporting asset management principles that enable the organisation to meet its service delivery objectives efficiently and effectively.

4. Legislation and Compliance

In accordance with the *Local Government Act 1999* the following sections are relevant to this Policy:

- Section 99(1)(g) - The Chief Executive Officer is to ensure that the assets and resources of the Council are properly managed and maintained.
- Section 122 - The Council is required to have in place a consistent Asset Management Strategy enacted through the existence of regularly reviewed Infrastructure and Asset Management Plan(s).

- Section 125 – Ensure that policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to safeguard the Council's assets.
- Section 139(3)(k) – When Council exercises its power of investment, council must, so far as may be appropriate in the circumstances, have regard to the aggregate value of the assets of the Council.

5. Definitions

Asset means an item of value – something that is "worth having", because it is capable of delivering valuable services now and into the future.
Some assets have a potential service life longer than one year, and are known as "non-current assets." Non-current assets include roads, bridges, footpaths, stormwater, recreational buildings, computer software and intellectual property.

Asset Life Cycle means an asset passes through the following phases during its life:

- the planning process, where the requirement for an asset is identified and established having regard to service delivery considerations;
- the acquisition phase, where the asset is purchased, constructed, leased or otherwise brought into service;
- the operation and maintenance phase, where the asset is used for its intended purpose. This phase includes condition and usage review, periodic maintenance, or major repair; and
- the disposal phase, initiated when the economic life of the asset has expired, or when the need for the service provided by the asset has disappeared. This involves the retirement, replacement, renewal or redeployment of an asset.

Council should ensure that long-term asset management planning reflects a life-cycle approach. If asset planning is limited to a single phase, decisions will not take into account long-term issues.

Asset Management means the systematic and coordinated activities and practices through which an organisation optimally manages its physical assets and their associated performance, risks and expenditure over their lifecycle for the purpose of achieving its organisational strategic plan.

Asset Management Plan means a plan developed for the management of a class of assets that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of an asset in the most cost-effective manner, to provide a specific level of service. A significant component of the plan is the development of long-term expenditure forecasts for the activities required to manage the assets.

Asset Management Strategy means a plan to achieve ongoing improvement in Asset Management activities and practices by establishing clear objectives, a framework within Council to achieve those objectives, a system for measuring performance and a detailed improvement program.

Level of Service means the defined service quality for a particular asset against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environment, acceptability and cost.

Long Term Financial Plan means a ten-year financial plan which enables Council to better plan and understand their long-term financial requirements, which includes consideration of sustainability, service level provisions and the creation, upgrading and renewal of assets.

6. Policy Content

6.1 Key Principles of Asset Management

Effective Asset Management will be achieved by adherence to the following key principles:

- **Community Benefit** – Development of service levels and standards to ensure an appropriate balance of expectations and the objectives and requirements of Council.
- **Financial Sustainability** – Maintain and renew Council's assets in a sustainable way that will consider costs of constructing, operating and maintaining to ensure adequate funding is allocated in the long-term financial plan.
- **Continuous Improvement** – The development and maintenance of asset management practices to underpin effective asset lifecycle and condition rating of the asset.
- **Decision Making** – Life cycle costs will be considered as part of any decision relating to new assets or the upgrade of existing assets. This includes, but not limited to, consideration of the impact on operating costs for maintenance and increases to annual depreciation. Asset Management Plans will endeavour to provide optimal replacement cycles to enable effective asset management and funding that is financially sustainable.

6.2 Asset Management Framework

Council's Asset Management Framework comprises the elements detailed below and collectively shows the relationship between the various elements of the asset management process:

6.2.1 Community Plan 2030

Organisational vision goals and objectives.

6.2.2 Asset Management Policy

Principles, requirements and responsibilities for Asset Management, linked to Organisational strategic objectives.

6.2.3 Asset Management Strategy

Asset Management objectives, Asset Management practices, action plans for Asset Management improvement, audit and review processes.

6.2.4 Asset Management Plans

Asset/Service description, levels of service, demand forecasts, lifecycle activities, cashflow forecasts.

6.2.5 Long Term Financial Plan

Provides key financial information and direction for Council to achieve and maintain financial sustainability.

6.2.6 10 Year Capital Works Program

Identifies individual project requirements to provide meaningful annual cost estimates.

6.2.7 Operational Plans and Work Programs

Provide guidance for day to day activities

6.3 Roles and Responsibilities

6.3.1 Council

The Council is responsible for adopting the Asset Management Policy and ensuring that sufficient resources are available to manage Council's assets.

6.3.2 Chief Executive Officer

The Chief Executive Officer is responsible for the overall development of an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council. This includes asset planning, budgeting, reporting and monitoring.

6.3.3 Environment and Infrastructure Department

The Director Environment and Infrastructure, Manager Engineering and Infrastructure and the Asset and GIS Officer are responsible for providing direction for the implementation of Council's Asset Management Framework including the development of the policy, strategy, plans and register. Develop and update and implement the asset management plans including 10 year capital work programs, specifying asset renewal requirements, levels of service, maintenance standards and lifecycle costs for new and upgraded assets.

6.3.4 Finance Section

The Finance section are responsible for ensuring that the financial data in the adopted asset management plans is reflected in Council's Long-Term Financial Planning.

7. Risk Management

Council employees responsible for and involved in the management of the Council's assets will comply with Council's Risk Management Framework to assess their overall risk and determine the appropriate strategies to manage these.

The development of asset management plans will involve the preparation of a Risk Management Plan for each class of asset.

Council's Asset Management Plans provide an overview of Council's current asset base including replacement, value, useful life, levels of service, age, and condition profiles.

8. Implementation/Delegations

This Policy will be supported by an Asset Management Strategy and Plans which will be aligned with this Policy and consistent with Council's Community Plan 2030.

The Chief Executive Officer has the delegated authority to implement this Policy.

9. Related Documents

Asset Management Strategy
Bridge, Stormwater, Kerb and Channel Asset Management Plan
Roads, Footpaths, Traffic Devices and Car Parks Asset Management Plan
Land, Buildings and Open Space Asset Management Plan
Long-Term Financial Plan
Ten-Year Capital Works Program

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

9.4. Reviewed - Asset Accounting Policy

Committee: Ordinary Council Meeting

Meeting Date: 26 August 2024

Report Author: Kyla Walker

RECOMMENDATION

That Council adopt the reviewed Asset Accounting Policy as provided at Attachment 1.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Asset Accounting Policy.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

The Policy was adopted by Council at the Ordinary Council meeting held on Monday, 28 June 2009 and was last comprehensively reviewed in May 2017.

COMMENTARY

The purpose of the Asset Accounting Policy is to ensure that Council's non-current assets are recognised and accounted for in accordance with the Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Administration has conducted a comprehensive review of the policy to incorporate any legislative amendments, Council's strategic documents, and the Australian Accounting Standards. A summary of the main amendments is provided below:

- Minor formatting and editing
- Clause 6.1.1 – The table has been updated to align with the new categories and reflective of asset classes. The previous table was unclear as to whether items in Open

Space such as picnic settings fit within ‘Infrastructure’ or ‘Furniture and Fittings’. Therefore, we have separated them to provide clarity.

- Clause 6.2 – Asset Classes – The table has been updated to align with the new categories and classes in the Asset Register within OneCouncil.

- Clause 6.3.2 – Useful Lives and Residual Values – The table has been updated to align with the new categories, classes, average useful life, and annual depreciation rates contained in the Asset Register within OneCouncil.

The reviewed Policy was presented to the Audit and Risk Committee meeting held on Monday, 26 August 2024 and the Committee resolved:

ARC422024

Moved: M Richardson

Seconded: N Lopez

That the Audit and Risk Committee Recommends:

That Council adopts the reviewed Asset Accounting Policy as provided at Attachment A, subject to the change of averages to ranges at 6.3.2 in the table.

CARRIED

The Policy has been updated to reflect the above resolution, and a copy of the Policy with the tracked changes is provided at Attachment 1.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The Asset Accounting Policy has been reviewed to align with Council strategic plans, current practice and to assist Council employees in carrying out activities in accordance with legislative provisions. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Australian Accounting Standards

Local Government Act 1999

- Section 132A - Related Administrative Standards

Local Government (Financial Management) Regulations 2011

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council adopting the reviewed Asset Accounting Policy.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - Meeting held on Monday, 26 August 2024

Senior Management Team

ATTACHMENTS

Attachment 1 - Reviewed Asset Accounting Policy

Attachment 1 - Reviewed - Asset Accounting Policy

POLICY

Policy Name	Asset Accounting Policy
Policy Category	Governance
Department / Officer	Office of the Chief Executive Officer
Date Adopted	28 June 2009
Date/s Reviewed	20 September 2010; 26 September 2011; 28 April 2014; 27 November 2017; 24 May 2021; 23 September 2024
Review Frequency	Every three years
Strategic Plan Reference	~~Community Plan 2030~~ Aspiration 5 – We have services and infrastructure that meet our community's needs Aspiration 6 – We are a financial sustainable and well-governed organisation
Attachments	Nil

1. Purpose

The purpose of this Policy is to enable ~~ensures that~~ Council's non-current assets to be ~~are~~ recognised and accounted for in accordance with *Australian Accounting Standards* and the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

2. Scope

This ~~p~~Policy applies to the acquisition and accounting treatment of Council's non-current assets, to ensure they are managed in an efficient and financially responsible manner, and that financial information related to non-current assets are presented consistently.

3. Policy Statement (Summary)

The City of Victor Harbor has an obligation to ensure that existing assets are managed efficiently, and that decisions regarding the acquisition of new assets and the sale and maintenance of current assets are undertaken in an open and transparent manner. Sound asset management is the key to the financial sustainability of every Council.

Council's non-current assets shall be recognised, capitalised and revalued in accordance with the Australian Accounting Standards and this Policy.

4. Legislation and Compliance

- Australian Accounting Standards Board (AASB)
  AASB13 – Fair Value Measurement
  AASB16 - Leases
  AASB116 – Property, Plant and Equipment
  AASB136 – Impairment of Assets
  AASB138 – Intangible Assets
  AASB1051- Land Under Roads

- Local Government Act 1999
  Section 124 – Accounting records to be kept
  Section 127 – Financial Statements
  Section 139 – Investment powers

- Local Government (Financial Management) Regulations 2011
  ~~Clause~~ Regulation 11 – Accounting s~~S~~tandards
  ~~Clause~~ Regulation 12 – Revaluation of assets

5. Definitions

Accumulated Depreciation means the total of all the annual depreciation that has been applied to the asset since the asset has been used by the entity.

Asset means a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity. The three elements of an asset are:

- future economic benefits (goods and services provided by the asset)
- control by the entity (ability of entity to benefit from future economic benefits)
- occurrence of a past event (asset must be in existence)

Residual Value ~~(where applicable) of an asset~~ means ~~is~~ the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Carrying Amount means the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

Depreciation means the systematic allocation of the depreciable amount of an asset over its useful life.

Depreciable Amount means the cost of an asset or other amount substituted for cost, less its residual value.

Fair Value means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.~~.~~

Impairment Loss means ~~is~~ the amount by which the carrying amount of an asset exceeds its recoverable amount.

Maintenance means recurrent operating expenditure such as repairs, fuel, power, materials, labour, overheads and general services. It includes both reactive maintenance and planned maintenance programs and non-capitalised minor equipment purchases.

Property, Plant and Equipment are tangible items that:
(a) are held for the use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
(b) are expected to be used during more than one period

Right-of-Use Assets means an asset that represents a lessee's right to use an underlying asset for the lease term.

Useful Life means the period for which an asset is expected to be available for use by an entity or the number of production or similar units expected to be obtained from the asset by an entity.

6. Policy Content

The *Local Government Act 1999* requires all Councils to develop and adopt infrastructure and asset management plans covering a period of at least ten years. In addition, Councils are required to adopt long term financial plans also covering a period of at least ten years. Both of these documents form part of Council's strategic management plans.

AASB 116 requires that a distinction be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide service over more than one financial year. This distinction is a critical component in the determination of financial sustainability of a Council.

6.1 Recognition of an Asset

An asset is recognised in the balance sheet when it is probable that future economic benefits will flow to the entity and the asset has a cost or value that can be measured reliably.

An asset that qualifies for recognition will be initially recorded at cost at the date of acquisition, including costs directly attributable to bringing the asset to the location and condition ready for operation by the Council.

Where an asset is acquired at no cost, at significantly less than fair value, the cost is its deemed fair value as at the date of acquisition.

Assets with an economic life in excess of one year will be capitalised where the cost of acquisition exceeds materiality thresholds set by Council for each type of asset.

No capitalisation threshold is applied to the acquisition of land or interests in land.

Council has elected not to recognise land under roads in accordance with the deferral arrangements available under AASB 1051. As at 1 July 2008, Council has elected not to recognise any values for land under roads acquired before the commencement of AASB 1051.

6.1.1 Material Levels for Capitalisation

Material levels for capitalisation of assets are:

~~Asset type~~	~~Material level~~
~~Software~~	~~$50,000~~
~~Buildings~~	~~$10,000~~
~~Roads, Drainage and other Infrastructure~~	~~$10,000~~
~~Major Plant and Equipment~~Fleet	~~$5,000~~
~~Minor Plant and Equipment~~	~~$1,000~~
~~IT and Office Equipment~~	~~$1,000~~
~~Furniture and Fittings~~	~~$1,000~~
~~Other~~	~~$1,000~~

Asset Class	Level
Software	$50,000
Buildings	$10,000
Roads	$10,000
Kerbing	$10,000
Footpaths	$10,000
Bridges	$10,000
Stormwater	$10,000
Car Parks and Traffic	$10,000
Other Infrastructure	$10,000
Fleet	$5,000
Open Space	$1,000
Plant and Equipment (IT, Minor, Other)	$1,000
Furniture and Fittings	$1,000
Artworks and Other	$1,000

6.1.2 Individual Assets

Individual assets not meeting threshold limits may be capitalised as a group asset, if the total value of the items exceeds threshold levels (eg 200 hall chairs).

Additionally, where there is expenditure on individual assets that falls below the materiality threshold for that asset class, but operate together as a network or asset group, that total expenditure can be capitalised, for example a computer network, bulk furniture or stormwater pumps.

6.1.3 Intangible Assets

Intangible assets, such as software, will be recognised subject to AASB138. Research will be recognised as an expense when it is incurred.

Development activities including configuration, coding, installation and testing will be capitalised where it can be demonstrated that the asset meets the criteria within AASB138.

Generally, software costs will be recognised as follows:

- Research, investigations, feasibility, evaluation etc will be expensed as the costs are incurred.
- Materials, services and internal resources consumed in the development of the software including external / third party fees, software purchase costs, data conversion, migration and testing will be recognised as having probable future economic benefits and thus be capitalised.

6.2 Asset Classes

AASB 116 requires Council's assets to be classified into classes. Council has nominated the following financial classes of assets:

~~Category~~Asset Register	~~Financial Class~~Asset Class	Assets Included
~~Land~~CZZASSET ~~Buildings~~ ~~Infrastructure~~	Land	~~Land~~Community and other land
	Buildings	Internal and external structure, roof, internal and external finishes and building services
	Roads	Sealed and unsealed - pavement base and surface
	Kerbing	Kerbing and watertable
	Footpaths	Footpaths, bikeways and pram ramps
	Bridges	Bridges and major culverts
	Stormwater Drainage	Pipes, pits, retention basins, drainage channels, levees, culverts
	Open Space	Irrigation, reserve furniture, playgrounds, walking trails, cemetery etc
	Carparks and Traffic Controls	Carparks, lighting, traffic signals, median strips, roundabouts etc
	Other Infrastructure	Coastal, depot and miscellaneous
CZZFLEET	Fleet	Vehicles, Plant and Machinery
~~Plant and Equipment~~CZZPAA	Plant and Equipment	~~Major plant and equipment~~ ~~Minor plant and equipment~~ ~~IT and office equipment~~Plant and Equipment – IT Plant and Equipment – Minor Plant and Equipment - Other

~~Furniture and Fittings / Other~~CZZOFFICE	Furniture and Fittings	Office Furniture
	Artworks	~~Art Collection~~Paintings and Art Collection
	~~Library~~	~~Library Books and Materials~~

6.3 Asset Depreciation

Other than land and excluded assets under section 6.1, all recognised infrastructure, property, plant and equipment assets will be systematically depreciated over their useful lives in a manner that reflects the consumption of the service potential embodied in those assets. Residual values (where applicable) are based on the estimated value of an asset at the end of its useful life.

6.3.1 Depreciation

Depreciation is recognised on a straight ~~-~~line basis. The periods of depreciation for building and infrastructure assets have been estimated based on industry standards and consultancy advice. Depreciation rates may be varied for specific assets where asset quality, environmental and/or operational conditions require other than standardised treatment.

6.3.2 Useful Lives and Residual Values

Useful lives and residual values for each class of asset are reviewed as part of the annual asset revaluation process and are included in the Asset Register which is updated following adoption of the annual financial statements each year.

~~Category~~Asset Register	~~Class~~Asset Class	Useful Life Range (Years)	~~Annual Depreciation~~
~~Land~~CZZASSET ~~Buildings Infrastructure~~	Land	N/A	~~N/A~~
	Buildings	20 to 150~~10 - 100~~	~~1.00-10.00~~
	Roads	12 to 210~~10 — 60~~	~~1.67-10.00~~
	Kerbing	~~60 — 70~~70 to 210	~~1.43-1.67~~
	Footpaths	~~30 — 50~~20 to 150	~~2.00-3.33~~
	Bridges	~~80 — 100~~10 to 100	~~1.00-1.25~~
	Stormwater Drainage	~~80 — 100~~100 to 120 ~~130~~	~~1.00-1.25~~
	Open Space	~~5 — 40~~5 to150	~~2.50-20.00~~
	Carparks and Traffic Controls	~~20 — 45~~15 to 210	~~2.22-5.00~~
	Other Infrastructure	~~2 -100~~10 to 50	~~1.00-50.00~~
CZZFLEET	Vehicle	5 to 15	
~~Plant and Equipment~~CZZPAA	Plant and Equipment	~~2 — 20~~5 to 25	~~5.00-50.00~~
~~Furniture and Fittings / Other~~CZZOFFIC	Furniture and Fittings	~~5 — 10~~5 to 50	~~10.00-20.00~~
	Artworks	N/A	~~N/A~~
	~~Library Materials~~	~~10 - 15~~	~~6.67-10.00~~

6.4 Asset Impairment

Impairment is the decline in the future economic benefits or service potential of an asset, over and above the use reflected through depreciation (e.g. a Council asset is damaged in a natural disaster and the carrying value is no longer valid).

AASB 136 requires that a Council assess at each reporting date whether assets under its control may be impaired. External indicators for impairment could be as a result of significant adverse changes in the technological, market, economic or legal environment. Internal indicators for impairment could include obsolescence or physical damage of an asset.

Indicators may provide evidence that an asset is of no benefit to the community or that plans to replace or dispose of the asset will require the re-assessment of its useful life. If any such indication exists, the Council shall estimate the recoverable amount of the asset.

Impairment loss shall be recognised when the recoverable amount of an asset is less than its carrying amount. An impairment loss is recognised in the Income Statement, unless the asset is carried at a revalued amount, when it is to be treated in the same way as a revaluation decrement against the same asset. An impairment loss can be reversed in subsequent years.

6.5 Measurement after recognition

AASB 116 requires revaluations to be undertaken with sufficient regularity to ensure that the carrying amount of an asset does not differ materially from that which would be determined using fair value at the reporting date and for the entire class of asset to be revalued simultaneously.

Determining the frequency of valuations depends on striking a balance between having relevant and timely information, and the cost of obtaining such information. It is appropriate to provide for periodic comprehensive revaluations with interim revaluations based on specific indices.

AASB 116 requires that comprehensive revaluations every three to five years may be sufficient for non-current assets that experience only insignificant changes in fair value. It also provides that a class of assets may be revalued on a rolling basis provided revaluation of the class of assets is completed within a short period and revaluations are kept up to date.

Council intends to conduct comprehensive revaluations on the following basis:

- Land and Buildings to be revalued by external valuers at intervals of no more than four years;
- Infrastructure to be revalued by internal staff and signed off by an external valuer at intervals of no more than four years;
- Artworks to be revalued by external valuers at intervals of no more than four years;
- Plant, equipment, furniture and fittings assets are not to be subject to revaluation, as they have relatively short useful lives. Council will hold these assets at historical cost.

6.6 Leases

In accordance with AASB16 Leases, all leases will be capitalised by recognising a Right of Use asset together with a liability for the present value of the lease obligation.

Depreciation will be calculated on the Right of Use asset and interest will be calculated on the lease liability.

The value of the Right to Use asset and the lease liability will include non-cancellable lease payments and payments for option periods with Council is reasonably certain to exercise.

Exceptions to the capitalisation rule are short-term leases with a period of 12 months or less, and low value underlying assets such as personal computers, small items of office furniture and telephones.

6.7 Asset Sale or Disposal

The disposal or sale of Council assets must be performed in accordance with Council's *Disposal of Land and Other Assets policy.*

6.8 Disclosure Requirements

The disclosure requirements shall be in accordance with AASB 116 - Property, Plant and Equipment.

6 Risk Management

Council's Asset Management Plan and Long-Term Financial Plan ensure that the future financial and management needs of Council's assets are documented. Council's Asset Register provides a comprehensive listing of the Council's assets which assists in the prevention of unauthorised use and theft of its assets.

7 Implementation/Delegations

The Chief Executive Officer is delegated the authority to implement this Policy.

8 Related Documents

Asset Management Policy
Asset Management Plans
Risk Management Policy
Community Plan 2030
Ten Year Capital Works Program
Disposal of Land and Other Assets Policy
Procurement Policy

9 Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. ~~It may also be inspected or purchased at the Principal Office of the Council at 1 Bay Road, Victor Harbor.~~

9.5. Reviewed - Internal Control Policy

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Laura Kidd

RECOMMENDATION

That Council adopt the reviewed Internal Control and Audit Policy as provided at Attachment 2.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Internal Control and Audit Policy (the Policy). The Internal Control and Audit Procedure has been reviewed in conjunction with the Policy and is provided to Council for information.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that Council will undertake operations in a consistent, fair and equitable way.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies a Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

The Internal Control Policy (the Policy) was adopted by Council at the Ordinary Council meeting held in August 2016 and was last reviewed in May 2023.

COMMENTARY

The Policy focuses on the financial component of the internal control environment to ensure that Council resources are used prudently and efficiently.

Administration has undertaken a comprehensive review of the Policy and the Internal Control (Financial Management) Procedure (the Procedure) to consider current practices and the amendments to the *Local Government Act 1999* from the *Statutes Amendment (Local Government Review) Act 2021*.

A summary of the main amendments to the Policy is provided below:

- Changed the title from Internal Control Policy to Internal Control and Audit Policy. Changing the policy's name now encompasses all the measures the administration has

in place for reviewing and validating internal controls. This comprises external audits for non-financial controls, an internal audit function covering both non-financial and financial audits, as well as sample testing and control assessments.

- The Purpose, Scope and Policy Statement has been revised to ensure clear and consistent language throughout. Including:
    - adding the term “non-financial” in the scope to reference those controls; and
    - the annual assessment of internal controls in the Policy Statement.
- The content of Section 6 Policy has been amended to be concise and use consistent language. Including:
    - listing all the control mitigation and monitoring activities and clarified the differences between external audit, internal audit function being non-financial audits, financial audits, sample testing, and control assessments, and
    - removing Section 6.3 Risk Management Approach and including this in Section 7 Risk Management.
- The content of Section 6.4 Roles and Responsibilities has been amended. Including:
    - updating the Audit and Risk Committee’s role and responsibility in line with legislation changes, and
    - adding the role of Internal Control and Governance Support Officer.
- Formatting and minor edits.

Internal Control (Financial Management) Procedure

The Procedure and Framework was adopted in September 2017 by Senior Management Team (SMT) and was last reviewed in January 2023. With the administration reviewing the Policy, it is timely that the procedure is also reviewed. A summary of the main amendments is provided below:

- Changed the title from Internal Control (Financial Management) Procedure to Internal Control and Audit Procedure. Changing the Procedure's name now encompasses all the measures the administration has in place for reviewing and validating internal controls. This comprises external audits with non-financial aspects, an internal audit function covering both non-financial and financial audits, as well as sample testing and control assessments.
- The Internal Control and Governance Support Officer is primarily responsible for the internal audit function in accordance with Section 125 of the *Local Government Act 1999*. It is also noted that internal audits could be outsourced or co-sourced, subject to budget allocation.

- The description, monitoring and the reporting of the three internal monitoring processes being sample testing, internal audits and control assessments has been expanded. This is following a request from the Committee.

- Reviewed Appendix B – Escalation of Reportable Non-Conformances. Expanded definition of minor and major non-conformances and added a moderate non-conformance and required action. In addition, consideration has been given to the pervasiveness of the failure and the potential material impact.

The procedure was reviewed and approved by SMT in July 2024, pending adoption of the Policy by the Council.

The Policy and Procedure were reviewed by the Audit and Risk Committee meeting held on Monday, 26 August 2024. The Committee resolved:

ARC402024

Moved: M Richardson

Seconded: N Lopez

That the Audit and Risk Committee recommends:

i. *That Council adopt the Internal Control and Audit Policy as provided at Attachment B; and*
ii. *receive and note the Internal Control and Audit Procedure as provided at Attachment C.*

CARRIED

A copy of the reviewed Internal Control and Audit Policy with the recommended track changes is provided at Attachment 1 with a clean version of the Policy that incorporates the recommended changes is provided at Attachment 2. While a copy of the approved Internal Control and Audit Procedure is provided at Attachment 3.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The Internal Control and Audit Policy has been reviewed to ensure that it is effective and meets statutory obligations, legislative provisions, and best practice standards. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 125 – Internal control policies
- Section 132A – Related administrative standards

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications for Council to adopt the Internal Control and Audit Policy.

No additional funds are required.

CONSULTATION

Audit and Risk Committee

Senior Management Team

Governance and Policy Officer – Kyla Walker

ATTACHMENTS

Attachment 1 - Internal Control and Audit Policy (Tracked Changes)

Attachment 2 - Internal Control and Audit Policy

Attachment 3 - Internal Control and Audit Procedure

Attachment 1 - Internal Control and Audit Policy (Tracked Changes)

POLICY

Policy Name	Internal Control and Audit Policy
Policy Category	Statutory
Department / Officer	Office of CEO / Group Manager Governance and Finance
Date Adopted	23 September 2013
Date/s Reviewed	August 2016; 25 February 2019; 29 May 2023,
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation Strategy – Manage council's finances and resources sustainably Priority – Minimise risk and ensure continuity of critical business functions. Priority – Strengthen strategic, governance and communication frameworks.
Attachments	Nil

1. Purpose

The purpose of this policy is to ensure that the City of Victor Harbor (Council) is ~~complaint~~ compliant with audit~~ing~~ and internal control requirements as required by ~~under~~ the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

2. Scope

This Policy focuses on the financial and non-financial components of internal and external audits within the City of Victor Harbor and the policy applies to Council Members and Council Employees. This Policy does not apply to W~~w~~ork~~,~~ H~~h~~ealth and S~~s~~afety audits.

3. Policy Statement (Summary)

Council supports internal control and audit measures through the implementation of the *Better Practice Model – Financial Internal Controls for SA Councils.*

Council is committed to ensuring that as a minimum the "core" internal control measures from the *Better Practice Model – Financial Internal Controls for SA Councils* are implemented. These controls are assessed and reviewed annually for their adequacy and

efficiency in reducing risk, misuse or misappropriation of resources and that employees remain diligent in adhering to the controls when undertaking operational activities.

4. Legislation and Compliance

Section 125 of the *Local Government Act 1999* states a Council must ensure that appropriate policies, practices, and procedures of internal control are implemented and maintained.

Section 126 (4) (f) of the *Local Government Act 1999* requires the function of the Audit and Risk Committee to include reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.

Section 129 (1) (b) of the *Local Government Act 1999* states the auditor of a Council must undertake an audit of the controls exercised by the Ccouncil during the relevant financial year in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

Regulation 14 (e) of the *Local Government (Financial Management) Regulations 2011* states internal controls implemented by the Council must provide a reasonable assurance that its financial records are complete, accurate and reliable and were effective throughout the financial year.

5. Definitions

ControlTrack means ~~a~~ software that facilitates an integrated risk and control assessment process.

External Audit means an annual independent review conducted by an external auditor of the financial records, transactions, and internal controls of the Council's operations to form an opinion as to whether Council has materially complied with the scope of matters prescribed under the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Internal Audit Function means the mechanisms and framework used by Council to conduct internal audits, sample testing and assessments to monitor the usage of endorsed procedures that contribute to the control environment of Council. ~~can contribute to corporate governance by providing tCouncil and the Audit and Risk Committee with independent reviews, objective assurance and recommendations to add value and improving processes and Council's operations.~~
~~Internal Audit is an essential element in the control environment of tCouncil and contributes to more effective risk management.~~

Principal Member means the Mayor of the City of Victor Harbor

Senior Management Team means the Chief Executive Officer, Director Corporate and Customer Service, Director Environment and Infrastructure, ~~and~~ Director Community and Development and Group Manager Governance and Finance.

6. Policy Content

Audits and ongoing monitoring are part of Council's corporate governance framework and covers areas such as strategic management, business development, project management and finances. To ensure there are effective controls in place to measure and mitigate and measure the risk.

6.1 External Audit

Council must appoint an Auditor for the purpose of auditing the statutory financial statements and the financial controls exercised by Council within the relevant financial year. Audits are carried out in accordance with the legislative requirements under Section 129 of the *Local Government Act 1999* and Regulation 19 'Audit Standards' of the *Local Government (Financial Management) Regulations 2011*.

To comply with Regulation 22 of the *Local Government (Financial Management) Regulation 2011*, Council must not engage its auditor to provide services outside the scope of the auditor's functions under the legislation.

6.2 Internal Audit Function

The internal Aaudit Ffunction comprises of non-financial, financial, sample testing and control assessments, which collectively ensure that the level of internal risk control environment of an organisation is appropriately maintained. Effective internal audit function will be instrumental in:

- Safeguarding Council assets;
- Ensuring reliability of both financial and non-financial reporting;
- Complying with legislation and council policies; and
- Promoting the effectiveness and operational efficiency of Council.

Council is committed to ensuring an efficient and effective internal audit function in accordance with Section 125 of the *Local Government Act 1999*, with a focus on the following key components:

6.2.1 Non-Financial Audit

The iInternal aAudit fFunction is a formalised process of undertaking internal audits and reporting to the Audit and Risk Committee and is an independent, objective assurance and consulting activity designed to add value and improve Council's operations.

The Internal aAudits assist Council to accomplish objectives by bringing a systematic, disciplined approach to evaluatinge and improvinge the effectiveness of risk management, control and governance processes.

An internal auditor will undertake the audits in line with the rolling 2 year2-year Internal Audit Plan. and These may be undertaken by the internal Ceontrol and Governance Ssupport Officer, or be outsourced or co-sourced subject to budget allocation.

6.2.2 Financial Audit

Financial aAudits are undertaken in line with the *Better Practice Model – Financial Internal Controls for SA Councils*, in line with the Section 125(2) of the *Local Government Act 1999* and Regulation 10A of the *Local Government (Financial Management) Regulations 2011*. The Internal Control and Governance Support Officer will undertake the financial aAudits in line with the 2-year rolling Internal Audit Plan.

6.2.3 Sample Testing

Sample testing is to be conducted on an ongoing basis through the year. A matrix has been developed from the *Better Practice Model – Financial Internal Controls for SA Councils* and actions from previous audit. A report is presented to the Audit and Risk Committee at least ~~annually~~ quarterly or as more frequently~~required~~ if a matter requires ~~to be escalated~~escalation.

6.2.4 Control Assessments

Control-Track will be used to facilitate an integrated risk and control assessment process, which is undertaken annually in-line with the *Better Practice Model – Financial Internal Controls for SA Councils* and other identified internal controls. This provides an opportunity to assess the effectiveness of controls, identify gaps and develop action plans for improvements.

~~6.3 Risk Management Approach~~

~~The Council will maintain an Risk Management Framework. The types of risks identified in the framework should be those which may prevent the council from meeting its objectives or not maximising its opportunities.~~

~~One of the risk areas covered by Council is financial management, for which internal controls will be identified, documented, and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.~~

6.4 Roles and Responsibilities

6.4.1 Council

Council is responsible for adopting the Internal Control and Audit Policy and providing sufficient resources for~~to~~ its implementation.

6.4.2 Audit and Risk Committee

The purpose of the Audit and Risk Committee in accordance to *Section 126 (1a)* of the *Local Government Act 1999* is to provide independent assurance and advice to the Council on accounting, financial management, internal control, risk management and governance matters.

The function of the Audit and Risk Committee in accordance *Section 126 (4)* (f) of the *Local Government Act 1999* is to review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

6.4.3 Chief Executive Officer and Principal Member

The Chief Executive Officer and Principal Member of Council must sign the financial statements in regard to internal controls as required by Regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

6.4.4 Chief Executive Officer

The Chief Executive Officer is responsible for developing and maintaining an internal control framework, which ensures the Council objectives are achieved efficiently and effectively.

6.4.5 Senior Management Team

The Senior Management Team must adopt a risk management approach to identify and assess risks and apply cost benefit analysis in the development of internal controls.

6.4.6 Internal Control and Governance Support Officer

The Internal Control and Governance Support Officer is responsible for coordinating and undertaking ~~financial~~ internal control assessments, audits for both internal control and WHS compliance, providing recommendations, action plans and reports to the Senior Management Team and the Audit and Risk Committee.

6.4.7 Council Employees

Council employees are responsible for conducting their duties in accordance with internal control policies, procedures, and practices of Council. They are also responsible for reporting to the Senior Management Team instances where they consider that internal control procedures are inadequate or are not being met.

7. Risk Management

Council's approach to internal control is ~~based on a~~ pro-active, transparent and supported by a risk aware organisational culture. ~~Internal control measures will not remove all risk but aim to reduce the likelihood and consequence of adverse events.~~ One of the risk categories covered by Council is financial management, for which internal controls will be identified, documented, and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.

7.1 The Risk Management Process

The risk management process involves the systematic application of policies, procedures, and practices to the activities of communicating and consulting, establishing the context and assessing, treating, monitoring, reviewing, recording, and reporting risk and is outlined in the Risk Management Framework in accordance with International Standard ISO 31000:2018 – Risk Management Guidelines.

8. Implementation/Delegations

The Chief Executive Officer is delegated authority to implement this Policy and may sub-delegate, as necessary.

9. Related Documents

Better Practice Model – Financial Internal Control for South Australian Councils
Internal Audit Plan
Internal ~~Audit Function~~ Control and Audit Procedure
Risk Management Policy and Framework
3.000 WHS Administration Policy
3.003 WHS Internal Audit Procedure

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

Attachment 2 - Internal Control and Audit Policy

POLICY

Policy Name	Internal Control and Audit Policy
Policy Category	Statutory
Department / Officer	Office of CEO / Group Manager Governance and Finance
Date Adopted	23 September 2013
Date/s Reviewed	August 2016; 25 February 2019; 29 May 2023,
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation Strategy – Manage council's finances and resources sustainably Priority – Minimise risk and ensure continuity of critical business functions. Priority – Strengthen strategic, governance and communication frameworks.
Attachments	Nil

1. Purpose

The purpose of this policy is to ensure that the City of Victor Harbor (Council) is compliant with audit and internal control requirements as required by the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

2. Scope

This Policy focuses on the financial and non-financial components of internal and external audits within the City of Victor Harbor and the policy applies to Council Members and Council Employees. This Policy does not apply to Work Health and Safety audits.

3. Policy Statement (Summary)

Council supports internal control and audit measures through the implementation of the *Better Practice Model – Financial Internal Controls for SA Councils.*

Council is committed to ensuring that as a minimum the "core" internal control measures from the *Better Practice Model – Financial Internal Controls for SA Councils* are implemented. These controls are assessed and reviewed annually for their adequacy and

efficiency in reducing risk, misuse or misappropriation of resources and that employees remain diligent in adhering to the controls when undertaking operational activities.

4. Legislation and Compliance

Section 125 of the *Local Government Act 1999* states a Council must ensure that appropriate policies, practices, and procedures of internal control are implemented and maintained.

Section 126 (4) (f) of the *Local Government Act 1999* requires the function of the Audit and Risk Committee to include reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.

Section 129 (1) (b) of the *Local Government Act 1999* states the auditor of a Council must undertake an audit of the controls exercised by the Council during the relevant financial year in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

Regulation 14 (e) of the *Local Government (Financial Management) Regulations 2011* states internal controls implemented by the Council must provide a reasonable assurance that its financial records are complete, accurate and reliable and were effective throughout the financial year.

5. Definitions

ControlTrack means software that facilitates an integrated risk and control assessment process.

External Audit means an annual independent review conducted by an external auditor of the financial records, transactions, and internal controls of the Council's operations to form an opinion as to whether Council has materially complied with the scope of matters prescribed under the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Internal Audit Function means the mechanisms and framework used by Council to conduct internal audits, sample testing and assessments to monitor the usage of endorsed procedures that contribute to the control environment of Council.

Principal Member means the Mayor of the City of Victor Harbor

Senior Management Team means the Chief Executive Officer, Director Corporate and Customer Service, Director Environment and Infrastructure, Director Community and Development and Group Manager Governance and Finance.

6. Policy Content

Audits and ongoing monitoring are part of Council's corporate governance framework and covers areas such as strategic management, business development, project management

and finances, to ensure there are effective controls in place to measure and mitigate the risk.

6.1 External Audit

Council must appoint an Auditor for the purpose of auditing the statutory financial statements and the financial controls exercised by Council within the relevant financial year. Audits are carried out in accordance with the legislative requirements under Section 129 of the *Local Government Act 1999* and Regulation 19 'Audit Standards' of the *Local Government (Financial Management) Regulations 2011*.

To comply with Regulation 22 of the *Local Government (Financial Management) Regulation 2011*, Council must not engage its auditor to provide services outside the scope of the auditor's functions under the legislation.

6.2 Internal Audit Function

The internal audit function comprises non-financial, financial, sample testing and control assessments, which collectively ensure that the internal control environment of an organisation is appropriately maintained. Effective internal audit function will be instrumental in:

- Safeguarding Council assets;
- Ensuring reliability of both financial and non-financial reporting;
- Complying with legislation and council policies; and
- Promoting the effectiveness and operational efficiency of Council.

Council is committed to ensuring an efficient and effective internal audit function in accordance with Section 125 of the *Local Government Act 1999*, with a focus on the following key components:

6.2.1 Non-Financial Audit

The internal audit function is a formalised process of undertaking internal audits and reporting to the Audit and Risk Committee and is an independent, objective assurance and consulting activity designed to add value and improve Council's operations.

Internal audits assist Council to accomplish objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.

An internal auditor will undertake the audits in line with the rolling 2-year Internal Audit Plan. These may be undertaken by the Internal Control and Governance Support Officer or be outsourced or co-sourced subject to budget allocation.

6.2.2 Financial Audit

Financial audits are undertaken in line with the *Better Practice Model – Financial Internal Controls for SA Councils*, in line with the Section 125(2) of the *Local Government Act 1999* and Regulation 10A of the *Local Government (Financial Management) Regulations 2011*. The Internal

Control and Governance Support Officer will undertake the financial audits in line with the 2-year rolling Internal Audit Plan.

6.2.3 Sample Testing

Sample testing is to be conducted on an ongoing basis through the year. A matrix has been developed from the *Better Practice Model – Financial Internal Controls for SA Councils* and actions from previous audit. A report is presented to the Audit and Risk Committee at least quarterly or as more frequently if a matter requires escalation.

6.2.4 Control Assessments

ControlTrack will be used to facilitate an integrated risk and control assessment process, which is undertaken annually in-line with the *Better Practice Model – Financial Internal Controls for SA Councils* and other identified internal controls. This provides an opportunity to assess the effectiveness of controls, identify gaps and develop action plans for improvement.

6.4 Roles and Responsibilities

6.4.1 Council

Council is responsible for adopting the Internal Control and Audit Policy and providing sufficient resources for its implementation.

6.4.2 Audit and Risk Committee

The purpose of the Audit and Risk Committee in accordance to *Section 126 (1a*) of the *Local Government Act 1999* is to provide independent assurance and advice to the Council on accounting, financial management, internal control, risk management and governance matters.

The function of the Audit and Risk Committee in accordance *Section 126 (4*) (f) of the *Local Government Act 1999* is to review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

6.4.3 Chief Executive Officer and Principal Member

The Chief Executive Officer and Principal Member of Council must sign the financial statements in regard to internal controls as required by Regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

6.4.4 Chief Executive Officer

The Chief Executive Officer is responsible for developing and maintaining an internal control framework, which ensures the Council objectives are achieved efficiently and effectively.

6.4.5 Senior Management Team

The Senior Management Team must adopt a risk management approach to identify and assess risks and apply cost benefit analysis in the development of internal controls.

6.4.6 Internal Control and Governance Support Officer

The Internal Control and Governance Support Officer is responsible for coordinating and undertaking internal control assessments, audits for both internal control and WHS compliance, providing recommendations, action plans and reports to the Senior Management Team and the Audit and Risk Committee.

6.4.7 Council Employees

Council employees are responsible for conducting their duties in accordance with internal control policies, procedures, and practices of Council. They are also responsible for reporting to the Senior Management Team instances where they consider that internal control procedures are inadequate or are not being met.

7. Risk Management

Council's approach to internal control is pro-active, transparent and supported by a risk aware organisational culture. One of the risk categories covered by Council is financial management, for which internal controls will be identified, documented, and managed. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.

7.1 The Risk Management Process

The risk management process involves the systematic application of policies, procedures, and practices to the activities of communicating and consulting, establishing the context and assessing, treating, monitoring, reviewing, recording, and reporting risk and is outlined in the Risk Management Framework in accordance with International Standard ISO 31000:2018 – Risk Management Guidelines.

8. Implementation/Delegations

The Chief Executive Officer is delegated authority to implement this Policy and may sub-delegate, as necessary.

9. Related Documents

Better Practice Model – Financial Internal Control for South Australian Councils
Internal Audit Plan
Internal Control and Audit Procedure
Risk Management Policy and Framework
3.000 WHS Administration Policy
3.003 WHS Internal Audit Procedure

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

Attachment 3 - Internal Control and Audit Procedure

SERVICE PROCEDURE
Internal Control

Procedure Name **Internal Control and Audit Procedure (User) – IC01**

SUMMARY: The purpose of this procedure is to provide the framework for how Council will maintain an effective internal control environment. The internal control function is designed to enhance and protect the City of Victor Harbor's (Council) operational and financial values by providing risk based, objective assurance and insight. In particular, addressing the risk of fraud and error, improving reliability of reporting, compliance with legislation and Council's internal policies and procedures.

This procedure applies to both financial and non-financial aspects of all of Council's business operations including strategic management, business development, project management, finance, records management, and risk management. It comprises processes to mitigate risk and to provide reasonable assurance on the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

The internal control financial management function focuses on Council's financial processes and the other functions that deal with, but are not limited to, budgeting, procurement, financial reporting, transaction processing, financial delegations and treasury management.

Related Documents and References:

- Appendix A – Internal Audit and Sample Testing Flowchart
- Appendix B - Escalation of Reportable Non-Conformances
- Local Government Act 1999 – Sections 125, 125A and 126
- Local Government (Financial Management) Regulations 2011
- Internal Control and Audit Policy
- Fraud, Corruption, Misconduct and Maladministration Prevention Policy
- Better Practice Model – Internal Financial Controls
- Public Interest Disclosure Policy and Procedure
- Risk Management Policy and Framework
- Internal Audit Plan – 2 Year Plan

INTERNAL CONTROL PROCESS

The Administration has implemented an internal control framework and activities that require ongoing identification, documentation, review and management. It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within an acceptable level of risk.

Following the changes to the *Local Government Act 1999* from 30 November 2023, from the *Statutes Amendment (Local Government Review) Act 2021* the function of the Audit and Risk Committee has been expanded to include the following:

Section 126 – Audit and Risk Committee

"(4) The functions of a council audit and risk committee include—

(c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor; and

(f) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the constituent councils on a regular basis; and

(g) —

(i) if the council has an internal audit function—

(A) providing oversight of planning and scoping of the internal audit work plan; and

(B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis;"

(h) reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis; and

Council's internal control framework has been reviewed to include the following components:

- Evaluation of control activities;
- Structure and culture of Council;
- Delegation of Authority;
- Policies and procedures are communicated to all employees;
- Knowledge, skills and experience of employees;
- Review of processes (e.g. internal audit process, control assessment);
- Liaison with Audit and Risk Committee, external auditors and legal advisors;
- Senior Management Team (SMT) compliance assurance;
- Risk identification, assessment and reporting; and
- Ongoing monitoring.

Council utilises a variety of methods to assess the effectiveness of the internal controls. The categories, assessment tools and service providers are as follows:

Category of Internal Control	Assessment Tool
Internal Financial Controls	Better Practice Model – Internal Financial Controls
	ControlTrack software
	Internal Audit Plan and Program
	Sample Testing
	External Auditing (Interim and Balance Date)
	Audit and Risk Committee
Risk Management Internal Controls	Local Government Association Workers Compensation Scheme (LGAWCS)– Annual Audit

Category of Internal Control	Assessment Tool
Delegations Internal Controls	Delegations Register, pursuant to the *Local Government Act 1999* and other Acts such as *Planning, Development and Infrastructure Act 2016*, *Work Health and Safety Act 2012* etc.
Governance Internal Controls	Review of key internal policies and procedures

The review and ongoing monitoring of internal controls occurs at all levels of management, committees, and Council. The Internal Control and Governance Support Officer is the "*person to be primarily responsible for the internal audit function"* in accordance with Section 125 of the *Local Government Act 1999.* This function may also be undertaken by external parties including Council's appointed External Auditors to assist in the required Audit Certification.

There are three internal monitoring processes in place with workflow information provided at Appendix A: In addition to these internal monitoring processes outlined above, the policies, practices and procedures of internal financial control must be in accordance with a Standard or document (such as a model relating to financial controls) adopted by the *Local Government (Financial Management) Regulations 2013*.

Sample Testing
The Sample Testing Matrix is a list of identified internal controls being financial processes, transactions and functions that are verified on a regular schedule, with evidence and findings reported to SMT and the Audit and Risk Committee quarterly. The outcome of sample testing is to be proactive in limiting processing errors and identify any potential gaps in compliance and adherence with relevant legislation, along with current policies and procedures.

The internal controls listed on the matrix have been either identified as a gap from previous audit findings or controls from the Better Practice Model; and have been identified as a high or medium inherent risk through a risk assessment. The matrix is not a static document and are subject to an annual review of the internal controls which are presented to the Audit and Risk Committee for their review and comment. This feedback is then collated and provided to SMT for final review and approval.

Internal Audits
Internal auditing provides objective assurance and consulting activity designed to add value and improve Council's operations. It assists Council to accomplish its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, financial controls, legal compliance and governance.

An internal auditor will undertake the audits in line with the rolling 2-year Internal Audit Plan. Internal audits may be undertaken by the Internal Control and Governance support Officer, outsourced or co-sourced subject to budget allocation. The Internal Audit Plan is developed based on an assessment of the following:

- Financial Audits are completed from the financial categories and controls within the Better Practice Model that provide that the inherent risk is high or extreme.
- Non-Financial Audits are risks determined by SMT and / or the Audit and Risk Committee triggered when (not limited to) there has been non-compliance in standards or legislation, key projects were identified as potentially valuable projects. All risks will have been identified as an extreme, high or medium inherent risk through an initial risk assessment.

The Plan is not a static document and will be reviewed annually or as needed to recognise Council's changing risks and controls, internal audit findings, scheduling and organisational requirements. The Plan is initially reviewed by the Internal Control and Governance Support Officer then provided to SMT for review and consideration of other factors, including budget. The draft Plan is then presented to the Audit and Risk Committee to review and provide comment. All feedback is then collated and presented to SMT for consideration and approval of the Plan.

With the adoption of the Plan (that includes scheduling), the draft scope and validation criteria is then developed by the Internal Control and Governance Support Officer. A similar process is completed as with the adoption of the Plan with SMT taking consideration of any factors, including budget and feedback from the Audit and Risk Committee prior to their approval.

Reporting of the findings from internal audits will be presented to SMT for their review and commentary initially, then to the Audit and Risk Committee, with recommendations for their consideration and feedback. Feedback from the Audit and Risk Committee is then considered by SMT (along with resourcing implications) ahead of them approving the recommendations. The Internal Control and Governance Support Officer then prepares action lists for ongoing monitoring of progress and reporting.

Control Assessments
Council utilises ControlTrack software to facilitate an integrated risk and control assessment process, which is undertaken annually in line with the Better Practice Model and other identified internal controls. ControlTrack provides the platform for Council to promote a culture of ongoing self-assessment and continual improvement of its control activities, both financial and non-financial. Individual control activities are reviewed to:

- Assess current internal control activities and their effectiveness to mitigate or reduce risk to an acceptable level;
- Review process, business and procedure changes and identify areas for improvements:
- Provide an opportunity for staff to provide feedback on procedure/s and the effectiveness of the control.
- Allow for the identification of emerging risks; and
- Promote ongoing risk identification and management to improve the risk;

Reporting of the assessment and potential actions will be presented to SMT for their review and commentary initially. It will then be presented to the Audit and Risk Committee, for their review and comment. This is then collated and provided to SMT (along with resourcing implications) for their approval of the recommendations. The Internal Control and Governance Support Officer then prepares action lists for ongoing monitoring of progress and reporting.

For more detailed procedures on maintaining ControlTrack, please refer to the following:
- IC04_Service Procedure_USER_Control Track Log In and Dashboard.docx
- IC05_Service Procedure_ADMIN_Control Track Creating and Maintaining Control Assessments.docx
- IC06_Service Procedure_USER_Control Track Control Manager_Assessor Role.docx
- IC07_Service Procedure_USER_Control Track Control Manager_Reviewer Role.docx

NON-CONFORMANCE TO INTERNAL CONTROLS

A non-conformance to an internal control occurs when a transaction, function or outcome does not comply with the requirements outlined by policies and procedures. Non-conformances may affect

the reliability of both financial and non-financial reporting and legislative compliance. Non-conformances may be identified during day-to-day activity, internal auditing or sample testing processes with the inherent risk assessed against Council's Corporate Risk Matrix in accordance with the Risk Management Framework

Non-conformances are assessed on the potential of the materiality / impact of the failure and categorised as follows:

- ***Minor processing error, non-adherence or breach***
  Considered as a single or a repeated occurrence of a breach of an internal control where the potential consequence would be assessed as a low or medium risk to Council's operations; or
- ***Moderate processing error, non-adherence or breach***
  Considered as a single or a repeated occurrence or breakdown of an internal control where the potential consequence would be assessed as a medium or high risk to Council's operations; or
- ***Major processing error, non-adherence or breach***
  Considered as single or a repeated occurrence and / or consistent breakdown of an internal control where the potential consequence would be assessed as a high or extreme risk to Council's operations. Considered *serious* or *systemic* as defined under the Fraud, Corruption, Misconduct and Maladministration Prevention Policy.

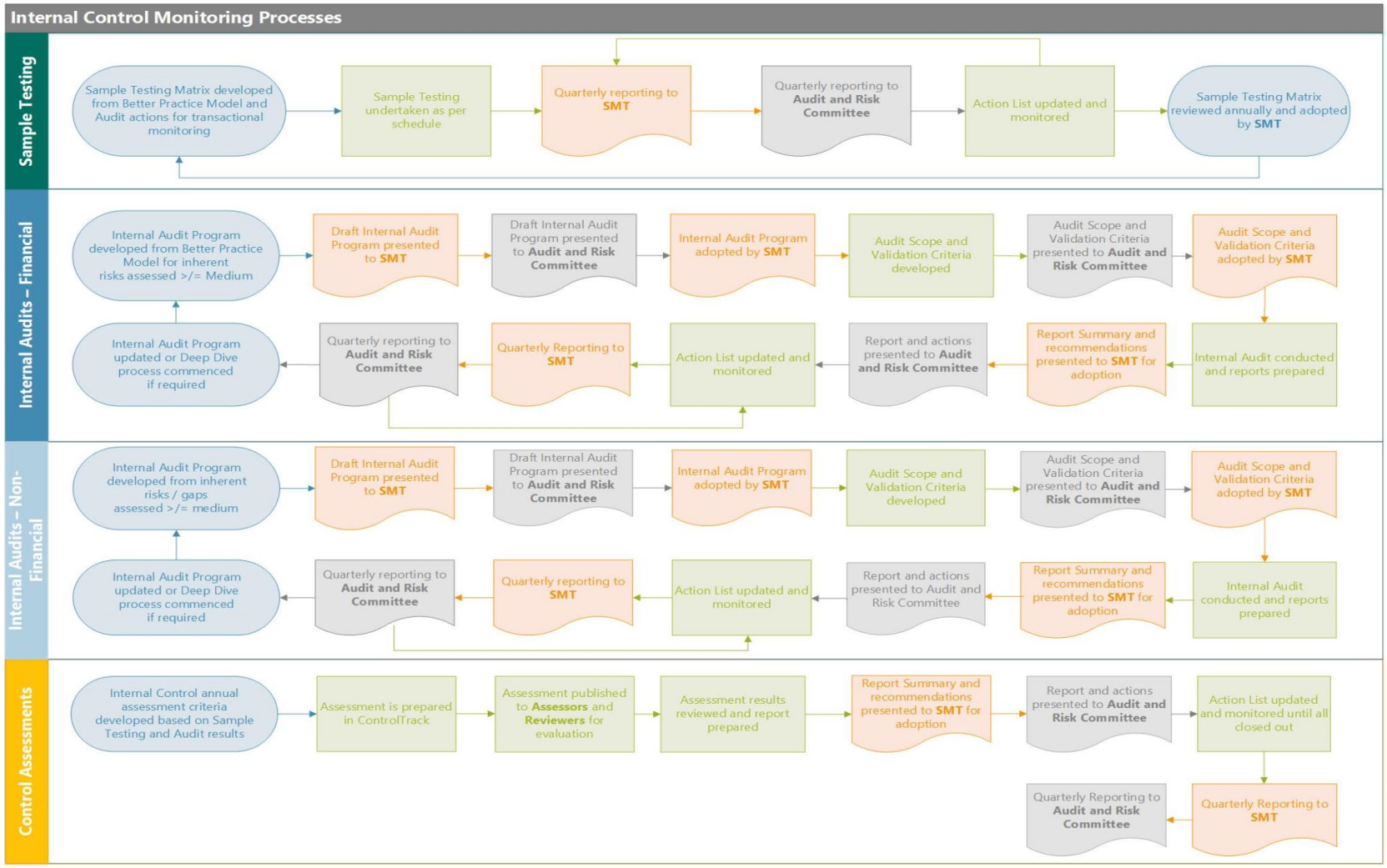
The escalation process following the identification of a non-conformance outlining the reporting procedure is provided at Appendix B.

DOCUMENT CONTROL

Document No.	IC01
Date Adopted	September 2017
Next Review	September 2026
Review Frequency	Every 2 years
Department / Officer	Governance and Finance / Internal Control and Governance Support (ICGS)

Rev No.	Date	Description	Author	Approver
2	29 July 2024	Updated legislation reference and more defined process. Sought feedback from Audit and Risk Committee.	ICGS	SMT

Appendix A – Internal Audit and Sample Testing Flowchart



Appendix B - Escalation of Reportable Non-Conformances

Identification of a non-conformance to internal control(s) arising from:

- Observation or findings from a public officer undertaking their normal course of work or suspecting non-conforming activity or behaviour. Immediately notifying the Internal Control Governance and Support Officer, Governance and Policy Officer and/or the Group Manager Governance and Finance.
- Internal Control Governance and Support Officer undertaking normal course of duties as part of auditing activities – notify Governance and Policy Officer and / or Group Manager Governance and Finance.
- Notification to the employee and their Manager or Supervisor, as relevant, by the Internal Control Governance and Support Officer. Where notification is provided verbally, written notification is also required.
- Assess the risk exposure to Council, for example, whether the issue is likely be politically sensitive, impact the reputation, public perception, financial position of the Council or others. Use the Better Practice Model and Risk Management Framework as a guide, as required. Consideration to the following should be made:
    - Materiality – the importance of the issue relative to Council and its operations (including the value and volume of non-conformance)
    - Occurrence – whether the non-conformance is 'one-off' or repeated
- Consultation with the Manager People and Culture as required, depending of the assessment of the non-conformance, risk and materiality.
- Process may be undertaken in a confidential manner, as appropriate.

Non-Conformance	Required Action
Minor processing error, non-adherence or breach Considered as a single or a repeated occurrence of a breach of an internal control where the potential consequence would be assessed as a low or medium risk to Council's operations; or	Advise to relevant Officer appropriate Reporting Supervisor and Director. Review control and monitor.
Moderate processing error, non-adherence or breach Considered as a single or a repeated occurrence or breakdown of an internal control where the potential consequence would be assessed as a medium or high risk to Council's operations; or	Investigate and provide report with corrective action plan to relevant Director and Senior Management Team and Audit and Risk Committee.
Major processing error, non-adherence or breach Considered as single or a repeated occurrence and / or consistent breakdown of an internal control where the potential consequence would be assessed as a high or extreme risk to Council's operations. Considered serious or systemic as defined under the Fraud, Corruption, Misconduct and Maladministration Prevention Policy.	Investigate and provide report with corrective action plan to relevant Director and Senior Management Team and Audit and Risk Committee. Reporting as per Appendix A
CORRUPTION / MISCONDUCT / MALADMINISTRATION	
Reasonable suspicion of potential issue of corruption, misconduct or maladministration in public administration	In accordance with the *Public Disclosure Act 2018* and Council's Public Interest Disclosure Policy and Procedure it should wherever possible be directed to the Responsible Officer in the first instance who has the responsibility for receiving appropriate disclosures relating to the Council. Report to the Audit and Risk Committee Report to the Office of Public Integrity
Do you have a reasonable suspicion of corruption?	If yes – report to the Office of Public Integrity
Do you have a reasonable suspicion of Misconduct or Maladministration	If yes, is the misconduct or maladministration serious or systemic – if yes report to Office of Public Integrity if No, refer to the required actions for a minor or major processing error.

Reporting Obligations
All public officers and public authorities have an obligation to report conduct that may raise a potential matter of corruption, or serious or systemic misconduct or maladministration to the Office for Public Integrity.

9.6. 2025 Citizen of the Year Awards

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Chelsie Butler

RECOMMENDATION

1. That Council call for nominations for the City of Victor Harbor 2025 Citizen of the Year Awards, commencing on 1 October 2024 and concluding 15 November 2024 for the following four categories:

    a. Citizen of the Year

    b. Young Citizen of the Year

    c. Community Event of the Year

    d. Active Citizen of the Year

2. That Council establish a 2025 Citizen of the Year Award Selection Panel consisting of two Council Members and up to three Community Representatives, to assess the nominations that are received.

In accordance with the Nomination and Appointment to Internal and External positions on page 27 – 28 of the Code of Practice for Meeting Procedures, with the consent of two thirds of the members, the Mayor will call for a suspension in meeting procedures in order to seek nominees for the Council Member representatives' positions on the 2025 Citizen of the Year Award Selection Panel.

If more than two members nominate for the position, then recommendation 3 should follow, but is otherwise not required.

3. That Council appoints the Chief Executive Officer as the Returning Officer for the purpose of a secret ballot to determine the Council Member representatives for the 2025 Citizen of the Year Award Selection Panel and that on completion of the ballot, be authorised to declare the successful Council Members for the 2025 Citizen of the Year Award Selection Panel.

4. That Council appoints Cr …….. and Cr …….. to the 2025 Citizen of the Year Award Selection Panel.

5. That Council call for expressions of interest in order to fill the three Community Representative Positions on the 2025 Citizen of the Year Award Selection Panel and authorise the Chief Executive Officer to appoint the Community Members to the 2025 Citizen of the Year Award Selection Panel.

PURPOSE

The purpose of this report is to establish a 2025 Citizen of the Year Award Selection Panel and call for nominations for the 2025 Citizen of the Year Awards.

BACKGROUND

Council is a member of the Australia Day Council of South Australia (ADCSA), which is an independent, non- profit, membership-based association.

ADCSA hosts major events and programs that focus on Australia Day and the stories that surround our National Day and co-ordinate at the State level the Australian of the Year Awards and the Australia Day Ambassador program.

In addition, ADCSA also acts as an umbrella organisation for Australia Day events providing marketing support to help spread the Australia Day message. They also provide support to Councils and organising committees for their Australia Day events.

Council has participated in the Citizen of the Year Awards annually in conjunction with ADCSA. In 2024, Council called for nominations and awarded successful recipients for the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year
- Award for Active Citizenship

COMMENTARY

The Citizen of the Year 2025 Categories and eligibility criteria remain the same as 2024 and are as follows:

Citizen of the Year:

- Significant contribution to the community beyond employment duties
- An inspirational role model for the Australian community
- The scope of impact the individual’s contribution has on the local government area.

Young Citizen of the Year:

- Significant contribution to the community above and beyond employment duties
- An inspirational role model for the Australian community
- The scope of impact the individual’s contribution has on the local government area.

Community Event of the Year:

- The quality of the work for the event
- The scope of impact the work has on the local government area
- The event's contribution to the community.

Active Citizenship:

- The person or group has demonstrated leadership in and for the community
- The person or groups involvement in the community
- The scope of impact the person or groups work has on the community.

It is not a requirement that the individual resides in the local government area. The focus should be on their specific contribution to that local government area or community (e.g. an individual may live in a neighbouring Council but has made a significant contribution to a community organisation within the respective Council).

Nomination Period

Historically, the nomination period, opens on the first working day of October and closes on the third Friday of November. As a result, the nomination period for the 2025 awards will be as follows:

- Opening Date: 1 October 2024
- Closing Date: 15 November 2024

Nominations received before 1 October 2024 will be accepted.

Community Engagement

ADCSA will be undertaking marketing and media coverage during the nomination period. For the Citizen of the Year award, nominations can be submitted online at ADCSA website. Any nominations received by ADCSA for our Council, will be forwarded to Council for consideration.

To assist Councils with promoting the awards, ADCSA have developed a number of promotional materials, which form part of our membership. Council has ordered the marketing materials which include a hardcopy counter display, digital nomination forms and posters for each award category, all of which we can print and display ourselves.

Council will be promoting the calling for nomination for the 2025 Citizen of the Year Awards between 1 October 2024 until 15 November 2024 via:

- Social media (Facebook and Instagram)
- Media release

- Public notice
- City of Victor Harbor website
- Victor Viewpoint
- Local radio stations
- Key stakeholders including but not limited to schools, recreation and sport, and volunteer organisations

Historically, the nominations for Young Citizen of the Year have been extremely low. To encourage nominations for this category, we will be directly engaging with local schools, recreation and sporting clubs, and various youth establishments with the assistance of our Youth Development Officer.

Selection Panel

Historically, Council has established a Citizen of the Year Awards Selection Panel (the Panel), consisting of two Council Members and up to three Community Representatives.

The purpose of the Panel is to review and assess the nominations received for each award category against the eligibility criteria and make a recommendation to Council.

Australia Day Celebrations

The successful recipients of the Australia Award categories will be presented with their awards at the Australia Day festivities, which will be held on Sunday, 26 January 2025. The Australia Day Festivities will commence with a traditional breakfast in the morning followed by Citizenship Ceremonies and Citizen of the Year presentations.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance – Calling nominations for the four Citizen of the Year categories aligns with the Australia Day Council of South Australia guidelines and also provides the community with an opportunity to nominate an individual and/or group in recognition of their outstanding involvement and commitment. This risk is assessed as ***low*****.**

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 – We are a caring, connected and active community

- Strategy – Encourage initiatives that facilitate social interaction and connection with the community

- Priority – Provide and encourage initiates that support an inclusive environment and assist to develop connections with others

Other references used:

Australia Day Council of South Australia

- Local Government Authorities Guidance and Criteria

BUDGET IMPLICATIONS

There are sufficient funds in Project #100012 (Advertising Expenses) for the purposes of the Citizen of the Year Awards.

