



# NOTICE

of

## SERVICES COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the  
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS  
PLAYFORD CIVIC CENTRE  
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**TUESDAY, 21 MAY 2019 AT 7:00PM**

A handwritten signature in blue ink, appearing to read "S Green".

**SAM GREEN  
ACTING CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 16 May 2019

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### MEMBERSHIP

#### **PRESIDING MEMBER – CR ANDREW CRAIG**

Cr Akram Arifi	Cr Marilyn Baker	Cr Stephen Coppins
Cr Andrew Craig	Cr Veronica Gossink	Cr Shirley Halls
Cr David Kerrison	Cr Clint Marsh	Cr Misty Norris
Cr Jane Onuzans	Cr Peter Rentoulis	Cr Dennis Ryan
Cr Gay Smallwood-Smith	Cr Katrina Stroet	Cr Cathy-Jo Tame

# CITY OF PLAYFORD STRATEGIC PLAN

<b>1. Smart Service Delivery Program</b>	
<p>This program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services they require. It means making the most of our community's existing strengths, talents and diversity, and working smarter to connect our community with each other to contribute to overall wellbeing and the economic life of the City.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>1.1 High quality services and amenities</li> <li>1.2 Improved service delivery</li> <li>1.3 Working smarter with our community</li> <li>1.4 Enhanced City presentation, community pride and reputation</li> </ul>
<b>2. Smart Living Program</b>	
<p>This program is about Council playing its part to make the City more liveable and connected. As our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and 'future proof' the liveability of our neighbourhoods. It also means ensuring our community has access to smart technologies.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>2.1 Smart development and urban renewal</li> <li>2.2 Enhanced City presentation, community pride and reputation</li> <li>2.3 Liveable neighbourhoods</li> </ul>
<b>3. Smart Jobs &amp; Education Program</b>	
<p>This program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community. This includes providing the right environment for investment and business attraction and connecting our community up with the right skills and education for the transitioning economy.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>3.1 Growth and diversification of local jobs matched with relevant education and training</li> <li>3.2 Commercial and industrial growth</li> <li>3.3 Sustainable economic transformation</li> <li>3.4 International market connections</li> </ul>
<b>4. Smart CBD Program</b>	
<p>This program relates to Council's long term strategy for the redevelopment and expansion of the Elizabeth Regional Centre. In the longer term Elizabeth can expect to be home to a number of facilities and services such as hospitals, a university, significant retail services, medium to high density commercial offices, peak business organisations and high density housing.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>4.1 Expanded range of local services</li> <li>4.2 Growth and diversification of local jobs in the CBD</li> <li>4.3 Greater housing choice</li> <li>4.4 Increased social connections</li> <li>4.5 Commercial growth</li> </ul>
<b>5. Smart Sport Program</b>	
<p>This program is about Council's long term vision to create the Playford City Sports Precinct providing local community, state and national level sporting facilities. It will create a focus on healthy communities and promote greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>5.1 Enhanced community pride and reputation</li> <li>5.2 Healthy and socially connected community</li> <li>5.3 Access to elite sporting facilities</li> </ul>
<b>6. Smart Health</b>	
<p>In the longer term the Playford will see expansion of the area around the Lyell McEwin Hospital into a key precinct with tertiary training, research, allied health facilities and residential accommodation. It will have potential links to advanced manufacturing in assistive devices in health, aged and disability. This program is about raising the profile and amenity of the precinct and facilitating new investment.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>6.1 Access to quality, local health services</li> <li>6.2 Increased employment opportunities in health, disability and aged sectors</li> </ul>



## SERVICES COMMITTEE CHARTER

### 1 Role

1.1 The Committee's role is to:

- 1.1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.1.2 Monitor the Operational performance of the Council as it relates to the delivery of services to standards.

### 2 Terms of Reference

2.1 The Committee's terms of reference are to consider all matters relating to the:

- 2.1.1 Review and develop operational aspects of Council business.
- 2.1.2 Review and develop the delivery of Council services.
- 2.1.3 Review and develop Council service standards assessed against community need.
- 2.1.4 Review and approve relevant policies where delegation permits.
- 2.1.5 To consider on a regular basis reports on the performance of the Council.

### 3 Definitions

**Act** for the purpose of this policy means the *Local Government Act 1999*.

**Chief Executive Officer** (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

**Committee** includes Section 41 Committees, other Committees and Panels established by Council.

**Elected Member** means the principal member or a councillor of the Council

**Executive Officer** is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

**Independent Members** are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

**Mayor** is the person elected as the Principal Member of the Council to represent the local government area as a whole.

**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

## **4 Delegations**

- 4.1** The Committee has delegation for the following:
- 4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.
  - 4.1.2 Develop and approve the Committee's Work Plan.
  - 4.1.3 Appoint a Presiding Member from within the Committee.
  - 4.1.4 Consider and provide a response to LGA Circulars, or other business of an operational nature, in line with the Committee's role.
  - 4.1.5 Consider and approve relevant policies submitted to the Committee in line with the Committee's Role and Terms of Reference. Nothing in this clause prevents the Committee from referring the policy to Council for consideration.
  - 4.1.6 The Committee has the power pursuant to Section 87 (1) of the Act to determine the months of the year that the Committee meets.
- 4.2** Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.
- 4.3** The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation, although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.
- 4.4** Petitions are not delegated to the Committee and are only to be presented to Council.

## **5 Meetings**

- 5.1** The Committee Meeting will be held on the 3rd Tuesday of the month, starting at 7:00pm, with the months of the year to be determined and reviewed by the Committee.
- 5.2** The Committee Meeting will be held in Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3** Committee Meetings may be called, amended or cancelled by the Committee's Executive Officer of the Committee, in consultation with the Presiding Member.
- 5.4** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.

**5.5** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours notice, due to the urgency of the matters on the agenda.

## **6 Membership**

**6.1** The Committee shall comprise the Mayor and all Elected Members.

**6.2** The Presiding Member will be determined by the Committee.

**6.3** The Term of the Presiding Member will be one (1) year, after which they may stand for re-election.

**6.4** The term of the Council Committee Members' appointment will be for a period not exceeding the next General Election.

## **7 Role of the Presiding Member**

**7.1** Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.

**7.2** Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.

**7.3** Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

## **8 Role of Committee Members**

**8.1** Actively participate in debate and discussion in a professional manner at all times.

**8.2** Ensure the Member is prepared and informed of meeting matters prior to the meeting.

**8.3** Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

## **9 Role of the Executive Officer and Administrative Support**

**9.1** The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.

**9.2** The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.

**9.3** The Committee is appointed a Minute Taker.

## **10 Reporting and Review**

**10.1** Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.

- 10.2** As determined by the Committee, it may communicate with Elected Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Elected Members, a communiqué, a written memo or a report to Council.

## 11 Supporting Documentation

- [Local Government Act 1999](#)
- [Code of Practice for Council and Committee Meetings](#)
- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

## 12 Approval and Change History

Approval Date	Approval by	Change
27 Nov 2012	Council Resolution	Scheduled review.
16 Dec 2014	Council Resolution No. 2008	Alignment to Council Elections 2014, Name change from Assets & Services to Services Committee, change to common format, meeting day changed to second Tuesday of month and other minor amendments
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review
18 Dec 2018	Council Resolution No. 3362	Alignment to Council Elections 2018 and the inclusion of clause 2.1.5 Terminology changed – Council Member replaced with Elected Member Definition of Elected Member updated Committee now delegated to determine meeting schedule

**City of Playford  
Services Committee Meeting**

**AGENDA  
TUESDAY, 21 MAY 2019 AT 7:00PM**

**1 ATTENDANCE RECORD**

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

**2 CONFIRMATION OF MINUTES**

**RECOMMENDATION**

The Minutes of the Services Committee Meeting held 16 April 2019 be confirmed as a true and accurate record of proceedings.

**3 DECLARATIONS OF INTEREST**

**4 DEPUTATION / REPRESENTATIONS**

Nil

**5 STAFF REPORTS**

**Matters to be considered by the Committee and referred to Council**

*Matters which cannot be delegated to a Committee or Staff.*

- 5.1 Building Upgrade Finance (Attachment) ..... 10
- 5.2 NAWMA Board Representation ..... 23
- 5.3 Community Development Grants Program Update (Attachment)..... 26
- 5.4 Gawler River Floodplain Management Authority - Draft Business Plan  
and Budget 2019/20 (Attachments) ..... 37

**Matters to be considered by the Committee Only**

*Matters for Information.*

- 5.5 2018/19 Quarterly Organisational Performance Report - Quarter 3  
(Attachment)..... 57
- 5.6 Public Interest Disclosure Act 2018 Update (Attachments) ..... 175

**6 INFORMAL DISCUSSION**

Nil

**7      INFORMAL ACTIONS**

**8      COMMITTEE WORKPLAN**

8.1    Services Committee Work Plan (Attachment) .....235

**9      CONFIDENTIAL MATTERS**

Nil

**10     CLOSURE**



## **STAFF REPORTS**

### **MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL**

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***Matters which cannot be  
delegated to a Committee or  
Staff.***

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## 5.1 BUILDING UPGRADE FINANCE

**Responsible Executive Manager :** Mr Greg Pattinson

**Report Author :** Mr Dermot Cussen

**Delegated Authority :** Matters which cannot be delegated to a Committee or Staff.

**Attachments :** 1 [↓](#). Building Upgrade Finance Policy

### PURPOSE

To consider the implementation of the Building Upgrade Finance program into the City of Playford services and operations.

### STAFF RECOMMENDATION

Council endorses the Building Upgrade Finance Policy (Attachment 1) and implementation of the Building Upgrade Finance program.

### EXECUTIVE SUMMARY

- Building Upgrade Finance (BUF) is an innovative way to finance a building upgrade, consistent with:
  - improving the energy, water and environmental efficiency of buildings that are used primarily for non-residential purposes, constructed at least 2 years ago. This also includes:
    - works that prevent or reduce pollution or eliminate or reduce the discharges of wastes or other substances harmful to the environment; or
    - works that reduce the use of materials or enable the recovery or recycling of materials.
  - heritage building: restoration, facilitating ongoing occupation; and compliance with the Building Rules or the Disability Discrimination Act 1992 of the Commonwealth.
- BUF involves three parties:
  - The building owner, who wishes to use the scheme to fund a building upgrade;
  - A finance provider who agrees to lend the building owner, Building Upgrade funds; and
  - Council, which agrees to collect the loan repayment, through levying a Building Upgrade Charge (BUC) against the land on which the building is situated, ie the loan is tied to a property rather than a property owner and loan repayments are collected via a local government charge that is levied on the property and passed on to the financier.
    - The BUC is ranked senior to mortgages, taxes and other charges in the event of default. This provides heightened security to the finance provider, allowing them to offer finance to the building owner at more attractive terms.
    - Similarly to council rates, the BUC becomes a debt on the property if unpaid. The encumbrance can be passed on with the sale of the property.

- This three party arrangement is conducted under a Building Upgrade Agreement (BUA) which is completed by the finance provider and signed off by the building owner and Council.
- Only the Council's Chief Executive Officer (CEO) has delegation to execute a BUA. The CEO cannot sub delegate this authority.
- From a Council perspective, BUF supports:
  - local economic development through the upgrading of local buildings, the resultant reduction in utility costs and the ability to attract and retain tenants;
  - environmental and sustainability improvements;
  - climate change adaptation;
  - revitalisation and activation of precincts / buildings; and
  - Increased building valuations.
- Financial risks of default rest with the finance provider.
- BUF has been enabled through amendments to the Local Government Act 1999, and Local Government (Building Upgrade Agreements) Regulations 2017.
- Council participation in the BUF mechanism is voluntary; however its uptake in Playford strongly aligns with a number of objectives in Council's Strategic Plan. In addition, four metropolitan Councils: Onkaparinga, Marion, Adelaide and Salisbury are participating in the BUF mechanism.
- Participation in the BUF mechanism will generate an additional administrative workload for staff, and particularly for the Finance team. The BUF mechanism, however allows councils to collect fees to offset the additional administrative workload of being involved in the mechanism.
- Other than the ability to collect (administration offset) fees, which would generate a small operational revenue, there are no other financial impacts.

## **1. BACKGROUND**

### **1.1 What is Building Upgrade Finance**

- 1.1.1 BUF is an innovative way to finance a building upgrade. It allows building owners to access longer-term fixed-interest finance, as well as share the costs and benefits of the upgrade with their tenants.
- 1.1.2 It also provides an opportunity for commercial building owners and tenants to work together to improve the performance of their buildings, realise financial savings, and achieve win-win outcomes.
- 1.1.3 BUF allows for building owners to:
  - improve the energy, water and environmental efficiency of buildings that are used primarily for non-residential purposes, constructed at least 2 years ago;
  - undertake heritage building: restoration; works that facilitate ongoing occupation; and compliance with the Building Rules or the Disability Discrimination Act 1992 of the Commonwealth.

- 1.1.4 The BUF mechanism enables building owners to seek a contributing payment from its tenants.
- 1.1.5 There is a 'no worse off' methodology for lessee/s of a building that do not consent to providing a BUF contribution.
- 1.1.6 The 'no worse off' Methodology for Estimating Tenant Cost ensures that tenants are not financially disadvantaged; and any contribution they make to the building upgrade charge does not exceed the money they save on their utility outgoings as a result of the upgrade.
- 1.1.7 The enabling legislation for the mechanism and the supporting regulations came into operation on 1 August 2017.
- 1.1.8 Similar BUF mechanisms have been established in Victoria and New South Wales. The Property Council of Australia is also advocating for the mechanism to be adopted in Western Australia.

## **1.2 What is Council's Role?**

- 1.2.1 BUF involves three parties:
- The Building owner, who wishes to uses the scheme to fund a building upgrade.
  - A finance provider who agrees to lend the building owner, Building Upgrade funds; and
  - Council, which agrees to collect the loan repayment, through levying a Building Upgrade Charge (BUC) against the land on which the building is situated, ie the loan is tied to a property rather than a property owner and loan repayments are collected via a local government charge that is levied on the property and passed on to the financier.
    - The BUC is ranked senior to mortgages, taxes and other charges in the event of default. This provides heightened security to the finance provider, allowing them to offer finance to the building owner at more attractive terms.
    - Similarly to council rates, the BUC becomes a debt on the property if unpaid. The encumbrance can be passed on with the sale of the property.
- 1.2.2 This three party arrangement is conducted under a Building Upgrade Agreement (BUA) which is completed by the finance provider and signed off by the building owner and Council.
- 1.2.3 Only the Council's Chief Executive Officer (CEO) has delegation to execute a BUA. The CEO cannot sub delegate this authority.
- 1.2.4 Council participation in the BUF mechanism is voluntary.
- 1.2.5 The following councils are participating in the BUF mechanism:
- City of Adelaide;
  - City of Marion;
  - City of Onkaparinga; and
  - City of Salisbury.

## 2. RELEVANCE TO STRATEGIC PLAN

### 1: Smart Service Delivery Program

*Outcome 1.4 Enhanced City presentation, community pride and reputation*

- The environmental upgrade of non-residential buildings should enhance the City's overall presentation.

### 3: Smart Jobs & Education Program

*Outcome 3.1 Growth and diversification of local jobs matched with relevant education and training*

- The BUF mechanism is designed to help stimulate investment, which should support local employment and training opportunities and outcomes.

*Outcome 3.2 Commercial and industrial growth*

- Upgraded buildings will increase in value and will likely help attract and retain tenants, particularly for older buildings.

*Outcome 3.3 Sustainable economic transformation*

- The BUF mechanism is aimed at increasing economic activity leading to a more sustainable economy; and it will
- Assist our business community to explore green and low carbon growth opportunities in response to climate change.

*Outcome 3.4 International market connections*

- Climate change mitigation and low carbon initiatives are important in many overseas markets.

### 4: Smart CBD Program

*Outcome 4.2 Growth and diversification of local jobs in the CBD*

- Upgraded buildings will increase in value and will likely help attract and retain the best tenants.

## 3. PUBLIC CONSULTATION

Public consultation is not required for the implementation of this policy, however staff are aware of a number of local building owners that have expressed interest in BUF.

Energy costs is a topical issue for South Australian businesses and for some, it's a significant input cost.

## 4. DISCUSSION

### 4.1 Potential Benefits to Council

BUF supports:

- local economic development through:
  - lower business operating costs;
  - employment and training involved in the upgrade of buildings; and

- increased building valuations. This also increases the borrowing capacity of building owners, which for some is important, if they are seeking to expand their business premises, invest in new equipment and or operations.
- environmental and sustainability improvements. The removal and replacement of asbestos is also eligible under BUF. This will enable building owners to remove the material, which as a standalone activity, increases the value of a building. In addition, it is reportedly easier and cheaper to fix solar PV panels on non-asbestos roofing.
- climate change adaptation, as upgraded buildings will have a lower carbon footprint;
- revitalisation and activation of precincts and buildings. For example there are buildings in Edinburgh North which are either empty or could benefit from significant environmental upgrades; and
- the collection of fees and charges, to reflect the burden of Council's administrative involvement.

#### 4.2 Council role in administering Building Upgrade Finance

The principle roles for Council, outside of business as usual type activities eg planning approval for upgrading buildings, are set out in table below.

<b>Role</b>	<b>Responsible Area</b>
• Promotion	Stretton Centre
• Processing application forms and agreements	Stretton Centre
• Setting up the BUC payment arrangement	Finance
• Issuing BUC notices	Finance
• Creating and maintaining a publicly available Building Upgrade Agreement register.	Stretton Centre
• Remitting payments	Finance
• Using enforcement procedures to recover any unpaid repayments, if required. Note: Council is not liable to the financier for failure by the building owner to repay.	Finance
• Executing Building Upgrade Agreements	Chief Executive Officer

## **5. OPTIONS**

### Option 1

Council endorses the Building Upgrade Finance Policy (Attachment 1) and implementation of the Building Upgrade Finance program.

### Option 2

Council does not endorse the implementation of the Building Upgrade Finance program.

## 6. ANALYSIS OF OPTIONS

### 6.1 Option 1 Analysis

#### 6.1.1 Analysis & Implications of Option 1

- Option 1 provides an opportunity for Council to leverage BUF legislation to provide building owners in Playford with the opportunity to use this finance mechanism.
- There is no financial risk for Council. The finance provider carries the risk of loan default.
- Whilst the finance provider carries the financial risk of the loan and will undertake lending due diligence, each BUA will have oversight from the Finance Manager and the CEO before it can be executed; and only the CEO can execute a BUA.
- Administering BUF is the main issue to consider. Whilst Council can charge fees to address the administrative burden, it is difficult to plan for, from a workflow perspective. The impact on the Stretton Centre and finance teams in particular are evident in Table 1 above. The fee structure is set around an estimated cost recovery of this administration time.
- Staff are aware of a number of local companies that want to use the mechanism to finance environmental upgrades.
- Four other metropolitan councils are participating in the BUF mechanism. Staff have been made aware that it is also being discussed for adoption within other South Australian Council's.
- Endorsing the implementation of BUF strongly aligns with a number of Council's strategic plan objectives, as outlined in Section 2 above.

#### 6.1.2 Financial Implications

Long-term = impacts extending beyond one year, primarily implications on achievement of the LTFP and associated financial sustainability ratios BUF legislation allows for a service fee payable to the Council. The proposed fees (see table below) have been established to cover the expected administrative costs in establishment and management of the BUF program.

The proposed fees are set out below which are inclusive of GST.

• Application Fee	\$1650.00
• Set-up Fee	\$462.00
• Annual Fee	\$286.00
• Amendment Fee	\$55.00
• Dishonour Fee	\$9.50

Council is required under the Local Government Act 1993 to endorse a Fees and Charges Schedule annually. If Council endorses the BUF Policy, the above fees will be included in the schedule which will be considered by Council in June 2019.

With the establishment of the fees, it is expected that there will be no financial implications for Council in establishing the BUF program.

## **6.2 Option 2 Analysis**

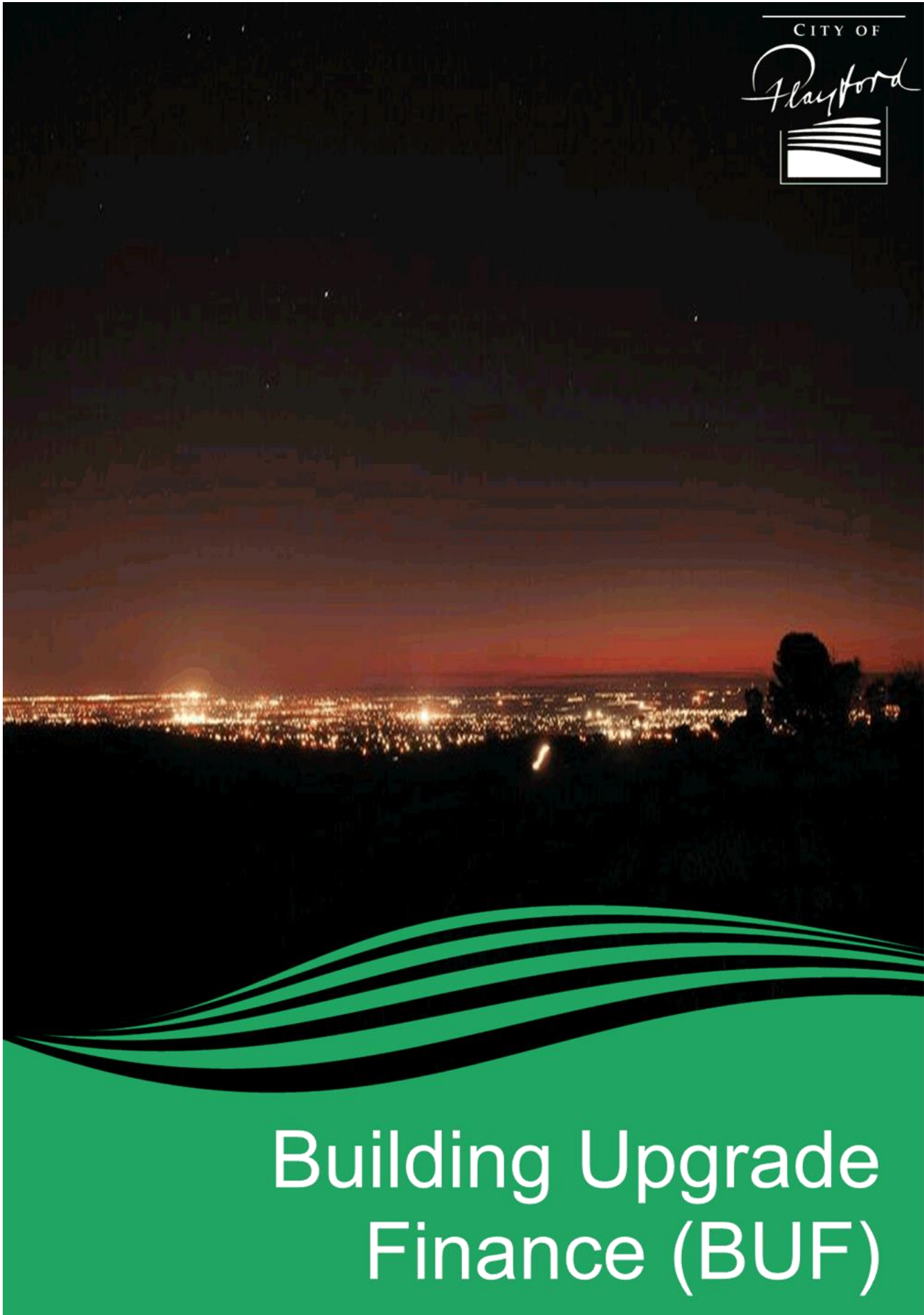
### 6.2.1 Analysis & Implications of Option 2

- Council is not legally obligated to endorse the implementation of BUF.
- Not supporting the BUF, Council will limit the ability of businesses in the City of Playford to access funding under the BUF program. This may impact on the reputation of Council as a business friendly Council. Businesses may not be able to implement upgrade programs to improve the efficiency of the building.

### 6.2.2 Financial Implications

There are no financial implications for this option.





# Building Upgrade Finance (BUF)



## Building Upgrade Finance (BUF)

*This policy is set by Council for use by the community and council administration*

**ECM Document Set No.:**

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**Version No.:** 1

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**Date of Current Version** 10/5/2019

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**Responsible Team** Stretton Centre

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**Other Key Internal Stakeholders** Finance

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**Initial Date of Adoption**

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**Last Reviewed**

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**Authorised By**

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**Resolution No.:**

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**Legal Requirement**

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**Date of Next Review**

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## 1. Purpose

To set the guidelines for entering into a Building Upgrade Agreement (BUA) consistent with South Australia's Building Upgrade Finance (BUF) mechanism.

## 2. Scope

Building Upgrade Finance (BUF) is a mechanism designed to help stimulate investment and jobs in South Australia, while also delivering environmental outcomes.

BUF is enabled through amendments to the *Local Government Act*, and *Local Government (Building Upgrade Agreements) Regulations 2017*.

BUF is consistent with the objectives of the City of Playford's Strategic Plan 2016-2020 and in particular:

- Facilitating commercial and industrial growth
- Facilitating increased economic activity leading to a more sustainable economy.

BUF involves three parties:

- The Building owner, who wishes to use the scheme to fund a building upgrade.
- A finance provider who agrees to lend the building owner, Building Upgrade funds; and
- Council, which agrees to collect the loan repayment, through levying a Building Upgrade Charge (BUC) against the land on which the building is situated.

This three party arrangement is conducted under a Building Upgrade Agreement (BUA) which is completed by the finance provider and signed off by the building owner and Council.

This policy will apply to all BUA involving the City of Playford.

## 3. Legislation and References

- [Local Government Act 1999](#)
- [Local Government \(Building Upgrade Agreement\) Amendment Act 2015](#)
- [Local Government \(Building Upgrade Agreements\) Regulations 2017](#)

## 4. Definitions

**Act** means the *Local Government Act 1999*.

**Prescribed Building** means a building that is used primarily for commercial, industrial or other non-residential purposes.

**Upgrade Works** means any of the following works in relation to a heritage building:

- a) works for the purposes of maintaining, repairing, upgrading or reinstating the heritage significance of the building;

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- b) works associated with compliance with requirements under the Building Rules (within the meaning of the *Development Act 1993*) or the *Disability Discrimination Act 1992* of the Commonwealth;
- c) works for the purposes of facilitating the ongoing occupation of the building. **Heritage building** means a building:
- d) that is, or forms part of, a State Heritage Place under the *Heritage Places Act 1993*; or
- e) designated as a place of local heritage under the *Development Act 1993*.

**Employee** a person employed by the Organisation on an ongoing or fixed term full-time or part-time basis, or employed on a casual basis.

**Organisation** is the body corporate known as the City of Playford which includes the Employing Authority

## 5. Guidelines

The Organisation will only enter into a BUA if the following criteria are met:

### 5.1. Upgrade Works

- 5.1.1 The proposed works are consistent with the relevant provisions of Schedule 1B of the *Local Government Act 1999* and *Local Government (Building Upgrade Agreements) Regulations 2017*.

### 5.2. Building

- 5.2.1 The building is located in the City of Playford, Local Government Area and was constructed at least 2 years ago.
- 5.2.2 The building is a prescribed building under the *Local Government Act 1999*, used primarily for commercial, industrial or other non-residential purposes.
- 5.2.3 There are no encumbrances noted or registered on the title for the Building which may impact on the Organisation exercising its enforcement rights.

### 5.3 Building Owner

- 5.3.1 The Building Owner has successfully completed and submitted a BUA Application Form to the Organisation.
- 5.3.2 The Building Owner has provided the Organisation with a Statutory Declaration that satisfies the *Local Government Act 1999* Schedule 1B clause 2 (5) and (6) requirements.
- 5.3.3 The Building Owner has no overdue debts to the Organisation and is not in dispute with Organisation regarding any matter.

### 5.4 Finance Provider

- 5.4.1 The Finance Provider acknowledges and agrees that it has undertaken a credit assessment of the Building Owner and is satisfied

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that at the Commencement Date the Building Owner is able to comply with its obligations under the BUA.

#### **5.5 The Organisation will:**

- 5.5.1 Issue billing notices to the Building Owner on a monthly basis showing the Building Upgrade Charge (BUC) in accordance with the Agreed Repayment Arrangements;
- 5.5.2 Only accept payment of a BUC via direct debit;
- 5.5.3 Charge the Building Owner all applicable fees/charges (as defined in the BUA), including in the event that the Building Owner fails to pay the BUC on the Charge Payment Date; and
- 5.5.4 Not be a party to any dispute that may arise between the Building Owner, a tenant or the Finance Provider as to any matter relating to a BUA.
- 5.5.5 Only execute a BUA by its Chief Executive Officer. Execution of a BUA cannot be delegated to another employee.

### **6. Responsibilities**

#### **Management**

Oversight: Chief Executive Officer  
Coordination: The Stretton Centre  
Administration: Finance Department

#### **Employees, contractors, volunteers or others who perform work on behalf of council**

NIL

### **7. Relevance to Strategic Plan 2016-2020**

#### **1: Smart Service Delivery Program**

Outcome 1.4 Enhanced City presentation, community pride and reputation

#### **3: Smart Jobs & Education Program**

Outcome 3.1 Growth and diversification of local jobs matched with relevant education and training

Outcome 3.2 Commercial and industrial growth

Outcome 3.3 Sustainable economic transformation

Outcome 3.4 International market connections

#### **4: Smart CBD Program**

Outcome 4.2 Growth and diversification of local jobs in the CBD

### **8. Accessibility**

This policy can be located on the City of Playford website as well as internally on Click in the

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Corporate Policy Library

Note: access links will be inserted subject to Council's approval of the policy

### 9. Feedback

We invite your feedback on this policy, which can be directed to the Director, Stretton Centre at [connect@strettoncentre.com.au](mailto:connect@strettoncentre.com.au).

### 10. Approval and Change History

Version	Approval Date	Approval by	Change

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

## 5.2 NAWMA BOARD REPRESENTATION

**Responsible Executive Manager** : Mr Andrew Nesbitt

**Report Author** : Ms Renae Williams

**Delegated Authority** : Matters which cannot be delegated to a Committee or Staff.

### PURPOSE

To determine NAWMA Board representation or the process for filling a vacancy that will arise on 30 June 2019.

### STAFF RECOMMENDATION

Council appoint Mr Sam Green to be a member on the NAWMA Board until 30 June 2021.

### EXECUTIVE SUMMARY

A decision on Council representation on the NAWMA Board is required as the current term of NAWMA Board member, Mr Sam Green, expires on 30 June 2019. As Mr Green has been an active Board Member for a number of years he provides continuity of skill-sets, knowledge and experience to the Board.

With the importance of NAWMA to Council's service delivery, as well as being a regional subsidiary owned by Council, this report recommends an extension for Mr Sam Green for a period of 2 years to ensure continuity of expertise on the Board.

### 1. BACKGROUND

NAWMA is a regional subsidiary of the City of Playford, City of Salisbury, and the Town of Gawler (the constituent Councils). NAWMA also provides waste management services to client Councils including Barossa, Barunga West, Copper Coast, Light Regional, Adelaide Plains, and Yorke Peninsula.

The NAWMA Charter provides for three representatives and up to three deputy members from each of its constituent Councils. Council may decide to appoint Board Membership terms up to two years. There is no limit on the number of terms that a Board Member can undertake.

The Council's current NAWMA Board representatives are as follows:

- Cr Shirley Halls;
- Mr Sam Green;
- Ms Grace Pelle; and
- Cr Clint Marsh (as Deputy Board Member).

The NAWMA Charter seeks Board representation by persons with skills and/or knowledge in any of the following:

- Marketing / public relations;
- Finance;
- Legal / governance;
- Business; and/or
- The local community.

## **2. RELEVANCE TO STRATEGIC PLAN**

### 1: Smart Service Delivery Program

#### Outcome 1.1 High quality services and amenities

Representation on the NAWMA Board ensures continued high quality functioning of Council's regional subsidiary.

## **3. PUBLIC CONSULTATION**

There is no requirement to consult with the community on this matter.

## **4. DISCUSSION**

- 4.1** As Mr Green's current term on the NAWMA Board is expiring on 30 June 2019, Council needs to consider continuing or replacing him as one of its appointed Board representatives.
- 4.2** The NAWMA Board Charter identifies skills and expertise which will provide for the best interests of NAWMA as a high-functioning waste management business entity. Mr Green has been providing his expertise to the Board for a number of years, being the longest serving Member of the current Board.
- 4.3** Council may appoint representation to the NAWMA Board for a period of up to two years if it chooses to do so. As a Constituent Council, it is required to appoint three Board Members and up to three deputy members.
- 4.4** Council may continue an existing appointment, or undertake a recruitment process or appoint directly.
- 4.5** Council recently undertook a recruitment process for two vacancies, with appointments made in February 2019, with Cr Shirley Halls, Ms Grace Pelle, and Cr Clint Marsh (deputy) being appointed.
- 4.6** As a part owner of the regional subsidiary of NAWMA, Council has a direct fiduciary interest in ensuring high quality and skilled people are serving on the NAWMA Board. While the Board has a duty to act in the interest of NAWMA rather than Council, as an owner of NAWMA Council appoints members to the Board in order to ensure that NAWMA is functioning at a highly professional level.
- 4.7** Mr Sam Green has indicated interest in continuing to serve on the NAWMA Board.



## **5. OPTIONS**

### Recommendation

Council appoint Mr Sam Green to be a member on the NAWMA Board until 30 June 2021.

### Option 2

Council direct the administration to undertake a recruitment process for the Board position through a State-wide Expression of Interest, with a recommendation made to Council for final endorsement.

## **6. ANALYSIS OF OPTIONS**

### **6.1 Recommendation Analysis**

#### 6.1.1 Analysis & Implications of the Recommendation

As Council has a willing staff member with extensive expertise on the Board, this recommendation provides for continuity on the Board with minimal disruption. It ensures that an appropriately qualified person is placed on the NAWMA Board by Council.

#### 6.1.2 Financial Implications

Neither staff nor Elected Members of NAWMA's Constituent Councils are entitled to sitting fees. Therefore there are no financial or resource implications with this option.

### **6.2 Option 2 Analysis**

#### 6.2.1 Analysis & Implications of Option 2

This option provides for Council to undertake a wider review of potential candidates for the NAWMA Board vacancy which will occur at the end of Mr Green's term on 30 June 2019. Historically, there has been limited interest in Board vacancies, with the recent recruitment process in February 2019 resulting in a small number of applicants.

A wider recruitment process will require staff resource allocation to administer, and risks resulting in a lack of suitable expertise, given the historically low level of interest in the NAWMA Board roles. This can result in a vacancy on the Board until a suitably qualified person is found.

If this option is pursued, it is recommended that a full State-wide Expressions of Interest process occurs until a suitable candidate is found. A report would be brought to Council at a future date once the process is finalised. Until that point, there will be a vacancy for one of the Council appointed NAWMA Board positions.

#### 6.2.2 Financial Implications

There will be minor financial implications associated with advertising and staff time in running a broad recruitment process. These are able to be managed within current budget allocations.

### 5.3 COMMUNITY DEVELOPMENT GRANTS PROGRAM UPDATE

**Responsible Executive Manager :** Mr Andrew Nesbitt

**Report Author :** Ms Amy Matthews

**Delegated Authority :** Matters which cannot be delegated to a Committee or Staff.

**Attachments :** 1 [↓](#). Community Development Grants Policy - Reviewed 2019

#### PURPOSE

To provide an update to Council on the delivery of the Community Development Grants Program for the 2018-19 financial year, and to review the allocation of funds across grant categories.

#### STAFF RECOMMENDATION

1. To remove the Grassroots Grant category and distribute the budget allocation (\$5,000) to the Outstanding Achievement grant category.
2. Endorse the amended grants policy to reflect the removal of the Grassroots Grant category and minor amendments to clarify eligibility criteria in the Outstanding Achievement Grants category (as per attachment 1).

#### EXECUTIVE SUMMARY

In April 2018 Council endorsed the new grants policy, which included the introduction of new and revised grant categories and eligibility criteria. During the 18/19 funding round, some of the grants have seen increased pressures due to popularity with others categories undersubscribed.

The purpose of this report is to summarise the allocation of community grants for the 18/19 period by grant category and to examine if any adjustments to the budget allocated to each grant is required to meet community needs. The report will provide a summary of expenditure and recommendations for the 19/20 round.

#### 1. BACKGROUND

Council has been delivering a community grants program since amalgamation in 1997. The aim of the Community Development Grants Program is to support local community projects and to assist a range of community groups and individuals to participate and make a positive contribution to community and cultural life in the City of Playford.

Following a thorough review of the grants program in April '18, Council endorsed a new Community Development Grant Policy to establish a consistent framework for the administration of grants and to meet best practice standards. At that time, along with the establishment of the policy, Council also endorsed the introduction of a number of new grant categories and their funding limits, and widened eligibility criteria for the recognition of outstanding individual achievements.

The new Community Development Grants were grouped into 5 categories as follows:

- Community Development and Event Grants – 2 grant rounds per year, application assessed by a staff panel with recommendations approved through Council Decision Report.
- Grassroots Community Project – open year round, assessed by a staff panel with approval via. General Manager City Services.
- Outstanding Achievement, Club Participation Sponsorship and Equipment Grants open year round, assessed and approved by a staff panel, these grants are often small amounts and require a quick turnaround. These often have application deadlines for those applying for registrations and competitions.

During the 18/19 funding round, some of these grants have seen increased pressures due to popularity with others undersubscribed. This report provides a summary of expenditure and recommendations for the 19/20 round.

## **2. RELEVANCE TO STRATEGIC PLAN**

### 1: Smart Service Delivery Program

Outcome 1.3 Working smarter with our community

Although this report links to Council's Smart Service Delivery Program, this specific decision will have no significant impact on its progress.

## **3. PUBLIC CONSULTATION**

There is no requirement to consult the community on this matter.

## **4. DISCUSSION**

- 4.1** This is the first year roll-out of the new Community Development Grants Policy since its adoption in April 2018, and it is anticipated it will still take time for our community to familiarise themselves with the new categories. This has been evidenced through the level of support requested by applicants from the Community Grants Officer.
- 4.2** Over the past 12 months, the Grassroots Community Projects fund has been unpopular with the vast amount of applications and enquiries being made for the Community Development and Events Grants category. Both grants are similar in eligibility, which may be seen as a duplication and may be creating confusion for applicants.
- 4.3** The Outstanding Achievement category was extremely popular, with the full budget allocation spent by November 2018. After this date a further 14 eligible applications were received but were unable to be funded.

4.4 The table below is a summary of Grant Applications and Actual Spend for the 2018-2019 period.

<b>Grant Category</b>	<b>Budget</b>	<b>Applications Received</b>	<b>Applications Successful</b>	<b>Total Funded</b>	<b>Budget remaining (as of Apr '19)</b>
<b>Community Development and Event Grants</b> (2 rounds annually)	\$57,000	26	18	\$51,543.20	\$5,454.80
<b>Grassroots Community Project</b> (Open year round)	\$5,000	3	1	\$938	\$4,062
<b>Outstanding Achievement</b> (Open year round)	\$11,000	74 *	50	\$11,000	\$0 (Spent by Nov '18)
<b>Club Participation Sponsorship</b> (Open year round)	\$5,000	16	2	\$400	\$4,600
<b>Equipment Grants</b> (Open year round)	\$7,468	10	5	\$4,681	\$2,787
<b>Total</b>	<b>\$85,468</b>	<b>129</b>	<b>76</b>	<b>\$65,562.2</b>	<b>\$16,903.8</b>

\* **NOTE:** Further enquiries have been received however no new applications have been accepted since November 2018 when the budget was spent.

4.5 The policy has also been updated to provide further clarification for applicants on the eligibility criteria for the Outstanding Achievement category as there was some confusion regarding this criteria.

4.6 It is recognised that in any given year, changing community needs may result in slight underspends or increased demand on some or all of the categories.

## 5. OPTIONS

### Recommendation

1. To remove the Grassroots Grant category and distribute the budget allocation (\$5,000) to the Outstanding Achievement grant category.
2. Endorse the amended grants policy to reflect the removal of the Grassroots Grant category and minor amendments to clarify eligibility criteria in the Outstanding Achievement Grants category (as per attachment 1).

### Option 2

No changes are made to grant categories and allocation amounts.

## **6. ANALYSIS OF OPTIONS**

### **6.1 Recommendation Analysis**

#### 6.1.1 Analysis & Implications of the Recommendation

##### Option 1

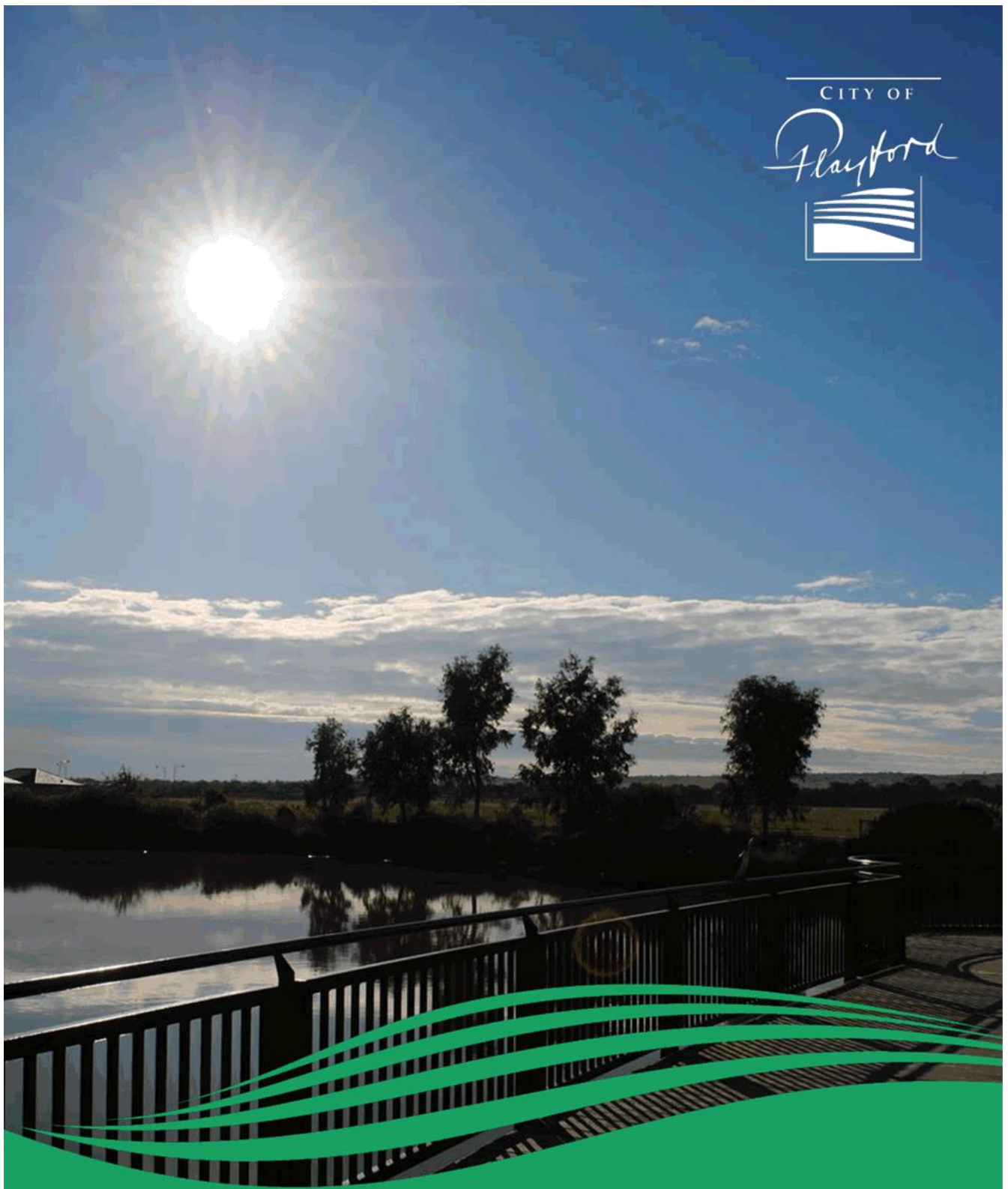
This recommendation will ensure that to the best of our knowledge and ability, the current Community Development Grant funding limits will better meet the current needs of our community. Adjustment to the eligibility criteria for Outstanding Achievement Grants will make it clearer to determine who is eligible for this funding. Removal of the Grassroots Community Project grant will simplify the grant application process and allow for increased fund availability in the oversubscribed Outstanding Achievement Grant category.

##### Option 2

This recommendation will maintain the current funding levels and grant categories.

#### 6.1.2 Financial Implications

There are no financial or resource implications as there is a recurrent budget for the Community Development Grants Program.



# COMMUNITY DEVELOPMENT GRANTS

[playford.sa.gov.au](http://playford.sa.gov.au)



## Community Development Grants

*This policy is set by Council for use by the community and council administration*

**ECM Document Set No.:** 3024459

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**Version No.:** 2

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**Date of Current Version** 1 May 2019

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**Responsible Team** Community Development

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**Other Key Internal Stakeholders** Marketing, Sports & Recreation

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**Initial Date of Adoption** 17 April 2018

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**Last Reviewed** N/A

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**Authorised By** Ordinary Council

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**Resolution No.:** 3132

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**Legal Requirement** No

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**Date of Next Review** 2023

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## 1. Purpose

A policy to outline the assessment and approval tools used to assess applications for the City of Playford Community Development grants program.

## 2. Scope

Applicants can apply for funding from one of the following categories using the relevant application form:

- Community Development and Event Grant (minimum \$500; maximum \$5,000)
- Equipment Grant (maximum \$1,000)
- Outstanding Achievement Grant (maximum \$400)
- Club Participation Sponsorship Grant (maximum \$200)

All amounts are exclusive of GST.

## 3. Legislation and References

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

- Local Government Act 1999 – Section 137 states that subject to this or another Act, a Council may expend its funds as the Council thinks fit in the exercise, performance or discharge of its powers, functions or duties under this or other Acts.
- Local Government Act 1999 – Section 7 subsections c and h state that the functions of a council include:
  - To provide for the welfare, wellbeing and interests of individuals and groups within its community
  - To establish or support organisations or programs that benefit people in its area or local government generally

Other References:

- Council's Strategic Plan

## 4. Definitions

**Councillor** is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

**Employee** is a person employed by the Organisation on an ongoing or fixed term full time, part time and/or long-term casual basis

**Mayor** is the person elected as the Principal Member of the Council to represent the local government area as a whole.

**Organisation** is the local government entity known as City of Playford.



## 5. Policy

City of Playford Community Development Grants Program offers financial support to non-profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the City as a vibrant and stimulating place for people to live, work or visit. Grants are also offered to individuals who are residents of the City of Playford who have made an outstanding achievement in their chosen field of endeavour and young people who find cost a barrier to participating in club or organised sport to encourage sport and social recreation.

Within the Community Development Grants program, *Community Development and Event* grants offer financial support to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- Deliver innovative, creative or new opportunities for the Playford community to become involved in their local community
- Encourage and support Arts, Cultural Development, physical activity, health and wellbeing
- Demonstrate collaboration between organisations and the local community and maximise community benefit
- Develop and initiate locally based events, exhibitions and/or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

*Equipment Funding* grants are available to community organisations, groups and associations to build upon and support current projects, programs and activities.

*Outstanding Achievement* grants offers financial support to assist residents who have been selected to represent the State, Country or appropriate peak body to achieve their goals in national or international academic, sporting and cultural competitions and national and international leadership and personal development opportunities.

*Club Participation Sponsorship* grants are available to assist young people up to the age of 17 years to receive a one-off discount on the direct costs associated with joining a City of Playford club (eg membership fees, registration fees, uniforms and/or equipment etc). The purpose of this program is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.

