



Notice of Out-of-Session Meeting

Notice is hereby given that an out-of-session meeting of the Local Government Transport Advisory Panel (LGTAP) will be held on

Monday 4 March 2024 at 10.00am

Boardrooms at Local Government House

148 Frome Street, Adelaide and via videoconference

For further information about the Local Government Transport Advisory Panel (LGTAP), [click here](#).



Local Government Transport Advisory Panel

LGTAP Members

Mayor Leon Stephens	Chairperson/LGA Board Director Port Pirie Regional Council
Mr Richard Dodson	Regional Council Representative Light Regional Council
Mr Peter Tsokas	Greater Adelaide Council Representative City of Unley
Mr Chris Dunn	Greater Adelaide Council Representative City of Port Adelaide Enfield
Ms Bridget Mather	Regional Council Representative Coorong District Council
Ms Sarah Wozniak	LGA Representative
Mr Peter Ilee	Minister for Local Government Representative
Mr Russell Troup	Minister for Infrastructure and Transport Representative

LGTAP Proxy Members

Mayor Michael Coxon	Proxy for LGA Board Director City of West Torrens
Mr Andrew Wroniak	Proxy for LGA Representative
Mr Alex Sgro	Proxy for Minister for Local Government Representative
Mr Mike Wilde	Proxy for Minister for Infrastructure and Transport Representative

Agenda

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The next meeting of the Local Government Transport Advisory Panel will be held on 31 May 2024, at Local Government House and via videoconference.	
8. Close	

Acknowledgement of Country

The Local Government Association (LGA) acknowledges the Traditional Owners of country throughout South Australia, and pays its respects to Elders past, present and emerging.

We acknowledge the unique cultural and spiritual relationships to the land, waters and seas and the rich contribution that First Nations People continue to make to our society.

The LGA operates on Kaurna land, and our work extends across many First Nations communities within South Australia.

We acknowledge that local government can learn from the deep feelings of attachment that First Nations People have to country and respect this relationship in the delivery of services to communities.

The LGA is committed to strengthening connections between First Nations People, councils and the broader community as the peak body for local government in South Australia.

1.4 Grounds for moving into confidence

Welcome, Present & Apologies

From: Alyssa Bates, Grants Coordinator
Meeting: LG Transport Advisory Panel 4 March 2024
ECM: 808811

Recommendation

That the LG Transport Advisory Panel resolves to consider the following item in confidence being satisfied that there are reasonable grounds for the information received, discussed or considered in relation to these items to be treated confidentially having considered clause 2.5.3 of the LGA Meeting Procedures and orders all observers at the meeting, with the exception of LGA staff on duty, be excluded from attendance at the meeting:

- 1. Agenda Item 4.1**
- 2. Agenda Item 4.2**
- 3. Agenda Item 4.3**

Discussion

Refer to confidential reports.

2.1 Minutes of Previous Meetings

Confirmation of Minutes

From: Alyssa Bates, Grants Coordinator
Meeting: LG Transport Advisory Panel 4 March 2024
ECM: 808813 Attachments: 806891

Recommendation

That the LG Transport Advisory Panel:

- 1. Confirms the minutes of the meeting held on 31 January 2024 as a true and accurate record of the proceedings held.**

Discussion

The draft minutes of the LG Transport Advisory Panel meeting held on 31 January 2024 are attached for confirmation as to their accuracy.

Draft Confidential Minutes

Local Government Transport Advisory Panel

Wednesday 31 January 2024 at 10.00am

Local Government House 148 Frome Street and via teleconference

1. Welcome

1.1 Acknowledgement of Country

The Chairperson opened the meeting at 10.06am and welcomed members and LGA staff to the meeting.

1.2 Present and Apologies

Present

Mayor Leon Stephens	Chairperson/LGA Board Director (via Teams)
Mr Richard Dodson	Regional Council Representative
Mr Chris Dunn	Greater Adelaide Council Representative (via Teams)
Ms Bridget Mather	Regional Council Representative (via Teams)
Mr Peter Ilee	Minister for Local Government Representative (via Teams)
Mr Mike Wilde	Proxy for Minister for Infrastructure and Transport Representative
Mr Andrew Wroniak	Proxy for the LGA Representative

Non-voting observers

Ms Alyssa Bates	SLRP Coordinator
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Apologies

Mr Russell Troup	Minister for Infrastructure and Transport Representative
Mr Peter Tsokas	Greater Adelaide Council Representative

1.3 Member's Declaration of Interest

Nil

1.4 Grounds for moving into confidence

Nil

2. Confirmation of Minutes

2.1 Minutes of Previous Meeting

Chris Dunn Moved Richard Dodson Seconded that the LG Transport Advisory Panel:

1. Confirms the minutes of the meeting held on 27 September 2023 and the out of session meeting held on 13 December 2023 as a true and accurate record of the proceedings held.