No additional funds are required.

CONSULTATION

Australia Day Council of South Australia

Communications Officer – Elizabeth Sweetman

ATTACHMENTS

Nil

9.7. Local Government Finance Authority - Election of Representative Members of the Board of Trustees

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Kyla Walker

RECOMMENDATION

That Council:

a. resolve to vote for ..... and ..... to be the Representative Board Members of the Local Government Finance Authority of South Australia; and
b. authorise Mayor Moira Jenkins to complete the Ballot Paper.

PURPOSE

The purpose of this report is to consider and endorse the preferred candidates for the position of representative board members on the Local Government Finance Authority of South Australia.

BACKGROUND

The Local Government Finance Authority of South Australia (LGFA) is a corporate body established under the *Local Government Finance Authority Act 1983* and is administered by a Board of Trustees (LGFA Board).

The LGFA Board meets approximately six times per year, and members receive an annual income for attendance. In addition, regional members are offered reimbursement of travel expenses. On Monday, 1 July 2024, Council received correspondence from LGFA regarding calling for nominations to fill two positions, in accordance with Section 7(1)(a) of the *Local Government Finance Authority Act 1983*, which are currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (City of Adelaide).

Nominees for vacant positions (the person) must have local government knowledge and experience as well as financial acumen to be considered as a candidate. Nominations must be lodged to the LGFA by close of business on Friday, 23 August 2024.

COMMENTARY

On Wednesday, 4 September 2024, the Council received correspondence from the LGFA notifying that five nominations had been received for the two positions, resulting in the need for a ballot to be conducted. Nominations were received from:

Candidates	Current Position in Local Government	Council
Michael Phillips- Ryder	Council Member	Light Regional Council
Jonathan Pietzsch	Council Member	Coorong District Council
Grant Piggott	Council Member	City of Norwood Payneham and Peters
Michael Sedgman	Chief Executive Officer	City of Adelaide
John Smedley	Council Member	City of Holdfast Bay

A profile has been provided by each candidate to help councils determine their preferred candidates for the two representative board member positions. A copy of the correspondence, candidate profiles and voting paper is provided at Attachment 1.

Voting

Council must determine by resolution it's two preferred candidates and council's Local Government Association Annual General Meeting representative Mayor Moira Jenkins must sign the Returning Officer envelope marked "Confidential Ballot Paper" and mark the ballot paper with an "x" next to the two candidates.

Voting must be on the ballot paper provided by the LGFA and must be returned to the LGFA by 5pm on Friday, 11 October 2024.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - As a member of the LGFA, Council has the right and obligation to cast a vote for the two representative board member positions. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Finance Authority

- Section 7 - Constitution of the Board

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council resolving the two candidates that they prefer to be the Representative Board Members of the Local Government Finance Authority of South Australia.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

ATTACHMENTS

Attachment 1 - LGFA - Elections for the positions of Representative Members of the Board of Trustees

Attachment 1 - LGFA - Elections for the positions of Representative Members of the Board of Trustees - Attachment 1

Local Government Finance Authority

TO: **Chief Executive Officer**

RE: **Elections for the positions of Representative Members of the Board of Trustees**

Our circular of 1 July 2024 called for nominations to fill the two representative board member positions (provided by Section 7(1)(a) of the *Local Government Finance Authority Act 1983*) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (City of Adelaide).

Five nominations have been received for the two positions, and as previously indicated in the abovementioned circular, the election will be conducted by postal ballot.

Enclosed please find details supplied by each candidate to assist councils in determining the candidates for whom they wish to vote. If councils wish to ascertain further details, they may contact the individual candidates direct.

In order to comply with the Rules of the Authority, the casting of the vote by your council must be conducted as follows:-

1. The voting must be on the enclosed ballot paper which has all the candidates listed in alphabetical order together with the closing date for the election.

2. The council must by Resolution determine which candidates (being not more than two) they wish to elect.

3. The council's representative to the AGM of the Local Government Finance Authority of South Australia (or in his absence the councillor chairing the council meeting) shall at the council meeting in his own handwriting mark the ballot paper with an "x" next to the two candidates whom the council wishes elected. Please do not type in the "x" after the meeting or mark the ballot paper in any other way.

4. (a) The ballot paper should then be inserted in the attached small white 11B envelope addressed to the Returning Officer which is marked "Confidential Ballot Paper".

4. (b) The "Confidential Ballot Paper" envelope should then be placed in the middle sized DL envelope addressed to the Returning Officer and the council's name is to be recorded only on this particular envelope. It will be noted that the signature of the appointed AGM delegate should be added (if the delegate is absent the signature of the Chair of the council meeting).

4. (c) Finally, the middle sized envelope is to be returned to the Chief Executive Officer, Local Government Finance Authority of South Australia, Suite 1205, 147 Pirie Street, Adelaide, 5000, in the self addressed large C5 envelope which is included for that purpose. Please allow for adequate postage times.

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

5. All votes must be received by the Returning Officer by 5.00 pm on **Friday 11 October 2024.**

6. Only use the ballot paper enclosed with the signature of G Hollitt on the reverse, and if an error is made, return the spoilt ballot paper to this office and another will be returned to you.

If you have any further queries on the matter, please contact the undersigned, or Geoff Hollitt at this office.

Kindly arrange for this circular to be included on the council's next agenda for the information of the elected members.





Davin Lambert
Chief Executive Officer

Geoff Hollitt
Returning Officer

3 September 2024

Ballot Paper to go into small 11B envelope -

A)

CONFIDENTIAL BALLOT PAPER

The Returning Officer
Local Government Finance Authority of South Australia
Suite 1205, 147 Pirie Street
ADELAIDE SA 5000

then small envelope into middle size DL envelope

B)

The Returning Officer
Local Government Finance Authority of South Australia
Suite 1205, 147 Pirie Street
ADELAIDE SA 5000

COUNCIL NAME SIGNATURE AGM REPRESENTATIVE

then POST to LGFA in large C5 envelope provided (Please allow adequate postage times)

C)

Chief Executive Officer
Local Government Finance Authority of South Australia
Suite 1205, 147 Pirie Street
ADELAIDE SA 5000

BOARD NOMINATION RESUMES 2024

lgfa Local Government Finance Authority

NAME	MICHAEL PHILLIPS-RYDER
OCCUPATION	Operations Manager - Construction (SA/WA/NT)
QUALIFICATIONS & AWARDS	Bachelor of Construction Management & Economics (Hons.) Bachelor of Laws Graduate Diploma in Legal Practice Barrister and Solicitor of the Supreme Court of South Australia
CURRENT POSITION IN LOCAL GOVERNMENT	Councillor Light Regional Council
PERIOD IN LOCAL GOVERNMENT	2 years

OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT

Past

Light Regional Council
- CEO Selection Committee

Present

Light Regional Council
- Audit and Risk Committee

Gawler River Floodplan Management Authority
- Board Member

BOARD NOMINATION RESUMES 2024

lgfa Local Government Finance Authority

NAME	JONATHAN PIETZSCH
OCCUPATION	Primary Producer and Agricultural Contractor
QUALIFICATIONS & AWARDS	Diploma in Agriculture
CURRENT POSITION IN LOCAL GOVERNMENT	Councillor Coorong District Council
PERIOD IN LOCAL GOVERNMENT	2 years

OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT

Past

Tilly Swamp CFS
- Captain

Coonalpyn Lutheran Parish
- Chairman

Culburra Tennis Club
- President

Tintinara Hall– Section 41 Committee
- Community Member

Present

Tintinara Regional Area Development Enterprises

Laneway Assets Pty Ltd
- Chairman

Colebatch CFS
- 2nd Leuitenant,

Tintinara Golf Club
- Treasurer

Tintinara Hall - Section 41 Committee
- Councillor

Family Agricultural companies.
- Director

Various Section 41 committees of council

BOARD NOMINATION RESUMES 2024

Local Government Finance Authority

NAME	GRANT PIGGOTT
OCCUPATION	Business & Financial Management Consultant
QUALIFICATIONS & AWARDS	Bachelor of Economics, University of Adelaide Qualified Chartered Accountant Graduate of Institute of Company Directors Graduate Diploma of Financial Planning
CURRENT POSITION IN LOCAL GOVERNMENT	Councillor City of Norwood Payneham & St Peters
PERIOD IN LOCAL GOVERNMENT	14 years

OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT

Past

Eastern Waste Services
- Board Member, 2010 —2019

City of Burnside
- Council Member, 2010 — 2022
- Development Assessment Panel 2011-2014,2016
- Audit & Risk Committee 2015-2016, 2021
- CEO Performance & Appraisal Committee 2013-2014, 2017, 2019

Present

City of Norwood Payneham & St Peters
- Council Member, 2022 - Current
- Audit & Risk Committee, 2022 — Current
- Business & Economic Development Advisory Committee, 2022 – Current

ERA Water
- Board Member, 2022- Current

Highbury Landfill Authority
- Present Board Member, 2022 - Current

BOARD NOMINATION RESUMES 2024

Local Government Finance Authority

NAME	MICHAEL SEDGMAN
OCCUPATION	Chief Executive Officer
QUALIFICATIONS & AWARDS	Master of Commercial Law (Deakin) 2007 Master of Business Administration (Deakin) 2005 Bachelor of Commerce (Deakin) 1987 Fellow of CPA Australia - FCPA Fellow of Governance Institute of Australia - FGIA Fellow of Chartered Governance Institute - FCG
CURRENT POSITION IN LOCAL GOVERNMENT	Chief Executive Officer City of Adelaide
PERIOD IN LOCAL GOVERNMENT	25 years

OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT

Past

- Local Government Professionals SA 2019-2023
- Local Government Association Workers Compensation Scheme 2011-15
- Local Government Association Mutual Liability Scheme 2009-2015
- Waste Care SA 2010-2013
- South Australian Local Government Consulting 2006-2009
- Inner Northern Group Training Limited 2000-2004
- Yarra-Melbourne Regional Library Corporation 1999-2004 and 2006

Present

Local Government Finance Authority of South Australia

- Board Trustee since January 2019
- Audit and Risk Committee member 2019-20
- Board/Chair/Presiding Member since February 2021

Overview Committees of

- LGFA Asset Mutual Fund since 2017, Chair since 2019
- LG Income Protection Fund since 2017

BOARD NOMINATION RESUMES 2024

Local Government Finance Authority

NAME	JOHN SMEDLEY
OCCUPATION	**Elected Member** Somerton Ward, City of Holdfast Bay **Smedley Finance Solutions Pty Ltd** Self Employed Corporate/Property Finance Specialist Previously 40+ years in Senior Business/Corporate Banking and Finance roles with various Bank and Non-Bank institutions, including NAB, Westpac, Citibank and Bendigo Adelaide Bank, Angas Securities Ltd. & Turner Securities Ltd.
QUALIFICATIONS & AWARDS	Master of Business Administration (University of Adelaide) Fellow of Financial Services Institute of Australasia Diploma in Banking & Finance Diploma in Accounting Diploma in Mortgage & Finance Broking
CURRENT POSITION IN LOCAL GOVERNMENT	Councillor Somerton Ward
PERIOD IN LOCAL GOVERNMENT	10 years

OTHER COMMITTEES/ BODIES OF LOCAL GOVERNMENT INVOLVEMENT

Past

Somerton Ward at City of Holdfast
- Deputy Mayor & Councillor

Adelaide Airport Consultative Committee
- Member

Glenelg Oval Consultative Committee
- Member

Present

Holdfast Bay Audit and Risk Committee
- Presiding Member

Southern Regional Waste Resource Authority
- Board Member

Executive Committee
- Member

Adelaide Coastal Councils Network
- Member

Transforming Jetty Road Committee
- Member

Local Government Finance Authority

LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA

BALLOT PAPER

REPRESENTATIVE BOARD MEMBER

Two (2) Required:-

Place "X" next to two names you wish to vote for.

PHILLIPS-RYDER, M	☐
PIETZSCH, J	☐
PIGGOTT, G	☐
SEDGMAN, M	☐
SMEDLEY, J	☐

CLOSING DATE: 5.00 PM at the office of the LGFA, Friday 11 October 2024

LGFABALLOT2024

THE RETURNING OFFICER
LOCAL GOVERNMENT FINANCE AUTHORITY OF SOUTH AUSTRALIA
SUITE 1205, 147 PIRIE STREET
ADELAIDE SA 5000



11 OCTOBER 2024

LGFABALLOT2024

9.8. Local Government Association - President Election

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Kyla Walker

RECOMMENDATION

That Council:

a. resolve to vote for ..... to be the Local Government Association President; and
b. authorise Mayor Moira Jenkins to complete the ballot paper for the election of the Local Government Association President and forward to the Returning Officer of the Local Government Association of South Australia.

PURPOSE

The purpose of this report is for Council to consider and endorse the preferred candidate for the position of the Local Government Association (LGA) President.

BACKGROUND

On 19 June 2024, Council received correspondence from the Chief Executive Officer / LGA Returning Officer, calling for nominations for the LGA President.

The LGA constitution specifies the office of President must be occupied on a rotational basis between a Council Member from a Council in the South Australian Regional Organisation of Councils (SAROC) and a Council Member from a Council in the Greater Adelaide Regional Organisation of Councils (GAROC). For this election, nominations were sought for Council Members within GAROC. To be eligible for nomination, a person must be a Council Member and be a current member of the GAROC Committee (and have been in that role for at least one year).

COMMENTARY

On Tuesday, 10 September 2024, Council received correspondence from the Chief Executive Officer / LGA Returning Officer, in relation to the number of nominations received by eligible candidates. The LGA received nominations for five eligible candidates, resulting in the need for a ballot to be conducted. Nominations were received from:

- Lord Mayor Jane Lomax-Smith (City of Adelaide)
- Mayor Michael Coxon (City of West Torrens)
- Mayor Kris Hanna (City of Marion)

- Mayor Heather Holmes-Ross (City of Mitcham)
- Mayor Claire Boan (City of Port Adelaide Enfield)

A copy of the correspondence and candidate information sheets is provided at Attachment 1.

The successful candidate will commence office at the conclusion of the 2024 LGA Annual General Meeting and will remain until the 2026 LGA AGM. The LGA acknowledges because of the timing of the AGM and the election of the LGA Board and President, and the four-yearly cycle of the Local Government Elections, there is a possibility that the President and/or Board Members may not be re-elected at the 2026 Local Government Elections. If this occurs, the LGA will call for nominations for a casual vacancy.

Voting

Each member Council must determine by resolution the candidate it wants to elect and determine the delegate of Council that shall mark the ballot paper with an "X" next to the candidate.

Voting for the election for the LGA President must be on the ballot paper provided by the LGA and completed by 5pm on Monday, 4 November 2024.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - As a member of the LGA, Council has the right and obligation to cast a vote for their preferred candidate for the LGA President. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council resolving a preferred candidate for election to the LGA President position.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Acting Group Manager Governance and Finance - Michelle James

ATTACHMENTS

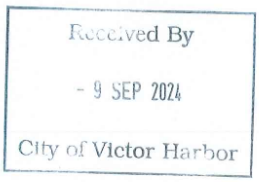
Attachment 1 - LGA President Nomination

Attachment 1 - LGA President Nomination - Attachment 1

Helping local government
build stronger communities.

Our reference: ECM 821580 MW/LM

4 September 2024



Ms Victoria MacKirdy
Chief Executive Officer
City of Victor Harbor
PO Box 11
Victor Harbor SA 5211

Dear Victoria

Election of LGA President

On 19 June 2024, I wrote to Member Councils calling for nominations for the position of LGA President.

I wish to advise that at the close of nominations (5:00pm on 16 August 2024), the LGA received nominations for five (5) eligible candidates.

I hereby advise that in accordance with clause 29.4 of the LGA Constitution, an election for the position of LGA President will take place.

The five (5) candidates for election are listed below (in the order of the ballot draw):

- Lord Mayor Jane Lomax-Smith (City of Adelaide)
- Mayor Michael COXON (City of West Torrens)
- Mayor Kris HANNA (City of Marion)
- Mayor Heather HOLMES-ROSS (City of Mitcham)
- Mayor Claire BOAN (City of Port Adelaide Enfield)

I have attached a copy of each candidate's information together with a Ballot paper and voting envelopes for your council's completion in accordance with the enclosed instructions.

I require the ballot paper to be received by me in hard-copy no later than 5:00pm Monday 4 November 2024.

lga South Australia

148 Frome Street, Adelaide SA 5000
GPO Box 2693, Adelaide SA 5001
(08) 8224 2000 | lgasa@lga.sa.gov.au | lga.sa.gov.au

Helping local government
build stronger communities.

Voting Instructions

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- each Member council shall determine by resolution the candidate it wishes to elect;
- the Delegate of a Member council or in the Delegate's absence, the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer". Before sealing the second envelope marked "Returning Officer" the Delegate must indicate the member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;
- on receipt of the envelopes the Returning Officer must:
  - open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member council's eligible to vote; and
  - place the envelope marked "Ballot Paper" unopened into the ballot box;
- the Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- at the counting of the votes the Returning Officer shall produce the unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
- the candidate with the most votes shall be deemed elected and the Returning Officer shall declare the candidate elected at the Annual General Meeting; and
- in the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

The counting of votes will take place on Tuesday 5 November 2024 commencing at 10:00am.

I am the Returning Officer for this election and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

Helping local government
build stronger communities.

The successful candidate will take office from the conclusion of the LGA's 2024 Annual General Meeting for a term ending at the conclusion of the 2026 LGA Annual General Meeting.

The LGA is in the final stages of the LGA Constitution Review. Any changes to term-length or committee structure arising through this project will be managed by transitional provisions and will be communicated to Member Councils and Committee Members accordingly.

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

Yours sincerely



Clinton Jury
Chief Executive Officer
Telephone: (08) 8224 2039
Email: clinton.jury@lga.sa.gov.au

Attach:

- ECM 821555 – 2024 LGA Elections – Combined Candidate Information - LGA President
- ECM 821459 – 2024 LGA Elections – Ballot Paper - LGA President
- Ballot Paper envelope
- Reply envelope addressed to Returning Officer

Helping local government
build stronger communities.

Ballot Paper

Election for LGA President 2024-2026

1 Person Required

Ballot closes: 5:00pm Monday 4 November 2024

Important Note: In accordance with Clause 29.5.4 of the LGA Constitution, the Delegate of a Member Council (or in the Delegate's absence, the chair of the meeting for that Member Council) shall mark the ballot paper with an "X" next to the candidate that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The name of the Member Council must be indicated on the inside flap of the envelope marked "Returning Officer" and the envelope must then be sealed and delivered to the Returning Officer.

☐	**LOMAX-SMITH,** Jane	Lord Mayor	City of Adelaide
☐	**COXON,** Michael	Mayor	City of West Torrens
☐	**HANNA,** Kris	Mayor	City of Marion
☐	**HOLMES-ROSS,** Heather	Mayor	City of Mitcham
☐	**BOAN,** Claire	Mayor	City of Port Adelaide Enfield

Issuing Officer Initial

lga South Australia

ECM 821459

2024 LGA Elections – Ballot Paper – LGA President

Helping local government
build stronger communities.

2024 LGA Elections

LGA President – Candidate Information

1. Lord Mayor Jane Lomax-Smith – City of Adelaide
2. Mayor Michael Coxon – City of West Torrens
3. Mayor Kris Hanna – City of Marion
4. Mayor Heather Holmes-Ross – City of Mitcham
5. Mayor Claire Boan – City of Port Adelaide Enfield

lga. South Australia

ECM 821555

Local Government Association of South Australia

The voice of local government.

LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	Lord Mayor, Dr Jane Lomax-Smith AM
Council	City of Adelaide
Local Government Experience & Knowledge	• *Elected Lord Mayor of Adelaide in 2022.* • *Previously elected and served as Lord Mayor of Adelaide between 1997 and 2000.* • *Served as a Ward Councillor in the City of Adelaide in between 1991 and 1997.* • *Member of various committees and working groups of Council.* • *Member, Patawalonga Catchment Board.*
Local Government Policy Views & Interests	*I will strive for better acknowledgement by State and Federal Governments of the critical role councils play in the wellbeing of communities and the economy. I am therefore a strong advocate for:* • *a more equitable share and distribution of our national tax income for local government.* • *developing tools and supporting frameworks for consistent approaches to long term strategic thinking and sound financial management of ratepayer dollars, particularly the management of our assets on behalf of the community.* • *easing the pressures on regional councils who have limited rate revenue and little opportunity for generating other income yet must maintain critical infrastructure assets which not only service local communities but facilitate support for significant sectors of our state economy such as agriculture, mining and regional tourism.* • *establishing more partnering and collaborative arrangements between* • *councils with capacity and councils Who lack critical mass which acts as constraint on their ability to attract full time professional employees in disciplines such as planning.* • *partnering with State Government to create strategies for targeted programs to address rural health challenges, progressively dealing with housing shortages, and fast-tracking funding for jetty renewal and maintenance.*

Local Government Association of South Australia

The voice of local government.

	I am of the view that often, councils are best placed to deliver services and infrastructure that have the most positive impact for their communities because they are tailored to local need. The bargain with the state must be transparent and funding certainty non-negotiable. To achieve this the sector must be unified about when to say yes, when to negotiate an outcome, and when to say no.
Other Information	• *A pathologist, variously working as a lecturer, clinical pathologist, medical researcher, hospital administrator, director of private pathology practice.* • *2002 state election - elected to the South Australian House of Assembly for the seat of Adelaide.* • *Between 2002 and 2010 served in the South Australian Government as:* • *Minister for Education,* • *Minister for Tourism,* • *Minister for Mental Health & Substance Abuse, and* • *Minister for the City of Adelaide.* • *Former Chair, Teacher's Registration Board.* • *Former Chair, South Australian Museum Board.* • *2013 - appointed a Member of the Order of Australia for significant service to the community and the Parliament of South Australia.* • *2015 - commissioned to examine options for the post coal-mining future of the township of Leigh Creek and wrote the Leigh Creek Futures report.*

This form must accompany the Nomination Form

Local Government Association of South Australia

The voice of local government.

LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	MAYOR Michael Coxon
Council	City of West Torrens
Local Government Experience & Knowledge	• 2018 – current - Mayor of the City of West Torrens • 2022 - current – LGASA Board Director • 2022 - current – LGASA Representative – Audit and Risk Committee • 2022 – current – LGASA Representative – Adelaide Coastal Councils Network (ACCN) • 2022 – current – GAROC Member • 2018 - current - Member of Road Safety Group - City of West Torrens • 2018 - 2023 – Vice President – Australian Mayoral Aviation Council • 2012 – 2014 - Chairperson of the Urban Services Committee - City of West Torrens • 2010 - 2012 - Chairperson of the Corporate & Regulatory Committee - City of West Torrens • 2006 - 2014 - Councillor for the City of West Torrens • 2018 – 2022 – Member – Global Covenant of Mayors on Climate Change • 2018 – 2022 Member - Australian Local Government Women's Association of SA
Local Government Policy Views & Interests	As LGA President, I will provide a non-partisan voice for local government at the State and Federal level on current and emerging matters such as a review of the Financial Assistance Grants (FAGS) funding model, climate adaptation and the environment, Financial Sustainability and ESCOSA, cybersecurity, asset and infrastructure, artificial intelligence (AI) and emerging technology, community wellbeing and engagement and climate change. I look forward to working alongside current LGASA President Dean Johnson and the Secretariat to ensure continuity of leadership and collaboration on all current projects. Whilst the LGASA's remit is to identify issues of state-wide significance to local government and to land on a consensus view for the sector, I will ensure there is support and collaboration between regional and metropolitan Councils, partnering and advocating with the ALGA and other professional associations to enhance relationships and strengthen our advocacy to achieve the best outcome for the sector. Finally, I am excited by the opportunity to contribute to the future success of local government in South Australia and see the need for LGASA to positively promote the sector.

Local Government Association of South Australia

The voice of local government.

Other Information	Since 2018, I have served the City of West Torrens as Mayor. I have worked hard to create a cohesive and united Council and have overseen the redevelopment of many major Council assets, secured the relocation of the Adelaide Football Club from West Lakes to the Thebarton Oval / Kings Reserve Precinct, championed the introduction of a Section 41 – Youth Advisory Committee and strategically positioned our City for ongoing sustainability. I have also worked collaboratively with neighbouring Mayors across the Western region with a recent example being 'AdaptWest' our regional response to Climate Change. • Post Graduate Diploma of Business (UniSA) • Bachelor of Arts Degree (Adelaide University) • 28 years - Corporate Executive Leadership Roles • 10 years - Board Member West Beach Trust (SA Gov) • 7 years - Board Member Camden Community Centre • 7 years - School Council Member – Plympton International College • 6 years - Member of Governing Body – Thebarton Senior College • 6 years - Member of Lions Club of Adelaide Hellenic • 5 years - Member Airport Over 50's Community Group • 5 years - Patron of West Adelaide Football Club

This form must accompany the Nomination Form

Local Government Association of South Australia

The voice of local government.

LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	*Mayor Kris Hanna*
Council	*City of Marion*
Local Government Experience & Knowledge	Mayor of City of Marion since 2014 GAROC 2023-2024 Councillor, City of Marion 1995-1997
Local Government Policy Views & Interests	When I became Mayor of Marion in 2014, I was fortunate to have the support of Marion councillors in questioning and reviewing every aspect of council operations. It led to a long journey of improvement, placing Marion in a position to complete major projects every year, with ample state and federal government support, while keeping rate rises relatively low. Admittedly, I was critical of the LGA at that time, and it has been pleasing to see improvements in LGA benefits over the years. If councils agree with me that it is time to **extensively review the LGA budget and operations, to ensure value for money**, then I would be glad to apply myself conscientiously to the task. Of course, I realise such a challenge means working constructively as part of a team with fellow board members and the CEO; I look forward to it. How can we ensure the LGA truly **listens** to the member councils? I have some quick learning to do about how well SAROC is working. In theory, a unified voice from country Councils would compel improved services from the LGA. I know GAROC hasn't worked well; I'm committed to regularly gathering Metro Mayors around the table, with a simple formula: short briefing(s) on hot topics, questions on those topics, then general discussion of topics raised by the Mayors. When we meet together informally, our collective common sense and wisdom can be expressed and transformed into action. The LGA could be more effective by emphasising **practical help** more than policy formulation.

	The LGA could be offering practical management consultancy help in the many areas where regional councils either cannot attract or cannot afford to pay for necessary expertise, in a range of areas including financial, environmental, governance and human resources. I'm very conscious that a council like Marion (with about 400 employees) has the luxury of being able to employ specialists in so many areas: project management, water resources, playground design, and so on. The small rate-payer base in many regional councils simply cannot fund the ideal range of professional staff for the many problems facing regional areas. The LGA should provide practical help with these problems. LGA **advocacy** can be more effective. The strategic goal goes beyond the individual issues raised by Councils: it is to have local government truly respected at the State and Federal level. From my experience as an MP, I know very well how the lobbying process works and how to maximise success. Understanding the legislative process, and being able to read and understand legislation itself, are advantages. I would be able to step into this aspect of the role "on day one". Probably the most important single issue requiring continual advocacy is the **constant shifting of costs** from State to local government. Every council is aware of the continuing cost impositions of state government onto local government. We need to gather the evidence and lobby more strenuously against this. An example affecting every council is the imposition of the ESCOSA audit. The larger Metro Councils already have an external auditor, and an internal auditor and a highly competent audit committee of independent professionals. They don't need ESCOSA. For the many smaller regional councils, they need practical help, not an invoice for $40,000+ for a report telling them they need more practical help! Another example is the collection and distribution of the Landscape Levy – the money collected in each council area in no way correlates to the need in each council area. Yet another example, especially pertinent for Metro councils, is the need for another dog/cat detention facility. We can't keep relying on non-government organisations (which councils end up paying) when they cannot always meet demand as it is.

Local Government Association of South Australia

The voice of local government.

	Motions about a range of **social and political issues** regularly turn up at LGA General Meetings – is that the right place for these worthy and noble aspirations? We wouldn't be in local government if we didn't want to make the world a better place in some way. At Marion Council we have developed a culture in the chamber of not getting into debates about the many shortcomings of State and Federal Governments and the international scene – this has left us with more time to properly deal with our own local problems. Of course, the LGA must respond to concerns raised by every Council raised, but I would be encouraging all of us to focus on the issues where we can readily and powerfully make a positive difference, in the areas under our direct control; at the same time, encouraging the State and federal Governments to do what they are meant to be doing for us all.
Other Information	Over 30 years as a lawyer, including a period of running and managing a small legal practice. Helped ordinary people with extraordinary problems, particularly with employment disputes. I also developed expertise helping nonprofit associations with management issues, including drafting/revising over 200 constitutions. Law degree with Honours. In the past served on boards of diverse organisations such as the Victim Support Service, the Multifaith Association and school councils. In State Parliament (Member of the House Assembly) 1997–2010.

This form must accompany the Nomination Form

Local Government Association of South Australia

The voice of local government.

LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	*Dr Heather Holmes-Ross*
Council	*City of Mitcham*
Local Government Experience & Knowledge	I have served as Mayor of Mitcham since 2018 and as a GAROC representative for the past four years, currently holding the position of GAROC Chair. Since April 2022, I have also been a member of the LGA board. I see my role as Mayor as one of listening and advocacy, which has driven me to establish strong relationships with councillors, our CEO, council staff, local MPs, and community members. By proactively engaging with community groups, schools, universities, and businesses, I have been able to understand and address their diverse needs, facilitating partnerships that benefit all parties involved. I have successfully advocated for my community, securing grant funding and policy changes that directly benefit our residents. At the sector level, I have worked diligently to build strong relationships with fellow Mayors, councillors, LGA staff, and government MPs. My election as LGA board member and GAROC Chair reflects the trust my peers place in my abilities. I have also proudly represented the sector in several occasions including on panels at the 2022 and 2023 ALGA National General Assemblies. Through my role on GAROC, I have developed a comprehensive understanding of the common issues and concerns faced by metropolitan councils. Through my role on the LGA board, I have gained an excellent understanding of the workings of the LGA and broadened my knowledge of the regions. Having spent my childhood (Alice Springs) and teen years (Deniliquin, NSW) in regional Australia, I am aware of the joy of country living and the harsh realities of rural life. I have recently travelled to a number of regional LGA board meetings to further expand my knowledge of the regions and better understand the concerns of rural councils.
Local Government Policy Views & Interests	Like many of us in local government my passion lies in building happy, resilient, and empowered communities. I believe collaboration is key, whether among stakeholder groups within local government areas or across the sector as a whole. The LGA is uniquely positioned to strengthen the long-term financial, environmental, and social sustainability of the sector through advocacy, promotion, and facilitation. My goal is to

Local Government Association of South Australia

The voice of local government.

	support the LGA in being as effective as possible in these endeavours. Financial sustainability is a pressing issue for the sector, particularly in the face of rising living costs, the state government oversight through ESCOSA and the federal government's shift to tied grant funding. The challenge is to become more efficient, delivering more with less and exploring opportunities for additional revenue generation. The LGA can play a crucial role in facilitating the spread and adoption of innovative solutions being trialed by councils across the sector. For example, last year, the LGA supported the District Council of Murray Bridge and City of Mitcham in a joint power procurement trial, which resulted in Murray Bridge saving upwards of $350k per annum, while Mitcham is set to save $10 million over the next ten years. Opportunities like this can be expanded to benefit other councils, with the LGA leading the way in facilitating such initiatives. Similarly, several councils are currently involved in programs with Adelaide's universities for graduates who would probably not have considered a career in local government. These programs are very successful in attracting and retaining talented and enthusiastic young people, helping address skills shortage and positioning local government as employers of choice. I am keen to see the LGA support and extend these opportunities. Additionally there are opportunities for cost savings through shared services, and collaborations with the private sector. There is also interest by member councils in working together to tackle or advocate on common issues such as the Adelaide freight by-pass or eliminating childcare deserts. It is my wish help the LGA be more clear with its purpose, play a leadership role in facilitating collaborations, and advocate effectively on behalf of the sector.
Other Information	I came to local government from a background in business and academia. I have a PhD in chemistry from Flinders Uni which means I am trained to investigate, problem solve and collaborate. In turns out that these are handy skills for navigating the intricacies of local government. I have an excellent understanding of finances and business management. The hospitality business, the Artisan Cafe, which my chef husband and I founded and managed for 10 years was recognised for excellence several times, with a highlight our being awarded the Australian Cafe of the Year in 2017 by our industry body. Our latest venture, The Lost Dice, is a board

Local Government Association of South Australia

The voice of local government.

	game cafe located in the Adelaide CBD which services a wonderfully diverse community. I believe small businesses play a pivotal role in community development, and supporting local economies leads to better outcomes for everyone. I previously founded a "shop local" and social inclusion movement in our area, which resulted in both economic and social benefits for the community. I am deeply interested in finding the best ways to support our business communities, allowing them to thrive and give back to the communities that support them. Since early 2019, I have served as a director on the East Waste board, a subsidiary of eight councils responsible for waste transport. Additionally, our council has chaired Region 7 of the Murray Darling Association, representing the Adelaide metropolitan area. Waste and water management present significant challenges for the sector, but there are also opportunities for local government to lead the way through best practices and embracing the circular economy. I am the Local Government Representative on the Australia Day Council SA board. I take great pride in the council's work celebrating Australians who exemplify our nation's best qualities. Shining a spotlight on ordinary Australians doing extraordinary things inspires hope for a respectful and inclusive future.

This form must accompany the Nomination Form

Local Government Association of South Australia

The voice of local government.

LGA President Candidate Information Sheet

(word limit is strictly 1,000 words)

Name	Claire Boan
Council	City of Port Adelaide Enfield

Local Government Experience & Knowledge	• Councillor Parks Ward (PAE) 2010 - 2014
	• Councillor Port Ward (PAE) 2014 - 2018
	• Mayor of PAE 201 8 - current
	• GAROC member 2020 - current
	• LGA Board of Directors 2020 - current
	• Chair LGR&DS Advisory Committee 2022 - current
	• Member LGA Nominations Committee 2022 - current
	• Previous member of:
	  ○ PAE Council Assessment Panel
	  ○ PAE Audit Committee Chair

Local Government Policy Views & Interests	As the Mayor of PAE, I have been part of leading strategic plans and pivotal projects within our council area. Ensuring our assets are effectively maintained is a priority, along with providing places people love to live in and visit. Councils must first look to ensure our key responsibilities are successfully managed and provided for our rate payers. With 14 years of experience in local government, I have developed a deep understanding of the challenges and opportunities we face. My background in education has equipped me with the skills to navigate complex issues and find innovative solutions. Of late, I'm particularly interested in good governance and that strategic direction support is provided for effective Local Government outcomes. Community connectedness is also threaded in all that we do; through engagement, services and relationships with those we represent. The LGA Board is an opportunity to collaborate with the wider network of councils, ensuring effective communication and common Local Government knowledge. Advocacy for Local Government concerns, to both State and Federal Government, alongside a strong focus on Local Government core business, is critical in effective management of the matters raised with the LGA. I support the LGA of SA and its role within the Australian Local Government sector. I believe clear and strong leadership is essential, alongside maintaining and developing respectful relationships within our sector and those we work with. This is something I have demonstrated over my past six years as Mayor and four years

Local Government Association of South Australia

The voice of local government.

	representing councils on GAROC and the LGA Board. I am committed to bringing continued dedication to this role.
Other Information	• Bachelor of Primary Education (teaching and coordinator roles 2005-18) • Justice of the Peace 2020 - current • Green Adelaide (SA Gov) Board Member 2020 - 2024 • Green Adelaide Audit and Risk Committee 2023 - 2024 • CAWRA MRF Board Member 2020 - current • Patron of Local Clubs

This form must accompany the Nomination Form

10. COMMUNITY AND DEVELOPMENT

10.1. Community Grant Application

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Louise Hampel

RECOMMENDATION

That Council grant $2,494.60 in funding to the Fleurieu Run Tribe to support the purchase of a branded marquee and feather banners to help with promotion and weather protection at local events.

PURPOSE

The purpose of this report is to consider one (1) grant that has been received under the City of Victor Harbor Community Grant Program and that falls within the delegation of the Council.

BACKGROUND

After a review conducted during the 2023/24 financial year, the City of Victor Harbor grants program delivery and delegations have changed significantly from previous years. Grants received as part of the Community Grants Program for over $2,000 are assessed by the Community Grants panel with recommendations to be brought to the Council for final decision.

The Community Grant Program has a funding pool of $55,600 for the 2024/25 financial year and is open on an ongoing basis.

At its Ordinary Council Meeting held 27 May 2024, Council resolved:

OC1542024

Moved: Cr Marilyn Henderson

Seconded: Cr David Kemp

That council support the proposed Community Grant Guidelines as provided at Attachment B and endorse the necessary changes that need to occur to the current grant structure to enable its implementation for the 2024/25 financial year; and that a further report be brought back to Council for relevant delegations and revocations to existing policies.

CARRIED

At its Ordinary Council Meeting held 24 June 2024, Council resolved:

OC1712024

Moved: Cr Marilyn Henderson

Seconded: Cr Nick Mckenzie

That Council adopts the;

i. *Reviewed Community Grants Policy as provided at Attachment A; and*
ii. *Community Grants Guidelines as provided at Attachment B.*

CARRIED

OC1742024

Moved: Cr Carol Schofield

Seconded: Cr Stewart Burns

That Council establishes a Community Grants Panel and Festival and Events Grants Panel consisting of two Council Employees (appointed by the Chief Executive Officer) and two Council Members.

CARRIED

OC1752024

Moved: Cr Nick Mckenzie

Seconded: Cr Carol Schofield

That Council appoint Cr Schiller and Cr Henderson to the Community Grants Panel commencing on Tuesday, 25 June 2024 and concluding at the periodic elections in November 2026.

CARRIED

The Council has received eight community grants so far this financial year.

Two have been awarded funds under CEO delegation, as follows:

- Rotary Driver Awareness Program - $1,000 in-kind
- Victor Harbor RSL plaque installation - $146 in-kind

Five are awaiting further information before they are assessed by the panel and brought to Council for final decision, as follows:

- Hindmarsh Valley Fire Service new plantation fire fighting kit - $4,400
- Three Angels Messages Ministry new truck for deliveries - $2,000

- Victor Harbor and Port Elliot Lions Club information bay shelter re-roofing - up to $10,000
- Hindmarsh Valley Progress association for music events - $2,000
- Victor Harbor High School for an arts immersion camp for students - $2,000 plus possible in-kind (extent unknown)

Two are being assessed by the community grants panel and will be presented to the CEO for final decision, as follows:

- Encounter Bay Bowling Club for 4x bowling arms - $1,399.96
- Victor Harbor Lakers Basketball Club for a specialised coaching clinic - $1,500 cash and $387 in kind.

One has been assessed by the community grants panel and is presented to Council for final decision, as follows:

- Fleurieu Run Tribe new marquee and banners - $2,494.60

COMMENTARY

The Community Grant Program seeks to support projects/applicants that:

- Align with one or more strategies/priorities as per Council's Community Plan
- Have long-term benefits for the community
- Leverages other resources (partnership, funding or in-kind)
- Demonstrates cooperation with other organisations
- Includes a considered and clearly defined plan and budget
- Can be completed within 12 months
- Requires funding to proceed
- Have not received funding from Council before (or in recent years).

The Fleurieu Run Tribe (FRT) are seeking funds for a marquee and banners for promotional and practical purposes. The 'tribe' is very active in Victor Harbor, offers free weekly coaching sessions and participates in other local volunteer run events such as park run. They also support local events in the area, such as Heysen 105, Victor Harbor Half Marathon, Sid James Triathlon, Jamieson Ultra, Little Athletic meets - demonstrating cooperation with other organisations.

The application, and applicant, align strongly with Council endorsed strategies such as: provide safe, welcoming and accessible places, provide a variety of open space and recreation opportunities, and improve the health and well-being of our community. The

collaboration with a First Nations Artist for their brand design also aligns with Council's endorsed strategies. The applicant has offered to include the City of Victor Harbor logo (corporate and place brand) on the marquee which would provide excellent exposure for the Council.

This volunteer group have 6 x accredited Athletics Australia coaches which includes one with a disability. They also have 4 members with a known disability who are regularly involved and supported.

The FRT provided quotes for the work and have not received funding from Council previously. As they have no paying members they rely solely on grant funds and have been pro-active and successful in leveraging grants for their other endeavours.

On this basis, the Community Grants Panel recommend that this grant is supported.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation – As the limited funding pool reduces over the financial year it is possible that there will be some applicants that will be disappointed. This risk is mitigated through the provision of considered guidelines, a consistent assessment and decision-making process. This risk is assessed as ***low***.

Legal and Compliance – There is a risk that grant recipients do not use the funds for the approved purpose. This risk is reduced as applicants are required to sign a Declaration and Undertaking document declaring that they have read and understood the guidelines, and the information they have supplied is, to the best of their knowledge, accurate and complete. The Declaration and Undertaking also includes conditions relating to the use of grant funds and reporting requirements. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Strategy - Improve the health and well-being of our community

BUDGET IMPLICATIONS

There are sufficient funds in Project # 63192 (Community Grant Programs) for the purposes of providing funding to the Fleurieu Run Tribe at a cost of $2,494.60.

No additional funds are required.

CONSULTATION

Director Community and Development - Graham Pathuis

Community Grants Panel - Cr Marilyn Henderson and Cr Angela Schiller

ATTACHMENTS

Nil

10.2. Encounter Bay Recreation Grounds - Next Steps

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Louise Hampel

RECOMMENDATION

That Council approve the re-allocation of $158,000 from capital project 300102 (Encounter Bay Bowling Club - Car Park) to the design and construction of the Encounter Bay Football Club Car Park and that the Encounter Bay Bowling Club Car Park project be deferred by no more than 3 years to allow for the scope of the future works in that area to be determined.

PURPOSE

The purpose of this report is to provide Council with an update on the capital works scheduled to occur this financial year at the Encounter Bay Bowling Club and to present an alternative option for this work given the current works proposed by the Encounter Bay Bowling Club. This report also provides general updates on the Encounter Bay Recreational Grounds planning.

BACKGROUND

In March 2024 Council established the Encounter Bay Recreation Grounds Planning Group to:

- improve communication between the leaseholders in this area and Council
- coordinate the planning and delivery of any works in the area.

A report was tabled at the 24 June 2024 Ordinary Council meeting that provided background on the Encounter Bay Recreation Grounds planning and development that had occurred in preceding years. It also provided information for Council to consider in terms of next steps to address concerns raised by the clubs.

The group meet frequently and over the past couple of months, staff have been able to get a really good understanding of the club's aspirations as well as the individual and collective issues they face.

As reported previously, the clubs had, independently of Council, developed a masterplan for the area that was predicated on the netball club relocating to one of the hockey fields, theoretically freeing up additional area for both the bowling and riding clubs to expand. On 8 August 2024, correspondence was received from the Victor Harbor Hockey Club advising that they no longer intend to make available one of their greens for the relocation of the netball club. Whilst this was never a Council endorsed direction, some of the clubs were working on the assumption that this would occur in terms of their respective planning. These

clubs have since approached Council staff who are working with them on alternate options for their evolving needs. A summary of these meetings is provided in the commentary section of the report however in terms of existing Council budget and commitment, there is only one item in the 2024/25 annual business plan and budget which is the sealing of the Encounter Bay Bowling Club Carpark.

The Encounter Bay Bowling Club wrote to Council in 2017 seeking funds for the sealing of their car park. The proposal was considered as part of several budget bid cycles and was not successful until this financial year where Council allocated $158,000 for the works to be complete. In the past couple of years, the priorities and needs of the club have changed. The impacts of this, in the context of the current budget allocation, is the main subject of this report.

COMMENTARY

Recent interactions with the respective clubs are summarised as follows:

Encounter Bay Netball Club

As previously reported, the need for the Encounter Bay Netball Club to resurface their courts and expand to include at least one additional court is a priority for this area. Whilst previously a relocation was considered a preferred option by the clubs - an expansion to the existing footprint is now the focus. This is a more economical option as most of the infrastructure, like the club rooms, lighting and fencing will not need to be replaced in their entirety. It does rely on the relocation of the existing Bureau of Metrology (BOM) site and Council amending the Netball Club's existing lease to include this area for an additional court. The impacts of them expanding where they are with the inclusion of the BOM site is as follows:

- The Bowling Club cannot use the existing netball club area for a 4th green
- The Riding club expect the BOM land to be included in their lease area for expansion of their riding area
- Limited space so expansion limited to only one additional court is possible, as opposed to three as originally desired.

In regard to the expansion and upgrade of the existing Encounter Bay Netball Club, there is an intent to include the works for consideration as part of the 2025/26 capital budget program. The existing courts have reached the end of their useful life and present an unsafe playing environment. This would be anticipated to be supported partially by a state/federal grant as well as a contribution from the club.

The re-surfacing of the Victor Harbor courts is scheduled to occur in the 2024/25 financial year but are subject to Office for Recreation, Sport and Racing grant funding. The Council being successful for similar projects in subsequent years from the same grant body would be highly unlikely so the Encounter Bay Netball Club, in consultation with staff, are looking for federal programs to support this project. A potential program is the federal Play Our Way program that provides funding for local solutions and improvements that address participation barriers faced by women and girls. The program is available for three years so will re-open in April 2025 and April 2026.

Encounter Bay Bowling Club

In August 2024, the Encounter Bay Bowling Club advised of their intent to expand their clubrooms to allow them to cater for larger groups of people at once. Their existing club rooms have a capacity of 144 and they are hoping to be able to cater for at least 200 people. They have commissioned a concept plan which adds a 2-story extension on the eastern end of the existing club rooms at as estimated $1.5 million. The Club is looking for federal and state grant opportunities for this work and intends to apply for a community loan for the remainder. During a meeting held with staff on 6 September 2024, alternate locations for a 4th green and the car park sealing project were discussed, in the context of the proposed club room extension. The clubroom extension footprint is on top of part of the existing car park so if the sealing project was to be completed as intended then there is a chance that the car park would need to be removed in future years to accommodate the extension. Given the ambiguity around the future of that space, Council staff approached the Encounter Bay Bowling Club to see if they would consider the relocation of the funding for their car park this financial year. This was discussed at the Encounter Bay Bowling Club meeting on Saturday 14 September 2024, and a letter of support was provided. Refer Attachment 1.

Encounter Bay Football Club

The Encounter Bay Football Club have been seeking funds for the sealing of the car park outside their new clubrooms since the completion of the building work. The carpark has drainage issues and is also not compliant in terms of disability access. Staff met with members of the football club on 3 September 2024, where this request was reiterated and plans provided of the desired car park - refer Attachment 2.

Proposed Re-allocation of Funds

Given the above, it is recommended that the current 2024/25 budget allocation for the Encounter Bay Bowling Club car park is reallocated to enable the detailed design and sealing of the Encounter Bay Football Club car park to be undertaken this financial year. The Encounter Bay Football Club car park - as proposed by the club - is larger than the Encounter Bay Bowling Club, however Council would obtain separate designs and work within the existing budget. This might be a reduction in scale, amenity and/or a prioritisation of the immediate drainage and accessibility issues.

It is also recommended that the Encounter Bay Bowling Club car park re-seal project be included in the asset management plan for future investment in 2027/28 when there is more certainly around the club expansion.

A map of the Encounter Bay Recreation Ground lease areas and proposed car parks is provided at Attachment 3.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Financial Management - There is a risk that the extent of the Encounter Bay Football Club car park works as anticipated by the football club exceed the budget allocation in the

2024/25 budget. As stated above there are several strategies that could be implemented to reduce the costs (scale, amenity, staging etc.) however this might not meet the football club's expectations and there might be appeals to Council for more budget. This risk is assessed as ***medium***.

Reputation - The football club only requested the sealing of their car park relatively recently, considering the bowling club requested the re-sealing of their car park in 2017. There is a risk that other clubs and areas of the community consider the sealing of this project to not be a priority. Whilst the car park and associated club rooms are predominantly used by the football club members, Council and other levels of government contributed significantly towards the original construction and the accessibility and drainage issues are impacting the ongoing use and condition of the area. As the funds are not for the club, but for the improvement and longevity of Councils existing assets, and consistent with investment into the other football in Victor Harbor, this risk is mitigated. This risk is assessed as ***low.***

The new car park will also reduce the total number of car parks available in the area. Like all new car parks the increase in accessibility and safety generally result in less overall car parks and can not be avoided. This can be mitigated by professional design maximising the design and communication with users of the space. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Strategy - Encourage initiatives that facilitate social interaction and connection with the community

Aspiration 6 – We are financially sustainable and well-governed organisation

- Strategy - Introduce and continue productivity and efficiency measures
- Strategy - Manage council’s finances and resources sustainably

BUDGET IMPLICATIONS

There are insufficient funds in Project # 300102 (Encounter Bay Bowling Club - Car Park) for the purpose of upgrading the Encounter Bay Football Club car park at a cost of $158,000. The available funds of $158,000 will be transferred, subject to Council approval, from the Encounter Bay Bowling Club Car Park project to the Encounter Bay Football Club car park project and will result in a deferral of the Encounter Bay Bowling Club Car Park project.

There will be a nil effect on the 2024/25 capital budget from these amendments.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Director Community and Development - Graham Pathuis

Director Environment and Infrastructure - Jodi Roberts

Encounter Bay Bowling Club Board

ATTACHMENTS

Attachment 1 - Encounter Bay Bowling Club support

Attachment 2 - Encounter Bay Football Club car parking plan

Attachment 3 - Map - Encounter Bay Recreation Grounds Lease Areas

Attachment 1 - Encounter Bay Bowls Club Support

ENCOUNTER BAY BOWLING CLUB INC.
51 Armstrong Road
Encounter Bay SA 5211
www.encounterbaybowlingclub.com.au
PO Box 290
Victor Harbor SA 5211
P 8552 1693 ABN 43 501 410 068 E ebbc@internode.on.net

Received By
16 SEP 2024
City of Victor Harbor

15th September 2024

Louise Hampel
Project Officer
City of Victor Harbor
1 Bay Road
VICTOR HARBOR SA 5211

RE: Sealing of Encounter Bay Bowling Club Carpark

Dear Louise

The Encounter Bay Bowling Club requested the sealing of the car park adjacent to the clubrooms in 2017 and are aware of the allocation in the Council's 2024/25 annual business plan and budget for the design and construction of these works. Whilst this is something that the club is still seeking – the current plans for extending the clubrooms over a portion of the proposed car park has resulted in conversations with the board and Council staff regarding the timing of these works.

After much deliberation, the club provides it support of the Council staff's recommendations to defer the project for a period of 2-3 years. This will ensure that the car park design and construction can be done in consideration of our plans to increase the capacity of both the clubrooms and greens to accommodate the club's growing membership.

The decision was confirmed by the Encounter Bay Bowling Club board on Saturday 14th September 2024 and subject to the assurance that the car park re-sealing be deferred for no longer than 3 years.

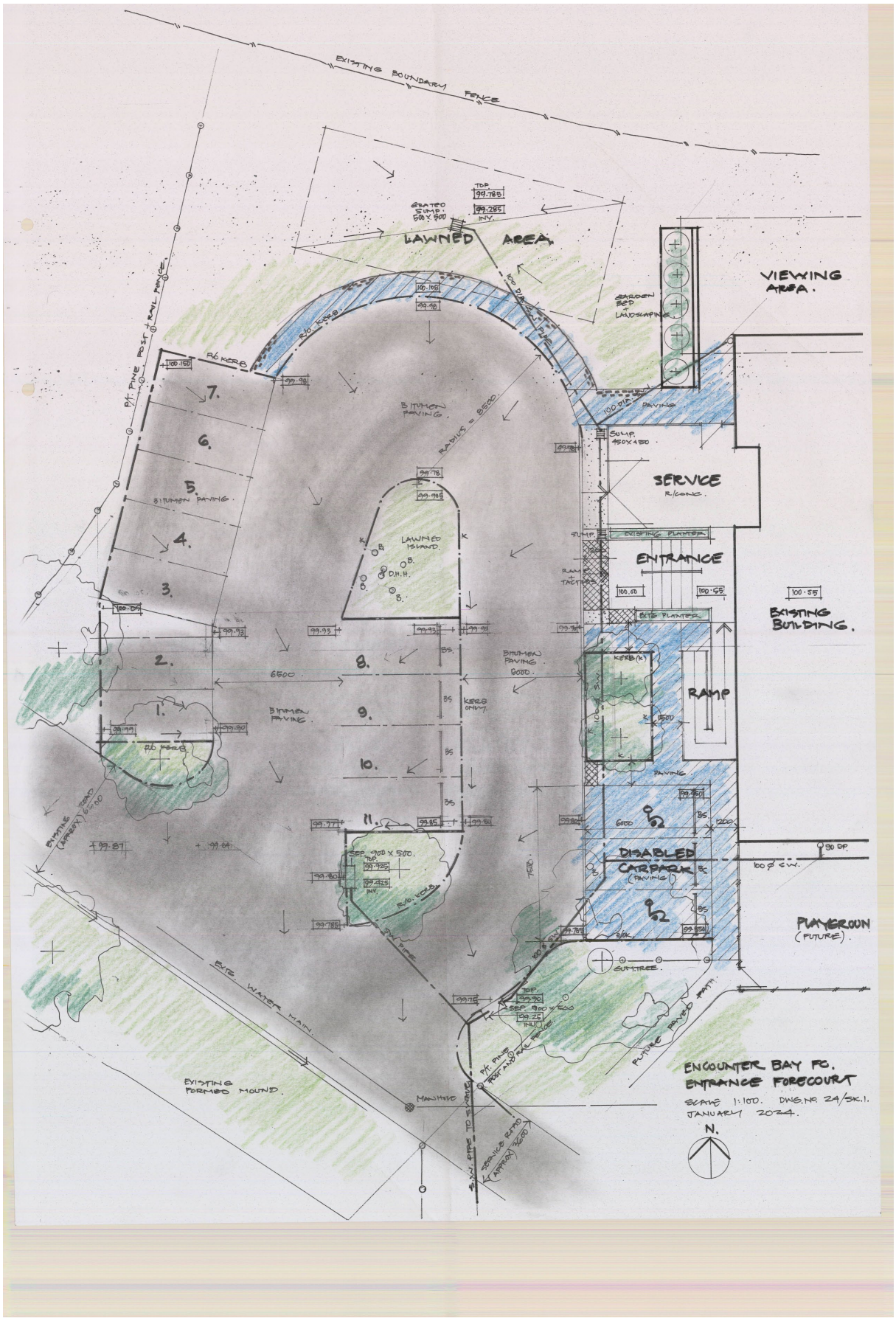
We thank Council for their continued support of our Club.

Your sincerely

H Cochrane

Heather Cochrane
President
Encounter Bay Bowling Club Inc.

Attachment 2 - Encounter Bay Club car parking plan



Attachment 3 - Map - Encounter Bay Recreation Grounds Lease Areas



10.3. Urban Growth Management Strategy - Discussion Paper Engagement Results and First Draft for Public Consultation

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: David Read

RECOMMENDATION

1. That Council receives and notes the Urban Growth Management Strategy Phase 1 Engagement Summary Discussion Paper Engagement (June to July 2024) as prepared by Future Urban.

2. That Council approve the Draft Urban Growth Management Strategy 2050, City of Victor Harbor (for Consultation) for the purpose of commencing the second phase of community and stakeholder engagement in accordance with the Urban Growth Management Plan Engagement Strategy.

3. That a report be brought back to Council following the second phase of stakeholder and community engagement outlining the engagement findings and next steps for the project.

PURPOSE

The purpose of this report is to provide Council Members with a summary of the community engagement results following public consultation in June/July 2024 for the Victor Harbor Urban Growth Management Strategy (UGMS) Discussion Paper ; and to, seek endorsement of the Draft Urban Growth Management Strategy 2050, City of Victor Harbor (for Consultation) document for the purpose of conducting Phase 2 of community and stakeholder engagement in accordance with the UGMS Engagement Strategy.

BACKGROUND

The UGMS sets a 25 year vision with ambitious objectives and targets, attempting to balance our local area’s aspirations and continuously strive for a sustainable future, providing a strategic framework for:

- Planning, funding, and the timely delivery of physical and community infrastructure and environmental management initiative

- Long-term land use planning, identifying preferred development and prioritised timing options for conservation areas, public open space, community services, employment lands and residential development

- Informing State Government land use and infrastructure planning, funding and delivery Programs, including the Greater Adelaide Regional Plan (GARP)

- More effective and efficient governance through the integration and alignment of all Council's strategic management plans and policies.

Planning consultancy, *Future Urban*, has been appointed to undertake the UGMS project and have completed an extensive audit of Council's existing documentation (plans, strategies and investigations) relating to Victor Harbor. As a result, a collated summary of predicted future challenges and opportunities were condensed and included within a UGMS *Discussion Paper* for engagement purposes to help understand community sentiment around a range of themes, such as:

- Housing

- The Economy

- Community and Social Infrastructure

- Physical Infrastructure and Utilities

- Transport and Connectivity

- Environment and Landscape

- Landscape Character, Amenity and Heritage

- Recreation and Open Space

Council considered this *Discussion Paper* at the 27 May 2024 Ordinary Council Meeting and resolved the following:

OC1522024

Moved: Cr David Kemp

Seconded: Cr Stewart Burns

1. *That Council approve the Urban Growth Management Strategy (UGMS) – Discussion Paper, as provided under separate cover, for the purpose of commencing community and stakeholder engagement.*

2. *That a report be brought back to Council following the first phase of stakeholder and community engagement outlining the engagement findings and next steps for the project.*

CARRIED

Community engagement on the UGMS *Discussion Paper* occurred in June and July 2024 and an Engagement Summary concerning this process and the subsequent results is

provided at Attachment 1. The full consultation feedback has been provided separately to Council Members.

COMMENTARY

As a result of the extensive community engagement (Phase 1), a Draft UGMS document has been created for the next stage of community engagement and consultation (Phase 2), titled Draft Urban Growth Management Strategy 2050, City of Victor Harbor (for Consultation), and is provided under separate cover. This document initially provides some high-level context and a brief summary of the strategic role the UGMS will have. Derived from the initial Discussion Paper and community engagement, it then identifies and consolidates the UGMS into addressing six key Principles with associated objectives, targets, actions and priorities for each to consider (including a map). The six suggested Principles are:

- Principle 1 – Housing supply meets the needs of our community
- Principle 2 – Our economy is productive, prosperous and attracts investment
- Principle 3 – Services and infrastructure meet demand and are reliable and efficient
- Principle 4 – Our environment is protected and enhanced
- Principle 5 – Our landscape, character and heritage is celebrated and retained
- Principle 6 – Council's long term financial sustainability is not compromised by urban growth

Next Steps

A comprehensive engagement approach is proposed to be undertaken throughout the project as outlined within the UGMS Engagement Strategy, with three different opportunities for community and stakeholder input as follows:

- Phase 1 engagement – Discussion Paper (completed, June/July 2024)
- Phase 2 engagement – Draft UGMS (next, October/November 2024)
- Phase 3 engagement – Final UGMS

Phase 2 engagement is intended to be undertaken, subject to Council endorsement, in October and November 2024. The UGMS Engagement Strategy, which covers all phases of the project's engagement, was previously provided as an attachment to the Agenda Item 10.1 Council report on 27 May 2024. A copy of the Engagement Strategy is again provided at Attachment 2.

Following the engagement period, community and stakeholder feedback will again be collated into another engagement summary report and provided to Council for further consideration for the preparation of the Draft UGMS.

The intended timing for community engagement on the Draft UGMS has been accelerated to align with the State Government's intended consultation release on the Greater Adelaide Regional Plan (GARP), thereby allowing Council to begin strategic planning exercises, identify certain high level desired policy direction(s) and proactively participate in this GARP review.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation – The UGMS project demonstrates Council's proactive approach to strategically planning for growth in a way that protects the physical and metaphysical attributes that contribute to Victor Harbor's high level of liveability. There is an identified risk to Council's reputation with both the community and State Government agencies, should Council not proactively participate in the long-term strategic planning, priorities and resource allocation for Victor Harbor. This risk is assessed as ***low.***

Service Delivery – There is an identified risk should Council either delay and/or not progress with the UGMS community engagement as this would impact the project timeline and subsequent ability to be meaningfully engaged with the State Government's Greater Adelaide Regional Plan review (predicted to occur in September/October 2024). This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 3 - We manage growth and change responsibly

- Priority - Review and update the City of Victor Harbor Urban Growth Management Strategy

BUDGET IMPLICATIONS

There are sufficient funds in project #100048 (Planning) to undertake Phase 2 community engagement at an estimated cost of $3,000.

No additional funds are required.

CONSULTATION

Council Members (Briefing Session – 9 September 2024)

Chief Executive Officer –Victoria MacKirdy

Director Community and Development – Graham Pathuis

ATTACHMENTS

Attachment 1 - Urban Growth Management Strategy – Engagement Summary, Discussion Paper Engagement (June to July 2024)

Attachment 2 - Urban Growth Management Strategy – Engagement Strategy

Attachment 1 - UGMS - Engagement Summary, Discussion Paper Engagement (June to July 2024)

FUTURE URBAN

ENGAGEMENT SUMMARY

URBAN GROWTH MANAGEMENT STRATEGY

DISCUSSION PAPER ENGAGEMENT – JUNE TO JULY 2024

© Future Urban Pty Ltd, 2024

Proprietary Information Statement

The information contained in this document produced by Future Urban Pty Ltd is solely for the use of the Client identified on the cover sheet for the purpose for which it has been prepared and Future Urban Pty Ltd undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced, electronically stored or transmitted in any form without the written permission of Future Urban Pty Ltd.

Document Control

Revision	Description	Author	Date
V1	Final	KGH	2.09.2024
V2	Updated to include age groups	KGH	16.09.2024

Contents

HOW WE ENGAGED 1

WHO WE HEARD FROM 1

WHAT WE HEARD 1

Drop In Sessions 3

Survey 4

Submissions 2

APPENDICES

APPENDIX 1. SUMMARY AND RESPONSE TO SUBMISSIONS

HOW WE ENGAGED

Engagement on the Discussion paper was undertaken between 13 June 2024 and 19 July 2024.

During this period, we sought feedback from the community and key stakeholders through:

- Community drop-in sessions held at the Coral Street Art Space on 27 and 29 June;
- Completing a survey
- Making a written submission

The Discussion Paper and supporting documents were available on Council's Have Your Say page.

The engagement activities were advertised through Council's social media, Council's newsletter and by direct email to key stakeholders.

WHO WE HEARD FROM

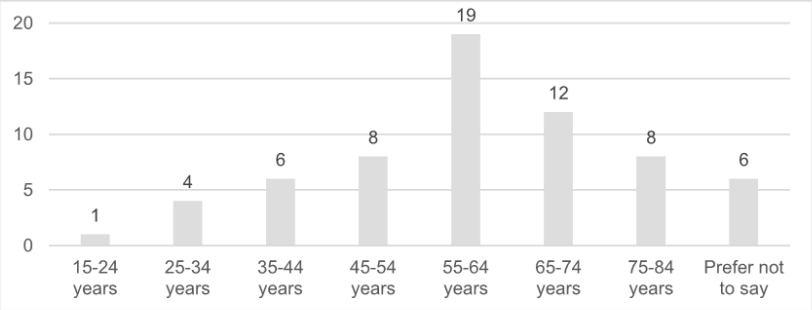
Over the engagement period, some 107 people or organisations provided feedback on the Discussion Paper, including:

- Approximately 25 people who attended the Community Drop In Sessions
- 66 responses to the survey
- 17 written submissions

The majority of people who participated in the engagement activities were local residents (86% of survey participants and 38% of written submissions). Alexandrina Council, the Department of Education, Department of Health and Wellbeing, the Department for Environment and Water, Country Fire Service and the Conservation Council of SA all provided feedback.