*Community Development and Event*, and *Equipment* grants must be a not for profit community group or organisation and legally constituted or can demonstrate that they are auspiced by an legally constituted organisation such as an incorporated organisation who will agree to take legal and financial responsibility for any Grant monies received from the City of Playford. City of Playford may at its discretion provide direct support to suppliers or equivalent for grassroots community projects in order to assist in the facilitation of local projects.

*Community Development and Event* grants, and *Equipment* grants offer financial support to non-profit community organisations, local groups and incorporated associations. Groups can consist of as little as 2 people to larger, non-profit organisations and must involve the local community, including residents, shops, businesses etc.

All applications will be assessed against the eligibility criteria detailed in the guidelines for each grant category as published on the City of Playford website.

Applications will be viewed as incomplete and will be ineligible for funding if applicants fail to submit all relevant information as detailed in the guidelines.

The provision of Community Development Grant funding remains at the absolute discretion of the City of Playford.

*Community Development and Event* grant applications will be assessed by a Grant Panel of staff and approved via a Council report.

*Equipment* grant applications, *Outstanding Achievement* grant applications and *Club Participation Sponsorship* grant applications will be assessed and approved by the City of Playford's Grants Officer and Manager Community Development.

City of Playford is to be formally acknowledged as a sponsor on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and a style guide to ensure appropriate application.

### **Grant Categories**

#### **Community Development and Event Grant (Minimum \$500; Maximum \$5,000)**

- Applications up to the value of \$5,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible. Applications must be for a minimum of \$500. Funding provided to applicants for one-off community events will be calculated on predicted attendance numbers as follows:
  - 0 – 200: \$500 (maximum)
  - 201 – 1,000: \$1,000 (maximum)
  - Over 1,001: \$2,000 (maximum)
- Groups can consist of as little as two people to larger, non-profit organisations and must involve the local community (eg residents, community groups and organisations, shops, businesses etc)
- Applications can be submitted throughout the year but will be assessed twice a year during the assessment round process;
  - Round 1 will formally open in July and is assessed by Council at the October Services and Council meetings or a meeting prior to caretaker period (in Council election years)
  - Round 2 will formally open in January for 6 weeks and is assessed by Council at the April Services and Council meetings
- Applications must be submitted using the application form published by the City of Playford on its website or by such other means as detailed in the guidelines published on the website

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- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018. Council may decide in exceptional circumstances to fund the same project, activity or event over 2 consecutive years if after the first year an acquittal has been returned and that the original application was for a new, pilot program, activity or event and requires additional funding to make it sustainable into the future. Applicants must contact Council before submitting an application in the subsequent year
- Projects or initiatives provided funding under the *Community Development and Event* grants must be completed and funding acquitted within 12 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

**Equipment Grant (maximum \$1,000)**

- Applications up to the value of \$1,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible
- The aim of these grant is to provide support for the purchase of equipment and to build and support current projects, programs and activities
- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018
- This grant category is open all year and is assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford
- Projects or initiatives provided funding under the *Equipment* grants must be completed and funding acquitted within 6 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

**Outstanding Achievement Grant (maximum \$400)**

- There are 2 streams of grants available to individuals who are residents of the City of Playford within the Outstanding Achievement category:
  - Competition grants are provided to individual applicants that have been selected to represent the State or Country or when appropriate the peak body in academic, sporting and artistic or cultural competitions such as spelling, english, writing, mathematics, science singing, art and sports including football, netball, baseball, hockey, bowling, dancing, , gymnastics etc There is no age limit.
  - Leadership and personal development grants are provided to individual applicants who have been selected to develop their leadership/personal development skills such as youth parliament, debating teams, club leadership, scout leadership etc. There is no age limit.
- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

**Club Participation Sponsorship Grant (maximum \$200)**

- One-off payment of up to \$200 per individual for initial costs of joining a City of Playford club. These costs may include membership fees, registration fees, uniforms and/or mandatory equipment
- Clubs include but are not limited to sporting clubs, cheerleading and dance clubs, scouts etc
- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

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### **Caretaker Period**

Council will not approve any Community Development grants requiring Council assessment during this period.

### **6. Responsibilities**

Community Development team will be responsible for implementing the policy.

### **7. Relevance to Strategic Plan**

#### 1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

### **8. Accessibility**

This policy and supporting documentation can be found on ECM and the City of Playford website.

### **9. Feedback**

We invite your feedback on this policy which can be directed to Manager Community Development at [playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au)

### **10. Approval and Change History**

<b>Version</b>	<b>Approval Date</b>	<b>Approval by</b>	<b>Change</b>
1	17 April 2018	Ordinary Council	New Policy
2			

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## 5.4 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - DRAFT BUSINESS PLAN AND BUDGET 2019/20

**Responsible Executive Manager :** Mr Greg Pattinson

**Report Author :** Mr Braden Austin

**Delegated Authority :** Matters which cannot be delegated to a Committee or Staff.

**Attachments :**

- 1. [Draft 2019-22 GRFMA Business Plan](#)
- 2. [Draft 2019-20 GRFMA Budget](#)
- 3. [Letter to Council](#)

### PURPOSE

To note the Gawler River Floodplain Management Authority (GRFMA) Business Plan (2019 – 2022), incorporating the draft GRFMA budget (2019/20). This includes Council's operating contribution of \$53,751 to the GRFMA for FY 19/20.

### STAFF RECOMMENDATION

That Council note the attached GRFMA Business Plan (2019-22) and draft GRFMA budget (2019/20).

### EXECUTIVE SUMMARY

The GRFMA is a Regional Subsidiary under the Local Government Act 1999 and the City of Playford is one of six GRFMA Constituent Councils. The GRFMA Executive Officer has written to council seeking comment on their 2019/20 draft budget and Business Plan 2019-2022.

#### 1. BACKGROUND

Council is one of six Constituent Councils and a signatory to the GRFMA Charter. The GRFMA was formed in 2002 and is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. In order to enable the GRFMA to function, following a consultation process, Council is obliged to support the operation of the GRFMA by paying funds to enable the GRFMA to function.

The GRFMA is required to have a rolling Business Plan for the ensuing 3 years. Prior to setting the draft budget each year the authority must review the business plan in conjunction with constituent councils. A requirement of the GRFMA charter is to provide the draft Business Plan and Annual Budget to Constituent Councils by 31 March. The GRFMA budget must not be adopted by the Authority until after 31 May but before 30 September.

The documentation forwarded to Councils consists of:

1. Draft GRFMA 2019-2022 Business Plan.
2. Draft 2019-20 GRFMA Budget and Balance Sheet (as of 23 March 2019).
3. Letter to Council.

These documents are attached to this report and the contents discussed below.

## 2. RELEVANCE TO STRATEGIC PLAN

### 2: Smart Living Program

Outcome 2.1 Smart development and urban renewal

## 3. PUBLIC CONSULTATION

This item does not require community consultation in line with Council's Public Consultation Policy.

## 4. DISCUSSION

**4.1** The Draft GRFMA 2019-2022 Business Plan is attached and sets out the program of the GRFMA for the next three years.

**4.2** Key elements of the Draft GRFMA 2019-2022 Business Plan include:

- Progressing the Gawler River 2016 Flood Review report recommendations for flood mitigation works in the lower Gawler River, with a first stage indicative cost of \$27 million which includes:
  - a) proposed Gawler River Northern Floodway;
  - b) upgrade and maintenance of the levee system; and
  - c) management of silt and pest vegetation.
- Develop, in partnership with the University of Adelaide, an existing decision support tool to explore how to manage flood risk.
- Undertake planning, maintenance and operations of the Bruce Eastick Dam.

The GRFMA's Building Better Regions Fund application for the major elements of Northern Floodway Project preliminary works was unsuccessful in 2018/19. The GRFMA Board has resolved to continue to pursue Federal and State Government funding to progress this project.

**4.3** The Draft 2019-20 GRFMA Budget attached proposes a total contribution from Council to the Authority of \$53,751 (down from \$54,714 in 2018/19). The slight overall reduction in contribution is due to a reduced expenditure forecast for maintenance more than offsetting the budgeted 2.9% escalation to general expenses for 2019/20. Depreciation of the Bruce Eastick Dam remains unfunded.

**4.4** A significant change to the GRFMA budget for 2019/20, from 2018/19, relates to expenditure on the decision support tool development project. The attachments indicate that the project is to be funded mostly by a grant for \$110,980 via the Federal and State Government National Disaster Resilience Program.

**4.5** There is an error in the summation of the first column of Table 1 of Attachment 3: 'Letter to Council'. The figure should be \$142,100 and not \$132,100 as shown. The error does not carry through the remainder of the table. The error does not have an effect on the contribution payable by Council in 2019/20 and the contribution paid during the 2018/19 year remains correct.

**4.6** The GRFMA Balance Sheet as at 23 March 2019 is attached and, as can be reasonably expected, shows:

- a modest current asset amount (considered sufficient to buffer budgeted cash flows),
- a relatively large non-current asset amount (being dam infrastructure),
- minimal liabilities.

**4.7** The Draft Business Plan and Budget are considered a sustainable way forward to managing the existing flood management scheme.

**4.8** Being a Charter Signatory for an Authority responsible for the management of a large dam also means that Council has a particular responsibility to ensure appropriate management of an asset that has potentially high consequences in the event of asset failure. The benchmark standard for management of such an asset is the Australian National Committee on Large Dams (ANCOLD) Guidelines. Despite these guidelines not being mandatory in South Australia, they are in most other States and it would be reasonable to expect GRFMA and/or a constituent Council to have followed such guidelines as a prudent and responsible manager of public assets. It is the use of the ANCOLD Guidelines that is giving rise to a number of the maintenance and operations items proposed by GRFMA for 2019- 2022.

## **5. OPTIONS**

### Recommendation

That Council note the attached GRFMA Business Plan (2019-22) and draft GRFMA budget (2019/20).

### Option 2

Council requests that the GRFMA consider including the following items for consideration in the GRFMA Business Plan.

- \_\_\_\_\_
- \_\_\_\_\_

## **6. ANALYSIS OF OPTIONS**

### **6.1 Recommendation Analysis**

#### 6.1.1 Analysis & Implications of the Recommendation

The recommendations would fulfil Council's obligations as a Charter Signatory to the GRFMA. The recommendations will ensure the ongoing operation of the GRFMA and the positive impacts this can have on properties potentially affected by flooding and the community at large. Horticulture businesses around Virginia, residents of Virginia and future residents of northern Angle Vale are three groups particularly impacted.

#### 6.1.2 Financial Implications

The financial implications of the recommendation are that Council would need to provide for operational funding of \$53,751 in 2019/20, down from the \$54,714 expenditure in 2018/19

Council has allocated \$17,100 in the recurrent budget in the draft 2019/20 Annual Business Plan towards its GRFMA contribution. Correspondence from the GRFMA seeking Council's \$53,751 contribution was received post the development of Council's draft 2019/20 budget. The majority of the increased contribution from Council is for extraordinary expenditure, being a mix of operational and maintenance items associated with the Bruce Eastick North Para Flood Mitigation Dam. A 2018 inspection of the dam identified some short term maintenance requirements.

On this basis, it is proposed that the difference, of \$36,651, be funded from operational savings during the 2019/20 year, rather than increasing rates to cover the expense. Should savings not materialise then the additional spend would be included during the Budget Review process.

The GRFMA Board is currently exploring the development of an Asset Management Plan in relation to the Bruce Eastick North Para Flood Mitigation Dam and associated land. This will provide a longer-term approach to management of GRFMA assets. This work is expected to be undertaken across 2019/20 and could possibly increase Council's ongoing funding contribution to the GRFMA. If this is the case, changes in Council's financial support to the Authority will be considered as part of future Annual Business Plan processes.

## **6.2 Option 2 Analysis**

### 6.2.1 Analysis & Implications of Option 2

Council may form the view that the GRFMA should be considering additional works or activities that are not incorporated in the current Draft Annual Business Plan. The GRFMA Board would need to consider these requests and determine if they were achievable and what the financial implications are. This option may delay the finalisation of the GRFMA Annual Business Plan as the other constituent Councils would need to consider any variation to the plan.

### 6.2.2 Financial Implications

The GRFMA Board would need to determine if there were any additional financial implications of this option.



A background image of a waterfall with white water cascading over rocks. A large blue rectangular box is overlaid on the left side of the image, containing the main title and subtitle. The acronym 'GRFMA' is printed in blue at the bottom left of the page.

# BUSINESS PLAN

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**2019-2022**

**Gawler River Floodplain  
Management Authority**

Constituent Councils:

*Adelaide Hills Council*

*Adelaide Plains Council*

*The Barossa Council*

*Town of Gawler*

*Light Regional Council*

*City of Playford*

**GRFMA**

# Business Plan 2019-2022

## Gawler River Floodplain Management Authority (GRFMA)

### The Gawler River

The Gawler River is formed by the confluence of the North Para and South Para in the town of Gawler, and is located in the Adelaide Plains district of South Australia. The district surrounding the river produces cereal crops and sheep for both meat and wool, as well as market gardens, almond orchards and vineyards. The farm gate output of the Gawler River floodplain horticultural areas is estimated to be at least \$225 million.

### History

The river is subject to periodic flood events.

Desirable Levels of Protection Cost of Flooding	
Flood Frequency (ARI)	Estimated Damages
1 in 10	\$15m
1 in 20	\$24m
1 in 50	\$102m
1 in 100	\$182m
1 in 200	\$212m
Average Annual Damage	\$7.40m
Present Value of Damages*	\$109m



Properties at Risk				
Flood Frequency (ARI)	Number of residential properties within each hazard rating			
	Low	Medium	High	Extreme
1 in 50	1056	785	483	236
1 in 100	1559	1451	1179	457
1 in 200	1814	1652	1419	615

Following the November 2005 flood, which flooded the Virginia district and township, a series of meetings of the major stakeholders led to the approval of \$20 million in funding from Federal, State and Local Governments to fund the Gawler River Flood Mitigation Scheme (Scheme Works).

The Scheme Works had three parts:

- One The construction of a flood control dam on the North Para River near Turretfield designed to control a 1 in 100-year flood.
- Two The modification of the South Para Reservoir dam wall and spillway to provide 1 in 100-year flood control storage on top of full reservoir storage (completed 2012).
- Three The formalisation of controlled flow paths for floodwaters along the lower reaches of the Gawler River.

Following successful construction of the flood control Dam on the North Para (Bruce Eastick North Para Flood Mitigation Dam) in 2007 and modification of the South Para Reservoir Dam and spillway in 2012, the GRFMA Board has progressed the Gawler River Flood Mitigation Scheme, elements which include:

- further development of the preliminary assessment of possible local area levees prepared in the 2008 Gawler River Floodplain Mapping Study at Gawler, Angle Vale and Two Wells and to develop a levee strategy for Virginia.
- establishment of a protocol with the Floodplain Councils that where development of land in areas identified as 'at risk of flooding' is planned to proceed by the implementation of a local area levee that mapping of the proposed levees on the Gawler River Floodplain Mapping Study Model will be required.
- to develop a funding strategy for flood protection that is delivered by local area levees on the questions of who should own and maintain the levees and whether local area levees are regional works that the GRFMA should fund or are they local works that are the responsibility of the local Council.
- investigate opportunities for funding partners and grants to undertake the necessary assessments and designs.

### **Purpose of the GRFMA**

The Gawler River Floodplain Management Authority (GRFMA) was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 on 22 August 2002. The Constituent Councils are the Adelaide Hills Council, The Adelaide Plains Council, The Barossa Council, The Town of Gawler, Light Regional Council, and the City of Playford.

The Charter provides for one independent person, who is not an officer, employee or elected member of a constituent council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of two years.

The Charter sets down the powers, functions, safeguards, accountabilities and an operational framework and the Business Plan sets down the operational plan and financial plan to achieve agreed objectives.

The Authority has been established for the following purposes:

- to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. This purpose is the core business of the Authority;
- to raise finance for the purpose of developing, managing and operating and maintaining works approved by the Board;
- to provide a forum for the discussion and consideration of topics relating to the constituent council's obligations and responsibilities in relation to management of flood mitigation for the Gawler River; and
- upon application of one or more constituent councils pursuant to clause 12.4:
  - to coordinate the construction, maintenance and promotion and enhancement of the Gawler River and areas adjacent to the Gawler River as recreational open space for the adjacent communities; and
  - to enter into agreements with one or more of the constituent councils for the purpose of managing and developing the Gawler River.

A Technical Assessment Panel has been appointed to support the decision-making processes of the Board with delegated powers to provide advice and manage the technical aspects of the design, assessment and construction of the various parts of the Scheme.

An Audit Committee has been appointed to review:

- the annual financial statements to ensure that they present fairly the financial state of affairs of the Board; and
- the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Board on a regular basis.

The following Policies have been adopted to provide management guidelines for the day-to-day business of the GRFMA:

- Access to Meetings and Documents
- Internal Review of Decisions
- Procurement and Operations
- Dam Valuation
- Public Consultation
- Treasury Management



Further work will be undertaken to complete the Asset Management Plan in relation to the Bruce Eastick North Para Flood Mitigation Dam and associated land. This will provide a longer-term approach to management of GRFMA assets.

To meet the statutory and operational responsibilities the GRFMA will maintain appointment of a part time Executive Officer, and an Auditor, on a contract basis.

The Board is required to hold a minimum of 6 meetings per year and to provide the required, Business Plans, Budgets Reports and Audited Statements to its constituent councils required by the Charter and Local Government 1999.

The Board will conduct two reviews each year of its performance against the targets set in this Business Plan that will form part of the report to its constituent councils and will be included in its Annual Report.

## Cost of Operations

The scope of the GRFMA annual budget and operations is small in comparison to the extensive undertakings by constituent councils.

Principally the budget revenue is sourced from predetermined "formulae based" financial contributions by the six constituent councils, opportunistic funding applications and some interest from financial institutions. Recently any shortfalls in income (over expenditure) have been met from reserves.

Expenditure is principally budgeted on estimated costs of executive management and administrative and governance requirements of the Authority according to its charter. Some costs are incurred with maintenance of the Bruce Eastick North Para River Flood Mitigation Dam site and access.

The contributions of the constituent councils are based on the following percentage shares for capital works, maintenance of Scheme assets and operational costs of the Authority. (GRFMA Charter Clause 10)

## Constituent Council Shares for Contributions

Constituent Council	Capital Works Percentage Share	Maintenance of Assets Percentage Share	Operational Costs Percentage Share
Adelaide Hills Council	1.73%	1.73%	16.66%
The Barossa Council	8.67%	8.67%	16.66%
Town of Gawler	17.34%	17.34%	16.66%
Light Regional Council	8.67%	8.67%	16.66%
Adelaide Plains Council	28.91%	28.91%	16.66%
City of Playford	34.68%	34.68%	16.66%
Total	100%	100%	100%

## Work Priorities 2019/2022



In 2016/17 the GRFMA engaged:

- AECOM to provide a fatal flaw screening assessment for the potential raising of the North Para Dam by up to 10 metres to provide additional flood protection for a 1 in 100 Annual Event Probability (AEP) event to the township of Gawler and further downstream.
- Australian Water Environments to undertake the Gawler River 2016 Flood Review.

Both reports have been subsequently completed and following consultation with constituent councils the GRFMA have resolved that decision on extending the height (10mtr) of the dam be on held over pending the initiatives recommended in the Gawler River 2016 Flood Review report are implemented and outcomes considered. Feasibility of raising of the North Para Dam will then subsequently be considered.

The Gawler River 2016 Flood Review report provides three recommendations for works to be undertaken and provides first stage indicative costs of \$27 million:

- a) proposed Gawler River northern floodway;
- b) upgrade and maintenance of the levee system; and
- c) management of silt and pest vegetation.

The GRFMA resolved to progress the report recommendations in 2019 via submission to the Australian Government's Building Better Regions Fund (BBRF). The application was based on the total of cost elements as identified Table 7.1 items 1 to 5 of the Northern Floodway Project Prospectus, plus a price index escalator and contingency allowance.

These items include the major elements of preliminary works required to be undertaken first so that a more robust assessment of final project design and costs might be understood and considered prior to a further funding application (on the same 50/50 State and Federal Government funding contribution) for subsequent completion of the Project.

This effectively resulted in a total project cost of \$2 Million with the application seeking \$ 900,000 in BBR funding which is to be matched with a \$ 900,000 funding contribution (commitment received) from the State Government. An in-kind GRFMA contribution of \$200,000 was also included. There is to be no constituent council funding requirement.

Recent formal advice has now been received (March 2019) that the application was not successful. The Board will now reconsider options to continue pursuit of suitable funding from the State and Federal Government for the project.

The Authority, in partnership with the University of Adelaide, has received funding via the Federal and State Government *National Disaster Resilience Program* (NDRP), to develop an existing decision support tool (UNHARMED) to explore how to manage flood risk into the future in an integrated and dynamic approach. The project will commence mid-2019 and conclude in late 2020.

This project will consider:

- Specific pilot studies (such as proposed Dam raise and Northern Floodway proposal) of analysis and developing a methodology for continued use of the program for integrated planning of flood mitigation actions by GRFMA; and
- Providing an example for other local government authorities and floodplain managers in integrated flood risk management supported by integrated risk modelling.

Key project aims are:

- Provide a platform for GRFMA constituent councils to compare flood mitigation options over time in an integrated and transparent manner, as the basis for preparing a master plan incorporating existing mitigation structures and on-going maintenance and operation for constituent councils and the community.
- Enable this platform to be used to engage the community in decision making, improve risk awareness and resilience and willingness to pay for risk reduction depending on risk appetite.
- Integrate social, economic, and environmental risk factors for a broad understanding of the Gawler River Catchment to inform long-term strategic planning.
- Highlight the role of research and science in local government decision-making and provide an example for similar councils and catchment management authorities across Australia.
- Develop a repeatable process to enable continued use of the project outputs and analysis frameworks for Local Government decision making across South Australia.

Review of the GRFMA Charter will be completed in 2019.

Maintenance and operations of the scheme during 2019 to 2022 will include:

- Completion of the detailed Dam Failure Consequence Assessment of the Dam pursuant to ANCOLD guidelines;
- Review of Dam Safety Emergency Plans and Operation and Maintenance Manuals;
- Dewatering and repair of the low-level inlet pipe and stilling basin; and
- Scheduled inspections and environmental management of land associated with the Dams location.
- Investigation into feasibility of a proposal for the establishment of a revegetated zone around the Bruce Eastick North Para Flood Mitigation Dam.

**Gawler River Floodplain Management Authority**  
**Budget - Functions & Items**  
**2019-2020**

Code	2018-2019		2019-2020	
	Budget	YTD	Budget	YTD
<b>REVENUE</b>				
<b>Administration of the GRFMA</b>				
1,1	Member Subscriptions	142,100	142,100	145,000
1,3	Interest LGFA	1,500	1,406	1,500
1,4	Interest BankSA	12	174	15
1,5	Other	4,924	4,924	100
	<b>Total</b>	<b>148,536</b>	<b>148,604</b>	<b>146,615</b>
<b>Operations Flood Mitigation Scheme</b>				
2,1	Member Subscriptions	0		0
2,3	State Grant	0		110,980
2,4	Commonwealth Grant	0		0
2,5	Sale of Land	0		0
2,6	Other	0		0
	<b>Total</b>	<b>0</b>		<b>110,980</b>
<b>Maintenance Flood Mitigation Scheme</b>				
3,1	Council Subscriptions	89,476	89,477	85,300
3,3	Other	0		0
	<b>Total</b>	<b>89,476</b>	<b>89,477</b>	<b>85,300</b>
<b>Capital Revenue Flood Mitigation Scheme</b>				
4,1	Council Subscriptions	0		0
4,3	State Grant	0		0
4,4	Commonwealth Grant	0		0
4,5	Sale of land	0		0
4,6	Other	0		0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
5,1	Surplus C/ Forward			0
			Net	
	GST on Income			0
	Debtors paid /Payable			
	<b>TOTAL INCOME</b>	<b>238,012</b>	<b>238,081</b>	<b>342,895</b>



EXPENDITURE	2018-2019		2019-2020		
	Budget	YTD	Budget	YTD	
<b>Administration of the GRFMA</b>					
6,1	Executive Officer Contract	50,004	37,813	50,000	
6,2	Advt, Print, Stat, Postage	1,230	976	1,270	
6,3	Travelling Expenses	1,320	784	1,350	
6,4	Insurance - PL & PI	6,240	4,546	6,400	
6,41	Audit Committee	2,800	1,300	2,800	
6,5	Audit Fees	6,660	6,104	6,660	
6,6	Bank Fees	120	36	120	
6,7	Legal Advice	1,000	0	2,000	
6,8	Honorarium Chairperson	7,008	5,850	7,000	
6,9	Other	240	233	300	
	<b>Total</b>	<b>76,622</b>	<b>57,642</b>	<b>77,900</b>	
<b>Construction - North Para Works</b>					
7,4	Replace Weir and Station	0		0	
7,41	Construct Monuments	0		0	
7,5	Consultation	0		0	
7,61	Easement consideration	0		0	
7,62	Acquisition costs	0		0	
7,9	EO Supervision	0		0	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Construction - South Para Works</b>					
8,2	SA Water GST Free			0	
8,3	SA Water			0	
8,4	EO Supervision			0	
	<b>Total</b>			<b>0</b>	
<b>Gawler River Scheme Mark 2</b>					
9,7	Consultancies	6,200	5,000	179,695	
9,8				0	
9,9	EO Supervision			0	
	<b>Total</b>	<b>6,200</b>	<b>5,000</b>	<b>179,695</b>	
<b>Maintenance Flood Mitigation Scheme</b>					
10,2	Maintenance Works	142,840	123,535	85,000	
10,3	Property Maintenance		0		
10,31	Rates - GST Free	260	121	300	
10,4	Depreciation Dam	231,000	0	231,231	
	<b>Total</b>	<b>374,100</b>	<b>123,656</b>	<b>316,531</b>	
<b>GST on Expenditure</b>					
<b>Creditors paid</b>			<b>\$0</b>		<b>\$0</b>
<b>ALL EXPENDITURE</b>		<b>\$456,922</b>	<b>\$186,298</b>	<b>\$574,126</b>	
<b>SURPLUS/DEFICIT</b>		<b>-218,910</b>	<b>51,783</b>	<b>-231,231</b>	

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## Gawler River Floodplain Manage Auth

266 Seacombe Road  
Seacliff Park SA 5049

ABN: 12 925 534 861

Email: davidehitchcock@bigpond.com

**Profit & Loss [Budget Analysis]**

July 2019 To June 2020

	Selected Period	Budgeted	\$ Difference
<b>Income</b>			
Admin of GRFMA			
Member Subscriptions	\$0	\$145,000	(\$145,000)
Interest LGFA	\$0	\$1,500	(\$1,500)
Interest Bank SA	\$0	\$15	(\$15)
Other	\$0	\$100	(\$100)
<b>Total Admin of GRFMA</b>	<b>\$0</b>	<b>\$146,615</b>	<b>(\$146,615)</b>
Operations Flood Mit Scheme			
State Grant	\$0	\$110,980	(\$110,980)
<b>Total Operations Flood Mit Scheme</b>	<b>\$0</b>	<b>\$110,980</b>	<b>(\$110,980)</b>
Maint Flood Mit Scheme			
Council Subscriptions	\$0	\$85,300	(\$85,300)
<b>Total Maint Flood Mit Scheme</b>	<b>\$0</b>	<b>\$85,300</b>	<b>(\$85,300)</b>
<b>Total Income</b>	<b>\$0</b>	<b>\$342,895</b>	<b>(\$342,895)</b>
<b>Gross Profit</b>	<b>\$0</b>	<b>\$342,895</b>	<b>(\$342,895)</b>
<b>Expenses</b>			
Admin of GRFMA			
Executive Officer Contract	\$0	\$50,000	(\$50,000)
Adv, printing, stationery post	\$0	\$1,270	(\$1,270)
Travelling Expenses	\$0	\$1,350	(\$1,350)
Insurance PL & PI	\$0	\$6,400	(\$6,400)
Audit Committee	\$0	\$2,800	(\$2,800)
Audit Fees	\$0	\$6,660	(\$6,660)
Bank Fees	\$0	\$120	(\$120)
Legal Fees	\$0	\$2,000	(\$2,000)
Honorarium - Chairperson	\$0	\$7,000	(\$7,000)
Other	\$0	\$300	(\$300)
<b>Total Admin of GRFMA</b>	<b>\$0</b>	<b>\$77,900</b>	<b>(\$77,900)</b>
Gawler River Scheme Mark 2			
Consultancies	\$0	\$179,695	(\$179,695)
<b>Total Gawler River Scheme Mark 2</b>	<b>\$0</b>	<b>\$179,695</b>	<b>(\$179,695)</b>
Maint Flood Mitigation Scheme			
Maintenance Contractors	\$0	\$85,000	(\$85,000)
Rates & Levies	\$0	\$300	(\$300)
<b>Total Maint Flood Mitigation Scheme</b>	<b>\$0</b>	<b>\$85,300</b>	<b>(\$85,300)</b>
Depreciation			
Depreciation	\$0	\$231,231	(\$231,231)
<b>Total Expenses</b>	<b>\$0</b>	<b>\$574,126</b>	<b>(\$574,126)</b>
<b>Operating Profit</b>	<b>\$0</b>	<b>(\$231,231)</b>	<b>\$231,231</b>
<b>Total Other Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Profit/(Loss)</b>	<b>\$0</b>	<b>(\$231,231)</b>	<b>\$231,231</b>

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## Gawler River Floodplain Manage Auth

266 Seacombe Road  
Seacliff Park SA 5049**Balance Sheet**

As of 3/23/2019

ABN: 12 925 534 861

Email: davidehitchcock@bigpond.com

<b>Assets</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
Bank SA Account	\$77,040.42	
LGFA Investment Account	\$13,670.78	
<b>Total Bank Accounts</b>		<b>\$90,711.20</b>
<b>Other Current Assets</b>		
Trade Debtors	\$21,558.90	
Debtor	\$149.45	
ATO Payments & Refunds	\$12,455.00	
<b>Total Other Current Assets</b>		<b>\$34,163.35</b>
<b>Total Current Assets</b>		<b>\$124,874.55</b>
<b>Non-Current Assets</b>		
Infrastructure	\$18,497,000.00	
Accum. Depr. Infrastructure	(\$2,311,850.00)	
Land	\$465,687.37	
<b>Total Non-Current Assets</b>		<b>\$16,650,837.37</b>
<b>Total Assets</b>		<b>\$16,775,711.92</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>GST Liabilities</b>		
GST Collected	\$23,167.70	
GST Paid	(\$14,013.05)	
ATO Payments & Refunds	\$2,711.00	
<b>Total GST Liabilities</b>		<b>\$11,865.65</b>
<b>Total Current Liabilities</b>		<b>\$11,865.65</b>
<b>Total Liabilities</b>		<b>\$11,865.65</b>
<b>Net Assets</b>		<b>\$16,763,846.27</b>
<b>Equity</b>		
Accumulated Surplus	\$15,144,991.00	
Asset Revaluation Reserves	\$3,664,280.00	
Retained Earnings	(\$2,097,208.68)	
Current Year Surplus/Deficit	\$51,783.95	
<b>Total Equity</b>		<b>\$16,763,846.27</b>

This report includes Year-End Adjustments.

Page 1 of 1

Gawler River Floodplain Management Authority  
266 Seacombe Road, Seacliff Park, SA 5049  
Telephone: 0407717368 Email: [davidehitchcock@bigpond.com](mailto:davidehitchcock@bigpond.com)  
Website: [www.gawler.sa.gov.au/grfma](http://www.gawler.sa.gov.au/grfma)

Mr. Sam Green  
Acting Chief Executive Officer  
City of Playford  
Playford Civic Centre, 10 Playford Boulevard  
ELIZABETH SA 5112  
By email [playford@playford.sa.gov.au](mailto:playford@playford.sa.gov.au)

24/3/19

Dear Sam,

GRFMA Business Plan 2019-2022 and Draft 2019/20 Budget.

I am writing regarding the draft GRFMA Business Plan 2019 – 2022 and Draft 2019/20 Budget.

Prior to setting the draft budget each year the Authority must review its Business Plan in conjunction with the constituent councils. The Business Plan must be updated to ensure it presents a plan for the ensuing three years.

The Authority must also prepare a budget for the forthcoming financial year which must be consistent with and account for activities and circumstances referred to in the Authority's Business Plan and must be submitted in *draft form to each constituent council before 31 March* for approval of its contribution for the year.

The draft Business Plan and Budget have been considered by the 7/2/19 Board Meeting, the 15/3/19 meeting of the GRFMA Audit Committee and the 21/3/19 GRFMA Special Meeting.

The budget must not be adopted by the Authority until after 31 May but before 30 September; and the Authority must then provide a copy of its budget to each constituent council within five business days after adoption.

#### **GRFMA Business Plan**

Key elements of the Business Plan include:

- The Gawler River 2016 Flood Review report provides recommendations for flood mitigation works to be undertaken in the lower Gawler River with a first stage indicative cost of \$27 million:
  - a) proposed Gawler River Northern Floodway,

- b) upgrade and maintenance of the levee system and
- c) management of silt and pest vegetation;

The GRFMA has resolved to pursue Federal and State Government funding to progress the report recommendations in 2019.

- The Authority, in partnership with the University of Adelaide, has received funding via the *National Disaster Resilience Program* (NDRP), to develop an existing decision support tool (UNHaRMED) to explore how to manage flood risk into the future in an integrated and dynamic approach. The project will commence mid-2019 and conclude in late 2020.

This project will consider:

- Specific pilot studies (such as proposed Dam raise and Northern Floodway proposal) of analysis and developing a methodology for continued use of the program for integrated planning of flood mitigation actions by GRFMA; and
  - Providing an example for other local government authorities and floodplain managers in integrated flood risk management supported by integrated risk modelling.
- Maintenance and operations during 2019 to 2022 will include:
    - Completion of the detailed Dam Failure Consequence Assessment of the Dam pursuant to ANCOLD guidelines;
    - Review of Dam Safety Emergency Plans and Operation and Maintenance Manuals;
    - Dewatering and repair of the low-level inlet pipe and stilling basin;
    - Scheduled inspections and environmental management of land associated with the Dams location; and
    - Investigation into feasibility of a proposal for the establishment of a revegetated zone around the Bruce Eastick North Para Flood Mitigation Dam.

See attached for a copy of the draft 2019-2022 GRFMA Business Plan.

### **2019/20 Budget**

The scope of the GRFMA Annual Budget is small in comparison to the extensive undertakings by constituent councils.

Principally the budget revenue is sourced from predetermined "formulae based" financial contributions by the six constituent councils, opportunistic funding applications and some interest from financial institutions. Recently any shortfalls in income (over expenditure) have been met from reserves.

The 2019/20 draft Budget has been prepared based on the 2018/19 Budget estimates with an annual escalator (September 2018) Local Government Price Index) of 2.9 % to general expenses not otherwise being programmed capital and maintenance projects. No escalator has been applied to the Chair honorarium, EO consultancy costs or the Audit Committee Chair honorarium.

Constituent council contributions for 2019/20 total \$230,300 which is a budgeted reduction from \$ 231,576 in 2018/19.

A net Operating Loss of (\$231,231) is forecast for 2019/20. This is the amount of unfunded depreciation.

No allowance has been made for any surplus or deficit that might result from the current 2018/19 Budget results.

See attached for a copy of details of the GRFMA Budget functions which identifies the current 2018/19 Budget against Year to Date (March 2019) income and expenditure and also the 2019/2020 Draft Budget income and expenditure proposals. The GRFMA Balance Sheet as at 23 March 2019 is also attached.

See further below - Table 1 Budget document for constituent council shares proposed as per the draft 2019/20 GRFMA Budget and Table 2 – constituent council shares for contributions as per GRFMA Charter.

**Table 1 Budget document for constituent council shares proposed as per the draft 2019/20 GRFMA Budget**

	2018/19	2018/19	2018/19	2019/20	2019/20	2019/20 Total
Council	Operation	Maint	Total	Operation	Maint	
Adelaide Hills Council	\$23,683	\$1,548	\$25,231			
				\$24,166	\$1,476	\$25,642
Adelaide Plains Council	\$23,683	\$25,867	\$49,550			
				\$24,166	\$24,660	\$48,826
The Barossa Council	\$23,683	\$7,758	\$31,441			
				\$24,166	\$7,396	\$31,562
Town of Gawler	\$23,683	\$15,515	\$39,198			
				\$24,166	\$14,791	\$38,957
Light Regional Council	\$23,683	\$7,758	\$31,442			
				\$24,166	\$7,396	\$31,562
City of Playford	\$23,683	\$31,030	\$54,714			
				\$24,170	\$29,581	\$53,751
<b>Total</b>	<b>\$132,100</b>	<b>89,476</b>	<b>\$231,576</b>	<b>\$145,000</b>	<b>\$85,300</b>	<b>\$230,300</b>

Operational contributions are calculated from the costs reflective of Administration of the GRFMA and general costs for the Gawler River Scheme Mark 2 (does not include capital works or maintenance of Assets).

Maintenance contributions are calculated from the costs reflective of capital works or maintenance works for Construction North Para Works - Construction South Para Works and Gawler River Scheme Mark 2 capital works. In 2018/19 the Board resolved to undertake a catch-up Capital Works (Maintenance contributions) associated with the Dam and road access and Operational works.

In 2018/19 this resulted in Operational. contributions of \$132,100 and Maintenance contributions of \$89,476.

The **draft 2019/20 Operational contributions of \$145,000** consist of Administration costs \$77,900, net costs Flood Risk project \$30,000 plus Gawler River Scheme Mark 2 consultancies \$38,715 less \$1,615 Bank and other income.

The **draft 2019/20 Maintenance contributions of \$85,300** consist of Maintenance Flood Mitigation Scheme \$316,531 less \$231,231 unfunded depreciation (Dam).

**Table 2 – Constituent Council Shares for Contributions as per GRFMA Charter**

Constituent Council	Capital Works Percentage Share	Maintenance of Assets Percentage Share	Operational Costs Percentage Share
Adelaide Plains Council	28.91%	28.91%	16.66%
Adelaide Hills Council	1.73%	1.73%	16.66%
The Barossa Council	8.67%	8.67%	16.66%
Town of Gawler	17.34%	17.34%	16.66%
Light Regional Council	8.67%	8.67%	16.66%
City of Playford	34.68%	34.68%	16.66%
Total	100%	100%	100%

I would be pleased if this matter could be included in the next available Council Meeting Agenda and subsequent indication of Councils consideration of this matter being provided to [davidehitchcock@bigpond.com](mailto:davidehitchcock@bigpond.com) by 31May 2019.

Yours Sincerely



David Hitchcock  
Executive Officer

## **STAFF REPORTS**

### **MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY**

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***Matters for Information.***

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## 5.5 2018/19 QUARTERLY ORGANISATIONAL PERFORMANCE REPORT - QUARTER 3

**Responsible Executive Manager** : Mr Greg Pattinson

**Report Author** : Mr Luis Lafosse

**Delegated Authority** : Matters for Information.

**Attachments** : [1](#). 2018/19 Quarterly Organisational Performance Report - Quarter 3

### Purpose

To inform Council of the organisation's performance against the Strategic Plan for the third quarter of 2018/19.

### STAFF RECOMMENDATION

The "Quarterly Organisational Performance Report – 2018/19 Quarter 3" be received by Council.

### Relevance to Strategic Plan

#### 1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

#### 2: Smart Living Program

Outcome 2.1 Smart development and urban renewal

Outcome 2.2 Enhanced City presentation, community pride and reputation

Outcome 2.3 Liveable neighbourhoods

#### 3: Smart Jobs & Education Program

Outcome 3.1 Growth and diversification of local jobs matched with relevant education and training.

Outcome 3.2 Commercial and industrial growth

Outcome 3.3 Sustainable economic transformation

Outcome 3.4 International market connections

#### 4: Smart CBD Program

Outcome 4.1 Expanded range of local services

Outcome 4.2 Growth and diversification of local jobs in the CBD

Outcome 4.3 Greater housing choice

Outcome 4.4 Increased social connections

Outcome 4.5 Commercial Growth

#### 5: Smart Sport Program

Outcome 5.1 Enhanced community pride and reputation

Outcome 5.2 Healthy and socially connected community

Outcome 5.3 Access to elite sporting facilities

## 6: Smart Health

Outcome 6.1 Access to quality, local health services

Outcome 6.2 Increased employment opportunities in health, disability and aged sectors

### **Relevance to Public Consultation Policy**

The Organisational Performance Report is principally for internal management purposes and there is no requirement to consult with the community.

### **Background**

The *Local Government Act 1999* requires accountability to the community in terms of both financial management and service delivery. Monthly financial reports are produced separately to the Organisational Performance Reports. The City of the Playford therefore produces this Quarterly Organisational Performance Report to provide an update made in the applicable quarter towards the services and projects funded in the 2018/19 Annual Business Plan and the achievement of the strategic outcomes set out in the Strategic Plan.

### **Current Situation**

Performance reporting assists with the continuous improvement of Council in the achievement of strategic goals and in the delivery of improved services to the community. It also assists business units in the achievement of specific performance targets which are set through organisational planning. The Organisational Performance Report is one of the primary means through which Councillors are provided with information pertaining to Council's strategic performance.

This report aligns our performance reporting to Council's 2016 Strategic Plan Update, adopted in July 2016.

The 2016 Strategic Plan Update incorporates the social and economic programs needed to transform the City of Playford into a Smart City, Connected Community. It details the work that needs to take place over the next four years, leveraging technology to help fulfil the community's vision for Playford to be prosperous, liveable and happy.

There are six programs that collectively build the future of the City:

- Smart Service Delivery.
- Smart Living.
- Smart Jobs and Education.
- Smart CBD.
- Smart Sport.
- Smart Health.

This Quarterly Performance Report is structured to give an update on the services and projects that are being undertaken by Council in support of each Strategy. Each service or project update includes the following information:

- Service / Project name.

- Community outcome / Project description.
- Links to strategic outcomes / lighthouse projects.
- The last quarter.
  - Highlights.
  - Issues and counter measures.
- Milestones (projects only).
- Senior Manager.

Service Standards have been developed as an articulation of a service Council delivers to the community as part of our Smart City, Connected Community strategy. It outlines the outcome the community receives as a result of the investment made, insight for improvement, and provides employees with the level of service they are expected to deliver. Service Standards are established and endorsed by the Council, and are monitored and reported through the corporate reporting framework. These standards are embedded in the organisation's performance, Annual Business Planning process, and Resident Satisfaction Survey and are driving a continuous improvement and customer oriented culture.

This is accomplished by ensuring all services are:

- Defined – every service has an appropriate community outcome statement.
- Measured – every service has performance measures.
- Completed to standard – services are delivered as per standard.
- Transparent - every service and Council's performance is reported to the community.
- Understood – the community has a good understanding of the services Council provides.
- Responsive - community feedback is incorporated through the Resident Satisfaction Survey and transactional surveys.
- Reviewed- every service is reviewed through a regular cycle or when the business need arises.

Included at the back of each Quarterly Performance Report is a summary of the status of the Strategic Projects portfolio for this year. This summary is provided to communicate any minor variations that have been made to the portfolio during the quarter, as well as summarise any major variations that Council have endorsed year to date.

### **Future Action**

Council will continue to be presented with Quarterly Reports that give an update on the services and projects for the applicable quarter.



## **2018/19 QUARTERLY ORGANISATIONAL PERFORMANCE REPORTS QUARTER 3**





Title	Quarterly Organisational Performance Report. Quarter 3 2018/19
Author	Strategy & Policy
Business Unit	Strategy & Corporate
Date	May 2019
Link to City of Playford's Strategic Plan	Smart Service Delivery, Smart Living, Smart Jobs & Education, Smart CBD, Smart Health, Smart Sports,
Link to Strategic Outcome	
Document Classification	
Link to other Document	Service Standards, Strategic Plan 2016-2020, Annual Business Plan 2018/19, Asset Management Plan 2018/19, Long-Term Financial Plan 2018/19 – 2026/27



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## PURPOSE

The City of Playford produces this Quarterly Organisational Performance Report to provide an update of progress made in the applicable quarter towards the services and projects funded in the 2018/19 Annual Business Plan and the achievement of the strategic outcomes set out in the Strategic Plan.

Performance reporting assists with the continuous improvement of Council and the achievement of strategic goals and the delivery of improved services to the community. As such this report has a dual audience: our community and our Council Members.

As a public document, this report meets the City of Playford's objective of providing transparency in its operations to the community. The report gives details of how we are progressing as an organisation against the services that we have committed to deliver to the community and tracks the utilisation of these services by the community. It also provides an update on projects that are being undertaken in support of the Strategic Plan.

The *Local Government Act* identifies one of Council's roles as being "to keep the council's objectives and policies under review to ensure that they are appropriate and effective"<sup>1</sup>. This Organisational Performance Report acts as the mechanism for Council Members to fulfil this obligation in terms of the performance monitoring of progression against our strategic goals.

Internally the report will be used to assist with decision making, planning and evaluation in relation to our progress against the Annual Business Plan and the Strategic Plan over the next four year period.

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<sup>1</sup> Local Government Act 1999. Members of Council – Chapter 5. Role of members – part 3. Roles of members of councils (1) (ii)



## ABOUT THIS REPORT

In January 2014, Council adopted a new Strategic Plan in response to the Playford Community Vision 2043 and to articulate Council's role in the achievement of a liveable, prosperous and happy City for our Community.

Five long term strategies were developed to describe Council's overarching direction and priorities:

Strategy 1 – Our Foundations – services, city presentation and community pride

Strategy 2 – Securing Playford's future and building value

Strategy 3 – Elizabeth, Adelaide's Northern CBD

Strategy 4 – Securing Playford's position in the global economy

Strategy 5 – Building our capabilities

In June 2016, Council revisited its Strategic Plan and found these long term strategies to still be relevant, however endorsed a refreshed Strategic Plan to provide a more focused approach to delivering results against those long term strategies. The original "lighthouse projects" from the previous strategic plan have been refined and are now described in terms of six "smart programs", which identify where Council will focus its efforts in the next four years. These Smart Programs will build on Council's ongoing commitment to continuous improvement by looking for smarter, more innovative and efficient ways to meet our community needs. The six Smart Programs are:

Smart Service Delivery

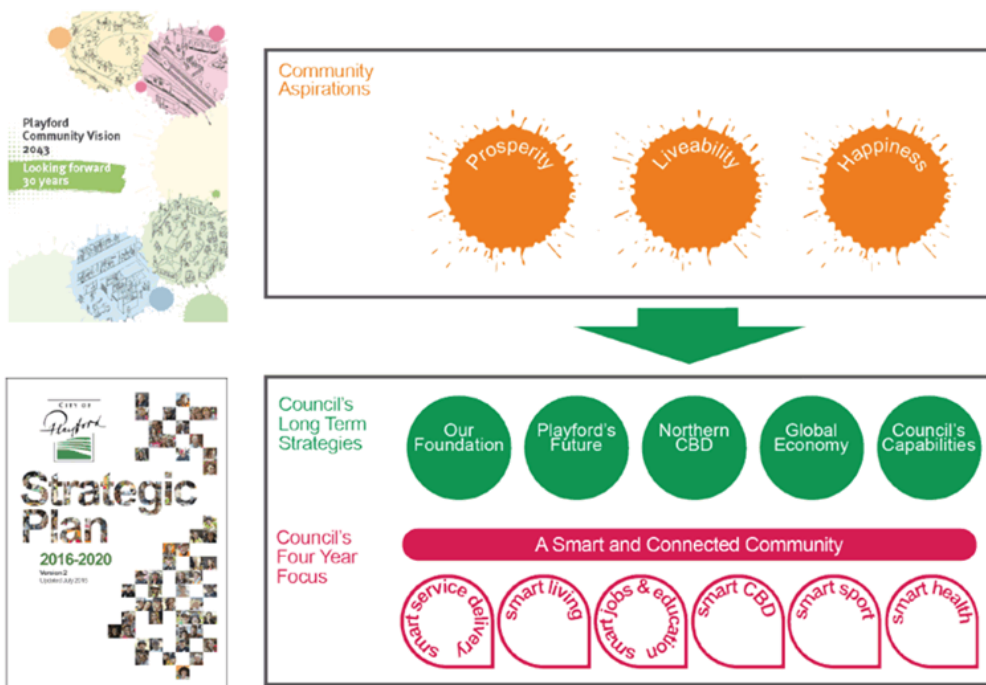
Smart Living

Smart Jobs & Education

Smart CBD

Smart Sport

Smart Health



This quarterly report aligns our performance reporting to the refocused Strategic Plan, 2016-2020 and is structured to give an update on the services and projects that are being undertaken by Council in support of each Smart Program. Each service or project update includes the following information:

- Service / Project name
- Community outcome / Project description
- Links to strategic outcomes
- The last quarter
  - Highlights
  - Issues and counter measures
- Milestones (projects only)
- Senior Manager contact

The services that Council provides make up our core service delivery to the community and as such the majority are aligned to the Smart Service Delivery Program. This is reflected in this Quarterly Report with the Smart Service Delivery section containing the highest number of updates compared to other sections.