Carried

3. Business Arising

3.1 Resolutions and Actions from Previous Meeting

Richard Dodson Moved Bridget Mather Seconded that the LG Transport Advisory Panel notes the progress with resolutions and actions resulting from the previous meeting.

Carried

3.2 LGTAP Work Plan

Chris Dunn Moved Peter Ilee Seconded that the LG Transport Advisory Panel notes the work plan for the coming year.

Carried

4. Reports for Discussion

4.1 SLRP Project Reports and Acquittals

Richard Dodson Moved Bridget Mather Seconded that the LG Transport Advisory Panel:

1. Notes the Progress Reports received for the projects funded under the 2020-21, 2021-22, 2022-23 and 2023-24 SLRP Grant rounds.
2. Notes the Final Reports received for the projects funded under the 2021-22, 2022-23 and 2023-24 SLRP Grant rounds.
3. Notes comments provided by exception, as detailed in Tables 2 to 5.

Carried

4.2 SLRP Requests and Grantee Correspondence

Bridget Mather Moved Peter Ilee Seconded that the LG Transport Advisory Panel:

1. Considers the Change in Scope Application submitted by Yorke Peninsula Council, according to Item 10.2 of the SLRP Policy Manual.
2. Considers the application submitted by Yorke Peninsula Council as a new request for SLRP funding above the original scope of the project and as such should be evaluated against other applications received within the 2023-24 SLRP funding round.
3. Instruct the LGA Secretariat to review all applications that were submitted as part of the 2023-24 SLRP funding round, including the Change of Scope Application submitted by Yorke Peninsula Council for the North Coast Roads Stage 2 project, and submits this information to the LGTAP to consider as a supplementary funding round to enable any unspent SLRP funds to be allocated, at an out of session meeting.
4. Considers the Change in Scope Application submitted by District Council of Lower Eyre Peninsula, according to Item 10.2 of the SLRP Policy Manual, and instructs the LGA Secretariat to include this as part of the supplementary funding round (Recommendation 3).
5. Approves the Extension Requests, as per Table 1 and according to Item 9.4 of the SLRP Policy Manual.
6. Notes the extensions approved, as per Table 2 and according to Item 9.3 of the SLRP Policy Manual.

Carried

Key points of discussion included:

- LGTAP considered that the Yorke Peninsula Council for the 2023-24 SLRP funded project 'North Coast Road' to be a new request for SLRP funding above the original scope of the project and as such should be evaluated against other applications received within the 2023-24 SLRP funding round.
- Peter Ilee advised that it is important that Roads to Recovery funding is drawn down by 31 May 2024 and that Councils commit to spending the funding by 31 December 2024, or the funding must be returned to the Commonwealth Government.

LGTAP identified the following follow-up actions:

- a. LGA Secretariat to contact Yorke Peninsula Council to advise LGTAP's decision regarding the Change of Scope Application.
- b. LGA Secretariat to review the projects from the 2023-24 SLRP funding round that did not receive funding, or received partial funding, to identify projects that were within scope and approach those Councils to determine their ability to spend a re-allocation of funding before 31 December 2024.
- c. LGA Secretariat to schedule an out-of-session meeting.
- d. LGA Secretariat to contact Naracoorte Lucindale Council and Wakefield Regional Council regarding their Extension Requests to advise that funds must be drawn down by 31 May 2024 with a commitment to spending by 31 December 2024.

4.3 Return of Unspent SLRP Funds

Richard Dodson Moved Bridget Mather Seconded that the LG Transport Advisory Panel:

1. Agrees that the unspent SLRP funds identified in Table 1 will be recovered from Council, as per the Return of Unspent SLRP Funds Policy.

Carried

LGTAP identified the following follow-up actions:

- a. LGA Secretariat to contact the Councils identified in Table 1 to confirm that the unspent SLRP funds must be recovered, and to then liaise with the SA Local Government Grants Commission to raise the invoice.

4.4 SLRP 2024-25 Grant Round

Peter Ilee Moved Chris Dunn Seconded that the LG Transport Advisory Panel notes the key dates for the 2024-25 SLRP grant round.