In relation to the age group of people who responded to the survey, people between 55 to 64 years of age represented 29% of the participants. A summary of the age groups that responded to the survey are included in Figure 1.1.

Figure 1.1 *Summary of Age Groups of Survey Participants*



WHAT WE HEARD

A summary of what we heard across the engagement period is provided in Table 1.1.

A more detailed summary of what we heard through the drop-in sessions, survey and submissions is provided under each heading below.

Table 1.1 – *Summary of What We Heard was most important to the Community*

Housing	We need to plan for: • Demand for housing • A diverse range of housing, to meet the diverse needs of our community • Affordable housing • Managing the impact of holiday homes on housing demand We need to balance new housing through both greenfield development and infill development and focus on land within the urban growth boundary first, and extending the boundary second.
The Economy	We need to plan for: • Commercial centres in Encounter Bay and near the Ring Road (Welch Road / Armstrong Road) to reduce pressure on the centre for day-today shopping needs (i.e., supermarket) • Rezoning underutilised land within the urban growth boundary for commercial and employment purposes • Growth to the north of Waterport Road
Community and Social Infrastructure	We need to plan for: • The provision of additional medical and child care services
Physical Infrastructure and Utilities	We need to plan for: • Infrastructure delivery to occur before its needed • Improvements to stormwater infrastructure and roads, in particular
Transport and Connectivity	We need to plan for: • The impact of increased traffic • More transport options, including public transport and ride share options • Improvements to the pedestrian and bicycle network
Environment	We need to plan for: • Climate change • Protecting our environment and coastline • Protecting our trees and tree canopy
Landscape Character, Amenity and Heritage	We need to: • Protect Victor Harbor's character, ridgeline gateways and hills face areas Most people agreed that Waitpinga Road and Adelaide to Victor Harbor Road were the key gateways into Victor Harbor. Other gateways mentioned were Port Elliot Road, Waterport Road, Armstrong Road / Welch Road and Inman Valley Road.
Recreation and Open Space	We need to plan for: • Public open space within new developments and within areas which are being rezoned
Other Feedback worth noting:	We need to plan for: • Everyone, young and old • Regional planning efforts, across the whole of the Fleurieu Peninsula region

Drop In Sessions

The drop-in sessions presented the information on each of the key themes within the Discussion Paper on boards and encouraged people to interact with the information by:

- Providing feedback on the options, opportunities and challenges either verbally or via a sticky note. Any feedback provided verbally, was captured on sticky notes.
- Indicating support or opposition to ideas or options by placing a green (support) or red (opposition) dot.

A summary of the findings for each of the themes is provided below.

Housing

Mixed feedback was received in relation to whether greenfield or infill development is preferable.

Several people noted that allotments should be larger and that allotments should be large enough to accommodate trees and open space.

One person mentioned that larger allotments would lead to better wellbeing. Two people suggested penalising empty homes, and these comments were supported by four other people (represented by green dots).

The Economy

Support was shown for most of the opportunities presented for the economy theme.

Several people referred to the opportunities presented by the arts and cultural centre and associated industries.

Two people referred to the need for a commercial centre to the west of the town (i.e. Waitpinga / Encounter Bay). One person referred to the need to diversify our economy and attract global citizens.

Community and Social Infrastructure

The challenges accessing childcare and healthcare services (particularly GPs) were the primary issues raised in relation to social and community infrastructure. Support for a community centre was also raised by multiple people.

Physical Infrastructure and Utilities

There was support for delivery of infrastructure ahead of time and increasing opportunities for harvesting and reusing water. There was opposition to the provision of reticulated gas with people indicating a preference to move away from non-renewable energy and use of off-grid energy options preferred.

People did identify a desire for energy security. Several red dots were placed next to the opportunity for a boat ramp however it was observed that most of these red dots were placed by a single person.

Transport and Connectivity

People indicated a preference for increasing community transport options to create a more accessible and age friendly city, encouraging Uber/improving taxi service and improved bicycle network.

Environment

There was general support for the options provided for protecting the environment, the coast and mitigation/adaptation. Comments focused on tree protections, but also identified environmental sustainability as important for Victor Harbor. In relation to the coast there was comments about fishing boat permits and that there should be no marina. One person thought that Victor Harbor could be a leading environmental city.

Recreation and Open Space

There was support for the suggested opportunities with particular preference to improving connectivity between open space and hosting events and festivals. Need for sports and recreation centre was identified along with extending walking paths and mountain biking opportunities.

Survey

The survey targeted feedback on the key themes within the Discussion Paper to ensure that that draft Urban Growth Management Strategy plans for the communities' expectations and key concerns.

A summary of the findings for the key survey questions is provided below.

In your opinion, is there need for additional housing within the City of Victor Harbor?

68% of participants (45 / 66) agreed that there is a need for additional housing in Victor Harbor.

The following options are available for providing additional housing. Please rank the following options from 1 to 4, with 1 being your preferred option and 4 being your least preferred option (see Table 1.2 for options)

Table 1.2 provides a summary of the average rankings and the number of participants who identified each option as their first, second, third and fourth preference. Response rates which show the most interest in a particular option are shown in green and response rates which show the least interest in a particular option are shown in red.

In summary, there was no clear preference for providing additional housing, noting that:

- Each option received a very similar average ranking (there is only 0.3 points between the highest and lowest average);
- The most popular option was also the least popular option (infill development near serves and the coast)
- No option received an overwhelming first or last preference (i.e., no option received a consistent reaction from more than 50% of participants).

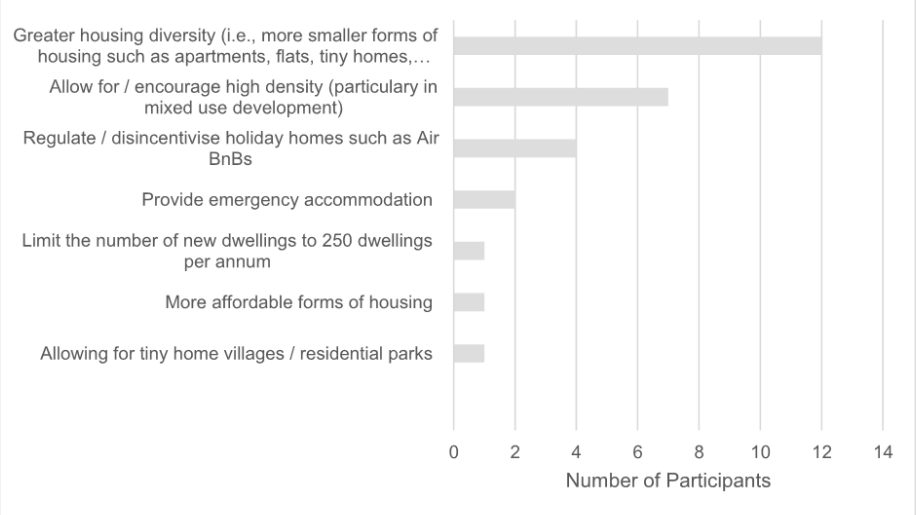
Table 1.2 – *Summary of the Average Ranking and Preferences for Each Option*

Option	Average Ranking	Number of Participants who selected each preference			
		1st	2nd	3rd	4th
• New housing provided through infill development in the rural living areas by reducing the minimum allotment size.	2.29	16	15	19	7
• New housing provided through infill development near the coast and services by demolishing an existing house and building two or more houses in its place.	2.41	25	9	6	22
• By rezoning the Deferred Urban Zone within the urban growth boundary to allow for new residential development.	2.44	9	23	19	8
• By investigating changes to the urban growth boundary to allow for new residential development.	2.53	15	13	13	16

Are there other options for providing additional housing, which aren't listed above, that you would like Council to consider?

Seven new options for providing additional housing were presented by participants. These options, and the number of participants, are shown in Figure 1.2 below.

Figure 1.2 – *Additional Options and Number of Participants that raised them*



New housing is likely to be provided through a combination of infill development and new residential development. What do you think is the right ratio of infill development to new development?

Opinions regarding infill and new (greenfield) development were varied with a relatively consistent split between each of the options. More specifically:

- 38% of participants (25 participants) wanted more new (greenfield) development than infill development;
- 30% wanted more infill development than new (greenfield development); and
- 26% wanted an even split of new (greenfield development) and infill development.

If changes to the urban growth boundary are investigated, which direction do you think Victor Harbor should grow (select all that apply). These areas are shown on page 11 of the Discussion Paper:

To the north of Waterport Road

To the north between the Hindmarsh River and the Adelaide to Victor Harbor Road

To the west along Inman Valley Road

None of the above

Other - please describe <include text box to enable description of other>

The most popular option was investigating growth to the north of Waterport Road (48% or 32 participants). There was also support for investigating growth to the west along Inman Valley Road (35% or 23 participants) and to the north between Hindmarsh River and the Adelaide to Victor Harbor Road (33% or 22 participants).

A total of seven participants didn't want any changes to the urban growth boundary and three provided additional options, which included:

- West along Waitpinga Road (and Range Road) – 2 participants
- Upwards – 1 participant

The following options are available for providing additional commercial and employment land. Please rank the following options from 1 to 2, with 1 being your preferred option and 2 being your least preferred option (see Table 1.3 for options).

Table 1.3 provides a summary of the average rankings and the number of participants who identified each option as their first and second preference. Response rates which show the most interest in a particular option are shown in green and response rates which show the least interest in a particular option are shown in red.

Rezoning underutilised land for commercial and/or employment growth was the clear first preference for most participants (62% or 41 participants).

Table 1.3 *Summary of the Average Ranking and Preferences for Each Option*

Option	Average Ranking	Number of Participants who selected each preference	
		1st	2nd
• Rezoning underutilised land for commercial or employment/industrial purposes inside of the urban growth boundary.	1.35	41	22
• Investigate expanding the urban growth boundary, to rezone new land for commercial or employment purposes.	1.61	22	36

Are there other options for providing additional commercial land, which aren't listed above, that you would like Council to consider?

Five new options for providing additional commercial land were identified by participants, including:

- Use empty or underutilised buildings (2 participants)
- Co-location of businesses (2 participants)
- A new centre for Encounter Bay - similar to McCraken (1 participant)
- Create a regional centre for employment use (i.e. to service the whole South Coast) (1 participant)
- Older buildings on Franklin Parade could be knocked down and redeveloped for commercial (restaurants and cafes) (1 participant)

Are there options for providing additional employment or industrial land, which aren't listed above, that you would like Council to consider?

Three new options for providing additional employment or industrial land were identified by participants, including:

- Encouraging working from home (via faster internet)
- Develop a South Coast wide strategy to identify more land (outside of VH boundaries)
- Encouraging centres within new developments

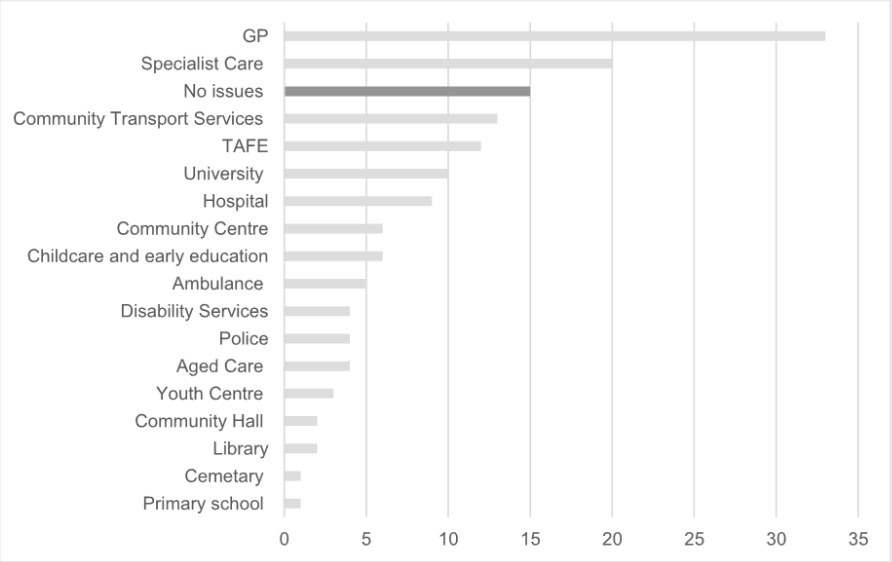
Most answers to this question identified new employment opportunities or investments that should be explored, rather than new options for additional land.

Identify all the types of community and social infrastructure or services that you needed or wanted to access in the last 12 months but couldn't access in the City of Victor Harbor?

The types of community and social infrastructure that participants had tried to access and were unable to, including how many participants had tried to access them, are summarised in Figure 1.3.

Healthcare services, including General Practitioners and Specialists, were identified has the services which the most people had challenges accessing. A total of 15 participants (23%) reported that they had no issues with accessing community or social infrastructure.

Figure 1.3 – *Number of participants who weren't able to access various types of community and social infrastructure over the last 12 months*



In your words, please explain why you couldn't access the facility or service(s). Please provide a brief explanation for each service you couldn't access.

The most common reason that people couldn't access a facility or service was due to a provider having no capacity for new patients or places (6 participants). Other reasons included the travel distance (4 participants), the waitlist (2 participants), the operating hours (1 participant) and the quality of the service (1 participant).

Have you experienced any issues with the existing infrastructure (including water supply, sewer, electricity, stormwater or telecommunications) in the last 12 months?

Some 48% (32 participants) haven't experienced any issues with existing infrastructure and 45% did (30 participants). The remaining 7% of participants either skipped the question or advised that the question wasn't applicable to them.

If yes, which form(s) of infrastructure did you experience an issue with?

Of the 30 participants who indicated that they had an issue accessing infrastructure, their issues were with the following forms of infrastructure:

- Stormwater infrastructure (15 participants);
- Telecommunications (13 participants);
- Water supply (8 participants);
- Electricity (5 participants); and
- Sewer (2 participants).

Are you aware of any constraints affecting the ability to expand or augment water supply, sewer, electricity, stormwater or telecommunications infrastructure?

The following constraints were raised in response to this question:

- Existing drainage issues (6 participants);
- Ageing infrastructure (1 participant);
- Remote water supply (1 participant);
- Capacity to connection to a recycle water supply (1 participant);
- Limited water supply (i..e, insufficient volume) (1 participant);
- Limited water pressure (1 participant).

Which modes of transport would you ordinarily use in Victor Harbor?

Unsurprisingly, most participants (63 participants or 95%) use a car and 68% (45 participants) also used walking as a mode of transport. Some 11 participants used a bicycle, 5 participants used the bus.

Which modes of transport would you like to have better access to in Victor Harbor, and why?

The following modes of transport were identified in response to this question:

- Public transport (bus and rail), including local and to Adelaide (40 participants);
- Taxi and/or Car Share services (5 participants);
- Upgrade the pedestrian network (5 participants);
- Upgrade bike paths (4 participants); and,
- Hire car service (1 participant).

There are a number of opportunities that could be contemplated in the UGMS to protect and enhance our natural environment. Please select all of the opportunities below that you support:

All of the opportunities to protect and enhance our natural environment were supported with each opportunity being supported by 45 participants or more. The opportunities, in order of most supported to least supported are:

- Improve linkages between green spaces (53 participants);
- Protection of the coastline from the impacts of urban development (52 participants);
- Identify key wildlife corridors (50 participants);
- Promote active communities and reduce reliance on vehicle travel through innovations in car free transport, improving bicycle networks and walking infrastructure (47 participants);
- Encourage the retention and expansion of tree canopies (46 participants);
- Protect and restore natural ecosystems (46 participants); and,
- Protect and enhance biodiversity on public land (45 participants).

Are there any additional opportunities do you think the UGMS should include to protect and enhance our natural environment?

Nine additional opportunities were identified to protect and enhance our natural environment. These opportunities include:

- Green spaces in new development (4 participants);
- Assist landowners with tree planting and landscaping (including through a mail out of native species, encouraging verge planting and promoting the '200 Backyard Native Gardens' program) (3 participants);
- Clean catchment areas into the Hindmarsh and Inman Rivers and improve their accessibility/useability (2 participants);
- Control cats (1 participant);
- Dune protection measures (1 participant);
- Stormwater harvest and reuse (1 participant);
- Maintain Granite Island (1 participant);
- More public toilets (1 participant); and
- Build an aesthetically pleasing stone sea wall along Franklin Parade between Kent Reserve and the Bluff (1 participant).

Do you agree that ridgelines, entrances into Victor Harbor and hills face areas should be protected by policies which promote a high standard of building design and landscaping, due to their visibility?

55 participants agreed that ridgelines, entrances and hills face areas should be protected by policies which promote a high standard of building design and landscaping.

Do you agree that the key gateways into Victor Harbor are Waitpinga Road and Adelaide to Victor Harbor Road?

45 participants agreed that the key gateways in Victor Harbor are Waitpinga Road and Adelaide to Victor Harbor Road and a further 20 participants agreed but indicated that there are also other gateways.

Of those that indicated that the there were other key gateways, the following gateways were identified:

- Port Elliot Road (3 participants)
- Waterport Road (2 participants)
- Armstrong Road / Welch Road / Ring Road (2 participants)
- Inman Valley Road (2 participants)
- Hindmarsh Valley Road (1 participant)

Do you agree that there should be additional protections for character areas in Victor Harbor? (These areas are shown on page 44 of the Discussion Paper?)

Most participants left this question unanswered. Of the 21 participants that did answer this question, 17 participants supported additional protections for character areas and 1 participant did not. The remaining 3 participants did not indicate support or opposition, but rather made comments about the character of Victor Harbor and how character is defined.

The following options are available for providing additional land for recreation and open space. Please rank the following options from 1 to 4, with 1 being your preferred option and 4 being your least preferred option (see Table 1.4 for options).

Table 1.4 provides a summary of the average rankings and the number of participants who identified each option in order of their preferences. Response rates which show the most interest in a particular option are shown in green and response rates which show the least interest in a particular option are shown in red.

Providing '*Areas of new public open space provided within new residential developments'* was the most preferred option with 53% of participants identifying this option as their first preference. '*Future facilities being situated on land that is rezoned for residential purposes'* (i.e. within the current Deferred Urban Zone) was the second preference for 25% of participants. Utilising the former landfill site was the least preferred option, with 41% of participants identifying this as their least favourite option.

Table 1.4 – *Summary of the Average Ranking and Preferences for Each Option*

Option	Average Ranking	Number of Participants who selected each preference				
		1st	2nd	3rd	4th	5th
• Areas of new public open space provided within new residential developments	1.9	35	9	8	5	4
• Underutilised land owned by government or utility providers being investigated for new recreation facilities	2.85	7	13	24	12	3
• Repurposing facilities that are surplus to demand	3.02	14	11	8	14	12
• Future facilities being provided on land that is rezoned for residential purposes (shown as planned residential land supply on page 49 of the Discussion Paper)	3.12	3	17	17	14	8
• On the former landfill site on Dump Road in Waitpinga (approximately a 10 minute drive from the Victor Harbor city centre)	3.84	4	11	3	15	27

Are there any facilities that are underutilised that you feel should be re-purposed?

Participants identified the following facilities as being underutilised and suitable for repurposing:

- Arts and Cultural Centre (4 participants)
- Yacht club (3 participants)
- Bowling club (3 participants)
- Town Hall (3 participants)
- Coral Art Space (2 participants)
- Encounter Centre (2 participants)
- Mount Breckan Mansion (2 participants)
- TAFE building (2 participants)
- Encounter Bay Oval (2 participants)
- Exercise equipment in recreational spaces (1 participant)
- Carrickalinga House (1 participant)
- Biodiversity Centre (1 participant)
- Savings Bank Building (1 participant)
- Wagon Road Depot (1 participant)
- Riverbanks (1 participant)
- Wright Island (1 participant)
- Bluff (1 participant)
- Inman River Trail (1 participant)
- Golf course (1 participant)
- Granite Island (1 participant)
- Tennis courts (1 participant indicated that 15 courts is too many)

All of the above facilities were only identified by 4 or less participants. As a result, there was no overwhelming response to any specific facility.

Are there other options for providing additional recreation and open space, which aren't listed above, that you would like Council to consider?

The following options for providing additional recreation and open space were provided by participants:

- A botanic garden (2 participants)
- Coastal bike trail (2 participants)
- Improvements to playgrounds (make them undercover / protected from the rain, fully fenced) (2 participants)
- Waggon Road (as a location for new open space/recreation facilities) (1 participant)
- Undercover gathering area for winter events (1 participant)
- Sensory gardens (similar to Oaklands Parks wetlands) (1 participant)
- Water play (1 participant)
- Playground for adults (1 participant)
- Marina and boating facilities (1 participant)
- More interactive opportunities (such as information signs about fauna and flora) (1 participant)
- Links to National Parks (1 participant)
- Acquiring rural land for public parks (1 participant)
- Playground with dog park nearby (1 participant)

Do you have any other comments you would like to make in relation to planning for Victor Harbor to 2050?

A total of 40 participants provided additional comments regarding the planning for Victor Harbor.

The following comments related to new or additional matters which hadn't been covered in the survey:

- Ensure to plan for all age groups (not just retirees) (6 participants)
- Planning needs to occur at the Fleurieu Region level (1 participant)
- Protect views to the coast (2 participants)
- Target retail in Victor Harbor (such as clothing stores) (3 participants)
- Plan for the widening of Adelaide Road (2 participants)
- Ensure that the economy isn't reliant on tourism (2 participants)
- Large shopping centres are needed out of town (2 participants)

Many comments related to matters which we collected feedback on in earlier questions, such as:

- Lack of medical services are an issue (2 participants)
- Lack of affordable housing (4 participants)
- Need public transport and/or more ride share options such as Uber (3 participants)
- Address impact short term rentals on housing supply (1 participant)
- Lack of child care for under 4 (2 participants)
- Housing diversity (mix of big and small is essential) (2 participants)
- Maintain character (3 participants)
- Maintain hills face areas as 'green zones' (1 participant)
- Need a community centre (1 participant)
- Plan for climate change (1 participant)
- Keep the 'beach side' feel (1 participant)
- More support for athletics and soccer through specifically designed facilities (1 participant)

A total of 13 participants referred to matters which are outside of the scope of the Urban Growth Management Strategy (UGMS), such as providing feedback about specific footpaths, toilet blocks and/or waste collection. Three participants praised the Discussion Paper or the UGMS project generally and one participant indicated that regular communicating on the UGMS is important.

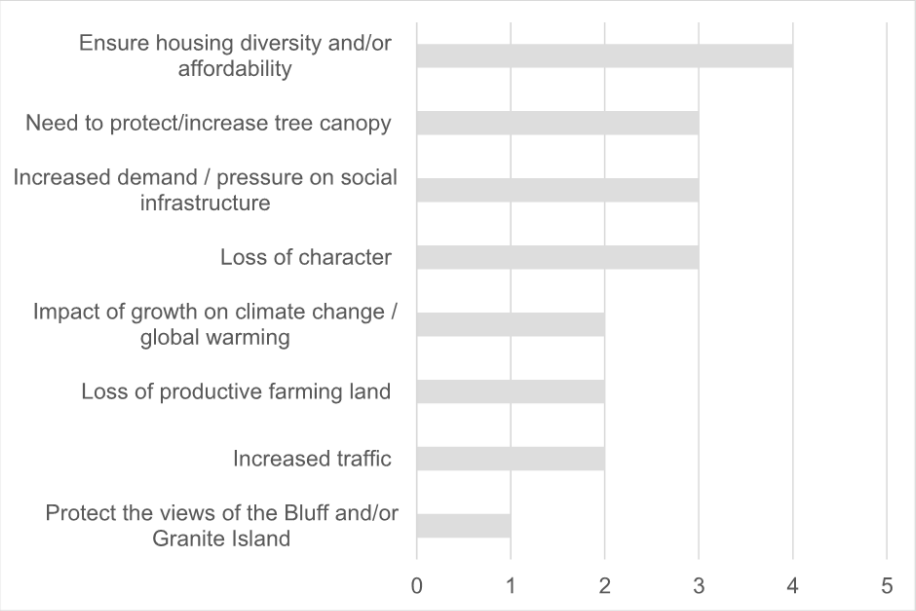
Submissions

A total of 16 submissions were received and most submissions related to a specific set of interests (for example, a State Agency discussing aspects of the Discussion Paper that relate to their portfolio). As a result, a specific response was warranted to each submission. Appendix 1 includes:

- a summary of each submission
- a response
- updates made to the Discussion Paper as a result of feedback in the submission
- inclusions in the UGMS as a result of feedback in the submission

At a high level, there were some matters which were raised across more than one submission. These are summarised in Figure 1.4 below.

Figure 1.4 – *Summary of matters raised in multiple submissions*



FUTURE URBAN

APPENDIX 1. SUMMARY AND RESPONSE TO SUBMISSIONS

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
URPS on behalf of Kingsley Living	Land Owner / Developer	Submission relates to two development sites - 1) the land in the Masterplanned Neighbourhood Zone bound by Hindmarsh River, Welch Road, and Adelaide/Victor Harbor Road and 2) 'Oceane North' which comprises 3 allotments in the Deferred Urban Zone to the west of Hindmarsh River - which the Applicant intends to rezone to the Masterplanned Neighbourhood Zone. Would like to see: A) the commercial village and child care centre intended on the Oceane plan noted B) the Emerging Activity Centre Subzone in Hindmarsh Valley acknolwedged a suitable location for commercial purposes C) references to a future centre on the Oceane North land being small in scale D) would like to understand if the Inman River Trail Extension is neccessary, given the Hindmarsh River Adventure Trail E) Supportive of the Oceane North land being an option for residential development. F)Notes the opportunity for community and social infrastructure on the Oceane North land G) Confirms that a ring route open buffer will be accommodated along Welch Road	The aspirations of Kingsley Living are noted. It is confirmed that: A) further information is required regarding the commercial village and centre proposed on the Oceane land for Council's consideration B) the land to the south of Welch Road in the Emerging Activity Centre Zone is already a suitable location for commercial purposes (this was shown page 14 of the Discussion Paper) with the focus of the Discussion Paper looking forward to 'additional' land on page 17. As, the Emerging Activity Centre may not adequately protect land for a suitably sized centre (noting the loss of land for a suitable centre in this subzone in other locations), considering a potential centre within the Deferred Urban Zone is also important. C) the scale of a future centre on Oceane North land will be relative to scale of the centre with in the Emerging Activity Centre subzone (noting that this should represent demand to 2050) D) both trails are necessary and important links within Council's Mountain Bike Strategy E) the support of this land for residential purposes is noted F) Council welcomes details of the social and community infrastructure proposed by the land owner for the Oceane North land	• Acknowledgement that the Emerging Activity Centre Subzone is an option for a centre and that such will be considered as part of structure planning for the Deferred Urban Zone (see the Guiding Aspirations on Map 3)

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Alexandrina Council	Local Government	Council expect to release their South Coast Growth Strategy for consultation in the last quarter of 2024. Key feedback provided includes: • Additional growth in housing and commercial development will place pressure on current civil and social infrastructure and Alexandrina Council appreciates the ongoing collaboration on these matters. • Ongoing collaboration, communication and shared advocacy for infrastructure is supported and encouraged	Thankyou for your feedback and ongoing collaboration regarding growth and infrastructure along the South Coast. We look forward to seeing the final version of the South Coast Growth Strategy.	• Ongoing collaboration, communication and shared advocacy with infrastructure providers (including Alexandrina Council)
Malcolm Smith	Local resident	Wished to provided additional comment to a completed survey. Key points related to ensuring that housing diversity is provided for people to downsize and advised that they had experienced overcrowding at the Aquactic Centre.	Thankyou for your feedback and for making the time to complete the survey. Objectives and actions will be included in the UGMS in response to your feedback.	• Housing diversity and infill development will be encouraged to provide for smaller forms of housing suitable for down-sizers • Targets for social infrastructure delivery will be included to enable monitoring of demand for facilities (such as the Aquactic Centre)
Aileen Cole	Local resident	There is no need for further population growth in Victor Harbor and further growth would destroy the character and charm of Victor Harbor. Growth is better located in the northern areas of Adelaide. Victor Harbor should remain an 'upmarket, seaside, peaceful getaway spot'	Thankyou for your feedback. Popultation growth will continue to occur in Victor Harbor as people continue to find it an enjoyable place to live. Council's role is to manage this growth responsibly while protecting the aspects that make Victor Harbor a great place to live, work, invest and visit.	• Protect our character areas and open landscape with planning controls that guide new development in a way that is complementary to the current charm and character of Victor Harbor
John Hutchinson	Local resident	Victor Harbor is losing its character and becoming congested. Several concerns raised in relation to growth including, availbility of doctors, wait times in emergency, loss of productive farming land, roof areas and roads contributing to global warming and protection of the views from the bluff.	Thankyou for your feedback. Urban growth does place additional demand and pressure on infrastructure and our UGMS will need to include actions that consider the ongoing monitoring and delivery of infrastructure.	• Protect our character areas and open landscape with planning controls that guide new development in a way that is complementary to the current charm and character of Victor Harbor • Targets for social infrastructure delivery will be included to enable monitoring of demand for facilities

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Dr Sandra L Bradley	Local resident	Housing should be diverse and include 'cottage communities', which allow for rental opportunities. Housing should cater to home care, to ensure our homes can be a place of refuge as the health of our bodies goes up and down, particularly later in life. Retirement villages with single storey, 1-2 bedrooms homes and 2 storey apartment homes that can be rented or bought should be planned for and needs to be accessible/close to the centre (like Rosetta Village). Aged controlled (i.e. 55+ living) is preferable to multi-generational living, where people have different interests and time pressures, such that there is less social cohesion. People should be supported to live at home as long as possible (albiet acknowledging that this is not Council's role specifically). There needs to be a significant increase in carers in order to adequately care for people. Several solutions were provided including investigating the current retirement living offerings in Victor Harbor, encouraging 2 storey apartment style living in the centre and provide public transport, particularly to retirement villages that are more than 500m from the centre. The submission linked to several articles and of particular relevance, was the article by the Conversation '*What sort of housing do older Australians want and where do they want to live?*' *which details the findings of a report by the Australian Housing and Urban Research Institute.*	Thankyou for your detailed feedback and the matters raised are an important challenge for planners Australia-wide and for Victor Harbor. There are initiatives being undertaken at the Federal Level (the Livable Housing Design Standard being implemented within the National Construction Code) and the State Level (policy change to the Planning and Design Code to allow for new housing models - co-housing - and a review of the definitions and approach to retirement parks and villages). Planning for diversity, partilarly in areas close to our centres, is important is a matter that this Strategy will seek to address.	• Planning for housing diversity that meets the needs of our community, including supported Federal and State government intiatives • Investigating becoming an age-friendly city and implementing measures which contribute to a longer quality of life
Andrew and Kelly Jamieson	Local resident	Supportive of the use of their land (Lincoln Park Farm), north of the industrial estate for any future growth	Thankyou for your feedback and your support.	The land to the north of the existing Lincoln Park Industrial Estate will be nominated as a future growth area.

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Andrew Schiller	Local resident	Affordable housing is an issue for our community and this is contributing to the loss of young professionals (along with poor access to childcare). Multiple factors are contributing to the housing crisis, but these factors include prioritising greenfield / urban fringe development over infill development and limiting opportunites for smaller forms of housing for people under 55. The Strategy should plan for infill housing and address this particular gap in housing supply (i.e., small forms of housing for people under 55 / unable to access retirement living options).	Thankyou for your feedback and housing affordability, diversity and availibiltiy is one of the key issues that the Strategy is seeking to address. There are initiatives being undertaken by the State Government (including the Future Living Code Amendment and Accommodation Diversity Code Amendment which both seek to implement policy change to allow for co-housing models and bluefield infill development). As part of the preparation of the Strategy, we have also investigated infill development opportunities and where medium density and low density infill can be encouraged. These investigations identified that there are opportunities for infill development and that these should be encouraged.	• Ensuring that infill development and housing diversity is encouraged in the right locations • Supporting State Government initiatives to improve policies relating to infill development to create new opportunities for small forms of housing, particularly close to centres

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Leah Muecke	Local resident	This submission provides a number of suggestions for consideration, including: A) Opportunities for infill development in the form of multi-dwelling buildings, where infill development occurs in 2 storey buildings, on the same footprint as a 1 storey dwelling to protect trees and private open space. B) Encourages consideration of high density development of 3-4 storeys near the centre. C) Targeting older residents to work, particularly in child care centres D) Better management of light pollution, particularly to allow for opportunities for star gazing and tourism (like the Dark Sky Reserve at Mannum) E) Consider an underwater observatory off of the causeway or water based art installation F) Consider a library in the town centre The submission raises discrepancies between the number of people and number of houses required.	Thankyou for your detailed and considered submission. Responses to the key points in your submission are below: A)The State Government is currently pursing changes to policy that provide more flexibity regarding housing form and diversity which may allow for this type of infill development once implemented. B)The maximum building height varies between 3 and 6 levels for most of the Victor Harbor centre, encouraing these types of development. C-E) These are interesting suggestions which could be considered further. These ideas have not been included in the UGMS, however, will be discussed further. F) Further consideration will be given regarding community facilities in the town centre, particularly as demand increases In response to the discrepancies raised, we can confirm that: • The difference between 8130 and 8870 people is as a result of one dataset referring to 2024 - 2051 and one referring to growth between 2021 and 2051 • The difference in the number of homes is as a result of the percentage of unoccupied homes (23.9%) rather than a household occupancy of 1.8 people For reference, the details and assumptions unpinning the data in the Discussion Paper are captured within the Council Area Profile available here: https://www.yoursay.victor.sa.gov.au/ugms	• Supporting changes to policy that allow for dwelling diversity and more inclusive housing options • Consider the demand for new communtiy facilities (and potentially accommodating these within the town centre)

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Andrew Leak	Member of the public	Wants to ensure that the landscape character of Victor Harbor is maintained particularly on the hills faces, the gateways into Victor Harbor. Trees and open spaces are important for future developments and avoid developments with small allotments and lots of identical houses.	Thankyou for your feedback. The UGMS will seek to protect landscape character through protecting hills faces and the gateways into Victor Harbor.	• Protect our character areas and open landscape with planning controls that guide new development in a way that is complementary to the current charm and character of Victor Harbor • Introduce new planning rules which relate to maintaining tree canopy and planting new trees when new development occurs
Conservation Council of SA	Organisation	Encourages us to avoid a creeping baseline midset through justifying incremental removal of vegetation. Wants the UGMS to have a clear plan and goals for protecting, managing and ideally restoring nature with key metrics for measuring success. The submission also made specific recommendations for updates to the Discussion Paper, particularly in relation to setting targets for urban green space.	Thankyou for your feedback. We have made changes to the Discussion Paper and inclusions in the UGMS in response to your submission. In relation to targets, Council note that we do not have any current data to confirm what our existing tree canopy and/or urban green areas are (in size or as a percentage of the urban area). As a result, we have identified this as an initial action before specifying what our targets are. In any event, we will also include actions to protect our net tree canopy whilst such targets are evaluated.	• We will seek to identify key wildlife cooridors within the UGMS or include an action relating to the identification of these wildlife corridors • Tree canopy will be maintained and key actions in the UGMS will include the identification of our tree canopy and increasing the protections for tree canopy.
Department of Education	State Agency	The Department confirmed that there are no identified planning or capacity concerns in relation to government education and care facilities in Victor Harbor and they will continue to contribute to the Greater Adelaide Regional Plan being developed by the State Planning Commission.	Noted	
Department for Health and Wellbeing	State Agency	The Department are engaged with the State Planning Commission and Planning and Land Use Services in the development of the Greater Adelaide Regional Plan and are identifying the constraints and opportuniies related to the provision of infrastructure and services that are critical to support the identified future growth areas, including the Southern Fleurieu Region. The Department offered the opportunity for a meeting to discuss the UGMS.	Noted and a meeting has been arranged between Council staff and the Department for Health and Wellbeing to discuss healthcare and infrastructure services for the Region.	• To continue communication with the Department for Health and Wellbeing to ensure that the delivery of infrastructure and services occurs in line with need

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
Department for Environment and Water	State Agency	The Department provided useful feedback in relation to parks, heritage, coast and native vegetation. Of particular note, the Department highlighted the need to manage the impact of growth on our natural and hertiage assets. They also confirmed support for changing an existing Character Area Overlay to a Historic Area Overlay.	The Council thanks the Department for Environment and Water for the detailed response to the Discussion Paper and has made updates to the Discussion Paper and inclusions in the UGMS as a result of the feedback. We also note that the Granite Island Park Management Plan is currently being developed. In relation to the comments regarding State Heritage, we note that the protections that exist for State Heritage Places will remain unchanged by the UGMS and will continue to apply through the Planning and Design Code (via the State Heritage Place Overlay and the Heritage Adjacency Overlay).	• Management of the quality and quantity of stormwater run off onto the coast • Investigations into a multi-boat launch facility will need to consider managing visitation to island parks through signage and education • Advocating for the use of native species in new green spaces (via Council's tree species selection list) • The proposal to change the Character Area Overlay to a Historic Area Overlay • Actions that relate to the Coastal Adaption Study/Strategy and Stormwater Management Plan have been included • Ongoing diaglogue with the DEW relating to mapping coastal hazards within the Planning and Design Code as the GARP progresses • Ensuring that areas where additional or new infill is encouraged are not in areas where coastal hazards have been identified • Considering benchmarks or targets with respect to tree canopy
Country Fire Service	State Agency	Recommends providing greater emphasis on mitigating disaster risk that is not only a result of climate change and notes that the expansion of urban growth into bushfire-prone areas demands careful consideration. New social infrastructure will need to consider being suitably located particularly in relation to the strict new standards for faciltities which are occupied by at risk community members. The capacity of emergency services will need to be assessed and enhanced as greater demands are placed on emergency services. Recommended reviewing the Land Use Planning for Disaster Resilient Communities handbook.	Thankyou for your feedback. The Land Use Planning for Disaster Resilient Communities Handbook is a useful resource. We trust that the State Government is considering the impact on CFS services as part of the Greater Adelaide Regional Plan, which identifies which areas are most likely to accommodate growth.	• Ensuring that growth areas avoid areas of moderate to high risk • That Council monitor the Bushfire Hazards Code Amendment with respect to the growth areas

Name/Agency	Stakeholder Group	Summary	Response	Inclusions in the Urban Growth Management Strategy as a result of feedback
John Crompton	Local resident	General support for the information presented within the Discussion Paper. Provided comments for additional thought including: A) A reserve to commemorate the work of George French Angus and his painting of Encounter Bay B) Challenges presented by the Goolwa to Victor Harbor trainline affecting access to the coast C) a carpark benath Warland Reserve	Thankyou for your feedback. The ideas were interesting and considered. The potential locations for a reserve to commemorate George French Angus and the anticipated viewpoint of his painting of Encounter Bay is situated outside of the growth boundary and therefore, identifying a site is challenging and outside of the scope of this particular strategy. The challenges regarding the trainline are a matter that has been considered within Council's Coastal Adaption Strategy. In relation to the carpark, such is an interesting idea which has not been included in this version of the Strategy.	

Attachment 2 - Urban Growth Management Engagement Strategy

ENGAGEMENT STRATEGY

VICTOR HARBOR URBAN GROWTH MANAGEMENT STRATEGY

City of Victor Harbor

Date:
04.04.2024

Contact Details
Kayla Gaskin-Harvey
Associate Director
engagement@futureurban.com.au
8221 5511

© Future Urban Pty Ltd, 2024

Proprietary Information Statement

The information contained in this document produced by Future Urban Pty Ltd is solely for the use of the Client identified on the cover sheet for the purpose for which it has been prepared and Future Urban Pty Ltd undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.

All rights reserved. No section or element of this document may be removed from this document, reproduced, electronically stored or transmitted in any form without the written permission of Future Urban Pty Ltd.

Document Control

Revision	Description	Author	Date
V1	Draft	BM	20.02.2024
V2	Review	KGH	12.03.2024
V3	Final for review	KGH/BM	20.03.2024
V4	Final	KGH/BM	28.03.2024

CONTENTS

1. INTRODUCTION 1
2. ENGAGEMENT PURPOSE 2
3. ENGAGEMENT PRINCIPLES 2
4. STAKEHOLDERS 3
4.1 Level of Influence 3
5. ENGAGEMENT APPROACH 4
5.1 Media and Communication 4
5.2 Engagement Activities 4
5.2.1 Community Open Days 5
6. REPORTING BACK 10

APPENDICES

APPENDIX 1. STAKEHOLDER ANALYSIS
APPENDIX 2. ACCESSIBILITY PLAN

1. INTRODUCTION

The City of Victor Harbor's *Urban Growth Management Strategy* (UGMS) was first completed in 2008 and subsequently updated in 2013. This document offers a high-level vision for Victor Harbor's future and is intended to be closely aligned with Council's long-term Community Plan (currently 2030).

The UGMS sets ambitious objectives and targets, attempting to balance our local area's aspirations and continuously strive for a sustainable future, providing a strategic framework for:

- Planning, funding, and the timely delivery of physical and community infrastructure and environmental management initiatives;
- Long-term land use planning, identifying preferred development and prioritised timing options for conservation areas, public open space, community services, employment lands and residential development;
- Informing State Government land use and infrastructure planning, funding and delivery Programs, including the Greater Adelaide Regional Plan;
- More effective and efficient governance through the integration of all Council's strategic management plans and policies.

The City of Victor Harbor has been relying on the most recent version of this UGMS to play a guiding role in its strategic planning, a document completed in 2013 but based on a previous 2008 version (with a projected horizon to year 2030).

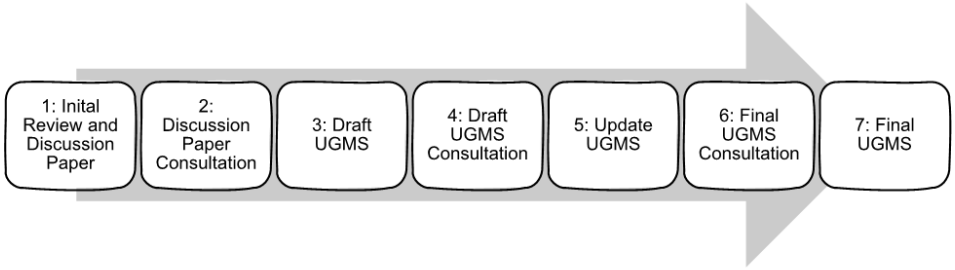
Since the last review was undertaken numerous influential factors have altered Victor Harbor's planning trajectory. Such influential factors include (but are not limited to) the following:

- COVID-19 pandemic
- Political environment and influence
- World events and subsequent impact on Australia
- Economic/market trends
- Work From Home
- NBN
- Technology
- Access to most recent Data, Statistics and Information
- Housing
- Climate Change
- Social/Cultural Change
- First Nations Reconciliation.

Due to the expiration of time in which significant historical events and influential factors have occurred, the UGMS is in need of review to recalibrate and help guide Council's future direction.

A well-considered, consolidated and revised UGMS for Victor Harbor is required to provide a future strategic planning guide for Council to 2050 and to guide Council's input into the Greater Adelaide Regional Plan.

The preparation of the UGMS will occur over the following phases:



2. ENGAGEMENT PURPOSE

The purpose of the engagement includes the following:

- To generate an understanding of the UGMS project;
- To generate an understanding about how the UGMS will be used, especially in relation to the Greater Adelaide Regional Plan;
- To gather information from the community and stakeholders to inform the UGMS;
- To understand the views of the community and stakeholders about the future strategic planning guide for the City of Victor Harbor; and
- To share information with the community and stakeholders.

In addition to the above, the key objectives of the engagement are to:

- Build long-term relationships and trust with government and the community;
- Provide insight to the project planning;
- Generate support for the final UGMS; and
- Comply with the *City of Victor Harbor Public Consultation Policy 2022*.

3. ENGAGEMENT PRINCIPLES

The City of Victor Harbor is committed to open, accountable and responsive decision making achieved by effective communication and consultation between Council and the community.

Council has developed and is committed to five principles that underpin its approach to community engagement:

1. **Community Participation** - We are committed to including, informing and involving our community in local decision making from project planning through to delivery.
2. **Open and Accountable** - We will provide clear and easy to understand information that will inform our community and encourage meaningful engagement.
3. **Accessibility** - Our community will be able to access information in a variety of ways.
4. **Careful Planning and Evaluation** - We will carefully plan community engagement activities and evaluate all feedback to meet the needs of our community.
5. **Closing the Loop** - We will inform our community of our decisions and outline how feedback was considered.

This Council draws on the International Association for Public Participation's engagement spectrum, which the Council has adapted to fit local context and expectations. While the decision ultimately rests with Council, the community is involved in identifying alternatives and preferred solutions.

4. STAKEHOLDERS

This project will influence and guide the growth of Victor Harbor to 2050 and as a result, has a complex group of stakeholders (including the community) whose involvement, interest and influence will evolve as the project progresses through the various phases.

A stakeholder analysis has been completed and is attached as **Appendix 1**.

4.1 Level of Influence

The level of influence of each of the stakeholders has been informed by their impact on the project and is consistent with the IAP2 Spectrum of Public Participation. The goal of the engagement and promise to the stakeholders for each of the respective levels of influence is outlined in Table 4.1 below.

Table 4.1 *IAP2 Spectrum of Public Participation*

	Inform	Consult	Involve	Collaborate	Empower
Participation Goal	To provide stakeholders with balanced and objective information to assist them with understanding the project.	To obtain feedback on the project.	To work directly with stakeholders throughout the process to ensure that the stakeholders' concerns and aspirations are consistently understood and considered.	To partner with stakeholders in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the stakeholder.
Promise to Stakeholders	We will keep you informed.	We will keep you informed, listen and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Stakeholders		» General Community » Individuals and families » Communities and groups » Businesses and developers » State and Federal MPs	» Government agencies » Utility providers	» City of Victor Harbor Administration	» City of Victor Harbor Council Members

The stakeholders that have been identified for the UGMS are detailed in **Appendix 1**, including their anticipated level of interest in the project (i.e. high, medium or low) and the nature of interest in the project and/or the potential impact of the project.

The stakeholders have been considered in respect to their needs and requirements to ensure that the design of the engagement allows all stakeholders to contribute equally. Many stakeholders are government bodies or utility providers who have limited needs and are resourced with staff that have the technical expertise to review and respond to enquiries.

5. ENGAGEMENT APPROACH

The overall engagement will consist of three stages, which include:

- Discussion Paper, undertaken prior to the drafting of the UGMS;
- Draft UGMS, undertaken after the initial draft of the UGMS is prepared, but allowing for early input and sharing of information; and
- Final UGMS, undertaken after the UGMS is completed and includes a final opportunity for the public and all stakeholders for review and input.

Within each stage of the engagement, the engagement activities generally include the following three milestones:

- Commencement of engagement;
- Engagement concludes; and
- Report back to the relevant stakeholders and/or the public on the outcomes and next steps.

5.1 Media and Communication

Media and communication will be led by the City of Victor Harbor, providing the opportunity to review the proposed communications materials before dissemination.

The following principles should guide communication associated with the project:

- Communication should be clear and succinct;
- Where possible, communication should be proactive by announcing key information and achievements ahead of the media; and
- Opportunities to report on the benefits of the project and positive outcomes from meeting with stakeholders should be utilised.

5.2 Engagement Activities

In accordance with the Council's Public Consultation Policy, the following consultation activities are considered mandatory for the UGMS:

- Council will provide public notice of the options for consideration;
- Information provided on a City of Victor Harbor website;
- Information is available for viewing at the Civic Centre;
- Notice is published in a local newspaper circulating the City of Victor Harbor council area;
- Provide a minimum of 21 days for people to make submissions to Council (unless otherwise stated);
- Receipt of submissions by City of Victor Harbor;
- Submissions to be considered by council in decision making; and
- Inform public of outcome.

In addition to the above mandatory requirements, engagement activities such as community open days and a survey have been included to ensure that the method of engagement is appropriate for achieving the objectives and level of influence of the engagement. The activities proposed for each engagement level and the timing of these activities are summarised in Table 5.2.

5.2.1 Community Open Days

One of the engagement activities proposed for each stage are community open days. The formats of these open days will change for each stage of the engagement to optimise the capture of feedback, relevant to that stage of the project. These formats are summarised in Table 5.1.

Table 5.1 *Community Open Day Formats*

Format A	Format B	Format C
Objectives: Engage community thinking and create interest in the UGMS • Display boards with information and various questions posed to the community • Hard copy survey available • Fact Sheet and Discussion Paper available • Ability to fill out post-it notes to add comments and answer questions • Opportunity to speak to members of the project team and ask questions • Ability to register interest and receive updates	*Objectives: Share UGMS information and content and gain feedback and input from the community* • Requirement to register for session • Display boards with information about specific themes within the UGMS • Fact sheet/s and Draft UGMS available • Two-way dialogue between community members and the project team • QR codes to access further information • Hard copy survey available • Ability to register interest and receive updates	*Objectives: To share information about the engagement outcomes, final version of the UGMS and seek feedback and support from the community* • Requirement to register for session • Public meeting style • Presentation to the community with project overview, engagement summary and final outcomes/changes of the UGMS • Ability for community members to ask questions to presenters/project team • Invitation to enter into focussed discussion in smaller groups immediately after the public meeting • Focus groups will discuss specific themes with project team members facilitating

Table 5.2 *Engagement Activity Summary*

Stage	Stakeholders/ target audience	Engagement Level	Engagement activity	Timing
Discussion Paper	Council Members	Empower	Workshop on Discussion Paper	May 2024
	All stakeholders	Consult	• Three community open days (Format A) • Online and hard copy survey • Written submissions • Register for receiving updates • Fact sheet • Information provided on Council website • Information is available for viewing at the Civic Centre • Notice published in local newspapers The Times / Fleurieu Sun • Promotion through Council's e-newsletters and social media	Commence Mid June 2024 6 week period
	Council Working Groups and Advisory Committees •	Consult	• Direct contact regarding the engagement period • Provide briefing on specific topics relating to the committee/working group (where relevant) • Option for written submission	
	Government Agencies Utilities	Involve	• Direct contact regarding the engagement period • Written submissions • Opportunity for a meeting offered to the Planning and Land Use Services, Department of Trade and Investment due to the simultaneous drafting of the Greater Adelaide Regional Plan	
	Council Members	Empower	Workshop to discuss summary of What We Heard and Recommendations	Early September 2024

Stage	Stakeholders/ target audience	Engagement Level	Engagement activity	Timing
	All stakeholders	Inform	• Email What We Heard Summary to stakeholders, respondents, register of interested parties and open day attendees • Hard copies available in the Civic Centre • Send to Council's Your Say database	September 2024
Draft UGMS	All stakeholders	Consult	• Three community open days (Format B) • Online and hard copy survey • Written submissions • Maintain register for receiving updates • Fact sheet/s • Information provided on Council website • Information is available for viewing at the Civic Centre • Notice published in local newspapers The Times / Fleurieu Sun • Promotion through e-newsletters, other email databases, social media and quarterly newsletter (should timing align)	Commence October 2024 8 week consultation period
	Council Working Groups and Advisory Committees	Consult	• Direct contact regarding the engagement period • Provide briefing on specific topics relating to the committee/working group (where relevant) • Option for written submission	
	Government Agencies Utilities	Involve	• Direct contact regarding the engagement period • Written submissions • Opportunity for a meeting offered to the Planning and Land Use Services, Department of Trade and Investment due to the simultaneous drafting of the Greater Adelaide Regional Plan	

Stage	Stakeholders/ target audience	Engagement Level	Engagement activity	Timing
	All stakeholders	Consult	• Email a What We Heard Summary to stakeholders, respondents, register of interested parties and open day attendees • Hard copies made available at Council Office	December 2024
	Council Members	Empower	Workshop to discuss updated UGMS and Engagement Materials	March 2025
Final UGMS	All stakeholders	Consult	• Four-week consultation period • Two public meetings followed by focus group structure (Format C) • Online and hard copy survey • Written submissions • Maintain register for receiving updates • Fact sheet/s • Information provided on Council website • Information is available for viewing at the Civic Centre • Notice published in local newspaper The Times / Fleurieu Sun • Promotion through e-newsletters, other email databases, social media and quarterly newsletter (should timing align)	Commence April 2025
	Section 41 Committees, Advisory and Working Groups	Consult	• Direct contact regarding the engagement period • Provide briefing on specific topics relating to the committee/working group (where relevant) • Option for written submission	

Stage	Stakeholders/ target audience	Engagement Level	Engagement activity	Timing
	Government Agencies Utilities	Involve	• Direct contact regarding the engagement period • Written submissions • Opportunity for a meeting offered to the Planning and Land Use Services, Department of Trade and Investment due to the simultaneous drafting of the Greater Adelaide Regional Plan	
	Council Members	Empower	Workshop to discuss What We Heard and any final changes and updates	June 2025
	All stakeholders	Consult	• Email/post What We Heard Summary and Final UGMS to stakeholders, respondents, register of interested parties and open day/public meeting attendees • Hard copies made available at Council Office	June 2025

6. REPORTING BACK

As part of the engagement process, feedback from stakeholders regarding the content of the UGMS and engagement will be noted to ensure that the project team can:

- Address any changes or considerations in the UGMS;
- Alter the engagement process if needed to respond to feedback; and
- Maintain the quality of the engagement activities.

At the conclusion of each stage in the UGMS, the project team will report back to the relevant stakeholders and the public on the outcomes and next steps. This is detailed in Table 6.1.

Table 6.1 *Reporting Back*

Stage	Report	Audience / Method
Discussion Paper	Summary of What We Heard and Recommendations	Council Member workshop
Discussion Paper	Summary of What We Heard and Recommendations	Email/post* to stakeholders, respondents, register of interested parties, Your Say Victor Harbor database, and open day attendees
Draft UGMS	Summary of What we Heard and Recommendations	Report to Council Members
Draft UGMS	Summary of What we Heard and Recommendations	Email/post* to stakeholders, respondents, register of interested parties, Your Say Victor Harbor database, and open day attendees
Final UGMS	Summary of What we Heard and Recommendations	Council Member Workshop
Final UGMS	Summary of What we Heard and Recommendations	Email/post* to stakeholders, respondents, register of interested parties, Your Say Victor Harbor database, and open day attendees

*Posted if a respondent only provided postal address/does not have email.

APPENDIX 1. STAKEHOLDER ANALYSIS

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
Individuals and families	Residents, including owner occupiers and renters	Consult	• How the project will affect the value of their property. • How the project will affect their views. • How the project will affect the street and general locality. • To provide feedback on the project	• Explanatory information that explains the process and what they are being asked for feedback on in clear, plain English • Ability to ask questions during the engagement process about the project (generally via phone or email)
	Property owners	Consult		
	Seniors (People 70 years of age or older form 32.3% of the City of Victor Harbor population)	Consult		• Ability to access documents in hard copy at a convenient location (i.e. the Council office, library). • Ability to provide feedback and/or communicate by post or via phone. • Promote the project in the local newspapers. • Provide an avenue to obtain a hard copy submission form.
	Young people (People under 20 years of age form 16.4% of the City of Victor Harbor population) Youth networks	Consult		• Explanatory information that explains the process and what they are being asked for feedback on in clear, plain English • Ability to ask questions during the engagement process about the project (generally via phone or email)
	Families (38.9% of the City of Victor Harbor population have children at home) School community networks	Consult		

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
	Workers and commuters	Consult	• How the project will affect their commute. • To provide feedback on the project.	
	Tourists and visitors	Consult	• How the project will impact/improve/increase tourism attractions. • To provide feedback on the project.	
Communities/groups	People living with disabilities (People who needed assistance to undertake core activities form 9.8% of the City of Victor Harbor population)	Consult	• How the project information will be accessible to all members of the community. • How the project will impact on/improve services and facilities that assist people living with disabilities. • To provide feedback on the project.	• In person meetings are held at a location that meets accessibility needs for people with reduced mobility • Materials are accessible in a variety of mediums including website and hard copies, and websites include accessibility features (refer to Appendix 2) • If collecting registrations for meetings/drop-in sessions, include an option for people to note any accessibility needs

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
	Aboriginal and Torres Strait Islander Peoples Ngarrindjeri Aboriginal Corporation RNTBC (NAC) Miwi-inyeri Pelepi-ambi Aboriginal Corporation (MIPAAC)	Consult	• How the project has considered / acknowledged Aboriginal and Torrens Strait Islander history/beliefs/culture/land. • What opportunities exist within the project to consider/acknowledge Aboriginal and Torrens Strait Islander history/beliefs/culture/land. • To provide feedback on the project.	• Time to review and respond to project documents • Consideration of meeting dates and lead-times
	People from culturally and linguistically diverse backgrounds	Consult	• How the project information will be accessible to all members of the community. • How the project will impact on/improve services and facilities. • To provide feedback on the project.	• Hard copy and website materials that are easily translatable and details, in their language • Materials confirm how to access translated materials • Survey link translated into common languages for community members to complete if translation is required
	People who do not speak English well or at all (Census data: Top languages used at home other than English were German (0.4%) and Dutch (0.3%), People who indicated that they did not speak English well or at all listed Mandarin (10 households), German (3 households) and Thai (4 households) as the language spoken at home)	Consult		

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
	LGBTQI+ community • Fleurieu Pride (fleurieupride@gmail.com)	Consult		• Ensure documentation does not make assumptions or stereotypes about family types, sexuality or gender.
	Schools	Consult		• Time to review and respond to project documents.
	Community groups/ not-for-profits / special interest groups • Friends of Hindmarsh River Estuary (hindmarshriverestuary@gmail.com) • Victor Harbor CoastCare • Biodiversity Victor Harbor • National Trust • Resident Groups	Consult		
	Clubs • Rotary Clubs	Consult		
	Religious organisations	Consult		

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
	Section 41 Committees, Advisory and Working Groups : • Agribusiness Working Group • Fleurieu Region Community Services Advisory Committee • Arts and Culture Advisory Group • Boating and Marine Facilities Working Group • Heritage Advisory Group • Victor Harbor Oval Planning Group • Disability Access and Inclusion Advisory Committee • Southern Communities Transport Scheme Advisory Committee	Consult		• Time to review and respond to project documents. • Consideration of meeting schedules. • Direct email notifications at beginning of engagement periods. • Presentations on specific issues relevant to working group/committee.
Economic	Business owners and operators • Business Victor Harbor	Consult	• How the project will affect the value of their property. • How the project will affect their property. • How the project will result in increased opportunities for development and tourism. • How the project will affect the ability to attract and maintain workers. • To provide feedback on the project.	• Time to review and respond to project documents
	Developers	Consult		

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
Government / Infrastructure	State Government Agencies: • Department for Trade and Investment • Department for Infrastructure and Transport • SA Health • SA Housing Authority • Department for Environment and Water • Department for Education • Environment Protection Authority • Country Fire Service • Emergency Services	Involve	• How the project will impact infrastructure/services/facilities. • How the project aligns with future/forward planning. • How the project may affect budgets. • To provide input and influence project and policy outcomes. • To provide feedback on the project.	• Time to review and respond to project documents, particularly having regard to reporting cycles of government
	Utility providers • SA Water • Telstra • SA Power Networks • NBN • EPIC Energy • ElectraNet • APA	Involve		• Time to review and respond to project documents.
	Federal Member for Mayo - Rebekha Sharkie MP (Centre Alliance) State Member for Finniss – David Basham MP (Liberal)	Consult	• How the project will impact constituents. • Opportunities for new projects to improve services/facilities/infrastructure in the electorate. • To provide feedback on the project.	• Time to review and respond to project documents.

Group	Stakeholder	Level of Influence	Interest	Specific engagement needs or technique
Internal	Council Members	Empower	• How the project may affect residents and rate payers. • Opportunities to improve the council area. • How the project will impact infrastructure/services/facilities. • How the project aligns with future/forward planning. • How the project may affect budgets. • To provide input and influence project and policy outcomes. • To provide feedback on the project.	• Time to review and respond to project documents, particularly having regard to reporting cycles of Council
	Project Board	Collaborate		
	Project Team	Collaborate		
	Council administration	Collaborate		

APPENDIX 2. ACCESSIBILITY PLAN

UGMS Accessibility Plan

The City of Victor Harbor is committed to ensuring community engagement is accessible, which includes the ability to access information in a variety of ways. This will include:

- Written, online, telephone and face-to-face options to accessing information;
- Alternative options for providing feedback, i.e. online, hard copy, email, face-to-face;
- Using a variety of methods to distribute information and promote the project;
- Ensuring information is able to be translated into other languages; and
- Ensuring web content complies with accessibility guidelines where possible.

The Web Content Accessibility Guidelines (WCAG) are recognised internationally as a set of recommendations for improving web accessibility.

Web Content Accessibility Guidelines (WCAG) 2.1 defines how to make Web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities. Although these guidelines cover a wide range of issues, they are not able to address the needs of people with all types, degrees, and combinations of disability. These guidelines also make Web content more usable by older individuals with changing abilities due to aging and often improve usability for users in general.

The UGMS aims to make all content compliant to WCAG, where possible, including the following measures:

- Text equivalents for all images;
- Colour and background contrasts;
- Ability to change size;
- Ability to stop moving content;
- Two or more ways of finding and accessing content;
- Consistent navigation; and
- Use of plain English.

Consideration will also be given to user support, including user manuals and/or user support which provide practical advice on how people with disabilities can use the good or service regardless of physical, cognitive, or sensory abilities.

Some measures within the WCAG that have not been included as part of the engagement being undertake on this project are:

- audio file transcripts;
- audio descriptions of visual information; and,
- avoiding using colour and visual characteristics to convey information.

In lieu of these techniques, the following has been included:

- Ensuring that documents and websites are compatible with text to speech platforms (i.e. ensuring that audio programs are able to interpret the documents); and
- Having staff available by appointment to describe content that needs to be displayed using colour (i.e. mapping).

11. CORPORATE AND CUSTOMER SERVICE

11.1. Customer Service Statistics - January 2024 to June 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Vicki Hutchinson

RECOMMENDATION

That Council receive and note the Customer Service Statistics - January 2024 to June 2024 report.

PURPOSE

The purpose of this report is to provide information about Council's key customer service delivery statistics for the period 1 January 2024 to 30 June 2024.

BACKGROUND

Statistical information regarding customer related transactions in customer service, after-hours call centre services, customer requests, library services, website and social media engagement are continually gathered and collated regularly into a Customer Service Dashboard Report. A summary of this report, which features key statistical measures for the six-monthly period between January 2024 and June 2024 (the period), is provided at Attachment 1.

COMMENTARY

Council Customer Service

During the first six months of 2024, a total of 4,894 customers attended in-person and 8,180 phone calls were received by customer liaison staff. In comparison to the same period in 2023, in-person visits decreased by 5.6% and phone calls received decreased by 4.8%.

Resolution rates where customer interactions are resolved at first point of contact with customer liaison averaged 93% at the front counter and 64% for phone interactions. These lie within the target Key Performance Indicator (KPI) resolution range of greater than 90% for front counter and 60% for phone interactions.

The average wait time for customers who called our Customer Liaison Team via phone was 7.25 seconds, which is within the KPI of 12 seconds. The longest wait time for the quarter was 9 minutes and 40 seconds, which is above our KPI maximum wait time of two minutes.

Trending topics for the period included:

- Rates payments and enquiries
- Public consultation enquiries
- Dogs and Cats Online (DACO) enquiries
- European Wasp enquiries
- Exceptional Circumstances Bin renewals
- Overdue expiation notices
- Triathlon road closures
- Dog attacks.

For the financial year 2023/24, there were a total of 10,866 in-person visits and 16,853 phone calls received. In comparison to the previous financial year 2022/23, in-person visits decreased by 3% and the number of phone calls received decreased by 3.72%. There continues to be an overall movement towards fewer in-person interactions, however this decline has been smaller in 2023/24 than in previous years.