Services and Projects have been aligned to the Smart Program to which they most contribute; however their relevance to other Programs is noted in the Index on page 8 and in their respective update section.

Service Standard metrics have been developed to ensure that service levels are accurately defined, measured and reported on to enable managers and Council Members to provide a consistent and quality level of service to the community.

Rolling targets were introduced to the Service Standard Metrics from Quarter 1, 2016/17. Previously the targets were based on 2013/14 measures. The drawback with this is that the targets are sometimes set too high or low due to temporary variations (particularly if they are based on additional funding or grants).

With the introduction of rolling targets, you will now see a target (line) that will automatically adjust to the performance average based on the last three years of data which we believe will ensure the targets remain realistic, achievable and relevant.

## INDEX

This Index provides an A-Z listing of all Services and Projects, and includes the page number of the respective update as well as the primary and secondary strategies that they relate to.

Page N°	SERVICES AND MEASURE	Primary Smart Program					
		Smart Service Delivery	Smart Living	Smart Jobs & Education	Smart CBD	Smart Sport	Smart Health
104	Business Support and Industry			◆			
16	Club and Sporting Governance	◆					
19	Community Development	◆					
21	Community Inclusion	◆					
24	Community Venues	◆					
26	Customer Contact	◆					
73	Development Services		◆				
27	Environmental Health	◆					
29	Environmental Sustainability	◆					
31	Event Management	◆					
32	Graffiti	◆					
35	Health Initiatives	◆					
37	Illegal Dumping	◆					
39	Immunisation	◆					
41	Kerbside Waste	◆					
44	Library	◆					
47	Parks and Reserves	◆					
49	Rapid Response	◆					
51	Regulatory Services	◆					
54	Rural Streetscape	◆					
57	Sportsfield Maintenance	◆					
75	Stormwater Network		◆				
59	Tree Services	◆					
61	Urban Streetscape	◆					
64	Volunteer Development	◆					

Page N <sup>o</sup>	PROJECTS	Primary Smart Program					
		Smart Service Delivery	Smart Living	Smart Jobs & Education	Smart CBD	Smart Sport	Smart Health
66	112 Coventry Road Rejuvenation	◆					
78	Angle Vale Community Sports Centre - Female Change Rooms		◆				
68	Business Continuity - Phone, Touchpoint and Webchat	◆					
79	City-wide Smart City Infrastructure		◆				
80	City-wide Stormwater Management Planning		◆				
108	Creative Industries Precinct				◆		
81	DDA Program		◆				
82	Deed Delivery and Infrastructure Design for Playford Growth Areas		◆				
84	Footpath Upgrade Program		◆				
85	GEP Stormwater Trunk Outfall BBRF Bid		◆				
86	Gig City		◆				
87	Growing Council's Recycled Water Business		◆				
106	Hortex Partnership			◆			
69	ICT Minor Works	◆					
88	Kalara Reserve Clubrooms (home of Andrews Farm Soccer Club)		◆				
113	Lyell McEwin Hospital Strategic Investigations						◆
109	Northern CBD				◆		
89	Outstanding Liabilities - Developer Funded Assets		◆				
90	Playford Alive - Crittenden Road Bridge Crossing		◆				
91	Playford Alive		◆				
92	Playford Gateway Concept Planning		◆				
111	Playford Sports Precinct (Shared Path, Park Furniture, Signage)		◆			◆	
93	Public Lighting Upgrade		◆				
94	Road Safety Audits		◆				
95	Road Upgrade Program - Black Spot		◆				
96	Road Upgrade Program - Non-growth Areas		◆				
97	Road Upgrade Program Roads to Recovery and Supplementary Local Roads		◆				
98	Rural Road Sealing Program		◆				

Page N <sup>o</sup>	PROJECTS	Primary Smart Program					
		Smart Service Delivery	Smart Living	Smart Jobs & Education	Smart CBD	Smart Sport	Smart Health
99	School and Pedestrian Crossing Facilities		◆				
70	Smart Working Program	◆					
100	Sport and Recreation Minor Works		◆				
101	Stormwater Minor Works		◆				
102	Virginia Main Street		◆				

## PERFORMANCE MEASURES

Organisational Performance Measures have been set by Council to monitor our achievements against our overall strategic goals and to provide focus areas for staff in their day-to-day service delivery. The measures relate to the areas of community interest, organisational accountability and key organisational priorities and fulfil our obligations under Section 123 of the *Local Government Act (1999)*.

The annual Resident Satisfaction Survey acts as the primary mechanism for gathering the results of our work in these areas.

Indicator	Measure	2018	2017	2016	2015	2014	2013	2012	2011
Overall Council satisfaction	Overall customer satisfaction with the City of Playford as an organisation	3.81▲	3.68	3.76▲	3.57▲	3.35	3.50	3.50	3.60
City wide presentation	Customer satisfaction with level of appearance of public realms	3.61	3.56	3.64	3.57	3.50	3.45	3.45	3.35
Customer Service	Satisfaction rating with the level of organisational wide customer service	4.18▲	3.83	3.95	3.76	3.90	3.90	4.00	3.80
Accountability	Satisfaction rating with Council being open and accountable to the community in its operations	3.38	3.36	3.25	3.32▲	3.00	3.25	3.20	3.30
Community Engagement	Satisfaction rating with how Council invites community participation in decision making	3.30	3.25	3.16	3.23▲	2.80	3.05	3.05	2.95
Managing growth	Customer rating for how Council plans for the future	3.65	3.55	3.56	3.55▲	3.30	3.45	3.45	3.50
Efficiency and Effectiveness	Customer satisfaction with value for money for rates paid	3.11	2.98	2.94	3.00▲	2.60	2.85	2.65	2.80

▲ = significantly higher level of satisfaction

## EXECUTIVE SUMMARY

The Quarterly Organisational Performance Report aligns our performance reporting to Council's Strategic Plan 2016-2020, adopted in June 2016. The third quarter of 2018/19 has seen the successful delivery of our core services, and progress made on a number of Council's significant projects. The Strategic Plan identifies six smart programs which collectively build the future of our City.

### Smart Service Delivery Program

Our Smart Service Delivery Program is a solid foundation on which to rebuild and reposition our City. We strive to deliver our services and amenities to a high quality, to raise the profile of the area through enhanced city pride, improved reputation and make Playford a more attractive place for people to live, work and do business.

This quarter saw significant improvements in many services particularly in attendance to Council-run events, programs or activities. Over 420 participants attended the Multicultural Music Event at Northern Sound System; Community Development held an outdoor cinema with 600 attendees; Elizabeth Rise Community Centre's programs saw a growth in attendance; the attendance within Community Venues' music and creative programs continues to grow and is already performing above target; and the Library service saw a strong performance in the number of people attending library events. Of particular interest was the 95-member increase at the Grenville Hub in spite of the temporary service relocation to the Civic Centre. Customer Contact continues to minimise abandoned calls and customer wait times. The Smart Service Delivery Business Continuity – Phone, Touchpoint and Webchat project is well underway to further improve services.

The Environmental Health team is now working via a mobile-based inspection process. The Smart Working Program's Field Staff Mobility project has worked with field staff to refine processes in preparation for a mobile Work Order solution. Environmental Sustainability's 'hectares of biodiversity reserves maintained' and 'number of kilometres of rural roadsides maintained' are already performing above target; there was a decrease in the number of Graffiti reported by the community; and Regulatory Services' 'returned dog to owner rate' is performing stronger than last year. Rural and Urban Streetscape experienced a decrease in works generated from customer requests as a result of more proactive and programmed work.

### Smart Living Program

Our Smart Living Program supports the ongoing development and renewal cycle of the city, to improve the presentation and community pride in these areas, ensuring that our residential growth and renewal provide the liveable neighbourhoods and urban amenity required for a growing population.

Development Services saw a decrease in the number of days involved to resolve compliance matters. Several projects progressed or were completed as planned; Angle Vale Community Sports Centre – Female Change Rooms construction is scheduled to be completed by May; all the bus pads planned for the year in the Disability Discrimination Act Program were completed. The construction of the Smith Linear Path has progressed and its completion is programmed for late May; the Gig City project was finalised as planned; Kalara Reserve Clubrooms construction is approaching completion and Playford Alive – Crittenden Road Bridge Crossing has moved to construction tender phase.

The designs of both Ryan/Tozer Road and Robert/King Roads intersections have progressed and are due to be tendered for construction in late April. Meanwhile the Fordingbridge/Easton Roads intersection in the Road Upgrade Program for Non-growth areas was completed. The new shed built at Ridley Reserve as part of the Sport and Recreation Minor Works Program was also finalised.

### Smart Jobs and Education Program

Our Smart Jobs and Education Program ensures that our local workers have the right training and skills to take advantage of growth in new industries' jobs. Fifty-seven businesses were engaged by the Business Support and Economic Development Service. The HortEx Partnership project continues its consolidation to build the food cluster of the North.

### Smart CBD Program

Our Smart CBD Program focuses on the redevelopment of the CBD to a smart city, as we provide an expanded and diversified range of local services, introduce greater housing choice and stimulate development in the City.

Detailed design for the new Grenville Hub was completed. Activities were located temporarily in the Civic Centre and services are delivered as usual. Fremont Park detailed design is approaching completion and the Retail tenancy construction is due in May. The Creative Industries Precinct at Northern Sound System continues to grow while a new pilot has been developed which aligns with Technicolor Academy and featuring visual effects (VFX) as the key creative output. This pilot will attempt to increase young female participation.

### Smart Sport Program

Our Smart Sport Program shines the light on Playford through high level sport and high quality sports facilities which have the ability to change perceptions about our City, leading to enhanced community pride and an improved reputation and profile. The Playford Sport Precinct's Shared Path and Park Furniture project is now complete. Precinct signage is in the detailed design stage.

### Smart Health Program

Our Smart Health Program ensures our growing and evolving community has access to quality, local health services. The health, disability and aged sectors are predicted to experience significant jobs growth, and this strategy enables us to be well-placed to create employment opportunities for our community.

Associated with the Lyell McEwin Strategic Investigations, the Statement of Intent for rezoning has been agreed by the Minister of Planning. Discussions with Northern Adelaide Local Health Network and Lyell McEwin Hospital about the location of the bus superstop on Haydown Road have progressed.

### Strategic Projects

Strategic Projects are tracking well with only minor changes made to budget allocations. A new project Curtis Road Investigation was initiated to assist Council in its negotiations with State Government.

Council has progressed in delivering the key services and projects outlined in the 2018/19 Annual Business Plan. Going forward we will focus on our core service delivery to ensure we are achieving the agreed community outcomes for our Service Standards. In addition key projects will be progressed to support the achievement of our Strategic Plan, ultimately working towards our Community's Vision for Playford to be liveable, prosperous and happy.



## STRATEGIC UPDATE

### Smart Service Delivery Program

The Smart Service Delivery Program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services that they require. It means making the most of our community's existing strengths, talents and diversity, as well as working smarter to connect our community with each other to contribute to overall community wellbeing and the economic life of the City.

Council will increasingly need to use innovative problem solving approaches and smart technological solutions to ensure we make the best use of our available resources to meet these demands.

#### Outcomes

- 1.1 High quality services and amenities
- 1.2 Improved service delivery
- 1.3 Working smarter with our community
- 1.4 Enhanced City presentation, community pride and reputation

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program.

The following **services** are undertaken in support of the Smart Service Delivery Program

SERVICES
Club and Sporting Governance
Community Development
Community Inclusion
Community Venues
Customer Contact
Environmental Health
Environmental Sustainability
Event Management
Graffiti Operations
Health Initiatives
Illegal Dumping
Immunisation
Kerbside Waste
Library
Parks and Reserves
Rapid Response
Regulatory Services



Rural Streetscape
Sportsfield Maintenance
Tree Services
Urban Streetscape
Volunteer Development

The following **projects** are undertaken in support of the Smart Service Delivery Program

PROJECTS
112 Coventry Road Rejuvenation
Business Continuity – Phone, Touchpoint and Webchat
ICT Minor Works
Smart Working Program

**SERVICE**  
**CLUB AND SPORTING GOVERNANCE**

**COMMUNITY OUTCOME**

Engage with clubs/user groups to maximise opportunities for effective management, administration, compliance and utilisation of Council's social capital assets for community access and benefit.

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Utilisation of sporting facilities

**Measure**

Total number of members at the JMC, Aquadome and Tennis Centre

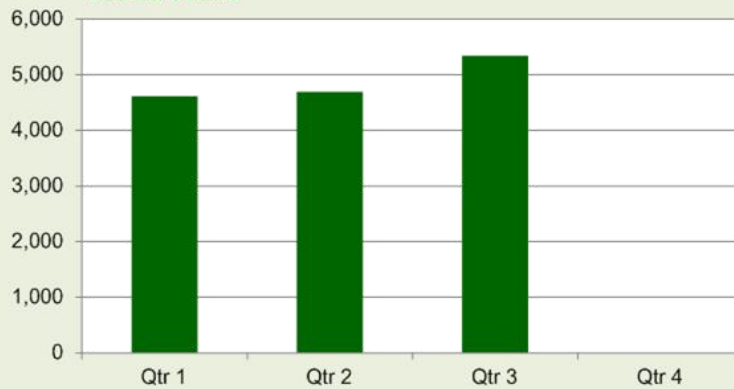
**Target**

N/A

**Result**

5343

**Total number of members at the JMC, Aquadome and Tennis Centre**



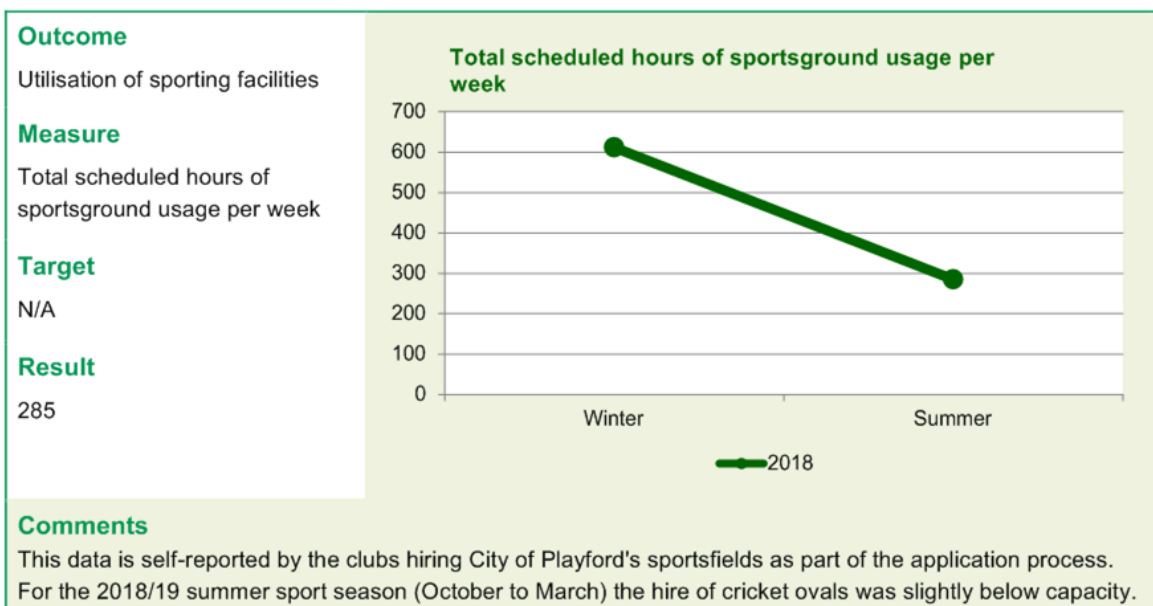
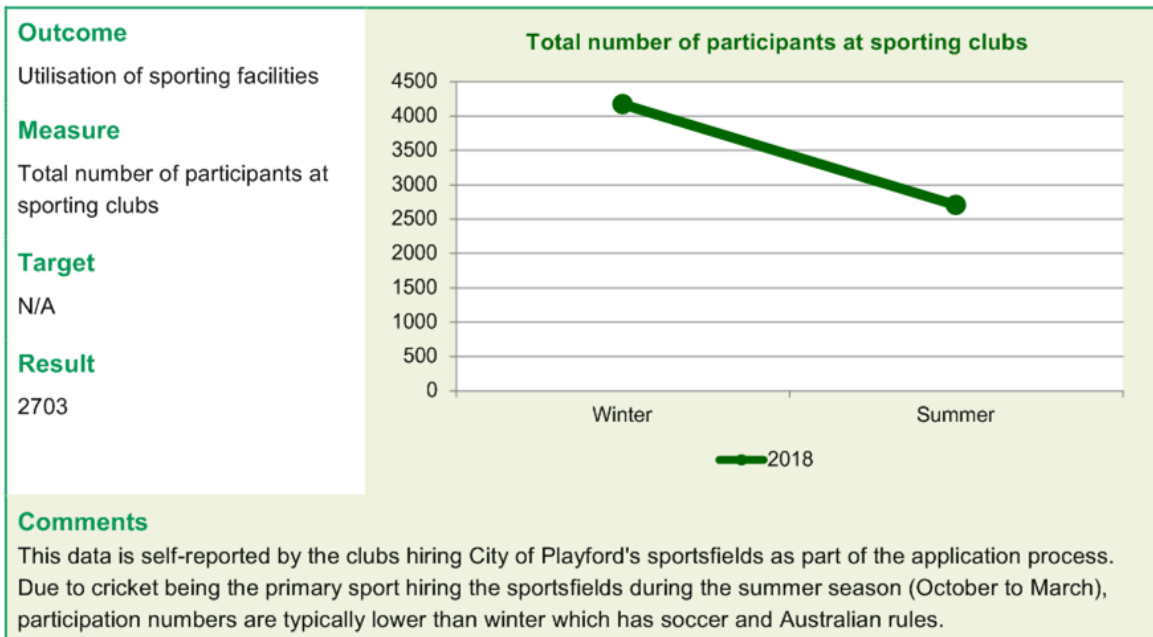
**Comments**

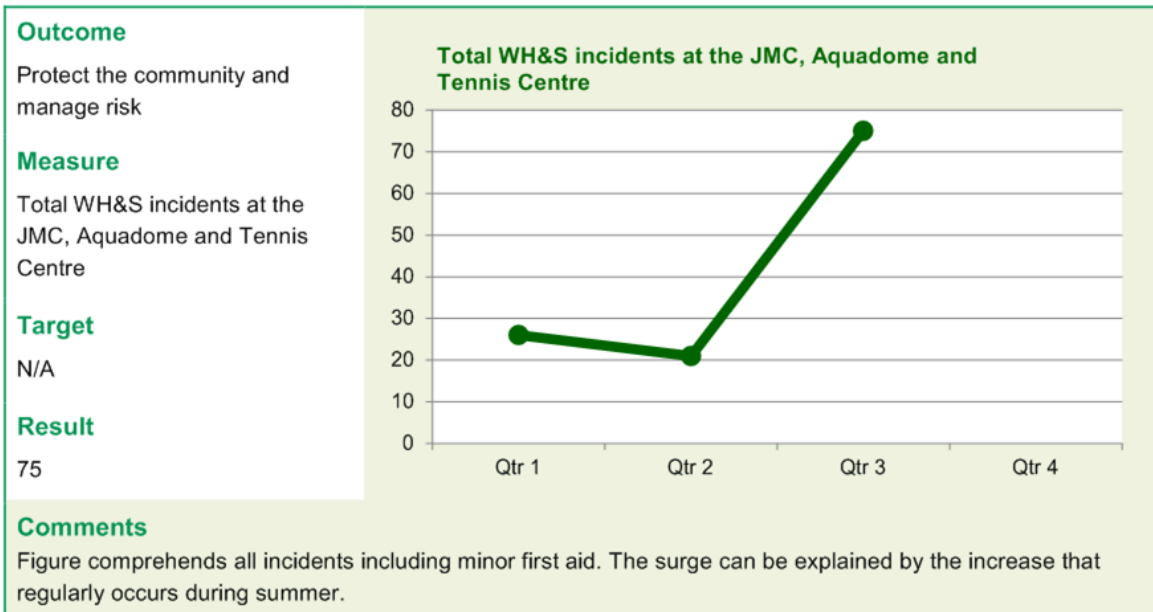
The three commercial sport centres all reported strong periods over summer/new year/back to school times.

Aquadome - 2290 Fitness Club and 1910 Learn to Swim Members

John McVeity Centre - 720 Fitness Club Members

Playford City Tennis Centre - 423 Club Members





Senior Manager **Paul Alberton**

**SERVICE**  
**COMMUNITY DEVELOPMENT**

**COMMUNITY OUTCOME**  
 Support knowledge and skills development of communities and families

**Strategic Outcome**  
 1.1. High quality services and amenities; 6.2. Increased employment opportunities in health, disability and aged sectors

**Community Measures**

**Outcome**  
 Community has access to community development programs

**Measure**  
 Number of participants in community development programs

**Target**  
 11,457

**Result**  
 8531

**Comments**

Community participation in the broad range of community development programs on offer to the community continues to be steady and is on track to achieve the annual target.

Eight young people secured their probationary driver's license in the Wheels in Motion program, bringing the year to date total to 20. This is a significant increase from the 2017/18 year in which 12 young people gained their license.

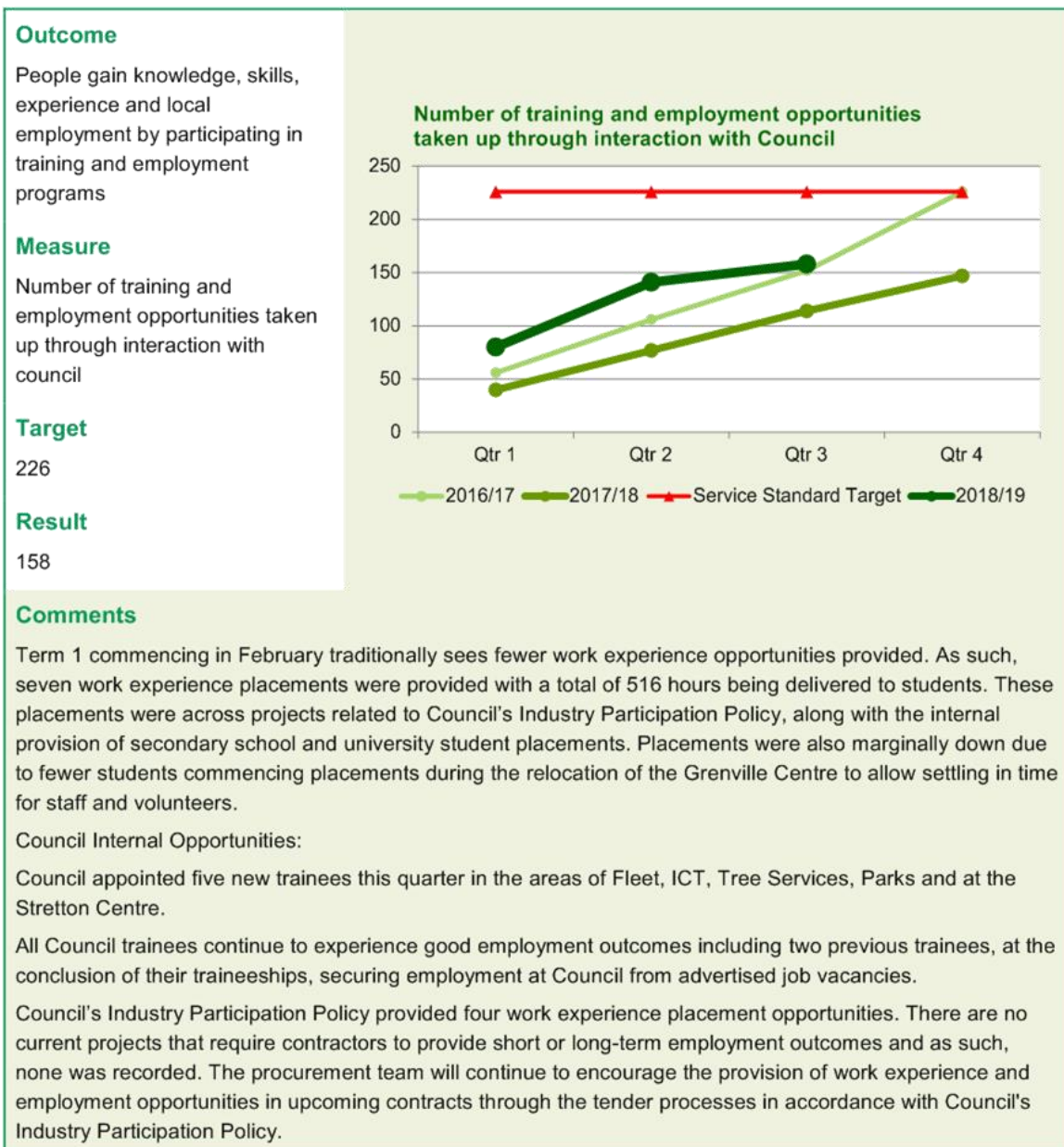
In its second year, the Multicultural Music Event held at Northern Sound System for Harmony Day attracted 420 participants celebrating cultural diversity.

Two outdoor cinemas held in the Playford Alive Town Park in February and March attracted over 600 attendees.

There is growing attendance in a number of key programs at Elizabeth Rise community centre with the Joeys playgroup numbers growing by over 50% in February and March. Attendance is also increasing in gaming groups, and craft and cooking groups are seeing higher attendance from residents with disabilities joining the programs.

**Number participants in programs**

Quarter	2016/17	2017/18	2018/19	Service Standard Target
Qtr 1	4,500	2,500	2,500	11,457
Qtr 2	8,000	5,500	5,500	11,457
Qtr 3	12,000	12,000	8,500	11,457
Qtr 4	17,000	17,500	8,500	11,457



Senior Manager **Caroline Moylan**

**SERVICE**  
**COMMUNITY INCLUSION**

**COMMUNITY OUTCOME**

Connecting older or vulnerable people to the community through community services and programs

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Community services and programs provide opportunities for connecting older or vulnerable people to the community

**Measure**

Number of participants in community services and programs

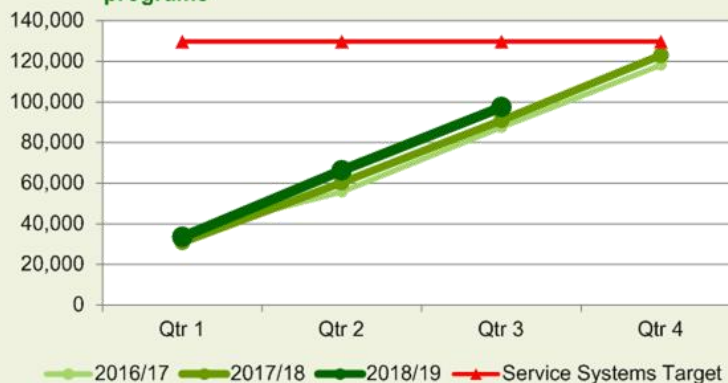
**Target**

129,791

**Result**

97,581

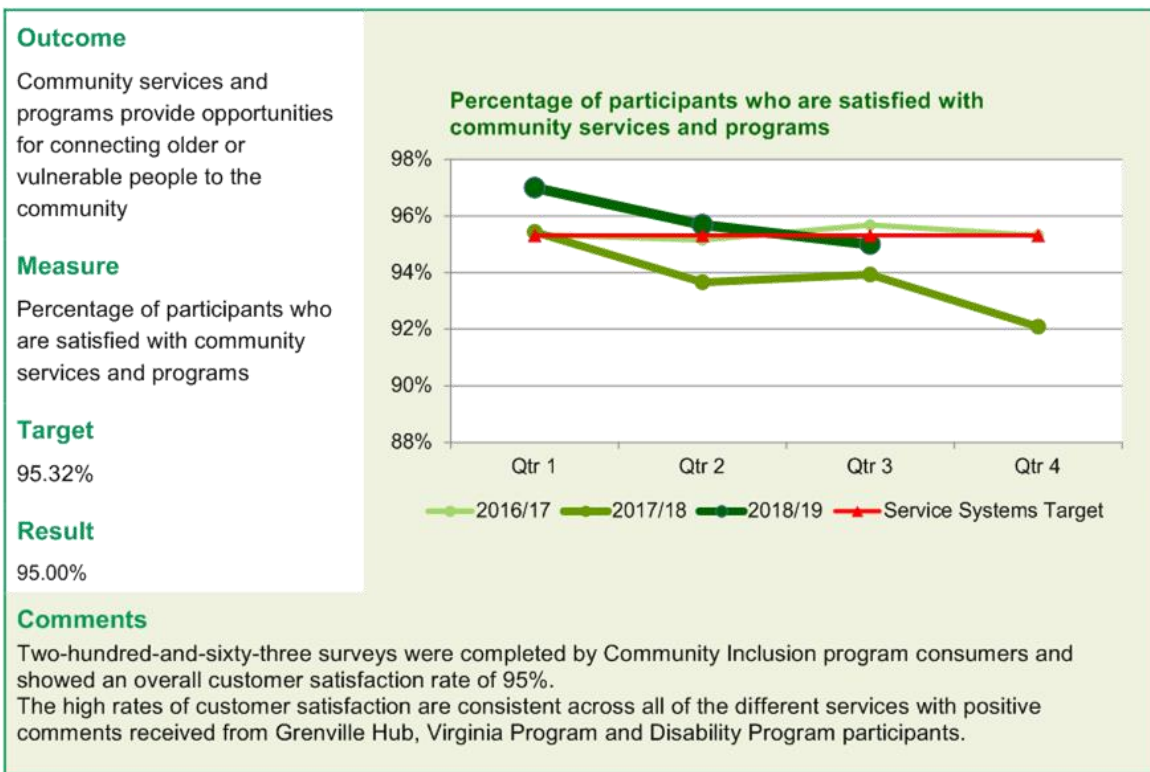
**Number of attendances in community services and programs**

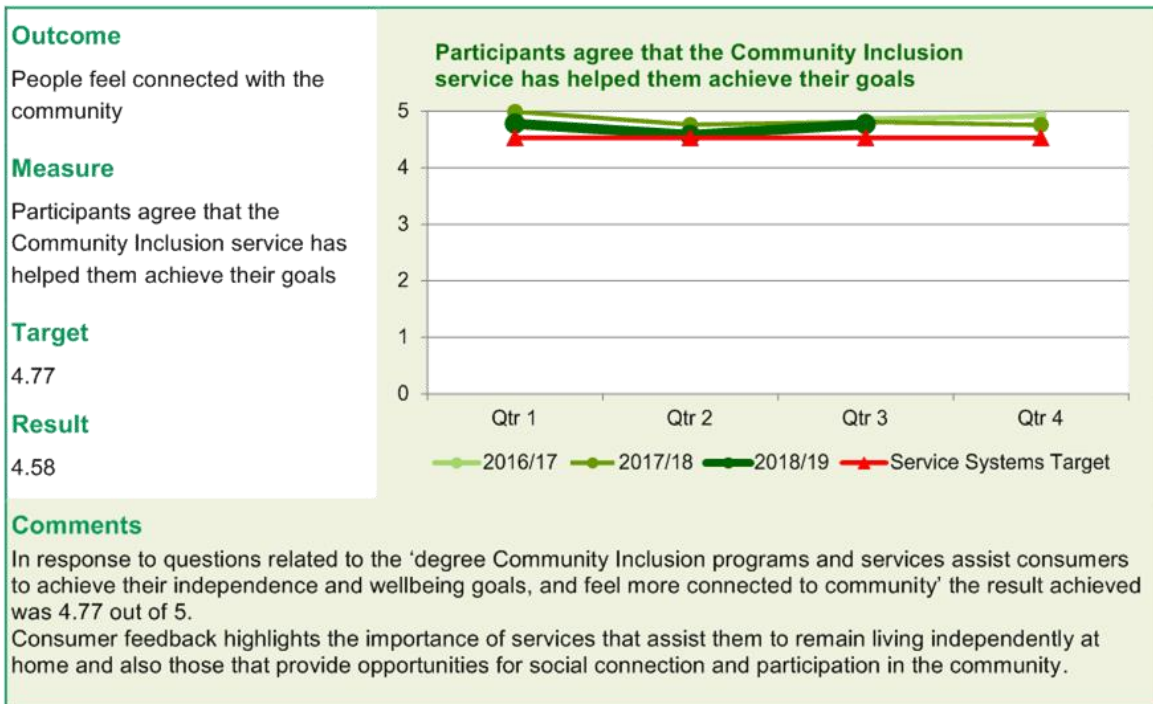


**Comments**

Attendance numbers across Community Inclusion services remain strong and are reaching expected targets. Grenville Hub services were transitioned into the temporary location in the Playford Civic Centre in preparation for the building of the new centre. Despite the enormity of the move and change involved for patrons, attendance numbers have not been negatively impacted. The co-location within the Civic Centre has had some positive benefits with 95 new members joining the Hub in the first three months of 2019 and no discernible loss of patronage from existing users.







Senior Manager **Caroline Moylan**

**SERVICE**  
**COMMUNITY VENUES**

**COMMUNITY OUTCOME**

City of Playford's own community venues which are accessible to the community, are well equipped to cater for a diverse range of events and offer a high quality experience

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

The usage of Council owned community venues is maximised

**Measure**

Number of participants utilising the community venues

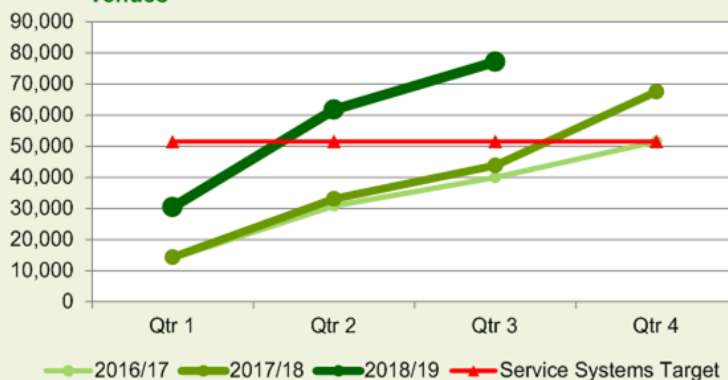
**Target**

51,597

**Result**

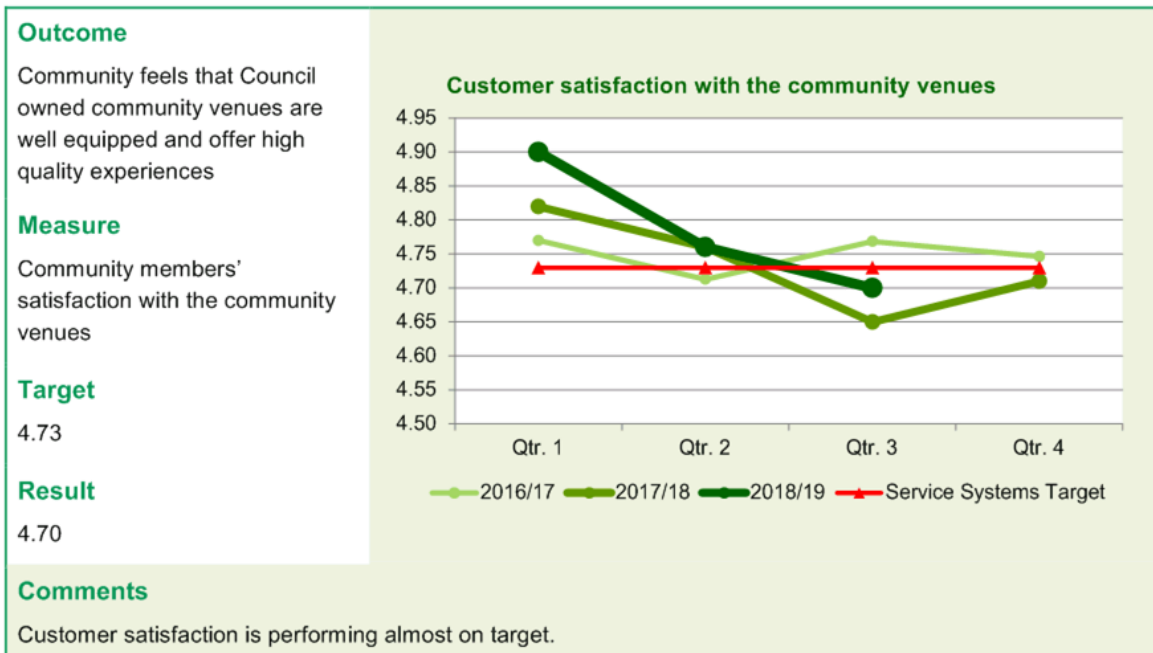
77,157

**Number of participants utilising the community venues**



**Comments**

Northern Sound System continues to experience strong attendance at music and other creative programs. Six artists who have progressed through the Centre's innovative N1 Records artist development program have experienced strong growth in the digital distribution space including Spotify and Triple J Unearthed. Two previous N1 artists have been signed with international agencies.



Senior Manager **Lilly Bukva - Gareth Dunne**

**SERVICE**  
**CUSTOMER CONTACT**

**COMMUNITY OUTCOME**

Provision of efficient, prompt and accurate customer information and transactional services.

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Timely response to customers

**Measure**

Abandoned call rate

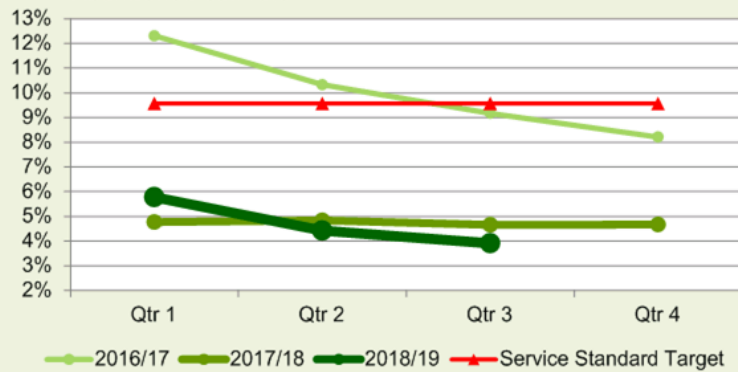
**Target**

9.57%

**Result**

3.91%

**Abandoned call rate**



**Comments**

The Customer Contact team continues to keep the abandoned call rate as low as possible and achieved the lowest recorded rate at under 4%. This result is 0.51 point less than last quarter and 0.75 point less than the same quarter last year.

**Outcome**

Timely response to customers

**Measure**

Average queue time

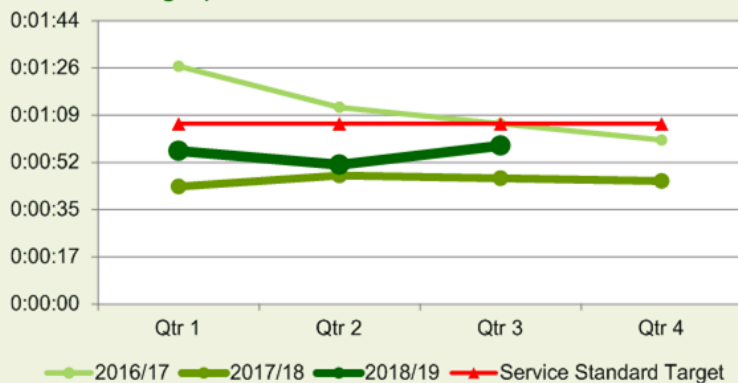
**Target**

0:01:06 minutes

**Result**

0:00:58 seconds

**Average queue time**



**Comments**

Average queue time remained consistent and continues to keep its performance below target.

Senior Manager **Gareth Dunne**

**SERVICE ENVIRONMENTAL HEALTH**

**COMMUNITY OUTCOME**

Enhance the quality of life of our community through the assessment, improvement and prevention of factors that pose a risk to human health. Three components to Environmental Health services: Public Health, Food Safety and Waste Water Compliance

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Food businesses comply with required standard of safety

**Measure**

Food business inspection compliance rate

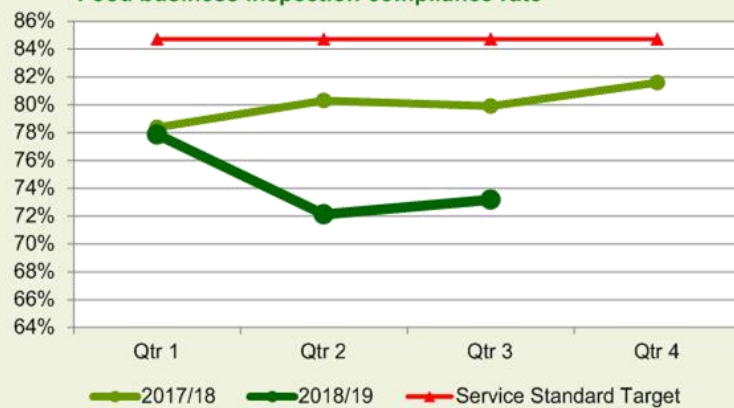
**Target**

84.73%

**Result**

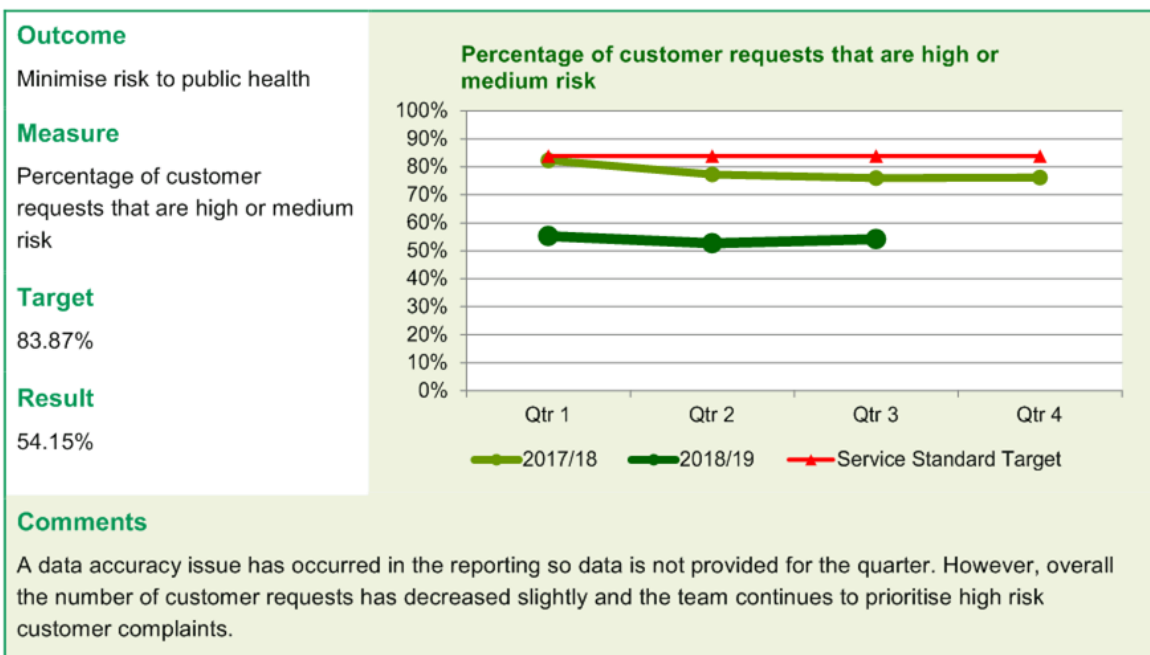
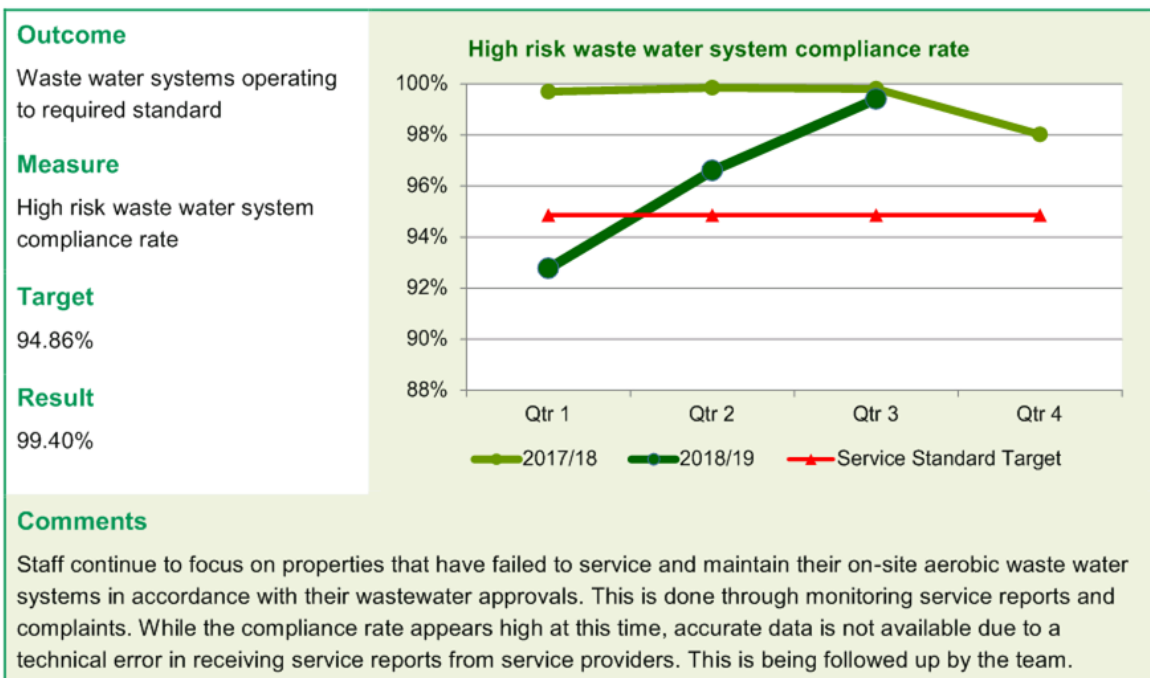
73.19%

**Food business inspection compliance rate**



**Comments**

The team is now working fully via a mobile-based inspection process. While annual inspections are below target due to the focus on establishing the new system, Council anticipates inspections to progressively increase. Officers are seeing slightly increased compliance rates at inspections however further educative and enforcement approaches will be pursued to improve this into the future.