After-Hours Call Service

During this period, the after-hours call service received a total of 147 calls. During the month of January, 66 calls were received, the highest after-hours call volume recorded for the financial year. The majority of after-hours calls related to lost or found dogs or Environment and Infrastructure related issues. Our KPI of 80% of calls answered within 30 seconds for this service, was achieved in four out of the six months during the period. The Customer Liaison Team continues to regularly monitor the performance of the after-hours service.

Customer Request Management

The new Customer Request Management module within the OneCouncil system has been in operation since July 2023. In the first six months of 2024, a total of 1,433 requests were lodged, compared to 1,326 in the July to December 2023 period of operation. A total of 2,759 requests for service were recorded in the system for 2023/24, with the majority of service requests received in the Open Space, Operations and Public Safety areas of Council. The option for customers to lodge requests via our website is planned for 2025.

Library Services

The library continued to experience high levels of visitation during this period, with 61,241 visits recorded. This compared to 60,100 visits for the same period in 2023, an increase of 1.8%. January saw one of our highest visitation levels since 2019, with 11,324 visits recorded for the month. The library recorded 120,755 visits for the 2023/24 financial year, a 1.2% increase on the 119,285 visits recorded in 2022/23.

113,806 physical items and 30,809 digital items were loaned during this period. Digital loans rose by 24% compared to the same period last year, continuing the trend in growth of digital based collections. For the financial year 2023/24 a total of 289,878 loans (physical and

digital items) were recorded in comparison to 290,624 in 2022/23, demonstrating the continued importance of library collections to our community.

6,152 people attended events or regular program sessions held or hosted by the library during the period. Highlights included visits to early childhood centres in our area to promote the statewide 'Words Grow Minds' campaign and library early childhood programs, and over 270 students attending Reconciliation Week programs. In the 2023/24 financial year 11,810 people attended events or programs the library held or hosted. This included attendance at events, workshops, children's programs, ongoing adult programs and one-on-one IT assistance.

Council Website and Social Media Engagement

Engagement with the City of Victor Harbor's official social media channels continues to grow and be a vital form of communication between residents and Council. In the first six months of 2024, a total of 145,665 users were reached on Facebook through 126 Facebook posts, with 7,200 post interactions. Instagram reached 2,900 users with 1,700 content interactions and 88 posts. LinkedIn saw 25 posts garner 629 reactions and 13 comments.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation - Variances in knowledge and use of new systems could lead to unexpected results in reporting and data analysis which may require additional commentary during this period and subsequent periods. As understanding and consistency in processes develop, data accuracy and scope of reporting will be enhanced. It is more important that there is transparency of information regarding performance than refraining from sharing available data whilst the organisation is settling into the new corporate software systems, as data accuracy will improve over time and will showcase some of the benefits of the new software. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Strategy - Provide safe, welcoming and accessible spaces

Aspiration 5 - We have services and infrastructure that meet our community's needs

Aspiration 6 - We are a financially sustainable and well-governed organisation

- Strategy - Introduce and continue productivity and efficiency measures
- Priority - Improve reporting to the public on Council's performance

Other references used:

Well Done After-Hours Call Centre Monthly Reports - January 2024 to June 2024

Public Library Services - Digital Loans Monthly Reports - January 2024 to June 2024

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in the preparation and endorsement of this Customer Service Statistics - January 2024 to June 2024 report.

No additional funds are required.

CONSULTATION

Director Corporate and Customer Service - Karen Rokicinski

Team Leader Customer Liaison - Suzy McKeand

Team Leader Library Customer Experience - Ben Poole

Team Leader Library Community Learning - Gabbie Nottle

Communications Officer - Elizabeth Sweetman

ATTACHMENTS

Attachment 1 - Customer Service Dashboard Report January 2024 - June 2024

Attachment 1 - Council Report - Customer Service Dashboard Report January 2024-June 2024

CUSTOMER SERVICE STATISTICS DASHBOARD REPORT – JANUARY- JUNE 2024

Council Customer Service Summary

Trending Topics – January to June 2024

1. Rates payments and enquiries
2. Public consultation enquiries
3. DACO enquiries
4. European Wasp enquiries
5. Exceptional Circumstances Bin renewals
6. Overdue expiation notices
7. Triathlon road closures
8. Dog attacks

January - June 2024

- Over this period 4,894 customers attended the front counter and 8,180 phone calls to Council customer service were received.
  An average of 93% of walk-in and 64% of phone interactions were resolved at first point of contact by the Customer Liaison Team.
- Resolve rates for customer service walk-ins and phones should sit above 90% and 60%.
- Compared to the same period in 2023, walk-ins decreased by 5.6% and phone calls by 4.8%.

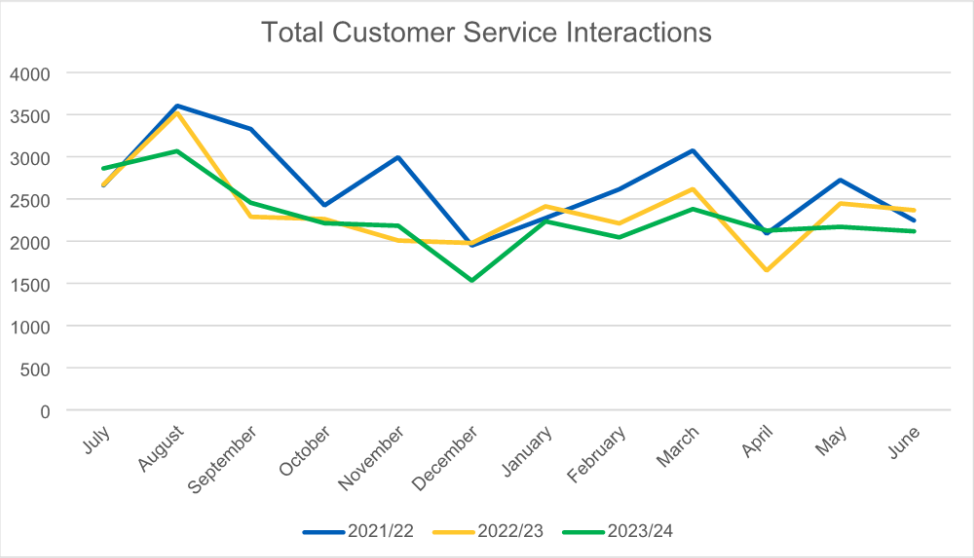
Financial Year 2023/24

- For the financial year, there were a total of 10,866 walk-ins and 16,853 calls received.
- An average resolve rate of 91% for walk-ins and 59% for calls received.
- Overall, a decrease of 3% in walk-ins and 3.72% in phone calls compared to the previous financial year.

Council Customer Service - Location	Total/ Month Jan	Total/ Month Feb	Total/ Month Mar	Total/ Month Apr	Total/ Month May	Total/ Month Jun
Front counter customers attended	678	803	969	699	838	907
Phone calls received – Customer liaison staff	1557	1242	1412	1427	1332	1210
Average total customer interactions/day	106	97	125	106	99	111
Phone option selected – FRWA	98	34	10	64	58	43
Phone option selected – Pay rates	14	18	27	29	41	39

CITY OF VICTOR HARBOR Customer Service Statistics Dashboard Report – January to June 2024

Phone option selected – JP	20	16	3	27	37	21



Council customer service telephone call statistics have been impacted during this reporting period by an issue resulting in periods of data lost from the automated phone reporting which are not able to be restored, as well as a number of phone outages. The phone outages have resulted in both increases in maximum wait times as well as the number of abandoned calls. A new telephony system is expected in 2024/25.

Council Customer Service – Call Statistics	KPI	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Calls abandoned before being answered	-	18	13	12	53	N/A	N/A	11	15	10
Longest wait time	2min	5min 39sec	3min 9sec	4min 41sec	9min 40sec	N/A	N/A	5min 39sec	3min 9sec	4min 41sec
Average wait time	12sec	7sec	6sec	6sec	9sec	N/A	N/A	6sec	6sec	8sec

After Hours Call Service

January – June 2024

- During January to June 2024, the majority of after-hours calls received identified by call centre staff as requiring Council response were for lost or found dogs.
- January saw the highest after hours call volume for the period, with 66 calls being received over this holiday period.
- From 1 August 2024, Council's after hours call service provider will switch from Well Done International to OracleCMS. The Customer Liaison Team will be closely monitoring the new provider to ensure they are meeting required service levels.

Call Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
E&I - Trees	2	2	1	2	0	5	0	1	1	0	0	0	**14**
E&I – Roads	1	0	0	0	0	2	0	0	1	0	1	0	**5**
E&I – Toilet maintenance	6	3	0	1	1	2	2	0	1	1	2	1	**20**
E&I – Stormwater	0	0	0	0	0	0	4	0	1	2	0	0	**7**
E&I – Other maintenance	1	1	0	0	4	2	3	0	1	3	0	1	**16**
Inspectorial – Parking meter	0	0	2	1	1	0	1	1	1	1	0	0	**8**
Inspectorial – Illegal Parking/Camping/ Nuisance Issues	0	1	1	0	0	0	1	0	1	0	0	0	**4**
Inspectorial – Animals at Large/Missing/ Nuisance/Attack	3	4	5	2	12	16	21	6	7	11	4	2	**93**
Police Issue	0	0	0	0	0	0	0	0	0	1	0	0	**1**
Non Urgent – Call back in business hours	0	5	3	3	1	5	6	1	2	1	5	2	**34**
Disconnected/ Wrong Number	11	7	1	2	3	2	5	0	4	0	2	3	**35**
Other (not Council related)	3	5	5	3	0	4	23	3	3	0	0	2	**47**
Referred to FRWA – missed bins	1	0	0	1	0	3	0	0	0	0	1	0	**6**
TOTAL CALLS	**28**	**28**	**18**	**15**	**22**	**41**	**66**	**12**	**23**	**20**	**15**	**11**	**290**

After Hours Call Statistics	KPI	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yr Ave
Average talk time with customer (minutes)	<3 min	3	3.2	3.8	3.4	1.7	5.4	4.2	4.6	4.5	4.6	3.5	4.1	3.83
Average wait time (seconds)	<25 sec	37	33	30	44	38	161	125	102	63	38	47	48	63.83
Calls answered within 30 sec	>80 %	78 %	83 %	86 %	82 %	82 %	70 %	82 %	77 %	79 %	83 %	82 %	82 %	81%

Request Management – OneCouncil

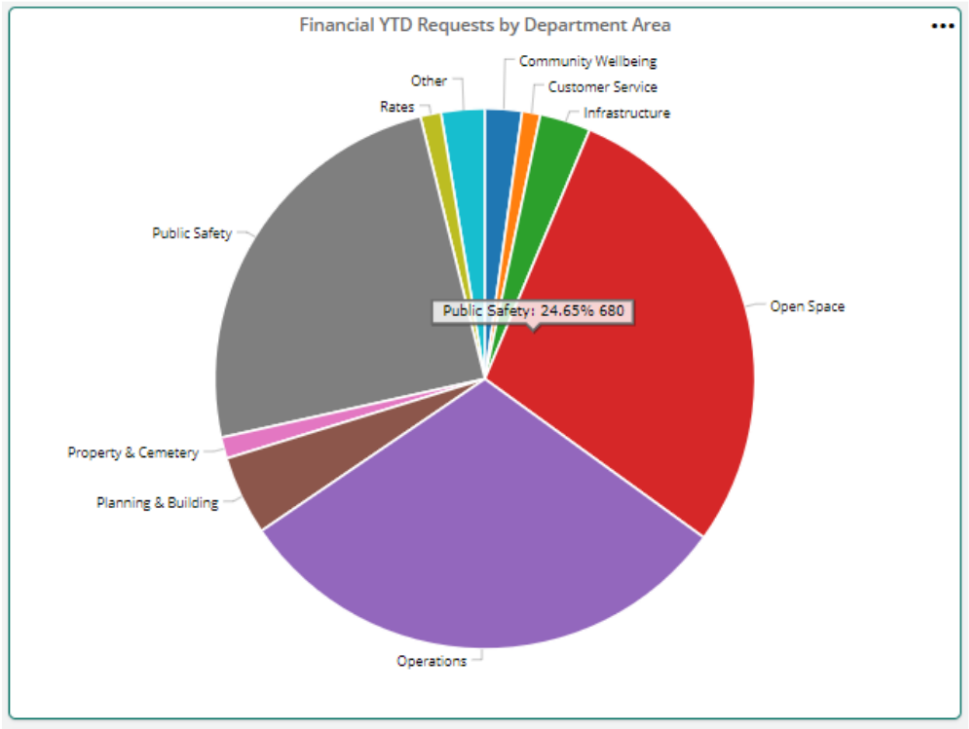
The new Request Management system went live with the OneCouncil launch in July 2023. 1,326 customer requests were lodged in the first six months of operation and 1,433 in the second six months, with a total for the year of 2,759 requests.

Creation of requests is not available to customers via the website portal at present, this is planned as part of the P&R module release in 2025.

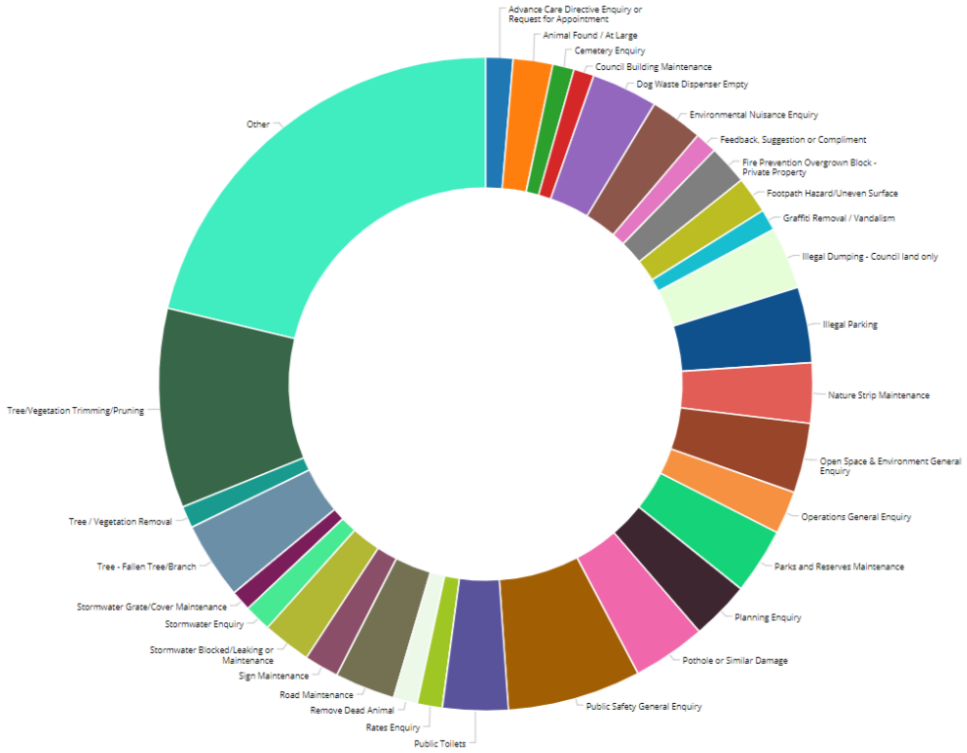
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Requests Lodged	178	245	196	247	217	243	317	243	230	252	212	179	2,759

Requests Lodged by Department Area and Type

The following graphs illustrate the number of requests generated by Department Area and Request Type for the financial year 2023/24.



CITY OF VICTOR HARBOR Customer Service Statistics Dashboard Report – January to June 2024



Note: the 'Other' category includes a number of other request types that do not have significant enough numbers to appear as a separate category in the graph.

Library Services

The following table provides a snapshot of average daily activity within the library.

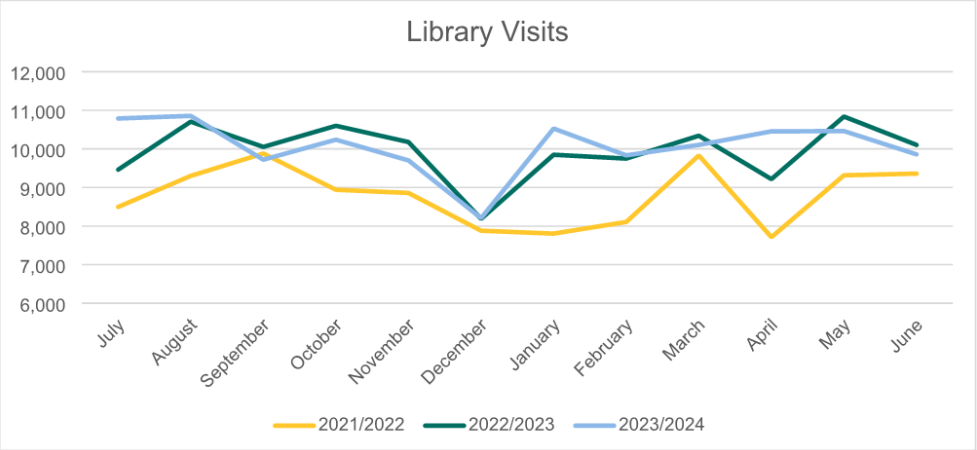
Library Usage – Average/Day	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of public computer sessions	32	31	30	36	31	39	33	34	34	29	31	35
Total number of people visiting**	469	434	423	465	404	410	439	428	481	455	436	469
Number of people loaning items**e	246	221	253	240	223	222	232	230	257	234	218	253
Number of items borrowed/renewed	942	821	853	922	793	889	812	801	908	837	793	882
Number of items returned	633	572	592	594	574	588	621	528	590	575	560	600
Items received from/transited to libraries	373	352	355	405	365	396	383	377	417	397	410	358
Digital loans	143	145	149	163	162	144	172	176	166	164	167	171

- **May be one person with multiple visits/loan sessions
- eEstimated figure

Visitation

Visitation statistics are the total number of people entering the library per month (these figures are purely a count from door traffic so may record the same person multiple times as they come and go from the library).

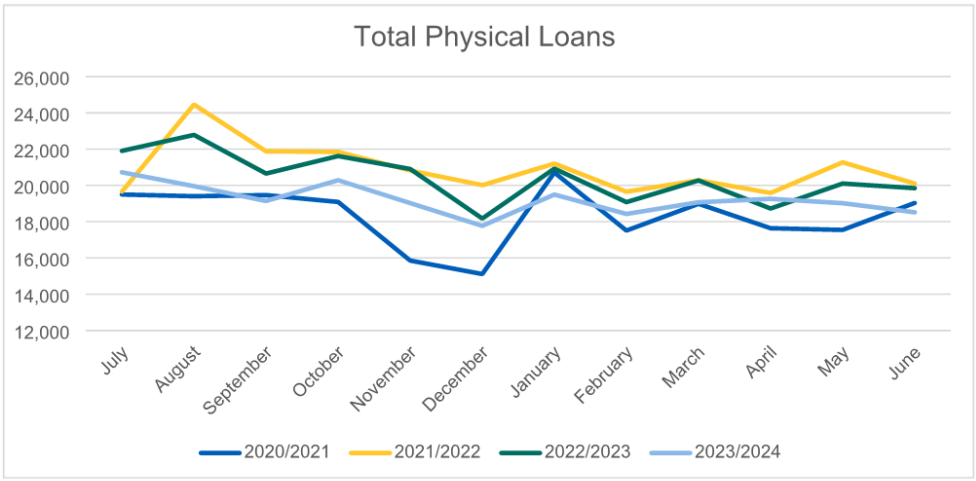
- Library visitation has remained at reasonably high levels from January to June 2024.
- The busiest months were January with 10,528 visits, April 10,455 and May 10,462 visits respectively.
- 120,755 visits were recorded for the 2023/24 financial year, a 1.2% increase on the 119,285 visits recorded in 2022/23.

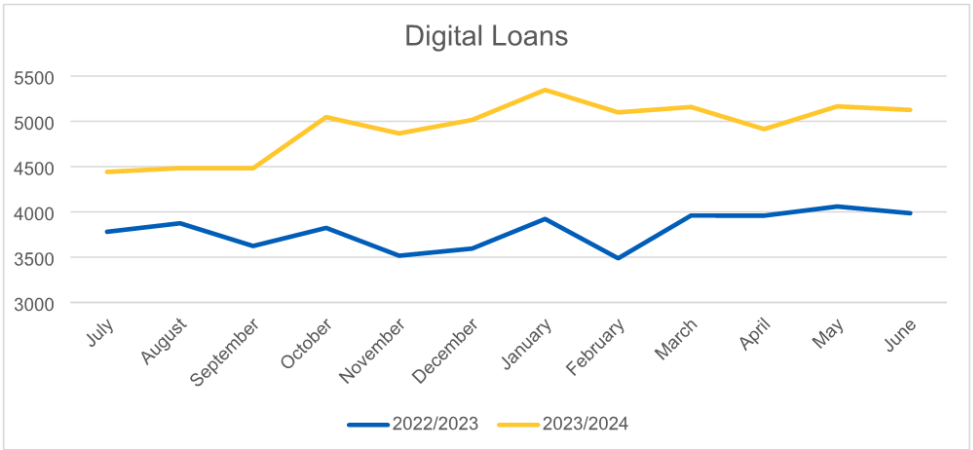


Loans

Loans statistics record the total number of physical items loaned and renewed by borrowers per month at the Victor Harbor library.

- During the January-June 2024 period, 113,806 physical item loans were recorded, along with 30,809 digital loans.
- Although physical loans have declined by 4.5% compared to the same period last year, digital loans have risen by 24%. The popularity of digital content continues to steadily grow with customers.
- For the financial year 2023/24, a total of 289,878 loans were recorded (physical and digital) in comparison to 290,624 in 2022/23, demonstrating that our total loans have remained around the same level.
- Around 67% of physical loans were made through the self-loan stations.





Library Events and Programs
January to June 2024 was a busy period for library programming and events. During this period, 6,152 people attended events or programs at the library. Special events and workshops continue to be well attended, as have regular children's programs. Highlights included an outreach visit to Victor Central to promote library services, visits to early childhood centres to promote the 'Words Grow Minds' campaign and library early childhood programs, funded through a grant from Raising Literacy Australia. Reconciliation Week programs saw over 270 students attending sessions. The library is fortunate to have many volunteers who assist with regular programming, including one-on-one IT assistance sessions. The library also appreciates the funding assistance provided by the Friends of the Victor Harbor Library which enables a broader range of events and programming for the community.

The table below includes attendance figures from the 1,147 programs the library held or hosted over the 2023/24 financial year. 11,810 people have attended a program or event at the library during this period. This covers attendance at events, workshops, children's programs, ongoing adult programs, and one-on-one IT assistance.

Program Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Children's Programs	268	324	299	306	259	185	59	202	238	261	566	587	3,554
School Holiday Programs	102	-	-	152	-	150	357	-	-	127	-	-	888
Events and Workshops	141	411	256	323	276	158	135	288	383	211	276	228	3,086
Ongoing Adult Programs	360	396	360	350	314	268	338	387	370	372	383	384	4,282
TOTAL	**871**	**1,131**	**915**	**1,131**	**849**	**761**	**889**	**877**	**991**	**971**	**1,225**	**1,199**	**11,810**

Council Website and Social Media

The Communications Team have provided an overview of social media usage for the January to June 2024 period.

The City of Victor Harbor's official social media channels continue to grow and be a vital form of communication between residents and Council. In the last six months, a total of 145,665 users were reached on Facebook through 126 Facebook posts, with 7,200 post interactions. Instagram reached 2,900 users with 1,700 content interactions and 88 posts. LinkedIn saw 25 posts in the six-month period garner 629 reactions and 13 comments.

Website analytics are temporarily unavailable at the time of this report.

12. ENVIRONMENT AND INFRASTRUCTURE

12.1. Victor Harbor Ring Road Freight Route

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Jodi Roberts

RECOMMENDATION

That Council endorse a heavy vehicle gazettal notice of the Victor Harbor Ring Road comprising of Welsh Road and Armstrong Road between Victor Harbor Road and Inman Valley Road, for 26m B Double use and authorise the Chief Executive Officer, or delegate, to take all necessary steps to complete the process.

PURPOSE

The purpose of this report is for Council to consider a gazettal notice for the Victor Harbor Ring Road for 26m B Double use.

BACKGROUND

The "Ring Road" comprising of Welch Road and Armstrong Road is a distributor running between Victor Harbor Road and Inman Valley Road. The Ring Road was constructed by the City of Victor Harbor in 2002 and is a Council asset, under Council's care and control.

The Ring Road was designed to allow for heavy vehicle and is currently gazetted as a 19m Higher Mass Limit (HML) access road. All other heavy vehicles that currently access the Ring Road require a permit from Council, as the road manager, through the National Heavy Vehicle Regulator.

A heavy vehicle Gazetted notice is an exemption, authority or declaration made under the Heavy Vehicle National Law, that either modifies the legislated requirements for heavy vehicle operation or grants them access under a specified network. A gazetted network does not require a permit to operate and can be a reference to a stated map or stated list. Road managers can request amending networks specified in a gazettal by application to the National Heavy Vehicle Regulator.

COMMENTARY

A Detailed Heavy Vehicle Route Assessment (PBS Level 2A (26m B-Double)) was undertaken by HDS Australia for the Southern and Hills Local Government Association on the South Cost Freight Corridor in 2019, the assessment is provided under separate cover due to size. It showed that there were no high risk issues associated with the Welch Rd / Armstrong Rd section, this is covered in Section 14.6 on page 20 and includes that "*Welch*

Road / Armstrong Road is well set up for heavy vehicles with 3.5m wide lanes and good sealed shoulders".

As nothing major has changed in this area over the past 5 years, HDS Australia has advised that it would be reasonable to gazette this section for 26m B Double access.

Gazettal of this road would align with the 2030 Regional Transport Plan given the key focus being the South Coast Freight Corridor which requires the route to be upgraded and/or gazetted for 26m B Double use.

With reference to the current upgrade of the Urban Growth Management Strategy and the potential for urban growth, the gazettal would require any future connections to the Ring Road to be designed for B Double access, protecting the integrity of the South Coast Freight Corridor.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Service Delivery - Gazettal of the Ring Road is gazetted for 26m B Double use it would enable use without permits reducing the approval process and timeframes for heavy vehicles users without delay. This risk is assessed as ***low.***

Infrastructure and Assets - A gazettal of the Ring Road to a 26m B Double access route would require that any future connections to the Ring Road to be designed for B Double access, protecting the integrity of the South Coast Freight Corridor. This risk is assessed as ***medium*.**

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Strategy - Advocate for improved local and regional transport networks
- Priority - Create and maintain safe road and footpath networks

Other references used:

2030 Regional Transport Plan

BUDGET IMPLICATIONS

There are sufficient funds in Project #100067 (Sealed Roads) for the purposes of the gazettal notice at an estimated costs of $450.

No additional funds are required.

CONSULTATION

Council Members at a briefing session on 9 September 2024

Manager Engineering and Infrastructure - Scott Manning

ATTACHMENTS

Attachment Under Separate Cover - South Coast Freight Corridor

12.2. Signalised Pedestrian Crossing - Adelaide Road

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Michelle Griffiths

RECOMMENDATION

1. That Council endorse to proceed with the activation of the pedestrian refuge located north of the new ambulance station site on Adelaide Road to a signalised crossing;

2. That Council endorse an increase in the 2024/25 operating budget of $90,000 for the conduit to connect the ambulance station lights with the signalised pedestrian crossing lights and detailed design to be undertaken.

3. That Council endorse an increase in the 2024/25 operating budget of $250,000 for the construction the signalised pedestrian crossing.

PURPOSE

The purpose of this report is to obtain Council endorsement to proceed with the activation of the pedestrian refuge crossing located north of the new ambulance station site on Adelaide Road to a signalised crossing and to approve an increase in the operating budget of up to $340,000 for the installation of the conduit to connect the ambulance station signalised lights and the proposed pedestrian crossing signalised lights and for the detailed design and construction.

BACKGROUND

Since the development of the shopping precincts of Coles/ Bunnings and Aldi on the Adelaide Road, Council has been investigating signalised pedestrian and traffic management on the intersection of McCracken Drive and the Adelaide Road. A previous Council report from 26 April 2022 recommended Council send a request the Department Infrastructure and Transport (DIT) to install signalised lights as a priority to enable safe pedestrian crossing and traffic movement. At that time DIT advised the junction was not considered a priority for upgrade as compared to other similar sites across the state. The cost of upgrading this intersection to a signalised intersection (traffic and pedestrian) would be in the order of $600,000. The activation of this site did not progress, and it was added to the Strategic Project Register. At the Ordinary Council Meeting on 27 November 2023, Council endorsed the follow Motion on Notice:

OC4132023

Moved: Cr Angela Schiller

Seconded: Cr Stewart Burns

1. *That Council requests that DIT install a Signalised Pedestrian Crossing as a priority, to enable safe pedestrian access across Adelaide Road in the Coles, Bunnings and Aldi Retail and service precinct.*

2. *That Administration share the residents' concerns with SA Health for consideration of a signalised pedestrian crossing be included as part of the new Ambulance Station on Adelaide Road.*

CARRIED

Throughout the construction of the new ambulance station, (which is further north from the McCracken Drive intersection) discussions have been redirected to the existing pedestrian refuge crossing north of the ambulance site, as seen in Figure 1 below. SA Health intends to install signalised traffic lights to stop the vehicle traffic along Adelaide Road for when an ambulance is exiting from the ambulance station and entering onto Adelaide Road.



Figure 1 - Adelaide Road - location of current pedestrian refuge crossing compared to ambulance signal traffic lights.

DIT has provided comment that the existing location of the pedestrian refuge crossing can co-exist with the installation of the ambulance traffic lights. They also advised if signalised pedestrian crossing lights are to be installed, they need to be linked to the ambulance station traffic lights to ensure the management and interaction of both signals are synchronised.

COMMENTARY

To enable the synchronisation of both signalised lights, SA Health have agreed to install the conduit to connect the ambulance station traffic lights and the proposed pedestrian crossing lights as part of the construction of their signalised lights for an estimated cost to Council of $40,000.

If Council endorses to proceed with the signalisation of the current refuge crossing, SA Health have also agreed to provide Council with a detailed design and costings. It is preferable for at least the design and preferability the construction to be completed by the

same contractors as the ambulance station signalised lights to ensure compatibility between the two signals.

For the purpose of this report, SA Health have indicated a high level approximate total cost of $300,000, which comprises an estimate of $50,000 for the design and $250,000 for the construction. Given the current estimated timing for completion of the ambulance station for February 2025, there may be potential for the installation of the pedestrian refuge signals to be installed at the same time of the ambulance signals, to allow them to be commissioned together, however this is dependent on timeframes for obtaining the design plans, approval of the plans from DIT and if the SA Health contractor is able to include the works in their schedule.

As the Adelaide Road is a DIT road, once completed, the infrastructure for the pedestrian crossing will be gifted to DIT with responsibility and cost for future maintenance of the lights to remain with DIT.

Council may decide to fund the installation of the conduit and detailed design at this time and defer. The construction and installation of the signalised lights for future year budget considerations. If this approach is taken, and the pedestrian lights are not installed, there may be a risk of confusion and potential for injury for people using the pedestrian refuge crossing when the ambulance station lights are in use.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Employee and Public Safety - The existing pedestrian refuge crossing is within close proximity to the proposed new ambulance signalised lights. The ambulance signalised lights will stop vehicular traffic and allow for the ambulance to safely enter Adelaide Road, however they will not require pedestrians to stop using the crossing. The signalisation of the pedestrian refuge crossing will provide continuity between the two signals, improving pedestrian safety of the area. This risk is assessed as ***medium***.

Reputation - If Council does not proceed with signalisation of the pedestrian refuge crossing and there is confusion when the ambulance signals are activated, this may create a potential injury and negative reaction from the community. This risk is assessed as ***medium.***

Financial Management - No offset has been identified in the 2024/25 operating budget. If this project is delivered in full this year, and efficiencies are unable to be found throughout the year, this would result in an increased deficit for the financial year. Consideration should be given to the advice of the Audit and Risk Committee with regards to understanding any impacts of decision made outside of the endorsed budget. This risk is assessed as ***high***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Strategy - Provide key community infrastructure
- Priority - Create and maintain safe road and footpath networks.

BUDGET IMPLICATIONS

There are insufficient funds in Project # 100065 (Traffic) for the purpose of activating the pedestrian refuge crossing at an estimated cost of $340,000.

No budget offset has been identified.

There will be an increase, subject to Council approval, to operating expenses of $340,000.

CONSULTATION

Council Member briefing on 9 September 2024

Director Environment and Infrastructure - Jodi Roberts

Manager Engineering and Infrastructure - Scott Manning

Land Development and Infrastructure Officer - Scott Champion

SA Health - Gus Reyes-Martinez (Senior Project Manager)

Department for Infrastructure and Transport - Victor Ling (Asset Manager, Regional South Zone 2)

ATTACHMENTS

Nil

13. MINUTES OF COUNCIL COMMITTEE MEETINGS

13.1. Recreation Centre Management Committee Meeting - 20 August 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Hayley Vowles

Council Member Representatives: Cr David Kemp and Cr Nick McKenzie

---

RECOMMENDATION

That Council receive and note the minutes of the Recreation Centre Management Committee meeting held on Tuesday, 20 August 2024.

PURPOSE

The purpose of this report is to present the minutes of the Recreation Centre Management Committee meeting held on Tuesday, 20 August 2024.

SUMMARY OF MEETING

A Recreation Centre Management Committee meeting was held on Tuesday, 20 August 2024 whereby the Committee Members considered several reports that were received and noted.

A copy of the minutes of the meeting are provided at Attachment 1 and were distributed to Committee Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in receiving and noting this report.

No additional funds are required.

CONSULTATION

Recreation Centre Management Committee

ATTACHMENTS

Attachment 1 - Recreation Centre Management Committee Minutes - Tuesday, 20 August 2024

Attachment 1 - Recreation Centre Management Committee Minutes - Tuesday, 20 August 2024

MINUTES

Committee	Recreation Centre Management
Meeting Held	20 AUGUST 2024 at 5:30pm
Location	Encounter Room, 1 Bay Road, Victor Harbor

Index

1.	**PRESENT**	**2**
2.	**APOLOGIES**	**2**
3.	**ACKNOWLEDGMENT OF COUNTRY**	**2**
4.	**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**	**3**
4.1	Minutes of the Previous Meeting - 21 May 2024	3
5.	**GENERAL BUSINESS**	**3**
5.1	Recreation Centre Management Committee - Outstanding Resolutions	3
5.2	Operations and Maintenance Report	3
5.3	Finance Activity Statement - 14 August 2024	4
10.	**CONFIDENTIAL MATTERS**	**4**
11.	**NEXT MEETING**	**4**
12.	**CLOSURE**	**4**

City of Victor Harbor

1. PRESENT

Cr David Kemp (Chair)
Cr Nick McKenzie
Victor Harbor City Band Inc. – Laura McLeod
Victor Harbor High School – Kate Burdett
Great Southern Amateur Basketball Association – Gary Clarke
Victor Harbor Youth Club – Zoe Roswell

In attendance:
Director Community and Development – Graham Pathuis
Executive Assistant Community and Development – Hayley Vowles

2. APOLOGIES

Victor Harbor High School – Simon Harris

3. ACKNOWLEDGMENT OF COUNTRY

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

City of Victor Harbor

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes of the Previous Meeting - 21 May 2024

RCM82024 Moved: Gary Clarke
Seconded: Laura McLeod

That the Recreation Centre Management Committee confirm the minutes of the meeting held 21 May 2024 as a true and correct record of the meeting.

CARRIED

5. GENERAL BUSINESS

5.1 Recreation Centre Management Committee - Outstanding Resolutions

RCM92024 Moved: Gary Clarke
Seconded: Cr Nick McKenzie

That the Recreation Centre Management Committee receive and note the Outstanding Resolutions report.

CARRIED

RCM102024 Moved: Gary Clarke
Seconded: Cr Nick McKenzie

That the Recreation Centre Management Committee recommends further investigation of the ventilation system for court 2.

CARRIED

5.2 Operations and Maintenance Report

RCM112024 Moved: Cr Nick McKenzie
Seconded: Laura McLeod

That the Recreation Centre Management Committee receive and note the Outstanding Resolutions report.

CARRIED

City of Victor Harbor

5.3 Finance Activity Statement - 14 August 2024

RCM122024 Moved: Gary Clarke
Seconded: Nick McKenzie

That the Recreation Centre Management Committee receive and note the Financial Activity Statement as at 14 August 2024.

CARRIED

10. CONFIDENTIAL MATTERS

Nil

11. NEXT MEETING

Tuesday, 12 November 2024 at 5:30pm

12. CLOSURE

The chair closed the meeting at 5:50pm

13.2. Southern Communities Transport Scheme Advisory Committee - 21 August 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Hayley Vowles

Council Member Representatives: Cr Marilyn Henderson

RECOMMENDATION

That Council receive and note the minutes of the Southern Communities Transport Scheme Advisory Committee meeting held on Wednesday, 21 August 2024.

PURPOSE

The purpose of this report is to present the minutes of the Southern Communities Transport Scheme Advisory Committee meeting held on Wednesday, 21 August 2024.

SUMMARY OF MEETING

A Southern Communities Transport Scheme Advisory Committee meeting was held on Wednesday, 21 August 2024, whereby the Committee Members considered several reports that were received and noted.

A copy of the minutes of the meeting are provided at Attachment 1 and were distributed to Committee Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in receiving and noting this report.

No additional funds are required.

CONSULTATION

Southern Communities Transport Scheme Advisory Committee

ATTACHMENTS

Attachment 1 - Southern Communities Transport Scheme Advisory Committee Minutes - 21 August 2024.

Attachment 1 - Southern Communities Transport Scheme Advisory Committee Minutes - 21 August 2024.

MINUTES

Committee	Southern Communities Transport Scheme Advisory Committee
Meeting Held	21 August 2024 at 10:00 am
Location	Encounter Room, 1 Bay Road, Victor Harbor

Index

1.	**PRESENT**	**2**
2.	**ACKNOWLEDGEMENT OF COUNTRY**	**2**
3.	**APOLOGIES**	**2**
4.	**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**	**3**
4.1	Minutes of the Previous Meeting - 19 June 2024	3
5.	**BUSINESS ARISING**	**3**
5.1	Business Arising and Action List	3
6.	**GENERAL BUSINESS**	**3**
6.1	South Australian Community Transport - Commissioning Update	3
6.2	Alexandrina Council and City of Victor Harbor Joint Workshop on Public Transport	3
7.	**RECURRING REPORTS**	**4**
7.1	Financial Report	4
7.2	Statistical and Brokerage Reports	4
8.	**ANY OTHER BUSINESS**	**4**
9.	**NEXT MEETING**	**4**
10.	**CLOSURE**	**4**

City of Victor Harbor

1. PRESENT

Cr Marilyn Henderson (Chair)
Colin Howard
Robert McFarland
Robert Hall
Liz Graham
Anna Schmidt

In Attendance

Leann Symonds – Manager Community Wellbeing
Tracey Gilbert – Acting SCOTS Coordinator

2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITTMENT

Acknowledgment of Country
The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment
The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, beliefs, religions, cultures and backgrounds.

3. APOLOGIES

Cr Margaret Gardner

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes of the Previous Meeting - 19 June 2024

SCT172024 Moved: Robert Hall
Seconded: Robert McFarland

That the minutes of the Southern Communities Transport Scheme Advisory Committee held Wednesday, 19 June 2024 be confirmed as a true and accurate record of the meeting.

CARRIED

5. BUSINESS ARISING

5.1 Business Arising and Action List

SCT182024 Moved: Cr Marilyn Henderson
Seconded: Colin Howard

That the business arising and action list for the Southern Communities Transport Scheme Advisory Committee meeting held 21 August 2024 be received.

CARRIED

6. GENERAL BUSINESS

6.1 South Australian Community Transport - Commissioning Update

SCT192024 Moved: Cr Marilyn Henderson
Seconded: Robert McFarland

That the Southern Communities Transport Scheme Advisory Committee receive and note the report on South Australian Community Transport – Commissioning Update.

CARRIED

6.2 Alexandrina Council and City of Victor Harbor Joint Workshop on Public Transport

SCT202024 Moved: Cr Marilyn Henderson
Seconded: Colin Howard

1. That the Southern Communities Transport Scheme Advisory Committee receive and note the report on the Alexandrina and City of Victor Harbor Joint Workshop on Public Transport.

2. That the Southern Communities Transport Scheme Advisory Committee initiate discussions with LinkSA on options to improve use of the LinkSA Dial a Ride Service in

City of Victor Harbor

Victor Harbor.

CARRIED

7. RECURRING REPORTS

7.1 Financial Report

SCT212024 Moved: Cr Marilyn Henderson
Seconded: Colin Howard

That the Southern Communities Transport Scheme Advisory Committee receive and note the financial report for the period ending 31 July 2024.

CARRIED

7.2 Statistical and Brokerage Reports

SCT222024 Moved Robert Hall
Seconded: Robert McFarland

That the Southern Communities Transport Scheme Advisory Committee receive and note the statistical and brokerage reports for the Southern Communities Transport Scheme (SCOTS CHSP and SCOTS CPN) for the period 1 May to 30 June 2024.

CARRIED

8. ANY OTHER BUSINESS

Nil

9. NEXT MEETING

The next meeting is at 10am on Wednesday, 16 October 2024 at the City of Victor Harbor.

10. CLOSURE

The Chair closed the meeting at 11:42am.

Signed: _____ Date: _____

13.3. Audit and Risk Committee Meeting Minutes and Summary - 26 August 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Toni Carter

Council Member Representatives: Cr David Kemp

RECOMMENDATION

1. That Council receive and note the minutes of the Audit and Risk Committee meeting held on Monday, 26 August 2024 as provided at Attachment 1.

2. That Council receive and note the Audit and Risk Committee Meeting Summary as provided at Attachment 2.

PURPOSE

The purpose of this report is to present the minutes of the Audit and Risk Committee meeting held on Monday, 26 August 2024, along with a meeting summary report from the Committee to Council.

SUMMARY OF MEETING

An Audit and Risk Committee meeting was held on Monday, 26 August 2024, whereby the Committee Members considered several reports that were received and noted.

A copy of the minutes of the meeting are provided at Attachment 1 and were distributed to Committee Members following the meeting.

Items with specific recommendations to Council are provided below:

- ***Item 9.3 - Review - Internal Control Policy***

  That the Audit and Risk Committee Recommends that Council adopt the Internal Control and Audit Policy and that Council receive and note the Internal Control and Audit Procedure. This item is the subject of a separate item within this agenda.

- ***Item 9.4 - Reviewed Asset Management Policy***

  That the Audit and Risk Committee recommends that Council adopt the Asset Management Policy and that reference to Section 48 in the policy be removed. This item is the subject of a separate item within this agenda.

- ***Item 9.5 - Reviewed - Asset Accounting Policy***

That the Audit and Risk Committee recommends that Council adopts the revised Asset Accounting Policy, subject to the change of averages to ranges at 6.3.2 in the table. This item is the subject of a separate item within this agenda.

Reporting Obligations

In accordance with Section 126(8)(a) of the *Local Government Act 1999* requires a report to be provided to Council after each meeting summarising the work of the Audit and Risk Committee during the period preceding the meeting and the outcomes of the meeting. In relation to the meeting held on Monday, 26 August 2024, a summary of the meeting provided by the Audit and Risk Committee was circulated to the Audit and Risk Committee Members and is provided at Attachment 2.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in the preparation or receiving and noting the minutes and meeting summary of the Audit and Risk Committee meeting on Monday, 26 August 2024.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - meeting held on Monday, 26 August 2024

Finance Manager - Stephanie Juhas

ATTACHMENTS

Attachment 1 - Audit and Risk Committee Minutes - Monday, 26 August 2024.

Attachment 2 - Audit and Risk Committee - Meeting Summary - Monday, 26 August 2024.

Attachment 1 - Audit and Risk Committee Minutes – Monday, 26 August 2024

MINUTES

Committee	Audit and Risk Committee
Meeting Held	26 AUGUST 2024 at 1:30pm
Location	Encounter Room, 1 Bay Road, Victor Harbor

Index

1.	**PRESENT**	**3**
2.	**ACKNOWLEDGEMENT OF COUNTRY**	**3**
3.	**APOLOGIES**	**3**
4.	**CONFLICT OF INTERESTS**	**3**
5.	**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**	**4**
5.1	Confirmation of Previous Minutes - 6 May 2024	4
5.2	Confirmation of Previous Minutes - Special Meeting - 20 May 2024	4
6.	BUSINESS ARISING	4
7.	**ACTION LIST**	**4**
7.1	Action List - 26 August 2024	4
8.	**INTERNAL AUDIT PROGRAM**	**5**
8.1	Internal Audit, Control Assessment and Sample Testing - Action Plan Update	5
Moved Item		5
8.4	2023/24 Internal Control Assessment	5
8.2	Internal Audit Report - Contracting	5
8.3	Non-Conformance - Processing Error in OneCouncil	5
8.5	Internal Control Presentation	7
9.	**GENERAL BUSINESS**	**8**
9.1	External Audit - Action Plan Update	8
9.2	2023/24 Interim (External) Audit Management Letter	8
9.3	Review - Internal Control Policy	9
9.4	Reviewed - Asset Management Policy	9
9.5	Reviewed - Asset Accounting Policy	9
10.	**RECURRING REPORTS**	**10**

City of Victor Harbor

10.1 Financial and Statutory Policy Review Schedule 10
10.2 Corporate Risk Management Update 10
11. CONFIDENTIAL MATTERS 10
12. NEXT MEETING 10
13. CLOSURE 10

City of Victor Harbor

1. PRESENT

David Papa (Independent Member) - Chair
Michael Richardson (Independent Member)
Nick Lopez (Independent Member)
Cr David Kemp

In attendance:
Mayor Moira Jenkins
Chief Executive Officer – Victoria MacKirdy
Group Manager Governance and Finance – Kellie Knight-Stacey
Governance and Policy Officer – Kyla Walker
Internal Control and Governance Support Officer – Laura Kidd
Executive Assistant Corporate and Customer Service – Toni Carter
Dean Newberry External Auditors – Director - Samantha Creten
Dean Newberry External Auditors – Audit Manager – Daniel Phillips

2. ACKNOWLEDGEMENT OF COUNTRY

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present, and emerging. This respect is extended to Aboriginal and Torres strait Islander people across Australia.

3. APOLOGIES

4. CONFLICT OF INTERESTS

Members of the Committee are reminded of the requirements of disclosure by member's of material, actual or perceived conflict of interest in items for consideration on the Agenda.

Section 74, 75, 75A, 75B and 75C of the *Local Government Act 1999*, requires that Members declare any interest and provide full and accurate details of relevant interest to the Committee prior to consideration of that item on the Agenda.

City of Victor Harbor

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Confirmation of Previous Minutes - 6 May 2024

ARC272024 Moved: Cr David Kemp
Seconded: N Lopez

That the minutes of the Audit and Risk Committee held on Monday, 6 May 2024 be confirmed as a true and correct record.

CARRIED

5.2 Confirmation of Previous Minutes - Special Meeting - 20 May 2024

ARC282024 Moved: Cr David Kemp
Seconded: M Richardson

That the minutes of the Special Audit and Risk Committee Meeting held on Monday, 20 May 2024 as provided to the Audit and Risk Committee Members under separate cover be confirmed as a true and correct record.

CARRIED

6. BUSINESS ARISING

NIL

7. ACTION LIST

7.1 Action List - 26 August 2024

ARC292024 Moved: Cr David Kemp
Seconded: N Lopez

That the Audit and Risk Committee receive and note the Action List – 26 August 2024

CARRIED

City of Victor Harbor

8. INTERNAL AUDIT PROGRAM

8.1 Internal Audit, Control Assessment and Sample Testing - Action Plan Update

ARC302024 Moved: Cr David Kemp
Seconded: N Lopez

That the Audit and Risk Committee receive and note the Internal Audit, Control Assessment and Sample Testing – Action Plan Update as provided at Attachment A, and that the Committee receive updates on status of items.

CARRIED

Moved Item

8.4 2023/24 Internal Control Assessment

ARC312024 Moved: M Richardson
Seconded: Cr David Kemp

That the Audit and Risk Committee receive and note the 2023/24 Internal Control Assessment Report.

CARRIED

8.2 Internal Audit Report - Contracting

8.3 Non-Conformance - Processing Error in OneCouncil

ARC322024 Moved: Cr David Kemp
Seconded: N Lopez

Pursuant to Section 90(2) of the *Local Government Act 1999* (the Act), the Audit and Risk Committee orders that all members of the public except the Members of the Audit and Risk Committee, Mayor Moira Jenkins, Chief Executive Officer (Victoria MacKirdy), Group Manager Governance and Finance (Kellie Knight-Stacey), Governance and Policy Officer (Kyla Walker), Internal Control and Governance Support Officer (Laura Kidd), Executive Assistant – Corporate and Customer Service (Toni Carter) and External Auditors – Director (Samantha Creten) and Audit Manager (Daniel Phillips) from Dean Newbery be excluded from attendance at the meeting to enable a discussion to be held in relation to Agenda Item 8.2 – Internal Audit Report – Contracting and Agenda Item 8.3 – Non-Conformance – Processing Error in OneCouncil.

The Audit and Risk Committee (the Committee) is satisfied that, pursuant to Section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to

City of Victor Harbor

- Agenda Item 8.2 is information concerning matters that must be considered in confidence in order to ensure that the Committee does not breach matters that could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest. In that the report contains detailed contract and supplier information to be discussed.
- Agenda Item 8.3 is information concerning matters that must be considered in confidence in order to ensure that the Committee does not breach matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person. In that the details of City of Victor Harbor employee positions will be discussed.

The Committee is satisfied the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of this information would be acting contrary to any legal obligation or duty of confidence and could prejudice the Committee's position in relation to commercial information being disclosed publicly and the City of Victor Harbor employee's position details are disclosed publicly.

CARRIED

ARC332024 Moved: Cr David Kemp
Seconded: N Lopez

That the Audit and Risk Committee receive and note the Internal Audit Report – Contracting report and attachment under separate cover.

CARRIED

2.31pm Mayor Jenkins left the meeting.
2.34pm Mayor Jenkins re-entered the meeting and resumed her seat.

ARC342024 Moved: N Lopez
Seconded: Cr David Kemp

That the Audit and Risk Committee receive and note the Non-Conformance Processing Error in OneCouncil report and the attachment under separate cover.

CARRIED

ARC352024 Moved: M Richardson
Seconded: N Lopez

That having considered Agenda Item 8.2 – Internal Audit Report - Contracting in confidence under section 90(2) and (3)(b) of the Local Government Act 1999 and Agenda Item 8.3 – Non – conformance – Processing Error in OneCouncil in confidence under Section 90(2) and (3)(e), the Committee:

City of Victor Harbor

i. Pursuant to section 91(7) of the act orders the minutes are retained in confidence and are reviewed every 12 months or otherwise determined by the Chief Executive Officer; and
ii. The public be readmitted to the meeting.

CARRIED

2.49pm Victoria MacKirdy, Kellie Knight-Stacey, Kyla Walker, Toni Carter and External Auditors left meeting

8.5 Internal Control Presentation

ARC362024 Moved: Cr David Kemp
Seconded: N Lopez

Pursuant to Section 90(2) of the *Local Government Act 1999* (the Act), the Audit and Risk Committee orders that all members of the public and City of Victor Harbor Council employees except the Members of the Audit and Risk Committee, Mayor Moria Jenkins and Internal Control and Governance Support Officer (Laura Kidd) be excluded from attendance at the meeting to enable a discussion to be held in relation to Agenda Item 8.5 – Internal Control Presentation.

The Audit and Risk Committee (the Committee) is satisfied that, pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information that the disclosure of which would involve the unreasonable disclosure of information concerning the personal (living or dead) being that being the Internal Control and Governance Support Officer.

The Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of personal information may lead to the possibility of court action or defamation.

CARRIED

ARC372024 Moved: M Richardson
Seconded: N Lopez

That the Audit and Risk Committee receive and note the Internal Control Presentation.

CARRIED

ARC382024 Moved: M Richardson
Seconded: N Lopez

That having considered Agenda Item Agenda Item 8.5 – Internal Control Presentation in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Audit and Risk Committee:

i. Pursuant to section 91(7) of the act orders the minutes are retained in confidence and are reviewed every 12 months or otherwise determined by the Chief executive Officer; and
ii. The public be readmitted to the meeting.

City of Victor Harbor

CARRIED

3.12pm Victoria MacKirdy, Kellie Knight-Stacey, Kyla Walker, Toni Carter and External Auditors re-entered the meeting and resumed their seats.

9. GENERAL BUSINESS

3.21pm Nick Lopez left the meeting.

3.23pm Nick Lopez re-entered the meeting and resumed his seat.

9.1 External Audit - Action Plan Update

9.2 2023/24 Interim (External) Audit Management Letter

ARC392024 Moved: Cr David Kemp
Seconded: M Richardson

1. That the Audit and Risk Committee receives and notes the External Audit – Action Plan Update.
2. That the Audit and Risk Committee receive and note the Interim Report – 2023/24 Financial Year External Audit letter and administrations responses and recommends that Management identify compensating controls to mitigate risk identified by the External Auditors and these controls to be temporary implemented until the end of the project and/or the system-based controls are effective.
3. That the Audit and Risk Committee recommends administration prepare a proactive communication to extend to external stakeholders acknowledging the interim report of external auditor and providing appropriate context to the findings in relation to the implementation of the new technology one system.

CARRIED

City of Victor Harbor

3.36pm The external Auditors left the meeting.

9.3 Review - Internal Control Policy

ARC402024 Moved: M Richardson
Seconded: N Lopez

That the Audit and Risk Committee recommends:

i. That Council adopt the Internal Control and Audit Policy as provided at Attachment B; and
ii. receive and note the Internal Control and Audit Procedure as provided at Attachment C.

CARRIED

9.4 Reviewed - Asset Management Policy

ARC412024 Moved: Cr David Kemp
Seconded: M Richardson

That the Audit and Risk Committee recommends:

That Council adopts the Asset Management Policy as provided at Attachment B and that reference to Section 48 in the policy be removed.

CARRIED

9.5 Reviewed - Asset Accounting Policy

3.43pm Cathy McEnroe entered the meeting

ARC422024 Moved: M Richardson
Seconded: N Lopez

That the Audit and Risk Committee recommends that Council adopts the reviewed Asset Accounting Policy as provided at Attachment A, subject to the change of averages to ranges at 6.3.2 in the table.

CARRIED

City of Victor Harbor

10. RECURRING REPORTS

10.1 Financial and Statutory Policy Review Schedule

ARC432024 Moved: N Lopez
Seconded: M Richardson

That the Audit and Risk Committee receive and note the Financial and Statutory Policy Review Schedule update and report.

CARRIED

10.2 Corporate Risk Management Update

3.52pm Kyla Walker left the meeting.

ARC442024 Moved: Cr David Kemp
Seconded: M Richardson

That the Audit and Risk Committee receive and note the Corporate Risk Management update.

CARRIED

11. CONFIDENTIAL MATTERS

NIL

4.01pm Cathy McEnroe left the meeting.

12. NEXT MEETING

The next meeting is scheduled for Monday, 4 November 2024 at 2.30pm

13. CLOSURE

The Chair declared the meeting closed at 4.01pm

Attachment 2 - Audit and Risk Committee Meeting Summary - 26 August 2024

Attachment 2 - Audit and Risk Committee Meeting Summary - 26 August 2024

MEMORANDUM

To	**City of Victor Harbor**
From	**David Papa – Audit and Risk Committee Chair**
Subject	**Audit and Risk Committee Meeting Summary – 26 August 2024**
File Reference	**GOV9.14.009**
Dated	**Tuesday, 27 August 2024**

Section 126(8)(a) of the *Local Government Act 1999* requires a report to be provided to Council after each meeting summarising the work of the Committee during the period preceding the meeting and the outcomes of the meeting. In relation to the meeting held on Monday, 26 August 2024, the Audit and Risk Committee's main areas of focus was on the following:

- **Internal Audit**
  A number of items were presented related to internal audits, sample testing, control assessments as well as the annual presentation to the Audit and Risk Committee (ARC) from the Internal Control and Governance Support Officer (noting that this item was in confidence).

  Results of monitoring and testing activities highlighted challenges with the transition to the new corporate system, including ineffective controls and lack of procedures at the time of testing. The reports provided actions required to address the matters, with progress and status updates to continue to be provided to the ARC until rectified.

  The ARC also requested alternate controls be developed and reviewed by the council auditors to support the internal control environment while system development and transition occurs.

  The item in confidence with the Internal Control and Governance Support Officer (ICGSO) discussed the engagement of the wider administration with the ICGSO and if they were having any challenges with conducting their audit and performing their role.

- **External Audit**
  The Committee considered the Interim Audit Management letter provided by Council's external auditors DeanNewbery as well as responses from Management. The external audit provided six key findings, of which five will lead to a modified audit opinion on internal controls. The external auditors also advised of an additional matter that will be added in relation to open space asset revaluations.

  Along with explanations as to the challenges, Management's responses provided actions required to address the matters, with progress to be reported to the external auditors at the Balance Date Audit (October 2024) and subsequently to the ARC.

In relation to both items above, the matters highlighted are a direct result of the corporate system replacement project. Previous years audits have shown a very strong internal control environment. However, lapses in internal control effectiveness are not uncommon during major system replacement projects.

The ARC is confident that Management is working towards solutions for the matters raised, with significant improvements to be in place by the final 2023/24 audit.

14. SUBSIDIARIES AND REPRESENTATIVE REPORTS

15. MATTERS OF URGENCY

16. QUESTIONS ON NOTICE

17. QUESTIONS WITHOUT NOTICE

18. MOTIONS ON NOTICE

18.1. Motion on Notice - Blue Tree Project - Mayor Moira Jenkins

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Karen Rokicinski

RECOMMENDATION

(Mayor Moira Jenkins to propose her motion)

That Council grants permission for Sharon Mair and her family to paint the dead tree blue at Tuck Reserve, Adelaide Road, as part of the Blue Tree Project, on the understanding that all safety measures are the responsibility of the participants, and Council will not be liable for any incidents, injuries, or damages that may arise during the project.

PURPOSE

The purpose of this report is to provide for the consideration of a Motion submitted by Mayor Moira Jenkins pursuant to Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2013* in relation to the Blue Tree Project.

A copy of Mayor Moira Jenkins' written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

Motion on Notice:

That Council grants permission for Sharon Mair and her family to paint the dead tree blue at Tuck Reserve, Adelaide Road, as part of the Blue Tree Project, on the understanding that all safety measures are the responsibility of the participants, and Council will not be liable for any incidents, injuries, or damages that may arise during the project.

Rural suicides outnumber those in metropolitan areas, and mental health of males, and children in rural areas is significantly worse than in metropolitan areas.

The Blue Tree Project was founded with a mission to help spark important conversations and encourage people to speak up when experiencing mental health concerns. We believe help is never as far away as it feels. Blue trees dotted across every continent of the world are both beacons of hope, and conversation starters. The Blue Tree Project is a charitable organisation which aims to help spark difficult conversations and encourage people to speak up when battling mental health concerns.

One of the core initiatives behind Blue Tree Project is to host community painting days where a dead tree is given a 'blue lease on life'. We hope that by spreading the paint, and the message that "it's ok to not be ok," we can help break down the stigma that's still largely attached to mental health. The blue trees that have been painted across Australia and other parts of the world serve as a conversation starter and visual reminder to check in on our loved ones.

We all recognise that more proactive prevention is needed in our communities and I am passionate about increasing mental health awareness to encourage others to speak up and decrease the devastating side effects of mental health concerns.

Sharon and her family are asking Councils permission to paint the dead tree located in the reserve between Aldi and the Ambulance Station. There is plenty of parking in the Aldi car park for people who may wish to stop and view the tree, and the reserve has nothing else on it that cold detract from the message of hope that the tree provides.

I trust that you understand the importance of her request and the value it will provide to our community in relation to mental health.

If you want to find out anything more about the Blue Tree Project, please visit www.bluetreeproject.com.au for further information.

If this Motion raises any issues for you, Crisis support services can be reached 24 hours a day. Through Lifeline- external site opens in new window Call 13 11 14

OFFICER COMMENTARY

The Blue Tree Project is a worthy initiative that promotes awareness of, and conversation around, mental health. The tree proposed to be painted blue is located in a prominent location within Tuck Reserve on Adelaide Road which will serve this purpose well.

A portion of this parcel of land is being utilised by the state government for their development of a new ambulance station, but Council is yet to determine a concept plan for the remainder of the land at this location. The proposed tree is positioned quite close to the boundary with the Aldi commercial development and for this reason, it may be possible to retain the painted tree at this location as part of Council's planning for this site. Though it should be communicated to the requestor that depending on Council's future determination for the site, there is a possibility that the dead tree may not remain at this location into the future. The requestor could consider alternative locations either on Council land or on private property (with the permission of the landowner) if this uncertainty makes the proposed tree less preferable, and alternatives could be re-presented to Council if required at a future date.

In addition to this, whilst permission to paint the tree is being recommended to Council, this should be provided with the understanding that all safety measures are the responsibility of the participants, and Council would not accept liability for any incidents, injuries, or damages that may arise during the project. Any costs associated with this initiative would also be the responsibility of the requestor.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation - For the avoidance of misunderstanding, it is important that the requestor is made aware that Council is yet to determine the concept plan for the remainder of this site and there is a possibility that the dead tree may not be congruent with future plans of the Council and may need to be removed. The Council could consider alternative locations, if that was the preference of the requestor, or a tree located on private land could also be selected with approval from the landowner (noting that this would not require Council approval). This risk is assessed as ***low.***

Employee and Public Safety - It is a recommended condition of approval that the requestor be advised that all safety measures are the responsibility of the participants, and Council will not accept liability for any incidents, injuries, or damages that may arise during the project. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Strategy - Improve the health and well-being of our community

Aspiration 2 - We have a culture of innovation, collaboration and creativity

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in approving the painting of the dead tree at Tuck Reserve, as costs would be borne by the requestor.

No additional funds are required.

CONSULTATION

Director Community and Development - Graham Pathuis

ATTACHMENTS

Attachment 1 - Motion on Notice - Blue Tree Project - Mayor Moira Jenkins

Attachment 1 - Motion on Notice - Blue Tree Project - Mayor Moira Jenkins

From: Moira Jenkins
To: Council Member Request
Subject: NREC21449024 - GOV9.24.003 - Motion on Notice - Blue Tree Project - For 23 September 2024 Council Meeting
Date: Friday, 13 September 2024 3:53:48 PM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png

Hi

Please find below my motion on notice for the 23 September 2024 Council Meeting –

Motion on Notice:

That Council grants permission for Sharon Mair and her family to paint the dead tree blue at Tuck Reserve, Adelaide Road, as part of the Blue Tree Project, on the understanding that all safety measures are the responsibility of the participants, and Council will not be liable for any incidents, injuries, or damages that may arise during the project.

Background

Rural suicides outnumber those in metropolitan areas, and mental health of males, and children in rural areas is significantly worse than in metropolitan areas.

The Blue Tree Project was founded with a mission to help spark important conversations and encourage people to speak up when experiencing mental health concerns. We believe help is never as far away as it feels. Blue trees dotted across every continent of the world are both beacons of hope, and conversation starters. The Blue Tree Project is a charitable organisation which aims to help spark difficult conversations and encourage people to speak up when battling mental health concerns.

One of the core initiatives behind Blue Tree Project is to host community painting days where a dead tree is given a 'blue lease on life'. We hope that by spreading the paint, and the message that "it's ok to not be ok," we can help break down the stigma that's still largely attached to mental health. The blue trees that have been painted across Australia and other parts of the world serve as a conversation starter and visual reminder to check in on our loved ones.

We all recognise that more proactive prevention is needed in our communities, and I am passionate about increasing mental health awareness to encourage others to speak up and decrease the devastating side effects of mental health concerns.