Senior Manager **Kaarina Sarac**

## SERVICE ENVIRONMENTAL SUSTAINABILITY

### COMMUNITY OUTCOME

To enhance environmental outcomes and protect environmental assets in collaboration with our Community

#### Strategic Outcome

1.1. High quality services and amenities; 1.3. Working smarter with our community; 1.4. Enhanced city presentation, community pride and reputation; 2.3. Livable neighbourhoods

### Community Measures

#### Outcome

Community is actively involved in enhancing the local environment

#### Measure

Total volunteering hours

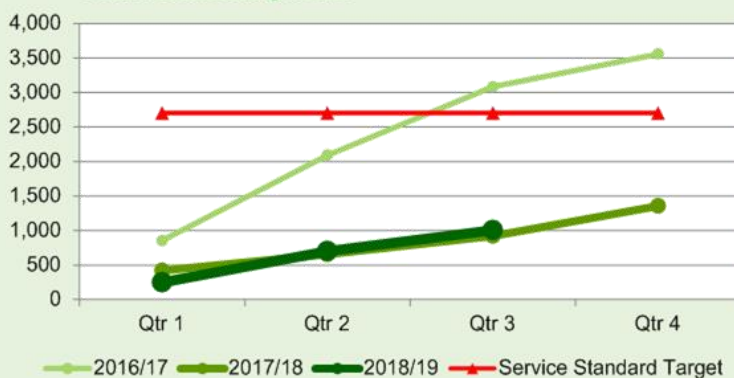
#### Target

2704

#### Result

1006

Total volunteering hours



#### Comments

Volunteer levels continue to track on par with the previous year. Volunteers have contributed to a range of programs such as a Seed Bank project, propagation for the annual Buffers to Bushland, and the 10 for \$10 plant distribution programs, and cultivating disappearing species for conservation purposes.

#### Outcome

Community is actively involved in enhancing biodiversity

#### Measure

Number of plants distributed to the community

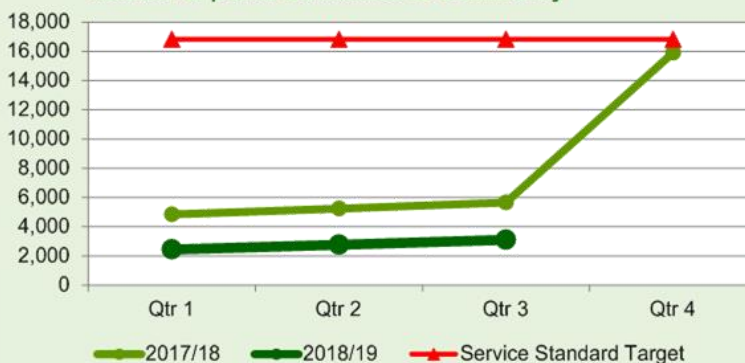
#### Target

16,817

#### Result

3097

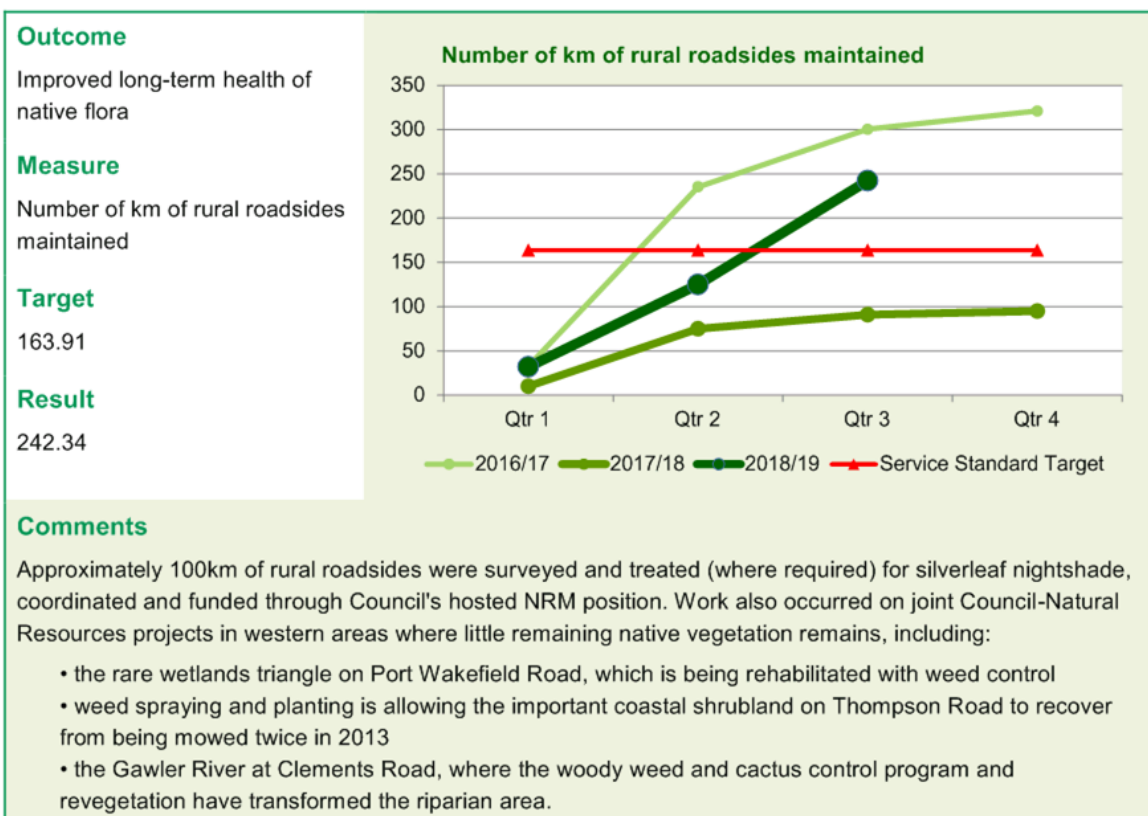
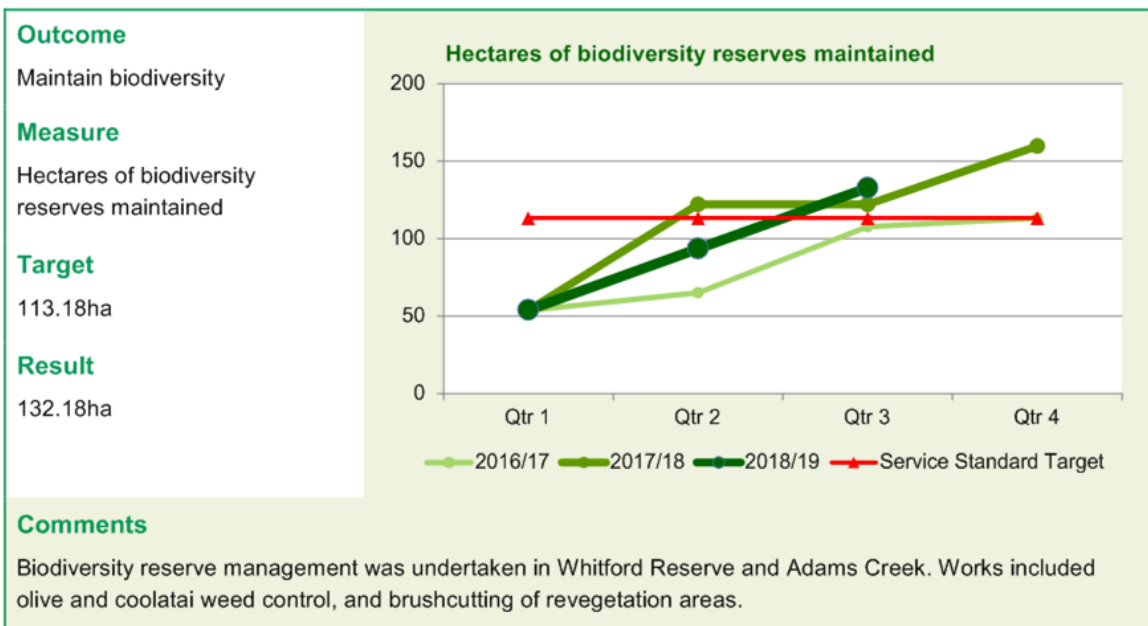
Number of plants distributed to Community



#### Comments

Plants were distributed at citizenship ceremonies in January and February. Plant orders for the annual Buffers to Bushland and 10 for \$10 plant programs are currently open and will be distributed during the next two quarters.





Senior Manager **Karina Sarac**

**SERVICE**  
**EVENT MANAGEMENT**

**COMMUNITY OUTCOME**

Provide event management services for events that celebrate and promote the sense of being part of the community

**Strategic Outcome**

1.4. Enhanced city presentation, community pride and reputation; 5.1. Enhanced community pride and reputation

**Community Measures**

**Outcome**

Community actively participates in events that celebrate and promote the city

**Measure**

Total number of participants

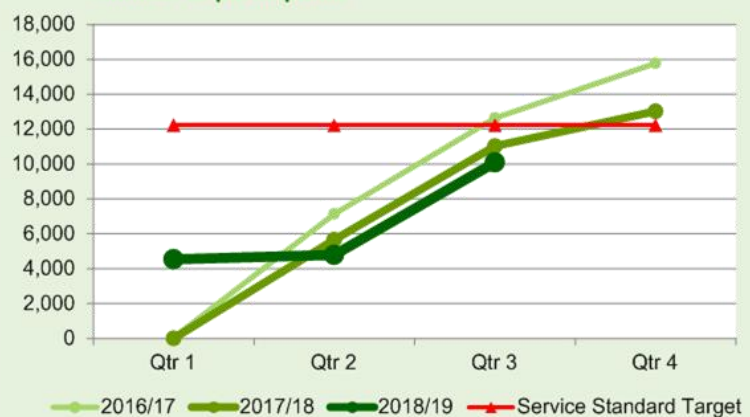
**Target**

12,238

**Result**

10,092

**Number of participants**



**Comments**

Quarter three features as one of the busiest periods for Council major events. During this period Council hosts Major Civic Event - Australia Day Community Event, Citizenship Ceremony and Australia Day Awards . In addition, the events team delivered activity aligned to Adelaide Fringe and the Playford International Tennis Tournament. 2019 activity was diversified across the city with events delivered in collaboration with Library services, Community and Youth services and Sport and Property. Community inclusion featured as the focus for these events.

Data demonstrates a 8.5% decrease in attendance as at the same period in 17/18. This can be attributed to the timing of Australia Day activities. January 26, 2019 fell on a Saturday triggering a long weekend with the public holiday featuring on Monday 28 January. It is expected this contributed to attendance numbers. Extreme heat during Fringe activities in February is also seen as a contributing factor.

Senior Manager **Lilly Bukva**

## SERVICE GRAFFITI

### COMMUNITY OUTCOME

A clean and attractive city with a reduction in overall visible graffiti. This is achieved by proactively removing graffiti from Council assets and engaging community in graffiti reduction initiatives.

### STRATEGIC OUTCOME

1.1. High quality services and amenities; 1.4. Enhanced city presentation, community pride and reputation; 5.1. Enhanced community pride and reputation

### Community Measures

#### Outcome

Enhanced City presentation, community pride and reputation

#### Measure

Total graffiti tag removals performed

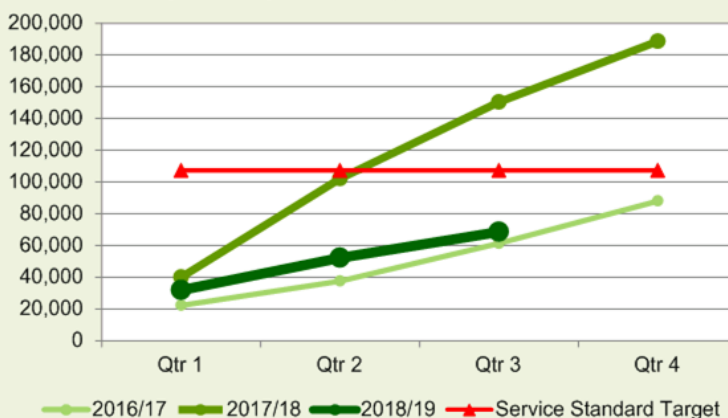
#### Target

107,338

#### Result

68,616

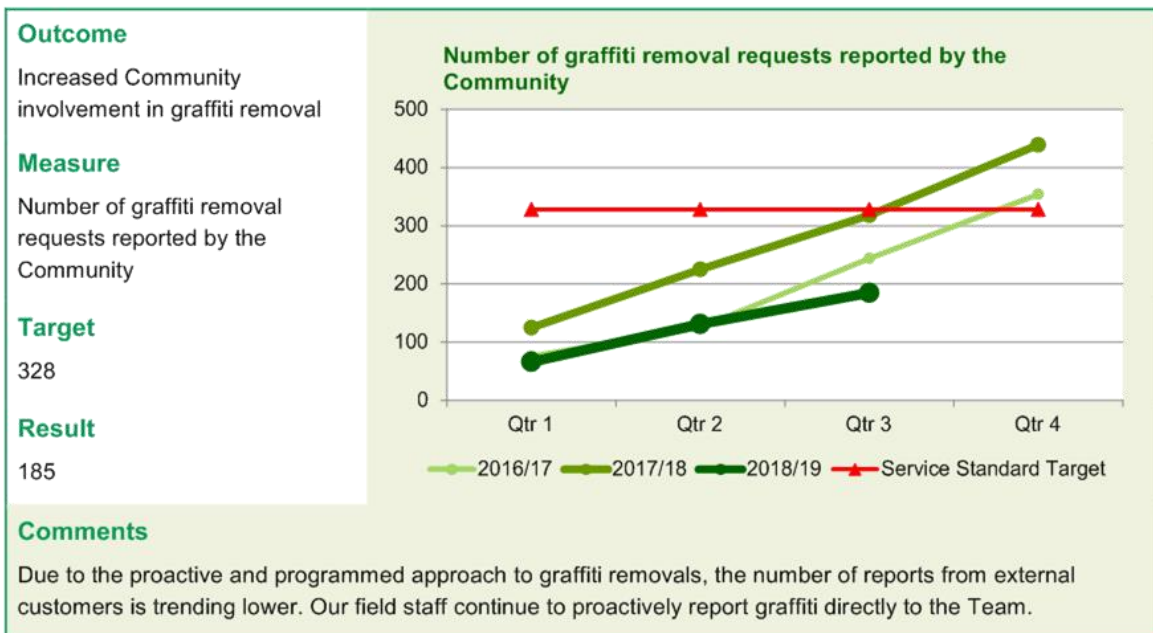
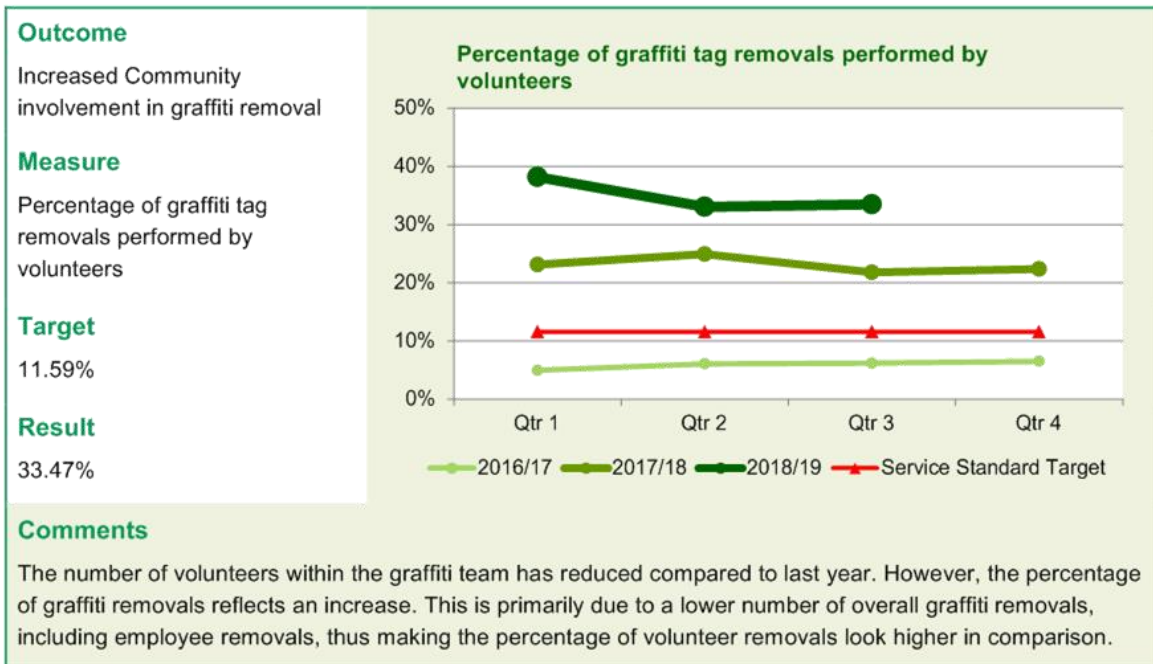
Total graffiti tag removals performed

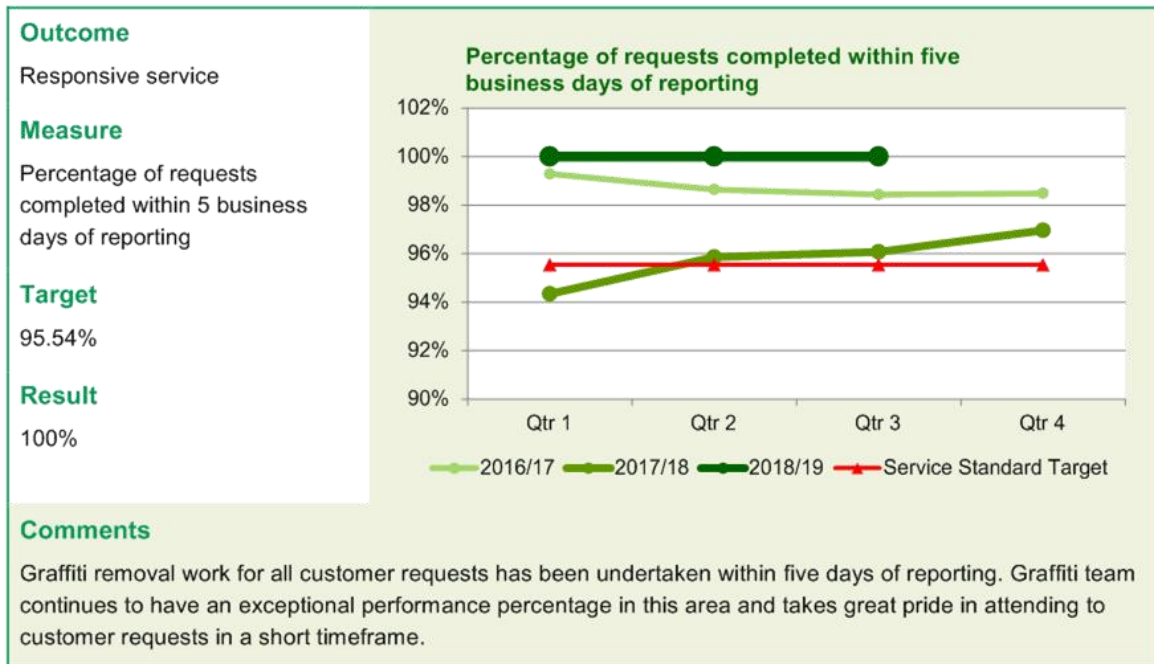


#### Comments

The number of graffiti removals is significantly lower than the previous year due to:

- A reduced number of employee hours dedicated to removal,
- An increase in proactive paint outs as part of increasing the aesthetic of an area but are not included as 'tag removal statistics'; and
- Dedicated targeting of hot spot locations which usually reduces the amount of graffiti in an area after consistent and frequent removals for an ongoing period.





Senior Manager **Andy Slager**

**SERVICE**  
**HEALTH INITIATIVES**

**COMMUNITY OUTCOME**

Support the community to actively participate in maintaining and improving their health and well-being by adopting healthy lifestyle with a focus on healthy eating and physical activity

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Provide healthy and affordable food for the community

**Measure**

Total number food packs purchased by the community

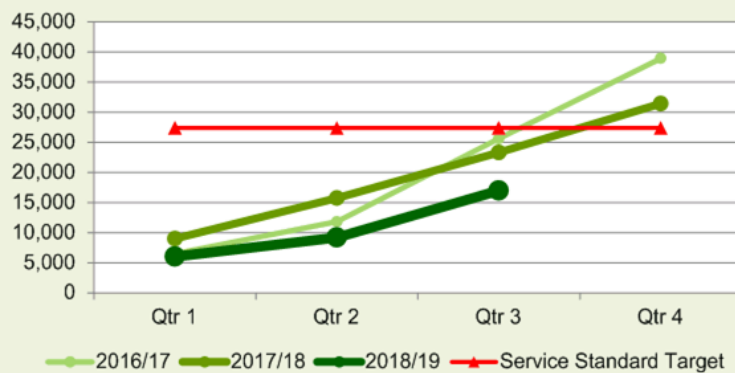
**Target**

27,401

**Result**

16,982

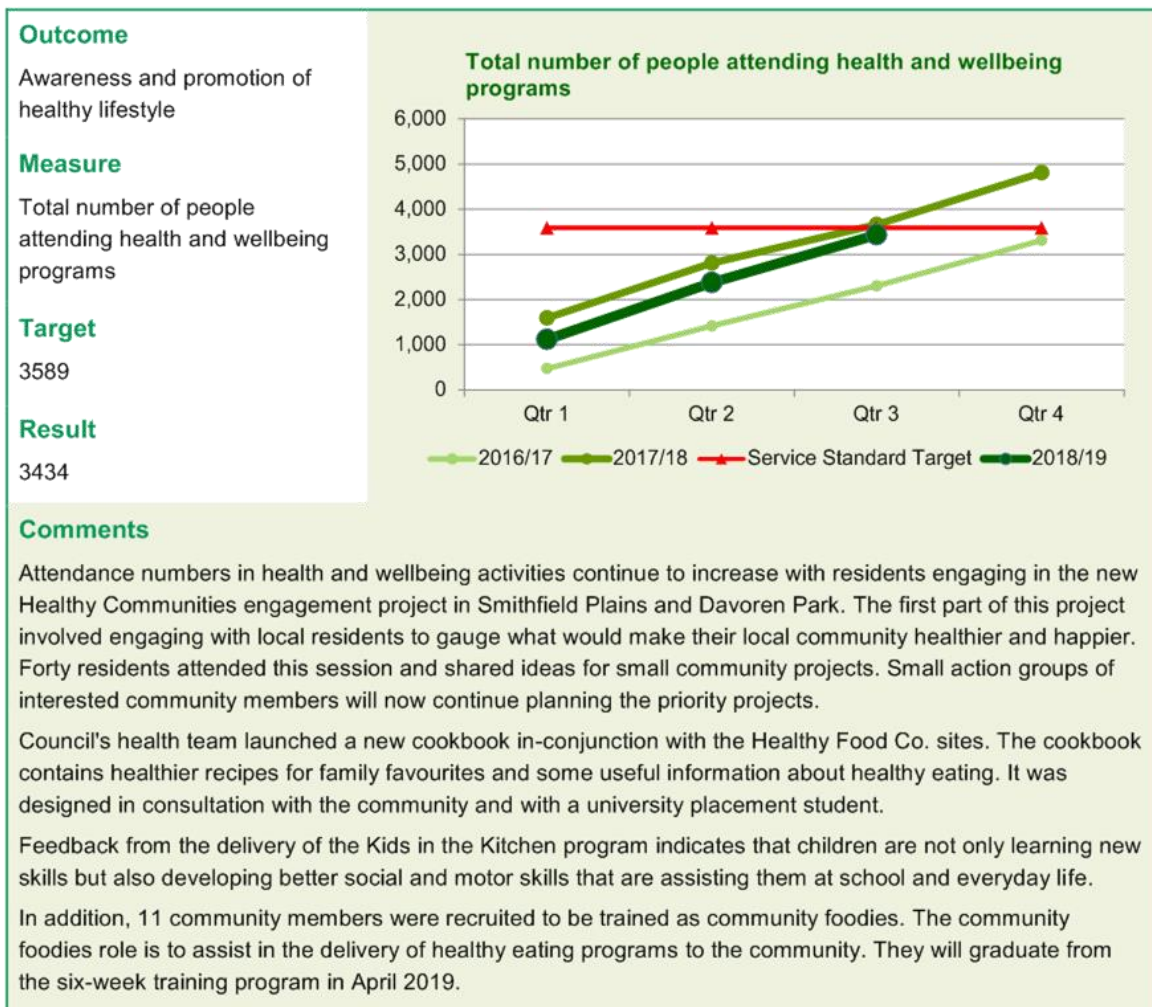
**Total number of food packs purchased by the community**



**Comments**

Sales of Easy Meals from the Healthy Food Co. were lower in January and February this year contributing to an overall yearly comparative decrease. With sales increase in March this trend is expected to continue as the full new Healthy Food Co. brand rollout also occurred. This including a new brand look and feel for the Easy Meals. With further marketing and events at the new Precinct location, along with the opening of the Lutheran Community Care Op-Shop, it is anticipated that both previous and new customers will be attracted to the new location.

A Healthy Food Co. branded cookbook was also launched in the final brand rollout and we are expecting this to positively influence healthy food choices.



Senior Manager **Caroline Moylan**

**SERVICE**  
**ILLEGAL DUMPING**

**COMMUNITY OUTCOME**

The collection and disposal of illegally dumped rubbish in urban and rural areas throughout the City

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Responsive Service

**Measure**

Percentage of illegally dumped rubbish work orders actioned within 10 business days

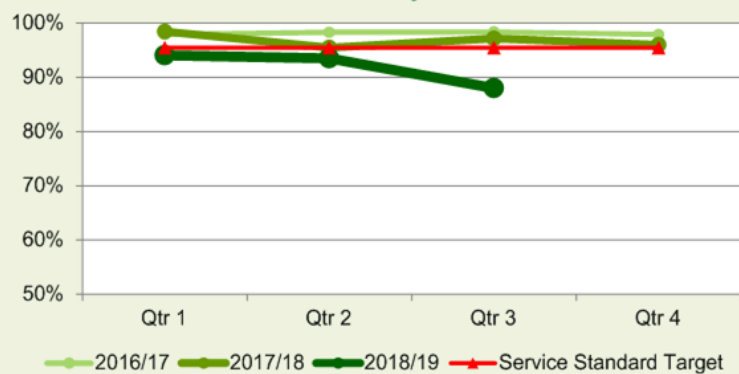
**Target**

95.48%

**Result**

87.99%

**Percentage of illegally dumped rubbish work orders actioned within 10 business days**



**Comments**

Illegal dumping saw a decrease in the 10-day service standard. Recently a process redesign has been undertaken to increase efficiency in this multi-team approach.

**Outcome**

Responsive Service

**Measure**

Percentage of work orders generated from a customer request

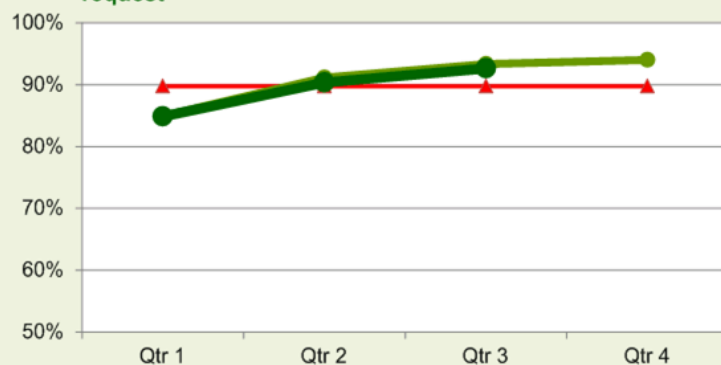
**Target**

89.80%

**Result**

92.68%

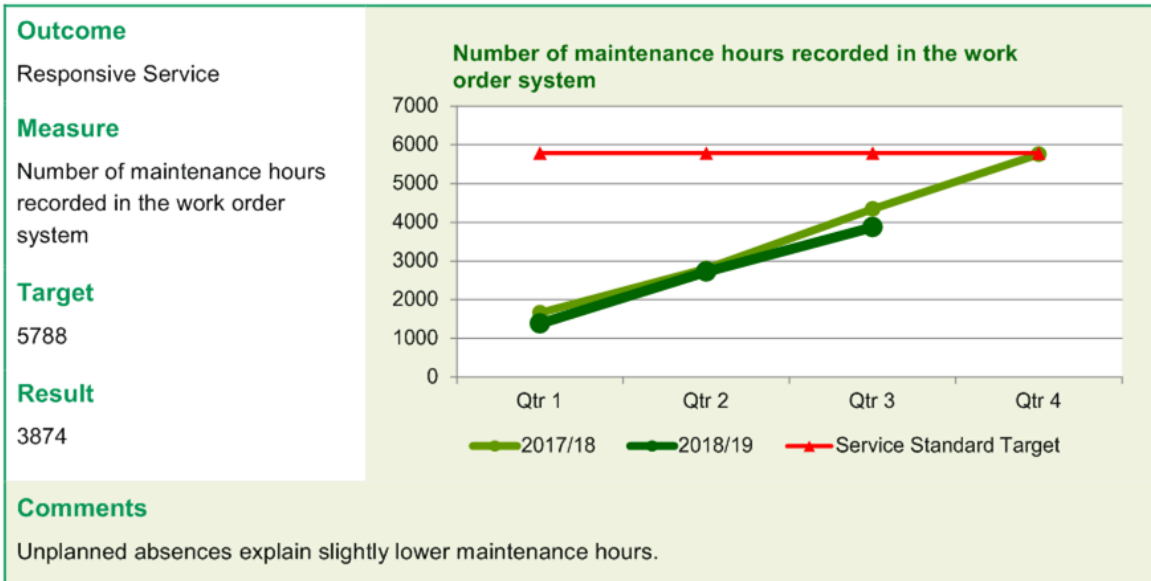
**Percentage of work orders generated from a customer request**



**Comments**

Works originated by customer requests are performing at par with last year.





Senior Manager **Andy Slager**

**SERVICE  
IMMUNISATION**

**COMMUNITY OUTCOME**

Provision of immunisation services to minimise the incidence of vaccine preventable diseases. Four components for Immunisation: School, New Arrival Refugee Immunisation (NARI), Public and Business Services

**Strategic Outcome**

1.1. High quality services and amenities; 5.2. Healthy and socially connected community

**Community Measures**

**Outcome**

Reduce incidences of communicable disease

**Measure**

Number of outbreaks of immunisable communicable disease

**Target**

802

**Result**

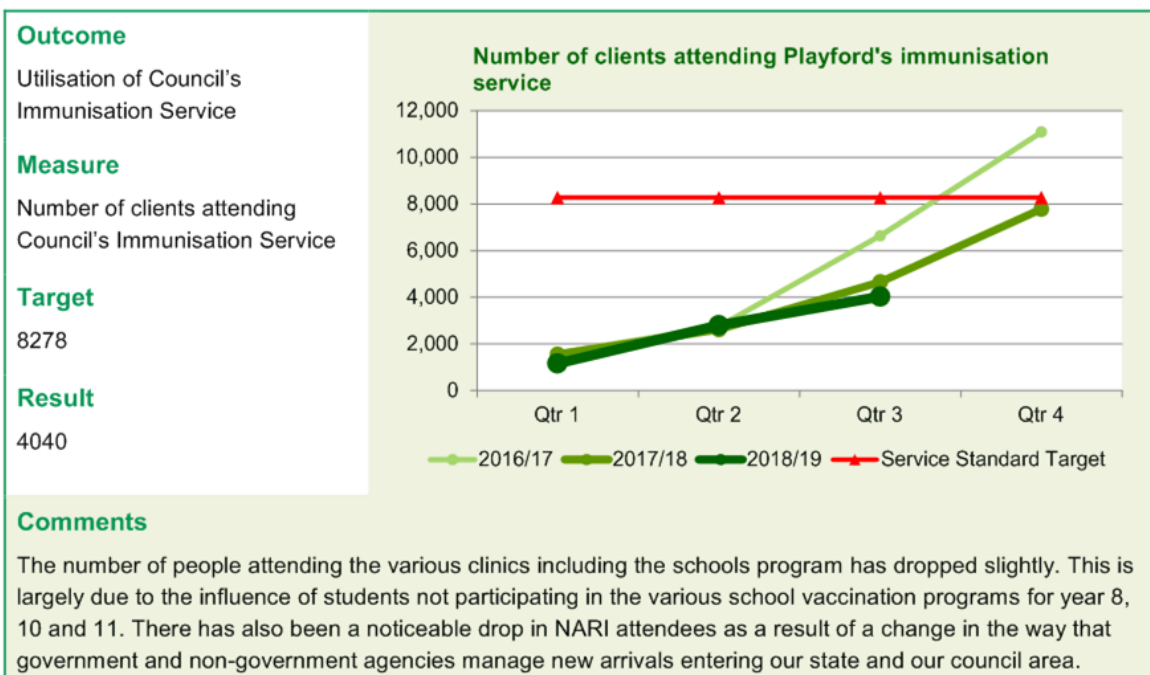
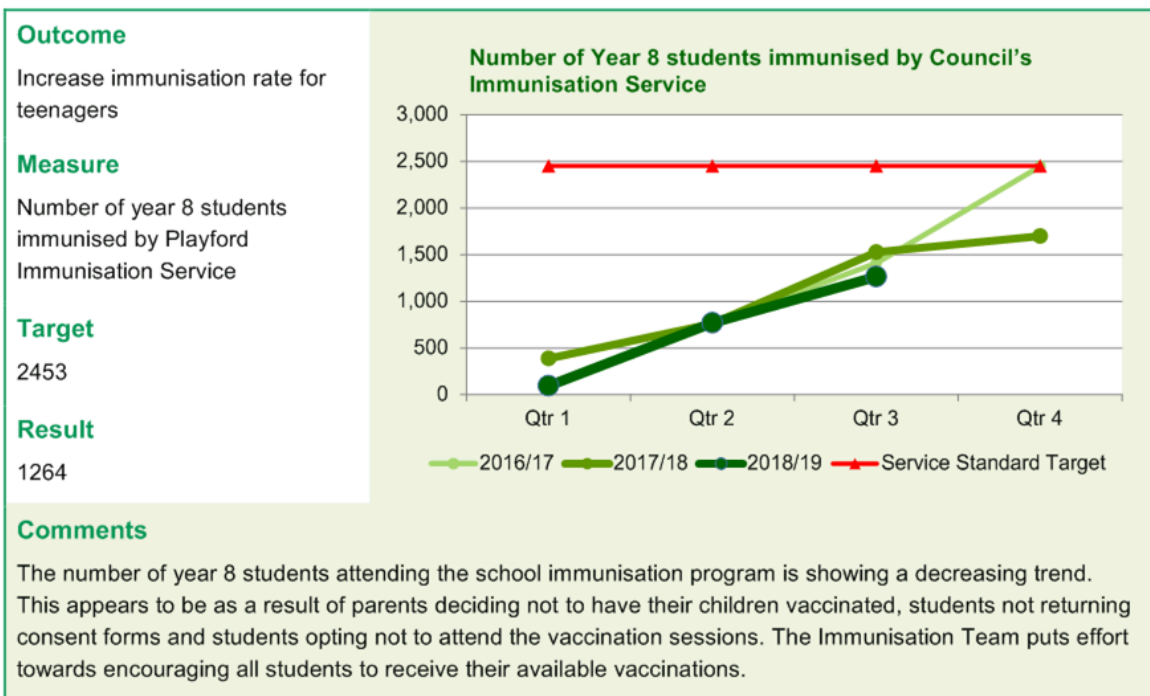
482

**Number of outbreaks of immunisable communicable disease**



**Comments**

Overall, there are significant noticeable drops across all vaccine preventable diseases for the last three reporting periods, compared to the same periods last year. While the result is encouraging, Council notes that there can be annual fluctuations in disease outbreaks.



Senior Manager **Karina Sarac**

**SERVICE**  
**KERBSIDE WASTE**

**COMMUNITY OUTCOME**

To maintain public health, we provide our community with the ability to dispose of waste in an environmentally responsible manner. The kerbside waste management service includes household waste, recycling, green organics and hard waste.

**Strategic Outcome**

2.2. Enhanced city presentation, community pride and reputation; 1.4. Enhanced city presentation, community pride and reputation; 1.1. High quality services and amenities; 5.1. Enhanced community pride and reputation

**Community Measures**

**Outcome**

Environmental Responsibility

**Measure**

Diversion rate away from landfill

**Target**

38.36%

**Result**

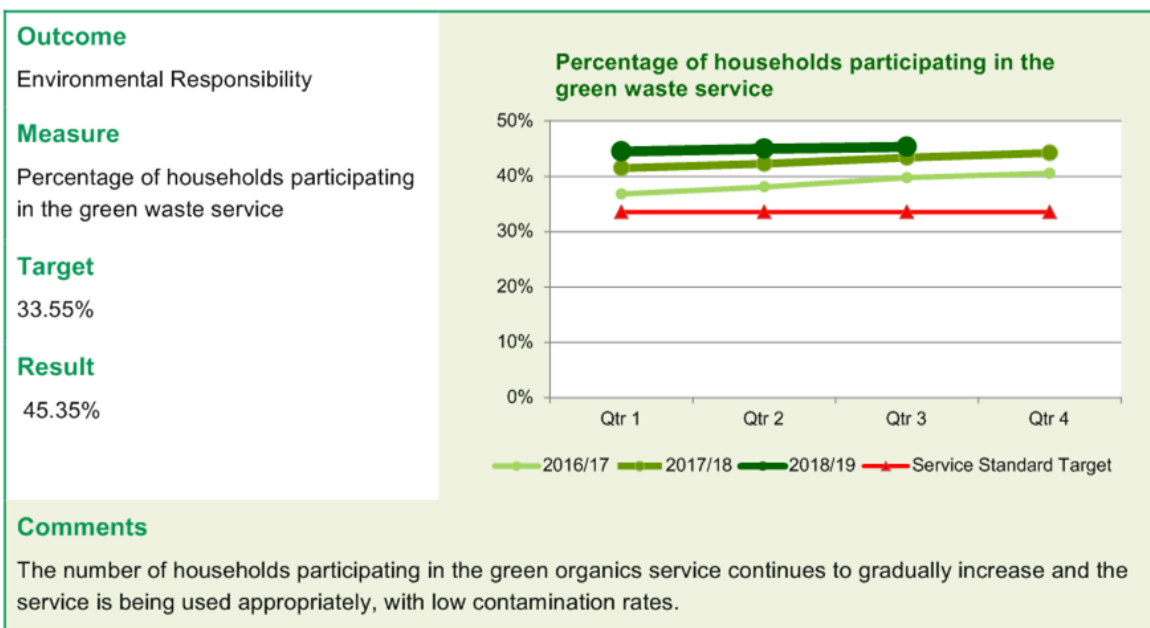
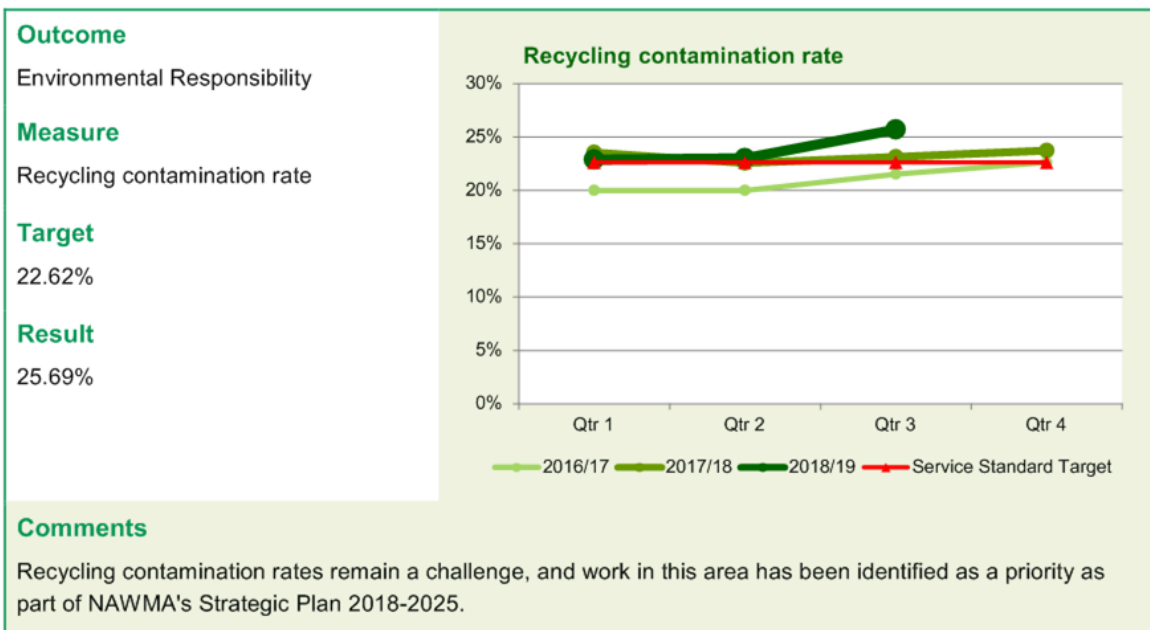
38.66%

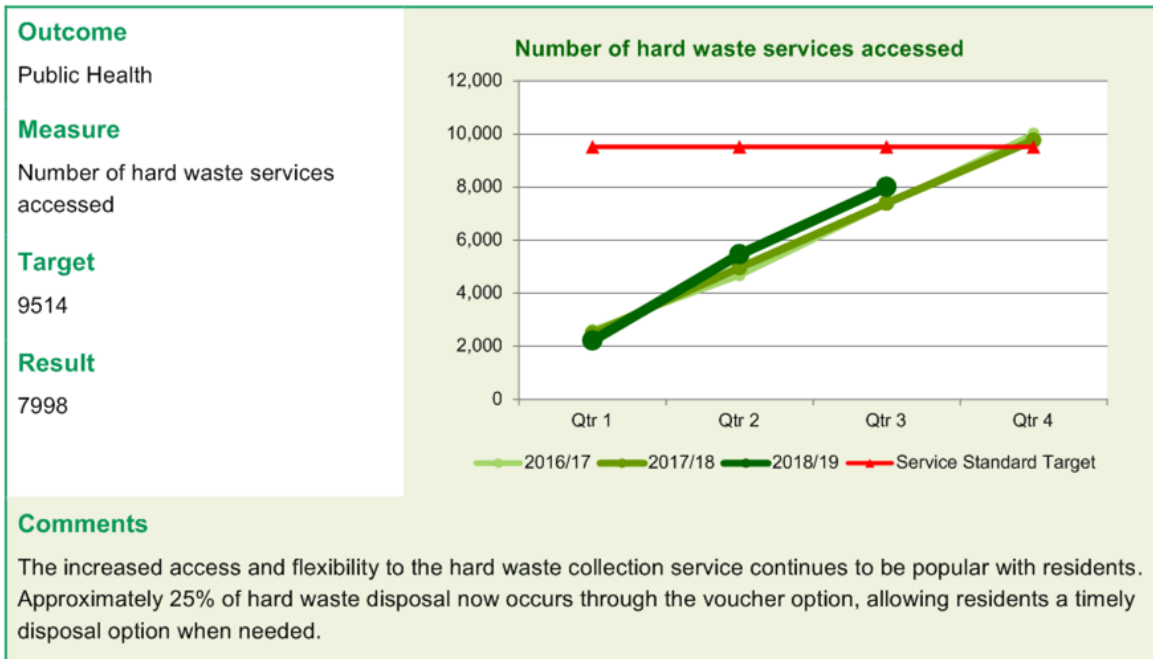
**Diversion rate away from landfill**



**Comments**

Kerbside waste diversion rates represent the proportion of total waste that is disposed of through recycling, green organics and hard waste collection services. Council is working with NAWMA to reassure residents that recyclables are being recovered within Playford, and this has been positively received with strong reach on social media.





Senior Manager **Kaarina Sarac**

**SERVICE LIBRARY**

**COMMUNITY OUTCOME**

The Library Service provides access to information, technology, educational programs, cultural engagement, local history, social interactions, entertainment and leisure to the local and state communities.