Sharon and her family are asking Councils permission to paint the dead tree located in the reserve between Aldi and the Ambulance Station . There is plenty of parking in the Aldi car park for people who may wish to stop and view the tree, and the reserve has nothing else on it that cold detract from the message of hope that the tree provides.

I trust that you understand the importance of her request and the value it will provide to our community in relation to mental health.

If you want to find out anything more about the Blue Tree Project, please visit www.bluetreeproject.com.au for further information.

If this Motion raises any issues for you, Crisis support services can be reached 24 hours a day. Through Lifeline- external site opens in new window Call 13 11 14

Many thanks Moira

Moira.

Dr. Moira Jenkins | Mayor

City of Victor Harbor

1 Bay Road, Victor Harbor SA 5211

Phone: 0412 733 453

Email: moira.jenkins@victor.sa.gov.au

www.victor.sa.gov.au

The information on this e-mail may be confidential and/or legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. If you believe you have received this email by mistake please contact the City of Victor Harbor immediately on +61 8 8551 0500 or email localgov@victor.sa.gov.au

18.2. Motion on Notice - Financial Assistance Grants Review - Mayor Moira Jenkins

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Michelle James

RECOMMENDATION

(Mayor Moira Jenkins to propose his/her motion)

1. That Council requests, via SAROC and LGA Board of the Local Government Association of South Australia, that the SA Local Government Association in conjunction with Federal Local Government Minister, State Local Government Minister and Local Government Grants Commission of SA instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

    - An increase to the overall funding pool provided through grants scheme;
    - The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;
    - Alternate models that enable a needs-based approach to funding allocation;
    - Ways to deliver greater funding equity among SA councils.

(Alternative recommendation proposed by administration)

2. That Council requests, via the South Australian Regional Organisation of Councils (SAROC), that the Local Government Association of South Australia in conjunction with the Federal Local Government Minister, State Local Government Minister an Local Government Grants Commission of SA instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

    - An increase to the overall funding pool provided through grants scheme;
    - The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;
    - Alternate models that enable a needs-based approach to funding allocation;
    - Ways to deliver greater funding equity to SA councils.

PURPOSE

The purpose of this report is to provide for the consideration of a Motion submitted by Mayor Moira Jenkins pursuant to Regulation 9(1) of the *Local Government (Meeting Procedures)*

Regulations 2013 in relation to a review of the methodology used to distribute Financial Assistance Grants.

A copy of Mayor Moira Jenkins written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

I wish to give notice of my intention to move the following motion at the next meeting of Council scheduled for 23 September 2024.

Council Member Commentary

Financial Assistance Grants are provided to local governments across Australia by the Commonwealth Government, with local government grant commissions in each state recommending the distribution of funding.

The methodology used to determine distribution is antiquated and no longer suitable to achieve equitable funding allocations to support local government financial sustainability.

Subsequently, it is proposed that the City of Victor Harbor requests, via the Local Government Association of South Australia (LGA), that the Federal Local Government Minister, State Local Government Minister and Local Government Grants Commission instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

- *An increase to the overall funding pool provided through grants scheme;*
- *The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;*
- *Alternate models that enable a needs-based approach to funding allocation;*
- *Ways to deliver greater funding equity to councils.*

Motion

That Council requests, via SAROC and LGA Board of the Local Government Association of South Australia, that the SA Local Government Association in conjunction with Federal Local Government Minister, State Local Government Minister and Local Government Grants Commission of SA instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

- *An increase to the overall funding pool provided through grants scheme;*
- *The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;*
- *Alternate models that enable a needs-based approach to funding allocation;*
- *Ways to deliver greater funding equity among SA councils.*

OFFICER COMMENTARY

Financial Assistance Grants are provided by the Australian Government to help councils across the country provide services to their communities.

South Australian councils currently receive approximately 6.5% of the total funding pool. This allocation is distributed to councils based on recommendations from the Local Government Grants Commission of South Australia.

For some time there has been discussion about the methodology used to distribute the grants both nationally and within South Australia, with a view that a more equitable distribution could be achieved.

A Financial Sustainability Webinar was hosted by the Local Government Association of South Australia (LGA) on Tuesday, 10 September 2024. This session was open to all Council Members and relevant staff. It was an opportunity to hear directly from the SA Local Government Grants Commission in relation to the distribution of the grants and for attendees to share their thoughts about opportunities for the future.

Following the meeting, the LGA has advised that they are working on presenting their board with a motion of a similar nature.

If the Council was to pass a motion that requested a review of the methodology used to distribute Financial Assistance Grants this would assist to elevate the importance of the issue and demonstrate to our community that we are lobbying on their behalf for a more equitable share of Australian Government Funding.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Submitting the request for review via SAROC and subsequently the LGA meets governance requirements and will ensure there is a whole of sector approach to the review. This risk is assessed as ***low.***

Financial Management - The methodology for distributing Financial Assistance Grants has not been reviewed for sometime and the distribution of funds is not equitable. Instigating a review of the methodology will assist to ensure the approach to distribution is modernised, better reflects current trends and provides greater equity to all councils. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 2 - We have a culture of innovation, collaboration and creativity

- Strategy - Establish and maintain strategic regional, state and national relationships

Aspiration 6 - We are a financially sustainable and well-governed organisation

- Strategy - Manage council's finances and resources sustainably

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in requesting a review of Financial Assistance Grants be instigated.

No additional funds are required.

CONSULTATION

Mayor Moira Jenkins

Chief Executive Officer - Victoria MacKirdy

ATTACHMENTS

Attachment 1 - Motion on Notice - Financial Assistance Grants Review - Mayor Moira Jenkins

Attachment 1 - Motion on Notice - Financial Assistance Grants Review - Mayor Moira Jenkins

Kyla Walker

From: Moira Jenkins
Sent: Saturday, 14 September 2024 6:17 PM
To: Victoria MacKirdy
Cc: Kyla Walker; Michelle James
Subject: Re: Motion on Notice in regard to FAG funding

Dated

Dear Victoria, I wish to give notice of my intention to move the following motion at the next meeting of Council scheduled for 23 September 2024.

Council Member Commentary
Financial Assistance Grants are provided to local governments across Australia by the Commonwealth Government, with local government grant commissions in each state recommending the distribution of funding.

The methodology used to determine distribution is antiquated and no longer suitable to achieve equitable funding allocations to support local government financial sustainability.

Subsequently, it is proposed that the City of Victor Harbor requests, via the Local Government Association of South Australia, that the Federal Local Government Minister, State Local Government Minister and Local Government Grants Commission instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

- An increase to the overall funding pool provided through grants scheme;
- The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;
- Alternate models that enable a needs-based approach to funding allocation;
- Ways to deliver greater funding equity to councils.

Motion
That Council requests, via SAROC and LGA Board of the Local Government Association of South Australia, that the SA Local Government Association in conjunction with Federal Local Government Minister, State Local Government Minister and Local Government Grants Commission of SA instigate a review of the methodology used to distribute Financial Assistance Grants that considers:

- An increase to the overall funding pool provided through grants scheme;
- The percentage share divided amongst states and territories, with a view to seeing a more equitable share provided to South Australia;
- Alternate models that enable a needs-based approach to funding allocation;
- Ways to deliver greater funding equity among SA councils.

Moira Jenkins

1

18.3. Motion on Notice - Art Trail Proposal - Cr Marilyn Henderson

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Mark Przibilla

RECOMMENDATION

(Cr Marilyn Henderson to propose her motion)

1. That the City of Victor Harbor create an Art Trail in the form of both a leaflet and a phone App.

(Alternative recommendation proposed by administration)

2. That the City of Victor Harbor create an updated public art brochure, while uploading the details of public art installations on the existing Victor Harbor Feel It Calling App and relevant Council owned websites.

PURPOSE

The purpose of this report is to provide for the consideration of a Motion submitted by Cr Marilyn Henderson pursuant to Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2013* in relation to a proposed Art Trail.

A copy of Cr Marilyn Henderson written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

With the increasing number of Public Art exhibits, including the emerging mosaic at the VH Primary School (which will not be easily visible to anyone passing through the town), I think it would be an appropriate time to create an 'Art Trail' to guide both visitors and locals around the art available in our Council area.

This would include the Bay Road Bridge Mosaic, the Whale-tail, 'On Occupied Territory', sculpture at the Causeway, Murals on Telstra building and Bendigo Bank, Main St. public art, Mosaics on Coral St toilets and on Hindmarsh Rd, and the Coral St Art Space and the VH Regional Galley; plus everything else we can think of.

OFFICER COMMENTARY

Over recent years both the City of Victor Harbor and private entities have created and installed an increasing number of public art sculptures, murals and a projection, within the

City. Public art is a highly accessible and consumable form of art enjoyed by our community and visitors.

With an increasing number of these types of installations in Victor Harbor it is appropriate for Council to publish through various means, their context, their story and their various locations.

The Council, through the Visitor Information Centre have previously produced a public art brochure, however this is no longer in print. The City Activation team, through the 2024 Winter Whale Fest event, provided access to a self - guided Whale Art Trail, highlighting eight whale art related pieces in Victor Harbor.

As a part of a suite of responses by Council during the COVID-19 pandemic, the Council created a consumer focused app highlighting local businesses and services that were accessible during this time. The existing version of the app is currently being reviewed, with scope to easily add a public art trail and or the locations of accessible public art.

If supported by the Council, the design and minor printing costs would be covered from within existing internal resources.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Information - No risks have been assessed in relation to the report.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 2 - We have a culture of innovation, collaboration and creativity

- Strategy - Cultivate art and culture in our community
- Priority - Deliver an arts and cultural program that brings vibrancy to the City and encourages artistic expression.

Other references used:

- Culture Strategy - Arts and Heritage 2022 - 2027

Key Initiative 4. Creative spaces that tell our story

Deliverables. Explore the development of digital experiences (sound, text and images accessed through digital devices) in partnership with artists, cultural and heritage leaders.

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in proceeding with the design and publication of a public art brochure and or uploading this content on existing Council owned digital assets.

No additional funds are required.

CONSULTATION

Team Leader - Visitor Engagement - Anna Kantilaftas

Arts and Cultural Facilitator - Mia Stocks

ATTACHMENTS

Attachment 1 - Motion on Notice - Art Trail Proposal - Cr Marilyn Henderson

Attachment 1 - Motion on Notice - Art Trail Proposal - Cr Marilyn Henderson

Motion on Notice
That the City of Victor Harbor create an Art Trail in the form of both a leaflet and a phone App.

Discussion:
With the increasing number of Public Art exhibits, including the emerging mosaic at the VH Primary School (which will not be easily visible to anyone passing through the town), I think it would be an appropriate time to create an 'Art Trail' to guide both visitors and locals around the art available in our Council area.

This would include the Bay Road Bridge Mosaic, the Whale-tail, 'On Occupied Territory', sculpture at the Causeway, Murals on Telstra building and Bendigo Bank, Main St. public art, Mosaics on Coral St toilets and on Hindmarsh Rd, and the Coral St Art Space and the VH Regional Galley; plus everything else we can think of.

Kind Regards,
Marilyn

18.4. Motion on Notice - Gymnastics at the Precinct - Cr Carlos Quaremba

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Jodi Roberts

RECOMMENDATION

(Cr Carlos Quaremba to propose his motion)

1. The City of Victor Harbor take a clear stance on precinct operating model and give certainty to Gymnastics victor Harbor by contractually disallowing any form of gymnastics to be run or offered by any other provider at the sports precinct for the term of the lease.

(Alternative recommendation proposed by administration)

2. That Council investigate the financial implications of amending the non-negotiables for the Precinct as per the below and report back to Council for further decision before progressing negotiations:
    a. provide exclusive rights to all recreational and competition gymnastics offerings at the Precinct to the Victor Harbor Youth Club; and
    b. exclude any form of recreational or competition Gymnastics at the Precinct.

(If Council want to enter into discission of a commercial nature the following recommendation is proposed by administration for going into confidence)

3. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, the Chief Executive Officer (Victoria MacKirdy), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Director Corporate and Customer (Karen Rokicinski), Group Manager Governance and Finance (Kellie Knight-Stacey), Executive Assistant (Katie Common) and Inclusion and Support Officer (Vicki Francis) be excluded from attendance at the meeting for Agenda Item 18.4 Motion On Notice - Gymnastics at the Precinct - Cr Carlos Quaremba.
    a. That Council is satisfied that, pursuant to Section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this agenda item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is proposing to conduct business or would prejudice the commercial position of the Council.
    b. In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding

the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of the Council's commercial position may severely prejudice Council's ability to be able to negotiate a proposal for the benefit of the Council and the community in this matter.

4. That having considered this Agenda Item 18.4 Motion on Notice - Gymnastics at the Precinct - Cr Carlos Quaremba in confidence under Section 90(2) and (3)(b) of the Local Government Act 1999, the Council;

   a. Pursuant to Section 91(7)(a) of the Act orders that the attachments and minutes be retained in confidence until the negotiations between the third parties and Council have been concluded and/or appropriate legal agreements have been executed or otherwise determined by the Chief Executive Officer: and
   b. The public be readmitted to the meeting.

PURPOSE

The purpose of this report is to provide for the consideration of a Motion submitted by Cr Quaremba pursuant to Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2013* in relation to Gymnastics at the Precinct.

A copy of Cr Quaremba's written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

I move that:

The City of Victor Harbor take a clear stance on precinct operating model and give certainty to Gymnastics victor Harbor by contractually disallowing any form of gymnastics to be run or offered by any other provider at the sports precinct for the term of the lease.

Commentary:

This will send a clear message to the developer/operator that our local community sporting groups take precedent over profits. The entire premise of the prescient is one of lifting and helping our local sporting groups to grow and flourish by providing them with a new sporting precinct, therefor as elected members we can not allow ratepayers money be used to adversely effect and in this instant lead to the demise of one off our oldest running sports club providing an opportunity to some of our youngest residents.

Victor Harbor gymnastics is governed by the highest standards as prescribed by the gymnastics south Australia and Gymnastics Australia. Under their model the best trained and certified instructor are provided. The safety and security of our local kids first is assured and as a non for-profit organization profits do not drive this sporting group.

Whilst the council has made a commitment to a new sporting precinct gymnastics community have done everything that was asked of them to be a key anchor tenant of the precinct and I

believe they would have been a great fit, but we cannot ask them to lower their standards to achieve this and nor should we, Therefor we should not punish them for standing up for what they believe in, by allowing a competing model at the ratepayer funded sport precinct. I believe a vote against this motion sends a very bad message to other sporting groups, that is that we are putting profits of a multinational over our sporting groups and we as a council are happy to wage war on said groups with rate payer funds in the process. I would also like to stress to elected members that there is a huge growing distrust and angry towards this project in the community, I believe some 600 signatures have be garnished and sent to the minister for local government in opposition to this project, lets not add fuel to the fire by turning our back on one of our own sporting groups.

Thank you for your consideration

OFFICER COMMENTARY

Background

At Ordinary Council Meeting on 28 August 2023, Council considered the foundational list of negotiables and non-negotiables as the principle on which the market-based approach for the regional Community, Sport and Recreation Precinct would be based.

One of the negotiable physical considerations endorsed was that “Council is willing to consider, and in fact encourages, a range of value-adds as long as they can be included within the budget cap, or alternatively, be offset by commercial ventures. Notably, these may be (but not limited to)…Dedicated gymnastics space (could initially be one of four shared court spaces)”.

With regards to resolution OC2722023, the Chief Executive Officer has released the following component from confidence:

"*...that gymnastics remain one of the desired tenants of the Precinct development as part of a multi-purpose community space. However, that Administration simultaneously pursue alternate locations for gymnastics noting that a dedicated gymnastics space may ultimately be ’value managed’ out of the Precinct in the initial stage of development*."

At this stage it was not foreseen that the private consortium would present an option that included gymnastics in the Precinct that was run by a commercial operator.

On 22 February 2024, Council was made aware of this proposal and since then has been working with the Victor Harbor Youth Club (VHYC) on possible collaboration or partnership opportunities. Staff first reached out to the club on 13 March 2024, however due to the schedules of the VHYC committee they were unable to meet with staff until 22 April 2024 at which time they signed a Confidentiality Agreement that allowed for detailed discussions with the proposed operator.

Since this time administration have had several meetings with the VHYC regarding their operations and how this could fit within the current commercial negotiations. It was evident from the outset that some members of the VHYC committee were not open to any form of partnership with Belgravia and despite being advised that they could still run a fully affiliated commercial program at the site, they decided to remove themselves from negotiations.

A deputation was given to Council on 27 May 2024 by three members of the VHYC.

Following a meeting on 4 June 2024, the VHYC provided their non- negotiables and negotiables for consideration by Council, the developer and operator. This is provided to members under separate cover.

Staff, in consultation with the developer and operator, provided details around which of these items could be accommodated and any financial impacts. This is provided to members under separate cover.

A meeting was held on 18 June 2024 with the proposed operator and four different operating models were discussed to consider the VHYC's proposals with regards to building/infrastructure, Club, program delivery, governance, finance and compliance. Each of these operating models required further work to be undertaken to confirm feasibility and costings. These are provided to members under separate cover.

These options were provided to the VHYC on 19 July 2024 in preparation for a further meeting that was scheduled for 23 July 2024. The meeting was postponed at the request of VHYC to allow the Executive Team time to process and discuss the presented information.

On 2 August 2024 members of the VHYC, at a meeting with the CEO, formally advised Administration of their decision to withdraw from any further negotiations with the proposed commercial partner for The Precinct. A copy of this notification has been provided to Council Members and was considered further at a briefing on 14 August 2024.

At the Ordinary Council Meeting on 26 August 2024, A Motion on Notice was proposed by Cr Carlos Quaremba and Council resolved the following:

OC2842024

Moved: Cr Carlos Quaremba

Seconded: Cr Carol Schofield

That the City of Victor Harbor invite a delegation consisting of Nastashia Buck Ceo of Gymnastic SA and Nyree Davis of Victor harbor Gymnastics to discuss the reasons and unpack their withdrawal of interest as a perspective anchor tenant from the sports precinct in a closed session

CARRIED

As resolved, the briefing session was held with Council Members on Monday, 9 September 2024.

Commentary

Council has entered into commercial negations with the preferred proponent as a direct negotiation process with a view to receiving a Detailed Proposal from the Proponent to masterplan, lease, fund, develop and manage the Precinct. The Commercial negotiations are based on Council's expectations and requirements.

As no decision or agreement are currently proposed to be entered into that tie Council to one operational model, Administration recommend that Council Members defer making a decision regarding this matter until the financial and legal impacts of the recommendation are known. These impacts are being worked through and will be presented as part of the Council Member briefing session on 25 September 2024.

In the current modelling the gymnastics portion of the building is expected to return a income/lease to the developer, refer to budget information provided under separate cover. In the circumstance where Council precludes a commercial operator in this space, there will be a shortfall in income to this amount. This amount does not take into account the possible impacts to other income sources if the participation rates and general activation of the precinct is lower i.e. the VHYC are unable to run the same extent of program offered by a commercial operator. The operator also would not see the efficiency inherent in running multiple programs in one site and therefore might experience flow on effect to their staffing and general financially viability of the operations.

There is currently a need for recreational gymnastics type offerings in Victor Harbor, particularly during the day when the VHYC does not run programs. Whilst the VHYC current facilities prohibit this to an extent, there are still concerns regarding the VHYC's capacity to run these programs, even with a new facility. This could result in a gap in service to the community and have a detrimental impact to the intent of the Precinct which is to maximise engagement and activation.

Given the investment, Council Members should consider the broader community need for gymnastics, both recreational and competition, and determine if the gymnastics area could still be hired by other groups, for carnivals, private studios or other gym sport groups within the region.

This decision could also set a precedent whereby, a future operator could look at including uses and offering on the court area to increase activation and viability that could be perceived to compete with other existing clubs. For example, if they were to start a social indoor netball competition as it is not currently offered, Council could be in a position where local clubs dispute the program being offered by the operator.

As mentioned at the briefing session held 16 September 2024, the project team are working on alternate operational models will also have impacts to financial viability and programing, all of which will be presented back to Council at future briefing sessions.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Council have entered into a legally binding Direct Negotiation Framework Agreement with the Proponent based on a Council's foundational list of negotiables and non-negotiables as the principles, endorsed by Council 28 August 2023, on which the market-based approach would be based. Any changes to the Project Principles should be considered in terms of the Agreement, legal advice may be required. This risk is assessed as *medium*.

Financial Management - In the event that a detailed proposal is provided by the development partner but not executed by Council for a reason outside of the control of the project team (for a change in scope), and a transaction and/or Performance fee is not payable, a Minimum Mandate Fee of 40% of the equivalent Performance Fee is Payable. This risk is assessed as ***high*.**

Financial Management - The financial implications of excluding the commercial operator running a gymnastics program at the Precinct is not known and still requires further investigation. As Council are not proposing to enter into any agreement regarding this before this information is known, the deferral of this decision until this information is known is recommended and mitigates this risk. This risk is assessed as ***medium*.**

Reputation - The local sporting club, VHYC, have withdrawn from the Precinct process and have advised members that if gymnastics if offered at the Precinct their club would not longer be viable. If Council enable commercial offerings at the Precinct that are in direct competition with the existing programs offered by the VHYC. There is a risk that the club would no longer be financially viable. This risk is assessed as ***medium.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Strategy - Improve the health and well-being of our community
- Priority - Support the growth of local and regional sporting clubs and facilities

Aspiration 3 - We manage growth and change responsibly

- Strategy - Promote and support local business development and employment opportunities

BUDGET IMPLICATIONS

Budget Implications of Cr Quaremba's motion are provided to Council Members under separate cover to prejudice the commercial position of the person who supplied the information.

There are no budget implications in the recommendation proposed by staff to investigate the financial implications of Cr Quaremba's proposal.

CONSULTATION

Council Members at Briefings on 9 and 16 September 2024

Project Officer – Louise Hampel

ATTACHMENTS

Attachment 1 - Motion on Notice - Gymnastics at the Precinct - Cr Carlos Quaremba

Attachment 1 - Motion on Notice - Gymnastics at the Precinct - Cr Carlos Quaremba

From: Carlos Quaremba
To: Victoria MacKirdy
Cc: Council Members
Subject: motion on notice for 23 september 2024
Date: Sunday, 15 September 2024 10:11:27 AM

Hi Victoria

Could you please include the following motion for the upcoming council meeting

I move that:

The City of Victor Harbor take a clear stance on precinct operating model and give certainty to Gymnastics victor Harbor by contractually disallowing any form of gymnastics to be run or offered by any other provider at the sports precinct for the term of the lease.

Commentary:

This will send a clear message to the developer/operator that our local community sporting groups take precedent over profits. The entire premise of the prescient is one of lifting and helping our local sporting groups to grow and flourish by providing them with a new sporting precinct, therefor as elected members we can not allow ratepayers money be used to adversely effect and in this instant lead to the demise of one off our oldest running sports club providing an opportunity to some of our youngest residents.
Victor Harbor gymnastics is governed by the highest standards as prescribed by the gymnastics south Australia and Gymnastics Australia. Under their model the best trained and certified instructor are provided. The safety and security of our local kids first is assured and as a non for-profit organization profits do not drive this sporting group.

Whilst the council has made a commitment to a new sporting precinct gymnastics community have done everything that was asked of them to be a key anchor tenant of the precinct and I believe they would have been a great fit, but we cannot ask them to lower their standards to achieve this and nor should we, Therefor we should not punish them for standing up for what they believe in, by allowing a competing model at the ratepayer funded sport precinct. I believe a vote against this motion sends a very bad message to other sporting groups, that is that we are putting profits of a multinational over our sporting groups and we as a council are happy to wage war on said groups with rate payer funds in the process. I would also like to stress to elected members that there is a huge growing distrust and angry towards this project in the community, I believe some 600 signatures have be garnished and sent to the minister for local government in opposition to this project, lets not add fuel to the fire by turning our back on one of our own sporting groups.

Thank you for your consideration

Regards Cr Quaremba

19. MOTIONS WITHOUT NOTICE

20. CONFIDENTIAL ITEMS

20.1. CONFIDENTIAL - CEO Performance Review Committee Meeting Minutes - 11 September 2024

Committee: Ordinary Council Meeting

Meeting Date: 23 September 2024

Report Author: Katie Common

Council Member Representatives: Mayor Moira Jenkins, Cr Carol Schofield, Cr Michael Quinton, Cr Brayden Mann

---

RECOMMENDATION

1. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the Public, except the Chief Executive Officer (Victoria MacKirdy), Director Community and Development (Graham Pathuis), Director Corporate and Customer Service (Karen Rokicinski). Acting Group Manager Governance and Finance (Michelle James), Executive Assistant (Chelsie Butler and Katie Common), Access and Inclusion Support Officer (Vicki Francis) be excluded from attendance at the meeting for Agenda Item 20.1 – CONFIDENTIAL – CEO Performance Review Committee Meeting Minutes – 11 September 2024.

    a. The Council is satisfied that, pursuant to Section 90(3)(a) of the Act, the information to be received, discussed, or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

    b. In addition, the disclosure of this information, would, on balance, be contrary to the public interest. The public interest in public access to the meetings has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large from withholding the information outweighs the benefit to it of disclosure of the information.

4. That having considered Agenda Item 20.1 – CONFIDENTIAL – CEO Performance Review Committee Meeting Minutes - 11 September 2024 in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999, the Council:

    a. Pursuant to Section 91(7) of the Act orders that the report, attachments and discussions be retained in confidence until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) or otherwise determined by the Chief Executive Officer; and

    b. The public be re-admitted to the meeting.

21. CLOSURE

ATTACHMENTS UNDER SEPARATE COVER

Agenda Item 10.3 - Urban Growth Management Strategy - Discussion Paper Engagement Results and First Draft for Public Consultation

10.3 - Attachment Under Separate Cover - UGMS - Discussion Paper Engagement Results and First Draft for Public Consultation - cover page.docx

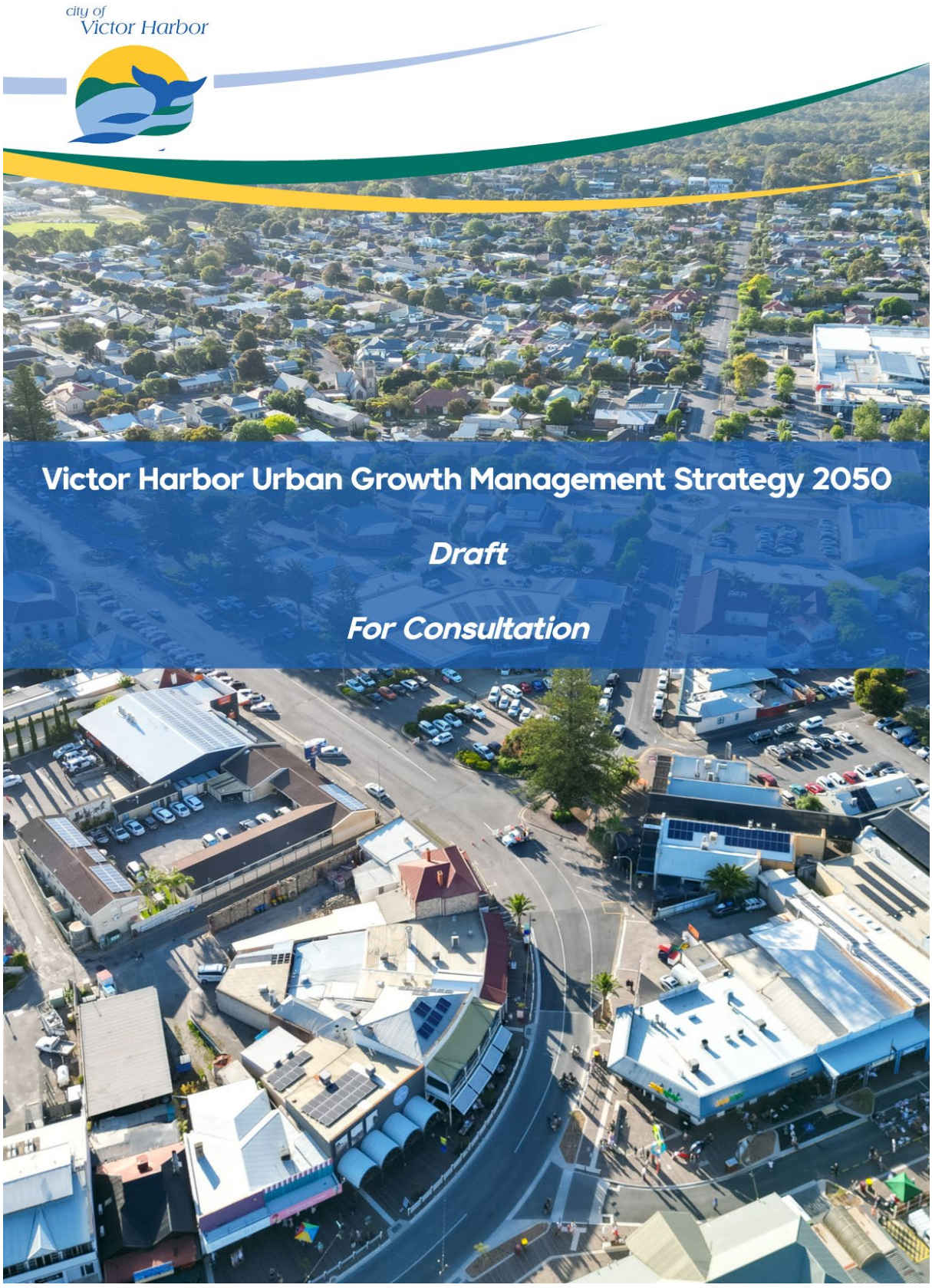
Attachment Under Separate Cover

Ordinary Council Meeting – 23 September 2024

Agenda Item 10.3 – Urban Growth Management Strategy – Discussion Paper Engagement Results and First Draft for Public Consultation

www.victor.sa.gov.au

This page is intentionally left blank


city of
Victor Harbor
Victor Harbor Urban Growth Management Strategy 2050
Draft
For Consultation

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Acknowledgement of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people as the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Island people across Australia.

Alyenik Ramindjeri-Ngarrindjeri ruwi. Ya:ral-inti towun, nginti Ngul-ildal Ramindjeri-Ngarrindjeri meli. Kar yamalai ma:thawar alyenik ruw-ald.

This here is Ramindjeri-Ngarrindjeri land. When you tread, you should think of the Ramindjeri-Ngarrindjeri people. They are the first custodians of this land.



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Contents

Acknowledgement of Country 2
Mayor's Message 4
Introduction from the CEO 5
About our Strategy 6
- Role of the Strategy 7
- Preparation of the Strategy 8
- Engagement Summary 9

Context 12
- Victor Harbor Now 12
- Victor Harbor in 2050 14
- Responding to our Community Plan 16
- Responding to the Greater Adelaide Regional Plan 17
- Council's role in managing urban growth 18

The Strategy 20
- Principle 1: **Housing** supply meets the needs of our community 22
- Principle 2: Our **economy** is productive, prosperous and attracts investment 28
- Principle 3: **Services and infrastructure** meet demand and are reliable and efficient 32
- Principle 4: Our **environment** is protected and enhanced 38
- Principle 5: Our **landscape, character and heritage** is celebrated and retained 42
- Principle 6: Council's long term **financial sustainability** is not compromised by urban growth 46

Implementation 47

Definitions 54
Acronyms 56
References 57
Appendix 1 – Outcomes of the Medium Density Development Analysis 58
Appendix 2 – Summary of Services and Infrastructure and their Core Providers 60
Appendix 3 – Social Infrastructure Benchmarks 61
Appendix 4 – Sporting Facility Benchmarks 62

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Mayor's Message

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Introduction from the CEO

DRAFT FOR CONSULTATION
SEPTEMBER 2024

About our Strategy

The population of Victor Harbor, and the surrounding suburbs, is expected to grow by approximately 8,000 people over the next 25 years. It is important that we manage growth over this period to remain a thriving community with a strong economy, without losing the character that makes Victor Harbor unique.

The Urban Growth Management Strategy 2050 (UGMS) is the City of Victor Harbor's blueprint for managing urban growth to 2050 in a way that supports Council's vision:

The City of Victor Harbor is a place of choice to live, work, invest and visit.

To achieve this, the Strategy is guided by six overarching principles which balance the changing needs of our growing community whilst protecting the aspects of our City that make Victor Harbor a place of choice to live, work, invest and visit.

It is important to highlight that to deliver Council's vision, each of the Principles need to work together and the success of one Principle cannot occur unless all Principles are successful. For example, to deliver housing supply (Principle 1), we need reliable and efficient services and infrastructure (Principle 3).

Figure 1 - Our Vision and Principles



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Role of the Strategy

The Strategy will guide Council in making well-informed, strategic decisions. Figure 2 outlines Council's strategic planning framework.

Figure 2 - Council's Strategic Framework



The Strategy will guide Council's decision making in relation to:

- Planning, funding and the timely delivery of physical and community infrastructure and environmental management initiatives;
- Long-term land use planning, identifying preferred development outcomes and prioritise timing options for conservation areas, public open space, community services, employment lands and residential development;
- Informing State Government land use and infrastructure planning, funding and delivery programs, including the Greater Adelaide Regional Plan that is currently being prepared by the State Government; and
- More effective and efficient governance through the integration of Council's strategic management plans and policies.

This Strategy will also be used to guide Council's feedback to Planning and Design Code Amendments (also known as rezoning proposals) which may be initiated by the State Government, Council or private land owners.

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Preparation of the Strategy

The preparation of this Strategy commenced in February 2024 and will occur over 3 stages.

Stage 1 included a comprehensive review of Council's strategies and investigations which had been undertaken to inform the Strategy.

The outcomes of this review have been included in a Discussion Paper, which details:

- what we are planning for;
- the current situation;
- key opportunities and challenges for planning for Victor Harbor to 2050; and
- options to 2050.

This Strategy is intended to be read in conjunction with the Discussion Paper.

Community engagement on the Discussion Paper occurred over June and July 2024, and included community drop-in sessions, a survey and an opportunity for written submissions.

Some 107 people or organisations provided feedback on the Discussion Paper, including:

- Approximately 25 people who attended the Community Drop In Sessions;
- 66 responses to the survey; and
- 17 written submissions

The majority of people who participated in the engagement activities were local residents (86% of survey participants and 38% of written submissions). Alexandrina Council, the Department of Education, Department of Health and Wellbeing, the Department for Environment and Water, Country Fire Service and the Conservation Council of SA were specific stakeholder groups which provided feedback.

Figure 3 - Preparation of the Strategy



DRAFT FOR CONSULTATION
SEPTEMBER 2024

What We Heard

A number of matters were raised by multiple members of our community during the engagement. A summary of the matters which were raised most frequently is provided below.

The feedback regarding each theme has informed the preparation of this Strategy and the key principles.

Housing

We need to plan for:

- Demand for housing
- A diverse range of housing, to meet the diverse needs of our community
- Affordable housing
- Managing the impact of holiday homes on housing demand

We need to balance new housing through both greenfield development and infill development and focus on land within the urban growth boundary first, and extending the boundary second.

The Economy

We need to plan for:

- Commercial centres in Encounter Bay and near the Ring Road (Welch Road / Armstrong Road) to reduce pressure on the centre for day-today shopping needs (i.e., supermarket)
- Rezoning underutilised land within the urban growth boundary for commercial and employment purposes
- Growth to the north of Waterport Road

Community and Social Infrastructure

We need to plan for:

- The provision of additional medical and child care services

Physical Infrastructure and Utilities

We need to plan for:

- Infrastructure delivery to occur before its needed
- Improvements to stormwater infrastructure and roads, in particular

Transport and Connectivity

We need to plan for:

- The impact of increased traffic
- More transport options, including public transport and ride share options
- Improvements to the pedestrian and bicycle network

Environment

We need to plan for:

- Climate change
- Protecting our environment and coastline
- Protecting our trees and tree canopy

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Landscape Character, Amenity and Heritage

We need to plan for:

- the protection of Victor Harbor's character, ridgeline gateways and hills face areas

Most people agreed that Waitpinga Road and Adelaide to Victor Harbor Road were the key gateways into Victor Harbor. Other gateways mentioned were Port Elliot Road, Waterport Road, Armstrong Road / Welch Road and Inman Valley Road.

Recreation and Open Space

We need to plan for:

- Public open space within new developments and within areas which are being rezoned

Other Feedback worth noting:

We need to plan for:

- Everyone, young and old
- Regional planning efforts, across the whole of the Fleurieu Peninsula region



DRAFT FOR CONSULTATION
SEPTEMBER 2024



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Context

Victor Harbor Now

Victor Harbor is a coastal city on South Australia's Fleurieu Peninsula, about 80 kilometres south of the Adelaide CBD. The Ramindjeri and Ngarrindjeri Aboriginal people are the traditional owners of the land.

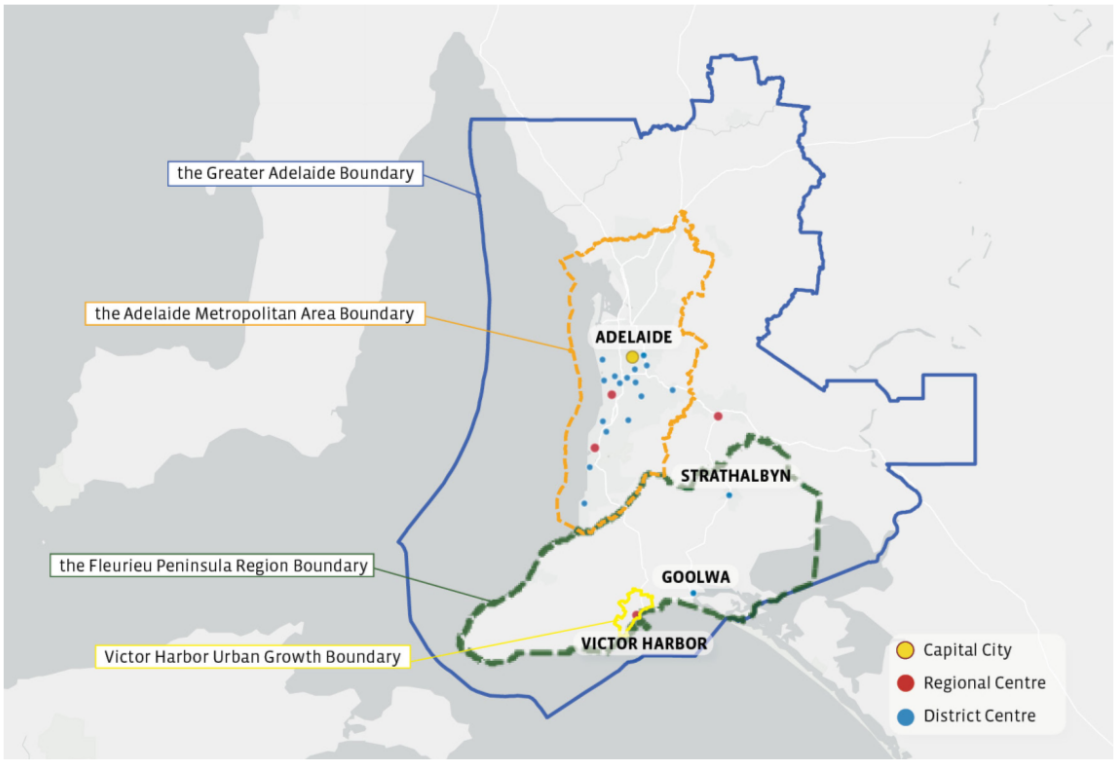
Victor Harbor's context is unique;

- it is the only regional centre or satellite city within Greater Adelaide that is on the coast; and
- it is within the Greater Adelaide region but is outside of metropolitan Adelaide.

As the regional centre or hub of the Fleurieu Peninsula Region, Victor Harbor provides a range of services, functions and facilities including retail, administration, health, government, tourism, culture and entertainment, community, business, education, and recreation.

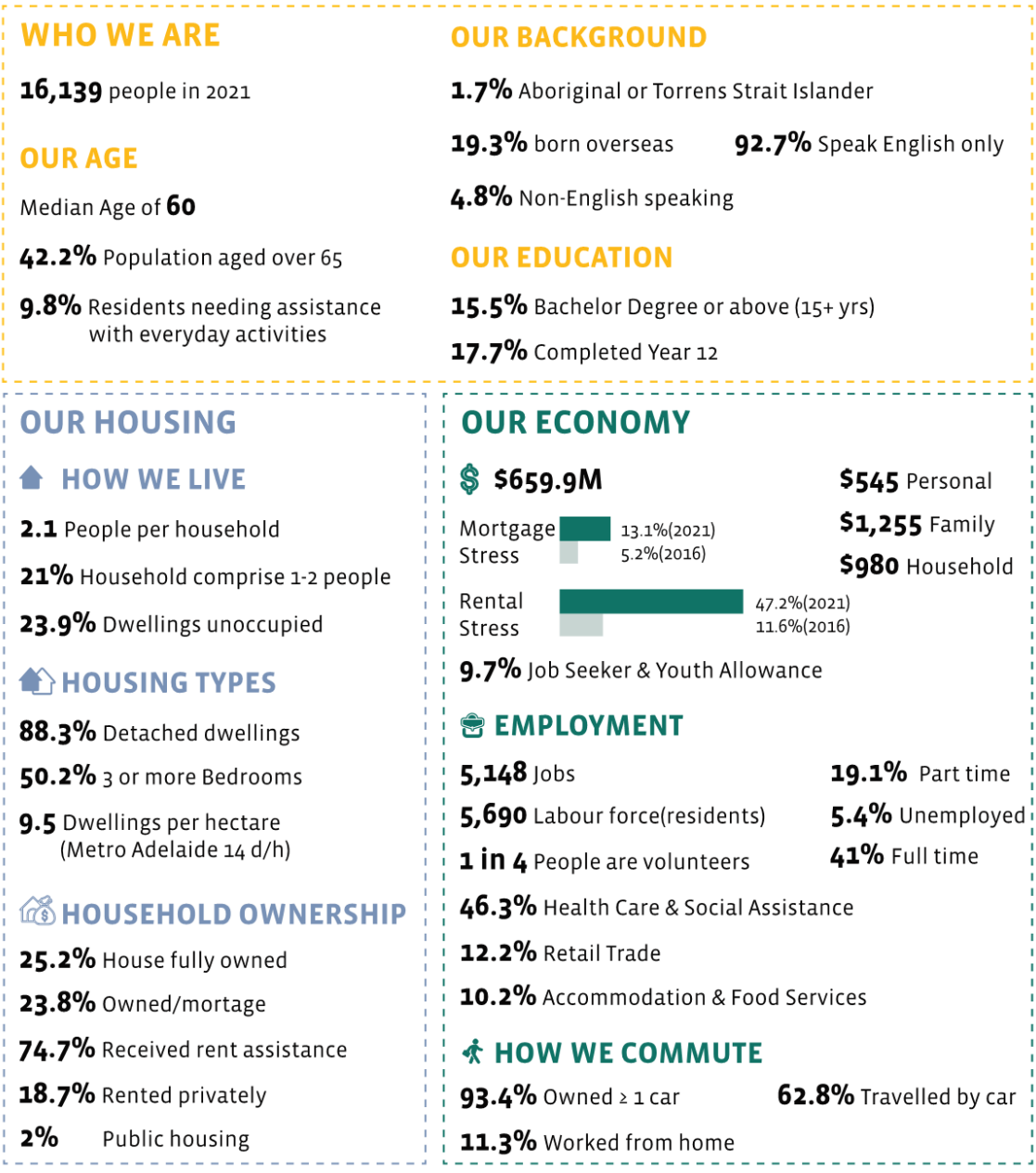
Map 1 shows the geographic context of Victor Harbor whilst Figure 4 provides a snapshot of the Victor Harbor community and economy.

Map 1: Geographic Context



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Figure 4 - Victor Harbor Snapshot



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Victor Harbor in 2050

Over the next 25 years, Victor Harbor will need to adapt, manage, and respond to a number of changes to ensure it remains a great place to live, work, invest and visit. These include:

Population Growth

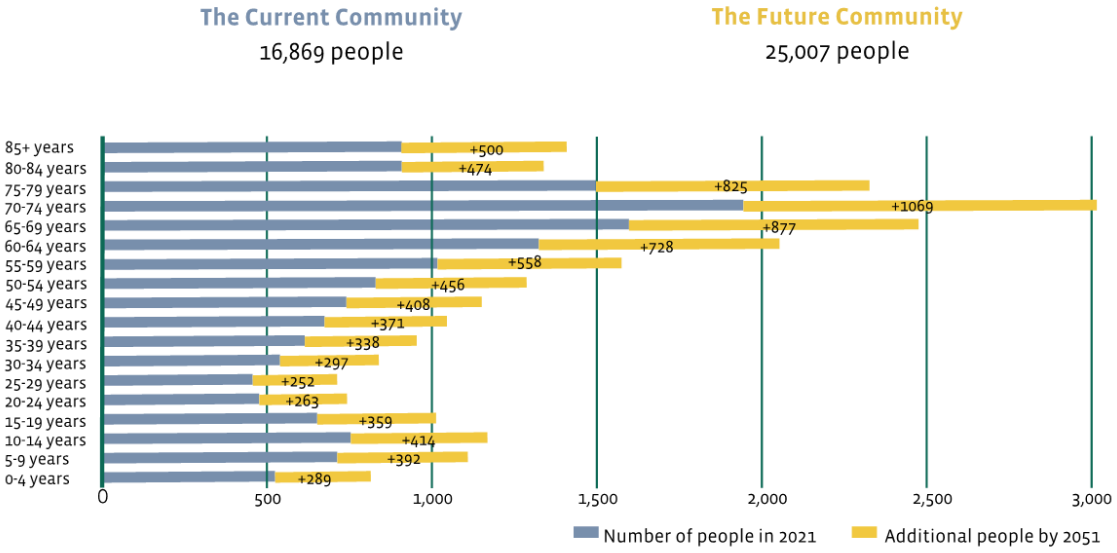
Our population is expected to grow by more than 8,000 people over the next 25 years. To accommodate this growth, we need to plan for houses, jobs, services and infrastructure to support the future community without impacting upon the character that makes Victor Harbor unique.

Overall, the population of the Fleurieu Peninsula Region is projected to grow by more than 19,000 people by 2041. As the primary service centre of the Region, this will increase demand for the businesses and services located within Victor Harbor.

An Age Friendly City

More than 40% of our population is aged over 65. As shown by Figure 5 the number of people aged over 65 within the City of Victor Harbor is expected to grow by more than 3,700 people by 2051. As a result, it is important that Victor Harbor is an age friendly city[1] that supports active ageing by optimising opportunities for health and participation to enhance people's quality of life.

Figure 5 - Population Projection for Victor Harbor



* The data was forecast for a 30 year period from Census data dated 2021.
[1]The City of Victor Harbor is not currently a part of the World Health Organisation's Global Network for Age-friendly Cities and Communities.

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Our Economy

Our Economic Development Strategy 2020 - 2030 identifies that:

- Economic output is heavily constrained by the lack of local wealth-generating activity; and
- The Victor Harbor economy is heavily dependant on external factors, primarily government funded welfare and services, to remain sustainable.

Accordingly, we need to plan for a broader range of industry sectors, increasing levels of economic self-reliance, a balanced year-round economy, and a recognition of Victor Harbor as a destination ready for investment.

Climate Change

The Climate Change Adaption Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Regions forecasts that the following changes will impact Victor Harbor by 2070:

- Rainfall to decline by 6% and intensity to increase by 11%;
- Maximum temperatures to increase by 1.5^{o}C;
- Minimum temperatures to increase by 1.2^{o}C; and
- Extreme heat in Victor Harbor to increase by 30% to 11 days per year over 35°C.

This will result in Victor Harbor being warmer and drier with rising sea levels. These impacts will influence the way we need to design infrastructure to adapt to these changes and highlight the need to take steps to mitigate further climate change by reducing greenhouse gas emissions.



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Responding to our Community Plan

The City of Victor Harbor's Community Plan sets the aspirations for our community. These aspirations aim to be bold and visionary, at the same time as protecting all of the things we love about Victor Harbor. They include:

We are a caring, connected and active community

We are financially sustainable and well-governed organisation

We have services and infrastructure that meet our communities needs

We manage growth and change responsibly

We have a culture of innovation, collaboration and creativity

We protect our environment

The update of Council's Urban Growth Management Strategy is fulfilling one of the priorities of the Community Plan.

This Strategy is intentionally aligned with the aspirations contained within our Community Plan to ensure that we deliver on those aspirations, as shown by Table 1 below.

Table 1 - Alignment between the Urban Growth Management Strategy and the Community Plan

The Urban Growth Management Strategy 2050 Principles	Links to Community Plan Aspirations
Principle 1: **Housing** supply meets the needs of our community	
Principle 2: Our **economy** is productive, prosperous and attracts investment	
Principle 3: **Services and infrastructure** meet demand and are reliable and efficient	
Principle 4: Our **environment** is protected and enhanced	
Principle 5: Our **landscape, character and heritage** is celebrated and retained	
Principle 6: Council's long term **financial sustainability** is not compromised by urban growth	

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Responding to the Greater Adelaide Regional Plan

The Greater Adelaide Regional Plan (GARP) is currently being drafted by the State Planning Commission and will replace the 30 Year Plan for Greater Adelaide. The Plan will identify growth over a 15 to 30 year period, by investigating and guiding:

- where houses and employment land is planned;
- how housing will be developed and population will be serviced;
- which areas need conservation and protection; and
- what major infrastructure is needed and how it will be provided.

The GARP Discussion Paper was released for consultation in 2023 and identified Victor Harbor as one of the growth investigation areas to meet demand for housing over the next 30 years. Victor Harbor has been nominated as an investigation area for growth as a result of the significant government investment in roads, including the Fleurieu Connections Project (Main South Road and Victor Harbor Road duplications).

The GARP also identifies:

- The need to maintain an inter-urban break between Victor Harbor and Goolwa to maintain their township identity; and
- The need for new industrial land to provide employment to growing communities including the Fleurieu Peninsula, which is being investigated to the west of Goolwa.

It is anticipated that the draft GARP will be released for consultation in September 2024.



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Council's role in managing urban growth

Everything that Council does helps to shape the future of Victor Harbor. The role that Council takes varies depending on the circumstances including legal requirements, relative priorities, and funds available. Council's resourcing requirements tend to increase as roles increase, or leader with significant resourcing required as a provider.

A summary of Council's various roles is provided in Figure 6.

There are a variety of key stakeholders which influence urban growth including:

- Federal Government, who:
  - Set housing targets for Australia and each State;
  - Set the national building standards in the National Construction Code; and
  - Provide funding for significant infrastructure.
- State Government, who:
  - Strategically plan to meet demand for residential, commercial and employment land for the whole State, through the Greater Adelaide Regional Plan;
  - Set the State-wide planning rule book which contains all policies that guide where development occurs and the criteria that new development should meet;
  - Coordinate and deliver State infrastructure.
- Council, who:
  - Act as leader with respect to setting the strategic plan for the area's future having regard to demand for land for housing and business;
  - Act as a provider of local infrastructure;
  - Act as an enabler by advocating for funding and infrastructure from other levels of Government.
- Utility providers who are responsible for strategically planning, financing and delivering core infrastructure such as water supply, sewer, electricity and telecommunications.
- Development and construction industry, who develop land and infrastructure and build houses, facilities, and businesses.

The actions contained within this Strategy are focussed on matters which are within the Council's control or influence. Where a particular objective requires coordination or action from other key players, such as State Government, the action will be focussed on enabling, rather than providing or leading.

Figure 6 - Council Roles

INCREASING COUNCIL RESPONSIBILITY

NO ROLE		The council chooses not to have a role in relation to a particular service or activity
ENABLER	Information Channel	Information about a service or activity of other bodies is channelled through council communication activities
	Advocate	The council may advocate to another level of Government or other organisations for certain things to happen. This could range from a single event (such as writing to a Minister) through to an ongoing campaign
	Facilitator	A step further from advocacy where the council may try to bring parties together to work out a solution to an issue affecting the council area
PROVIDER	Agent	Typically this would involve the council delivering a service, funded by a Government agency, that is (or likely to be regarded as) the responsibility of another level of Government
	Part Funder	The council either provides funding to another body to meet part of the cost of that body providing a function/service activity, or receives funding from another body (usually a Government agency) to meet part of the cost of the council delivering it
	Asset Owner	As the owner (or custodian) of an asset (road, footpath, playground, etc) the council has responsibility for capital, operating and maintenance costs
	Regulator	The council has legislated roles in a range of areas which it is required to fund from its own funds (apart from fees for cost recovery, Government grants)
	Service Provider	The full cost (apart from fees for cost recover, government grants etc.) for a service or activity is met by council
LEADER	Strategic Planning	The council has a role as a community leader by setting out a strategic plan for the area's future
	Policy Setter	The council sets public policy to guide the operation of the council
	Educator	The council has an important role to assist in educating the community on key issues

DRAFT FOR CONSULTATION
SEPTEMBER 2024

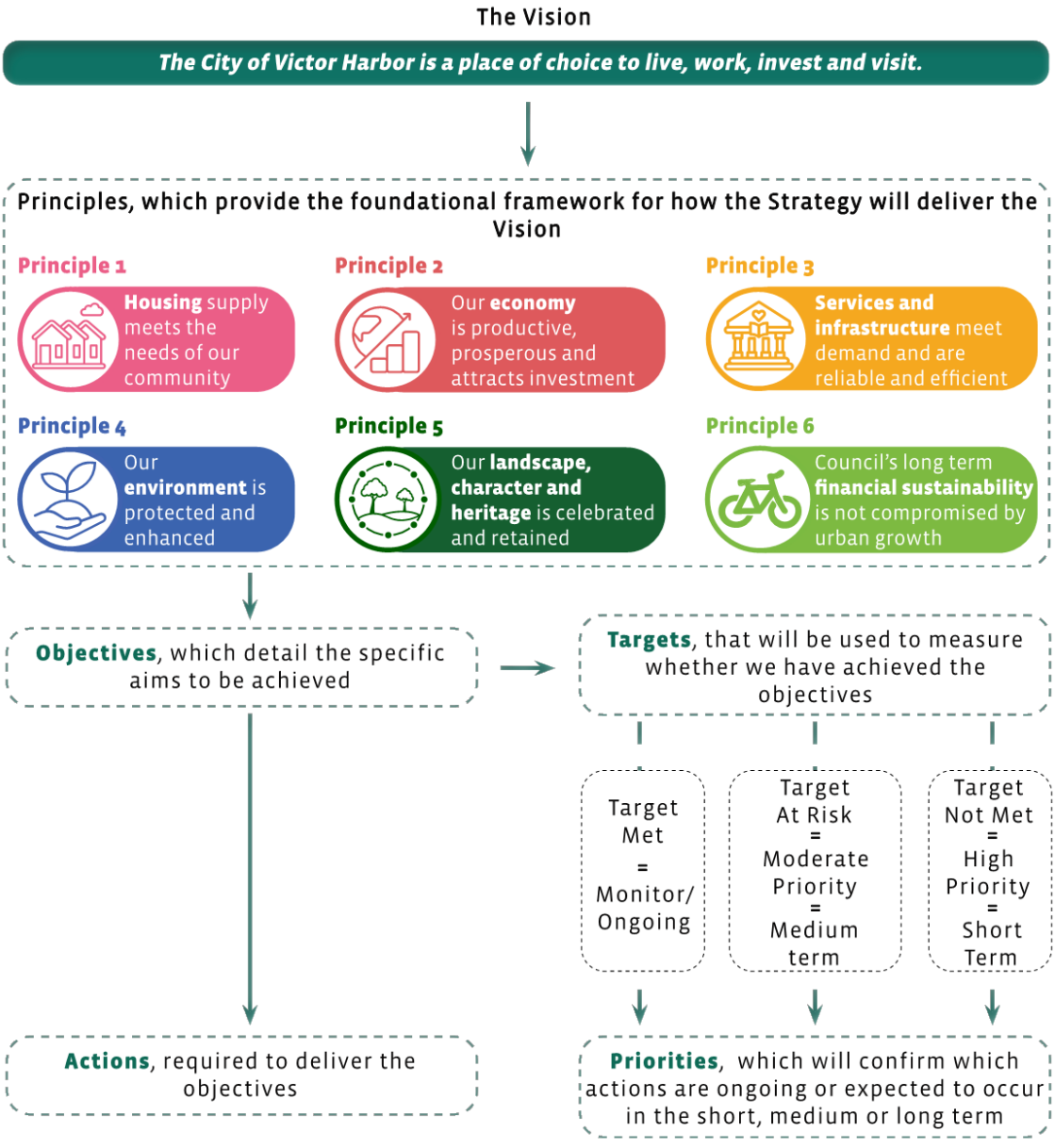
The Strategy

This Strategy is guided by six overarching principles which balance the changing needs of our growing community whilst protecting the aspects of our City that make Victor Harbor a place of choice to live, work, invest and visit. These principles are supported by objectives and targets which will outline the specific aims to be achieved. The strategic framework is shown overleaf.

Priorities have been informed by whether a target is currently met (low priority), at risk (moderate priority) or not met (high priority). Actions which are a high priority are expected to be addressed in the short term (within 5 years) and moderate priorities in the medium term (within 10 years). Low priorities require ongoing monitoring to confirm if the targets are met and if action is required.



DRAFT FOR CONSULTATION
SEPTEMBER 2024



PAGE 21

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 1

Housing supply meets the needs of our community



The Strategy plans for new housing to support the growing population in a way that ensures the City of Victor Harbor is a great place to live for its current and future community. This includes:

- Housing Supply: Ensuring that there are enough houses to meet demand;
- Housing Diversity: That housing supply is diverse to support our community in all stages of life ;
- Responsibly Planning for Growth: Growth areas are identified having regard to the other principles and objectives within this Strategy; and
- Optimising the use of land and infrastructure.

Each of these factors are considered below.

These factors have informed the Objectives and Targets within this Strategy.

Housing Supply

By 2050, it is expected that approximately 4,600 additional houses will be needed to accommodate the growing population. There are three areas where this housing supply can be accommodated, which are:

Existing residential areas	Current Deferred Urban Zone	Future Deferred Urban Zone
Are areas where residential development is expected to occur and are zoned for this purpose.	Are areas that need to be rezoned before they are developed, and may be rezoned for residential purposes.	Are areas that have been identified for future development after changes to the Urban Growth Boundary.

A summary of the land supply capacity of each of these areas is provided on Map 2.

In 2024, there is enough existing land supply to accommodate between 3,600 and 4,200 houses[2], through a combination of both infill development and development of vacant land within the existing residential areas (i.e., greenfield development).

This means additional land for 400 to 1,000 homes will be needed by 2050.

Greenfield development is typically a more reliable mechanism of providing long term housing supply as opportunities for infill development near our centres diminish. As a result, additional land for greenfield development has been identified in this Strategy.

Housing Diversity

In addition to supply, it is important that housing supply is diverse to support our community in all stages of life. This requires residential zones to allow flexibility with respect to the type of housing that can be developed and identifying opportunities to increase the density of housing in close proximity to services (infill development). An analysis of the opportunities for medium density infill is provided in Appendix 1 and identifies that medium density development is already encouraged in several key locations around the historic town centre, other activity centres and the coast. This is an important consideration for future Code Amendments.