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Access to information

**Measure**

Items borrowed

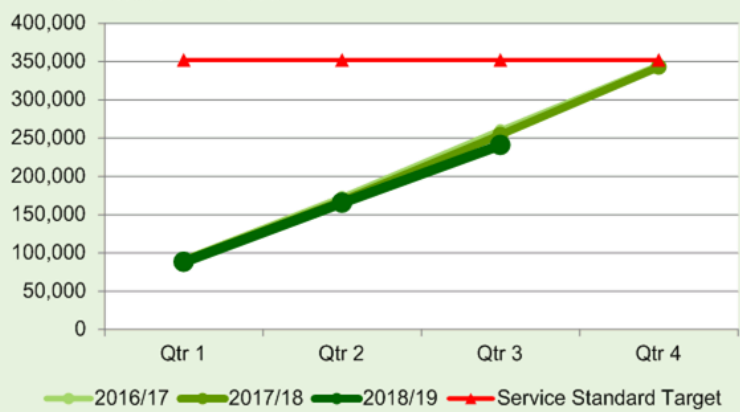
**Target**

352,006

**Result**

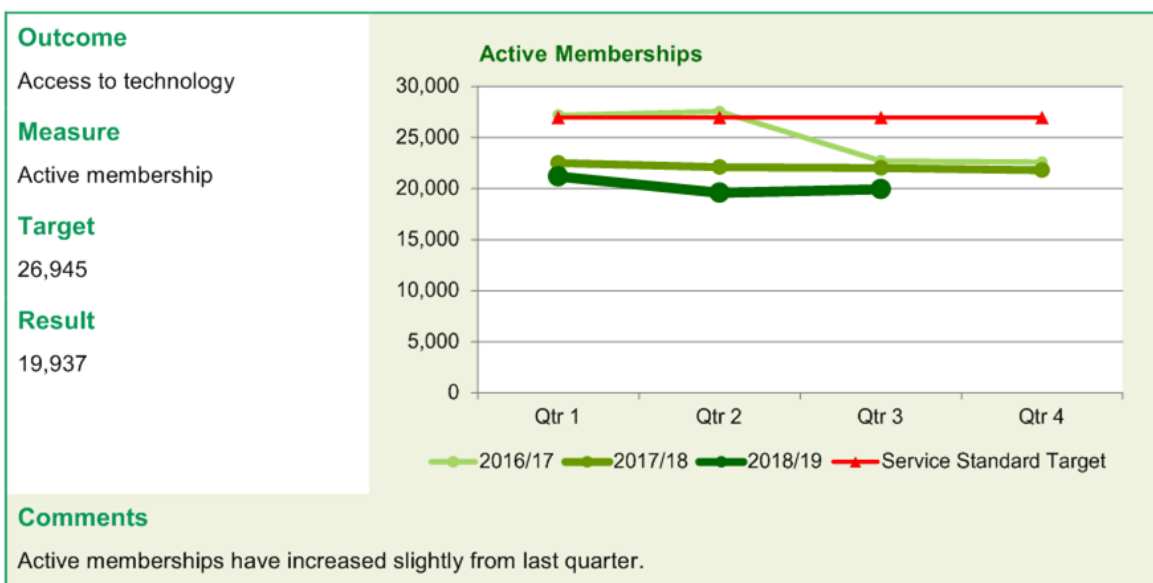
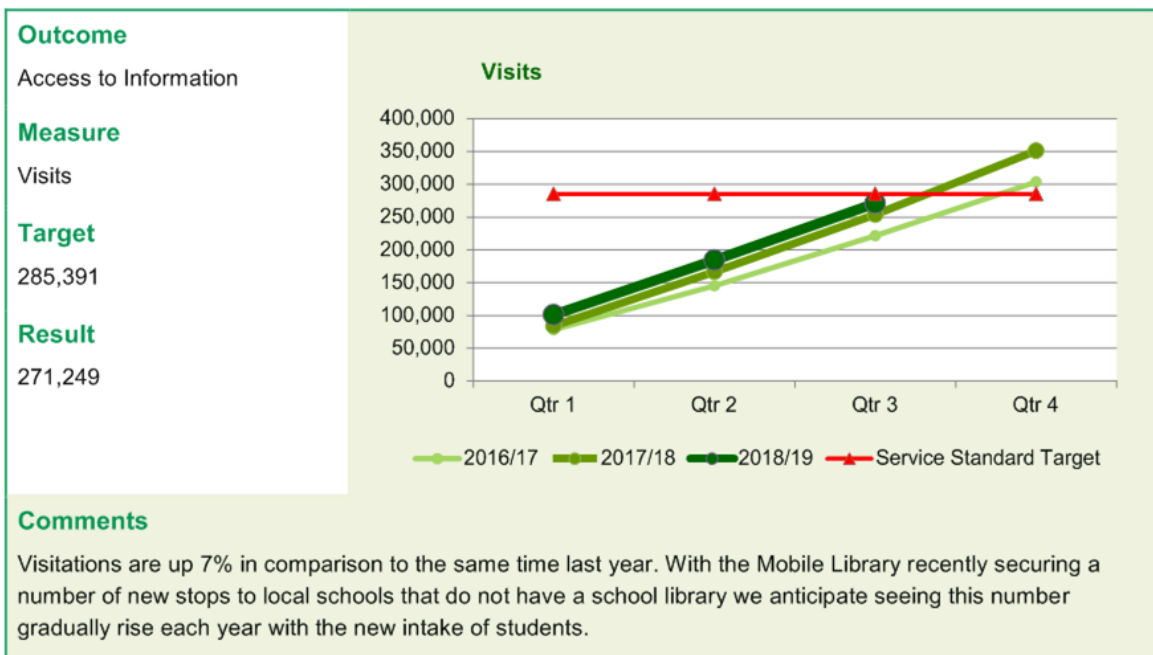
240,797

**Items Borrowed**

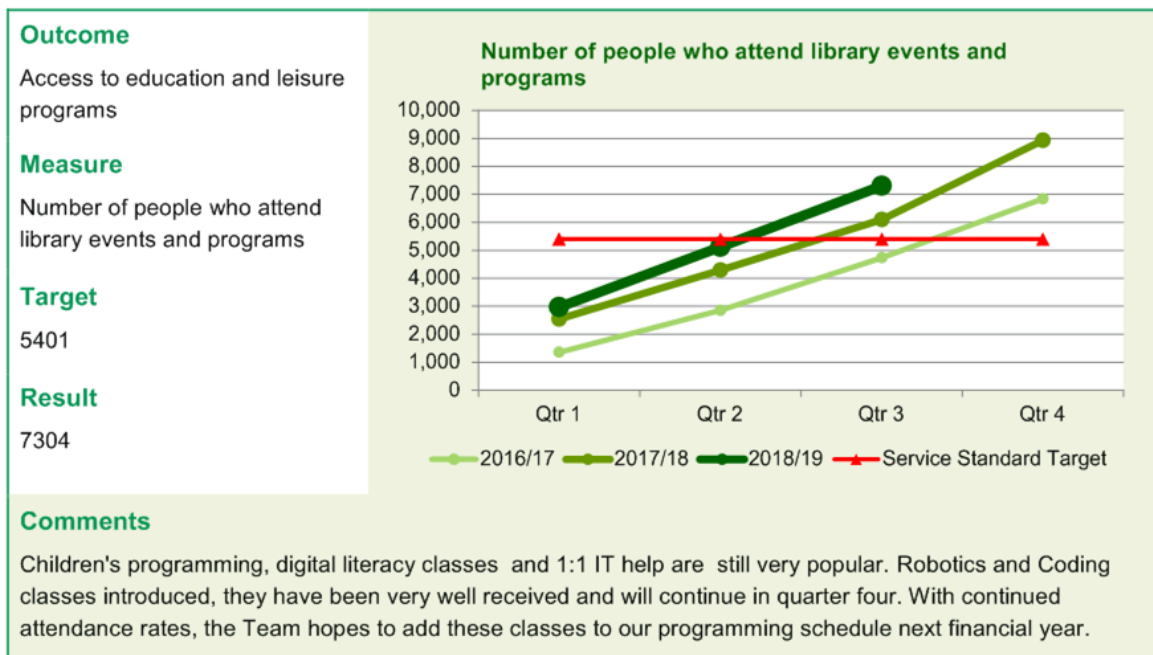


**Comments**

The number of items borrowed is consistent with the previous years' performance.







Senior Manager **Gareth Dunne**

**SERVICE  
PARKS AND RESERVES**

**COMMUNITY OUTCOME**

Parks and reserves provide opportunities for social interaction and physical activity, which contribute to mental and physical benefits and positively impacts on the health and wellbeing of Playford residents and visitors

**Strategic Outcome**

1.1. High quality services and amenities; 2.2. Enhanced city presentation, community pride and reputation

**Community Measures**

**Outcome**

Attractive and sustainable Open Space

**Measure**

Percentage of work orders within priority time frame

**Target**

97.51%

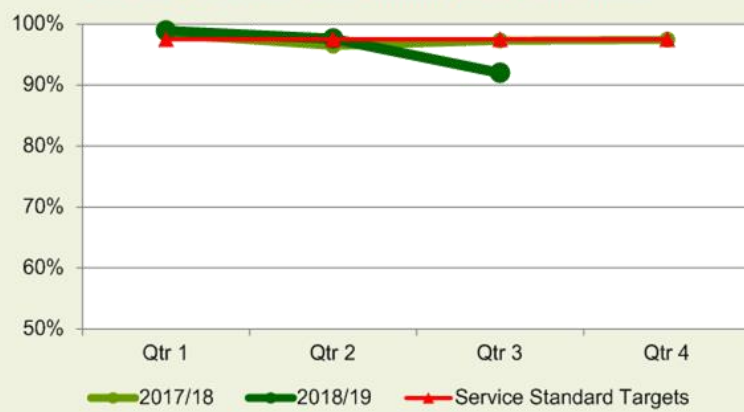
**Result**

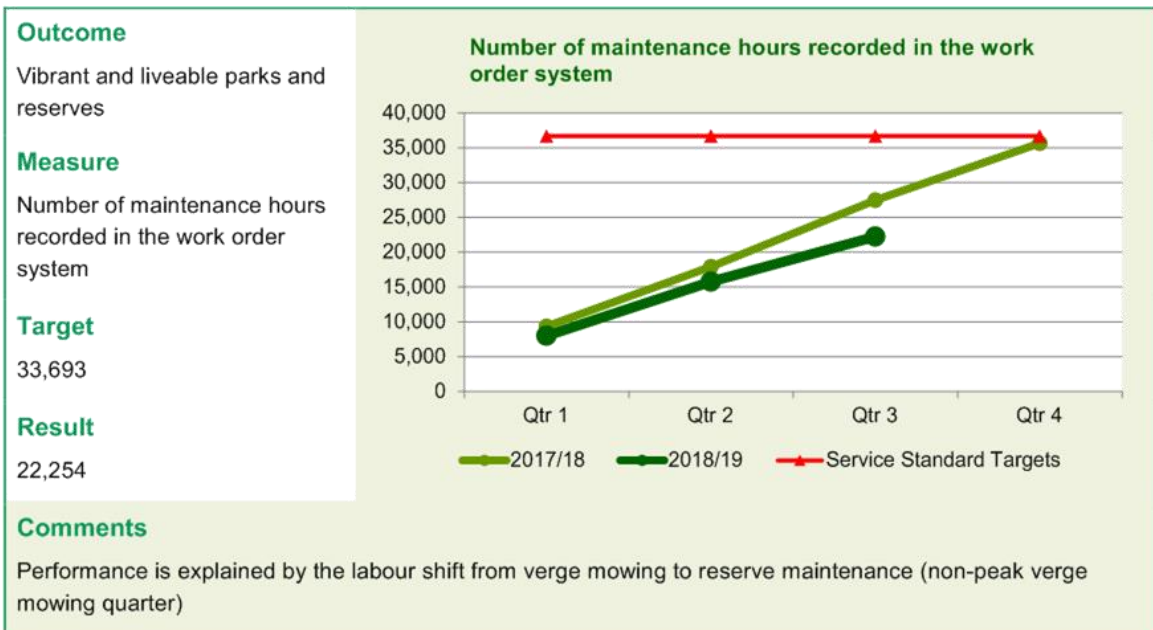
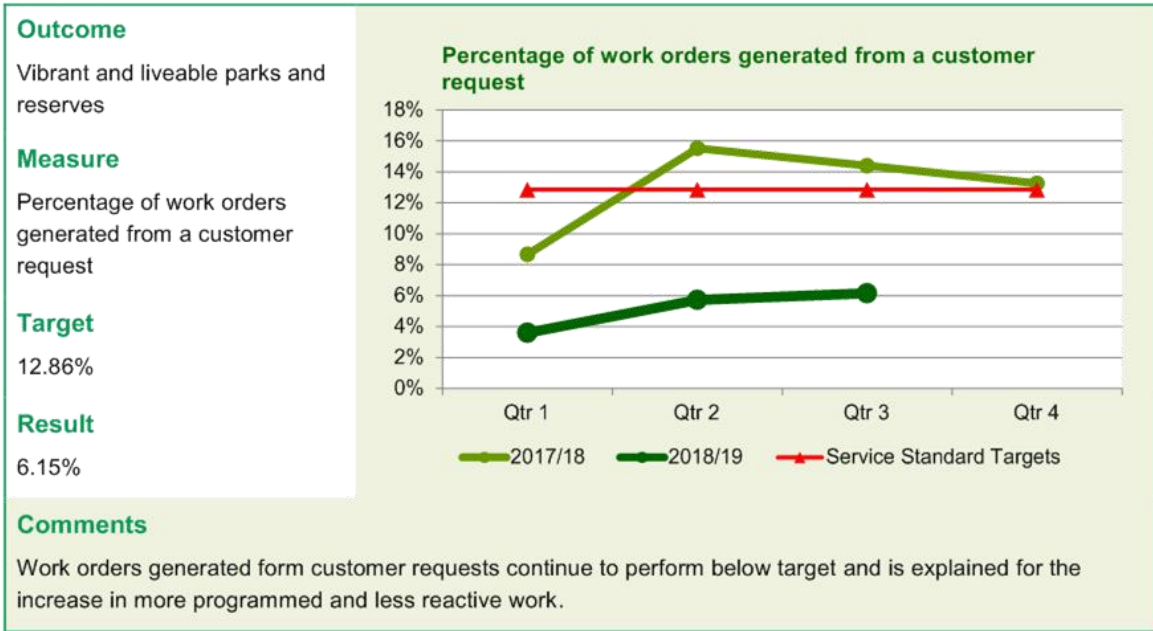
91.97%

**Comments**

Work orders in time performed down compared to same quarter last year and in previous quarters.

**Percentage of work orders within priority time frame**





Senior Manager **Andy Slager**

## SERVICE RAPID RESPONSE

### COMMUNITY OUTCOME

A rapid response to urgent situations that represent an immediate risk to our community in a public space. The primary objective is to make the situation safe. Work may then be referred to other teams to be completed.

#### Strategic Outcome

1.1. High quality services and amenities; 1.4. Enhanced city presentation, community pride and reputation

### Community Measures

#### Outcome

Make safe in timely fashion

#### Measure

Percentage of work orders that are actioned to make safe within 24 hours

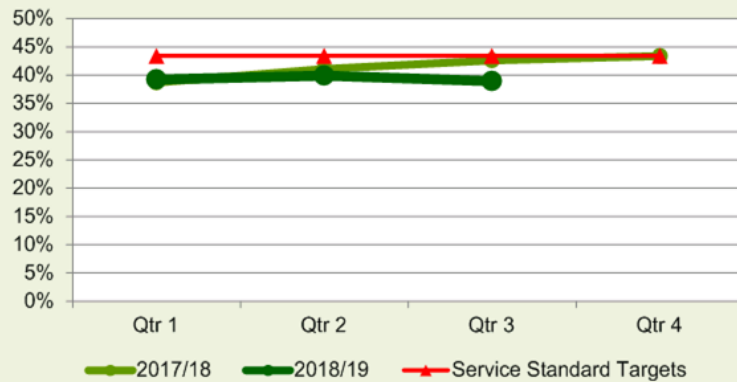
#### Target

43.42%

#### Result

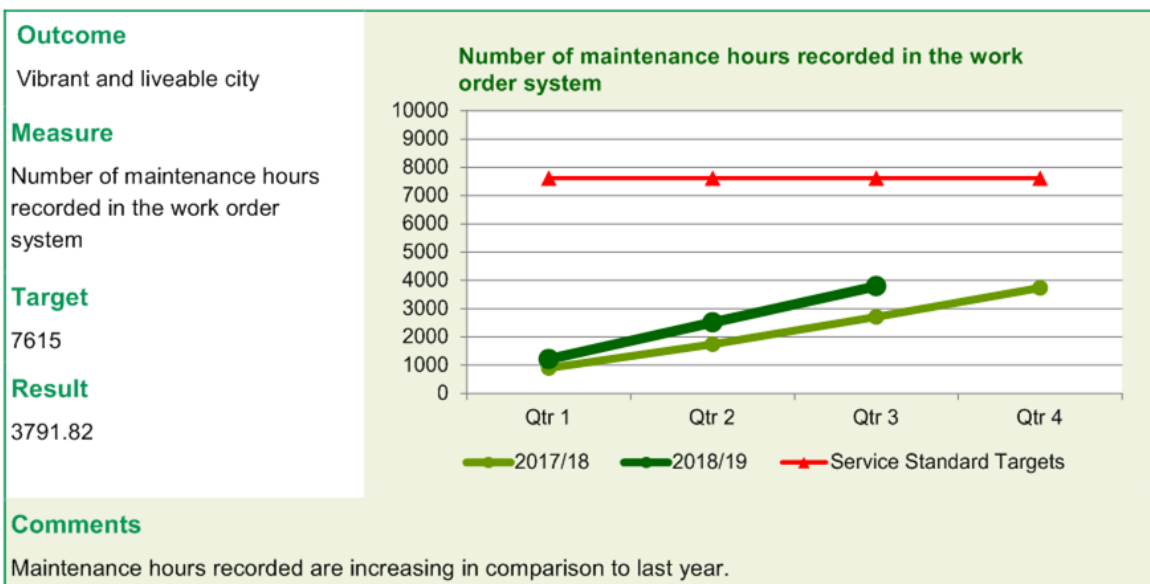
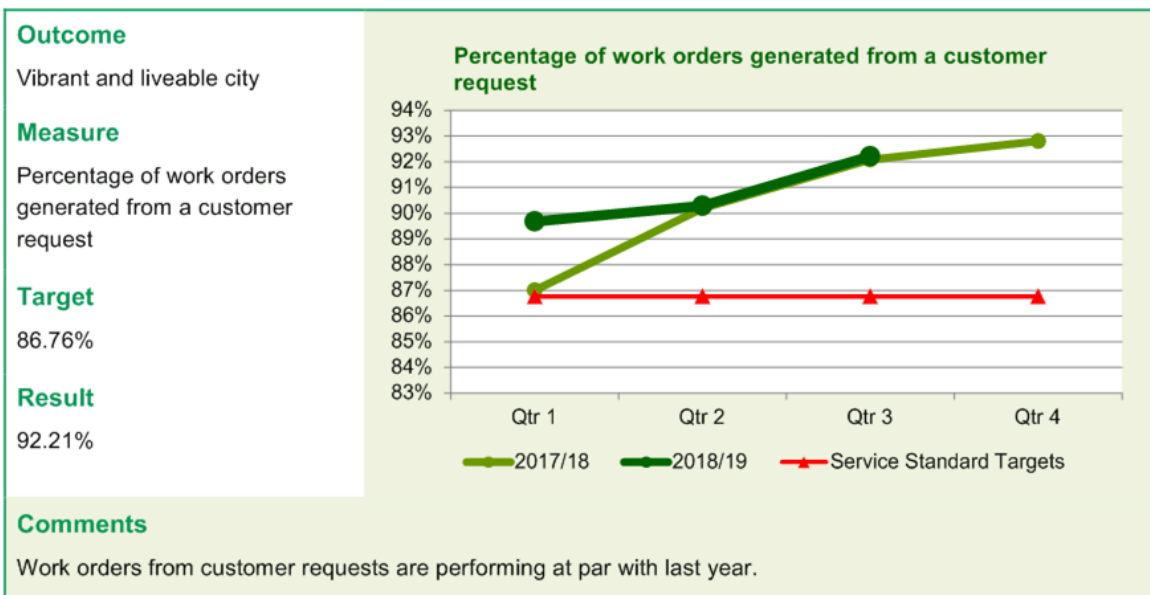
38.97%

Reported risks to residents are responded to within 24 hours and made safe



#### Comments

An increase in the number of incoming customer requests has affected the team's capacity to respond.



Senior Manager **Andy Slager**

SERVICE  
**REGULATORY SERVICES**

**COMMUNITY OUTCOME**

Enhance the quality of life of our community by maintaining several key regulatory requirements to minimise the risk to public safety

**Strategic Outcome**

1.1. High quality services and amenities

**Community Measures**

**Outcome**

Responsible Management of animals by the community

**Measure**

Number of dog registrations

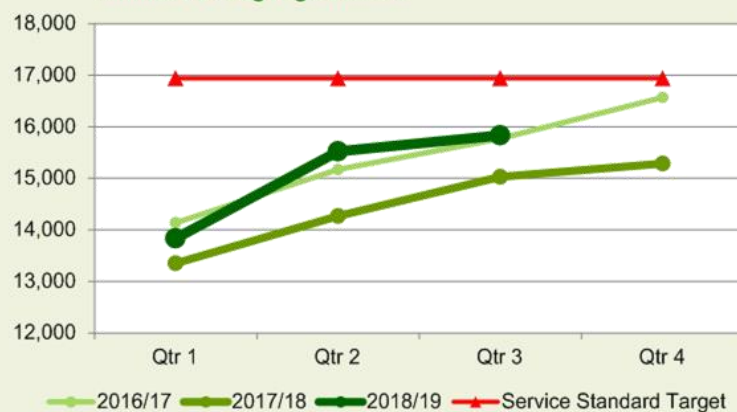
**Target**

16,943

**Result**

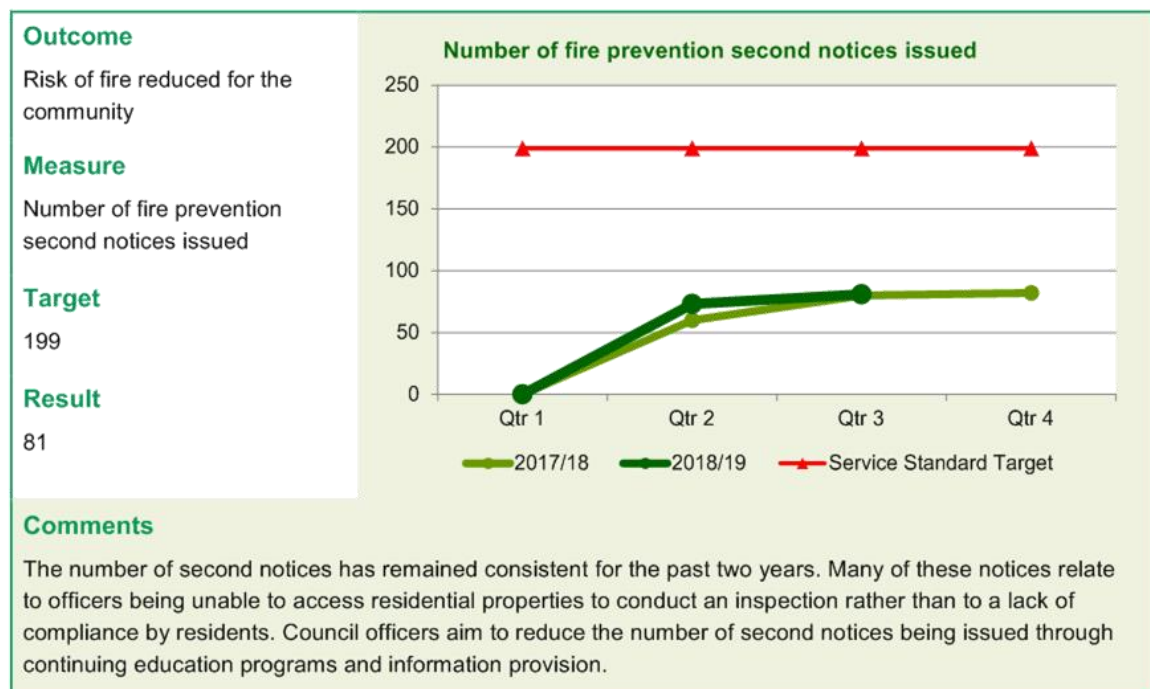
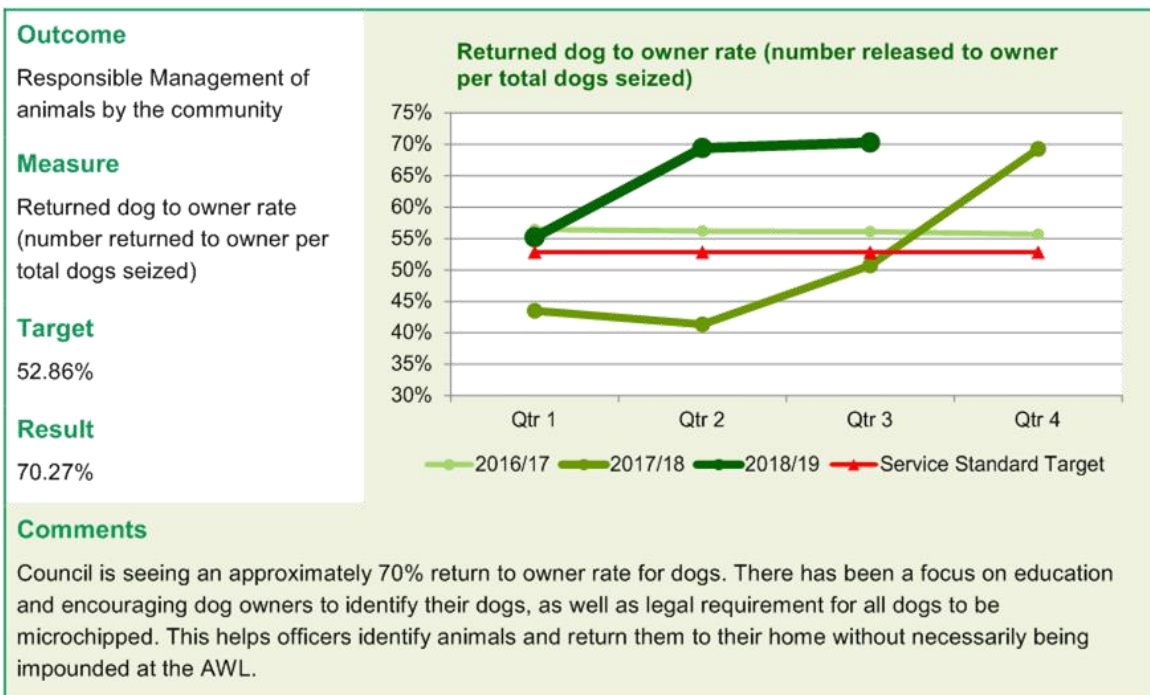
15,836

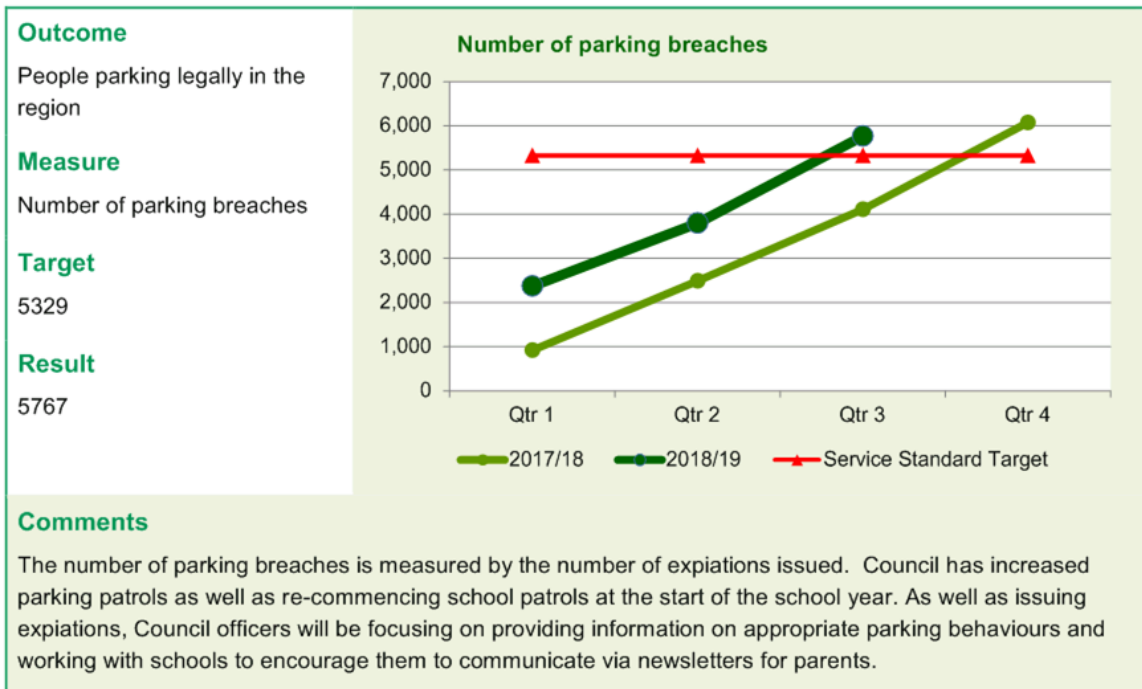
**Number of dog registrations**



**Comments**

The number of dog registrations is increasing, with strategic communications to encourage owners to register their dogs and cats occurring. The Regulatory Services team is also consistently following up on dog registrations that haven't been renewed. It is anticipated that registrations will increase to slightly above 16,000 by the end of the Financial Year.





Senior Manager **Kaarina Sarac**



**SERVICE**  
**RURAL STREETSCAPE**

**COMMUNITY OUTCOME**

A programmed, proactive approach to undertake regular road maintenance in rural areas, based on risk. This is to enable a safe and connected community.

**Strategic Outcome**

1.1. High quality services and amenities; 1.2. Improved service delivery; 1.4. Enhanced city presentation, community pride and reputation; 2.2. Enhanced city presentation, community pride and reputation

**Community Measures**

**Outcome**

Provide safe and suitable rural streetscape

**Measure**

Percentage of work orders completed within priority time frame

**Target**

84.66%

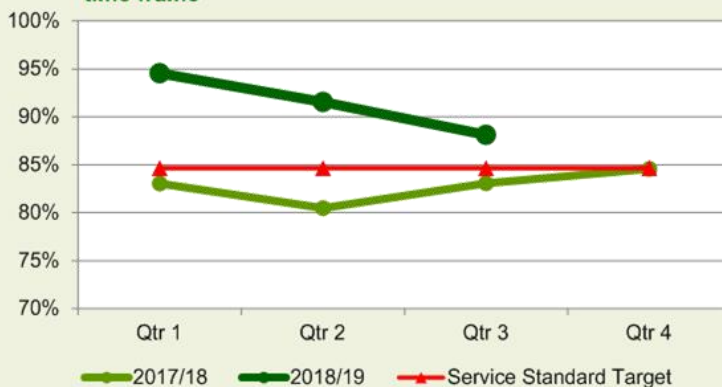
**Result**

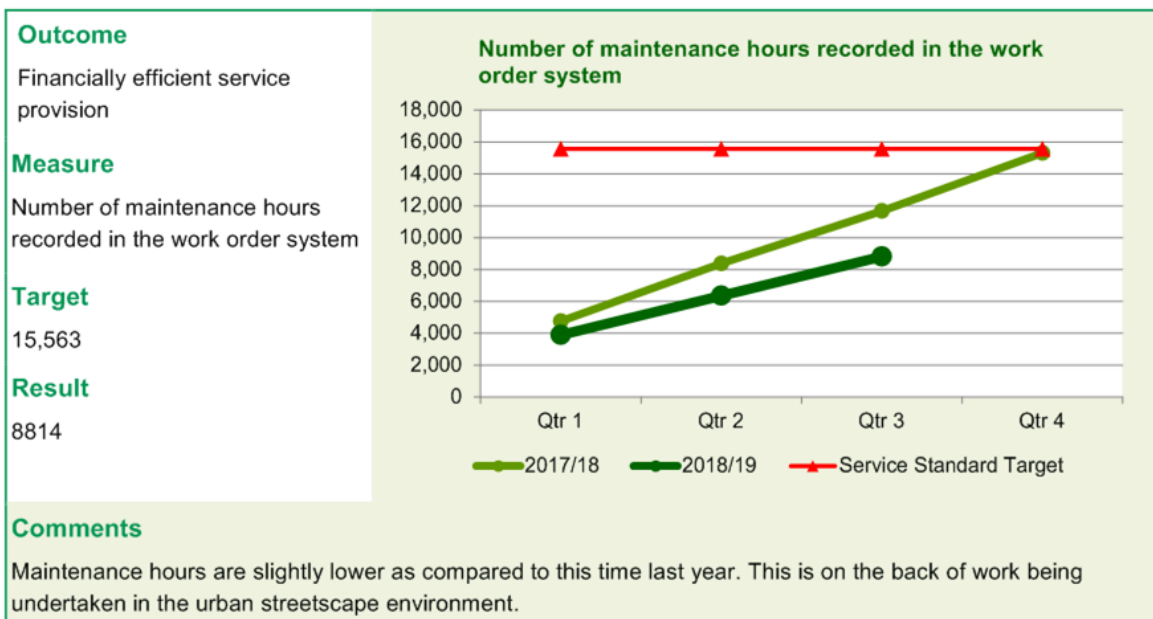
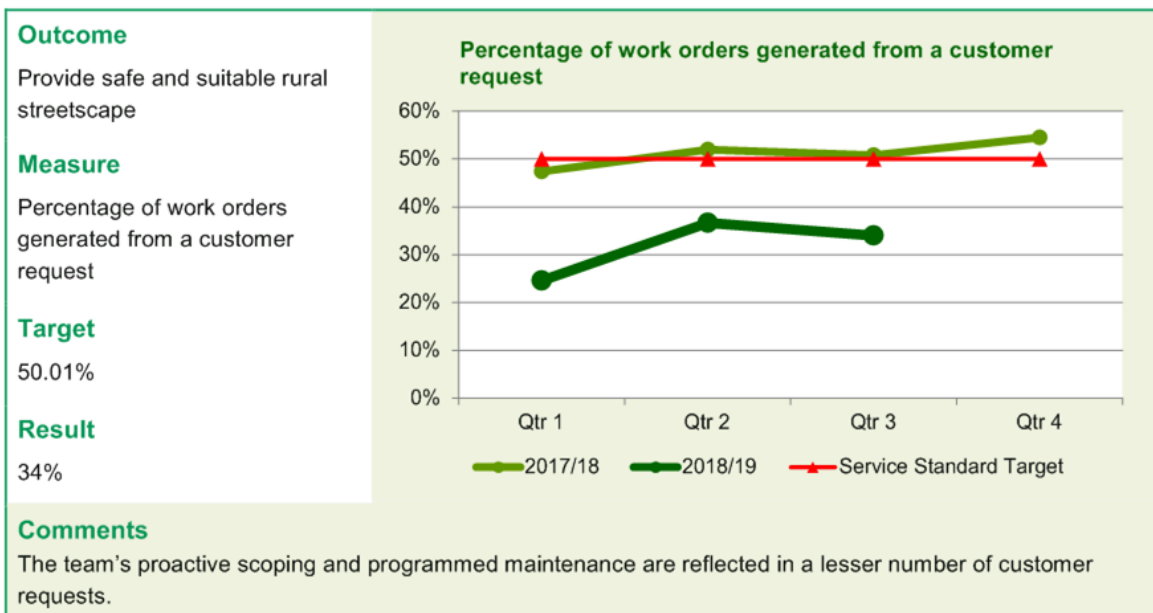
88.12%

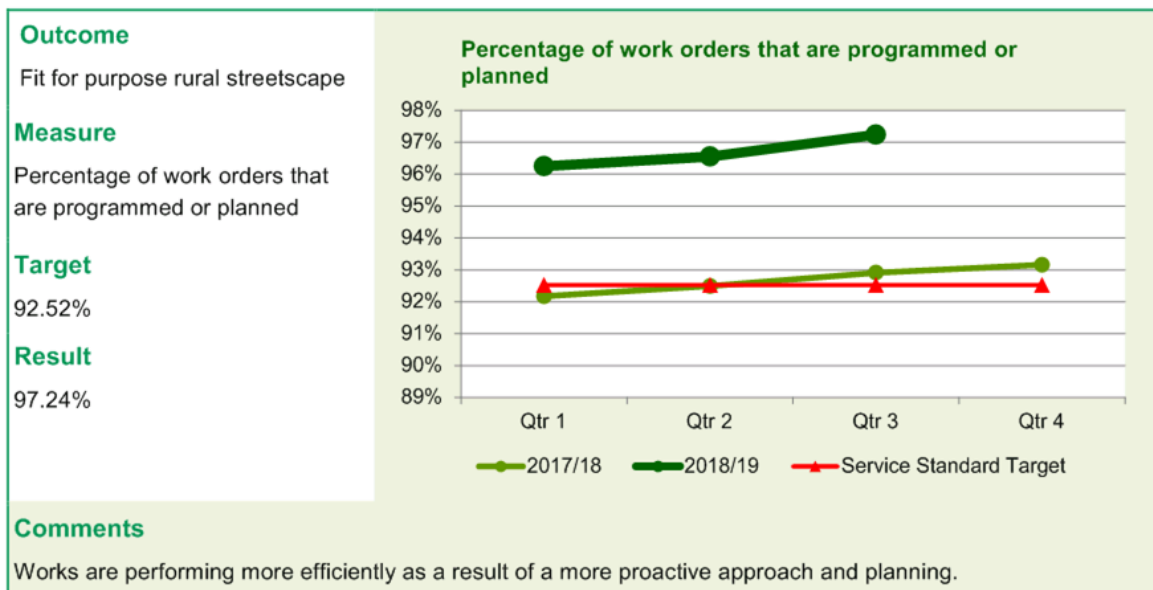
**Comments**

We are still seeing strong performance in this space with 88% of work orders being completed on time as opposed to 83% at the same time last year.

**Percentage of work orders completed within priority time frame**







Senior Manager **Andy Slager**

**SERVICE**  
**SPORTSFIELD MAINTENANCE**

**COMMUNITY OUTCOME**

The service provides fit for purpose sportsfields and furnishings that offer an opportunity for the community to engage and participate in sporting activities and a healthy lifestyle.

**Strategic Outcome**

1.1. High quality services and amenities; 1.4. Enhanced city presentation, community pride and reputation; 5.3. Access to elite sporting facilities; 5.2. Healthy and socially connected community

**Community Measures**

**Outcome**

Fit for purpose sports fields

**Measure**

Percentage of work orders within priority time frame

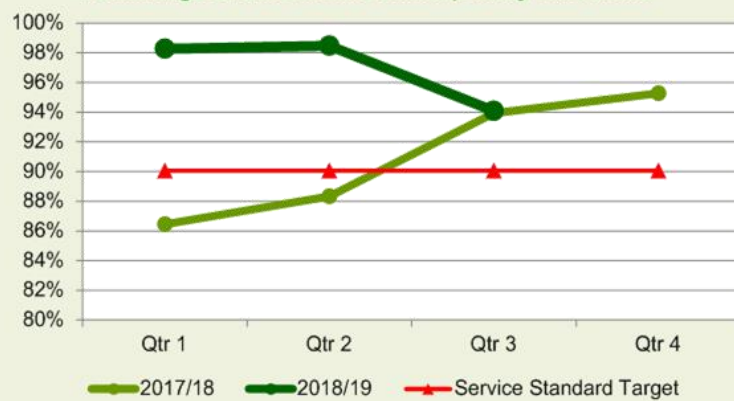
**Target**

90.06%

**Result**

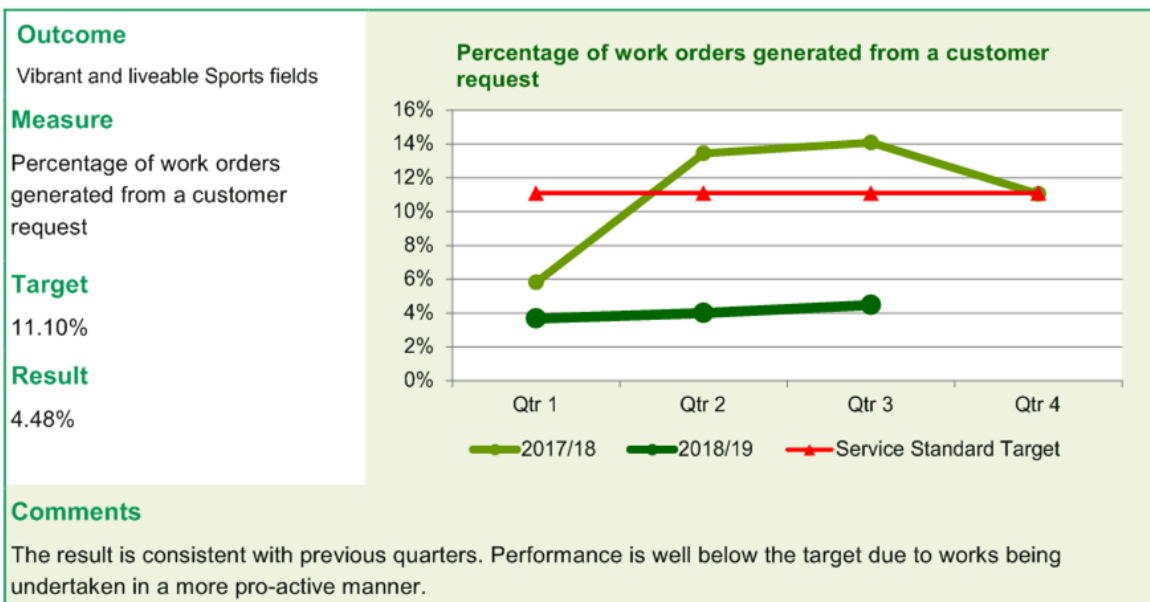
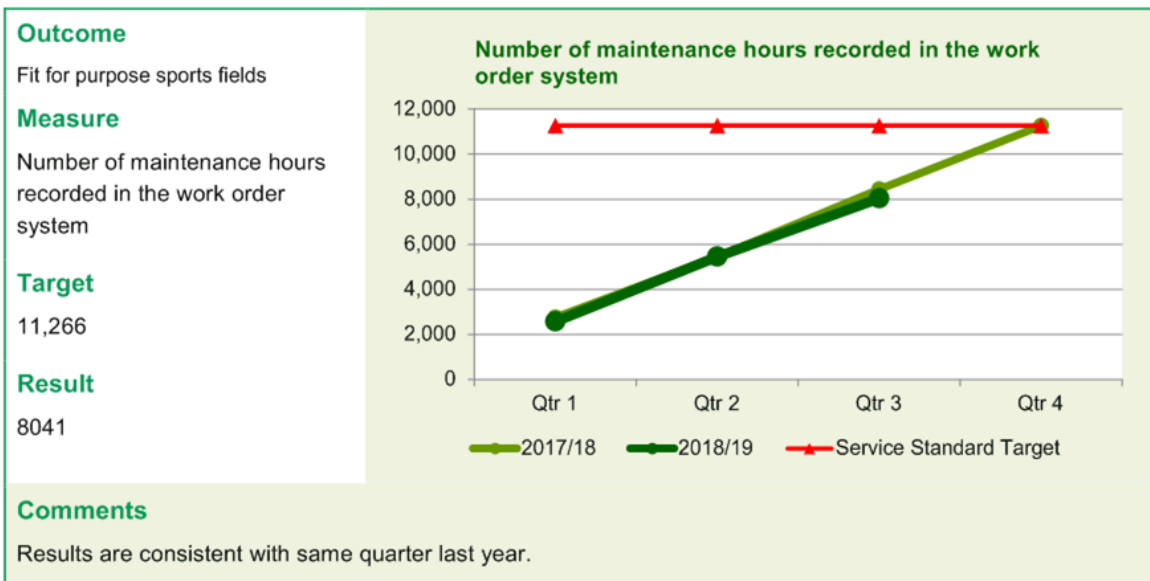
94.08%

**Percentage of work orders within priority time frame**



**Comments**

Ninety-four per cent of works have been completed within the priority timeframe. In spite of the decrease shown in the graph, the service is still performing at par with last year and above target.



Senior Manager **Andy Slager**

**SERVICE**  
**TREE SERVICES**

**COMMUNITY OUTCOME**

Trees within the council area are well maintained which contributes to mental and physical benefits and positively impacts on health and wellbeing of Playford residents and visitors.

**Strategic Outcome**

1.1. High quality services and amenities; 1.4. Enhanced City presentation, community pride and reputation

**Community Measures**

**Outcome**

Responsive service

**Measure**

Percentage of tree services work orders that are actioned to make safe within 24 hours

**Target**

15.97%

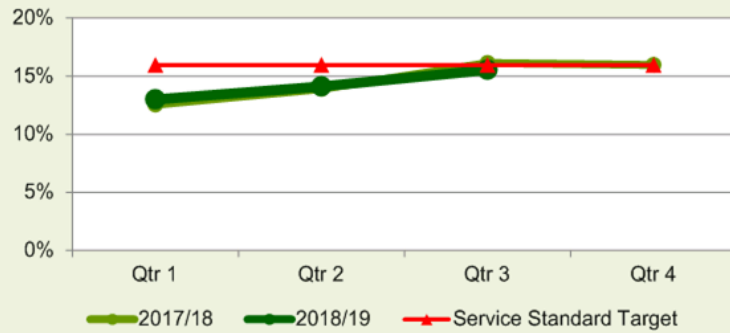
**Result**

15.55%

**Comments**

The re-organisation of the tree service work has resulted in an almost a 1.5 points increase and approaching the annual target.

**Percentage of tree services work orders that are actioned to make safe within 24 hours**



**Outcome**

Responsive Service

**Measure**

Number of maintenance hours recorded in the work order system

**Target**

16,727

**Result**

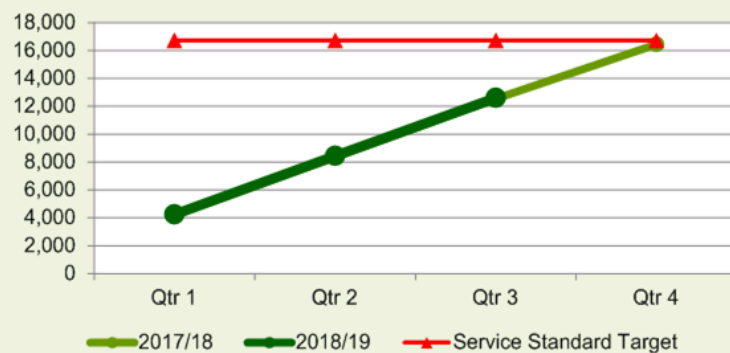
12,609

**Comments**

Service is performing at par with last year. The work order system is now capturing maintenance hours to the specific area a task is allocated to.

**Mature Trees**

**Number of maintenance hours recorded in the work order system**



Total Trees Pruned: 2858 (public spaces only)  
 Total Trees Removed: 846 (public spaces only)  
 Total Encroachments: 14 (private encroachments - prunes and removals)  
Tree establishment  
 Total Trees Pruned: 684  
 Total Tree Maintenance Tasks: 2125  
 Total Trees Removed: 12  
 Total Trees Watered: 25,909

**Outcome**

Fit for purpose treescapes

**Measure**

Percentage of work orders generated from a customer request

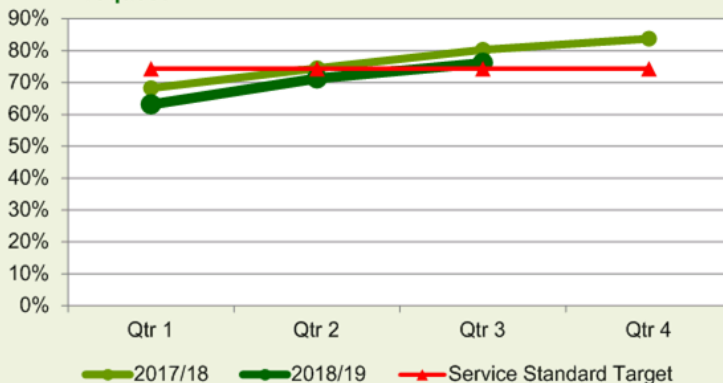
**Target**

74.31%

**Result**

76.11%

**Percentage of work orders generated from a customer request**



**Comments**

Weather conditions affected trees during this quarter. However work originated from customer requests is performing lower and close to target.

**Outcome**

Fit for purpose treescapes

**Measure**

Percentage of work orders that are programmed or planned

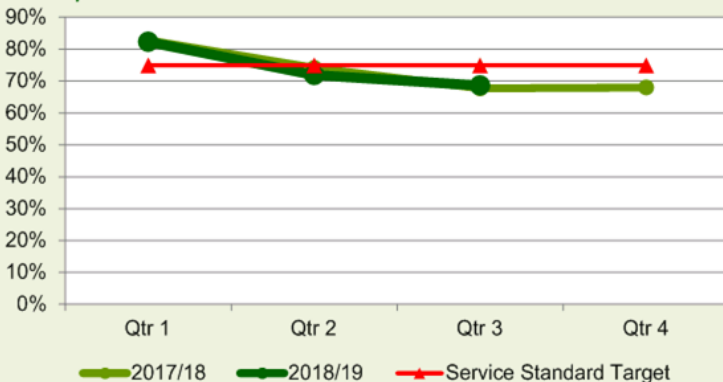
**Target**

68.61%

**Result**

71.85%

**Percentage of work orders that are programmed or planned**



**Comments**

Programmed work continues to perform at par with last year.

Senior Manager **Andy Slager**

SERVICE  
**URBAN STREETScape**

**COMMUNITY OUTCOME**

Streetscape is the term given to the collective appearance and usage of all footpaths, pedestrian zones, verges, kerbs, signage, roads, gardens and trees along a street. Safety and City presentation is achieved by providing safe pedestrian access, a safe orderly urban road network and improved appearance of street frontages.

**Strategic Outcome**

1.1. High quality services and amenities; 1.2. Improved service delivery; 1.4. Enhanced city presentation, community pride and reputation; 2.2. Enhanced city presentation, community pride and reputation; 2.3. Livable neighbourhoods

**Community Measures**

**Outcome**

Provide safe and suitable urban streetscape

**Measure**

Percentage of work orders within priority time frame

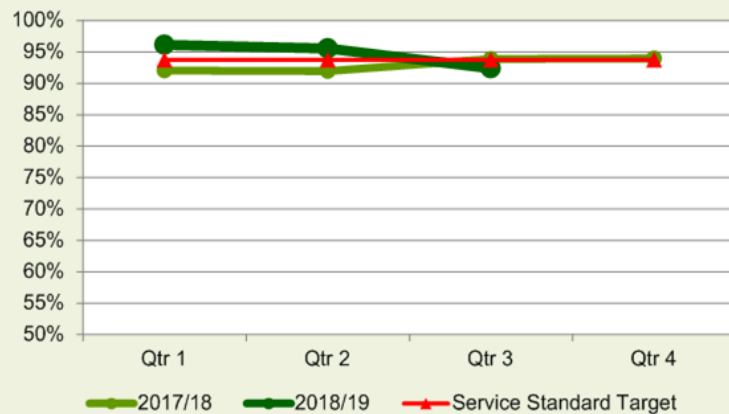
**Target**

93.74%

**Result**

92.40%

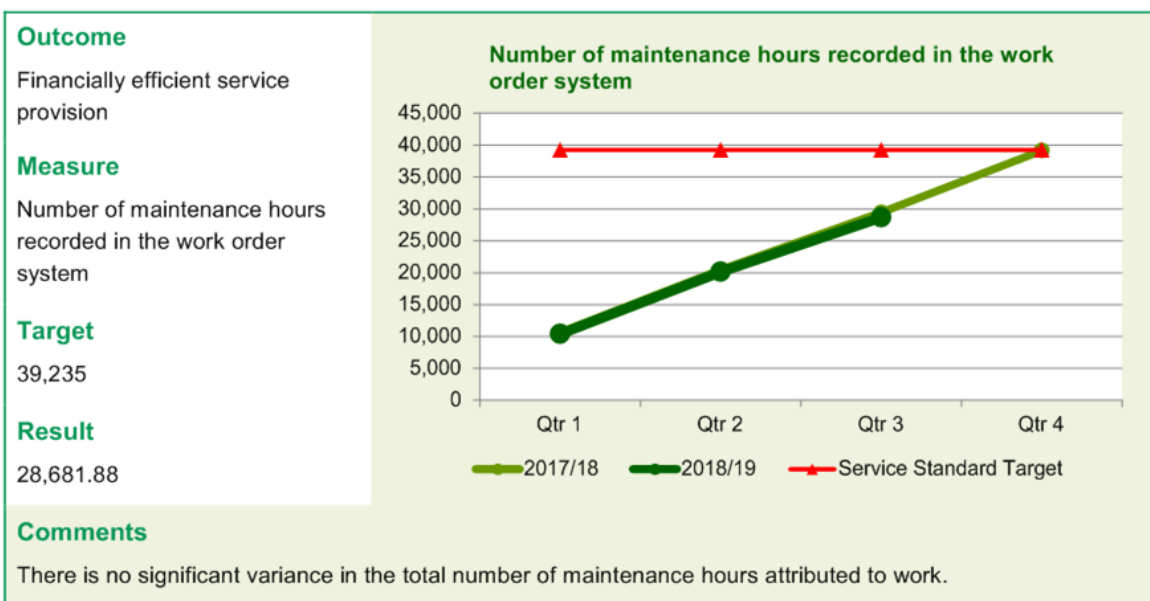
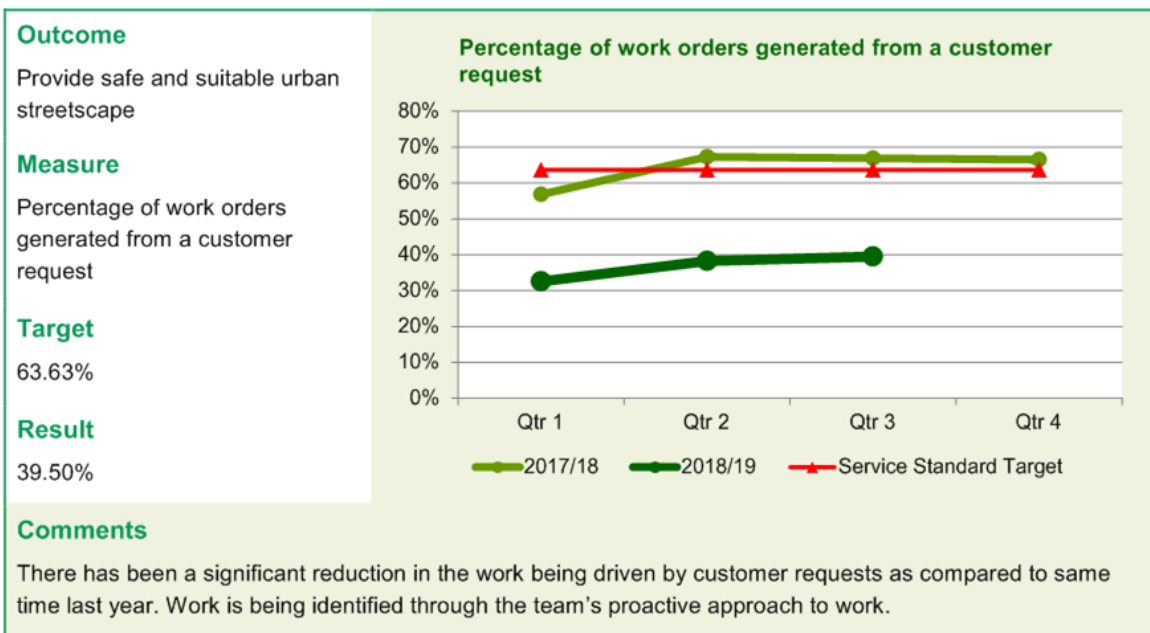
**Percentage of work orders within priority time frame**

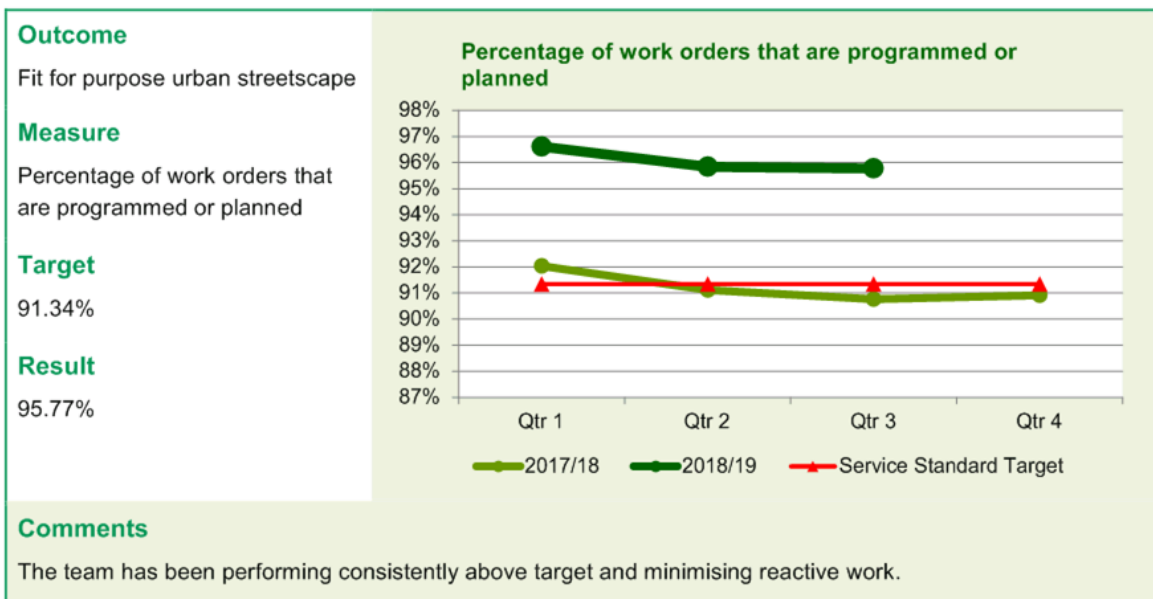


**Comments**

The result is slightly lower than the same quarter in previous year.







Senior Manager **Andy Slager**

**SERVICE**  
**VOLUNTEER DEVELOPMENT**

**COMMUNITY OUTCOME**

Building strong communities through volunteering and providing a range of resources and services to support volunteering activity

**Strategic Outcome**

5.1. Enhanced community pride and reputation; 5.2. Healthy and socially connected community; 1.1. High quality services and amenities; 1.2. Improved service delivery

**Community Measures**

**Outcome**

Community actively involved in volunteering

**Measure**

Total number of volunteers formally volunteering in Council

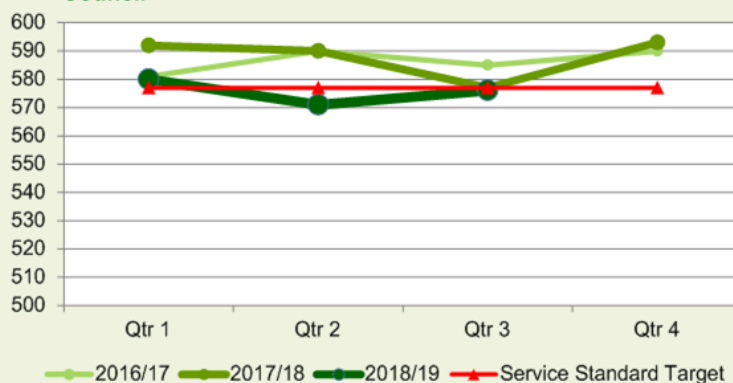
**Target**

577

**Result**

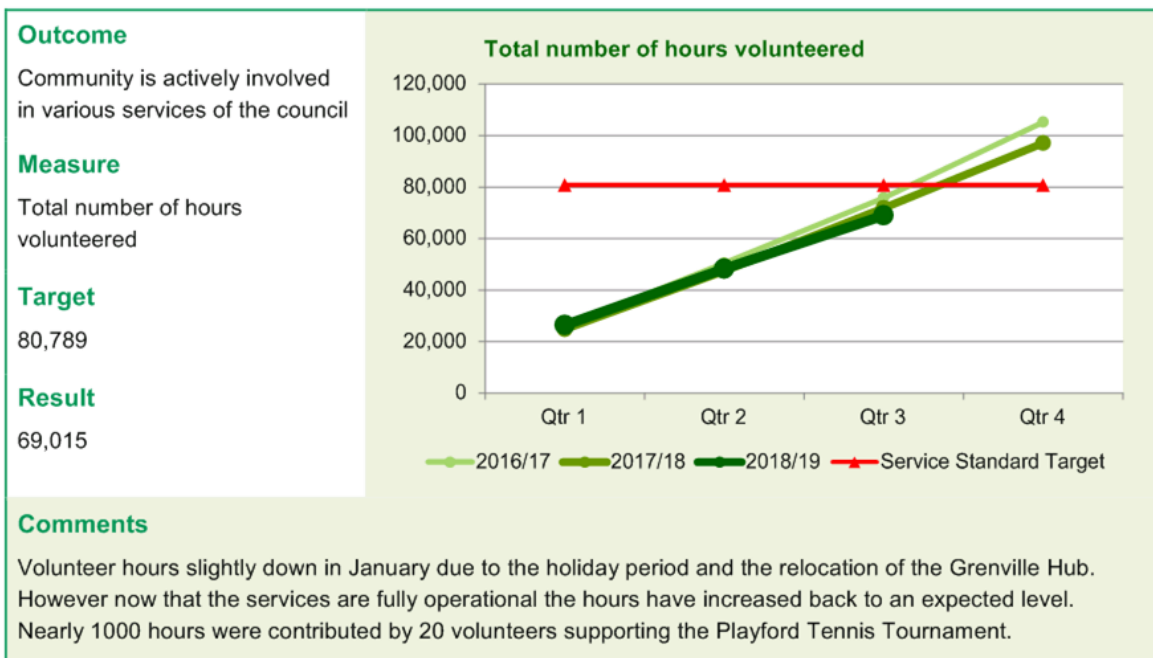
576

**Total Number of volunteers formally volunteering in Council**



**Comments**

Volunteer numbers are tracking well with few vacancies in part due to a volunteer recruitment campaign undertaken in February. Home Assist/CPN now have a full roster of drivers. A new team of volunteer Community Foodies have completed training. Several new volunteer positions at the Elizabeth Rise Community Centre have now been filled. Volunteering in Playford presentations undertaken include Elizabeth Community Connections, Career Jumpstart, Playford International Students and Local Government Management Challenge participants.



Senior Manager **Caroline Moylan**

<p><b>PROJECT</b> <b>112 COVENTRY ROAD REJUVENATION</b></p>
<p><b>Smart Strategy Program</b> 1. Smart Service Delivery</p>
<p><b>Strategic Outcome</b> 1.3. Working smarter with our community; 1.4. Enhanced City presentation, community pride and reputation;</p>

**Project Description**  
The former Para WorkLinks site is being repurposed as a vibrant community hub, housing Council supported services along with social enterprises, government agencies and local businesses. The site will offer opportunities to engage local people, organisations and businesses to collaborate and actively participate in tackling social challenges, while stimulating the economy. DDA-compliant toilets will be installed at the site.

**PROJECT OUTCOME**

Capitalise on the training, jobs and economic benefits expected to be realised by the reforms through: the attraction of new disability and aged care and related service providers to Playford; and the facilitation of support for existing disability and aged care and related service providers to optimise their services to align with the consumer-driven environments created by the NDIS and My Aged Care (MAC) reforms.

Ensure members of the community have access to relevant information and services to enable them to access appropriate disability and/or aged care services, jobs and training opportunities within Playford as service providers move to a consumer-driven environment created by the NDIS and MAC reforms.

Ensure disability, aged care and related service providers have access to relevant information and services available within and across Playford to enable them to provide disability and aged care services, jobs and training to Playford residents aligned with the consumer-driven environments created by the NDIS and MAC reforms.

Optimise the use of Council assets available for disability, aged care and related services aligned with the consumer-driven environments created by the NDIS and MAC reform.

**THE LAST QUARTER**

**Highlights**

Local Government Risk Services for emergency evacuation diagrams were completed for the site. Lutheran Community Care Op Shop has commenced lease and trading at the site. Home Assist are leasing the business centre until June 2020 as part of the Grenville relocation project. Playford Men's shed has commenced their move to the site, with Men's Shed participants active at the site. So Connect program booked to run from the Precinct from May. This service is for people not eligible for an NDIS plan. Adult Community Education sessions continue to run. Development of Project Plan is underway.

**Issues and counter-measures**

Work is being undertaken to review the project and the associated costs. In order for the site to be fully active further capital investment is required and an overarching operations plan which details in-goings/out-goings and gaps in order for the site to be properly resourced for the future.

Negotiations are underway in regard to the community gardens. It has been highlighted that the water filtration system is not operating which may impact on this work.

Some work has been undertaken to launch the site, although this has been on a small scale due to challenges in regard to overall site safety and its presentation, however some small activation events are being planned.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Capital upgrades to Main Hall completed.	Healthy Food Co relocation to The Precinct Capital upgrades to Cafe completed ACE training commenced on site Home Assist relocated into Business Centre Cafe commences operation Men's Shed relocated to The Precinct	Disability Hospitality training commenced One transportable tenanted Community garden project commenced Official opening with Community Market	Further transportable tenanted
✓	✘	✘	

**SENIOR MANAGER**

Caroline Moylan

**PROJECT**  
**BUSINESS CONTINUITY - PHONE, TOUCHPOINT AND WEBCCHAT**

**Smart Strategy Program**  
 1. Smart Service Delivery

**Strategic Outcome**  
 1.2. Improved service delivery

**Project Description**  
 This project will migrate the existing physical phone system to a cloud-based system allowing Council to run the contact centre from any physical location across the state, to mitigate any risks to our service delivery during emergency events such as fires and floods. It will ensure increased customer satisfaction and a more resilient service level.

**PROJECT OUTCOME**

Migration of the physical phone system to a cloud-based system, to increase customer satisfaction.

**THE LAST QUARTER**

**Highlights**

The Touchpoint system continues to be well utilised by the Customer Contact team. As with most new initiatives we have continued to modify and tweak processes to ensure we are getting the most out of the system. The introduction of Webchat has been delayed until the end of May 2019. We are awaiting an upgrade of the base telephone system and also need to engage our web developer to create the interface.

**Issues and counter-measures**

The WebChat installation is subject to a CISCO Phone Upgrade. This upgrade is occurring in April, and will allow a scheduled implementation of Webchat in late May and early June to ensure this is operational prior to the peak period.

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Budget for purchase	Pre-work required to ensure an implementation for phone calls only in Q2.	Installation and training for Touchpoint system, for phone call related channel management.	Installation of the Webchat component of the omni channel management, and associated staff training.	Refinement of reporting to enhance 'first call resolution' measurement for the customer.
	✓	✓	✗	

**SENIOR MANAGER**

Gareth Dunne

<b>PROJECT</b> <b>ICT MINOR WORKS</b>
<b>Smart Strategy Program</b> 1. Smart Service Delivery
<b>Strategic Outcome</b>

**Project Description**  
 This includes additional capital for the provision of new computer hardware to support the operations of Council's service delivery.

**PROJECT OUTCOME**

Provision of computer hardware to support organisational growth.

**THE LAST QUARTER**

**Highlights**

Provision of a Magic carpet interactive system for the library, TreePlotter software solution to capture details of tree assets, two laptops and five high spec graphics cards for CCTV system computers.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Dependant on organisational growth	Dependant on organisational growth	Dependant on organisational growth	Dependant on organisational growth
✓	✓	✓	

**SENIOR MANAGER**

Shayan De Silva



<b>PROJECT</b> <b>SMART WORKING PROGRAM</b>
<b>Smart Strategy Program</b> 1. Smart Service Delivery
<b>Strategic Outcome</b> 1.4 Working smarter with our community

**Project Description**  
The Program was created to transform operations within targeted City of Playford business areas. The objective is to achieve efficiencies and a more customer focused council through the creation of a customer-centric website, re-engineered operational processes, mobility and digitisation.

**PROJECT OUTCOME**

A council which is better prepared to proactively service and respond to the needs of its customers.

**THE LAST QUARTER**

**Highlights**

Digital Customer Interface

Detailed planning towards implementation of customer portal  
Worked with vendor to final design concept and wireframes

Field Staff Mobility

Continuation of an in depth review of operational processes and redesigned practices in preparation for field team members to undertake work on mobile devices. The project is now in the process of vendor selection to supply and implement new mobile work order solution.

Environmental Health Officer (EHO) Mobility Project

Project has now been completed and EHO staff are now conducting all their inspections on a mobile device.

Issues and counter-measures

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Implement upgrade to Council online service Undertake an in depth review of operational processes and redesigned practices in preparation for field team members to undertake work on mobile devices.	Implementation of the new corporate website and content management system Continuation of review of operational processes and practices in preparation for field team members to undertake work on mobile devices.	Implementation of customer portal Continuation of review of operational processes and practices, in preparation for building and testing new processes and practices into chosen software platform, allowing field team members to undertake work on mobile devices	Digitise identified customer facing transactions Continuation of review of operational processes and practices, in preparation for building and testing new processes and practices into chosen software platform, allowing field team members to undertake work on mobile devices
✓	✓	✓	

**SENIOR MANAGER**

Tracy Adams

## Smart Living Program

The Smart Living Program is about Council playing its part to make the City more liveable and more connected. This means that as our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and 'future proof' the liveability of our neighbourhoods. This also means ensuring our community has access to smart technologies that further add to their quality of life.



### Outcomes

- 2.1 Smart development and urban renewal
- 2.2 Enhanced city presentation, community pride and reputation
- 2.3 Liveable neighbourhoods

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program.

The following **service** is currently undertaken in support of the Smart Living Program:

Development Services
Stormwater Network

The following **projects** are undertaken in support of Smart Living Program 2:

Angle Vale Community Sports Centre – Female Change Rooms
City-wide Smart City Infrastructure
City-wide Stormwater Management Planning
DDA Program
Deed Delivery & Infrastructure Design for Playford Growth Areas
Footpath Upgrade Program
GEP Stormwater Trunk Outfall BBRF Bid
Gig City
Growing Council's Recycled Water Business
Kalara Reserve Clubrooms (home of Andrews Farm Soccer Club)
Outstanding Liabilities – Developer Funded Assets
Playford Alive – Crittenden Road Bridge Crossing
Playford Alive
Playford Gateway Concept Planning
Playford Sports Precinct (Shared path, park furniture, signage)
Public Lighting Upgrade

Road Safety Audits
Road Upgrade Program – Non-growth Areas
Road Upgrade Program Roads to Recovery and Supplementary Local Roads
Rural Road Sealing Program
School and Pedestrian Crossing Facilities
Sport and Recreation Minor Works
Virginia Main Street

**SERVICE DEVELOPMENT SERVICES**

**COMMUNITY OUTCOME**

Responsive services that facilitate safe and desired city development by assessing development, providing advice and ensuring that development is compliant

**Strategic Outcome**

2.2 Enhanced City presentation, community pride and reputation; 2.3 Liveable neighbourhoods; 4.3. Greater housing choice; 4.5. Commercial growth; 5.1. Enhanced community pride and reputation

**Community Measures**

**Outcome**

Safe buildings and structures for the community

**Measure**

Twelve month running average of required inspections visits compliance rate

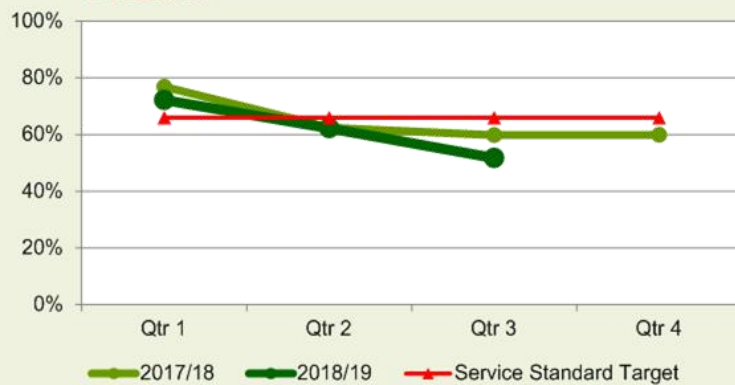
**Target**

66%

**Result**

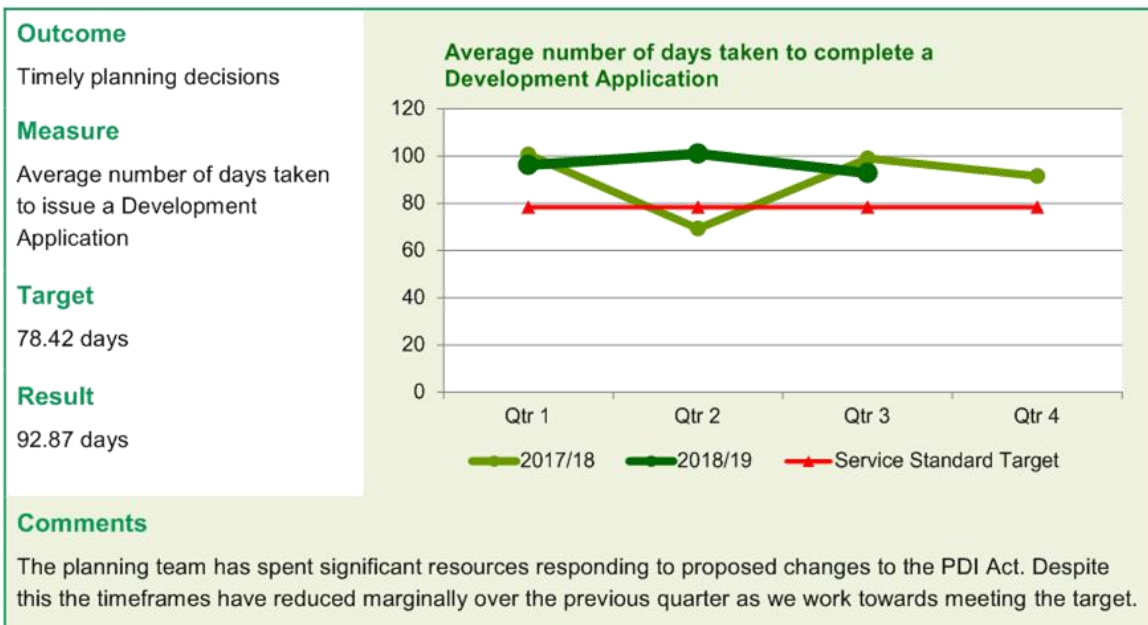
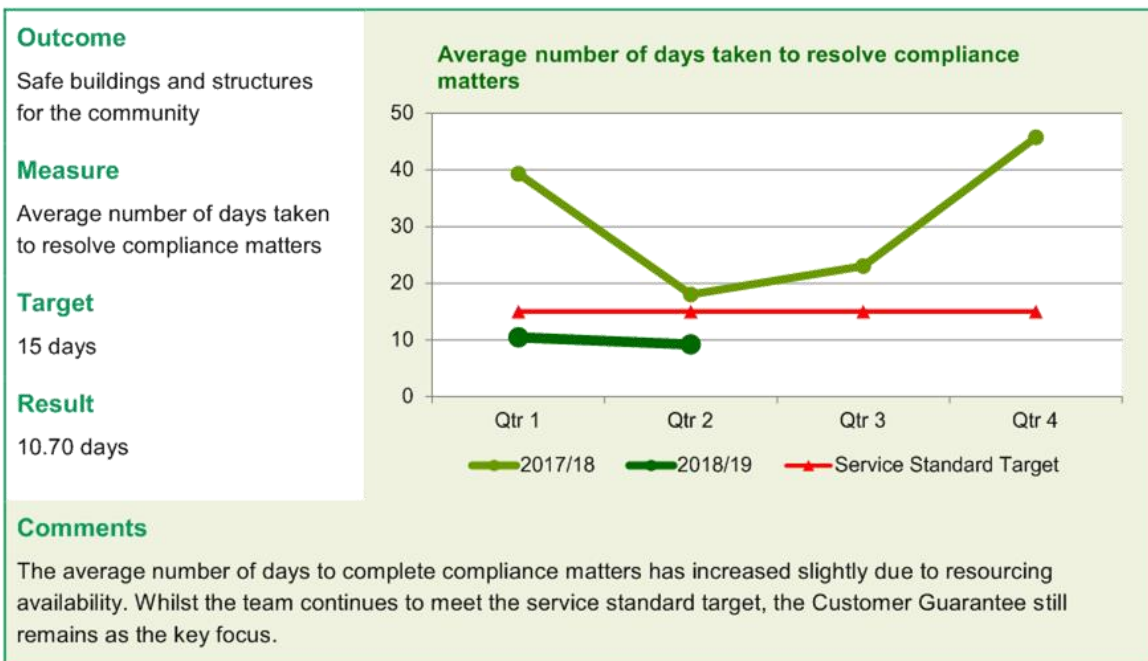
51.67%

**Class 1a Audit Inspections carried out per inspection notification**



**Comments**

The decrease in Class 1a inspections carried out can be attributed to a restructure in resourcing and a focus shift to proactive swimming pool inspections. This shift allows the team to deliver continuous improvement initiatives over the next 12 months which will see in increase an overall inspection numbers.



Senior Manager **Derek Langman**

## SERVICE STORMWATER NETWORK

### COMMUNITY OUTCOME

The stormwater network provides for the collection and transportation of stormwater throughout the City of Playford. Maintenance of the network mitigates the risk of flooding to properties; prevents localised flooding and property damage.

#### Strategic Outcome

1.1. High quality services and amenities; 2.2. Enhanced city presentation, community pride and reputation

### Community Measures

#### Outcome

Fit for purpose stormwater network

#### Measure

Percentage of work orders within priority time frame

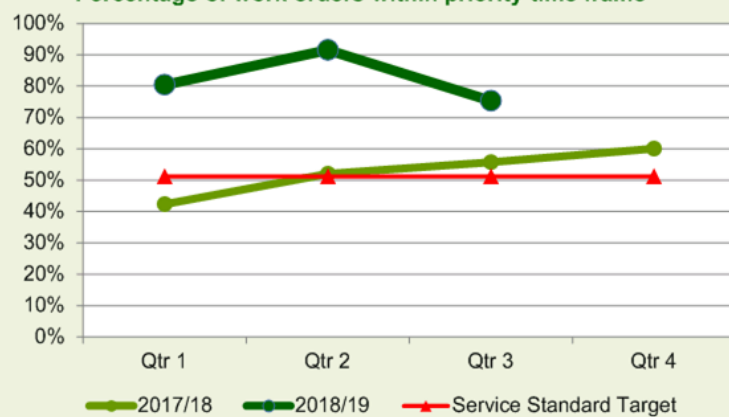
#### Target

51.26%

#### Result

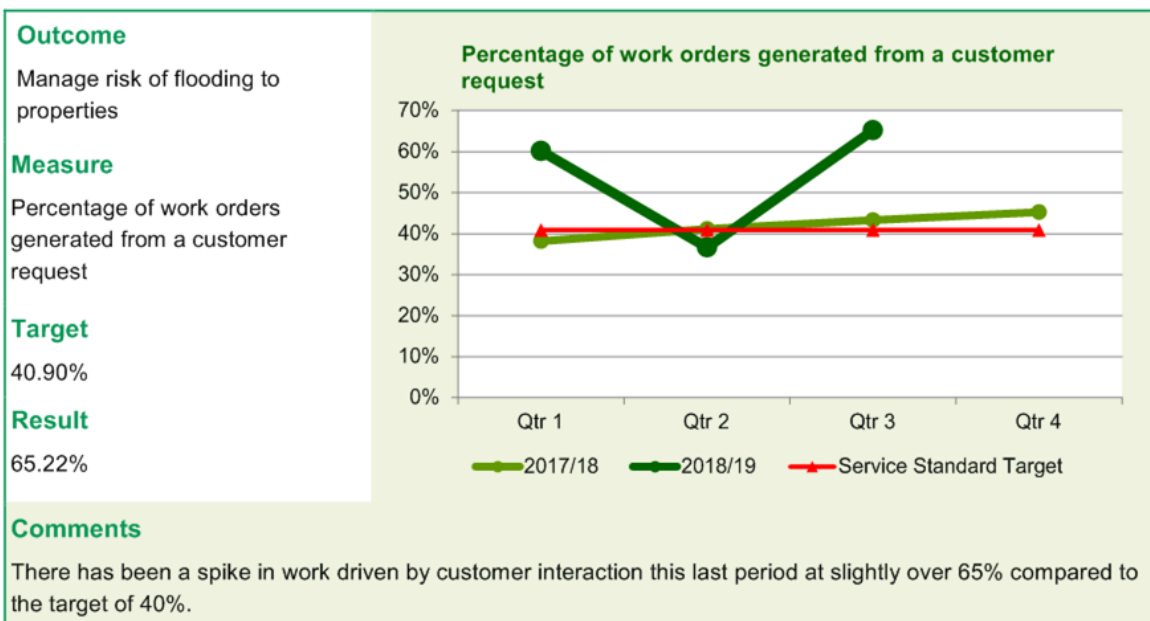
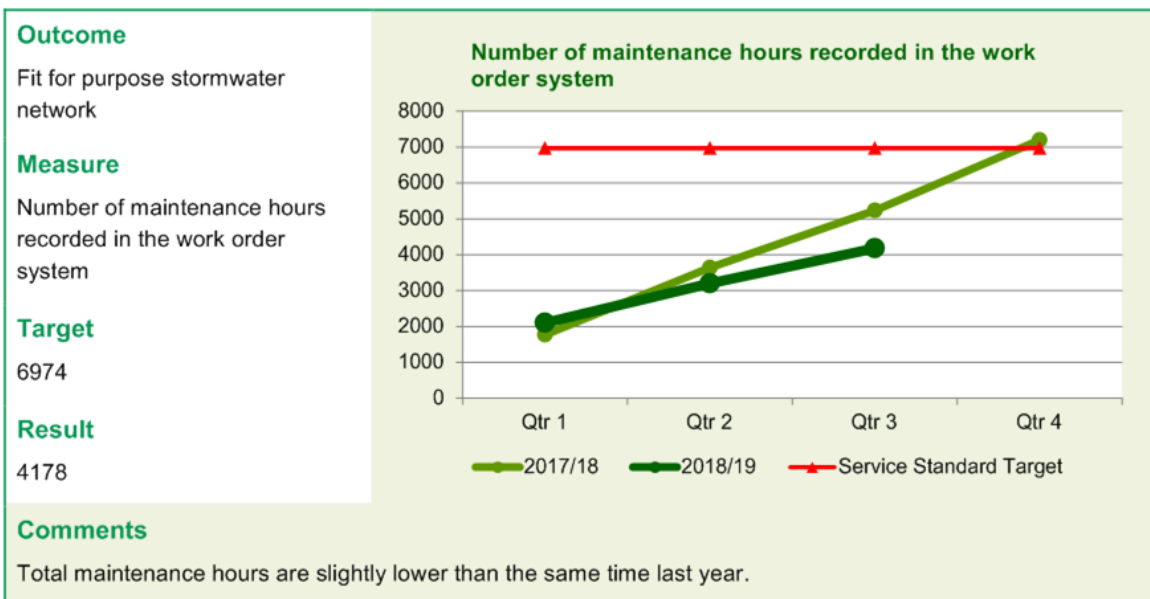
75.36%

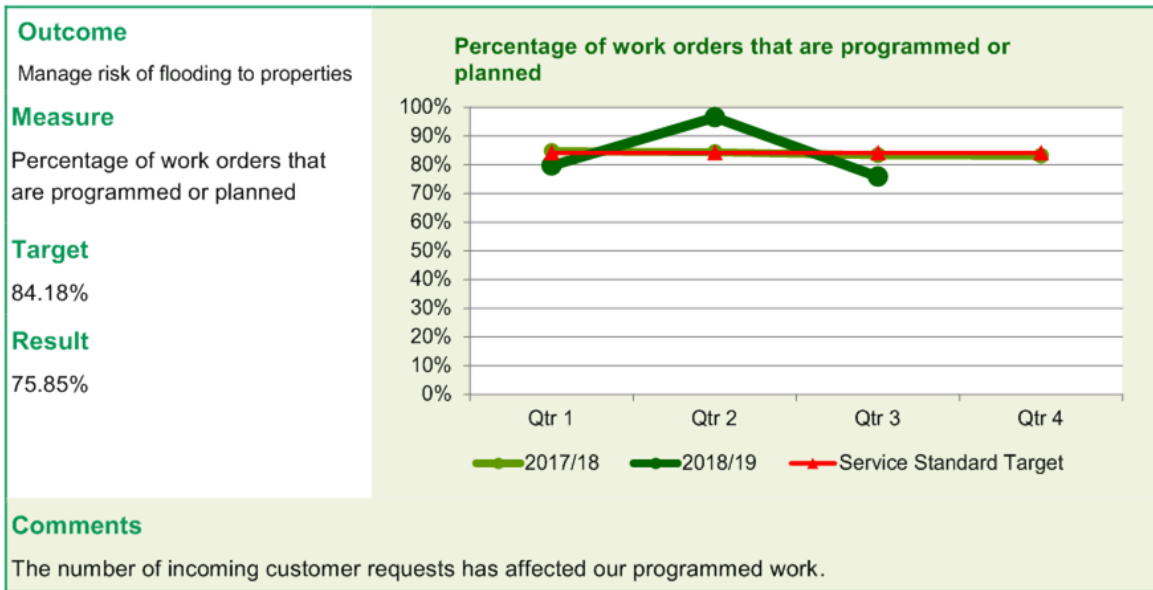
Percentage of work orders within priority time frame



#### Comments

Over 75% of work orders within priority timeframe and well above the annual target.





Senior Manager **Andy Slager**



**PROJECT**  
**ANGLE VALE COMMUNITY SPORTS CENTRE - FEMALE CHANGE ROOMS**

**Smart Strategy Program**  
 1. Smart Service Delivery

**Strategic Outcome**  
 2.3. Liveable neighbourhoods

**Project Description**  
 This project will deliver change rooms to service the existing netball courts and planned junior oval at Angle Vale Community Sports Centre

**PROJECT OUTCOME**

New change rooms to facilitate female participation in sport and recreation.

**THE LAST QUARTER**

**Highlights**

Construction is progressing: roof and wall framing were erected, wall and roof cladding were installed, first fix services completed, majority of second fix services completed and painting works reached 75%. Practical completion scheduled for May 2019.

**Issues and counter-measures**

Site access due to Fradd Road sewer works construction: regular communication with contractor to ensure site access for trades etc.

Upgrade of existing gas meter: AGL, APA Group and Angle Vale Sports Association have been advised of the work and the necessary application form has been signed approving the upgrade works.

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Finalised detailed design	Commence construction	Continue construction	Achieve practical completion	Defects liability period
	✘	✔	✘	

**SENIOR MANAGER**

Fred Pinxteren

<b>PROJECT</b> <b>CITY-WIDE SMART CITY INFRASTRUCTURE</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.1. Smart development and urban renewal

**Project Description**  
 This project supports Council's Smart City, Connected Community Strategy. The development and implementation of key infrastructure projects will be undertaken based on community engagement and alignment of other capital works projects such as the expansion of 10 Giga Bit Playford, Public Wi-Fi, Smart City Lab and other projects highlighted in the Smart City Framework.

**PROJECT OUTCOME**

Smart City enabling infrastructure will be installed at strategic locations across the city.

**THE LAST QUARTER**

**Highlights**

Industry engagement has been completed with six local businesses participating in the interview process. A draft summary of industry engagement has been received for review. The final project presentation, including recommendation for future investment in smart city infrastructure, to take place in May.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Physical and digital infrastructure audit begins. Complete tender process and preferred supplier selection.	IoT LoRaWan network implementation	Installation of different IoT sensors at Fremont Park and Playford Town Park	Report development and handover to operations
✓	✓	✓	

**SENIOR MANAGER**

Lilly Bukva

PROJECT  
**CITY-WIDE STORMWATER MANAGEMENT PLANNING**

**Smart Strategy Program**

2. Smart Living

**Strategic Outcome**

2.1. Smart development and urban renewal

**Project Description**

This project involves the development of three stormwater management plans (SMPs) for each of the City's catchments:

- Smith Creek
- Adams Creek and Helps Road Drain
- Greater Edinburgh Parks and St Kilda

The SMPs will be developed to provide a comprehensive program of works and identify trigger points necessary to facilitate City growth, enhance the environment and reduce risk of flooding.

**PROJECT OUTCOME**

Draft SMP documents for all three catchments by 30 June 2019.

**THE LAST QUARTER**

**Highlights**

The Adams Creek and Helps Road Drain biodiversity and condition report has now been completed. Modelling and mitigation options assessment continues for all three catchments.

**Issues and counter-measures**

Due to unexpected complications, floodplain modelling for the Smith Creek Catchment has taken substantially longer than planned. Because Smith Creek can overflow to the Helps Road Drain, this has also delayed development of the Adams Creek and Helps Road Drain Stormwater Management Plan. The Smith Creek Consultant has diverted all available resources to speed work up and work is now progressing well on all three plans. Draft SMPs for the Smith Creek Catchment and the Greater Edinburgh Parks and St Kilda Catchments are due by 30 June 2019. The Draft SMP for Adams Creek and Helps Road Drain Catchment is due by 30 September 2019.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Ongoing development of Stormwater management strategies	Ongoing development of Stormwater management strategies	Stormwater management strategies developed	Draft SMP documents for all 3 catchments by 30 June 2019.
✓	✓	✓	

**SENIOR MANAGER**

Dale Welsh

<b>PROJECT</b> <b>DDA PROGRAM</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.3. Liveable neighbourhoods
<b>Project Description</b> Councils are legally required to progressively upgrade their infrastructure to ensure that 100% of all bus stops are DDA compliant by December 2022. This project will allow for a further 50-60 bus stop pads annually to be updated to DDA compliance, which keeps Council on track to reach 100% compliance by 2022. DDA reactionary work will also be undertaken.

**PROJECT OUTCOME**

This project will ensure that bus stops within the City of Playford have either a concrete DDA compliant pad or all weather pad in rural areas in accordance with the 2022 deadline. This program will also further compliment the DDA compliance of Council's streets, with non-compliant pram ramps being upgraded in unison with Council's renewal program.

**THE LAST QUARTER****Highlights**

All bus pads have now been completed a quarter ahead of schedule.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Scoping undertaking and costing of remaining pads and non-compliant pram ramps associated with the renewal program.	Construction commencement	Construction continuation	Construction completion for the year.
✓	✓	✓	

**SENIOR MANAGER**

Paul Alberton

## PROJECT

**DEED DELIVERY & INFRASTRUCTURE DESIGN  
FOR PLAYFORD GROWTH AREAS****Smart Strategy Program**

## 2. Smart Living

**Strategic Outcome**

## 2.1. Smart development and urban renewal

**Project Description**

As part of the 30-year Plan for Greater Adelaide, land known as the Playford Growth Areas was rezoned to permit residential and associated non-residential development. Council is required to undertake detailed and complex work to understand the nature and impact of flooding in the Council area and devise appropriate mitigation strategies. Those strategies will result in the preparation of Stormwater Management Plans (SMPs). This work is being undertaken in conjunction with landowners as they will ultimately sign on to Final Stormwater Deeds for the Growth Areas to replace existing interim deeds. The final deeds will outline the financial and works-in-kind contributions required for land parcels to be developed in the Growth Areas.

**PROJECT OUTCOME**

Following the completion of SMPs, this project will deliver Final Stormwater Deeds for Landholders and Council. The Final Deeds will establish the framework for the design and implementation of key pieces of infrastructure to unlock all of the Growth Areas for development into the future.

**THE LAST QUARTER****Highlights**

Angle Vale North (AVN): the construction of approved land divisions and settlement of housing lots is progressing strongly and SA Water is installing a second sewerage storage and tankering facility to meet demand. The resolution of the Final SMP has been delayed by the Gawler River Flood Levee Study and the need to complete a detailed design for Heaslip Road both of which have now been completed and incorporated into the SMP. Landowner engagement can now commence and is scheduled for the end of April. Drafting of the Final Stormwater Deed has commenced with Council's lawyers.

Angle Vale South (AVS): the drafting of the Final Stormwater Deed with Council's lawyers had raised some queries regarding the Final SMP that has needed amendment and is now complete. The finalisation of costings and the completion of the design for the Broadacres Drive Regional Drain has allowed resolution of a per hectare stormwater contribution rate which will be discussed with landowners. The commencement of landowner engagement will now start in late April.

Playford North Extension West (PNEW): negotiations with DPTI have continued to seek a final approval for the SMP which is critical to providing certainty for the way forward. Assuming that DPTI will not require any major changes to the SMP, Council is proceeding with final costings and an engineering design for the western NEXY swale which will be critical to the success of the SMP and engagement with landowners. Council will continue to work with DPTI to get a final agreement, and negotiate an Infrastructure Agreement. Landowner engagement should commence in May 2019.

Playford North Extension East (PNEE): there has been a delay in finalising survey work for the completion of the engineering design of key components of the PNEE SMP which is now scheduled for completion at the end of April. Once completed, the PNEE SMP infrastructure components will be costed, a per hectare contribution rate set, the SMP finalised and landowner engagement can be scheduled. Negotiations with Renewal SA have not been successful and Council has instructed consultants to

prepare a culvert design to convey upstream stormwater within Stebonheath Road and funding options are currently under consideration.

Virginia: correlating the Virginia Growth Area flow rates with parameters identified in the Smith Creek Regional SMP has been challenging and considerable re-work has been required resulting in delays. These parameters are critical to the accurate modelling of infrastructure required to serve the Virginia Growth Area which needs to be cost-efficient and minimise the loss of developable land. Council's consultant will commence final modelling once the regional parameters have been finalised and this work should be completed by the end of June 2019.

**Issues and counter-measures**

Delays with external consultants finalising work relating to Gawler River flood levees and the Smith Creek Regional SMP have frustrated progress of a number of SMPs. Similarly, delays in getting a final agreement from DPTI has also been frustrating but sufficient certainty exists to allow design and costing work to continue. Angle Vale North and South are now moving into final phases with the completion of SMPs, and Final Deed drafting and landowner engagement will be finalised by the end of June 2019.

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Progress all Growth Area SMPs and Draft Deeds with a view to minimise long term financial impact to Council, facilitate orderly and economic development and secure safe, efficient and effective stormwater infrastructure solutions to cater for future growth	AVN flood levee concepts finalised and SMP updated. AVS external infrastructure concept finalised and costed. PNEW SMP preferred option and modelling presentation to DPTI for in-principle agreement PNEE investigation into alternate options (Golf course / ElectraNet easement / Nosworthy Road drain & swale / Policy Area 21 constraints) Virginia: Liaison with CoP Strategy & Policy regarding Smith Creek capacity and integration of CoP Regional SMPs with the Virginia Growth Area SMP	AVN SMP and infrastructure costings finalisation Angle Vale North Landowner and Developer engagement with Final SMP and financial model for cost sharing. Commence drafting of Final Deed for Angle Vale North Angle Vale South SMP finalised PNEW agreement with DPTI regarding parameters for future development, asset protection and maintenance costs regarding NEXY drainage system and preferred option Final SMP PNEE revised concept design finalised (Golfcourse / ElectraNet easement / Nosworthy Road drain & swale / Policy Area 21 constraints) PNEE golf course preferred option and modelling finalised and internal CoP consultation undertaken and costings finalised Virginia SMP scope completed and consultants engaged to undertake Smith Creek / Supple Road concept feasibility (vs McEvoy Road)	AVN final deed signatures obtained AVS landowner and developer engagement with final SMP and financial model for cost sharing AVS final deed drafted PNEW MOU / Infrastructure Agreement with DPTI completed PNEW SMP Completed PNEE SMP concept finalisation and decision on appropriate direction for SMP given complexities of developing in this area. Preferred concept for utilisation of golf course finalised and consultation with all stakeholders finalised Virginia SMP external infrastructure concepts and feasibility determined and costs for external infrastructure determined	AVN Growth Area Project finalised. AVS final deed signatures obtained. PNEW final deed drafted and stakeholder consultation completed PNEE SMP finalised Virginia SMP incorporating external works updated and SMP finalisation ready for stakeholder engagement and cost share modelling
	✓	✓	✗	

**SENIOR MANAGER**

Derek Langman

<b>PROJECT</b> <b>FOOTPATH UPGRADE PROGRAM</b>	
<b>Smart Strategy Program</b> 2. Smart Living	
<b>Strategic Outcome</b> 2.3. Livable neighbourhoods	
<b>Project Description</b> This ongoing program incorporates the old Missing Links Program, new footpaths, footpaths to be upgraded and shared path requirements identified in the City of Playford Cycling and Walking Strategy. The present rate of funding achieves construction of approximately 4.5km annually, subject to widths and construction types.	

**PROJECT OUTCOME**

This project will deliver new paved footpaths at various locations throughout the city. The new infrastructure will allow pedestrians and cyclists to travel safely on the footpaths and shared use paths in lieu of walking on the road carriageway.

**THE LAST QUARTER**

**Highlights**

Construction continues on the Smith Creek Linear Path, with works programmed for completion in late May.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Review all prioritised proposed paths to ascertain delivery in 2018/2019	Scope paths and have them costed to enable construction commencements	Continue construction	Finalise construction
✓	✓	✓	

**SENIOR MANAGER**

Paul Alberton

**PROJECT**  
**GEP STORMWATER TRUNK OUTFALL BBRF BID**

Smart Strategy Program  
 2. Smart Living

**Strategic Outcome**  
 2.1. Smart development and urban renewal

**Project Description**  
 The project will deliver a 16 m<sup>3</sup>/s capacity drain from Port Wakefield Road to an ocean outfall near St Kilda, and provide the ability to re-zone portions of Greater Edinburgh Parks land for industrial development. A Building Better Regions Fund (BBRF) grant application was made in December 2017 to contribute to the costs of this project.

**PROJECT OUTCOME**

The Greater Edinburgh Parks precinct catchment has virtually no drainage infrastructure at present. The locality has been identified in the 30 Year Plan for Greater Adelaide as future employment lands (around 40,000 jobs). This will require a comprehensive regional drainage scheme. This project will see the delivery of the main stormwater trunk infrastructure that will facilitate the rezoning of the area for employment lands.

**THE LAST QUARTER**

**Highlights**

A financial contribution has been made to a small scale drain along part of the trunk outfall route to the City of Salisbury, which resolves some immediate drainage issues and secures a portion of the route for the future trunk outfall.

**Issues and counter-measures**

The City of Playford and City of Salisbury have now submitted three Federal Government grant funding applications for this project which have all been unsuccessful. Both Councils are now considering a reduced scope of works in order to avoid stalling the project with a proposed 50:50 funding contribution from both Councils. This approach will aim to keep Council's financial commitment about the same and still enable development to proceed.