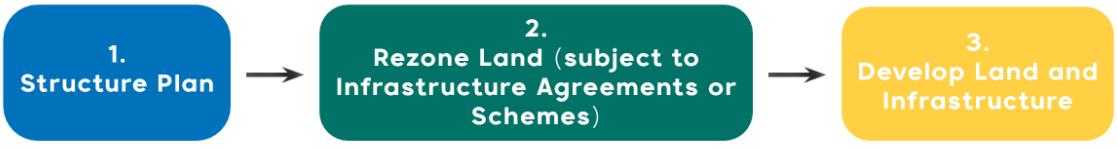
Responsibly Planning for Growth

Three options for expanding Victor Harbor's urban growth boundary were included within the Discussion Paper. Extending north along Adelaide - Victor Harbor Road to Hindmarsh Tiers Road was identified as the best location for the future growth of Victor Harbor for the following reasons:

- It is a logical extension of the urban area: and
- it is connected to the primary road network

Optimising the Use of Land and Infrastructure

In order to ensure land use and infrastructure is planned for in an orderly and economic way, rezoning of land needs to be supported by robust investigations and structure planning. As a result, for the current Deferred Urban Zone and Future Deferred Urban Zone, this Strategy anticipates that the following process is followed:



[2] More information can be found in the Residential Land Requirements Report, available with other Reference Documents, here: https://www.yoursay.victor.sa.gov.au/ugms

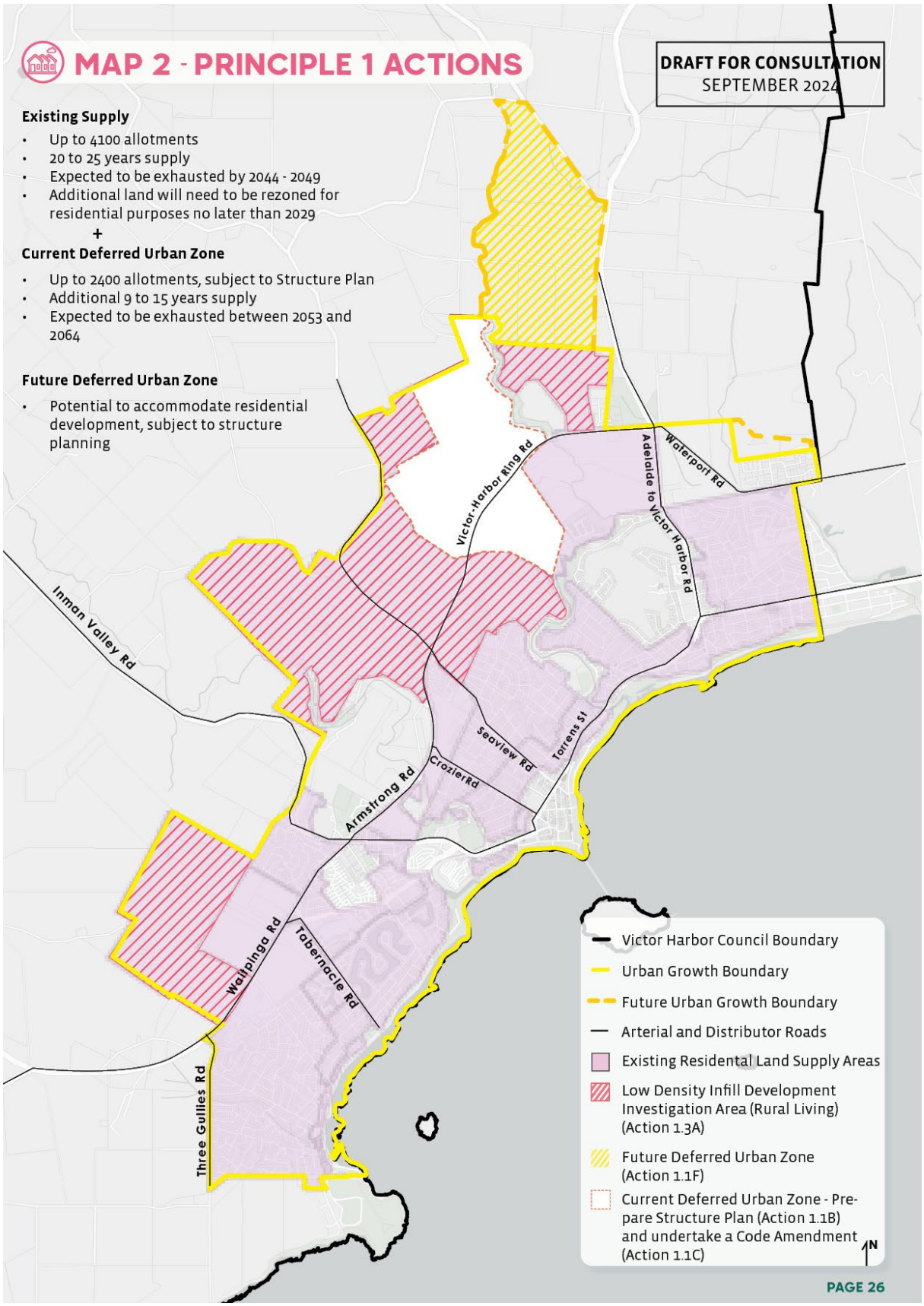


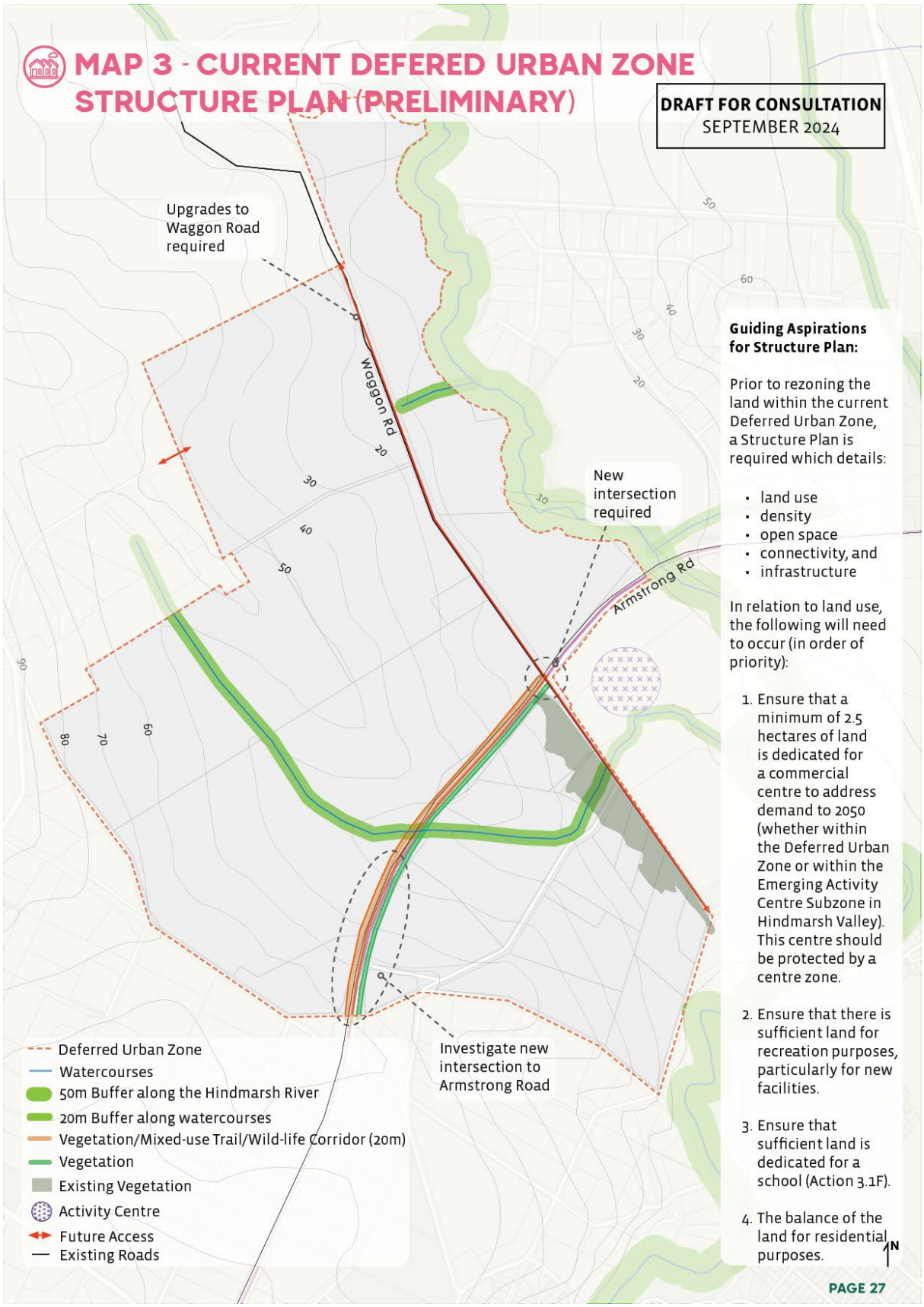
Principle 1: Housing supply meets the needs of our community

Objectives	Target	Actions	Priority
1.1 - There is an adequate supply of residential land that meets demand	Maintain between 15 and 25 years of land that is zoned to support housing	1.1A - Monitor the construction of new dwellings and remaining supply to identify when land should be rezoned for residential purposes	Ongoing
		1.1B - Prepare a Structure Plan for the current Deferred Urban Zone that considers the Guiding Aspirations shown on **Map 3**	Short
		1.1C - Undertake a Code Amendment to rezone land to reflect the Structure Plan (following Action 1.1B)	Medium
	The UGMS identifies residential land supply for a minimum of 25 years	1.1D - Identify residential land for the next 30 years, to ensure that changes to the Environment and Food Production Area occur ahead of need (shown as Future Deferred Urban Zone on **Map 2**)	Short
		1.1E - Advocate for change to the Environment and Food Production Area to accommodate the Future Urban Growth boundary shown on **Map 2**	Ongoing
		1.1F - Rezone land within the Future Deferred Urban Zone (shown on **Map 2**) to the Deferred Urban Zone, after the completion of Action 1.1E	Medium
		1.1G - Prepare a Structure Plan for the Future Deferred Urban Zone which details land use, density, open space, connectivity and infrastructure	Medium

Objectives	Target	Actions	Priority
1.2 - New housing delivers a variety of options in terms of type, size and tenure to respond to: • the needs of our community, through all stages of life, and • the desire to attract young families	A minimum of 15% of new housing comprises: • dwelling forms other than detached dwellings; or • residential allotments less than 300 square metres in size	1.2A - Ensure that future Code Amendments for residential purposes propose Zones that encourage a variety of housing types and sizes that results in inclusive housing outcomes	Ongoing
		1.2B - Support policy reform that encourages housing diversity and modernises policy relating to retirement living[3]	Ongoing
1.3 - Infill development occurs at a: • Medium density in areas that are close to services (within 400 metres of centres) • Low density in rural living areas	A minimum of 30% of new housing is created through infill development	1.3A - Investigate rezoning land within the Rural Living Zones to support infill development (shown as low density infill development investigation area on **Map 2**)	Medium
		1.3B - Review the outcomes of the Future Living Code Amendment (once implemented) and investigate a Code Amendment to introduce the Co-Located Housing Overlay[4] to existing residential areas	Short
1.4 - Urban growth results in an orderly, integrated, and efficient settlement pattern which is sequenced in a logical way	Rezoning of land within the Deferred Urban Zone is supported by a Structure Plan. Structure Plans detail land use, density, open space, connectivity and infrastructure. Growth areas are contiguous with the existing urban area	1.4A - Ensure that Code Amendments proposing to rezone land within the urban growth boundary result in an orderly, integrated and efficient settlement pattern (or demonstrate how this can be achieved)	Ongoing
		1.4B - Amendments demonstrate that growth areas subject to a rezoning are consistent with this objective	Ongoing
1.5 - Urban Growth Areas are not located in areas that are exposed to a high hazard risk, including the effects of bushfire, drought, flooding and heatwaves.	Urban Growth Areas occur in areas with a low to moderate risk of hazards	1.5A - Monitor Code Amendments undertaken by the State Government in relation to hazard mapping and their findings in relation to the Future Deferred Urban Zone shown on **Map 2**	Ongoing

[3] The State Planning Commission has initiated an Accommodation Diversity Code Amendment and a Future Living Code Amendment which both seek to make policies that support housing diversity
[4] The Co-located Housing Overlay is a new overlay which will be introduced by the Future Living Code Amendment


MAP 2 - PRINCIPLE 1 ACTIONS
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Existing Supply
• Up to 4100 allotments
• 20 to 25 years supply
• Expected to be exhausted by 2044 - 2049
• Additional land will need to be rezoned for residential purposes no later than 2029
+
Current Deferred Urban Zone
• Up to 2400 allotments, subject to Structure Plan
• Additional 9 to 15 years supply
• Expected to be exhausted between 2053 and 2064
Future Deferred Urban Zone
• Potential to accommodate residential development, subject to structure planning
Victor-Harbor Ring Rd
Adelaide to Victor Harbor Rd
Waterport Rd
Inman Valley Rd
Seaview Rd
Torrens St
Crozier Rd
Armstrong Rd
Wallpinga Rd
Tabernacle Rd
Three Gullies Rd
Victor Harbor Council Boundary
Urban Growth Boundary
Future Urban Growth Boundary
Arterial and Distributor Roads
Existing Residental Land Supply Areas
Low Density Infill Development Investigation Area (Rural Living) (Action 1.3A)
Future Deferred Urban Zone (Action 1.1F)
Current Deferred Urban Zone - Prepare Structure Plan (Action 1.1B) and undertake a Code Amendment (Action 1.1C)
N
PAGE 26


MAP 3 - CURRENT DEFERED URBAN ZONE STRUCTURE PLAN (PRELIMINARY)
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Upgrades to Waggon Road required
Waggon Rd
New intersection required
Armstrong Rd
Investigate new intersection to Armstrong Road
Guiding Aspirations for Structure Plan:
Prior to rezoning the land within the current Deferred Urban Zone, a Structure Plan is required which details:
• land use
• density
• open space
• connectivity, and
• infrastructure
In relation to land use, the following will need to occur (in order of priority):
1. Ensure that a minimum of 2.5 hectares of land is dedicated for a commercial centre to address demand to 2050 (whether within the Deferred Urban Zone or within the Emerging Activity Centre Subzone in Hindmarsh Valley). This centre should be protected by a centre zone.
2. Ensure that there is sufficient land for recreation purposes, particularly for new facilities.
3. Ensure that sufficient land is dedicated for a school (Action 3.1F).
4. The balance of the land for residential purposes.
Deferred Urban Zone
Watercourses
50m Buffer along the Hindmarsh River
20m Buffer along watercourses
Vegetation/Mixed-use Trail/Wild-life Corridor (20m)
Vegetation
Existing Vegetation
Activity Centre
Future Access
Existing Roads
N
PAGE 27

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 2

Our economy is productive, prosperous and attracts investment



The success of our local economy is a critical part of ensuring that Victor Harbor is a great place to live, work, invest and visit. As the population of Victor Harbor and the Fleurieu Peninsula Region grows, additional demand will be placed on the businesses and services situated within Victor Harbor.

To this end, we need to plan for sufficient land to allow for the expansion of existing businesses and the establishment of new businesses across numerous sectors.

Commercial Areas

Commercial areas are areas where commercial development is expected to occur including shops, restaurants, cafes, services such as salons and gyms and health care providers such as GP clinics and specialists.

Employment Areas

Employment areas are areas where employment or industrial type development is expected to occur such as warehouses, storage buildings, manufacturing, industry, motor and/or crash repairs and shops for bulky goods such as hardware and furniture.

Commercial Areas	Employment Areas	Flexible Commercial and Employment Supply	Future Employment Zone
Existing Supply • 5.3 to 7.3 ha. • 6 to 10 years supply • Expected to be exhausted between 2030 to 2034	Existing Supply • 4 ha. • 6 to 7 years supply • Expected to be exhausted between 2030 to 2031	• 8.8 ha. • Additional 11 to 16 years supply • Expected to be exhausted between 2050 to 2076 (dependant on market demand)	• Assuming approximately 13 ha. of the area is available for employment land uses • Additional 20 to 23 years supply
Planned Supply • 8.4 ha* • Additional 9 to 10 years supply • Expected to be exhausted between 2039 to 2044	Planned Supply • 16 ha • Additional 25 to 29 years supply • Expected to be exhausted between 2055 to 2060		

* assuming existing watercourse can be channelised or similar Lincoln Park.

PAGE 28

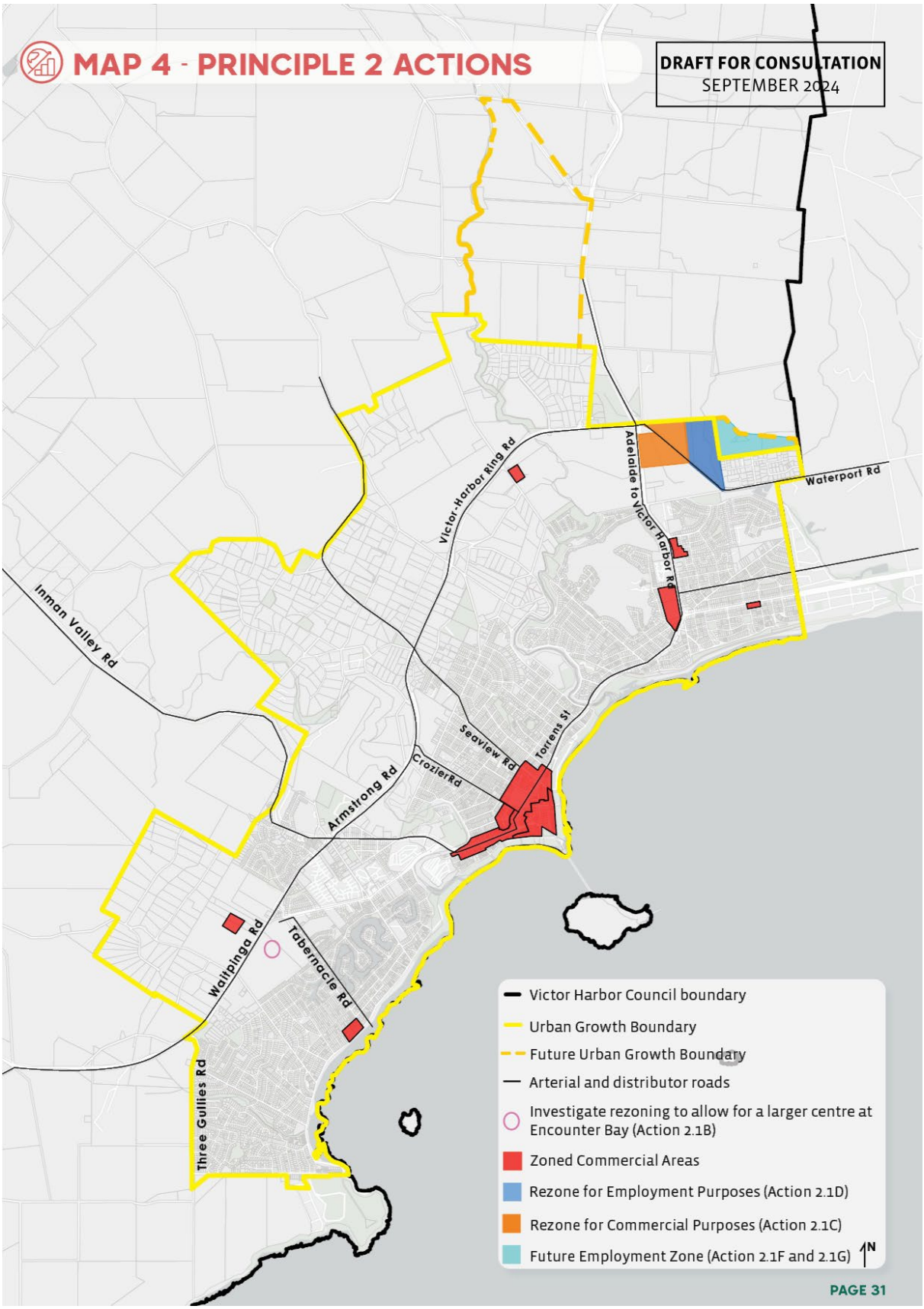


Principle 2: Our economy is productive, prosperous and attracts investment

Objectives	Target	Actions	Priority
2.1 - There is an adequate supply of commercial and employment land	Maintain a minimum 15-year supply of land that is zoned for commercial and employment land uses	2.1A - Monitor the consumption of employment and commercial land to identify when land should be rezoned	Ongoing
		2.1B - Investigate whether there is demand for a larger centre at Encounter Bay, and if so, undertake a Code Amendment (shown on **Map 4**)	Short
		2.1C - Rezone land for commercial purposes (shown on **Map 4**)	Short
		2.1D - Rezone land for employment purposes (shown on **Map 4**)	Short
	The UGMS identifies commercial and employment land supply for a minimum of 25 years	2.1E - Identify commercial and employment land for the next 30 years, to ensure that changes to the Environment and Food Production Area occur ahead of need (shown as Future Employment Zone on **Map 4**)	Short
		2.1F - Advocate for change to the Environment and Food Production Area to accommodate the Future Employment Zone (shown on **Map 4**)	Short
		2.1G - Rezone land within the Future Employment Zone (shown on **Map 4**) to the Employment Zone, after the completion of Action 2.1F	Medium



Objectives	Target	Actions	Priority
2.2 - Provide for long term, sustainable and diverse employment choices across a wide variety of sectors, leveraging the Region's existing and future infrastructure and industries, with a particular focus on the growth of the following sectors: • Health • Construction • Professional Services • Tourism and the Visitor Economy • Blue Water Economy 2.3 - Support evolving and emerging employment sectors and industries and support the retention and expansion of existing businesses, as well as external investment into Victor Harbor.	Achieving the Measures of Success within the Investment Attraction Strategy	2.2A - Implement the actions within the Investment Attraction Strategy	Ongoing
2.4 - Further investment and business activity, including tourism, is supported through measures that enhance the streetscape, built form and character of the urban centre to achieve a stronger sense of place and improve liveability of local communities, thereby providing both an economic and social dividend to the local communities.	Achieving the Measures of Success within the Investment Attraction Strategy and the Economic Development Strategy	2.4A - Implementation of the actions in the following Master Plans: • Victor Harbor Mainstreet Precinct • Victor Harbor Town Centre • Victor Harbor Railway Precinct • The Bluff	Ongoing
2.5 - Prevent unreasonable encroachment onto Priority Primary Production Areas	Priority Primary Production Areas are retained within the Rural Zone, , except for the Future Deferred Urban Zone (**Map 2**)		


MAP 4 - PRINCIPLE 2 ACTIONS
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Victor Harbor Ring Rd
Adelaide to Victor Harbor Rd
Waterport Rd
Inman Valley Rd
Seaview Rd
Torrens St
Crozier Rd
Armstrong Rd
Waitpinga Rd
Tabernacle Rd
Three Gullies Rd
Victor Harbor Council boundary
Urban Growth Boundary
Future Urban Growth Boundary
Arterial and distributor roads
Investigate rezoning to allow for a larger centre at Encounter Bay (Action 2.1B)
Zoned Commercial Areas
Rezone for Employment Purposes (Action 2.1D)
Rezone for Commercial Purposes (Action 2.1C)
Future Employment Zone (Action 2.1F and 2.1G)
N
PAGE 31

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 3

Services and infrastructure meet demand and are reliable and efficient



Planning for services and infrastructure is essential to support the urban growth of Victor Harbor. This involves planning for:

Community and Social Infrastructure, including:	Physical Infrastructure and Utilities, including:	Transport and Connectivity, including:
Education, including early childhood education and care, primary and secondary schools, TAFE and university	Water Supply	State Maintained Roads
Healthcare, including general practitioners, hospitals and aged care	Sewer	Public transport
Emergency services	Electricity	Local roads
Local services, including libraries, community centres and halls	Stormwater Management	Bicycle Network
Recreational facilities	Telecommunications	Footpaths
Public open space	Waste management and collection	Ride Share / Taxi
Cemeteries		Parking

Council has differing roles in the planning and delivery of the above services and infrastructure. A summary of the core providers and Council's role with respect to the above services is provided in Appendix 2.



Principle 3: Services and infrastructure meet demand, are reliable and efficient

Objectives	Target	Actions	Priority
Social and Community Infrastructure			
3.1 - Urban growth delivers strong community foundations and supports improved health and wellbeing outcomes by providing essential facilities and services infrastructure to meet the needs of the local community, including the ageing population, children and people with disabilities.	Social infrastructure provision provided by Council meets the benchmarks outlined in Appendix 3 – Social Infrastructure Benchmarks	3.1A - Rezone land for commercial purposes (shown as planned commercial areas on **Map 4**) (related to Action 2.1B)	Short
		3.1B - Protect existing community facilities and facilitate their expansion by rezoning land to support these uses shown on **Map 5**	Short - Medium
		3.1C - Address demand for social infrastructure provided by Council, including: • Community and youth centres • Libraries • Arts and Culture Centre • Cemetry	Short - Medium
		3.1D - Advocate for investment in childcare within Victor Harbor, particularly in relation to birth to 12 month and 1- 3 year age child care places	Ongoing
		3.1E - Advocate for the additional provision of primary and secondary schools, hospitals, an urgent care clinic or similar, aged care and emergency services	Ongoing
		3.1F - Identify land within the current Deferred Urban Zone (**Map 2**) for a future school site as part of the Structure Plan (related to Action 1.1B)	Short
		3.1G - Advocate for core Government services such as Service SA to establish in Victor Harbor	Ongoing
		3.1H - Join the World Health Organisation's Global Network for Age-friendly Cities and Communities	Short



Principle 3: Services and infrastructure meet demand, are reliable and efficient

Objectives	Target	Actions	Priority
3.2 - Residential growth areas provide a range of functional open space and recreation opportunities to service the needs of residents, including provision of and/or contribution towards a range of local, district and regional parks.	A minimum of 12.5% of public open space is provided for all developments exceeding 20 allotments The provision of sporting facilities occurs in line with the benchmarks outlined in Appendix 4 – Sporting Facility Benchmarks	3.2A - Ensure that appropriate land is vested with the council for the purpose of public open space when land is developed for 20 or more allotments	Ongoing
		3.2B - Investigate the feasibility of situating recreational facilities on Government and utility owned land	Medium
		3.2C - Investigate the repurposing of facilities which are surplus to need for facilities that are in deficit[5]	Medium
		3.2D - Open space funds are directed to appropriate open space outcomes	Ongoing

[5]These facilities are identified in Council's Recreation and Open Space Strategy



Principle 3: Services and infrastructure meet demand, are reliable and efficient

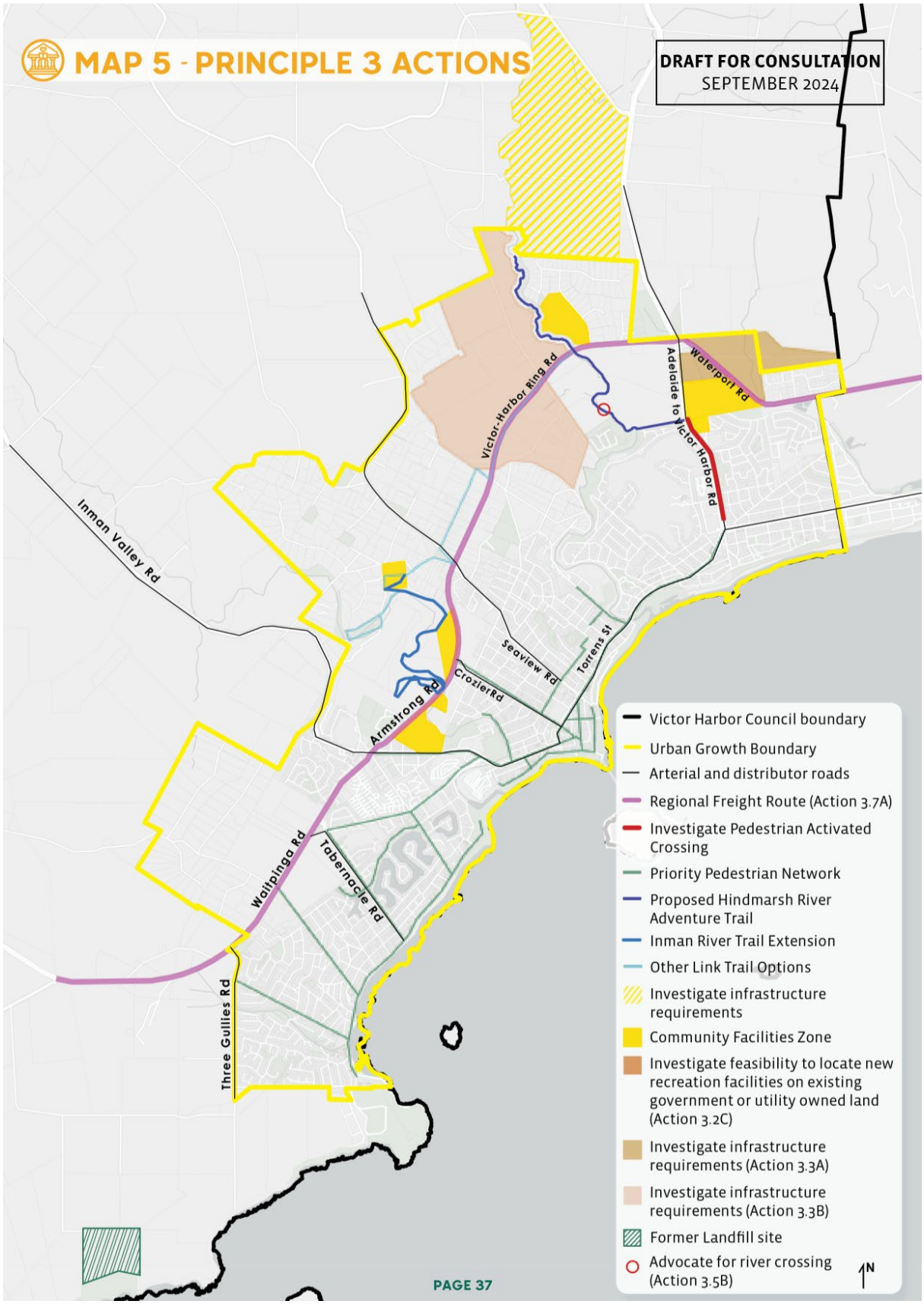
Objectives	Target	Actions	Priority
Physical Infrastructure and Utilities			
3.3 - Infrastructure and service networks are provided in a coordinated, environmentally responsible and cost-effective sequence, including the adequate provision of: a) Water supply b) Wastewater c) Transport networks d) Stormwater infrastructure e) Open space and recreation facilities f) Community facilities g) Electricity h) Waste collection and management i) Telecommunications	Infrastructure is provided ahead of need	3.3A - Investigate the infrastructure requirements to facilitate the rezoning of land for commercial and employment purposes (shown on **Map 5**)	Short
		3.3B - Investigate the infrastructure requirements inform the preparation of a Structure Plan for the Deferred Urban Zone (shown on **Map 5**) (related to Action 1.1B)	Short
		3.3C - Advocate through regular communication with service providers about growth within Victor Harbor to ensure that providers continuously improving and are strategically planning for infrastructure within Victor Harbor	Ongoing
		3.3D - Investigate infrastructure requirements for the Future Deferred Urban Zone	Medium
		3.3E - Investigate the infrastructure requirements needed to facilitate low density infill development within the Rural Living Areas (shown as the low density infill development investigation area on **Map 2**)	Medium
3.4 - The impacts of flooding within Victor Harbor are reduced through water sensitive urban design and ensuring stormwater management systems are designed to account for rainfall events which will occur at a greater intensity as our climate changes	New development does not exacerbate existing flooding	3.4A - Ensure that developments are designed to mitigate adverse impacts downstream	Ongoing
		3.4B - Advocate for improvements to the Planning and Design Code relating to water sensitive urban development	Ongoing



Principle 3: Services and infrastructure meet demand, are reliable and efficient

Objectives	Target	Actions	Priority
Transport and Connectivity			
3.5 - Support new residential areas with high quality roads, footpaths and an active transport network which provide access to employment, community facilities, schools, childcare centres, local shops and services.	All new development is connected into Council's existing footpath and bicycle network	3.5A - Ensure that new development connects into existing transport networks and is safe and convenient, conisder new action regarding increasing transport options	Ongoing
		3.5B - Advocate for the construction of a river crossing as part of any future development of the land at Hindmarsh Valley (as shown on **Map 5**) in accordance with Concept Plan 106 Hindmarsh Valley in the Planning and Design Code	Ongoing
		3.5C - Investigate installing Pedestrian Activated Crossing along Adelaide-Victor Harbor Road (shown on **Map 5**)	Ongoing
3.6 - Adapt to improvements in technology, particularly in relation to communications		3.6A - Investigate opportunities to integrate Artificial Intelligence into the monitoring and reporting on Council strategies	Ongoing
		3.6B - Monitor opportunities to trial driver-less technology within the City of Victor Harbor	Ongoing
3.7 - Ensure the protection of the South Coast Freight Route	Retention of the existing speed limit along the freight route	3.7A - Ensure that any rezoning of the Planned Residential Land Supply(see **Map 2**) or the Planned Rezone areas for commercial/employment purposes (see **Map 3**) ensures that access is minimised to the South Coast Freight Route (via a Concept Plan)	Ongoing
3.8 - There is sufficient and adequately located car parking to support the businesses within the Victor Harbor Central Business District		3.8A - Investigate opportunities for the future development and management of a multi-deck carpark in McKinlay Street and the opportunities that this may unlock for other sites[6]	Medium

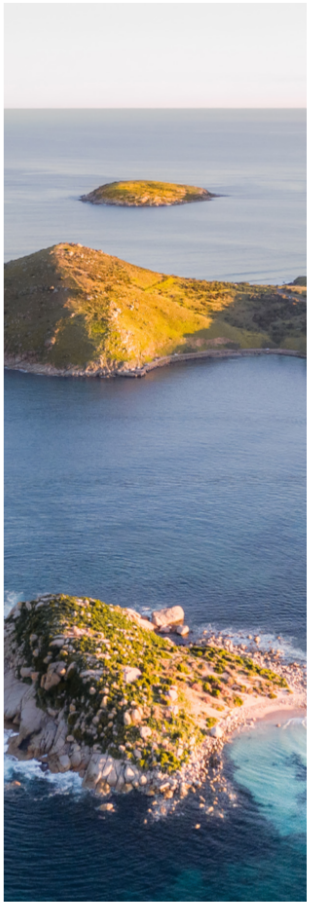
[6] For example, unlocking the potential for the Esplanade Car Park to be repurposed for another use


MAP 5 - PRINCIPLE 3 ACTIONS
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Victor-Harbor Ring Rd
Adelaide to Victor Harbor Rd
Waterport Rd
Inman Valley Rd
Seaview Rd
Torrens St
CrozierRd
Armstrong Rd
Waitpinga Rd
Tabernacle Rd
Three Gullies Rd
Victor Harbor Council boundary
Urban Growth Boundary
Arterial and distributor roads
Regional Freight Route (Action 3.7A)
Investigate Pedestrian Activated Crossing
Priority Pedestrian Network
Proposed Hindmarsh River Adventure Trail
Inman River Trail Extension
Other Link Trail Options
Investigate infrastructure requirements
Community Facilities Zone
Investigate feasibility to locate new recreation facilities on existing government or utility owned land (Action 3.2C)
Investigate infrastructure requirements (Action 3.3A)
Investigate infrastructure requirements (Action 3.3B)
Former Landfill site
Advocate for river crossing (Action 3.5B)
N
PAGE 37

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 4

Our environment is protected and enhanced



The City of Victor Harbor is home to wonderful assets such as Rosetta Head (the Bluff), Granite Island, Waitpinga Cliffs, Hindmarsh Falls, Glacier Rock and the Inman and Hindmarsh Rivers. The natural environment, including the coastal and marine areas, rivers, native vegetation, clean air and mild climate are all identified as things that make Victor Harbor a great place to live.

The changing climate will put pressure on the City of Victor Harbor's natural and urban environment. Climate adaptation studies for the Region highlight that the area's climate will become warmer and drier with rising sea levels, increasing heatwaves, storm surges, and increased flood and bushfire risk. It is essential that our urban areas are able to adapt to the changes that have already occurred and that local action is taken to mitigate greenhouse gas emissions to reduce the magnitude and rate of change to the climate moving forward.

Principle 4: Our environment is protected and enhanced

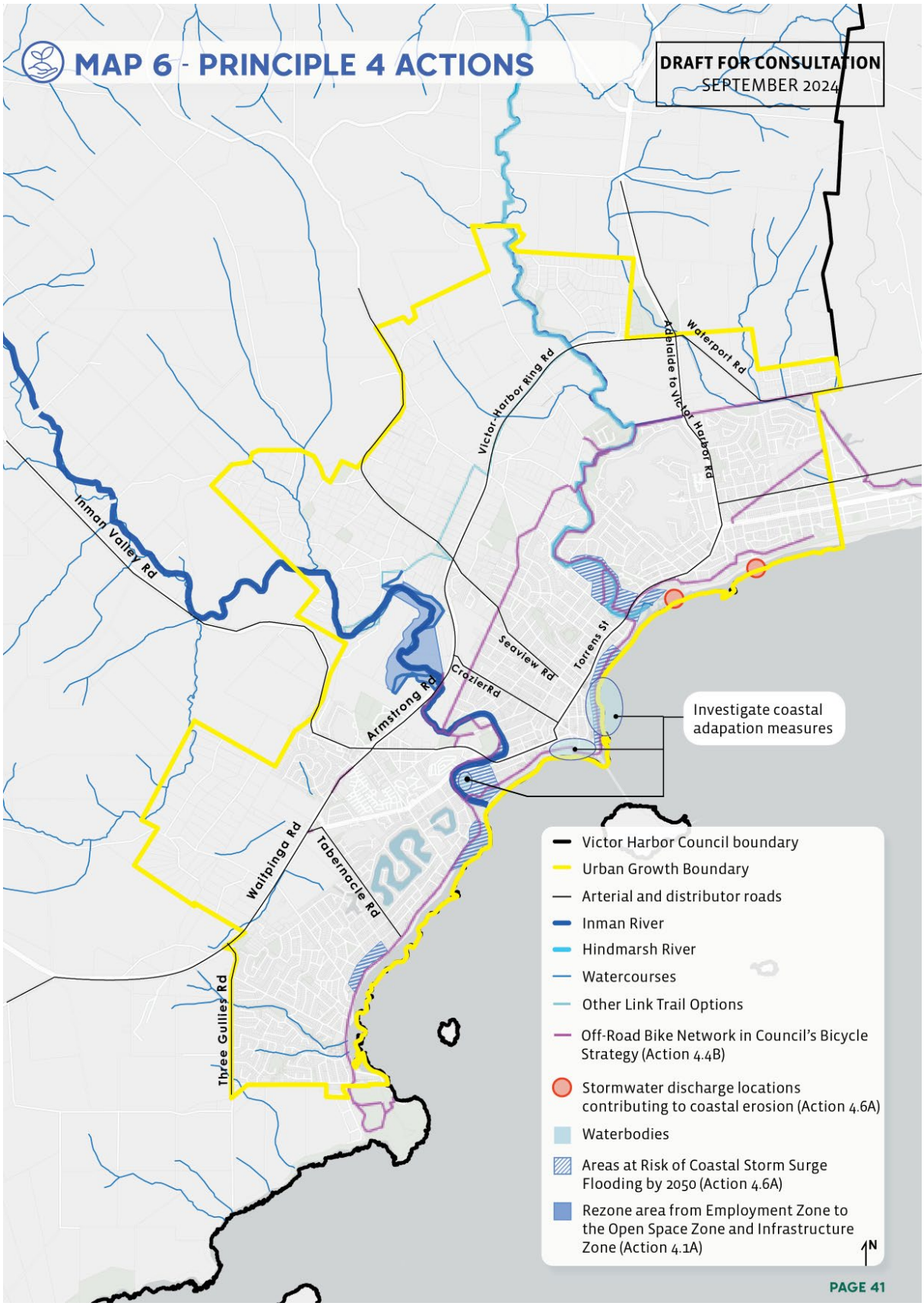
Objectives	Target	Actions	Priority
4.1 - Urban growth facilitates the achievement of ecological sustainability by protecting, maintaining, and enhancing biodiversity, habitat features and ecological functions. 4.2 - Threats to biodiversity from changes to land use, vegetation clearance, fragmentation of natural areas, climate change, invasive species and catastrophic events are monitored, managed and prevented.	Increase the Council area's Total Biodiversity Score and the Unit Biodiversity Score	4.1A- Investigate the feasibility of establishing key wildlife corridors to improve linkages between green spaces, particularly an east to west corridor that can link the Hindmarsh and Inman Rivers	Short
		4.1B- Review environmental protections within the Planning and Design Code and Council's bylaws to ensure that they assist the delivery of the Environmental Management Plan and the Biodiversity and Natural Assets Management Plan	Short
		4.1C- Set a tree canopy target for the Victor Harbor urban area (defined by the urban growth boundary)	Short
		4.1D- Encourage developers to use a range of street tree species from Council's Street Tree Species List to contribute to biodiversity	Ongoing
4.3 - Urban growth protects, maintains and enhances native vegetation, urban vegetation and habitat trees to retain biodiversity and increase resilience to climate change.		4.3A- Rezoning of land for residential purposes nominates the location of green corridors[7] via a Concept Plan	Ongoing
4.4 - Our urban area is designed to mitigate the effects of climate change by promoting active forms of transport which reduce reliance on vehicle travel through innovations in car free transport, improving bicycle networks and walking infrastructure	Delivery of the Victor Harbor Pedestrian Strategy and Victor Harbor Bicycle Strategy	4.4A- Continue to implement the Victor Harbor Pedestrian Strategy	Ongoing
		4.4B- Continue to implement the actions in the Victor Harbor Bicycle Strategy	

[7] Excluding rezoning of land for infill development



Principle 4: Our environment is protected and enhanced

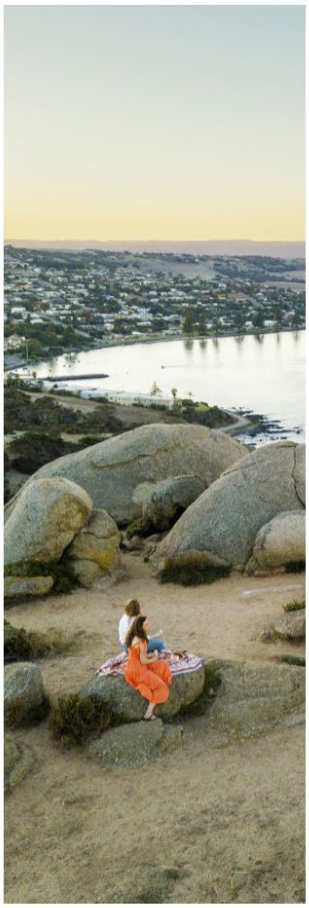
Objectives	Target	Actions	Priority
4.5 - Our urban environment can adapt to the effects of climate change		4.5A - Establish a City of Victor Harbor Climate Change Policy	Short
		4.5B - Support policy reform initiated by the State Planning Commission or Minister for Planning that encourage climate change mitigation and adaption	Ongoing
4.6 - Our coastline is protected from the impacts of urban development		4.6A - Advocate for the Department of Environment and Water to update coastal processes and hazard mapping including coastal flooding and storm surge to inform spatial amendments to the Coastal Areas Overlay and Coastal Flooding Overlay, particularly in relation to the areas identified at risk of storm surge in Council's Coastal Adaption Study and Strategy (shown on **Map 6**)	Medium
		4.6B - Ensure that developments include stormwater management systems that do not increase the peak flows in downstream systems which discharge to the coast, particularly at the locations (shown on **Map 6**)	Ongoing
4.7 - The Inman and Hindmarsh Rivers are protected and maintained to ensure they continue to support biodiversity and provide habitat and public enjoyment		4.7A - Undertake a Code Amendment to rezone the area along Inman River from the Employment Zone to the Open Space Zone and Infrastructure Zone to better protect the existing natural resources and infrastructure in this location (shown on **Map 6**) 4.7B - Identify privately owned land along the Inman and Hindmarsh Rivers and investigate options for protecting vegetation and securing public access to privately owned areas along the rivers	Short


MAP 6 - PRINCIPLE 4 ACTIONS
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Victor Harbor Ring Rd
Adelaide to Victor Harbor Rd
Waterport Rd
Inman Valley Rd
Seaview Rd
Torrens St
Crozier Rd
Armstrong Rd
Wallpinga Rd
Tabernacle Rd
Three Gullies Rd
Investigate coastal adapation measures
Victor Harbor Council boundary
Urban Growth Boundary
Arterial and distributor roads
Inman River
Hindmarsh River
Watercourses
Other Link Trail Options
Off-Road Bike Network in Council's Bicycle Strategy (Action 4.4B)
Stormwater discharge locations contributing to coastal erosion (Action 4.6A)
Waterbodies
Areas at Risk of Coastal Storm Surge Flooding by 2050 (Action 4.6A)
Rezone area from Employment Zone to the Open Space Zone and Infrastructure Zone (Action 4.1A)
N
PAGE 41

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 5

Our landscape, character and heritage is celebrated and retained



Victor Harbor is Ramindjeri-Ngarrindjeri land and it is important to recognise their deep connection to Country. Aboriginal cultural sites and areas of significance need to be protected from urban growth to provide present and future generations with a sense of identity and connection to Country.

Victor Harbor's setting is one of outstanding beauty with the rolling hills and striking coastline providing a natural frame for the city and the urban growth boundary. This is one of the aspects of Victor Harbor that makes it a great place to live, work, invest and visit.

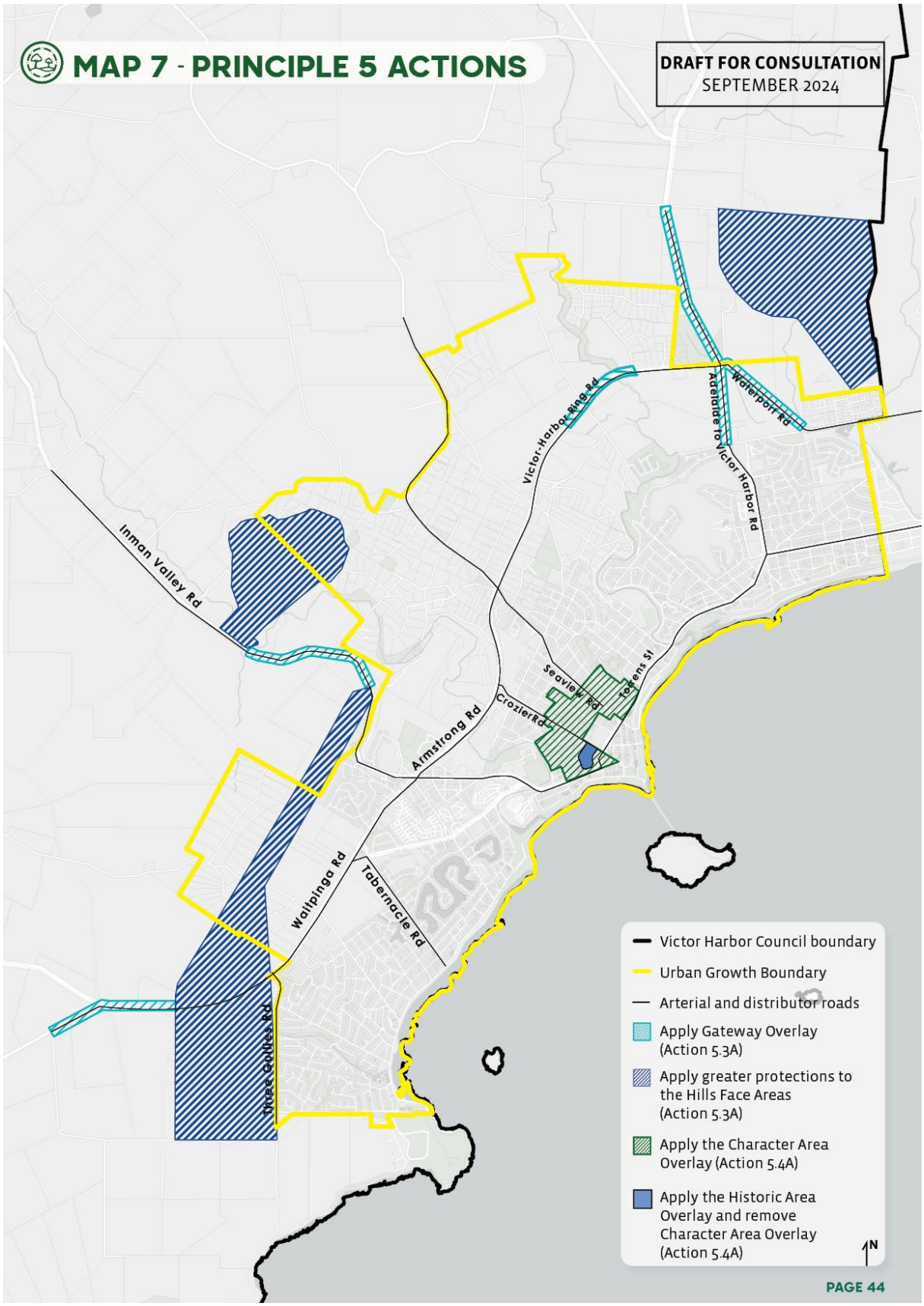
The urban area also boasts buildings of historic importance and character which deserve protection as pressure grows to increase housing close to the centre.



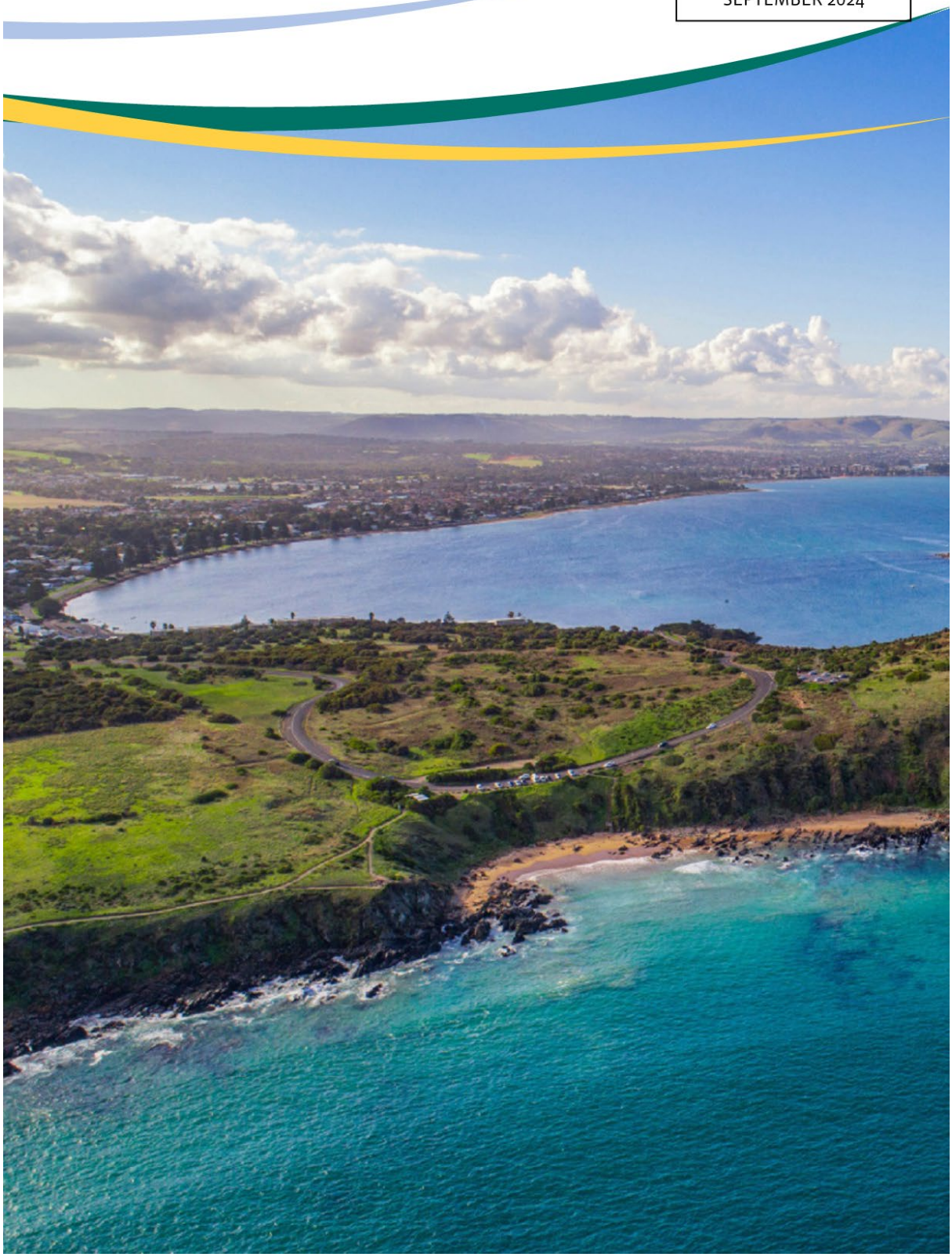
Principle 5: Our landscape, character and heritage is celebrated and retained

Objectives	Target	Actions	Priority
5.1 - Urban growth does not have adverse impacts on any place that has cultural heritage significance to the Traditional Owners of the land	All Aboriginal Heritage is protected in accordance with the *Aboriginal Heritage Act 1988*	5.1A - Undertake a search of the Taa Wika as part of any rezoning	Ongoing
5.2 - Recognise and protect Aboriginal cultural heritage sites and areas of significance		5.2A - Recognise and protect Aboriginal cultural heritage sites and areas of significance[8]	Ongoing
5.3 - Development is managed to ensure the long-term sustainability for the Region and protects key areas from urban encroachment, preserving the Region's unique natural and rural production assets	Areas of high scenic value such as hills face areas, ridgelines and vistas are subject to planning controls that prevent inappropriate development	5.3A - Undertake a Code Amendment to: • apply the Gateway Overlay to the gateways into Victor Harbor and on the ring route shown on **Map 7**) • apply greater protections to hills face areas (shown on **Map 7**)	Short
5.4 - Development enhances the unique sense of place of Victor Harbor, protects significant local heritage and streetscape character		5.4A - Undertake a Code Amendment to apply the recommendations of the Victor Harbor Inter-War Heritage Survey, including applying the Character Area Overlay and Historic Area Overlay (show on **Map 7**)	Short

[8] Anticipated to be complete by 2027


MAP 7 - PRINCIPLE 5 ACTIONS
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Victor Harbor Council boundary
Urban Growth Boundary
Arterial and distributor roads
Apply Gateway Overlay (Action 5.3A)
Apply greater protections to the Hills Face Areas (Action 5.3A)
Apply the Character Area Overlay (Action 5.4A)
Apply the Historic Area Overlay and remove Character Area Overlay (Action 5.4A)
N
PAGE 44

DRAFT FOR CONSULTATION
SEPTEMBER 2024



DRAFT FOR CONSULTATION
SEPTEMBER 2024

Principle 6

Council's long term financial sustainability is not compromised by urban growth



Long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services. To this end, Council seeks to balance:

- setting appropriate levels of debt;
- minimising rate increases;
- striving for intergenerational equity; and
- meeting the needs and aspirations of our community.

It is important that the actions of this Strategy are implemented in a manner that do not compromise Council's ability to remain financially sustainable.

Principle 6
Council's long term financial sustainability is not compromised by urban growth

Objectives	Target	Actions	Priority
6.1 - Urban growth is delivered in a manner that ensures the long-term financial sustainability of Council.	Operating surplus ratio between 0-3% within Council's Long Term Financial Plan Net financial liabilities ratio between 40-60% within Council's Long Term Financial Plan	6.1A - Consider the implementation of the actions in this Strategy in Council's Long Term Financial Plan and Annual Business Plan and Budget	Ongoing
6.2 - Urban growth is monitored and reported on to evaluate Council's priorities and financial capacity to deliver the actions in this Strategy	Actions within the Strategy can occur within Council's Long Term Financial Plan and Annual Business Plan and Budget	6.2A - Review the UGMS every 5 years to identify if targets are being met and adjust priorities and/or actions for any unmet benchmarks	Ongoing

Implementation

The City of Victor Harbor has a suite of strategies and plans which relate to a specific role or objective of Council and typically plan for the short to medium term (i.e. within the next 5 to 10 years).

With the above in mind, the success of the UGMS is partially reliant on:

a) The implementation of several Council strategies; and
b) Future updates to these strategies having regarding to the UGMS.

Accordingly, the links to other Council strategies for the short and medium term priorities are captured within this section to highlight where alignment between the UGMS and other Council strategies is needed.

The priorities include:

Short Term	Medium Term	Long Term	Ongoing
Which include high priority actions, to occur within the next 5 years	Which include moderate priority actions, to occur within the next 10 years	Actions which are expected to occur within 25 years	Which include actions where targets are met and require ongoing monitoring to identify if an action will need prioritising in the short to medium term

All ongoing tasks are intended to be delivered with internal resources.

Map 8 outlines the vision for Victor Harbor in 2050 following the implementation of this Strategy.



Table 2 - Short and Medium Term Actions Summary

Action	Indicative Budget[8]	Links to other Strategies
SHORT TERM		
1.1B - Prepare a Structure Plan for the planned residential areas that builds on the Preliminary Structure Plan (**Map 3**)	$150,000	-
1.3B - Review the outcomes of the Future Living Code Amendment (once implemented) and investigate a Code Amendment to introduce a Co-Located Housing Overlay to existing residential areas	Internal Resources	-
2.1B - Investigate whether there is demand for a larger centre at Encounter Bat, and if so, undertake a Code Amendment (shown on **Map 4**)	Internal Resources	Economic Development Strategy Investment Attraction Strategy
2.1C - Rezone land for commercial purposes (shown as planned commercial areas on **Map 4**) related to Action 3.1A	$75,000[9]	Economic Development Strategy Investment Attraction Strategy
2.1D Rezone land for employment purposes (shown as planned employment areas on **Map 4**)	$75,000[9]	Economic Development Strategy Investment Attraction Strategy
2.1F - Advocate for change to the Environment and Food Production Area to accommodate the Future Employment Zone (shown on **Map 4**)	Internal Resources	-
3.1B - Protect existing community facilities and facilitate their expansion by rezoning land to support these uses shown on **Map 5**	Captured in budget for action 1.1B	Economic Development Strategy Investment Attraction Strategy
3.1C - Address demand for social infrastructure provided by Council, including: • Community and youth centres • Libraries • Arts and Culture Centre	Subject to business case	Community Plan 2030 Culture Strategy - Arts and Heritage 2022-2027

[8] Indicative budgets are included where they are known and do not include actions which relate to the delivery of other Council strategies.
[9] This indicative budget assumes that action 2.1C and 2.1D will be undertaken as part of the same Code Amendment, offering some budget efficiencies.

Action	Indicative Budget	Links to other Strategies
SHORT TERM		
3.1F - Identify land within the current Deferred Urban Zone (**Map 2**) for a future school site as part of the Structure Plan (related to Action 1.1B)	Captured in budget for action 1.1B	-
3.1H Join the World Health Organisation's Global Network for Age-friendly Cities and Communities	Internal Resources	-
3.3A - Investigate the infrastructure requirements to facilitate the rezoning of land for commercial and employment purposes (shown as planned commercial areas and planned employment areas on **Map 5**)	$30,000	-
3.3B - Investigate the infrastructure requirements inform the preparation of a Structure Plan for the Deferred Urban Zone (shown on Map 5) (related to Action 1.1B)	Captured in budget for action 1.1B	-
4.1A - Investigate the feasibilitiy of establishing key wildlife corridors to improve linkages between green spaces, particularly an east to west corridor that can link the Hindmarsh and Inman Rivers	Internal Resources	Victor Harbor Tree Management Strategy Environmental Management Plan Biodiversity and Natural Assets Management Plan
4.1B - Review environmental protections within the Planning and Design Code and Council's bylaws to ensure that they assist the delivery of the Environmental Management Plan and the Biodiversity and Natural Assets Management Plan	Internal Resources	Environmental Management Plan Biodiversity and Natural Assets Management Plan 2023-28



Action	Indicative Budget	Links to other Strategies
SHORT TERM		
4.1C - Set a tree canopy target for the Victor Harbor urban area (defined by the urban growth boundary)	Internal Resources	Victor Harbor Tree Management Strategy Environmental Management Plan Biodiversity and Natural Assets Management Plan 2023-28
4.7A - Undertake a Code Amendment to rezone the area along Inman River from the Employment Zone to the Open Space Zone and Infrastructure Zone to better protect the existing natural resources and infrastructure in this location (shown on **Map 6**)	Internal Resources	Biodiversity and Natural Assets Management Plan 2023-28
4.5A - Establish a City of Victor Harbor Climate Change Policy	Internal Resources	Environmental Management Plan Climate Agenda 2030
4.7B - Identify privately owned land along the Inman and Hindmarsh Rivers and investigate options for protecting vegetation and securing public access to privately owned areas along the rivers	Internal Resources	
5.3A - Undertake a Code Amendment to: • apply the Gateway Overlay to the gateways into Victor Harbor and on the ring route (shown on **Map 7**) • apply greater protections to hills face areas (shown on **Map 7**)	Internal Resources	Community Plan 2030
5.4A - Undertake a Code Amendment to apply the recommendations of the Victor Harbor Inter-War Heritage Survey, including applying the Character Area Overlay and Historic Area Overlay	Internal Resources	Community Plan 2030

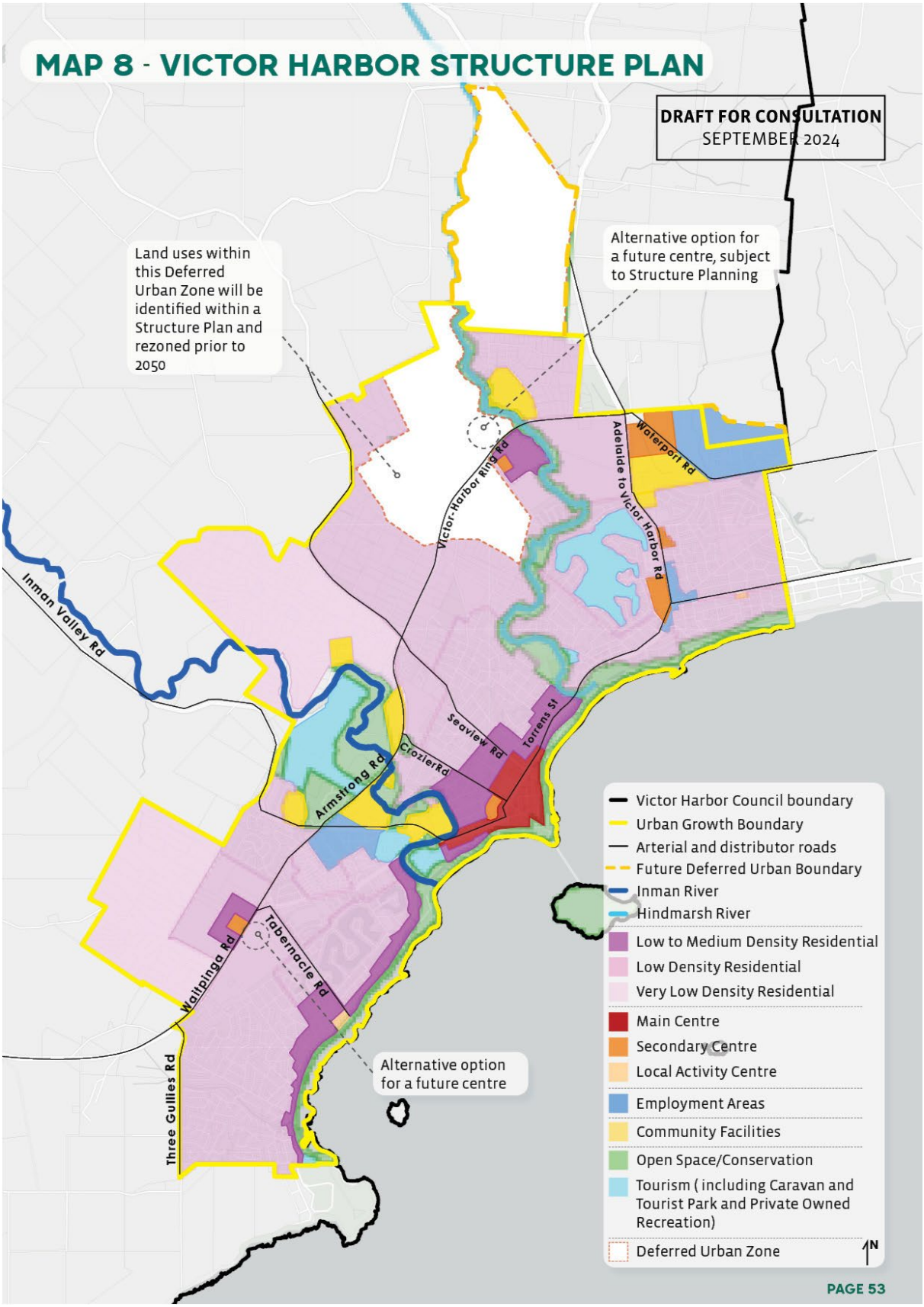
Action	Indicative Budget	Links to other Strategies
MEDIUM TERM		
1.3A - Investigate rezoning land within the Rural Living Zones to support infill development (shown as low density infill development investigation area on **Map 2**)	Internal Resources	-
1.1C - Undertake Code Amendment to rezone land to reflect the Structure Plan (following Action 1.1B)	$100,000	-
1.1F - Rezone land within the Future Deferred Urban Zone (shown on **Map 2**) to the Deferred Urban Zone, after the completion of Action 1.1E	Internal Resources	-
1.1G Prepare a Structure Plan for the Future Deferred Urban Zone which details land use, density, open space, connectivity and infrastructure	$200,000	-
2.1G - Rezone land within the Future Employment Zone (shown on Map 4) to the Employment Zone, after the completion of Action 2.1E	Internal Resources	-
3.2B - Investigate the feasibility of situating recreational facilities on government and utility owned land[10]	Internal Resources	Victor Harbor Sport, Recreation and Open Space Strategy
3.2C - Investigate the repurposing of facilities which are surplus to need for facilities that are in deficit[11]	Internal Resources	Victor Harbor Sport, Recreation and Open Space Strategy
3.3D Investigate the infrastructure requirements for the Future Deferred Urban Zone	Captured in Action 1.1G	-
3.3E - Investigate the infrastructure requirements needed to facilitate low density infill development within the Rural Living Areas (shown as the low density infill development investigation area on **Map 2**)	$30,000	-

[10] This land is identified within the Recreation and Open Space Land Requirements Report
[11] These facilities are identified in Council's Recreation and Open Space Strategy



Action	Indicative Budget	Links to other Strategies
3.8A - Investigate opportunities for the future development and management of a multi-deck carpark in McKinlay Street and the opportunities that this may unlock for other sites[12]	Internal Resources	-
4.6A - Advocate for the Department of Environment and Water to update coastal processes and hazard mapping including coastal flooding and storm surge to inform spatial amendments to the Coastal Areas Overlay and Coastal Flooding Overlay, particularly in relation to the areas identified at risk of storm surge in Council's Coastal Adaption Study and Strategy shown on **Map 6**	Internal Resources	Victor Harbor Sport, Recreation and Open Space Strategy

[12] For example, unlocking the potential for the Esplanade Car Park to be repurposed for another use


MAP 8 - VICTOR HARBOR STRUCTURE PLAN
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Land uses within this Deferred Urban Zone will be identified within a Structure Plan and rezoned prior to 2050
Alternative option for a future centre, subject to Structure Planning
Alternative option for a future centre
Victor Harbor Ring Rd
Adelaide to Victor Harbor Rd
Waterport Rd
Inman Valley Rd
Seaview Rd
Torrens St
Crozier Rd
Armstrong Rd
Tabernacle Rd
Wallpinga Rd
Three Gullies Rd
Victor Harbor Council boundary
Urban Growth Boundary
Arterial and distributor roads
Future Deferred Urban Boundary
Inman River
Hindmarsh River
Low to Medium Density Residential
Low Density Residential
Very Low Density Residential
Main Centre
Secondary Centre
Local Activity Centre
Employment Areas
Community Facilities
Open Space/Conservation
Tourism (including Caravan and Tourist Park and Private Owned Recreation)
Deferred Urban Zone
N
PAGE 53



Definitions

Blue Water Economy – is the term provided to the economic opportunities presented by the ocean and in the context of Victor Harbor, typically includes tourism and aquaculture.