The next stage of the project requires land owner agreement from the Department of Defence for part of the drainage route. This is still under negotiation and needs to be resolved prior to the project moving to the design phase.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Identify outcome of December 2017 BBRF application and 2018 RGF application	Revise Concept Design to reduce the cost and working with the City of Salisbury on funding and Department of Defence on property rights.	Obtain works licence for outfall drain from Department of Defence, formally agree on funding model with City of Salisbury and commence revision of preliminary design	
✓	✓	✗	

**SENIOR MANAGER**

Dale Welsh



<b>PROJECT</b> <b>GIG CITY</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.1. Smart development and urban renewal

**Project Description**  
Gig City is a superfast network connecting innovation precincts across the State. In addition to a connection to the Stretton Centre, the Northern Sound System (NSS) and the Advanced Materials Precinct have been approved to be connected as innovation precincts. To maximise these connections the sites must be curated to be able to support and develop the use of these networks.

**PROJECT OUTCOME**

Gig City, a 10gig network, is expanded to Northern Sound System and the Advanced Materials Precinct.

**THE LAST QUARTER**

**Highlights**

Project has been completed.

Issues and counter-measures

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
NSS and Advanced Materials Precinct Gig City Agreements Executed.	NSS and Advanced Materials Precinct Gig City Connections activated and usable.	N/A	N/A
✓	✓		

**SENIOR MANAGER**

Lilly Bukva

<b>PROJECT</b> <b>GROWING COUNCIL'S RECYCLED WATER BUSINESS</b>
<b>Smart Strategy Program</b> 1. Smart Service Delivery
<b>Strategic Outcome</b> 2.1. Smart development and urban renewal
<b>Project Description</b> This project will enable Council to secure water sources for all existing customers, expand its commercial business and potentially supply recycled water to other reserves within Council and future external customers across the Managed Aquifer Recharge (MAR) scheme.

**PROJECT OUTCOME**

Secure groundwater and recycled water for the existing customers and grow the business by supplying recycled water to newly identified internal / external sites (total of 18 new sites).

**THE LAST QUARTER****Highlights**

Contract awarded to undertake project management for the remaining civil / mechanical / electrical works left for the recycled water capital project. Council has received amended water licences from Department for Environment and Water (DEW). A contractor has been engaged to supply and install all electrical cabinets and associated components, and all connections to new irrigation sites have been successfully completed.

**Issues and counter-measures**

Council has waited for updated licence from DEW before drilling a new Lucy T2 well, this is now scheduled for May.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Complete mechanical site drawings and associated brief for pricing purposes. Drill new T1 (shallowest Tertiary aquifer) well at Yorktown site.	Complete electrical drawings with Sage Automation. Tank base at Olive Grove site, and award mechanical, electrical and civil works to contractor.	Tank constructed at Olive Grove. New T2 (second underlying Tertiary aquifer) Well drilled at Lucy Reserve and all associated piping and electrical infrastructure connected into the existing Samuel Street pump station. Customer connection to all 18 sites and approx 6km of new pipe work within the Playford community	New tanks and irrigation pump stations at Ridley Reserve to be operational. Yorktown T1 well to be connected into existing pump station and be fully operational
✓	✓	✓	

**SENIOR MANAGER**

Jonathan Roberts

**PROJECT**  
**KALARA RESERVE CLUBROOMS**  
**(HOME OF ANDREWS FARM SOCCER CLUB)**

**Smart Strategy Program**  
 2. Smart Living

**Strategic Outcome**  
 2.3. Liveable neighbourhoods

**Project Description**  
 This project will upgrade the existing facilities at Kalara Reserve, home to Andrews Farm Soccer Club. In addition to Asset Management Plan improvements this funding will assist in upgrading the kitchen, the installation of a new DDA-compliant toilet and construction of a new storage shed.

**PROJECT OUTCOME**

Upgrade of existing facilities at Kalara Reserve.

**THE LAST QUARTER**

**Highlights**

Kitchen fit-out is complete apart from the installation of kitchen equipment, Council is waiting for the new gas service connection to the site which has been requested to reduce load on electricity. Concrete slab for the shed will be poured after a three week delay which has set the shed construction back but is not on a critical path for the completion of the total project.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Proposed design has been completed with consultation with club.	Contractor engaged to undertake works has been completed. Council staff undertaking the fit-out of kitchen which is 60% complete. New storage shed to be installed in readiness for upcoming winter season.	Construction approaching completion	N/A
✓	✓	✓	

**SENIOR MANAGER**

Jonathan Roberts

<p><b>PROJECT</b> <b>OUTSTANDING LIABILITIES - DEVELOPER FUNDED ASSETS</b></p>
<p><b>Smart Strategy Program</b> 1. Smart Service Delivery</p>
<p><b>Strategic Outcome</b> 2.1. Smart development and urban renewal</p>

**Project Description**  
This project will complete the installation of outstanding assets in new development areas by delivering 6km of new concrete and block pave footpaths.

**PROJECT OUTCOME**

Installation of new footpaths within the Broadmeadows Estate (Rosewood Grove).

**THE LAST QUARTER**

**Highlights**

Bressington Drive: Works for construction of new kerb and gutter, footpath and driveways are being scoped.

Rosewood Grove: Works for installation of new footpath and new landscaping to reserve and basin are being scoped.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Scoping and timing definition	No works	Undertake construction works	No works, project should be completed
✓	✘	✘	

**SENIOR MANAGER**

Derek Langman

<p><b>PROJECT</b>  <b>PLAYFORD ALIVE - CRITTENDEN ROAD BRIDGE CROSSING</b></p>
<p><b>Smart Strategy Program</b>                  2. Smart Living</p>
<p><b>Strategic Outcome</b>                  2.3. Liveable neighbourhoods</p>
<p><b>Project Description</b>                  This project will complete the connection between Andrews Farm and Smithfield Plains following an existing road reserve alignment across Smith Creek, and will provide improved accessibility for the community to access services in the locality.</p>

**PROJECT OUTCOME**

To deliver on the approved Playford Alive Master Plan and Council Annual Business Plan as funded.

**THE LAST QUARTER**

**Highlights**

Council confirmed to proceed to tender phase of the project after a report was presented on 26 February. Public construction tender opened on 12 March and closed on 10 April.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Detailed design phase commencement	Detailed design phase completion and public tender for construction	Construction commencement	Construction completion
✓	✗	✗	

**SENIOR MANAGER**

Fred Pinxteren

<b>PROJECT</b> <b>PLAYFORD ALIVE</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.3. Liveable neighbourhoods

**Project Description**  
The Playford Alive Urban Renewal Project will continue to deliver public realm works in association with Renewal SA staged development works in the critical mass areas. These works will provide improved streetscapes, footpaths, verge treatments, street trees and Council reserve upgrades in Precinct 2, including the completion of Webster Reserve.

**PROJECT OUTCOME**

To complete planned works as per Renewal SA construction schedule.

**THE LAST QUARTER**

**Highlights**

Webster Reserve is currently in detailed design phase and has achieved 85% of the documentation. Following a documentation review the project will proceed to tender. The surrounding streetscape works will be scoped once all Renewal SA civil works are completed and we have 100% detailed designs for Webster Reserve upgrade. Verge streetscape works in Vincent Street have been completed with street tree planting to occur next.

**Issues and counter-measures**

Nil

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Complete concept plans for Webster Reserve before proceeding to detailed design with construction to commence and be completed in this year, along with all other streetscape works (as described above) subject to market conditions.	Concept Design for Webster Reserve	Commence detailed designs for Webster Reserve and scope out other streetscape works depending on dwelling construction completions.	Commence Webster Reserve construction and other streetscape works subject to residential dwelling construction completions.	Complete Webster Reserve construction and other streetscape works subject to residential dwelling construction completions.
	✓	✓	✓	

**SENIOR MANAGER**

Fred Pinxteren

**PROJECT**  
**PLAYFORD GATEWAY CONCEPT PLANNING**

**Smart Strategy Program**  
2. Smart Living

**Strategic Outcome**  
1.1. High quality services and amenities; 1.3. Working smarter with our community;  
1.4. Enhanced City presentation, community pride and reputation; 2.1. Smart development and urban renewal; 2.2. Enhanced City presentation, community pride and reputation

**Project Description**  
The project undertakes planning to vastly improve the appearance of the former 'windbreak' areas along Main North Road through new good quality landscaping and funds the development through new commercial and residential development, primarily in areas accessible to service roads.

**PROJECT OUTCOME**

The project should in the medium-to-long term help to lift the image of the City, and provide new employment opportunities. In the short term the desired outcome will be that Council will approve the concept plans prepared by Jensen Plus, approve commencement of community engagement and, dependent on the timing of Council approval, finalise the community engagement.

**THE LAST QUARTER**

**Highlights**

Project continues to be on hold pending consideration by senior management and Council.

**Issues and counter-measures**

Nil

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2017/2018 Outcome – completed Concept Planning for the Gateway corridor	Project on hold pending elections	Undertake / or commence undertaking tender process to engage consultant.	Brief new Council on the Concept Planning, report to Council in order to obtain approval for the concept plans as a basis for consultation and obtain approval for consultation.	Finalise consultation if possible (dependent on the timing of Council / reporting and approval)
	✓	✗	✗	

**SENIOR MANAGER**

Dale Welsh

<b>PROJECT</b> <b>PUBLIC LIGHTING UPGRADE</b>
<b>Smart Strategy Program</b> 1. Smart Service Delivery
<b>Strategic Outcome</b> 1.1. High quality services and amenities; 1.2. Improved service delivery; 1.3. Working smarter with our community; 1.4. Enhanced City presentation, community pride and reputation
<b>Project Description</b> In conjunction with the Road Safety Audit and Local Area Traffic Management Plans, the existing public lighting may require upgrade. This is an ongoing program of works which allows for proactive and reactive lighting upgrades where required.

**PROJECT OUTCOME**

Upgrade or remove the public lighting where road safety concerns are identified.

**THE LAST QUARTER**

**Highlights**

Road Safety Audits have identified multiple areas across Playford where street lighting may be below standard. A brief has been written to engage with lighting consultant to carry out assessment and report on current lighting levels in specific areas and recommendations for lighting upgrades if necessary. Brief will be sent to consultants for estimate

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
As part of reactive lighting upgrade requests on Bubner Road (Angle Vale) investigate and engage with SAPN for a lighting design	Engage a qualified lighting engineer to assess the public lighting upgrading needs. Engage with SAPN for design and construction	Engage a qualified lighting engineer to assess the public lighting upgrading needs Engage with SAPN for design and construction	Engage a qualified lighting engineer to assess the public lighting upgrading needs Engage with SAPN for design and construction
✓	✓	✗	

**SENIOR MANAGER**

Derek Langman



**PROJECT**  
**ROAD SAFETY AUDITS (RSA)**

**Smart Strategy Program**  
 1. Smart Service Delivery; 2. Smart Living

**Strategic Outcome**  
 1.1. High quality services and amenities; 1.2. Improved service delivery; 2.2. Enhanced City presentation, community pride and reputation

**Project Description**  
 This project will provide Council with the appropriate data for managing our road safety risks and identify high risk locations for motorists and pedestrians. A number of Road Safety Audits on both urban and rural roads will be undertaken in the City based on road crash history and traffic count data.

**PROJECT OUTCOME**

Audits will be used to determine road infrastructure improvements, maintenance and road safety requirements across priority areas in the city. Additional capital or asset management funds can be identified to deliver infrastructure upgrades and subsequently improve safety for the community

**THE LAST QUARTER**

**Highlights**

Draft of first stage of Road Safety Audit was completed by consultant and provided to Council for approval. Following Council approval consultant will be re-engaged to proceed with second stage of Road Safety Audit.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Desktop reviews on urban and rural road network. Identification of a list of RSA road links: <ul style="list-style-type: none"> <li>Gawler One Tree Hill Road, Uley Road to Humbug Scrub Road, One Tree Hill</li> <li>Medlow Road, full length, Uleybury</li> <li>Kinkaid Road/ Willison Road, Midway Road to Black Top Road, Hillbank/Gould Creek</li> <li>One Tree Hill Road, Shillabeer Road to Hannaford Hump Road, Gould Creek</li> <li>Kettering Road/Hogarth Road, full length, Elizabeth South/Elizabeth Grove</li> <li>Midway Road, Main North Road to Yorktown Road, Elizabeth Park</li> </ul>	Engage a qualified road safety auditor and undertake RSA study. <ul style="list-style-type: none"> <li>Gawler One Tree Hill Road, Uley Road to Humbug Scrub Road</li> <li>Kinkaid Road, Midway Road to Black Top Road, Hillbank</li> <li>Medlow Road, full length, Uleybury</li> </ul>	Engage a qualified road safety auditor and undertake RSA study. <ul style="list-style-type: none"> <li>One Tree Hill Road, Shillabeer Road to Hannaford Hump Road, Gould Creek</li> <li>Kettering Road/ Hogarth Road, full length, Elizabeth South/ Elizabeth Grove</li> <li>Midway Road, Main North Road to Yorktown Road, Elizabeth Park</li> </ul>	Complete RSA studies and review all to determine both maintenance and road safety requirements, providing guidance for future budgeting for infrastructure.
✓	✓	✗	

**SENIOR MANAGER**

Derek Langman

**PROJECT**  
**ROAD UPGRADE PROGRAM - BLACK SPOT**

**Smart Strategy Program**  
 2. Smart Living

**Strategic Outcome**  
 2.2. Enhanced City presentation, community pride and reputation

**Project Description**  
 The overall Road Upgrade Program progressively upgrades roads impacted by urban development, as well as provides for the installation of traffic safety devices and signage on a prioritised basis across the City. The priority Black Spot locations for 2018/19 include Robert/ King Road and Ryan/Tozer Road intersections..

**PROJECT OUTCOME**

Undertake design and construction of both Ryan/Tozer Road and Robert/King Road intersections.

**THE LAST QUARTER**

**Highlights**

Designs are progressing with construction forecast to be placed on the market in late April.

**Issues and counter-measures**

Existing high voltage stobie pole was identified for relocation. However upon receipt of price from SA Power Network this was opted against and instead opting to re-design the intersection around the stobie pole.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Undertake tendering for the provision of design services	Complete design for construction purposes	Undertake tendering for the construction of both intersections	Complete construction
✓	✗	✗	

**SENIOR MANAGER**

Paul Alberton

**PROJECT**  
**ROAD UPGRADE PROGRAM - NON-GROWTH AREAS**

**Smart Strategy Program**  
 1. Smart Service Delivery; 2. Smart Living

**Strategic Outcome**  
 1.1. High quality services and amenities; 1.2. Improved service delivery; 1.3. Working smarter with our community; 2.1. Smart development and urban renewal; 2.2. Enhanced City presentation, community pride and reputation; 2.3. Livable neighbourhoods

**Project Description**  
 The program will design and deliver various traffic calming devices as per current technical guidelines, eg, traffic islands, traffic signs, line markings, speed humps, school zones, footpath/pram ramps and minor intersection changes. It will also deliver new street lighting where new traffic calming devices are proposed or road safety concerns are identified.

**PROJECT OUTCOME**

Provide infrastructure for our community to enable safe travel, traffic calming, on-street car parking controls and improved lighting within the local network.

**THE LAST QUARTER**

**Highlights**

Works are carried out at Fordingbridge Road and Easton Road intersection. Davoren Park was completed. A new project brief was prepared for the upgrade of the whole length of Johns Road, Taylors Road - between Angle Vale Road and Penfield Road, and the intersection of Johns Road/Angle Vale Road to facilitate road train access. Remaining funds will be spent on the completion of concept designs and cost estimates provision to lobby for road construction funding.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Traffic calming devices design: a 30% of concept design for Chellaston Road is completed. Based on residents' requests and proactive monitoring by the Traffic Team, investigate and implement traffic management interventions where appropriate.	Undertake public consultation for the community in Munno Para West to identify existing local traffic issues and initiate a possible local area traffic management study. Based on daily basis traffic requests, review and implement traffic management interventions where appropriate.	Based on daily basis traffic requests, review and implement traffic management interventions where appropriate.	Based on daily basis traffic requests, review and implement traffic management interventions where appropriate
✓	✗	✗	

**SENIOR MANAGER**

Derek Langman

**PROJECT**  
**ROAD UPGRADE PROGRAM - ROADS TO RECOVERY AND SUPPLEMENTARY LOCAL ROADS**

**Smart Strategy Program**  
 2. Smart Living

**Strategic Outcome**  
 2.1. Smart development and urban renewal; 2.2. Enhanced City presentation, community pride and reputation

**Project Description**

The Road Upgrades Program progressively upgrades roads impacted by urban development, as well as providing for the installation of traffic safety devices and signage on a prioritised basis across the city. For 2018/19 the priority roads in this category are Brandis and Valiant Roads which will be delivered over two financial years.

Brandis Road and Valiant Road construction commenced in 2017/2018 and during that time, additional funding under the Roads Recovery Program has been made available to Council. That additional funding was directed to upgrade Olive Grove so the community may benefit from a wider road network upgrade to match the progressive urban and modern residential development in this vicinity.

**PROJECT OUTCOME**

To improve the level of service for all road users with newly constructed underground stormwater network, new kerbs and footpaths, new road seals, lighting and compliant kerb ramps and bus pads.

**THE LAST QUARTER**

**Highlights**

Construction continues, with service relocation having been completed and works being on schedule.

**Issues and counter-measures**

Nil

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Design documentation completion for the construction of Brandis Road, Olive Grove and Valiant Road upgrade project.	Contractor engagement to complete the works	Construction commencement	Construction underway	Construction completion
	✓	✓	✓	

**SENIOR MANAGER**

Dale Welsh

<b>PROJECT</b> <b>RURAL ROAD SEALING PROGRAM</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.2. Enhanced City presentation, community pride and reputation
<b>Project Description</b> This ongoing project will meet the needs of present and future growth of rural areas of the City. Each year this includes the design and construction of unsealed roads/sections of road as identified on the rural road sealing priority list.

**PROJECT OUTCOME**

The road included in 2018/19 is Bassnet Road in Humbug Scrub.

**THE LAST QUARTER**

**Highlights**

A presentation to Council was delivered, outlining a potential change in approach to delivering the Rural Road Sealing Program.

**Issues and counter-measures**

The construction of Bassnet Road continues to be on hold pending further consideration from Council. A report is scheduled to be presented to the June Strategic Planning Committee regarding an alternate approach to delivering the Rural Road Sealing Program.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Undertake Native Vegetation consultation and application process. Issue construction drawings for tendering.	Commence construction of Bassnet Road. Design to be finalised, and issued for construction tendering.	Construction of Bassnet Road completion.	
✓	✗	✗	

**SENIOR MANAGER**

Dale Welsh

<b>PROJECT</b> <b>SCHOOL AND PEDESTRIAN CROSSING FACILITIES</b>	
<b>Smart Strategy Program</b> 1. Smart Service Delivery	
<b>Strategic Outcome</b> 2.3. Liveable neighbourhoods	
<b>Project Description</b> This project will deliver signalised facilities such as koala and wombat crossings dependent on the identified need.	

**PROJECT OUTCOME**

This project will deliver an upgrade of existing pedestrian crossings to Koala Crossings. The crossings being upgraded in 2018/19 will be President Avenue and adjacent to Fremont High School.

**THE LAST QUARTER**

**Highlights**

Pedestrian refuge on Uley Road to be delayed until July to coincide with new refuge on Goodman Road under construction.

Three new school crossings were identified for construction and one new pedestrian refuge design is completed and awaiting construction. Four new school crossing upgrades were also identified and will be moved to design phase.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Undertake a review of the two sites to understand site constraints	Engage design consultant to work through detailed design	Engage a civil contractor to undertake the works	Supervise and ensure that construction occurs as designed
✓	✓	✘	

**SENIOR MANAGER**

Paul Alberton

**PROJECT**  
**SPORT AND RECREATION MINOR WORKS**

**Smart Strategy Program**  
 2. Smart Living

**Strategic Outcome**  
 2.3. Liveable neighbourhoods

**Project Description**  
 This project will enable Council to respond to requests for minor improvements to our sporting clubs and sportsgrounds, and deliver four to five small infrastructure projects such as back stop nets and shelters

**PROJECT OUTCOME**

The proposed works include additional softball/baseball backstop nets at Ridley Park, and a new shed within Ridley Reserve.

**THE LAST QUARTER**

**Highlights**

Construction of the shed is almost completed with minor paving works remaining.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Undertake tendering of works for construction purposes	Undertake construction	Complete construction	N/A
✓	✓	✓	

**SENIOR MANAGER**

Paul Alberton

<b>PROJECT</b> <b>STORMWATER MINOR WORKS</b>
<b>Smart Strategy Program</b> 2. Smart Living
<b>Strategic Outcome</b> 2.3. Liveable neighbourhoods
<b>Project Description</b> This project will address nuisance problems with stormwater at Quintrell Road and Andrews Road. Pipes, culverts and swale drains will be installed at the identified sites, as well as drainage solutions that solve the problem at each site and restore the service to an acceptable level.

**PROJECT OUTCOME**

The project will address nuisance problems with stormwater across the City of Playford.

**THE LAST QUARTER****Highlights**

Quintrell Road: easements were agreed for alternative path. Detailed design is progressing.

Andrews Road: licence to construct drain was obtained from Department of Defence.

**Issues and counter-measures**

Andrews Road drain construction will be no longer achievable by 30 June 2019 due to delays in the permissions to construct within Defence land. A carry forward of funds has been signalled. The easement can be progressed as construction proceeds.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Agree on easements for drainage paths.	Complete the detailed design and tender the physical works contracts.	Complete the detailed design and tender the physical works contracts.	Commission the new drainage systems and settle property matters.
✘	✘	✘	

**SENIOR MANAGER**

Dale Welsh



<p><b>PROJECT</b> <b>VIRGINIA MAIN STREET</b></p>
<p><b>Smart Strategy Program</b> 2. Smart Living</p>
<p><b>Strategic Outcome</b> 2.1. Smart development and urban renewal; 2.2. Enhanced City presentation, community pride and reputation</p>

**Project Description**  
This project will improve the pedestrian environment on Virginia Main Street by providing improved/safer footpaths, addressing localised drainage issues and uplifting the overall appearance and function of the street. Community and external stakeholder engagement will be involved in the delivery of this project.

**PROJECT OUTCOME**

To deliver a safe and welcoming pedestrian environment that encourages town centre vibrancy and provides a supportive business environment.

**THE LAST QUARTER**

**Highlights**

Initial engagement was undertaken with key stakeholder agencies. An application was prepared and lodged with a State grant funding body. The newly elected Council body was informed of the project through various presentations. Road cross sections were prepared by internal traffic/asset officers. Early drafting of community engagement materials was undertaken. Council was invited to submit a formal application to the Power Lines Environment Committee for the undergrounding of power lines within the project subject area.

**Issues and counter-measures**

Due to a number of unknowns with regards to the outcome of several funding applications, the commencement of the community engagement exercise has been pushed back to the middle of the year.

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Hold internal stakeholder workshop Prepare Project Scope document Establish internal Steering Committee and Project Team	Engage consultants to undertake community engagement and refinement of the concept plan.	Undertake engagement planning and commence engagement with the community.	Prepare an updated concept plan.
✓	✓	✗	

**SENIOR MANAGER**

Dale Welsh

## Smart Jobs and Education Program

Our Smart Jobs and Education Program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community – both in the immediate future as we face the closure of GM Holden and in the longer-term as the local industrial base transitions. This includes providing the right environment for investment and business attraction. It also means connecting our community with the right skills and education it needs to play its part in the transitioning economy.



### Outcomes

- 3.1. Growth and diversification of local jobs matched with relevant education and training
- 3.2. Commercial and industrial growth
- 3.3. Sustainable economic transformation
- 3.4. International market connections

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program.

The following **service** is undertaken in support of the Smart Jobs and Education Program:

Business Support and Industry Development

The following **projects** are undertaken in support of the Smart Jobs and Education Program:

Hortex Partnership  
Stretton Centre

## SERVICE BUSINESS SUPPORT AND INDUSTRY DEVELOPMENT

### COMMUNITY OUTCOME

Facilitate business and industry development opportunities and liaise with other government and community supported agencies to generate local employment and to help businesses relocate or existing businesses to expand and prosper

#### Strategic Outcome

3.2. Commercial and industrial growth; 3.4. International market connections

### Community Measures

#### Outcome

Supporting local businesses and developing industry

#### Measure

Number of business support interactions

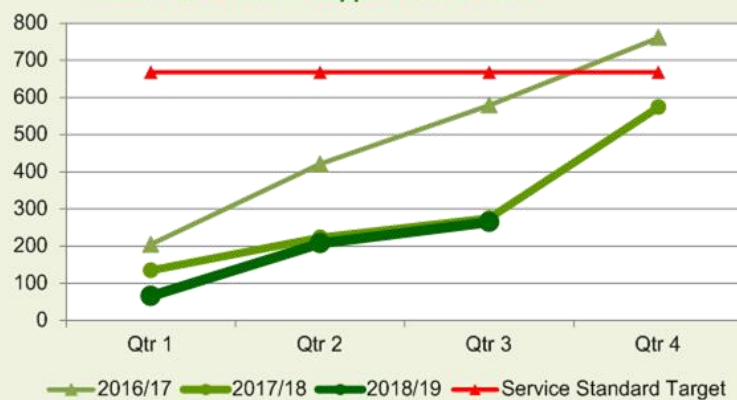
#### Target

668

#### Result

57

Number of business support interactions



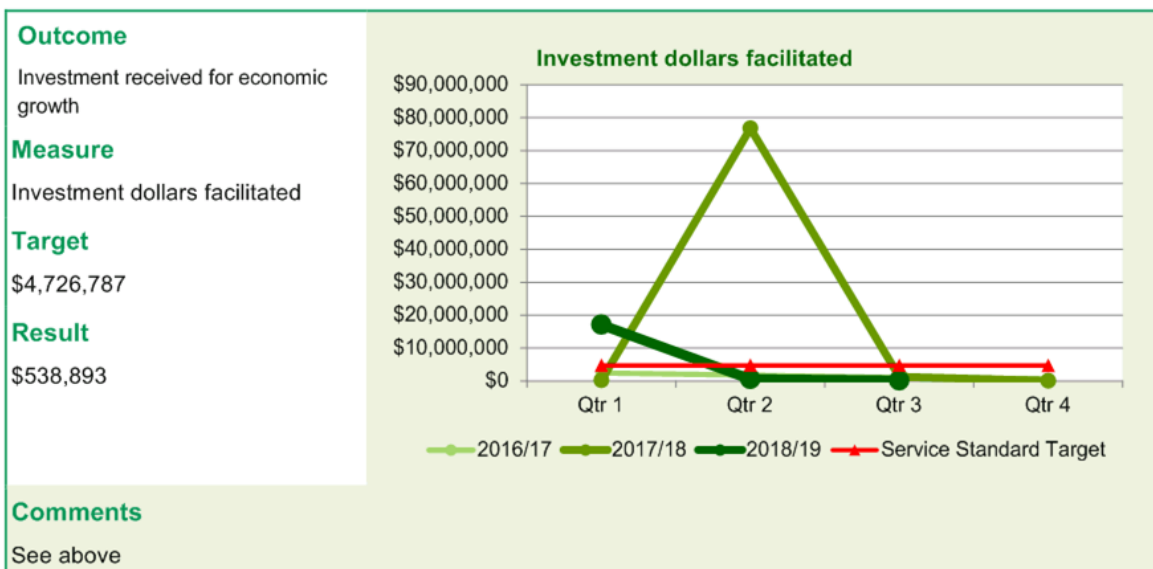
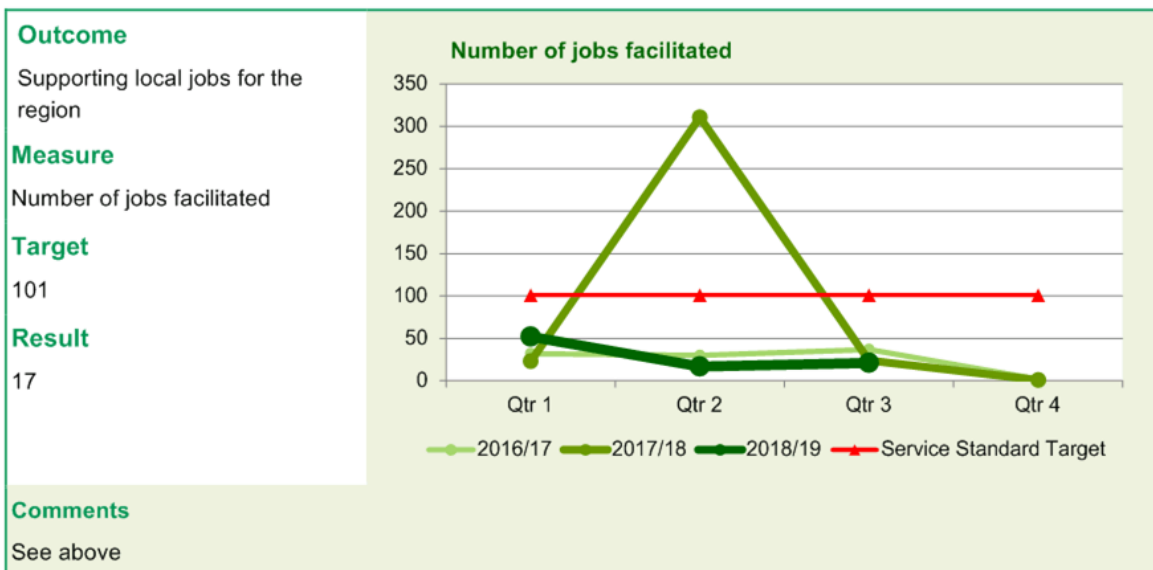
#### Comments

Business Support and Economic Development engaged 57 businesses. This assistance ranged from general business support discussions, workshops and training to grant applications. The Stretton Centre was successful in securing Federal Government funding of \$20,000 through Nick Champion MP, to support the fit-out of the Australian Advanced Materials Precinct as a second co-working GigCity facility within Playford.

Business Support continues to work closely with local businesses in a case management capacity to support growth and job creation. The Economic Development team was successful in gaining a \$49,600 grant through the Building Better Regions Fund to support the further development of the Northern Adelaide Plains Food Cluster Project.

Business Support has become the project lead for Stage 2 of the City-wide infrastructure audit and facilitated industry engagement meetings with local representatives and the consultants.

The Stretton Centre's Northern Adelaide Jobs portal website continues to connect local jobs with local talent. There were 1755 jobs posted and 27,693 views on the portal.



Senior Manager **Dermot Cussen**

<b>PROJECT</b> <b>HORTEX PARTNERSHIP</b>
<b>Smart Strategy Program</b> 3. Smart Jobs & Education
<b>Strategic Outcome</b> 3.3. Sustainable economic transformation; 3.4. International market connections
<b>Project Description</b> To support the horticulture industry the City of Playford will lease the Virginia Horticulture Centre to HortEx under a "pepper corn" rent arrangement. Additional funding will be provided to support HortEx in achieving the objectives of the partnership agreement as well as a commitment of additional funding to leverage private, Federal and/or State funding for agreed projects.

**PROJECT OUTCOME**

The City of Playford and HortEx partnership, through active engagement, will strive to drive the development and growth of the Horticultural Industry in the Northern Adelaide Plains by:

- strengthening the representation, marketing and promotion of the industry
- helping the industry to identify, consider and tackle future challenges
- engagement with all sectors of the industry to identifying constraints in the development of the industry and develop solutions to address these constraints
- provision of training and development
- collection and analysis of relevant data to help increase innovative capacity of the industry
- assisting the horticulture sector and other relevant stakeholders to increase innovation and adopt new technologies and address regional knowledge gaps relating to productivity and market access
- strengthening collaboration between the horticulture sector and government
- assisting the industry to improve land and waste management practices and high value add capture opportunities.

**THE LAST QUARTER**

**Highlights**

Progress has continued against the agreement and the quarterly report has been submitted. HortEx and the City of Playford have focused on issues surrounding food waste. A report identifying potential opportunities has been prepared and workshops regarding use of food waste are being delivered. HortEx has continued to be a key supporter of the Northern Adelaide Plains Food Cluster. It has also contributed to the development of the Northern Adelaide Plains website that is under development.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Quarterly report submitted	Quarterly report submitted	Quarterly report submitted	Final report to be submitted
✓	✓	✓	

**SENIOR MANAGER**

Dermot Cussen

## Smart CBD Program

The Smart CBD Program relates to Council's long term strategy for the re-development and expansion of the Elizabeth Regional Centre. In the longer term, Elizabeth can expect to be home to a number of facilities and services such as hospitals, specialist health services, a university, major art gallery, significant retail services, medium to high density commercial offices, peak business organisations, the head offices for various organisations and high density housing in the form of multi-storey apartments. Over the next four years the first stages of this longer term plan will be realised.



### Outcomes

- 4.1 Expanded range of local services
- 4.2 Growth and diversification of local jobs in the CBD
- 4.3 Greater housing choice
- 4.4 Increased social connections
- 4.5 Commercial Growth

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program

There are currently no **services** undertaken in support of the Smart CBD Program:

The following **projects** are undertaken in support of the Smart CBD Program:

Creative Industries Precinct
Northern CBD 2017/18

<p><b>PROJECT</b> <b>CREATIVE INDUSTRIES PRECINCT</b></p>
<p><b>Smart Strategy Program</b> 4. Smart CBD</p>
<p><b>Strategic Outcome</b> 4.2. Growth and diversification of local jobs in the CBD; 4.4 Increased social connections</p>
<p><b>Project Description</b> This project will build a creative industries youth precinct and live training site to be globally competitive in creating employment pathways through collaboration with industry.</p>

**PROJECT OUTCOME**

The project will explore the opportunity to engage youth through creative pursuits and create pathways for meaningful training and employment outcomes.

**THE LAST QUARTER**

**Highlights**

Pilot projects continue to progress with 'Podmother 1.5' (Broadcasting) commencing and version 2.0 scoped and developed with participant recruitment scheduled to commence next.

A further pilot has been developed which aligns with Technicolor Academy and featuring visual effects (VFX) as the key creative output. This pilot will be a collaboration with local high schools with a focus on gender equity aiming to achieve a 50% female participation. The outputs will be to engage students with skills development, exposure to industry partners and present pathway options to further skills development, study, employment or job creation opportunities.

**Issues and counter-measures**

Nil

**MILESTONES**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Festival and Event Tech Pilot Complete	N/A	Digital Broadcasting - Podcasting Gaming, VR and App Development	
✓		✓	

**SENIOR MANAGER**

Dale Welsh

<b>PROJECT</b> <b>NORTHERN CBD</b>
<b>Smart Strategy Program</b> 4. Smart CBD <b>Strategic Outcome</b> 4.2. Growth and diversification of local jobs in the CBD; 4.5. Commercial growth
<b>Project Description</b> Inclusive of: Northern CBD (continuing from 2015/16) Northern CBD Fremont Park Northern CBD Strategic Investigations

#### PROJECT OUTCOME

**Grenville Hub:** to complete detailed design of the new Grenville Hub and commence construction.

#### THE LAST QUARTER

##### Highlights

**Grenville Hub:** detailed designs and quantity survey were completed. A report presented to Council in February to confirm next course of action. Council at its meeting on 26 March recommended to proceed to public construction tender.

**Fremont Park:** detailed design progressed with completion due in April 2019

**Retail Tenancy:** construction progressed significantly with Council's portion of work due for completion in May. Fasta Pasta will commence fit-out works following this. Detailed design documentation achieved 75% completion. Planning Consent was issued in October 2018.

#### Issues and counter-measures

Nil.

#### MILESTONES

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Prince George Plaza and all service installations completed in preparation for further developments to commence.	Carpark: Continue with construction activity Retail Tenancy: Appoint construction contractor	Carpark: Complete construction and commence operation Retail Tenancy: Commence construction and continue with process to sign second tenant	Retail Tenancy: Continue with Construction and sign contract with Second Tenant	Grenville Hub: Continue with construction.  Retail Tenancy: Complete construction and hand over to tenants for final fit out.
	✓	✓	✗	

#### SENIOR MANAGER

Fred Pinxteren



## Smart Sport Program

Council has a long term vision to create the Playford Sports Precinct, a fifty hectare development adjacent to the Elizabeth Regional Centre providing local community, state and national level sports facilities. The Smart Sport Program is about creating a focus on health communities and promoting greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs.



### Outcomes

- 5.1. Enhanced community pride and reputation
- 5.2. Health and socially connected community
- 5.3. Access to elite sporting facilities

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program.

There are currently no **services** undertaken in support of the Smart Sport Program:

The following **projects** are undertaken in support of the Smart Sport Program:

Playford Sports Precinct (shared path, park furniture, signage)

<p><b>PROJECT</b>  <b>PLAYFORD SPORTS PRECINCT (SHARED PATH, PARK FURNITURE, SIGNAGE)</b></p>
<p><b>Smart Strategy Program</b>                  2. Smart Living; 5. Smart Sport</p>
<p><b>Strategic Outcome</b>                  2.2. Enhanced City presentation, community pride and reputation; 5.2. Healthy and socially connected community; 5.1. Enhanced community pride and reputation</p>

**Project Description**

This project will deliver a shared path from the Tennis Centre to the Elizabeth Interchange. It also includes the construction of a fitness loop path around Ridley Reserve (the Ridley Loop) which will run along Fairfield Road, Judd Road, Philip Highway and Ridley Road. Park furniture such as bench seats, shelters, drink fountains, bike racks and a fitness station will be installed adjacent to the fitness loop to make the reserve more appealing for active recreation users (group fitness classes, dog walkers etc).

The signage component includes the delivery of a signage plan that incorporates facility and wayfinding signage. Delivery will see the renewal of existing and installation of new signs throughout the Sports Precinct.

**PROJECT OUTCOME**

- To transform Ridley Reserve into an active and passive recreation destination
- To provide a walking and cycling link to all facilities within the precinct, from the Elizabeth Interchange to Playford Tennis Centre
- To improve wayfinding across the Playford Sports Precinct and improve the profile of facilities

**THE LAST QUARTER**

**Highlights**

Detailed design for sports precinct signage has commenced.

**Issues and counter-measures**

Nil

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Finalise detailed design (shared path and park furniture)	Commence construction of the shared path and park furniture	Finalise construction of the shared path and park furniture (practical completion) Commence the Sports Precinct Signage Plan	Install signs	Install signs
	✘	✔	✔	

**SENIOR MANAGER**

Fred Pinxteren

## Smart Health Program

In the longer term Playford will see the expansion of the area around the Lyell McEwin Hospital into a key precinct featuring tertiary training, research, allied health facilities and residential accommodation, serving the needs of not only northern Adelaide, but regional areas beyond. The precinct will have potential links to advanced manufacturing of assistive devices in health, aged and disability.

The Smart Health Program is about Council raising the profile and amenity of the precinct and facilitating new investment.



### Outcomes

- 6.1 Access to quality, local health services
- 6.2 Increased employment opportunities in health, disability and aged sectors

The following section gives an update on the status of strategic or capital projects being undertaken as well as an update on the services that are undertaken in support of this Program.

There are currently no **services** undertaken in support of the Smart Health Program:

The following **project** is undertaken in support of the Smart Health Program:

Lyell McEwin Hospital Strategic Investigations

<b>PROJECT</b> <b>LYELL MCEWIN HOSPITAL STRATEGIC INVESTIGATIONS</b>
<b>Smart Strategy Program</b> 6. Smart Health
<b>Strategic Outcome</b> 6.1. Access to quality, local health services; 6.2. Increased employment opportunities in health disability and aged sectors

<b>Project Description</b> This project will enable the development of facilities, infrastructure and services around the Lyell McEwin Hospital (LMH) featuring tertiary training, research, allied health facilities, private hospital, redeveloped shopping facilities and residential accommodation. Funding will allow for a DPA to occur across the precinct to facilitate greater development opportunities.
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**PROJECT OUTCOME**

The project will, over the long-term, develop a health precinct of state and potentially national significance with a broad range of facilities serving the northern Adelaide region and beyond. The precinct will increase the already significant range of employment opportunities in the health and allied health fields. The precinct will attract private hospital, research and university facilities.

**THE LAST QUARTER****Highlights**

The Health Precinct Statement of Intent (for rezoning) has been agreed to by the Minister of Planning and the tender process for a planning consultant is close to being finalised. Council is close to reaching agreement with Northern Adelaide Local Health Network and Lyell McEwin Hospital for the location of the Bus Superstop on the western side of Haydown Road.

**Issues and counter-measures**

Nil.

**MILESTONES**

2017/18 Outcome	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Streetscape and signage concept design for the project was finalised. Work was undertaken on the Master Plan review. Consideration by Council of public consultation of the Master Plan and rezoning were deferred to after the election. The Health Precinct forum was successfully held at SAMRI North terrace. Parking sensor trial in the precinct commenced.	Health Precinct Prospectus finalised. DPTI approval for re-routing of C1 service (to be called J1) and approved location of superstop on Haydown Road. SA Health has also agreed to bus superstop on Haydown Road.	Statement of Intent and report to Council for rezoning of Mark Road land prepared. Mark Road land – preliminary site investigations and tree audit to be undertaken. Negotiations to commence with DPTI to resolve design directions for bus superstop. Parking sensor trial to be completed.	Approval of Statement of Intent by Council and submission to State Planning Commission. Completion of the autonomous bus trial.	Expression of Interest released for the Mark Road land. Prepare parking review for Health Precinct
	✘	✔	✔	

**SENIOR MANAGER**

Dale Welsh

## 2018/19 STRATEGIC PROJECTS. QUARTER THREE STATUS SUMMARY

Strategic Projects are fixed-term projects that are undertaken to implement Council's strategic direction. Progress reports against each of the Strategic Projects are included in the main body of this Quarterly Organisational Performance Report. The following status table is provided in line with Council Resolution 1679 (February 2014), and summarises any major variations to the Strategic Projects that have been endorsed by Council to date this year.

Project	Original Strategic Projects Budget Allocation (\$'000)	Q3 (April) FY Forecast (\$'000)	Project Report Page	Major Variations this Quarter
City-wide Stormwater Management Planning	(210)	(166)	80	
HortEx Partnership	(75)	(75)	106	
Lyell McEwin Health Precinct Investigations	(120)	(70)	113	
Northern CBD Strategic Investigations	(100)	(60)	109	Nil
Playford Gateway Concept Planning	(100)	(5)	92	
Road Safety Audits	(30)	(30)	94	
Creative Industries Precinct	(104)	(104)	108	
Virginia Main Street Upgrade	-	(15)	102	
Curtis Road Investigation	-	(20)	-	
Portfolio Underspend	N/A	(194)	-	
<b>TOTAL</b>	<b>(739)</b>	<b>(739)</b>		

During Quarter 3, only minor changes to the Strategic Projects portfolio were made as follows.

A new project 'Curtis Road Investigation' was initiated, with a forecast expenditure of \$20K. This was made possible due to forecast underspends in other projects within the Strategic Projects portfolio. The Curtis Road Investigations will assist Council in its negotiations with the State Government. The investigations will include the development of a concept design for the upgrade/duplication, existing pavement condition, existing and projected traffic volumes and a high level cost estimate for the upgrade/duplication. Reporting on this project will commence from Quarter 4.

As previously reported, the Lyell McEwin Health Precinct Investigations and Playford Gateway Concept Planning projects have both been delayed due to the Council election caretaker and induction periods, and are forecasting underspends. During Quarter 3, the full year forecasts for the Northern CBD Strategic Investigations, City-wide Stormwater Management Planning and Virginia Main Street Upgrade projects were also reduced.

There is nil net effect on the overall Strategic Projects budget allocation as a result of these adjustments. As at the end of Quarter 3 the Strategic Projects portfolio was forecast to be \$194K underspent by 30 June.



## 5.6 PUBLIC INTEREST DISCLOSURE ACT 2018 UPDATE

**Responsible Executive Manager :** Mr Greg Pattinson

**Report Author :** Ms Susie Reichstein

**Delegated Authority :** Matters for Information.

**Attachments :**

- 1 [↓](#). Public Interest Disclosure Act (Act uncommenced)
- 2 [↓](#). ICAC Draft Reporting Directions and PID Guidelines

### Purpose

To provide Council with information about the commencement and implementation of the *Public Interest Disclosure Act 2018* (PID Act), which will be enacted on 1 July 2019.

The aims of the PID Act (as specified in the Act) are to encourage and facilitate disclosures of certain information in the public interest by ensuring that proper procedures are in place for making and dealing with disclosures; and to provide protection for persons making such disclosures.

### STAFF RECOMMENDATION

Council receives and notes the report, Public Interest Disclosure Act 2018 Update.

### Relevance to Strategic Plan

#### 1: Smart Service Delivery Program

Outcome 1.2 Improved service delivery

The implementation of the new legislation will not have any direct impact on the Council's Smart Service Delivery Program.

### Relevance to Public Consultation Policy

Public consultation has been undertaken by the Independent Commissioner Against Corruption (ICAC). There is no requirement for Council to consult the community on this matter.

### Background

In 2014, the ICAC developed a package of new legislation and amendments arising from recommendations following a review of the existing legislative framework relating to public disclosures.

The PID Act received assent on the 15 November 2018 from His Excellency the Governor.

Correspondence was received from the office of the ICAC, requesting feedback on the draft Reporting Directions and PID Guidelines (**Attachment 3**). These guidelines, including a copy of the PID Act (**Attachment 1**) were disseminated to Elected Members promoting the opportunity to provide feedback to the Commissioner.

## Current Situation

The PID Act, will commence on 1 July 2019 and will replace the current framework to protect persons disclosing illegal, dangerous or improper conduct in the public sector, provided for through the *Whistleblowers Protection Act 1992* (Whistleblowers Act). As such, the *Whistleblowers Protection Act 1992* will be repealed once the PID Act is enacted.

The PID Act will result in relevant amendments to the *Local Government Act 1999* and the *Public Sector Act 2009*.

Many of the concepts contained within the PID Act remain the same or very similar to the Whistleblowers Protection Act. However, there are a few key differences that Councils should be mindful of, which are outlined in this report.

The PID Act is intended to:

- Facilitate disclosures of maladministration or wrongdoing in public administration by public officers or former public officers;
- Facilitate disclosures of information that relates to information relates to a substantial risk to public health or safety and the environment;
- Provide protection for disclosures by members of the public concerning wrongdoing in the private or public sector where the information is disclosed to an appropriate recipient and the information relates to a substantial risk to public health or safety and the environment;
- Ensure that public disclosures are properly assessed, and where necessary, investigated and actioned.

Further, the PID Act seeks to ensure that a public officer (includes Employees and Elected Members) making a disclosure is protected against reprisals.

A person who receives an appropriate disclosure has a duty to take action in relation to the disclosure and to take reasonable steps to keep the informant advised of the action or the outcome of any investigation.

The PID Act supports the existing public integrity regime in South Australia and has been drafted to complement the *Independent Commissioner Against Corruption Act 2012* (ICAC Act).

The impact of the PID Act is summarised by the Local Government Association South Australia (LGA SA) as follows:

- *“Where an appropriate disclosure is made to a relevant authority, the informant will be protected from all liability, despite any duties of secrecy or confidentiality or any other restriction on disclosure (statutory or otherwise) which would otherwise apply;*
- *Relevant authorities (which in some cases can include Councils) have a duty to act promptly upon receipt of an appropriate disclosure to assess the information, decide what action (if any) to take, and notify the informant and the Office for Public Integrity (OPI) of the outcome of that assessment;*
- *If relevant authorities fail to act in the required timeframes, informants will be similarly protected from liability in relation to a subsequent disclosure of that information to a journalist or a member of Parliament;*



- *Penalties of up to \$20,000 or 2 years' imprisonment can apply:*
  - *if persons to whom appropriate disclosures are made knowingly, and without the consent of the informant, disclose an informant's identity (other than to the extent required to properly investigate the information disclosed, or as permitted by any guidelines prepared by OPI);*
  - *for victimising (causing detriment to) someone who has made or intends to make an appropriate disclosure;*
  - *for preventing or hindering a person from making an appropriate disclosure; and/or*
  - *for making false or misleading disclosures (note - this was the only penalty provision under the former regime);*
- *CEOs of councils and presiding officers of public sector agencies (described in the PID Act as 'principal officers') are required, within 3 months of commencement of the PID Act, to designate 'responsible officers' in accordance with any guidelines prepared by OPI, and to ensure the contact details of the responsible officers are made available to officers and employees of the council/agency;*
- *Responsible officers, once appointed by principal officers of councils and public sector agencies, are required to:*
  - *receive appropriate disclosures, and ensure compliance with the PID Act in relation to any such disclosures; and*
  - *make appropriate recommendations for dealing with any such disclosures; and*
  - *provide advice to officers and employees of the agency or council in relation to the administration of the PID Act; and*
- *In addition, the principal officers of public sector agencies are also required to prepare and maintain (including making available on the internet) a document describing the applicable procedures for persons making appropriate disclosure, and for officers and employees required to deal with any such disclosure, including the steps required to protect informants and to minimise risks of detrimental action against informants and persons the subject of an appropriate disclosure. Councils are not legally obliged to prepare and maintain this document, but may nonetheless wish to do so as a matter of best practice and in order to reduce the risk of non-compliance with the timeframes for responding to appropriate disclosures."*

## **Future Action**

The PID Act has received assent from His Excellency the Governor and is due to commence 1 July 2019.

The Act also provides for Guidelines to be issued by the Office for Public Integrity (OPI), which are still to be confirmed following a period of public consultation on Draft Guidelines. Once the Guidelines are confirmed and released, the LGA has indicated they will provide follow-up documentation, and advice regarding the practical steps Councils will be required to undertake to ensure compliance with the Act and associated Guidelines. The LGA will provide a template Public Information Disclosure Policy to assist Councils.

Administration are working through identifying the relevant policies, procedures and guidelines that require review in accordance with the requirements of the PID Act. Reports will be brought to Council as policies, guidelines and procedures required to comply with the Act are developed or reviewed to ensure Council meets the obligations under the Act.

Version: 15.11.2018—Act uncommenced

South Australia

## Public Interest Disclosure Act 2018

An Act to encourage and facilitate disclosures of certain information in the public interest by ensuring that proper procedures are in place for making and dealing with such disclosures and by providing protection for persons making such disclosures; to make related amendments to the *Local Government Act 1999* and the *Public Sector Act 2009*; to repeal the *Whistleblowers Protection Act 1993*; and for other purposes.

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### Contents

1	Short title
2	Commencement
3	Objects
4	Interpretation
5	Immunity for appropriate disclosure of public interest information
6	Disclosure to journalist or member of Parliament
7	Duty to act in relation to appropriate disclosure
8	Identity of informant to be kept confidential
9	Victimisation
10	False or misleading disclosures
11	Preventing or hindering disclosure
12	Duties of principal officers
13	Duties of responsible officers
14	Guidelines
15	Non-derogation
16	Regulations

Schedule 1—Related amendments, repeals and transitional provisions

Part 1—Related Amendments

Division 1—Related amendment to *Local Government Act 1999*

1 Repeal of section 302B

Division 2—Related amendments to *Public Sector Act 2009*

2 Repeal of section 7

3 Amendment of section 14—Functions of Commissioner

Part 2—Repeal

4 Repeal of *Whistleblowers Protection Act 1993*

Part 3—Transitional provisions

5 Disclosures under repealed Act

**Public Interest Disclosure Act 2018—15.11.2018—uncommenced**  
Contents

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6 Designation of responsible officers

Legislative history

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**The Parliament of South Australia enacts as follows:**

**1—Short title**

This Act may be cited as the *Public Interest Disclosure Act 2018*.

**2—Commencement**

This Act will come into operation on a day to be fixed by proclamation.

**3—Objects**

The objects of this Act are—

- (a) to encourage and facilitate the disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct and maladministration in public administration—
  - (i) by ensuring that proper procedures are in place for the making of such disclosures and for dealing with such disclosures; and
  - (ii) by providing appropriate protections for those who make such disclosures; and
- (b) to ensure that there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration.

**4—Interpretation**

In this Act, unless the contrary intention appears—

*appropriate disclosure*—

- (a) in relation to environmental and health information—see section 5(3); and
- (b) in relation to public administration information—see section 5(4); and
- (c) in any case—see section 6;

*Commissioner* means the person holding or acting in the office of the Independent Commissioner Against Corruption;

*corruption in public administration* has the same meaning as in the *Independent Commissioner Against Corruption Act 2012*;

*environmental and health information* means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public (whether occurring before or after the commencement of this Act);

*informant* means a person who makes an appropriate disclosure of public interest information;

*journalist* means a person engaged in the profession or occupation of journalism in connection with the publication of information in a news medium;

## uncommenced—15.11.2018—Public Interest Disclosure Act 2018

**judicial officer** has the same meaning as in the *Judicial Conduct Commissioner Act 2015*;

**liability** includes a liability to disciplinary action;

**maladministration in public administration** has the same meaning as in the *Independent Commissioner Against Corruption Act 2012*;

**misconduct in public administration** has the same meaning as in the *Independent Commissioner Against Corruption Act 2012*;

**news medium** means a medium for the dissemination to the public or a section of the public of news and observations on news;

**OPI** means the Office for Public Integrity established under the *Independent Commissioner Against Corruption Act 2012*;

**principal officer** of a public sector agency or of a council means—

- (a) in the case of a public sector agency—
  - (i) if the agency consists of an unincorporated board or committee—the presiding officer; or
  - (ii) in any other case—
    - (A) the chief executive officer of the agency; or
    - (B) if there is no chief executive officer of the agency—a person designated as principal officer of the agency for the purposes of this definition by the responsible Minister for the public sector agency; and
- (b) in the case of a council—the chief executive officer of the council;

**public administration** has the same meaning as in the *Independent Commissioner Against Corruption Act 2012*;

**public administration information** means information that raises a potential issue of corruption, misconduct or maladministration in public administration (whether occurring before or after the commencement of this Act);

**public interest information** means—

- (a) environmental and health information; or
- (b) public administration information;

**public officer** has the same meaning as in the *Independent Commissioner Against Corruption Act 2012*;

**public sector agency** has the same meaning as in the *Public Sector Act 2009*;

**public sector employee** has the same meaning as in the *Public Sector Act 2009*;

**relevant authority**—see section 5(5);

**responsible Minister** in relation to a public sector agency means the Minister responsible for administration of the agency or the legislative instrument under which it is established and, if there is no such Minister, a Minister designated by the regulations as the responsible Minister or, in the absence of such a designation, the Minister responsible for the administration of this Act;

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**Public Interest Disclosure Act 2018—15.11.2018—uncommenced**

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*responsible officer* means a person designated as a responsible officer under section 12.

**5—Immunity for appropriate disclosure of public interest information**

- (1) If—
  - (a) a person makes an appropriate disclosure of environmental and health information; or
  - (b) a public officer makes an appropriate disclosure of public administration information,the person is not subject to any liability as a result of that disclosure.
- (2) This section has effect despite any duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by an Act) applicable to the person.
- (3) A person makes an *appropriate disclosure* of environmental and health information for the purposes of this Act if the disclosure is made to a relevant authority and the person—
  - (a) believes on reasonable grounds that the information is true; or
  - (b) is not in a position to form a belief on reasonable grounds about the truth of the information but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated.
- (4) A public officer makes an *appropriate disclosure* of public administration information for the purposes of this Act if the disclosure is made to a relevant authority and the public officer reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration.
- (5) A disclosure of public interest information is made to a *relevant authority* if it is made to—
  - (a) where the information relates to a public officer—
    - (i) a person who is, in accordance with any guidelines prepared under section 14, designated as a person who is taken to be responsible for the management or supervision of the public officer or to the relevant responsible officer; or
    - (ii) a person who is, in fact, responsible for the management or supervision of the public officer or to the relevant responsible officer; or
  - (b) where the information relates to a public sector agency or public sector employee—
    - (i) the Commissioner for Public Sector Employment; or
    - (ii) the responsible officer for the relevant public sector agency; or
  - (c) where the information relates to an agency to which the *Ombudsman Act 1972* applies—the Ombudsman; or

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- (d) where the information relates to a location within the area of a particular council established under the *Local Government Act 1999*—a member, officer or employee of that council; or
- (e) where the information relates to a risk to the environment—the Environment Protection Authority; or
- (f) where the information relates to an irregular and unauthorised use of public money or substantial mismanagement of public resources—the Auditor-General; or
- (g) where the information relates to the commission, or suspected commission, of any offence—a member of the police force; or
- (h) where the information relates to a judicial officer—the Judicial Conduct Commissioner; or
- (i) where the information relates to a member of Parliament—the Presiding Officer of the House of Parliament to which the member belongs; or
- (j) where the information relates to a person or a matter of a prescribed class—an authority declared by the regulations to be a relevant authority in relation to such information; or
- (k) a Minister of the Crown; or
- (l) OPI; or
- (m) any other prescribed person or person of a prescribed class.

**6—Disclosure to journalist or member of Parliament**

A person makes an *appropriate disclosure* of public interest information for the purposes of this Act (other than section 7) if—

- (a) the person discloses the information to a journalist or a member of Parliament other than a Minister of the Crown; and
- (b) the person—
  - (i) has already made an appropriate disclosure of substantially the same information in accordance with section 5; and
  - (ii) made their identity known to the person to whom that disclosure was made; and
  - (iii) either—
    - (A) has not received notification in accordance with section 7(1)(b) within 30 days after making that disclosure; or
    - (B) has not received notification in accordance with section 7(3)(a) within 90 days after making that disclosure (or such longer period as may be specified by written notice given, within that period of 90 days, by the person required to give such notification); and
  - (iv) believes on reasonable grounds that the information is true.

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**7—Duty to act in relation to appropriate disclosure**

- (1) A person to whom an appropriate disclosure of public interest information is made must assess the information as soon as practicable after the disclosure is made and, following such assessment—
  - (a) must (unless subsection (2) applies) take action in relation to the information in accordance with any applicable guidelines prepared under section 14 or, if no applicable guidelines exist, take such action as is appropriate in the circumstances; and
  - (b) must take reasonable steps to notify the informant (if the informant's identity is known) that an assessment of the information has been made and to advise the informant—
    - (i) of the action being taken in relation to the information; or
    - (ii) if, in accordance with subsection (2), no action is being taken in relation to the information—of the reasons why no action is being taken in relation to the information; and
  - (c) must provide OPI with information relating to the disclosure in accordance with any applicable guidelines prepared under section 14.
- (2) No action need be taken in relation to an appropriate disclosure of public interest information if—
  - (a) the information disclosed does not justify the taking of further action; or
  - (b) the information disclosed relates to a matter that has already been investigated or acted upon by a relevant authority and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter.
- (3) A person who takes action referred to in subsection (1)(a) in relation to public interest information or, if such action consists of referring the disclosure of public interest information to another person, the person to whom it is referred—
  - (a) must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action; and
  - (b) must provide OPI with information relating to the outcome of that action in accordance with any applicable guidelines prepared under section 14.
- (4) Subject to subsection (5), this section does not apply where an appropriate disclosure of public interest information is made to a journalist or a member of Parliament.
- (5) If an appropriate disclosure of public interest information is made to a Minister of the Crown, the following provisions apply:
  - (a) the Minister must, as soon as practicable, refer the disclosure to a relevant authority; and
  - (b) the relevant authority—
    - (i) must deal with the information in accordance with this section (as if the disclosure had been made to the relevant authority); and
    - (ii) must ensure that the Minister is notified of the action taken under this section in relation to the information and the outcome of such action.



## 8—Identity of informant to be kept confidential

- (1) A person to whom an appropriate disclosure of public interest information is made, or a person to whom such a disclosure is referred or who otherwise knows that such a disclosure has been made, must not, without the consent of the informant, knowingly divulge the identity of the informant except—
  - (a) so far as may be necessary to ensure that the matters to which the information relates are properly investigated; or
  - (b) in accordance with any applicable guidelines prepared under section 14.Maximum penalty: \$20 000 or imprisonment for 2 years.
- (2) The obligation to maintain confidentiality imposed by this section applies despite any other statutory provision, or a common law rule, to the contrary.

## 9—Victimisation

- (1) A person who causes detriment to another on the ground, or substantially on the ground, that the other person or a third person has made or intends to make an appropriate disclosure of public interest information commits an act of victimisation.
- (2) An act of victimisation under this Act may be dealt with—
  - (a) as a tort; or
  - (b) as if it were an act of victimisation under the *Equal Opportunity Act 1984*, but, if the victim commences proceedings in a court seeking a remedy in tort, the victim cannot subsequently lodge a complaint under the *Equal Opportunity Act 1984* and, conversely, if the victim lodges a complaint under that Act, the victim cannot subsequently commence proceedings in a court seeking a remedy in tort.
- (3) If a complaint alleging an act of victimisation under this Act has been lodged with the Commissioner for Equal Opportunity and the Commissioner for Equal Opportunity is of the opinion that the subject matter of the complaint has already been adequately dealt with by a competent authority, the Commissioner for Equal Opportunity may decline to act on the complaint or to proceed further with action on the complaint.
- (4) In proceedings against a person seeking a remedy in tort for an act of victimisation committed by an employee or agent of the person, it is a defence to prove that the person exercised all reasonable diligence to ensure that the employee or agent would not commit an act of victimisation.
- (5) A person who personally commits an act of victimisation under this Act is guilty of an offence.  
Maximum penalty: \$20 000 or imprisonment for 2 years.
- (6) Proceedings for an offence against subsection (5) may only be commenced by a police officer or a person approved by either the Commissioner of Police or the Director of Public Prosecutions.
- (7) In this section—

**detriment** includes—

  - (a) loss or damage (including damage to reputation); or
  - (b) injury or harm (including psychological harm); or

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- (c) intimidation or harassment; or
  - (d) discrimination, disadvantage or adverse treatment in relation to a person's employment; or
  - (e) threats of reprisal.
- (8) For the purposes of this section, a *threat* of reprisal may be—
- (a) express or implied; or
  - (b) conditional or unconditional,

and in any proceedings dealing with an act of victimisation (including proceedings for an offence against subsection (5)) it is not necessary to prove that the person threatened actually feared that the threat would be carried out.

**10—False or misleading disclosures**

- (1) A person must not make a disclosure of public interest information knowing that it is false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).
- Maximum penalty: \$20 000 or imprisonment for 2 years.
- (2) A person who makes a disclosure of public interest information in contravention of subsection (1) is not protected by this Act.

**11—Preventing or hindering disclosure**

A person must not—

- (a) prevent another person from making an appropriate disclosure of public interest information under this Act; or
- (b) hinder or obstruct another person in making such a disclosure.

Maximum penalty: \$20 000 or imprisonment for 2 years.

**12—Duties of principal officers**

- (1) The principal officer of a public sector agency or council must ensure that 1 or more officers or employees of the agency or council are designated as responsible officers of the agency or council for the purposes of this Act.
- (2) The regulations may prescribe qualifications for persons designated as responsible officers for the purposes of this Act.
- (3) The principal officer of a public sector agency or council must ensure that the name and contact details of each responsible officer of the agency or council are made available to officers and employees of the agency or council.
- (4) The principal officer of a public sector agency must ensure that a document setting out procedures—
- (a) for a person who wants to make an appropriate disclosure of public interest information to the agency; and
  - (b) for officers and employees of the agency dealing with such a disclosure,
- is prepared and maintained in accordance with any applicable guidelines prepared under section 14.

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- (5) The document required under subsection (4) must—
- (a) without limiting that subsection, include—
    - (i) clear obligations on the public sector agency and its officers and employees to take action to protect informants; and
    - (ii) risk management steps for assessing and minimising—
      - (A) detrimental action against people because of public interest disclosures; and
      - (B) detriment to people against whom allegations are made in a disclosure; and
  - (b) be made available free of charge on the Internet, and at premises determined by the responsible Minister, for inspection by members of the public.
- (6) This section does not apply to—
- (a) a public sector agency consisting only of a single person; or
  - (b) a public sector agency that has been granted an exemption, in writing, by the Commissioner.

**13—Duties of responsible officers**

A person designated as a responsible officer of a public sector agency or council for the purposes of this Act must—

- (a) receive appropriate disclosures of public interest information relating to the agency or council and ensure compliance with this Act in relation to such disclosures; and
- (b) make appropriate recommendations to the principal officer of the agency or council in relation to dealing with such disclosures; and
- (c) provide advice to officers and employees of the agency or council in relation to the administration of this Act,

and may carry out any other functions relating to this Act.

**14—Guidelines**

- (1) The Commissioner may publish guidelines for the purposes of this Act.
- (2) The guidelines must be made available free of charge on the Internet, and at premises determined by the Commissioner, for inspection by members of the public.

**15—Non-derogation**

This Act is in addition to, and does not derogate from, any privilege, protection or immunity existing apart from this Act under which information may be disclosed without civil or criminal liability.

**16—Regulations**

- (1) The Governor may make such regulations as are contemplated by this Act, or as are necessary or expedient for the purposes of this Act.

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- (2) Without limiting the generality of subsection (1), the regulations may—
- (a) prescribe fines (not exceeding \$5 000) for offences against the regulations; and
  - (b) be of general application or vary in their application according to prescribed factors; and
  - (c) provide that a matter or thing in respect of which regulations may be made is to be determined according to the discretion of the Commissioner or another specified person.

## **Schedule 1—Related amendments, repeals and transitional provisions**

### **Part 1—Related Amendments**

#### **Division 1—Related amendment to *Local Government Act 1999***

##### **1—Repeal of section 302B**

Section 302B—delete the section

#### **Division 2—Related amendments to *Public Sector Act 2009***

##### **2—Repeal of section 7**

Section 7—delete the section

##### **3—Amendment of section 14—Functions of Commissioner**

Section 14(1)(g)—delete "*Whistleblowers Protection Act 1993*" and substitute:

*Public Interest Disclosure Act 2018*

### **Part 2—Repeal**

#### **4—Repeal of *Whistleblowers Protection Act 1993***

The *Whistleblowers Protection Act 1993* is repealed.

### **Part 3—Transitional provisions**

#### **5—Disclosures under repealed Act**

This Act (other than section 7) applies to an appropriate disclosure of public interest information under section 5 of the *Whistleblowers Protection Act 1993* as if it were an appropriate disclosure of public interest information under section 5 of this Act.

#### **6—Designation of responsible officers**

The principal officer of a public sector agency or council in existence at the commencement of this Act must ensure that section 12 is complied with within 3 months after that commencement.

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Legislative history

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## Legislative history

### Notes

- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes or [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

### Principal Act

Year	No	Title	Assent	Commencement
2018	26	<i>Public Interest Disclosure Act 2018</i>	15.11.2018	1.7.2019 ( <i>Gazette 18.4.2019 p1070</i> )

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REPORTING DIRECTIONS  

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 & PUBLIC INTEREST  
DISCLOSURE GUIDELINES

Issued by the Independent Commissioner Against Corruption  
under the *Independent Commissioner Against  
Corruption Act 2012* & *Public Interest Disclosure Act 2018*



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# Introduction

This publication sets out the reporting directions imposed upon public officers under the *Independent Commissioner Against Corruption Act 2012* (ICAC Act). It also sets out the guidelines issued by the Independent Commissioner Against Corruption (the ICAC) under the *Public Interest Disclosure Act 2018* (PID Act).

The publication is divided into two parts. The first part sets out the ICAC reporting directions for public officers. The second part introduces the PID Act and sets out the ICAC's published guidelines under the PID Act (the PID guidelines).

All public officers must be familiar with these reporting directions and the PID guidelines. If you still have questions after reading this publication please visit the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)) or contact the Office for Public Integrity (OPI).

PART ONE  
REPORTING DIRECTIONS

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## What are my reporting obligations?

Every public officer has reporting obligations under the ICAC Act.

There are two different sets of reporting directions.

The first set applies to all public officers other than public officers within South Australia Police (referred to as SAPOL public officers).

The second set applies to all SAPOL public officers.

These reporting directions do not replace any other obligation you have to act. They are in addition to any other reporting obligation imposed on a public officer. For example, compliance with another reporting obligation (such as an internal agency policy requiring a report) does not negate the requirement to make a report to the OPI in accordance with the directions below. If you are unsure whether you are a public officer refer to the appendices of this publication.

### Reporting directions for public officers (other than SAPOL public officers)

A public officer **must** report to the OPI any matter that the public officer reasonably suspects involves corruption in public administration **unless** the public officer knows that the matter has already been reported to the OPI.

A public officer **must** report to the OPI any matter that the public officer reasonably suspects involves serious or systemic misconduct or maladministration in public administration **unless** the public officer knows that the matter has already been reported to the OPI or the Ombudsman.

There is no obligation to report a matter that is an offence against the *Road Traffic Act 1961*.

## Reporting directions for SAPOL public officers

The following reporting directions apply to you if you are:

- ▶ the Commissioner of Police
- ▶ a police officer
- ▶ a community constable
- ▶ a special constable
- ▶ a police cadet
- ▶ a police medical officer
- ▶ a public sector employee employed in SAPOL
- ▶ a protective security officer

A SAPOL public officer **must** report to the OPI any matter that the SAPOL public officer reasonably suspects involves corruption in public administration **unless** the SAPOL public officer knows that the matter has already been reported to the OPI.

A SAPOL public officer **must** report to the OPI any matter that the SAPOL public officer reasonably suspects involves serious or systemic misconduct or maladministration in public administration unless the SAPOL public officer knows that the matter has already been reported to the OPI.

A SAPOL public officer is not obliged to report to the OPI any matter reasonably suspected of involving misconduct or maladministration where the matter involves only SAPOL public officers.

There is no obligation to report a matter that is an offence against the *Road Traffic Act 1961*.

## Understanding your reporting guidelines

The term **corruption** in public administration is defined in the ICAC Act. Corruption generally involves any criminal conduct by a public officer while acting in his or her capacity as a public officer and may include theft, bribery, assault or abuse of public office. The full statutory definition of corruption can be found in the appendices of this publication.

Both misconduct and maladministration in public administration are defined in the ICAC Act. Not all suspected misconduct or maladministration needs to be reported. The obligation to report only arises where the suspected misconduct or maladministration is considered '**serious or systemic**'.

**Misconduct** involves the conduct of a public officer which contravenes a code of conduct and constitutes a ground for disciplinary action, or other misconduct. The conduct must involve the public officer acting in his or her capacity as a public officer. The full statutory definition of misconduct can be found in the appendices of this publication.

**Maladministration** involves the conduct of a public officer or the practice, policy and procedure of a public authority that results in an irregular or unauthorised use of public money, the substantial mismanagement of public resources, or the substantial mismanagement of official functions. Maladministration is often associated with poor governance. The full statutory definition of maladministration can be found in the appendices of this publication.

SAPOL public officers need only report serious or systemic misconduct or maladministration involving public officers who are **not** SAPOL public officers. Misconduct and maladministration involving SAPOL public officers is dealt with under the *Police Complaints and Discipline Act 2016*.

## What is serious or systemic?

The ICAC Act defines **serious or systemic** (insofar as it relates to misconduct or maladministration) as follows:

(2) For the purposes of this Act, misconduct or maladministration in public administration will be taken to be **serious or systemic** if the misconduct or maladministration—

- (a) is of such a significant nature that it would undermine public confidence in the relevant public authority, or in public administration generally; and
- (b) has significant implications for the relevant public authority or for public administration generally (rather than just for the individual public officer concerned).

> See ICAC Act, section 4(2)

## Forming a reasonable suspicion

A suspicion is something short of knowledge or belief. You may not know something has occurred, but merely suspect it. For a suspicion to be reasonable there needs to be a rational basis for the suspicion.

A reasonable suspicion provides a threshold for reporting certain conduct to the OPI.

## Further guidance on reporting

The ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)) contains additional information that may be of assistance in understanding your reporting obligations, including but not limited to:

- ▶ the categories of public officers and authorities
- ▶ what to do if you are not sure about whether to make a report
- ▶ victimisation protections under the ICAC Act for those who make a report

## Modified reporting obligations

For some public officers the reporting obligations contained in this publication have been modified. You should check the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)) to see if you are a public officer who has modified reporting obligations.

## How do I make a report to the OPI?

Making a report to the OPI is simple. An online report form is available on the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)). Simply follow the links to the report form and complete the fields.

If you do not have access to the ICAC website the OPI will also receive your report by telephone, email, in writing or by face to face interview (appointment required).

If you wish to make a report other than by way of the online form, please ensure you are able to provide the following information:

- ▶ The names and positions of people involved in the alleged conduct.
- ▶ The public authority concerned (this will most likely be the employer or contracting agency of the person(s) of interest).
- ▶ The names and contact details of person(s) who may have witnessed the alleged conduct.
- ▶ The names and contact details of private citizens and companies who may be involved or have knowledge of the alleged conduct.
- ▶ Specific details of the allegation(s), including the nature of the alleged conduct, when the alleged conduct occurred, when you became aware of the alleged conduct and why you suspect the alleged conduct might be corruption, misconduct or maladministration.
- ▶ Whether you have contacted other agencies about the matter.
- ▶ Any action taken by another agency or authority about the matter.
- ▶ The details of any documentary evidence you may have.



Public officers are encouraged to provide their contact details when making a report. This enables the OPI to inform the reporter as to the outcome of his or her report and makes it easier to get in touch if we need further information. While a public officer can make a report anonymously, it may be difficult to progress the report if we need further information but cannot reach the reporter.

We understand that making a report can be intimidating. Both the ICAC Act and the PID Act provide protections for public officers who make a report.

If you are concerned about making a report you are encouraged to contact the OPI.

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PART TWO  
PUBLIC INTEREST  
DISCLOSURE GUIDELINES

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## What is a public interest disclosure?

The PID Act establishes a scheme that encourages and facilitates the disclosure of public interest information to certain persons or authorities (a public interest disclosure). It provides protections for those who make disclosures and sets out processes for dealing with disclosures.

The PID Act replaces the *Whistleblowers Protection Act 1993*.

There are two types of public interest information. The first is **environmental and health information**. The second is **public administration information**.

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# Disclosures of environmental and health information

## What is environmental and health information?

Environmental and health information means information that raises a potential issue of a substantial risk to the environment or to the health and safety of the public generally or a significant section of the public (whether occurring before or after the commencement of the PID Act).<sup>1</sup>

## Who can make a disclosure of environmental and health information?

Anyone can make a disclosure of environmental and health information.

However, to gain the protections provided under the PID Act, a person who makes a disclosure of environmental and health information:

- ▶ must believe on reasonable grounds that the information is true; or
- ▶ not being in a position to form such a belief, believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated.

A disclosure of environmental and health information that is accompanied by either of these beliefs is referred to as an **appropriate disclosure** of environmental and health information for the purposes of the PID Act.

## Who can receive a disclosure of environmental and health information?

For a disclosure to be considered an **appropriate disclosure** of environmental and health information it must be made to a **relevant authority**.

Where information relates to a risk to the environment you should consider making a disclosure to the Environment Protection Authority.

Where the information relates to a location within the area of a particular local council, you should consider making a disclosure to a member, officer or employee of that council.

There are other **relevant authorities** that can receive disclosures relating to environmental and health information.<sup>2</sup> The list of relevant authorities is included in the appendices in this publication.

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<sup>2</sup> Section 5(5) of the PID Act specifies the relevant authorities that can receive a disclosure of public interest information.

# Disclosures of public administration information

## What is public administration information?

Public administration information means information that raises a potential issue of corruption, misconduct or maladministration in public administration (whether occurring before or after the commencement of this Act): see section 4 of the PID Act.

The definitions of corruption, misconduct and maladministration in public administration are the same as those found in the ICAC Act and can be found in the appendices.

## Who can make a disclosure of public administration information?

While anyone can make a disclosure of public administration information only public officers who make such a disclosure are eligible for the protections provided by the PID Act.

The term '**public officer**' is defined in Schedule 1 of the ICAC Act. The most common categories of public officer can be found in the appendices in this publication.

## Who can receive a disclosure of public administration information?

To gain the protections provided by the PID Act a public officer must make a disclosure of public administration information to a **relevant authority** in circumstances where the public officer reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration.

A disclosure of public administration information that is accompanied by such a suspicion is referred to as an **appropriate disclosure** of public administration information for the purposes of the PID Act.

There are a number of relevant authorities that can receive disclosures relating to public administration information.<sup>3</sup> The list of relevant authorities is included in the appendices in this publication.

## How do I make a disclosure of public administration information?

Each relevant authority will have its own procedures in relation to receiving public administration information. You should check with the relevant authority directly to understand how to make your disclosure to that relevant authority.

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<sup>3</sup> Section 5(5) of the PID Act specifies the relevant authorities that can receive a disclosure of public interest information.



## What protections are given under the PID Act?

A person who makes an appropriate disclosure of public interest information is protected by that person's identity being kept confidential in accordance with section 8 of the PID Act.

- (1) *A person to whom an appropriate disclosure of public interest information is made, or a person to whom such a disclosure is referred or who otherwise knows that such a disclosure has been made, must not, without the consent of the informant, knowingly divulge the identity of the informant except—*
  - (a) *so far as may be necessary to ensure that the matters to which the information relates are properly investigated; or*
  - (b) *in accordance with any applicable guidelines prepared under section 14.*

*Maximum penalty: \$20 000 or imprisonment for 2 years.*

- (2) *The obligation to maintain confidentiality imposed by this section applies despite any other statutory provision, or a common law rule, to the contrary.*

**> See PID Act, section 8**

A person who makes an appropriate disclosure of public interest information has the immunity provided for in section 5(1) of the PID Act.

- (1) *If—*
  - (a) *a person makes an appropriate disclosure of environmental and health information; or*
  - (b) *a public officer makes an appropriate disclosure of public administration information,*

*the person is not subject to any liability as a result of that disclosure.*

**> See PID Act, section 5(1)**

The PID Act contains provisions dealing with victimisation of a person who suffers a detriment on the ground, or substantially on the ground, that the person has made or intends to make an appropriate disclosure of public interest information. This is addressed in section 9 of the PID Act which makes an act of victimisation a criminal offence.

## **I have an obligation to make a report to the OPI. Can I still be protected under the PID Act?**

A public officer who makes a report to the OPI under the ICAC Act may also be protected under the PID Act. Where a public officer makes a report to the OPI about a matter the public officer reasonably suspects involves a potential issue of corruption, misconduct or maladministration in public administration, that report will also be an appropriate disclosure of public administration information because the OPI is itself a relevant authority.

Accordingly, such a report will ordinarily provide the public officer the protections under the PID Act.

The OPI will deal with your report in accordance with the ICAC Act but will also act consistently with the requirements of the PID Act. For more information about how the OPI deals with complaints and reports visit the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)).

## **Where can I find more information about the public interest disclosures?**

- ▶ the *Public Interest Disclosure Act 2018*
- ▶ the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)).
- ▶ the Public Interest Disclosure Regulations (if created)

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# Guidelines issued under the *Public Interest Disclosure Act 2018*

These are the guidelines published by the ICAC under section 14 of the PID Act. The guidelines relate to four sections of the PID Act:

**Guideline one:**

Receipt, assessment & notification of appropriate disclosures (section 7)

**Guideline two:**

Notification of action taken (section 7)

**Guideline three:**

Informant confidentiality (section 8)

**Guideline four:**

Creation of procedural documents (section 12)

**Guideline one:**

Receipt, assessment  
& notification of  
appropriate disclosures  
(section 7)

The action that must be taken upon receipt of an appropriate disclosure of public interest information must be in accordance with sections 7(1) and 7(2) of the PID Act.

Section 7(1) and 7(2) of the PID Act provides:

- (1) *A person to whom an appropriate disclosure of public interest information is made must assess the information as soon as practicable after the disclosure is made and, following such assessment—*
  - (a) *must (unless subsection (2) applies) take action in relation to the information in accordance with any applicable guidelines prepared under section 14 or, if no applicable guidelines exist, take such action as is appropriate in the circumstances; and*
  - (b) *must take reasonable steps to notify the informant (if the informant's identity is known) that an assessment of the information has been made and to advise the informant—*
    - (i) *of the action being taken in relation to the information; or*
    - (ii) *if, in accordance with subsection (2), no action is being taken in relation to the information—of the reasons why no action is being taken in relation to the information; and*
  - (c) *must provide OPI with information relating to the disclosure in accordance with any applicable guidelines prepared under section 14.*

**> See PID Act, section 7(1)**

(2) *No action need be taken in relation to an appropriate disclosure of public interest information if—*

- (a) *the information disclosed does not justify the taking of further action; or*
- (b) *the information disclosed relates to a matter that has already been investigated or acted upon by a relevant authority and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter.*

> See PID Act, section 7(2)

The following guidelines apply in respect of the action to be taken by **a person to whom an appropriate disclosure of information has been made** (the recipient of the disclosure) and in respect of the notification to the OPI of the receipt of the appropriate disclosure:

1. If the content of the disclosure suggests that there is an imminent risk of serious harm to any person or the public generally, the recipient of the disclosure **must** immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (eg. South Australia Police, SafeWork SA, SA Ambulance, Environment Protection Authority).
2. If the recipient of the disclosure forms a reasonable suspicion that the matter(s) the subject of the disclosure involve(s) corruption in public administration, the recipient of the disclosure **must** comply with his or her reporting obligations under the ICAC Act.
3. If the recipient of the disclosure forms a reasonable suspicion that the matter(s) the subject of the disclosure involve(s) serious or systemic misconduct or maladministration in public administration, the recipient of the disclosure **must** comply with his or her reporting obligations under the ICAC Act.

**Guideline one:**

Receipt, assessment  
& notification of  
appropriate disclosures  
(section 7)

4. If the recipient of the disclosure assesses the content of the disclosure as requiring further action (i.e. section 7(2) of the PID Act **does not** apply), the recipient of the disclosure must, unless (2) above applies, ensure that:
  - (a) such action as may be appropriate in the circumstances is taken by the recipient of the information to ensure the matter(s) the subject of the disclosure is properly addressed; or
  - (b) such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take such action.
5. The recipient of the disclosure **must** notify the OPI as soon as reasonably practicable of the receipt of the appropriate disclosure by making an electronic notification via the dedicated notification form on the ICAC website ([icac.sa.gov.au](http://icac.sa.gov.au)) and must include in that notification:
  - (a) the date the disclosure was received;
  - (b) the name and contact details of the recipient of the disclosure;
  - (c) a summary of the content of the disclosure;

- (d) the assessment made of the disclosure and whether action was required, whether the matter had to be reported to the OPI;
- (e) the action taken by the recipient of the disclosure:
  - (i) whether the disclosure was referred to a relevant authority, public authority or public officer or another person; and
  - (ii) if the disclosure was referred to a relevant authority, public authority or public officer or another person:
    - (1) the date of the referral;
    - (2) the identity of the relevant authority, public authority or public officer or another person to whom the disclosure was referred;
    - (3) the manner of referral; and
    - (4) the action to be taken by that relevant authority, public authority or public officer or another person (if known).
  - (f) whether the identity of the informant is known only to the recipient of the disclosure or if the identity of the informant has been communicated to a relevant authority, public authority or public officer or another person (and if so, the reasons why such communication was made).
- 6. The recipient of the disclosure must retain the unique reference number issued by the OPI upon the making of a notification and must ensure that that unique reference number is provided to any other person or authority to whom the disclosure is referred.



## **Guideline two:** Notification of action taken (section 7)

In addition to the requirement for OPI to be notified when an appropriate disclosure of public interest information is received, the OPI **must** also be notified of any action taken in relation to the disclosure.

Section 7(3) of the PID Act provides:

- (3) A person who takes action referred to in subsection (1)(a) in relation to public interest information or, if such action consists of referring the disclosure of public interest information to another person, the person to whom it is referred—*
- (a) must take reasonable steps to notify the informant (if the informant's identity is known) of the outcome of that action; and*
  - (b) must provide OPI with information relating to the outcome of that action in accordance with any applicable guidelines prepared under section 14.*

**> See PID Act, section 7(3)**

The following guidelines apply in relation to the notification to the OPI of the outcome of any action taken upon receipt of, or referral of, an appropriate disclosure of public interest information.

A person to whom information has been provided by the recipient of a disclosure must notify the OPI as soon as reasonably practicable via the online notification form ([icac.sa.gov.au](http://icac.sa.gov.au)). The following information will be required:

- (a)** the unique identification number issued by the OPI upon notification of the original disclosure;
- (b)** the name and contact details of the notifier;
- (c)** the name and contact details of the person or authority responsible for taking the action;
- (d)** what (if any) findings were made in respect of the disclosure;
- (e)** the nature of the action taken (if any);
- (f)** the outcome of any action taken
- (g)** whether the identity of the informant was disclosed to a person other than the original recipient of the disclosure; and
- (h)** whether the informant was notified of the action taken and, if so, when that notification was made.

### **Guideline three:** Informant confidentiality (section 8)

The PID Act creates an obligation to maintain the confidentiality of all people who make an appropriate disclosure of public interest information.

Section 8 of the PID Act provides:

- (1) *A person to whom an appropriate disclosure of public interest information is made, or a person to whom such a disclosure is referred or who otherwise knows that such a disclosure has been made, must not, without the consent of the informant, knowingly divulge the identity of the informant—*
  - (a) *so far as may be necessary to ensure that the matters to which the information relates are properly investigated; or*
  - (b) *in accordance with any applicable guidelines prepared under section 14.*

*Maximum penalty: \$20 000 or imprisonment for 2 years.*

- (2) *The obligation to maintain confidentiality imposed by this section applies despite any other statutory provision, or a common law rule, to the contrary.*

**> See PID Act, section 8**

The following guidelines apply in respect of section 8(1) of the PID Act.

- 1.** A person to whom an appropriate disclosure of public interest information is made, or a person to whom such a disclosure is referred or a person who otherwise knows that such a disclosure has been made (all of whom are called the recipient) may divulge the identity of an informant where:
  - (a)** the recipient believes on reasonable grounds that it is necessary to divulge the identity of the informant to prevent or lessen an imminent risk of serious harm to any person; and  
  
the identity of the informant is divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious harm.  
  
or
  - (b)** the recipient has been issued with a notice from the OPI advising that the identity of the informant is required by the OPI, in which case the recipient may disclose the identity of the informant to the OPI.
- 2.** If the identity of an informant is disclosed to the OPI in response to a notice made by the OPI pursuant to (1)(c) of guideline three (above), the OPI must not disclose the identity of the informant to another person or authority without the written authorisation of the ICAC or the Deputy ICAC.

## Guideline four:

### Creation of procedural documents (section 12)

Section 12 of the PID Act requires the principal officer of a public sector agency to prepare a document setting out the procedures related to making and dealing with appropriate disclosures of public interest information, and to make the document publicly available.

Section 12(4), (5) and (6) of the PID Act provides:

- (4) *The principal officer of a public sector agency must ensure that a document setting out procedures—*
- (a) *for a person who wants to make an appropriate disclosure of public interest information to the agency; and*
  - (b) *for officers and employees of the agency dealing with such a disclosure,*
- is prepared and maintained in accordance with any applicable guidelines prepared under section 14.*
- (5) *The document required under subsection (4) must—*
- (a) *without limiting that subsection, include—*
    - (i) *clear obligations on the public sector agency and its officers and employees to take action to protect informants; and*
    - (ii) *risk management steps for assessing and minimising—*
      - (A) *detrimental action against people because of public interest disclosures; and*
      - (B) *detriment to people against whom allegations are made in a disclosure; and*
  - (b) *be made available free of charge on the Internet, and at premises determined by the responsible Minister, for inspection by members of the public.*

(6) *This section does not apply to—*

- (a) *a public sector agency consisting only of a single person; or*
- (b) *a public sector agency that has been granted an exemption, in writing, by the [ICAC].*

**> See PID Act, section 12(6)**

The following guidelines apply in respect of section 12 of the PID Act and are in addition to those requirements specified in section 12(5) of the PID Act.

1. The principal officer of a public sector agency must ensure that the document containing the procedures for section 12(4) of the PID Act includes:
  - (a) A clear statement from the principal officer outlining his or her expectations in respect of the operation and implementation of the PID Act, including a statement as to the principal officer's commitment to the protection of informants and to the genuine and efficient consideration and action in relation to information provided in a public interest disclosure.
  - (b) The manner in which the public sector agency will receive a disclosure of public interest information, including:
    - (i) specifying the precise way in which a disclosure can be securely received, including URL links, particular telephone numbers, email addresses and postal addresses;
    - (ii) what steps will be in place to ensure public interest information will be securely received and stored; and
    - (iii) the person (either by reference to positions or individuals) who will have responsibility for ensuring compliance with those steps.

**Guideline four:**

## Creation of procedural documents (section 12)

- (c) The criteria that will be applied in the assessment of a public interest disclosure.
- (d) The person within the public sector agency (either by reference to positions or individuals) who will conduct an assessment of a public interest disclosure.
- (e) The manner in which details of the assessment will be securely stored and the person (either by reference to positions or individuals) in the public sector agency who might be advised of the assessment.
- (f) The manner in which the public sector agency will take steps to minimise the potential for an informant to be victimised as a consequence of making, or intending to make, a public interest disclosure.
- (g) Information as to the manner in which a person, who suspects that they may have been or will be the subject of detriment on the grounds of having made, or being about to make, a public interest disclosure, can report that suspicion and to whom (either by reference to positions or individuals).
- (h) The manner in which an informant will be kept informed as to action taken in respect of a disclosure.
- (i) The person (either by reference to positions or individuals) in the public sector agency who can be contacted if the informant believes that his or her disclosure is not being dealt with appropriately.

APPENDICES

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## Who is a public officer?

Public officers include:

The Governor	A member of parliament	A member of the Joint Parliamentary Services Committee
A judicial officer	A member of staff of the state courts administration council	A person who constitutes a statutory authority
A statutory office holder	A member of the governing body of a statutory authority of a statutory authority	An officer or employee of a statutory authority or statutory office holder or statutory office holder
A member of a local government body	An officer or employee of a local government body	The Local Government Association of South Australia
A person who is a member of the governing body of the Local Government Association of South Australia	An officer or employee of the Local Government Association of South Australia	The chief executive of an administrative unit of the Public Service
A public sector employee (including a public servant)	A police officer	a protective security officer appointed under the <i>Protective Security Act 2007</i>
An officer or employee appointed by the employing authority under the <i>Education Act 1972</i>	A person appointed by the Premier under the <i>Public Sector Act 2009</i>	A person to whom a function or power of a public authority or a public officer is delegated in accordance with an Act
A person who is, in accordance with an Act, assisting a public officer in the enforcement of the Act	A person performing contract work for a public authority or the Crown (including an employee of the contractor)	A private certifier within the meaning of the <i>Development Act 1993</i>
An authorised examiner appointed under paragraph (b) or (c) of the definition of authorised examiner in section 5(1) of the <i>Motor Vehicles Act 1959</i>		

For a full list of public officers and public authorities see Schedule 1 of the *Independent Commissioner Against Corruption Act 2012* and the *Independent Commissioner Against Corruption Regulations 2013*.

If you are still unsure whether you are a public officer contact the OPI.

# Definitions of corruption, misconduct and maladministration

**Corruption in public administration** means conduct that constitutes—

- (a) *an offence against Part 7 Division 4 (Offences relating to public officers) of the Criminal Law Consolidation Act 1935, which includes the following offences:*
  - (i) *bribery or corruption of public officers;*
  - (ii) *threats or reprisals against public officers;*
  - (iii) *abuse of public office;*
  - (iv) *demanding or requiring benefit on basis of public office;*
  - (v) *offences relating to appointment to public office; or*
- (b) *an offence against the Public Sector (Honesty and Accountability) Act 1995 or the Public Corporations Act 1993, or an attempt to commit such an offence; or*
- (ba) *an offence against the Lobbyists Act 2015, or an attempt to commit such an offence; or*
- (c) *any other offence (including an offence against Part 5 (Offences of dishonesty) of the Criminal Law Consolidation Act 1935) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or*

**> See ICAC Act, section 5(1)**

- (d) *any of the following in relation to an offence referred to in a preceding paragraph:*
- (i) *aiding, abetting, counselling or procuring the commission of the offence;*
  - (ii) *inducing, whether by threats or promises or otherwise, the commission of the offence;*
  - (iii) *being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;*
  - (iv) *conspiring with others to effect the commission of the offence.*

**> See ICAC Act, section 5(1)**

**Misconduct in public administration means—**

- (a) *a contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or*
- (b) *other misconduct of a public officer while acting in his or her capacity as a public officer.*

**> See ICAC Act, section 5(3)**

**Maladministration in public administration—**

- (a) *means—*
- (i) *conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or*
  - (ii) *conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and*
- (b) *includes conduct resulting from impropriety, incompetence or negligence; and*
- (c) *is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.*

**> See ICAC Act, section 5(4)**

## List of relevant authorities

Section 5(5) of the PID Act specifies the relevant authorities to which a disclosure of public interest information can be made.

- (5) *A disclosure of public interest information is made to a relevant authority if it is made to—*
- (a) *where the information relates to a public officer—*
    - (i) *a person who is, in accordance with any guidelines prepared under section 14, designated as a person who is taken to be responsible for the management or supervision of the public officer or to the relevant responsible officer; or*
    - (ii) *a person who is, in fact, responsible for the management or supervision of the public officer or to the relevant responsible officer; or*
  - (b) *where the information relates to a public sector agency or public sector employee—*
    - (i) *the Commissioner for Public Sector Employment; or*
    - (ii) *the responsible officer for the relevant public sector agency; or*
  - (c) *where the information relates to an agency to which the Ombudsman Act 1972 applies—the Ombudsman; or*
  - (d) *where the information relates to a location within the area of a particular council established under the Local Government Act 1999—a member, officer or employee of that council; or*
  - (e) *where the information relates to a risk to the environment—the Environment Protection Authority; or*

**> See PID Act, section 5(5)**

- (f) *where the information relates to an irregular and unauthorised use of public money or substantial mismanagement of public resources—the Auditor-General; or*
- (g) *where the information relates to the commission, or suspected commission, of any offence—a member of the police force; or*
- (h) *where the information relates to a judicial officer—the Judicial Conduct Commissioner; or*
- (i) *where the information relates to a member of Parliament—the Presiding Officer of the House of Parliament to which the member belongs; or*
- (j) *where the information relates to a person or a matter of a prescribed class—an authority declared by the regulations to be a relevant authority in relation to such information; or*
- (k) *a Minister of the Crown; or*
- (l) *OPI; or*
- (m) *any other prescribed person or person of a prescribed class.*

**> See PID Act, section 5(5)**

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# **COMMITTEE WORKPLAN**

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**8.1 Services Committee Work Plan****Attachments :**        1 [↓](#). Committee Work Plan**Presenter:**        Mr Andrew Nesbitt**Purpose:**            To provide notice of upcoming reports.**Duration:**         5 Minutes

## City of Playford Services Committee WORK PLAN

Note: This Work Plan is subject to change.

Meeting Date	Topic	Report Type
18 June 2019	Rate Rebate Report	Decision Report
	Enforcement Policy	Decision Report
	Council Member Recognition Policy and Guidelines	Decision Report
	Hortex Licence Agreement	Decision Report
	NAWMA Budget and Service Agreement for 2019/20	Decision Report
	Playford Property Project	Information Report
	Budget Presentation	Informal Discussion
16 July 2019	Nil	
20 August 2019	Caretaker Policy	Decision Report
	Community Emergency Management Policy	Decision Report
	Assistance During Emergency Events Policy	Decision Report
	Complaints Handling Policy and Procedure	Decision Report