Code Amendment – a Code Amendment is a process where changes to the Planning and Design Code are made through updating policies or changing Zone (also known as a rezoning)

Commercial Areas – are areas where commercial development is expected to occur including shops, restaurants, cafes, services such as salons and gyms and health care providers such as GP clinics and specialists.

Co-located Housing Overlay - The Overlay proposed as part of the Future Living Code Amendment which seeks to allow for low impact medium density housing outcomes such as 'granny flat' type dwellings to the rear of existing dwellings.

Deferred Urban Zone – is land which is zoned to safeguard it for future urban growth. This Zone limits most forms of development on the land until it is rezoned. The future development may be for residential, commercial or employment purposes.

Eco-tourism – refers to tourism activities, experiences and accommodation that focus on the environment and nature and leave minimal impact.

Employment Areas – are areas where employment or industrial type development is expected to occur such as warehouses, storage buildings, manufacturing, industry, motor and/or crash repairs and shops for bulky goods such as hardware and furniture.

Environment and Food Production Area – are areas protected by the Plannning Development and Infrastructure Act 2016 from urban encroachment. More information, and access to maps showing where is area applies, are available here: https://plan.sa.gov.au/our_planning_system/instruments/planning_instruments/environment_and_food_production_areas

Existing Residential Areas – are areas where residential development is expected to occur. This includes areas which are already developed with housing or areas which have already been zoned to allow for housing (i.e. may not have houses built yet, but could without needing a rezoning)

Future Urban Growth Areas – are areas that have been identified for future development after changes to the Urban Growth Boundary and may also be referred to as the Future Deferred Urban Zone.

Green Corridors – Corridors which create linkages or trails for pedestrians and bicyclists in a landscaped setting.

Infill Development – is the term used to describe the process of increasing the number of houses in an established residential area. This is generally achieved by demolishing an existing house and building 2 or 3 houses in its place.

Local Centres –These areas are defined by the Local Activity Centre Zones.

Low Density – less than 35 dwellings per hectare (net)



Main Centre – This is the area defined by the Urban Activity Centre and Suburban Main Street Zones.

Medium Density – between 35 and 70 dwellings per hectare (net)

Non-Primary Production Priority Area – are areas which were not considered to be of primary production significance during a mapping project undertaken by the Department of Primary Industries and Regions in 2011. These areas were identified by the Department on the basis of a range of factors relevant to sustainable primary industries development, including land capability, industry investment and land use, access to water, climatic considerations (including anticipated climate change) and any local conditions that give rural land special significance for primary production.

Primary Production Priority Area – are areas of significance for primary production or farming identified by the Department of Primary Industries and Regions in 2011. These areas were identified by the Department on the basis of a range of factors relevant to sustainable primary industries development, including land capability, industry investment and land use, access to water, climatic considerations (including anticipated climate change) and any local conditions that give rural land special significance for primary production.

Ridgelines – are the peak of a hill.

Satellite City - is a smaller city located on the fringe of a capital or major city. They are self-contained cities offering their residents and surrounding district a broad range of local jobs, services and amenities. Satellite cities are different from suburbs as they are geographically separated from the larger metropolitan area and have their own identity and history.

Secondary Centres – These areas are defined by the Suburban Activity Centre, Concept Plan 108 - Waitpinga Road, Encounter Bay and Concept Plan 106 - Hindmarsh Valley within the Planning and Design Code.

Unit Biodiversity Score – is a per hectare score and consists of a landscape context score, a vegetation condition score and conservation significance score. These scores are used to determine the likely gain to be achieved from conserving an area of vegetation and is used by the Department of Environment and Water when evaluating the contribution and benefit of retaining or clearing an area of vegetation.

Urban Growth Boundary – the urban growth boundary is current boundary that urban development can extend to. Areas outside of the urban growth boundary are protected by the Environment and Food Production Area which protects the land from urban encroachment. Changes to the Environment and Food Production Area need to be approved by Parliament.

Visitor Economy - encompasses all of the industry sectors that contribute to or promote tourism for visitors to Victor Harbor.

Wildlife Corridors – Corridors which create linkages for wildlife between areas of important habitat, such as the Inman and Hindmarsh Rivers and national parks. These corridors may be incorporated in green corridors (subject to design accommodating all users of the corridor – wildlife, pedestrians,

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Acronyms

UGMS	Urban Growth Management Strategy
GARP	Greater Adelaide Regional Plan

DRAFT FOR CONSULTATION
SEPTEMBER 2024

References

The primary documents that have been used to guide the preparation of this Discussion Paper are referenced below.

Biodiversity and Natural Assets Management Plan 2023-28

City of Victor Harbor Cemeteries Review (2023)

City of Victor Harbor Commercial and Employment Land Requirements (2023)

City of Victor Harbor Community Plan 2030

City of Victor Harbor Residential Land Requirements Report (2023)

Council Area Profile 2023 (2023)

Culture Strategy – Arts and Heritage 2022-2027

Disability Access and Inclusion Plan 2020-2024

Environmental Management Plan 2019-2024

Inter War Heritage Survey (2023)

Primary Production Priority Areas (PPPA) mapping project (PIRSA, 2011)

Recreation and Open Space Land Requirements Report (2024)

Regional Public Health Plan 2022-2027

Resilient Hills and Coasts Climate Adaptation Plan

Social Infrastructure Assessment Report (2023)

The Bluff Master Plan (2023)

Victor Harbor Bicycle Strategy (2016)

Victor Harbor Coastal Adaptation Study and Strategy

Victor Harbor Footpath and Pedestrian Strategy (2022)

Victor Harbor Landscape Character and Visual Impact Assessment (2023)

Victor Harbor Mainstreet Precinct Master Plan (2014)

Victor Harbor Mountain Bike Strategy (2021)

Victor Harbor Residential Capital Strategic Review (2016)

Victor Harbor Sport, Recreation and Open Space Strategy 2023-2033

Victor Harbor Township Heritage Review (2021)

Victor Harbor Traffic Movement and Car Parking Strategy (2017)

Victor Harbor Tree Management Strategy

Victor Harbor Watercourses Floodplain Mapping Study (2019)

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Appendix 1
Outcomes of the Medium Density Infill Analysis

There are opportunities for low density infill development within all of the existing residential areas, where sites are large enough to accommodate new allotments above the minimum allotment sizes.

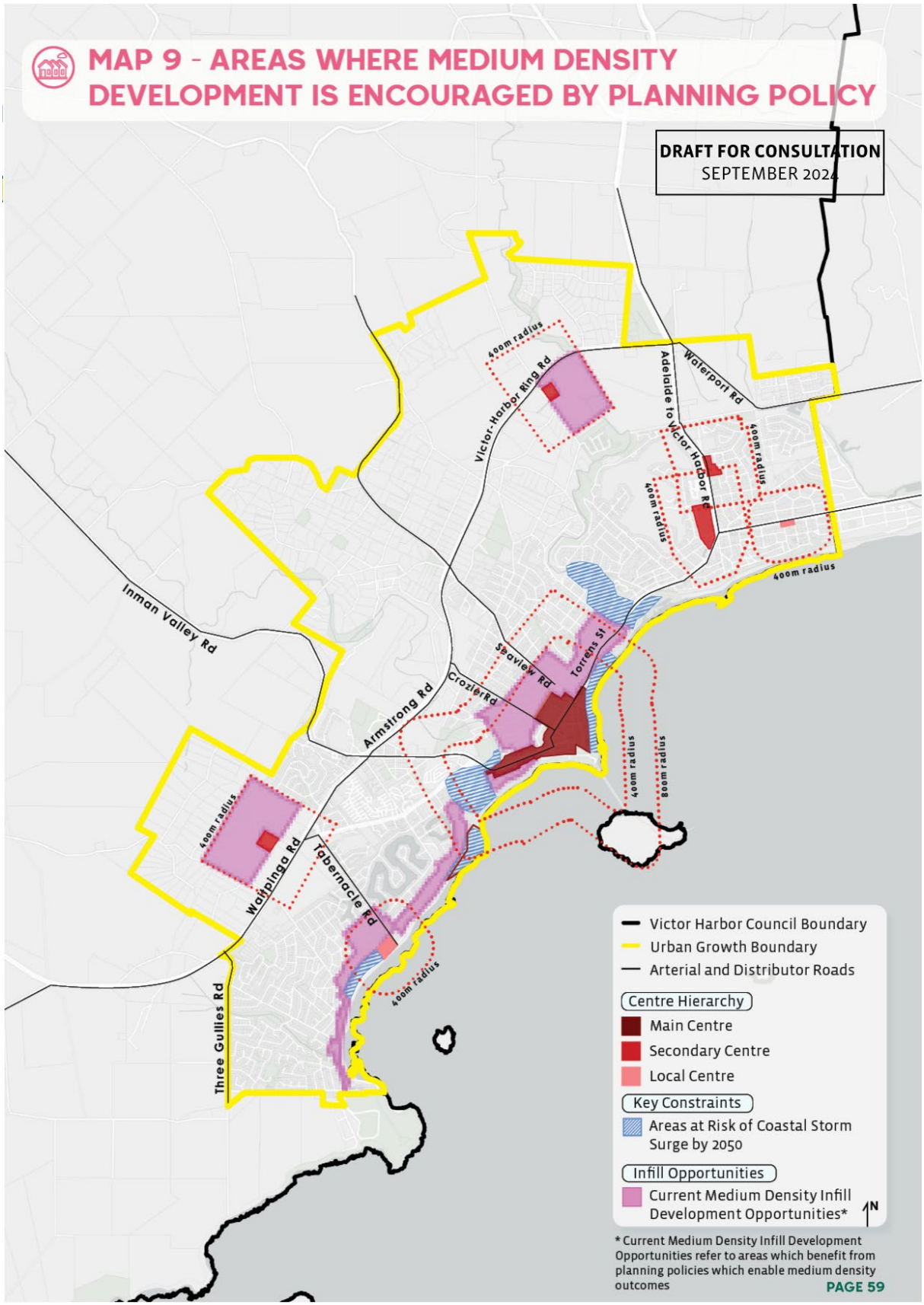
There are also opportunities for medium density infill development within the Main Centre, in mixed-use development.

Map 9 shows areas where medium density development is encouraged by planning policy to understand if there are additional areas where we should encourage medium density development.

This analysis has found that:

- Medium density is already encouraged in several key locations around the Main Centre, Secondary Centres, and the coast
- The two Secondary Centres on Adelaide Road at Hayborough and McCracken provide current opportunities for low density infill development and are unlikely to support significant medium density infill development, noting that most houses are less than 30 years old and a large part of the area within 400 metres of these centres is an Employment Zone




MAP 9 - AREAS WHERE MEDIUM DENSITY DEVELOPMENT IS ENCOURAGED BY PLANNING POLICY
DRAFT FOR CONSULTATION
SEPTEMBER 2024
Victor-Harbor Ring Rd
Waterport Rd
Adelaide to Victor Harbor Rd
Inman Valley Rd
Armstrong Rd
Crozier Rd
Seaview Rd
Torrens St
Wattle Rd
Tabernacle Rd
Three Gullies Rd
400m radius
800m radius
Victor Harbor Council Boundary
Urban Growth Boundary
Arterial and Distributor Roads
Centre Hierarchy
Main Centre
Secondary Centre
Local Centre
Key Constraints
Areas at Risk of Coastal Storm Surge by 2050
Infill Opportunities
Current Medium Density Infill Development Opportunities*
N
* Current Medium Density Infill Development Opportunities refer to areas which benefit from planning policies which enable medium density outcomes
PAGE 59

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Appendix 2 Summary of Services and Infrastructure and the Core Providers

Service / Infrastructure	Core Provider	Council's Role
Community and Social Infrastructure		
Education, including early childhood education and care, primary and secondary schools, TAFE and university	State Government and Private Providers	Enabler
Healthcare, including general practitioners, hospitals and aged care	State Government and Private Providers	Enabler
Emergency services	State Government	Enabler
Local services, including libraries, community centres and halls	Council	Provider
Recreational facilities	Council	Provider
Public open space	Council and Developer	Provider and Leader
Cemeteries	Council	Provider
Physical Infrastructure and Utilities		
Water Supply	SA Water	Enabler
Sewer	SA Water	Enabler
Electricity	SA Power Networks	Enabler
Stormwater Management	Council	Provider
Telecommunications	Telecommunication Providers (NBN Co, Telstra, etc)	Enabler
Waste management and collection	Council	Provider
Transport and Connectivity		
State Maintained Roads	State Government (Department for Infrastructure and Transport)	Enabler
Public transport[11]	Council and State Government	Enabler, Provider and Leader
Local roads	Council	Enabler
Bridges	State Government, Council and Developer (depending on the nature and location of the bridge)	Enabler/Provider
Bicycle Network	Council	Provider
Footpaths	Council	Provider
Ride Share / Taxi	Private Operators	Enabler
Parking	Council and Developers	Enabler, Provider and Leader

[11] Current public transport provision is limited to the Southern Communities Transport Scheme, which is only accessible for eligible users. More information is available here: https://www.victor.sa.gov.au/council-activities/community-services/transport

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Appendix 3 Social Infrastructure Benchmarks

Service / Infrastructure	Benchmarks
Education	
Early childhood education and care	1 child care space per 2 children (per age group) One school for every 1,500 new dwellings in a growth area
Primary School	One school for every 1,500 new dwellings in a growth area
Secondary School	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
TAFE	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
University	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
Healthcare	
General practitioners	3.9 doctors per 1,000 people
Hospitals	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
Aged Care	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
Emergency services	To be confirmed as part of infrastructure investigations undertaken as part of the Greater Adelaide Regional Plan
Local Services	
Libraries	1 local level library for up to 20,000 people Or 1 multi-functional library for between 20,000 to 50,000 people
Community centres	80m² per 1,000 people
Recreational facilities	See Appendix 4

DRAFT FOR CONSULTATION
SEPTEMBER 2024

Appendix 4 Sporting Facility Benchmarks

Facility Component	Target Provision
AFL Oval	1:5,000
Cricket Oval	1:5,000
Aquatic Centre	1:75,000
Soccer Field	1:6,000
Netball (Outdoor)	1:5,000
Tennis Court	1:3,000
Athletics Track	1:75,000
Diamond Sports Field	1:12,000
Hockey Field (synthetic)	1:100,000 Should be based on individual business case
Bowls Club	1:30,000
Indoor courts	1:5,000
Skate Park	Neighbourhood – 1:7,500 District – 1:25,000 Regional – 1:50,000
Playground	Neighbourhood – 1:2,000 District – 1:9,000 Regional – 1:50,000
BMX Track	1:20,000

DRAFT FOR CONSULTATION
SEPTEMBER 2024

STAY IN TOUCH

PO Box 11
Victor Harbor SA 5211

Ph. (08) 8551 0500
Fax. (08) 8551 0501

Email. localgov@victor.sa.gov.au
Website. www.victor.sa.gov.au

QR code

Looking for information from your Council?
Visit us 24/7 at
www.victor.sa.gov.au

Agenda Item 12.1 – Victor Harbor Ring Road Freight Route

12.1 - Attachment Under Separate Cover - Victor Harbor Ring Road Freight Route - cover page.docx

Attachment Under Separate Cover

Ordinary Council Meeting – 23 September 2024

Agenda Item 12.1 – Victor Habor Ring Road Freight Route

www.victor.sa.gov.au

12.1 - Attachment Under Separate Cover - Victor Harbor Ring Road Freight Route - cover page.docx

This page is intentionally left blank

HDS Australia | Civil Engineers and Project Managers

Adelaide • Melbourne • Sydney • Hong Kong

Southern & Hills Local Government Association

SOUTH COAST FREIGHT CORRIDOR

PBS Level 2A (26m B-Double)
Detailed Heavy Vehicle Route Assessment

HDS Australia Pty Ltd
277 Magill Road
Trinity Gardens SA 5068

telephone +61 8 8333 3760
email sa@hdsaustralia.com.au

www.hdsaustralia.com.au

February 2019

Safe and Sustainable Traffic Engineering Solutions

CONTENTS

1.0 INTRODUCTION 1

2.0 METHODOLOGY 2

2.1 General 2
2.2 Truck Turning Circles 2
2.3 Prioritisation of Risk Management Measures 3

3.0 PROPOSED ROUTES 4

3.1 South Coast Freight Corridor (Ungazetted Section) 4
3.2 Goolwa Industrial Area Link 5

4.0 TRAFFIC DATA 6

5.0 CRASH STATISTICS 7

6.0 ADJACENT LAND USE AND AMENITY 8

7.0 ENVIRONMENTAL FACTORS 8

8.0 OVERTAKING OPPORTUNITIES 8

9.0 REST AREAS 9

10.0 SIGNALISED INTERSECTIONS 9

11.0 RAILWAY LEVEL CROSSINGS 9

12.0 STRUCTURES 10

13.0 GEOMETRIC CONSTRAINTS 10

14.0 SOUTH COAST FREIGHT CORRIDOR FINDINGS 12

14.1 Alexandrina Road 12
14.2 Airport Road 14
14.3 Flagstaff Hill Road 16
14.4 Port Elliot Road 17
14.5 Waterport Road 19
14.6 Victor Harbor Ring Road (Welch Road / Armstrong Road) 20
14.7 Mill Road / Waitpinga Road / Range Road / Cole Road 21
14.8 Main South Road 24

15.0 GOOLWA INDUSTRIAL AREA LINK FINDINGS 25

15.1 Alexandrina Road (Cadell Street) 25
15.2 Gardiner Street 26
15.3 Hogben Road 28
15.4 Wright Road 29
15.5 Port Elliot Road 29

16.0 ROAD PAVEMENT CONSIDERATIONS 31

17.0 CAPITAL WORKS COST ESTIMATES 32

17.1 Cost Summary – South Coast Freight Corridor 32
17.2 Cost Summary – Goolwa Industrial Area Link 33

18.0 RECOMMENDATIONS 34

18.1 South Coast Freight Corridor Improvements – Stage 1 34
18.2 South Coast Freight Corridor Improvements – Stage 2 34
18.3 South Coast Freight Corridor Improvements – Stage 3 35
18.4 Goolwa Industrial Area Link 35

19.0 ROUTE ASSESSMENT CONCLUDING STATEMENT 36

APPENDICES

A. South Coast Freight Corridor Overview
B. Photos Showing Very High Risk (P1) and Selected High Risk (P2) Sites
C. Vehicle Turning Movements

1.0 INTRODUCTION

The South Coast Freight Corridor is identified in the Southern & Hills 2020 Transport Plan (2015 Update) as a key regional freight route, extending from the Kangaroo Island ferry terminal at Cape Jervis to the South Eastern Freeway at Callington. A broad description of the overall corridor is provided in Appendix A.

This report results from an investigation into safety aspects along a section of the proposed South Coast Freight Corridor which is not currently gazetted for PBS Level 2A (26m B-Double) vehicles. The section runs from Cape Jervis to the existing gazetted section starting at the Goolwa Road / Alexandrina Road junction north of Goolwa. A full description of the route which was examined is provided in Section 3.

An additional route into the Goolwa Industrial Area was also examined and is discussed within this report. Again, further details are provided in Section 3.

The Detailed Heavy Vehicle Route Assessment (HVRA) was requested by Graeme Martin, Executive Officer of the Southern & Hills Local Government Association, in August 2018.

The assessment was undertaken by two DPTI accredited senior road safety auditors and restricted access vehicle route assessors, namely:

Timothy Viner Smith
Senior Traffic and Transport Engineer
Senior Road Safety Auditor
RAV Route Assessor
HDS Australia Pty Ltd

Daniel Ahrens
Principal Engineer
Senior Road Safety Auditor
RAV Route Assessor
HDS Australia Pty Ltd

The final report was reviewed and approved for release by:

John Olson
Principal Engineer, Road Transport & Managing Director
HDS Australia Pty Ltd

2.0 METHODOLOGY

2.1 General

Assessment of the routes were undertaken in accordance with the DPTI publication "Route Assessment Guidelines for Restricted Access Vehicles", published in October 2008 and the National Heavy Vehicle Regulator (NHVR) publication "The Performance Based Standards Scheme – Network Classification Guidelines", published in July 2007. The assessment included reference to the following standards and guides:

- AS1742.2-2009 "Manual of Uniform Traffic Control Devices – Part 2: Traffic control devices for general use";
- Austroads Guide to Road Safety Part 6: Road Safety Audit;
- Austroads Guide to Traffic Engineering Practice Series;
- Austroads Guide to Road Design Series;
- Austroads Guide to Traffic Management Series;
- DPTI RAVNET Website (http://maps.sa.gov.au/ravnet/index.html);
- NHVR (National Heavy Vehicle Regulator) Journey Planner (http://gis.nhvr.gov.au/journeyplanner)
- Pavement Marking Manual v4, May 2015 – DPTI; and
- Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices, May 2015 – DPTI.

A day time site inspection was undertaken by Tim Viner Smith and Daniel Ahrens from HDS Australia on 13 September 2018. Weather conditions were dry and clear during the site inspection. No night time inspection was required as part of this assessment. Photographs showing key points of concern along the route are included as Appendix B.

Recommended upgrades for the route, considered necessary to meet minimum standards for a PBS Level 2A vehicle, have been detailed in the table of findings to be found in Sections 14 and 15 of this report. It should be noted, however, that not all recommended upgrades may be required by the road manager for any particular segment of the South Coast Freight Corridor or Goolwa Industrial Area Link, depending on the road manager's risk appetite and level of risk acceptance.

2.2 Truck Turning Circles

Turning templates were used in the consideration of PBS Level 2A vehicle movements. The most recent available aerial photographs were used as backgrounds to complete preliminary turning movement analyses at all intersections along the two routes. No side roads were reviewed as part of this project, with the focus being on the main corridor. Results are shown in Appendix C and are further discussed in the relevant findings table. The vehicle swept path used for PBS Level 2A is the 26m B-Double vehicle.

2.3 Prioritisation of Risk Management Measures

This report examines critical elements of the proposed routes, with an assessment of shortcomings and possible risk management solutions. The risk assessment calculator in the DPTI Route Assessment for Restricted Access Vehicles book is used in the tables to calculate the risk associated with the items identified.

Risk management measures have been prioritised from P1 to P4, defined as below:

P1 (Priority 1)	*Very high risk*	required to be treated prior to the designated route being gazetted.
P2 (Priority 2)	*High risk*	conditional on risk acceptance by senior management to the approval process.
P3 (Priority 3)	*Moderate risk*	management responsibility to be specified.
P4 (Priority 4)	*Low risk*	

3.0 PROPOSED ROUTES

3.1 South Coast Freight Corridor (Ungazetted Section)

The section of the South Coast Freight Corridor not currently gazetted for PBS Level 2A (26m B-Doubles) is described below:

The route starts at the ferry truck marshalling yard at Cape Jervis, initially heading east along Flinders Drive (which becomes Main South Road), then turning right onto Cole Road, which becomes Range Road, then Waitpinga Road and then Mill Road when it reaches Victor Harbor. The route then goes straight across the Inman Valley Road roundabout onto Victor Harbor Ring Road (Armstrong Road and Welch Road), straight across the Adelaide Road roundabout onto Waterport Road, turning left onto Port Elliot Road, left onto Flagstaff Hill Road, right onto Airport Road, left onto Alexandrina Road and then ending the route at the junction with Mount Compass – Goolwa Road.

The route will also be used in reverse and has a total length of approximately 80.5 km. This route can be seen below in Figure 1.

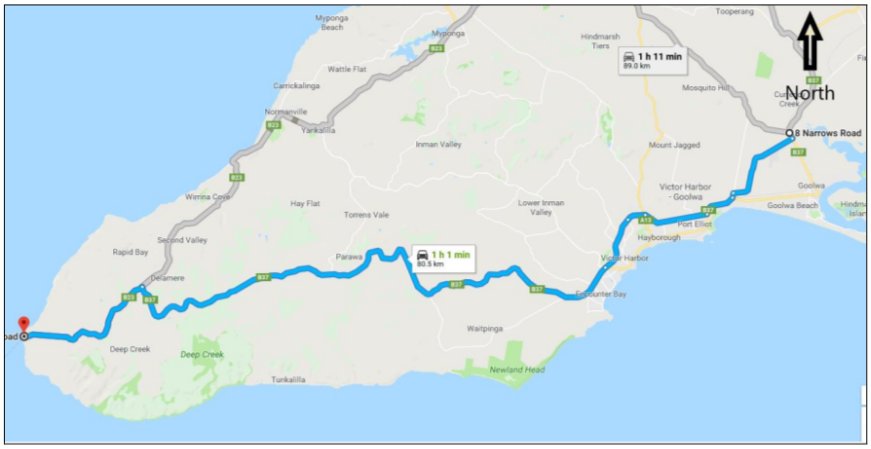


Figure 1 – Ungazetted Section of South Coast Freight Corridor

(courtesy: Google Earth, 2018)

3.2 Goolwa Industrial Area Link

The link starts at the junction of Alexandrina Road and Airport Road, heads south on Alexandrina Road / Cadell Street, then turns right onto Gardiner Street. It continues west into the Goolwa Industrial Area, with options to turn right onto Hogben Road and then either left or right onto Wright Road, with the assessment to continue to both ends of Wright Road.

The route will also be used in reverse and has a total length of approximately 5.5 km. This route can be seen below in Figure 2.

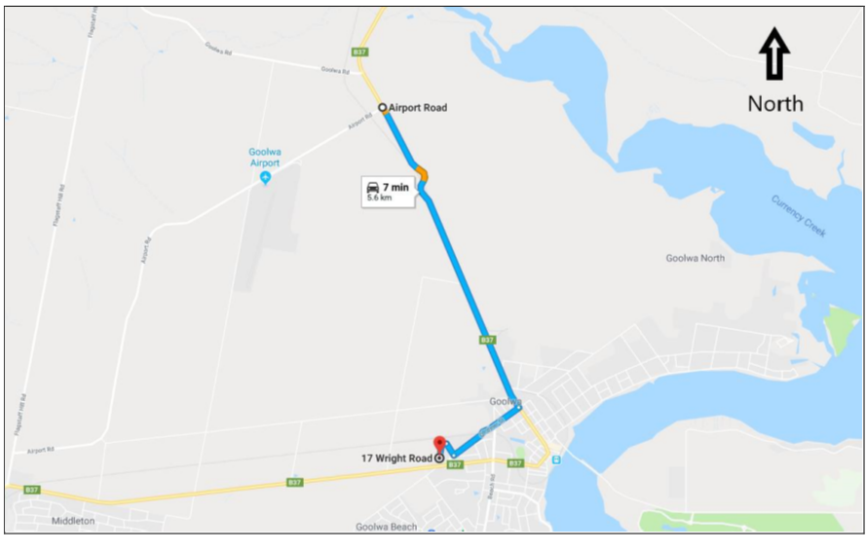


Figure 2 – Goolwa Industrial Area Link

(courtesy: Google Earth, 2018)

4.0 TRAFFIC DATA

Traffic data was provided by DPTI on 14 September 2018 for the subject roads with additional information supplied by Alexandrina Council on 17 October 2018. It shows the following volumes:

Road	AADT	Commercial vehicle content (%)	Date
Port Elliot Road (east of Waterport Road)	8,250	4.9	27/3/2002
Port Elliot Road (west of Waterport Road)	6,600	4.2	27/3/2002
Waterport Road (eastern end)	1,950	6.9	27/3/2002
Waterport Road (western end)	3,800	6.8	15/8/2014
Victor Harbor Road (at Waterport Road junction)	6,800	4.7	15/8/2014
Adelade Road (at Waterport Road junction)	5,400	4.1	15/8/2014
Welch Road (eastern end)	6,400	6.1	15/8/2014
Cole Road (western end)	600	9.9	16/3/2016
Main South Road (at Cole Road)	1,200	11.3	16/3/2016
Gardiner Street (north of Dowdodd Crescent)	1,660		April 2015
Airport Road	1,640		April 2015

No estimates have been made of the potential increase in volume of heavy vehicles that may use this route following gazettal. Similarly, no estimate of traffic growth has been made. It is noted that larger volumes can result in a requirement for wider traffic lanes, and that by ignoring the projected volumes the tolerance on the estimated rate of exposure for estimating risk score is large. Where volumes are borderline, the higher category has been used to provide an additional level of safety.

5.0 CRASH STATISTICS

Crash data from the last five years (i.e. 2013 to 2017) was provided by DPTI on 17 September 2018.

South Coast Freight Corridor crash data has been broken into sections by DPTI and is discussed in that way in the following five paragraphs to provide clarity.

Alexandrina Road and Airport Road, including the junction of the two roads, had 11 recorded crashes. The type of crashes were put down to hit fixed object (5), rear end (2), right angle (2), hit animal (1) and side swipe (1). The apparent error for these crashes was put down to inattention (4), disobey give way (2), follow too closely (1), DUI (1), died, sick or asleep at the wheel (1) and fail to give way (1).

The next section covers Flagstaff Hill Road and. Port Elliot Road. In this section there were 19 recorded crashes. The main crash types were rear end (9), right angle (4), hit fixed object (2), side swipe (2), head on (1) and hit parked car (1). The apparent errors were put down to inattention (8), fail to give way (3), follow too closely (2), disobey give way (2), fail to keep left (1), overtake without due care (1), died, sick or asleep at the wheel (1) and DUI (1).

The next section of road was Waterport Road, Welch Road and Armstrong Road, which had 36 record crashes. The main crash type was right angle (10), hit fixed object (7), rear end (6), roll over (3), right turn (3), hit animal (3), hit parked car (2), side swipe (1) and other (1). The apparent errors were put down to inattention (12), fail to give way (6), nothing (3), fail to stand (3), disobey give way (2), follow too closely (2), vehicle (2), overtake without due care (2), insecure load (1), disobey stop sign (1), DUI (1) and incorrect turn (1).

The Mill Road, Waitpinga Road, Range Road and Cole Road section had 34 recorded crashes. The main crash types were put down as hit fixed object (10), roll over (7), hit animal (4), rear end (3), left road out of control (2), side swipe (2), right angle (2), hit object on road (1), right turn (1), head on (1) and other (1). The apparent errors were put down to inattention (21), fail to give way (2), disobey give way (1), died, sick or asleep at the wheel (1), overtake without care (1), DUI (1), follow too close (1), fail to keep left (1) and fail to stand (1).

The Main South Road and Flinders Drive sections of the route have 14 recorded crashes. The main crash types are hit fixed object (3), hit animal (3), rear end (2), left road out of control (2), head on (2), side swipe (1) and roll over (1). The apparent errors were put down to inattention (4), follow too closely (2), DUI (2), fail to keep left (2) and fail to give way(1).

The Goolwa Industrial Area Link has 18 recorded crashes during the same five year period (i.e. 2013 to 2017), 13 of which were on Alexandrina Road. A brief summary shows that the crash types were put down as right angle (5), rear end (4), head on (3), hit fixed object (2), hit animal (1), roll over (1) and right turn (1). The apparent errors were put down as inattention (7), fail to give way (3), fail to keep left (2), DUI (1), died, sick or asleep at the wheel (1), follow too close (1), fail to stand (1) and disobey give way (1). There were no fatalities recorded but one serious injury was recorded. Despite several crashes occurring at intersections and junctions there appears to be no obvious patterns.

6.0 ADJACENT LAND USE AND AMENITY

The area surrounding the majority of the route is rural farmland. There are numerous access points along the rural sections of the route to both farmhouses and farm gates. Additionally, the South Coast Freight Corridor route passes through the main street of the township of Middleton and through the outskirts of Victor Harbor, while the Gawler Industrial Area Link uses part of the main street of Goolwa. The use of these high volume township roads is not ideal for a heavy vehicle route however there are limited alternatives.

7.0 ENVIRONMENTAL FACTORS

There will be some environmental impacts on the road associated with an increase in heavy vehicle traffic generating pollution.

The route passes through several town centres and close to many residential premises. Noise monitoring and modelling should be considered to ascertain the effect of the heavy vehicles on the community amenities.

8.0 OVERTAKING OPPORTUNITIES

Overtaking opportunities are determined based on traffic volumes, with average distances between overtaking opportunities and maximum distances between overtaking opportunities provided in Table 9 of the PBS Guidelines.

From the start of the South Coast Freight Corridor route on Alexandrina Road to the Inman Valley Road roundabout, the AADTs are generally above 2,000 vehicles. This is the highest range of values and requires an overtaking opportunity on average every 5km with a maximum spacing of 10km. This section of the route is 21km long. There are two overtaking opportunities on Airport Road of approximately 1.1km and 1.7km in length. Additionally, it can be argued that due to the numerous turns and intersections encountered by vehicles along that section, it reduces the expectation of light vehicle drivers that they are being significantly delayed and hence their desire for overtaking opportunities.

Cole Road (at the very western end of the Waitpinga Road / Range Road / Cole Road section of the South Coast Freight Corridor route) has an estimated AADT of 600 vehicles. This falls within the 500 – 1000 range in Table 9 of the PBS Guidelines, requiring an overtaking opportunity on average every 15km and a maximum of every 30km. This section of the route is 47km long. There are no overtaking opportunities available of at least 1.1km. To meet the minimum standard, an overtaking facility should be constructed in the middle of this section for both directions.

It should be noted, however, that the DPTI supplied AADT figure of 600 for Cole Road includes adjustments for a seasonal factor of 1.00 and a zone factor of 1.32. The measured 11 hour two-way total (in March 2017) was 453 vehicles. Traffic volume may be lower still in the middle part of the Waitpinga Road / Range Road / Cole Road section. This potentially places a large part of the section within an AADT range of 100 – 500, which in Table 9 of the PBS Guidelines requires an overtaking opportunity on average every 30km and a maximum of every 50km. This means there would be no need to have an overtaking opportunity along the 47km section. Such a borderline outcome implies the overtaking opportunity is desirable, but not essential, along that section.

The final section of Main South Road is 12km long and requires an overtaking opportunity on average every 8km with a 10km maximum distance. The only available opportunity is a wide sealed shoulder on the uphill section heading east out of Cape Jervis. Consideration should be given to creating an overtaking opportunity for west bound drivers.

At approximately 5.5 km, the Goolwa Industrial Area Link is of insufficient length to warrant consideration of overtaking opportunities.

9.0 REST AREAS

There are no rest areas along any of the route options. It should be noted that the PBS Guidelines require rest areas to be provided every 80 km. The proposed route from Goolwa to Cape Jervis is approximately 80km. It is expected however that vehicles will be travelling from further than Goolwa and therefore exceeding the 80km limit. Consideration should therefore be given to providing a rest area along this section of the route. Several informal rest areas are available for use along with a large parking area at the Cape Jervis ferry where drivers can rest.

10.0 SIGNALISED INTERSECTIONS

There are no signalised intersections along either of the routes.

11.0 RAILWAY LEVEL CROSSINGS

There is one railway crossing on the South Coast Freight Corridor route and two on the Goolwa Industrial Area Link. All three have active use by tourism train services (the less frequent Steamranger Train from Strathalbyn uses all three crossings while the more frequent Cockle Train uses just the third one, on Gardiner Street). The Steamranger operates on the first and third Sunday of each month from June until the end of November. The Cockle Train operates on weekends, Wednesdays and public holidays between 10.00am and 4.15pm which includes three return trips per day.

The railway crossing on Airport Road is controlled by ‘Give Way’ signs. This railway crossing is further detailed in Section 14.2 of the Table of Findings under Item 11. The crossing is used infrequently. The removal of some vegetation would improve the sight distance along the railway line and improve safety for vehicles crossing the line.

The railway crossing on Alexandrina Road is controlled by ‘Give Way’ signs, additionally there were temporary VMS boards present during the site inspection. This railway crossing is further detailed in Section 15.1 of the Table of Findings under Item 44. The crossing is used infrequently and under the control of DPTI, a realignment would improve safety.

The railway crossing on Gardiner Street is controlled by ‘Stop’ signs. This railway crossing is further detailed in Section 15.2 of the Table of Findings under Item 53. A field trial would be required to be undertaken to see if B-Double vehicles can safely negotiate the crossing due to the kerbs and central islands.

Peterson Road has also been considered as an alternative option into Goolwa. There is a railway crossing on this road which is controlled by ‘Give Way’ signs. Approach

sight distance and sight distances along the railway line appear to be good due to the flat nature of the land and minimal vegetation.

12.0 STRUCTURES

The structural integrity of culverts and bridges along the route has not been investigated as part of this report. PBS Level 2A vehicles will place additional loads on these structures given they are of higher total mass than vehicles currently using the routes. It is also not yet clear if GML or HML vehicles will be used. Maximum axle loading for GML vehicles will be consistent with current users of the proposed routes, whereas maximum axle loading for HML vehicles is higher. It is recommended that structural checks of existing culverts and bridges are performed if there is a need for a HML route to confirm suitability for the HML classification generally associated with PBS Level 2A vehicles.

While consideration of structural integrity was outside the scope of this heavy vehicle route assessment, specific locations were identified where other safety issues related to the structures will necessitate an upgrade, regardless of structural condition. In these instances, the relevant road manager should check available records or undertake further investigation to confirm structural integrity prior to any final decision regarding the extent of upgrade required for the structure.

13.0 GEOMETRIC CONSTRAINTS

The PBS Guidelines provide a number of geometric constraints for Level 2 vehicles based on the road's AADT and road surface. Key constraints are:

- Table 3 of the PBS Guidelines specifies a 3.1m wide traffic lane and 1.2m wide shoulder for Level 2 vehicles on a sealed road with an AADT of 500 to 1500 vehicles. This increases to a 3.2m wide traffic lane and 1.5m wide shoulder for Level 2 vehicles on a sealed road with an AADT of 1500 to 3000 vehicles, and further increases to a 3.5m wide traffic lane and 1.5m wide shoulder for Level 2 vehicles on a sealed road with an AADT of over 3000 vehicles.
- Table 5 of the PBS Guidelines specifies curve widening for Level 2 vehicles where the radius of the curve is less than 700m.
- Table 6 of the PBS Guidelines specifies that a two lane bridge requires a minimum trafficable width for Level 2 vehicles where the AADT is less than 500 vehicles of 7.2m, while roads with an AADT of greater than 500 vehicles require a width of 8.4m.
- Table 8 of the PBS Guidelines specifies establishment sight distances and continuation sight distances for Level 2 vehicles. For a 100 km/h speed limit, an establishment sight distance of 1100m is required, while a continuation sight distance of 490m is required.
- Table 9 of the PBS Guidelines specifies desirable maximum distances between sight distance overtaking opportunities, including overtaking lanes. For Level 2 vehicles, and an AADT between 100 and 500 vehicles, the average distance specified in the PBS Guidelines between overtaking opportunities is 30 km, while the maximum distance is 50 km.
- Table 14 of the PBS Guidelines specifies the minimum length of an entry lane onto a main road or highway. For a Level 2 vehicle, with an operating speed of

110 km/hr, a minimum length of entry lane of 1620m is required on a level grade or 630m for a 2% downgrade.

- Table 15 of the PBS Guidelines specifies stopping sight distance for Level 2 vehicles in a 100 km/h operating speed zone of 238m on level ground.
- Table 17 of the PBS Guidelines specifies spacing for off-road parking. For Level 2 vehicles, the maximum spacing is 80 km.

14.0 SOUTH COAST FREIGHT CORRIDOR FINDINGS

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
14.1	**Alexandrina Road** Section of Alexandrina Road between Goolwa Road (Ch 0.0) and Airport Road (Ch 0.5km).			
1.	B-Double turning movements for the junction of Goolwa Road and Alexandrina Road are shown on Drawing No. LG708-SK01 in Appendix C. This is a large junction with left and right turn lanes and is well set up for heavy vehicles. The left turn movement can be completed on the seal without crossing the centre line. The right turn will cross the centre line on Goolwa Road as the trailer cuts the corner, but this is not an issue. The B-Double will cross the edge line on Alexandrina Road however there is sufficient sealed shoulder to allow the vehicle to stay on the seal. The northern leg of Alexandrina Road to Goolwa Road movements have not been considered as this is already gazetted for B-Doubles.		Comment only.	
2.	Sight distance to Goolwa Road along Alexandrina Road to the right is very good. Vehicles were observed from 20s away approaching the junction. That is approximately 500m of sight distance. Sight distance to the left along Alexandrina Road was tighter, with vehicles observed between 11-12s of travel time to the junction. This is approximately 300m of sight distance. Table 3.2 in the Austroads GTRD Part 4A indicates that for a 100km/h road 250m of safe intersection sight distance should be provided. This is met.	**Possibility** Likely **Exposure** Rare **Consequences** Serious **Risk Score** P3	Minor tree trimming would significantly improve the sight lines at this junction.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
3.	No lighting is provided at this junction however there are no raised features. There is sufficient additional delineation and a hazard board opposite Goolwa Road. There is a section of guard fence running along Alexandrina Road opposite Goolwa Road which is a hazard, however there is appropriate delineation.		Comment only.	
4.	The right turn onto Alexandrina Road is slightly off camber when going onto Alexandrina Road due to the superelevation on Alexandrina Road. The apex of the superelevation is close to the give way line. It is not expected trucks will be undertaking this movement at speed and therefore this is not considered a significant issue.	**Possibility** Unusual but Possible **Exposure** Rare **Consequences** Important **Risk Score** P4	Monitor the impact of the adverse cross fall for heavy vehicles.	
5.	This short section of Alexandrina Road is flat and straight. The road widths are sufficient, good sealed and unsealed shoulders are provided along with guide posts. There is some vegetation 5m from the edge of the road.	**Possibility** Likely **Exposure** Rare **Consequences** Serious **Risk Score** P3	Consider trimming vegetation.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
14.2	**Airport Road** Airport Road runs between Alexandrina Road (Ch 0.0) and Flagstaff Hill Road (Ch 7.1km).			
6.	B-Double turning movements between the northern Alexandrina Road leg and Airport Road are shown on Drawing No. LG708-SK02 in Appendix C. The left turn can be undertaken on the sealed pavement without crossing the centre line. The right turn can be done starting within the right turn lane and staying on the pavement. The centre line on Airport Road is crossed by the trailer which is an issue for vehicles waiting to turn right. It appears a setback give way line would be too far back to be effective.	**Possibility** Likely **Exposure** Rare **Consequences** Serious **Risk Score** P3	Consideration should be given to widening the seal in the southern corner of the junction to reduce the impact of heavy vehicles crossing the centre line.	
7.	Sight distance from Airport Road to the left along Alexandrina Road is very good. Sight distance to the right is tight, vehicles were observed from between 6-10s which equates to between 170-270m. The lower values are insufficient. Refer to Photograph 1 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Tree trimming would improve the sight distance significantly.	$10,000 / P4
8.	Line marking at the junction and on Airport Road is faded. Additionally, the pavement condition at the junction is poor with some cracking observed.	**Possibility** Unusual but Possible **Exposure** Rare **Consequences** Important **Risk Score** P4	Upgrade line marking. Monitor pavement quality.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
9.	There is a slight embankment at the junction due to drainage infrastructure. This leads to a steep drop off approximately 1m deep near the road.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consider extending the drainage feature to outside of the clear zone.	
10.	Airport Road has 3.5m lanes with minor sealed shoulders and good unsealed shoulders. Table 3 in the PBS Guidelines indicates for a L2 vehicle a road with an AADT of between 1,500 and 3,000 vehicles should have 3.2m lanes and 1.5m shoulders. These widths are met. It is however recommended that 0.5m sealed shoulders are provided.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consider widening the sealed shoulders to 0.5m.	
11.	At Ch 0.1 there is a railway crossing. It is controlled by give way signs, drivers must get very close to the hold line and almost stop before having a good line of sight. On the approach to the **railway line, visibility is completely blocked by vegetation.** **Removal of vegetation along the railway lines would improve sight lines on the approach**.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Trim vegetation to open up sight lines.	
12.	Along Airport Road there are trees close to the edge line, at Ch 0.5 trees were as close as 2m from the edge line. At Ch 1.2 the trees become further back, however there are still odd trees close to the road. At Ch. 4.6 the trees are within 2m of the edge line. Refer to Photograph 2 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Consideration should be given to removing all road side hazards, such as trees, vegetation and poles within 3m of the edge line.	$100,000 / P4

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
13.	At Ch. 3.2 there are reverse curves with radii of approximately 310m. Additionally at Ch. 6.5 there is a long horizontal curve with a radius of 300m. Table 5 in the PBS Guidelines indicates that for a horizontal curve with a radius of 300m curve widening of 0.3m should be applied. Lane widths were measured at 3.3m and 3.6m with the requirement being 3.2m for the volume. Therefore the overall lane width is only 0.1m below the required total with curve widening.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consideration should be given to re-line marking the lanes to balance widths. Widening the lanes to meet curve widening requirements is recommended.	
14.3 Flagstaff Hill Road Section of Flagstaff Hill Road between Airport Road (Ch 0.0) and Port Elliot Road (Ch 0.3km).				
14.	B-Double turning movements between Airport Road and Flagstaff Hill Road are shown on Drawing No. LG708-SK03 in Appendix C. The left turn completely crosses onto the wrong side of Flagstaff Hill Road. The right turn crosses the centre line on Airport Road significantly. The junction is not wide enough for B-Double turning movements to be undertaken.	**Possibility** Very Likely **Exposure** Frequent **Consequences** Very Serious **Risk Score** P1	Significant widening of the junction is required to allow B-Double turning movements to be completed on the correct side of the road.	$250,000 / P4
15.	Sight distances from the give way line are insufficient in both directions due to the trees and vegetation along Flagstaff Hill Road. Moving the give way line forward would improve sight lines but this will impact negatively on turning movements. Refer to Photographs 3 and 4 in Appendix B.	**Possibility** Very Likely **Exposure** Frequent **Consequences** Very Serious **Risk Score** P1	With the re-design of the junction the sight lines should be reviewed and vegetation cleared to ensure sight distance requirements are met.	Cost included in Item 14

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
16.	Flagstaff Hill Road is flat and straight. There is a kerb line along the eastern side of the road. There is some vegetation along the edge of the road. On the way into Port Elliot the speed limit is 50 km/h.		Comment only.	
14.4	**Port Elliot Road** Section of Port Elliot Road between Flagstaff Hill Road (Ch 0.3) and Waterport Road (Ch 3.0km).			
17.	B-Double turning movements between Flagstaff Hill Road and Port Elliot Road are shown on Drawing No. LG708-SK04 in Appendix C. The left turn movement from Port Elliot Road can be completed within the lane. The right turn movement uses the chevron area on the southern side of Port Elliot Road. There is no parking here due to the driveway and therefore it is appropriate for this turning movement to be undertaken.		Comment only.	
18.	The junction of Flagstaff Hill Road and Port Elliot Road is busy due to the high volumes on Port Elliot Road. During peak summer and holidays periods, there is potential for significant delays at this junction for heavy vehicles turning onto Port Elliot Road. Sight lines in both directions along Port Elliot Road are very good, this will help drivers with gap acceptance. Refer to Photographs 5 and 6 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Monitoring of this issue is important. A possible change to the setup of this junction could be considered.	
19.	Within the township of Port Elliot the road width was measured at a pedestrian crossing. The lane widths were 3.1m and 3.3m. On street parking was also available. Table 2 in the PBS Guidelines indicates for a two lane undivided road with parallel parking at 60 km/h (no 50 km/h option) requires 5.7m lanes (this includes parking). This requirement is met as the kerb to kerb width is 12.7m.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
20.	There are several places where pedestrians cross Port Elliot Road within the township. Additionally, some cycle facilities are provided along with on street parallel parking. During peak periods, this township is very busy with vulnerable road users. Mixing heavy vehicles within the township is not ideal. Refer to Photograph 7 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Monitoring of this interaction is important.	
21.	At Ch. 0.9 on the way out of Port Elliot there is a horizontal curve with a radius of 200m. It is a short length of curve however. The seal is 10.9m wide on the curve. PBS Guidelines requires 3.5m lanes and 0.45m of curve widening which is provided.		Comment only.	
22.	At the Liptrott Lane junction (Ch. 2.1), there is a horizontal curve on Port Elliot Road. There is guard fence on the outside of the curve, with a gap for Liptrott Lane. From the guard fence to the edge of seal the pavement is 12.2m wide. The two lanes are 3.4m and 3.2m wide. There is a wide sealed shoulder on the inside of the curve that is 3.3m wide. This can be used if vehicles are waiting to turn right into Liptrott Lane. The radius is 280m only. PBS Guidelines require 0.35m of curve widening and lane widths of 3.5m. This is not met. There is super elevation on the curve and vegetation on the inside of the curve which reduces sight distance. Refer to Photograph 8 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Sufficient seal is provided so this issue can be solved as a line marking exercise. However this will remove the inside lane allowing vehicle through in the case of right turning vehicles potentially leading to rear end crashes.	$10,000 / P3

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
14.5	**Waterport Road** Waterport Road runs between Port Elliot Road (Ch 0.0) and Victor Harbor Road (Ch 5.1km).			
23.	B-Double turning movements between Port Elliot Road and Waterport Road are shown on Drawing No. LG708-SK05 in Appendix C. The drawing shows the left turn out can be completed on the pavement without crossing the centre line on Port Elliot Road. The right turn into Waterport Road crosses the centre line on Waterport Road and would impact any vehicles waiting to turn right out of Waterport Road. It is unclear if moving the give way line back will solve this issue, sight lines are good so it should be a consideration. Sight distance from Waterport Road along Port Elliot Road in both directions is very good. Additionally, for vehicles turning right into Waterport Road the sight distance along Port Elliot Road is very good.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	The south-west corner of the junction needs to be widened to accommodate the right turn movement into Waterport Road without crossing the centre line on Waterport Road.	$150,000 / P4
24.	At Ch. 0.1 on Waterport Road the road width is 10m with 3.5m and 3.4m wide lanes and 0.3m and 0.4m sealed shoulders. This meets the requirements in the PBS Guidelines Table 2. However, 0.5m sealed shoulders are recommended. Outside of the township, the lanes narrow to typically 3.2m which is below the PBS Guidelines of 3.5m in Table 3.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Lane widths should be widened to 3.5m in line with PBS Guidelines. Consider widening sealed shoulders to 0.5m.	
25.	Ch. 2.1 there is a bridge on Waterport Road, it has guard fence on both sides. The width from the face to face of the guard fence is 9.3m. This comfortably meets the bridge requirements in Table 6 of the PBS Guidelines.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
26.	At Ch 4.0 there is a horizontal curve with a radius of 230m. Lane widths are only 3.2m here. Table 5 in the PBS Guidelines indicates 0.4m of curve widening is required, totalling 3.9m wide lanes. The current lane widths are well below this. Refer to Photograph 9 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Curve widening should be implemented.	$60,000 / P4
14.6	**Victor Harbor Ring Road (Welch Road / Armstrong Road)** Victor Harbor Ring Road runs between Victor Harbor Road (Ch 0.0) and Inman Valley Road (Ch 5.9km).			
27.	B-Double turning movements over the roundabout between Waterport Road, Victor Harbor Road and Welch Road are shown on Drawing No. LG708-SK06 in Appendix C. The east-west movements over the roundabout can be completed by a B-Double. The movements are tight and the semi-mountable section of the island will be used, however it appears this roundabout was designed for B-Doubles. Sight distances are good at the roundabout. Speeds are low due to the large deflection angles of the roundabout.	**Possibility** Unusual but Possible **Exposure** Rare **Consequences** Important **Risk Score** P4	Heavy vehicle movements at this roundabout should be monitored to ensure they adopt a correct approach and use the semi-mountable section correctly.	
28.	At Ch. 0.9 there is a large bridge on Welch Road. From guard fence to guard fence, the width is 10.6m which comfortably meets the PBS Guidelines. Welch Road / Armstrong Road is well set up for heavy vehicles with 3.5m wide lanes and good sealed shoulders.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
14.7	**Mill Road / Waitpinga Road / Range Road / Cole Road** The Range Road route runs between Inman Valley Road (Ch 0.0) and Main South Road (Ch 46.8km).			
29.	B-Double turning movements over the roundabout between Armstrong Road and Mill Road are shown on Drawing No. LG708-SK07 in Appendix C. The templates show that while the roundabout is very large the heavy vehicles will be forced to use the majority of the semi mountable island. Additionally, on both roads leading into the roundabout it appears that the vehicles will be within the clearance envelopes. Sight lines are very tight in both directions. This is a low speed roundabout.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	A field trial would be best to determine if the roundabout is suitable for B-Double vehicles.	
30.	At Ch. 1.1 there is kerb on both sides of the road. The lane widths are 3.5m. At Ch. 1.9 the road has no edge lines, lane widths are 3.2 and 3.3m wide with 2m unsealed shoulders. There is significant edge break away. PBS Guidelines Table 3 requires 3.1m lanes for L2 vehicles on roads with AADT between 500 and 1,500 vehicles. However, 0.5m sealed shoulders are recommended.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consider installing sealed shoulders to 0.5m.	
31.	At Ch 2.8 there is a large drop off protected by guard fence. There are warning signs about 'cross winds' due to the area being quite exposed.		Comment only.	
32.	Ch 3.4 is the Waitpinga Road junction, from here the route continues straight however the road name changes to Range Road.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
33.	Traffic lane widths vary along Range Road, with generally between 3.0m and 3.5m wide lanes provided. There are no edge lines up to Ch 16.7 (Waitpinga Road junction). After this junction sealed shoulders are provided. Lane widths are then generally 3.2m wide with 0.5m sealed shoulders. Table 3 in the PBS Guidelines indicates for L2 vehicles on a road with an AADT of between 500 and 1,500 vehicles, 3.1m lanes are required which is met. 0.5m sealed shoulder is recommended.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consider sealing 0.5m of the shoulder along Range Road from Ch 3.4 to Ch 16.7 to improve delineation and provide some run off area.	
34.	At Ch 16.6 Range Road is again re-joined by Waitpinga Road. This enters the District Council of Yankallila. Within this Council the edge line is used. There is a steep downgrade at this section. At Ch 21.9 there is also a steep down grade. The lengths are not significant to warrant additional lanes or run off areas.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Signage is required for the steep sections to warn heavy vehicle drivers.	
35.	At Ch 18.2 there is a bridge. From guard fence to guard fence it is 9.3m wide which is sufficient for PBS Guidelines. The guard fence is too short and has no end treatments. Refer to Photograph 10 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Extend guard fence to cover hazard sufficiently and install correct end treatments.	$100,000 / P3

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
36.	Along this section of the route there are 46 horizontal curves that have a radius of less than 400m. The majority of the radii are above 300m which requires a 0.3m curve widening for each lane. This would take the total lane width required to 3.4m which is generally above the typical widths of 3.2m to 3.4m. Refer to Photographs 11 and 12 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Minor curve widening of approximately 0.2m per lane is required on significant lengths of this section of road due to the 46 substandard horizontal curves. Allow a nominal $40,000 per curve.	$1,800,000 / P4
37.	At Ch 22.8 there is a crest and a tight horizontal curve. A truck rollover sign is present along with CAMs. The edge line disappears in sections. The sight lines are insufficient. Refer to Photograph 13 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Consideration should be given to improving the horizontal and vertical alignment of this section of road.	$250,000 / P3
38.	Trees along this section are generally 4m from the edge line. There is continuous vegetation along this section of road.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consideration should be given to removing some of the closer trees.	
39.	At Ch 45.9 on Cole Road there is a steep and long downgrade into Delamere. There is a 'stop sign ahead' warning sign to inform drivers. This descent is dangerous for drivers especially as they must stop and turn left at the bottom of the hill.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	An approximately 850m slow vehicle descent lane at 6% grade should be installed on the eastern approach to Delamere.	$850,000 / P3

Item	Audit Findings	Risk Assessment	Recommendations	Cost / Residual Risk
14.8 Main South Road Section of Main South Road between Cole Road (Ch 0.0) and the ferry terminal (Ch 12.1km). *Note – currently gazetted as a 23m B-Double route.*				
40.	B-Double turning movements at the junction of Main South Road and Cole Road are shown on Drawing No. LG708-SK08 in Appendix C. They show that the right turn can be completed on the pavement. The left turn is forced across Main South Road onto the wrong side of the road. Sight distance from this junction is good to the left, to the right there is a crest however drivers can see over it. Main South Road is posted at 80km/h through Delamere. Vehicles can be seen for 8s or approximately 180m to the right. The right turn into Cole Road has sight distance issues also due to the crest. Refer to Photographs 14 and 15 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Significant widening is required at this junction to allow B-Doubles to complete the turning movements without crossing the centre line on Main South Road.	$400,000 / P3
41.	At Ch 7.1 a long descent starts, there is warning signage for drivers such as 'long steep descent' and 'reduce speed.' Speed advisory signs of 65 km/h are also present. Refer to Photographs 16 and 17 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	An approximately 1km slow vehicle descent lane at 8% grade should be installed on the escarpment leading down to Cape Jervis.	$1,000,000 / P3
42.	Along this section of road there are 18 horizontal curves that have a radius of less than 400m. The majority of the radii are between 200 to 300m which requires a 0.45m curve widening for each lane. This would take the total lane width required to 3.55m which is generally above the typical widths of 3.2m to 3.4m. Refer to Photographs 18 and 19 in Appendix B.	**Possibility** Likely **Exposure** Frequent **Consequences** Serious **Risk Score** P2	Minor curve widening of approximately 0.3m per lane is required on significant lengths of this section of road due to the 18 substandard horizontal curves.	$1,000,000 / P4

15.0 GOOLWA INDUSTRIAL AREA LINK FINDINGS

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
15.1	**Alexandrina Road (Cadell Street)** Section of Alexandrina Road between Airport Road (Ch 0.0) and Gardiner Street (Ch 4.2km).			
43.	B-Double turning movements at the junction of Alexandrina Road and Airport Road are shown on Drawing No. LG708-SK09 in Appendix C. The gazettal of Airport Road is discussed in Section 14 and this link into Goolwa would build on the network. Both turning movements can be made on the pavement and undertaken simultaneously.		Comment only.	
44.	On the approaches to the railway crossing on Alexandrina Road there are VMS boards with 'Prepare to Stop' displayed on them. This indicates that there has been previous compliance issues. There are tight horizontal curves and 55 km/h advisory speed signs for the railway crossing. This is a 100 km/h speed zone so this is a significant speed reduction. There are give way signs at the railway crossing and sight distances are good at the give way line.	**Possibility** Unusual but Possible **Exposure** Frequent **Consequences** Important **Risk Score** P3	Consideration could be given to realigning this railway crossing, although as a tourist railway its use by passenger trains is infrequent so any major capital works are unlikely to be considered by the road manager (DPTI) as cost effective.	
45.	There is significant vegetation along the edge of Alexandrina Road however it is generally between 4m and 5m from the edge line.	**Possibility** Possible **Exposure** Frequent **Consequences** Noticeable **Risk Score** P4	Consideration could be given to removing all vegetation from the clear zone.	
46.	The road width along Alexandrina Road is appropriate. 1.3m unsealed shoulders are provided along with 1m sealed shoulders and 3.4m wide lanes.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
47.	On the approach into Goolwa, the speed is reduced to 80km/h and then 50km/h. The Goolwa Primary School is located on Cadell Street. A school zone exists with 25km/h speed restrictions when the lights are flashing. There is a koala crossing with flashing lights, sight distance on the approaches to the crossing is good, however children waiting to cross may be obscured by parked vehicles. Refer to Photograph 20 in Appendix B.	**Possibility** Remotely Possible **Exposure** Infrequent **Consequences** Disaster **Risk Score** P2	Consider an alternative route so heavy vehicles do not have to pass through a school zone. Consideration should be given to physically separating pedestrians and children from the road.	
15.2 Gardiner Street Section of Gardiner Street between Cadell Street (Ch 0.0) and Port Elliot Road (Ch 1.2km).				
48.	B-Double turning movements at the intersection of Cadell Street and Gardiner Street are shown on Drawing No. LG708-SK10 in Appendix C. The background image does not show the recent upgrade to this intersection where raised central median islands were installed as pedestrian refuges for people crossing. The turning movements show that B-Double movements are tight at the intersection. With the recent construction of the pedestrian islands the turning movements will not be possible. Refer to Photograph 21 in Appendix B.	**Possibility** Certain **Exposure** Continuous **Consequences** Serious **Risk Score** P1	This intersection would return to a risk score of P3 were the pedestrian refuges at the intersection to be removed., thereby allowing B-Double turning movements to be completed.	$200,000 / P3
49.	Sight distances at the intersection are good. This intersection is controlled by a give way sign. Along Gardiner Street, the school zone continues however it is only enforced 'when children are present'.		Comment only.	

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
50.	The pedestrian crossing on Gardiner Street is still wide even with the central refuge. Crossing from the south to the north side the crossing is 7.8m and then 9.6m. Refer to Photograph 22 in Appendix B.	**Possibility** Remotely Possible **Exposure** Infrequent **Consequences** Disaster **Risk Score** P2	Consideration should be given to physically separating pedestrian and children from crossing the road used by heavy vehicles.	
51.	Along Gardiner Street there are trees and a stobie pole on the back of the kerb line.	**Possibility** Remotely Possible **Exposure** Frequent **Consequences** Serious **Risk Score** P3	Consideration should be given to removing all stobie poles and trees within the clear zone.	
52.	Gardiner Street typically has 4.5m wide lanes plus on street parking.		Comment only.	
53.	The railway crossing on Gardiner Street has tight horizontal curves on the approaches with raised central medians. Sight distances on the eastern leg are good, along the railway line, the sight distances on the western leg are good at the stop line. B-Double turning movements at the Gardiner Street are shown on Drawing No. LG708-SK11 in Appendix C. The sketch shows that the turning movements will impact on the raised features on both sides of the road. Some curve widening has been applied to the lanes. Refer to Photographs 23 and 24 in Appendix B.	**Possibility** Certain **Exposure** Continuous **Consequences** Serious **Risk Score** P2	Consideration should be given to undertaking a field trial on this crossing.	$200,000 / P3

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
54.	There is a tight horizontal curve on Gardiner Street near Port Elliot Road. There is kerb on the outside of the road but none on the inside of the curve. The seal is 8.1m wide.	**Possibility** Very Unlikely **Exposure** Rare **Consequences** Serious **Risk Score** P3	A vehicle test on this curve is recommended. It appears curve widening is required.	
15.3	**Hogben Road** Section of Hogben Road between Gardiner Street (Ch 0.0) and Wright Road (Ch 0.2km).			
55.	B-Double turning movements at the intersection of Hogben Road and Gardiner Street are shown on Drawing Nos. LG708-SK12 and SK13 in Appendix C. The drawings show that the right turn in crosses the centreline of Hogben Road significantly, whereby any vehicle waiting to exit Hogben Road would be hit. Additionally the left turn out movement would cross completely onto the wrong side of Gardiner Street. Sight distances are good for vehicles turning out of Hogben Road however some trees impact sight lines into the road which is important given the width restrictions.	**Possibility** Remotely Possible **Exposure** Infrequent **Consequences** Serious **Risk Score** P2	Significant widening of this junction is required for B-Doubles to use it safely.	$200,000 / P4
56.	This industrial estate has not been designed for B-Double vehicles. The roads and intersections are too narrow. Additionally the block sizes are too small for B-Double access or turning movements. Many of the driveway cross overs are also too narrow for B-Doubles. Refer to Photograph 25 in Appendix B.	**Possibility** Remotely Possible **Exposure** Infrequent **Consequences** Serious **Risk Score** P2	It seems that this estate has not been set up for B-Double access.	$800,000 / P4

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
15.4	**Wright Road** Section of Wright Road eastern end (Ch 0.0) to south western end (Ch 0.4km).			
57.	B-Double turning movements at the intersection of Hogben Road and Wright Road are shown on Drawing Nos. LG708-SK14 and SK15 in Appendix C. Both sets of turning movements show the B-Double vehicles crossing to the wrong sides of the road. Currently sight distance is good due to the lack of buildings. This may change as the area is developed. The low volumes and speeds make these turning movements currently low risk.	**Possibility** Possible **Exposure** Occasional **Consequences** Very Serious **Risk Score** P2	Significant widening of this junction is required for B Doubles to use it safely.	$200,000 / P4
58.	Wright Road is 10m wide kerb to kerb. It appears the end treatments at both ends of Wright Road are insufficient for B-Doubles to turn around should they need to. Street lighting is provided.	**Possibility** Possible **Exposure** Rare **Consequences** Noticeable **Risk Score** P4	Consideration would have to be given to widening the ends of the streets to allow turning movements.	
15.5	**Port Elliot Road** Section of Port Elliot Road (Ch 0.0) to Recycling Depot (Ch 1.4km).			
59.	B-Double turning movements at the junction of Gardiner Street and Port Elliot Road are shown on Drawing No. LG708-SK16 in Appendix C. Sight distances at this junction are good. However the turning templates show that the left turn movement will cross the centreline. Additionally the right turn out movement will use all of the parking lane.	**Possibility** Certain **Exposure** Continuous **Consequences** Serious **Risk Score** P2	Parking would need to be banned opposite the junction and some widening would be required to allow the left turn movement to be completed.	$100,000 / P4

Item	Audit Findings	Risk Assessment	Recommendations	Cost/ Residual Risk
60.	This section of Port Elliot Road is straight and flat. Road widths are sufficient with good sealed and unsealed shoulders provided. The speed zone is 80 km/h.		Comment only.	
61.	B-Double turning movements at the entrance to the recycling depot and Port Elliot Road are shown on Drawing No. LG708-SK17 in Appendix C. The recycling depot has a wide entrance. Sight distances are good for vehicles exiting the depot. Turning movements appear to be able to be completed safely.		Comment only.	

16.0 ROAD PAVEMENT CONSIDERATIONS

The standard heavy vehicle route assessment process does not require the assessor to examine pavement condition, nor comment on the need to upgrade pavement capacity, particularly in the case of unsealed versus sealed road considerations. This is because the assessment process is focussed on the capacity of a proposed route to safely accommodate individual higher classification PBS vehicles (in this case B-Doubles).

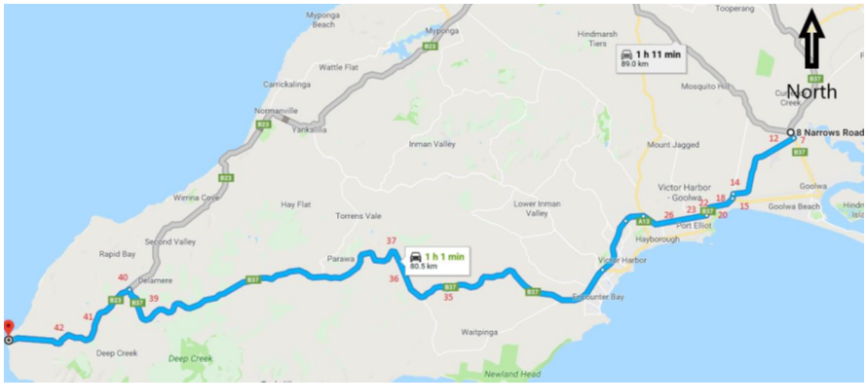
Consideration of the quantity of heavy vehicles being introduced to a proposed route, particularly where unsealed roads are involved, is a separate but highly important issue when it comes to whole-of-life management of the road's condition. An unsealed road will rapidly deteriorate under higher numbers of heavy vehicles – but this will be the case regardless of vehicle classification, since flexible road pavement capacity and deterioration is a function of equivalent standard axle (ESA) loadings over the life of the pavement. These ESAs can come from semi-trailers, B-Doubles, 30m short road trains or larger vehicles – the number of movements is not relevant, the total tonnage on the road is.

In the case of both the South Coast Freight Corridor and the Goolwa Industrial Area Link, as assessed, neither involves use of any unsealed road, so the above unsealed road whole-of-life considerations are not required. However, in the event that short sections of unsealed roads are incorporated into the two routes, to avoid critical sites or expensive capital works (see Section 18 Recommendations), further consideration of road pavement will be required.

17.0 CAPITAL WORKS COST ESTIMATES

There are a number of issues associated with the potential gazettal of the South Coast Freight Corridor and Goolwa Industrial Area Link for PBS Level 2A (B-Double) vehicles. Categorised by assessed risk level, the main issues are identified in the two maps below. A recommended approach (subject to individual road managers, namely DPTI and the three councils involved, deciding upon their tolerance for risk) is for P1 and/or P2 risks to be reduced to P3 or lower. While it is strongly recommended that all P1 risks be addressed, the removal of P2 risks using capital works improvements is recommended if the route is to be gazetted for general use, but P2 risks could potentially be managed via operational controls should a permit process be used for initial control of access by heavy vehicles to the route(s). This is addressed in the following Sections 17.1 and 17.2 of the report.

17.1 Cost Summary – South Coast Freight Corridor



Item references show the location of all P1 and P2 risks along the route.

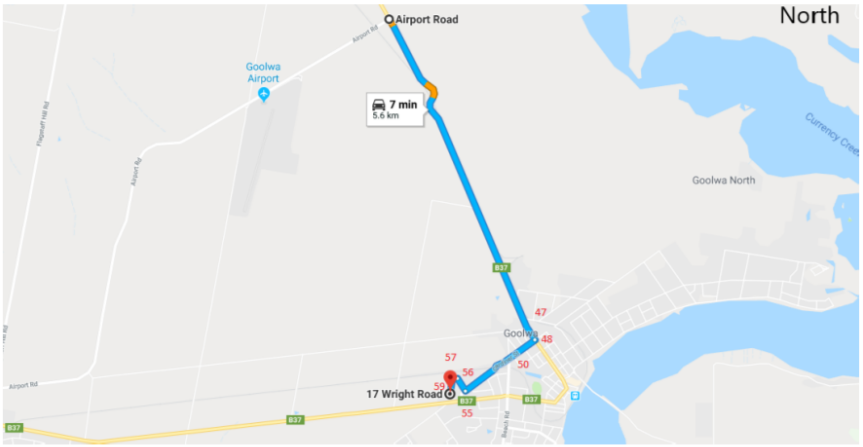
It is recommended that, for gazettal of the route, all risks are reduced to a P3 residual risk or lower (unless a "monitor" action is proposed where the currently identified P2 risk may eventually be downgraded to P3). Individual road managers will then have to manage the residual risk. The table below provides a summary of the estimated capital costs to achieve this outcome.

Cost Summary

Item	Issue and Risk Rating	Cost ($)	Residual Risk
7	Junction Sight Distance – P2	10,000	P4
12	Carriageway Clear Zone – P2	100,000	P4
14	Junction Turning – P1	250,000	P4
15	Junction Sight Distance – P1	incl above	P3
18	Junction Gap Acceptance – P2	monitor	P2
20	Carriageway Peds/Cyclists – P2	monitor	P2
22	Junction Curve Widening – P2	10,000	P3
23	Junction Turning – P2	150,000	P4
26	Carriageway Curve Width – P2	60,000	P4
35	Bridge Guard Fence – P2	100,000	P3
36	Carriageway Curve Widths – P2	1,800,000	P4

37	Alignment Crest/Curve – P2	250,000	P3
39	Alignment Steep Descent – P2	850,000	P3
40	Junction Turning – P2	400,000	P3
41	Alignment Steep Descent – P2	1,000,000	P3
42	Carriageway Curve Widths – P2	1,000,000	P4
	Total Cost (nearest $100,000)	**6,000,000**	

17.2 Cost Summary – Goolwa Industrial Area Link



Item references show the location of all P1 and P2 risks along the route.

It is recommended that, for gazettal of the route, all risks are reduced to a P3 residual risk or lower. Alexandrina Council, as road manager, will then have to manage the residual risk. The table below provides a summary of the estimated capital costs to achieve this outcome.

Cost Summary

Item	Issue and Risk Rating	Cost ($)	Residual Risk
47	Carriageway Pedestrians – P2	monitor	P2
48	Junction Turning – P1	200,000	P3
50	Carriageway Pedestrians – P2	monitor	P2
55	Junction Turning – P2	200,000	P4
56	Multiple Junction Turning – P2	800,000	P4
57	Junction Turning – P2	200,000	P4
59	Junction Turning – P2	100,000	P4
	Total Cost (nearest $100,000)	**1,500,000**	

18.0 RECOMMENDATIONS

Based upon the risk analysis and recommended improvements resulting from the detailed heavy vehicle route assessment along a section of the South Coast Freight Corridor, plus the Goolwa Industrial Area Link (as detailed in Sections 14 and 15 of this report), along with associated capital works cost estimates in Section 17, initial recommendations are offered regarding staged introduction of PBS Level 2A (26m B-Double) vehicles along these two routes. Note, however, that preliminary design and more detailed cost estimates for the proposed improvements may change the overall capital works estimate.

The recommended course of action is therefore:

18.1 South Coast Freight Corridor Improvements – Stage 1

In financial year 2019-20:

1. Alexandrina Council undertakes capital works identified for Airport Road (Items 7 and 12), Flagstaff Hill Road (Items 14 and 15), Port Elliott Road (Item 22) and Waterport Road (Items 23 and 26) for a total estimated capital cost of **$ 580,000**.

2. With assistance from DPTI bridge section or a private consultant, confirm (as expected) that there are no bridges or culverts along the route with load limitations that would prevent a lifting in load classification from General Mass Limit (GML) to Higher Mass Limit (HML).

3. Upon completion of these works, arrange for gazettal to PBS Level 2A of the section of the South Coast Freight Corridor from the existing gazetted route at the junction of Goolwa Road and Alexandrina Road to the roundabout at the junction of Victor Harbor Ring Road (Armstrong Road), Inman Valley Road and Mill Road.

4. Allow the remaining ungazetted section of the South Coast Freight Corridor through to the ferry terminal at Cape Jervis to be used by 26m B-Double GML classification vehicles under permits issued by the NHVR (with input from the three responsible road managers, namely DPTI, the District Council of Yankalilla and the City of Victor Harbor). This method would allow all P2 risks to be identified and managed through operational controls, such as speed limits, incorporated into permit conditions.

18.2 South Coast Freight Corridor Improvements – Stage 2

As funds become available, potentially over a two to three year period:

1. The City of Victor Harbor and the District Council of Yankalilla jointly undertake capital works identified for the Range Road route, incorporating Mill Road / Waitpinga Road / Range Road, namely Items 35, 36 and 37, for a total estimated capital cost of $ 2,150,000.

2. DPTI be requested to undertake capital works identified for the final section of Main South Road, namely Item 41, for a total estimated capital cost of $ 1,000,000.

3. A further investigation be conducted into the risks and related capital works requirement of using Range Road West (either unsealed or sealed) as an alternative to Cole Road and Main South Road, potentially saving up to an

estimated $ 2,250,000 in capital cost for improvement works associated with currently identified P2 risks.

4. Adjust the 2020 Transport Plan Regional Freight Route drawings to reflect any change to the South Coast Freight Corridor if Range Road West is deemed a better option.

5. With assistance from DPTI bridge section or a private consultant, confirm that there are no bridges or culverts along the route with load limitations that would prevent a lifting in load classification from General Mass Limit (GML) to Higher Mass Limit (HML).

6. Upon completion of these works, arrange for gazettal to PBS Level 2A of the remaining section of the South Coast Freight Corridor from the roundabout at the junction of Victor Harbor Ring Road (Armstrong Road), Inman Valley Road and Mill Road to the ferry terminal at Cape Jervis.

The estimated total capital works cost of Stage 2 ranges from **$ 3,125,000** to **$ 5,400,000.** When combined with the Stage 1 estimated capital works cost of $ 580,000, it will bring total spend to a maximum of just under $ 6 million, possibly reduced to a little under $ 4 million.

18.3 South Coast Freight Corridor Improvements – Stage 3

Subject to Alexandrina Council's local transport plans and funding ability, along with considerable likely community consultation, planning, design and construction of the Middleton Freight Bypass would be considered in Years 4 and 5 of the overall South Coast Freight Corridor Improvements project. This component of the project has not been costed at this point in time.

18.4 Goolwa Industrial Area Link

With an estimated $1,500,000 in capital works expenditure, and considerable negative impact on the Goolwa community (along the northern section of Cadell Street as well as along Gardiner Street), the economic benefit of opening up the proposed route of the Gawler Industrial Area Link to PBS Level 2A (26m B-Double) vehicles is questionable.

It is therefore recommend that:

1. The current route examined for the Goolwa Industrial Area Link should not be gazetted for 26m B-Double.

2. A further investigation be conducted into the risks and related capital works requirement of an alternative access to the Goolwa Industrial Area via the South Coast Freight Corridor (Airport Road section), coming off at Petersen Road, then heading east along Port Elliott Road and using the short southern section of Gardiner Street. This route would also service two existing properties along Port Elliott Road which have already requested B-Double access.

19.0 ROUTE ASSESSMENT CONCLUDING STATEMENT

A detailed heavy vehicle route assessment has been undertaken along the ungazetted section of the proposed South Coast Freight Corridor and the proposed Goolwa Industrial Area Link. This has been completed for the purpose of determining the risks and related capital works requirements to enable these two routes to be gazetted for use by PBS Level 2A (26m B-Double) heavy vehicles.

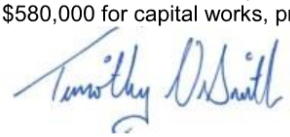
It should be noted that only road capacity, road geometry (with some preliminary intersection geometry) and road safety issues have been considered in this assessment, leading to a potential GML classification. No detailed geotechnical analysis has been undertaken, nor a structural assessment of bridges and culverts, which will be necessary before a HML classification can be applied.

Gazettal of the proposed routes, in their existing state, to a PBS Level 2A classification, is not recommended, due to the existence of at least one P1 (very high) risk on each route.

Provided a moderate level of residual risk (P3) is acknowledged and managed accordingly by the four road managers involved (namely Alexandrina Council, the City of Victor Harbor, the District Council of Yankalilla and DPTI), the assessed section of the South Coast Freight Corridor could be progressively gazetted as a PBS Level 2A (26m B-Double) route upon completion of capital works estimated to cost between $4 million and $6 million.

Even though a moderate level of residual risk (P3) is achievable for the assessed route of the Goolwa Industrial Area Link, upon completion of capital works estimated to cost around $1.5 million, the economic benefits may not be sufficient to offset the cost and potential negative community impact. Examination of an alternative route is recommended.

Provided a high level of residual risk (P2) is acknowledged and managed accordingly by the four road managers involved, interim use of the full length of the assessed section of the South Coast Freight Corridor could be possible using operational controls issued via a permit basis, following initial expenditure of an estimated $580,000 for capital works, primarily at the Airport Road / Flagstaff Hill Road junction.



Timothy Viner Smith
Heavy Vehicle Route Assessor
Senior Road Safety Auditor
HDS Australia Pty Ltd
February 2019



Daniel Ahrens
Heavy Vehicle Route Assessor
Senior Road Safety Auditor
HDS Australia Pty Ltd
February 2019



John Olson
Principal Engineer, Road Transport
Managing Director
HDS Australia Pty Ltd
February 2019

Appendix A

South Coast Freight Corridor Overview



South Coast Freight Corridor

Southern & Hills Local Government Association 2020 Transport Plan

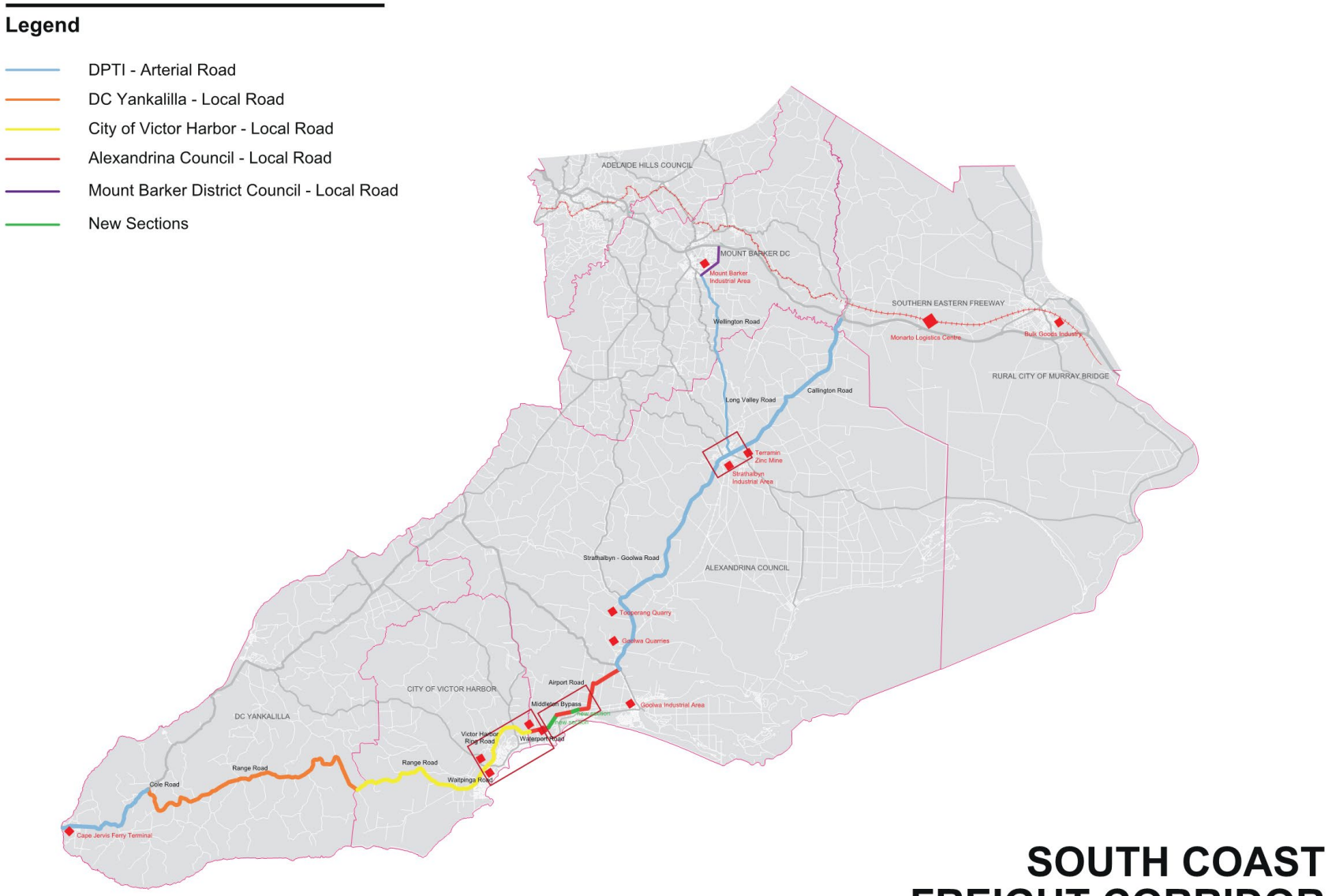
A Key Regional Transport Infrastructure Initiative

The South Coast Freight Corridor is proposed as a primary cross regional gazetted 26m B-Double General Mass Limit route running from Cape Jervis, via Victor Harbor and Strathalbyn, to the South East Freeway Interchange at Callington, with a branch to Mount Barker.

The route also incorporates a link to the Kangaroo Island Freight Corridor, via the Sealink ferry service and Penneshaw Freight Terminal.

Supporting the Southern & Hills LGA regional transport goals for:

- Economic Development
- Access
- Road Safety
- Environment


Legend
DPTI - Arterial Road
DC Yankalilla - Local Road
City of Victor Harbor - Local Road
Alexandrina Council - Local Road
Mount Barker District Council - Local Road
New Sections
ADELAIDE HILLS COUNCIL
MOUNT BARKER DC
Mount Barker Industrial Area
SOUTHERN EASTERN FREEWAY
Wellington Road
Monarto Logistics Centre
Bulk Goods Industry
RURAL CITY OF MURRAY BRIDGE
Callington Road
Long Valley Road
Terramin Zinc Mine
Strathalbyn Industrial Area
Strathalbyn - Goolwa Road
ALEXANDRINA COUNCIL
Tooperang Quarry
Goolwa Quarries
Airport Road
CITY OF VICTOR HARBOR
Middleton Bypass
Goolwa Industrial Area
DC YANKALILLA
Victor Harbor River Road
Waterport Road
Range Road
Range Road
Cole Road
Wattpinga Road
Cape Jervis Ferry Terminal
SOUTH COAST
FREIGHT CORRIDOR



VICTOR HARBOR BYPASS



MIDDLETON BYPASS



STRATHALBYN BYPASS

Appendix B

Photos Showing Very High Risk (P1) and Selected High Risk (P2) Sites



Photo No. 1 (Item 7) – Sight distance from Airport Road to the right along Alexandrina Road is insufficient. Trimming of vegetation would improve it significantly.



Photo No. 2 (Item 12) – Large trees line sections of Airport Road and are well within the clear zone.



Photo No. 3 (Item 15) – Sight distance from Airport Road to the right along Flagstaff Hill Road is insufficient.



Photo No. 4 (Item 15) – Sight distance from Airport Road to the left along Flagstaff Hill Road is insufficient.



Photo No. 5 (Item 18) – Sight distance from Flagstaff Hill Road to the right along Port Elliot Road is good. There are concerns about the lack of gaps to complete turning movements at this junction, especially during peak periods.



Photo No. 6 (Item 18) – Sight distance from Flagstaff Hill Road to the left along Port Elliot Road is good. There are concerns about the lack of gaps to complete turning movements at this junction, especially during peak periods.



Photo No. 7 (Item 20) – Port Elliot Road in Middleton has cycle lanes, high traffic volumes and significant pedestrian movements.



Photo No. 8 (Item 22) – The Liptrott Lane junction on Port Elliot Road has insufficient curve widening.



Photo No. 9 (Item 26) – This tight horizontal curve on Waterport Road requires curve widening.



Photo No. 10 (Item 35) – The guard fence on this bridge needs to be extended to cover the hazard and have appropriate end treatments installed.



Photo No. 11 (Item 36) – Examples of the tight horizontal curves on Range Road that require curve widening.



Photo No. 12 (Item 36) – Examples of the tight horizontal curves on Range Road that require curve widening.



Photo No. 13 (Item 37) – This section of Range Road has poor sight lines due to horizontal and vertical curves, curve widening is also required.



Photo No. 14 (Item 40) – Sight distance from Cole Road to the right along Main South Road is inhibited by the crest, while drivers can see over it there is concern some drivers may be unsure about the sight lines.



Photo No. 15 (Item 40) – Sight lines along Main South Road to the north are impacted by the crest for drivers turning right into Cole Road.



Photo No. 16 (Item 41) – The steep descent on Main South Road in Cape Jervis is dangerous for heavy vehicles.



Photo No. 17 (Item 41) – The steep descent on Main South Road in Cape Jervis is dangerous for heavy vehicles.



Photo No. 18 (Item 42) – There are several horizontal curves along Main South Road that require curve widening.



Photo No. 19 (Item 42) – There are several horizontal curves along Main South Road that require curve widening.



Photo No. 20 (Item 47) – The school crossing in Goolwa. There are parking spaces on the kerb which may block sight lines to crossing children.

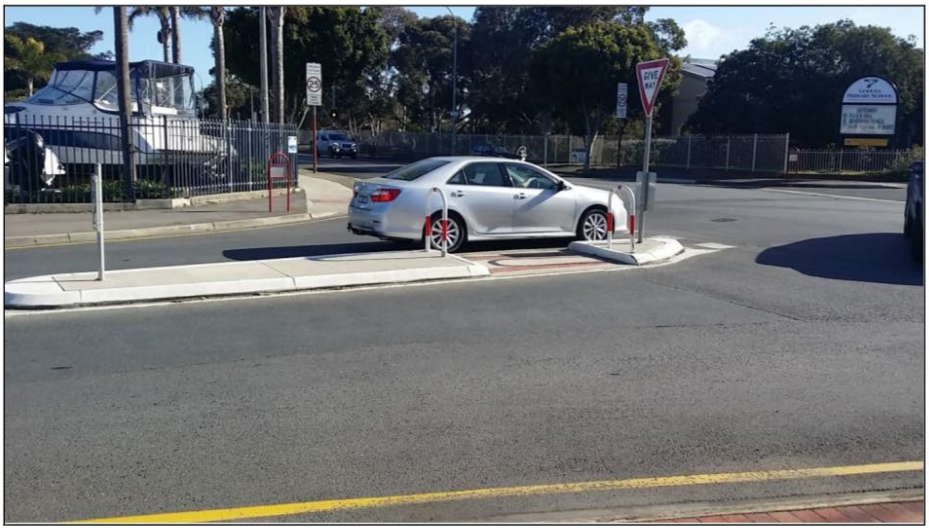


Photo No. 21 (Item 48) – This pedestrian island has been constructed on Gardiner Street and is not shown on the aerial images. It will prevent B-Double turning movements from being undertaken.



Photo No. 22 (Item 50) – The pedestrian crossing on Gardiner Street is very wide.



Photo No. 23 (Item 53) – The horizontal curves either side of the railway crossing are very tight and have kerbs and a central median which will be tight for B-Doubles to navigate.



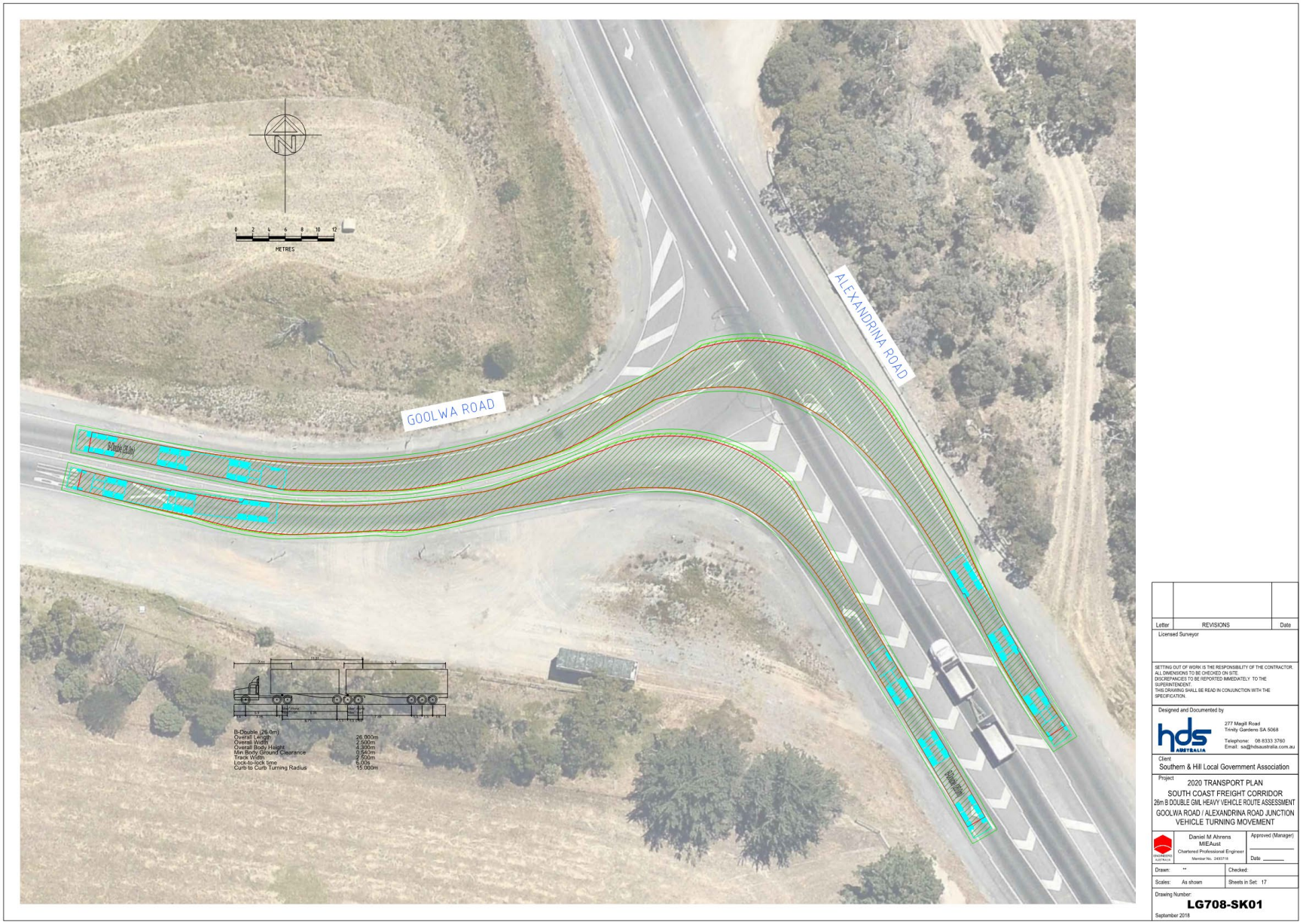
Photo No. 24 (Item 53) – The horizontal curves either side of the railway crossing are very tight and have kerbs and a central median which will be tight for B Doubles to navigate.

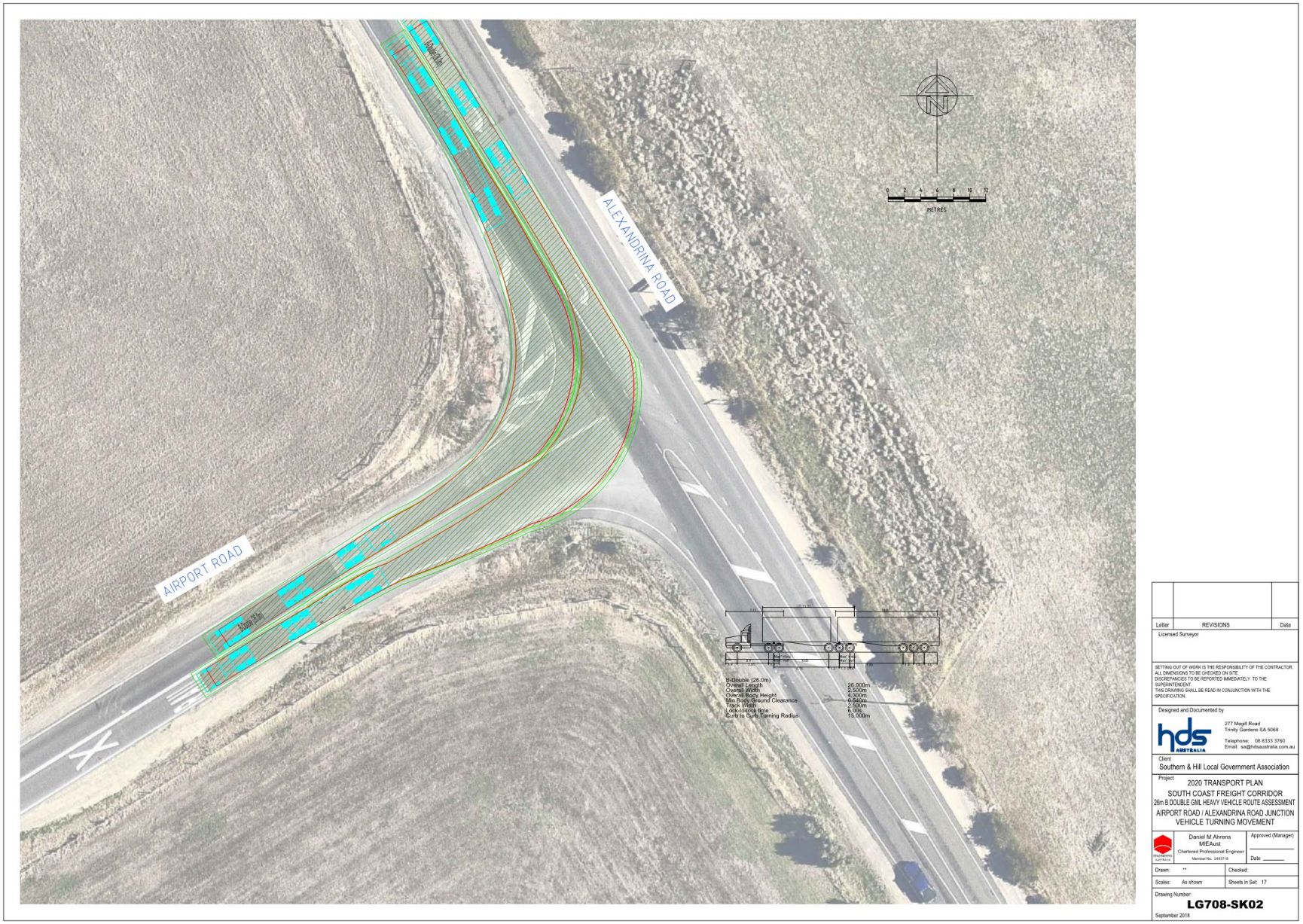


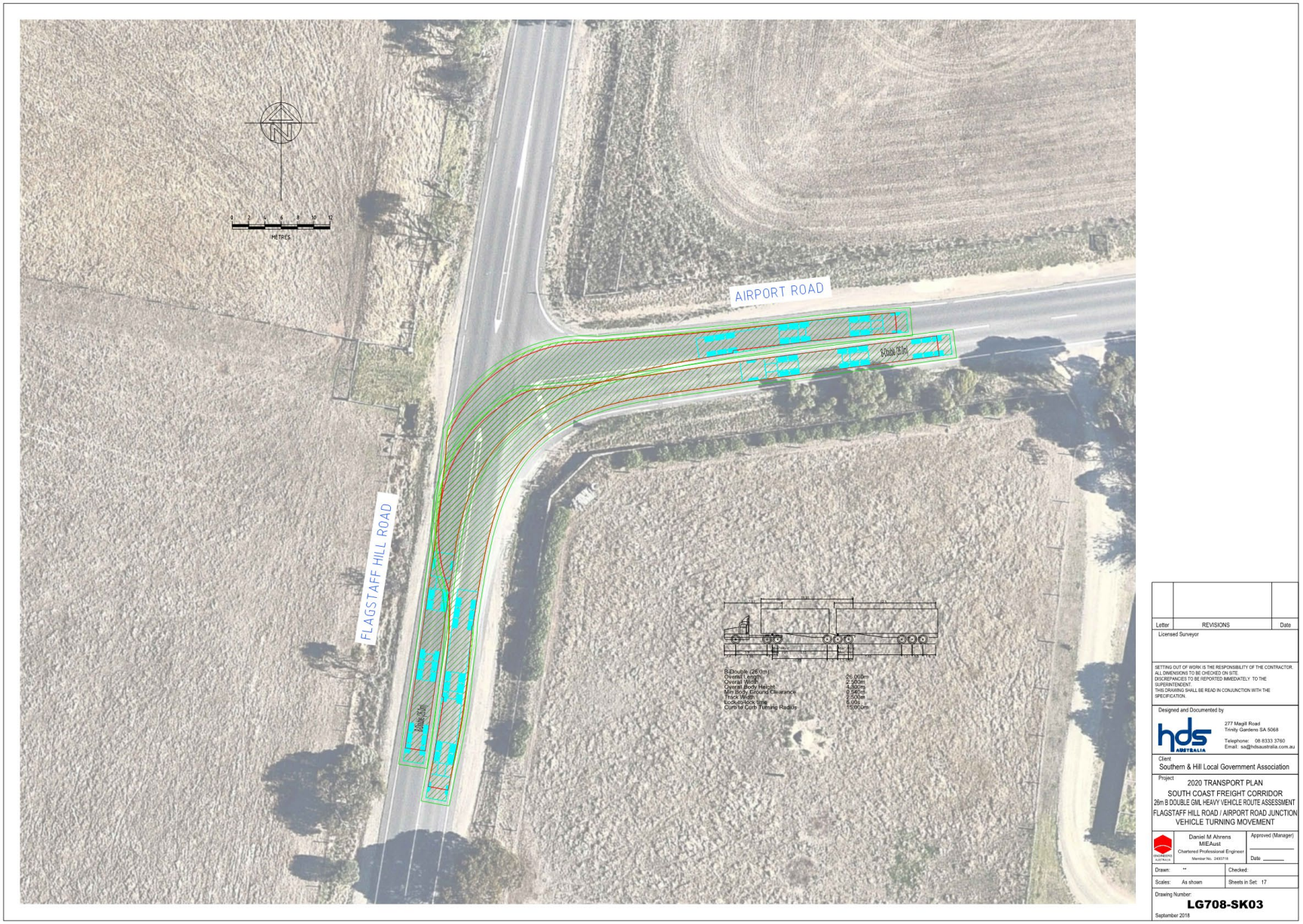
Photo No. 25 (Item 56) – The industrial estate has small blocks and does not appear to be designed for B-Doubles.

Appendix C

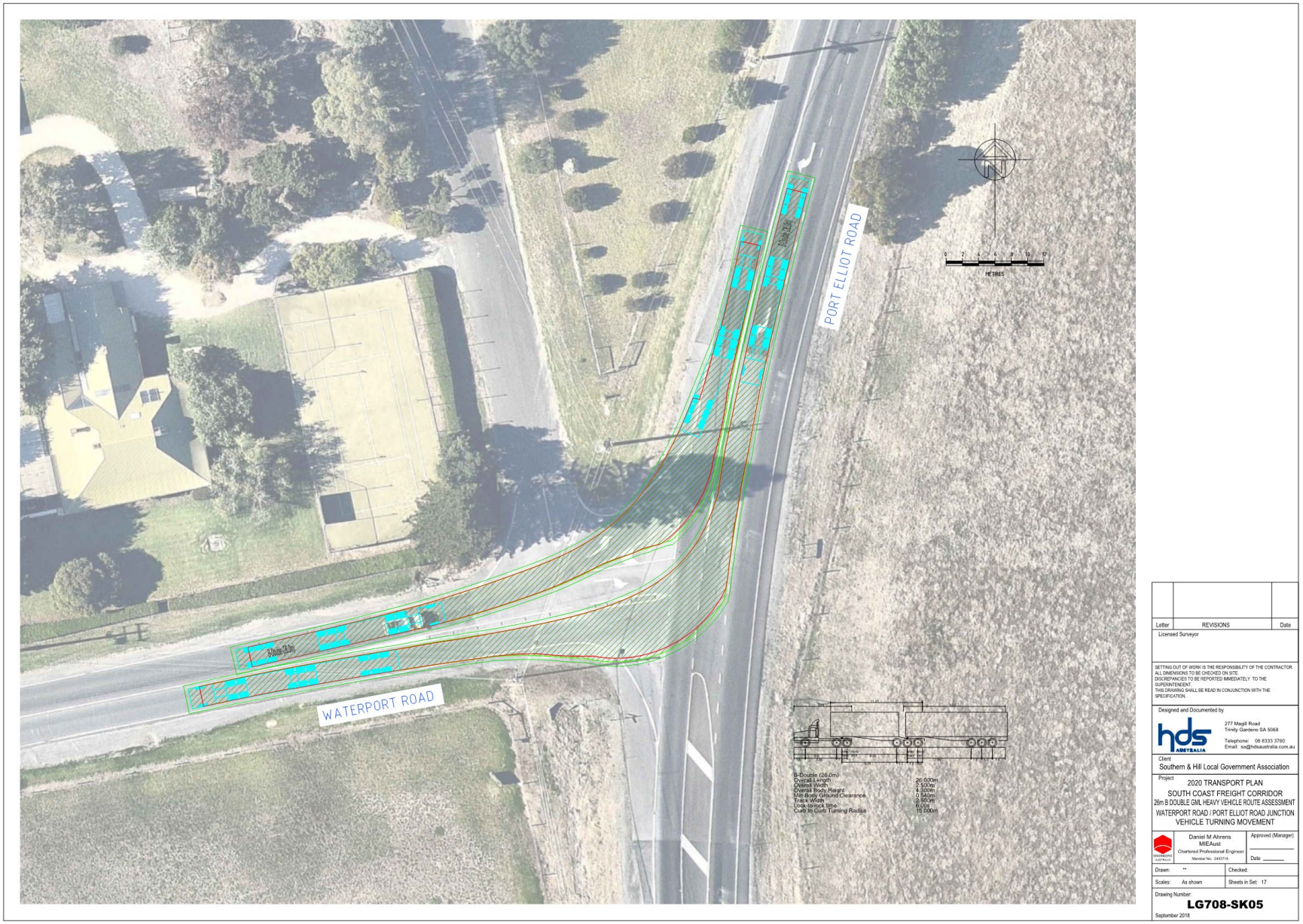
Vehicle Turning Movements


GOOLWA ROAD
ALEXANDRINA ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
GOOLWA ROAD / ALEXANDRINA ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK01
September 2018


ALEXANDRINA ROAD
AIRPORT ROAD
0 2 4 6 8 10 12
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Kerb to Kerb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
AIRPORT ROAD / ALEXANDRINA ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 2493718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK02
September 2018


AIRPORT ROAD
FLAGSTAFF HILL ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-Lock time 6.00s
Curb'd Curb Turning Radius 15.00m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
FLAGSTAFF HILL ROAD / AIRPORT ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 24937718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK03
September 2018

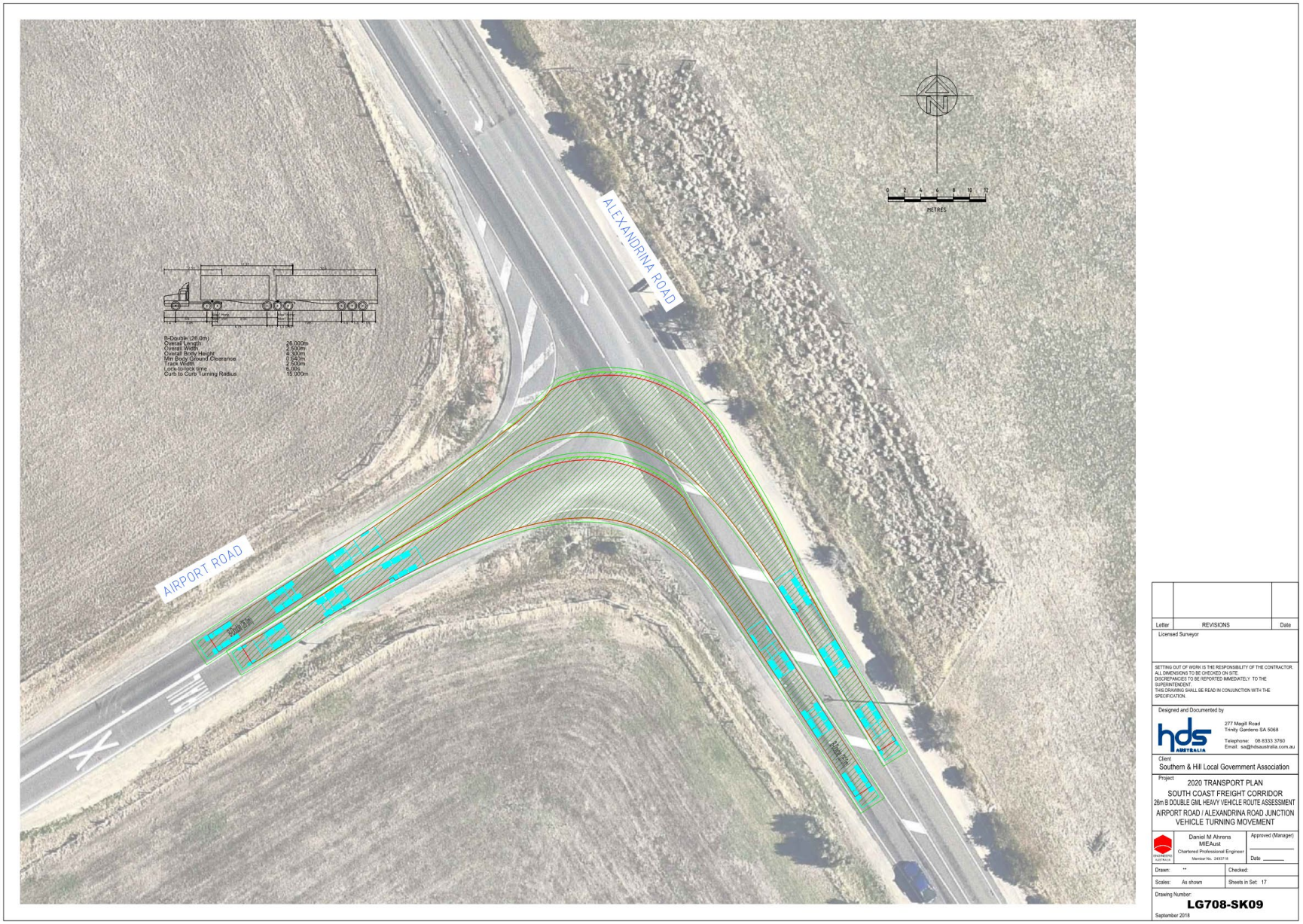

FLAGSTAFF HILL ROAD
PORT ELLIOTROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR.
ALL DIMENSIONS TO BE CHECKED ON SITE.
DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT.
THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
GOOLWA ROAD / FLAGSTAFF HILL ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK04
September 2018


PORT ELLIOT ROAD
WATERPORT ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 16.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
WATERPORT ROAD / PORT ELLIOT ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK05
September 2018


VICTOR HARBOR ROAD
WELCH ROAD
WATERPORT ROAD
ADELAIDE ROAD
METRES
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
WELCH ROAD / VICTOR HARBOR ROAD ROUNDABOUT
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn:
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK06
September 2018

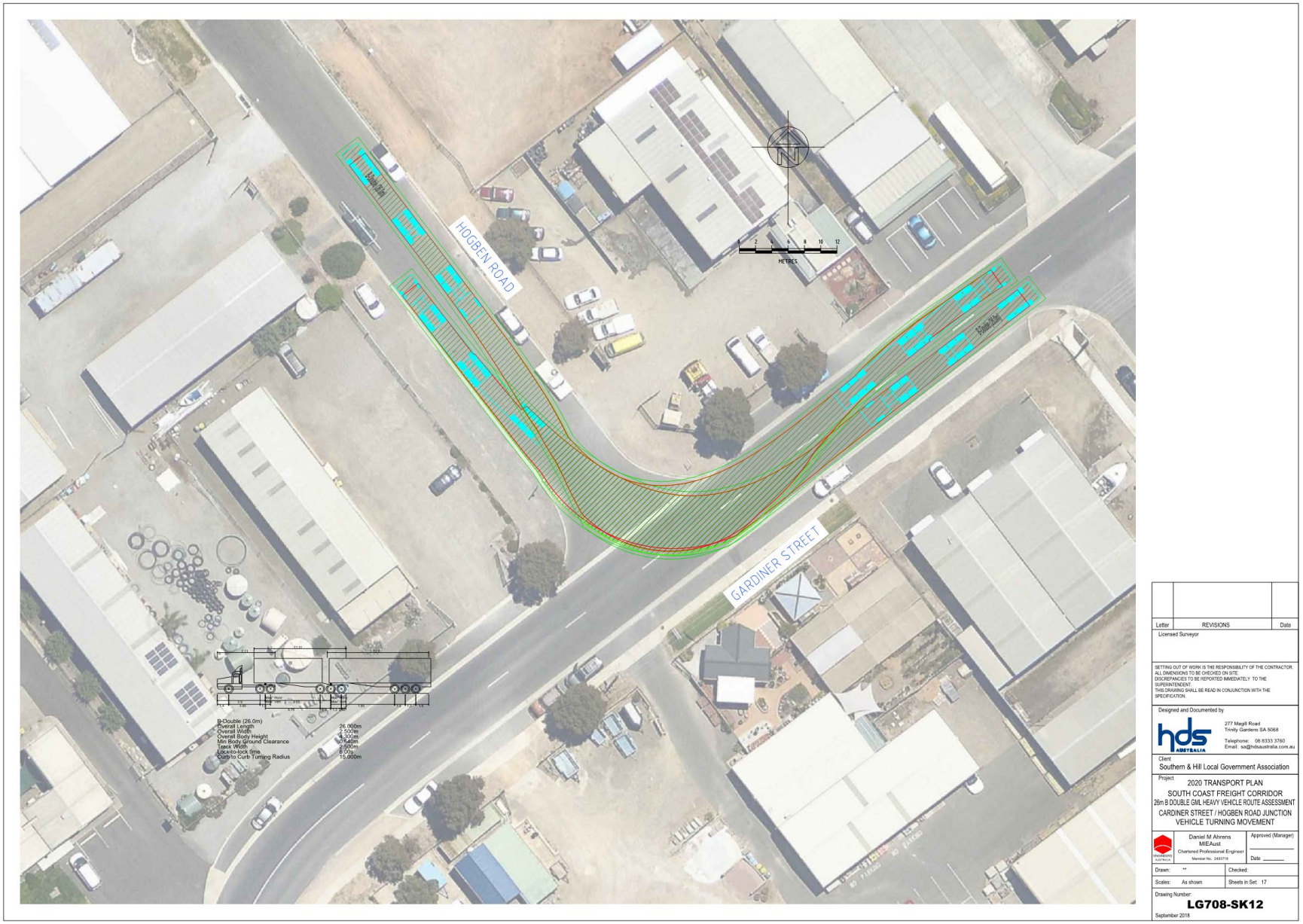

ARMSTRONG ROAD
INMAN VALLEY ROAD
GEORGE MAIN ROAD
MILL ROAD
MAUDE STREET
METRES
B-Double (26.0m)
Overall Length
Overall Body Height
Tray Body Ground Clearance
Track Width
Lock to lock time
Curb to Curb Turning Radius
26.000m
2.500m
4.300m
0.540m
2.500m
9.00s
15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR.
ALL DIMENSIONS TO BE CHECKED ON SITE.
DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT.
THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
MILL ROAD / MAUDE STREET ROUNDABOUT
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 249371?
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK07
September 2018


MAIN SOUTH ROAD
COLE ROAD
0 2 4 6 8 10 12
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
MAIN S ROAD / COLE ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 2493718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK08
September 2018

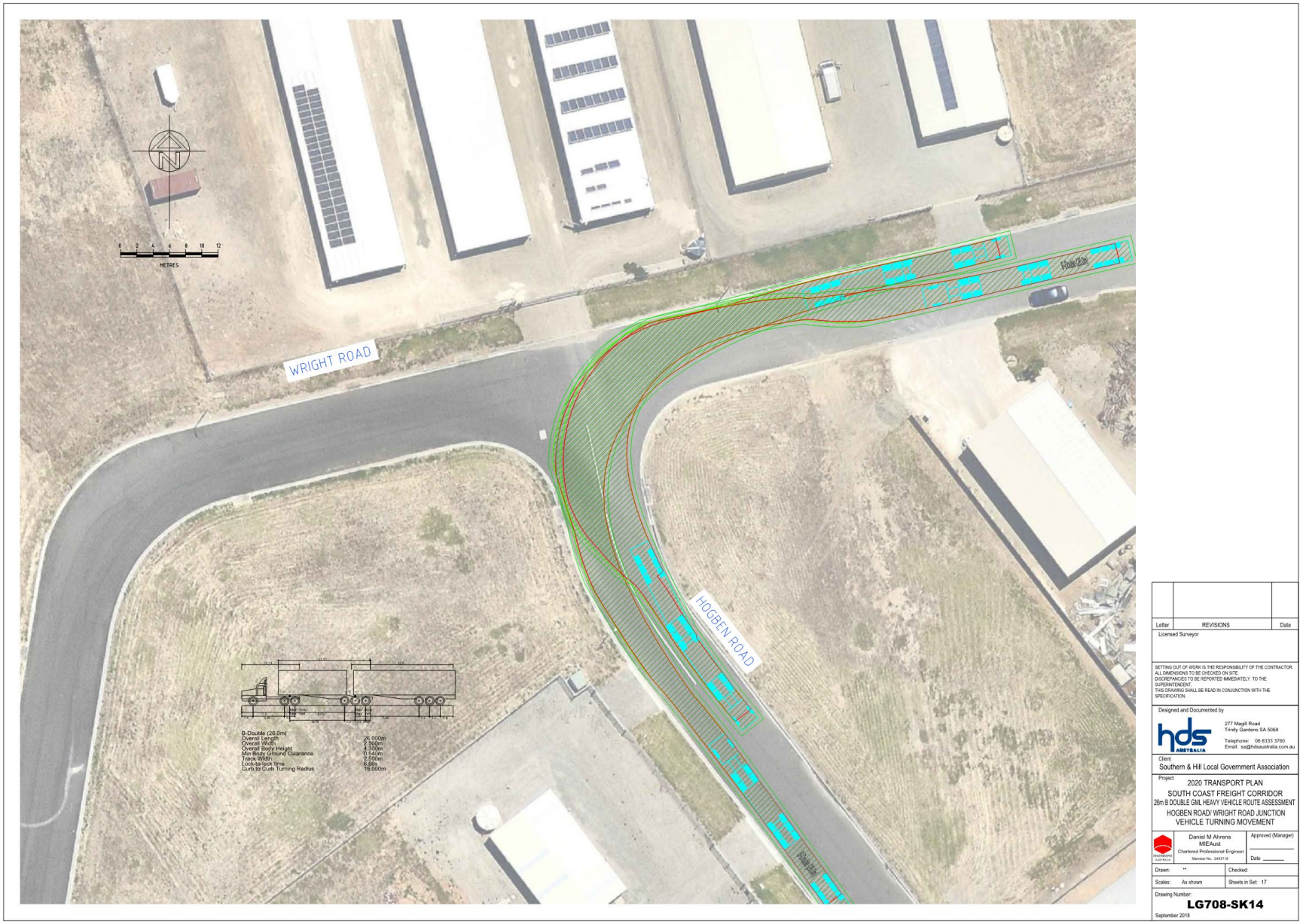

ALEXANDRINA ROAD
AIRPORT ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
AIRPORT ROAD / ALEXANDRINA ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 249371?
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK09
September 2018


CADELL STREET
GARDINER STREET
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.0s
Curb to Curb Turning Radius 16.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
CADELL ROAD / CARDINER STREET INTERSECTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 24937718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK10
September 2018

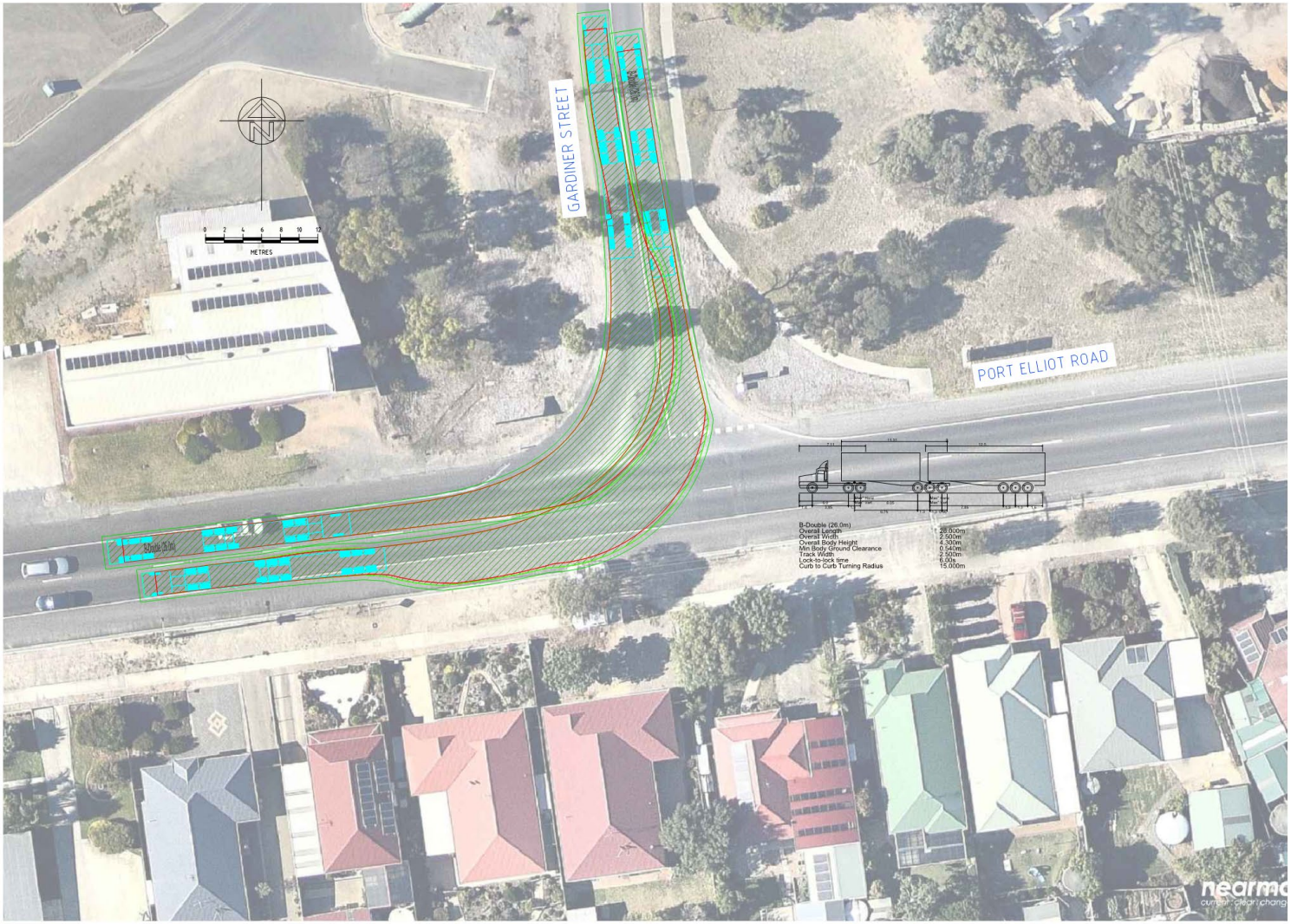

GARDINER STREET
GARDINER STREET
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
CARDINER STREET / RAILWAY CROSSING
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 2493718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK11
September 2018


HOGBEN ROAD
GARDINER STREET
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Tracs Width 2.500m
Lock-to-lock time 8.0s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
CARDINER STREET / HOGBEN ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK12
September 2018


HOGBEN ROAD
GARDINER STREET
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Kerb to Kerb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
CARDINER STREET / HOGBEN ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Member No. 2493718
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK13
September 2018


WRIGHT ROAD
HOGBEN ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Kerb to Kerb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
HOGBEN ROAD/ WRIGHT ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK14
September 2018


WRIGHT ROAD
HOGBEN ROAD
METRES
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
HOGBEN ROAD/ WRIGHT ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK15
September 2018



Letter	REVISIONS	Date

Licensed Surveyor

SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.

Designed and Documented by

hds AUSTRALIA
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au

Client: Southern & Hill Local Government Association

Project: 2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
GARDINER ROAD/ PORT ELLIOT ROAD JUNCTION
VEHICLE TURNING MOVEMENT

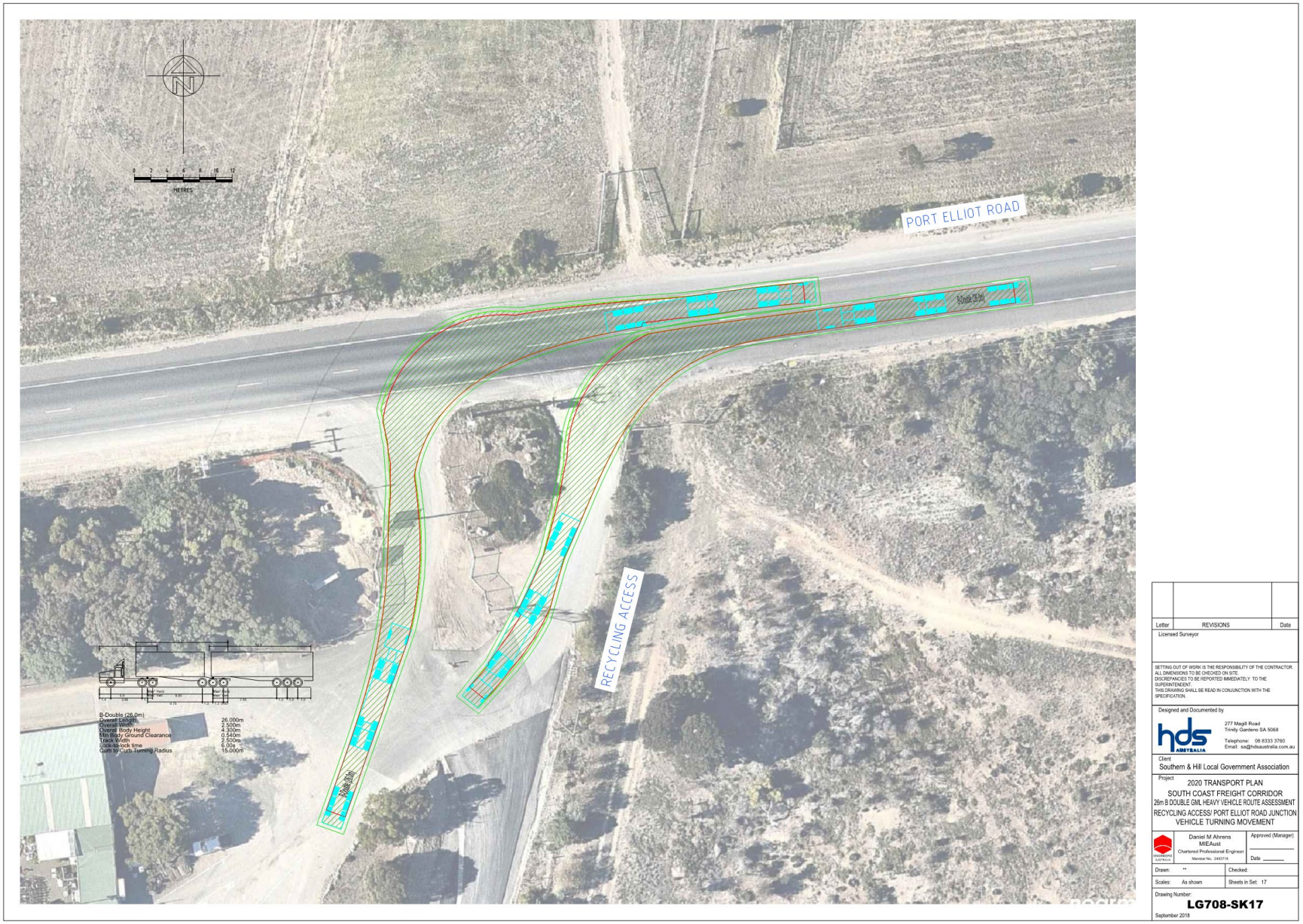
Daniel M Ahrens MIEAust
Chartered Professional Engineer
Member No. 249371?

Approved (Manager)
Date

Drawn: **
Checked:
Scales: As shown
Sheets in Set: 17

Drawing Number: **LG708-SK16**

September 2018


PORT ELLIOT ROAD
RECYCLING ACCESS
B-Double (26.0m)
Overall Length 26.000m
Overall Width 2.500m
Overall Body Height 4.300m
Min Body Ground Clearance 0.540m
Track Width 2.500m
Kerb-to-kerb time 9.00s
Kerb to Kerb Turning Radius 15.000m
Letter
REVISIONS
Date
Licensed Surveyor
SETTING OUT OF WORK IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL DIMENSIONS TO BE CHECKED ON SITE. DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE SUPERINTENDENT. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
Designed and Documented by
277 Magill Road
Trinity Gardens SA 5068
Telephone: 08 8333 3760
Email: sa@hdsaustralia.com.au
Client
Southern & Hill Local Government Association
Project
2020 TRANSPORT PLAN
SOUTH COAST FREIGHT CORRIDOR
26m B DOUBLE GML HEAVY VEHICLE ROUTE ASSESSMENT
RECYCLING ACCESS/ PORT ELLIOT ROAD JUNCTION
VEHICLE TURNING MOVEMENT
Daniel M Ahrens
MIEAust
Chartered Professional Engineer
Approved (Manager)
Date
Drawn:
Checked:
Scales: As shown
Sheets in Set: 17
Drawing Number:
LG708-SK17
September 2018