Carried

4.5 LGTAP Annual Review – survey responses

Richard Dodson Moved Bridget Mather Seconded that the LG Transport Advisory Panel:

1. Notes the report on the responses to the LG Transport Advisory Panel Annual Review survey.
2. Approves that the report is provided to the LGA Board of Directors at an upcoming meeting.

Carried

4.6 LGTAP Membership Update

Chris Dunn Moved Peter Ilee Seconded that the LG Transport Advisory Panel:

1. Notes the update to the membership of the LG Transport Advisory Panel.
2. Notes that the term for the Director Member/Chairperson and Proxy will conclude in October 2024 and the LGA will seek LGA Board approval regarding the appointment of a Director Member/Chairperson and Proxy for a further two-year term.
3. Notes that the LGA will be seeking LGA Board approval to commence a nomination process for two Sector Member positions (currently held by Mr Dodson and Mr Tsokas).

Carried

Key points of discussion included:

- LGTAP acknowledged the significant contribution made by Richard Dodson and Peter Tsokas to the Panel.



4.7 SLRP Communication Plan

Bridget Mather Moved Chris Dunn Seconded that the LG Transport Advisory Panel notes the SLRP Communication Plan.

Carried

5. Any Other Business

Nil

4. Next Meeting

The LGTAP notes that the next meeting of the Local Government Transport Advisory Panel will be held on Wednesday 29 May, 2024.

5. Close

The Chairperson declared the meeting closed at 11.18am and thanked committee members and LGA staff for their attendance.

Minutes confirmed

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Chairperson signature

Date

3.1 Resolutions and Actions from Previous Meetings

Business Arising

From: Alyssa Bates, Grants Coordinator
 Meeting: LG Transport Advisory Panel 4 March 2024
 ECM: 808815

Recommendation

That the LG Transport Advisory Panel notes the progress with resolutions and actions resulting from previous meetings.

Discussion

Meeting Date	Item	Resolution/Action	Responsible	Current Status
27/09/2023	Item 4.8 – SLRP Improvement Action Plan	The LGA Secretariat to work with the SA Local Government Grants Commission out-of-session regarding an MOU or confirmation letter from the Commonwealth regarding the use of funds for the SLRP.	SLRP Coordinator Mr Peter Ilee	Ongoing
27/09/2023	Item 5.1 – Update from the SA Local Government Grants Commission	Mr Russell Troup to circulate the DIT document/checklist regarding the two approval processes to the LGTAP out-of-session, when finalised, with a view to being available as a supporting document for SLRP projects.	Mr Russell Troup	Ongoing
31/01/2024	Item 4.2 – SLRP Requests and Grantee Correspondence	LGA Secretariat to contact Yorke Peninsula Council to advise LGTAP's decision regarding the Change of Scope Application.	SLRP Coordinator	Complete Correspondence sent 6/02/2024.
31/01/2024	Item 4.2 – SLRP Requests and Grantee Correspondence	LGA Secretariat to review the projects from the 2023-24 SLRP funding round that did not receive funding, or received a partial fund, to identify projects that were within scope and approach	SLRP Coordinator	Completed – refer to Item 4.1

		those Councils to determine their ability to spend a re-allocation of funding before 31 December 2024.		
31/01/2024	Item 4.2 – SLRP Requests and Grantee Correspondence	LGA Secretariat to schedule an out-of-session meeting.	SLRP Coordinator	Complete
31/01/2024	Item 4.2 – SLRP Requests and Grantee Correspondence	LGA Secretariat to contact Naracoorte Lucindale Council and Wakefield Regional Council regarding their Extension Requests to advise that funds must be drawn down by 31 May 2024 with a commitment to spending by 31 December 2024.	SLRP Coordinator	Complete Correspondence sent 1/02/2024.
31/01/2024	Item 4.3 – Return of Unspent SLRP Funds	The LGA Secretariat to contact the Councils identified in Table 1 to confirm that the unspent SLRP funds will be recovered, and to then liaise with the SA Local Government Grants Commission to raise the invoice.	SLRP Coordinator	Ongoing

5.1 SLRP Requests and Grantee Correspondence

Reports for Discussion

From:	Alyssa Bates, Grants Coordinator		
Meeting:	LG Transport Advisory Panel	4 March 2024	
ECM:	809596	Attachment	809598 & 809377

Recommendation

That the LG Transport Advisory Panel:

1. Approves the Change in Scope Application submitted by Port Augusta City Council, according to Item 10.2 of the SLRP Policy Manual.
2. Approves the Extension Request submitted by District Council of Yankalilla, according to Item 9.4 of the SLRP Policy Manual.

Discussion

Change in Scope Application – Port Augusta City Council

On 22 February 2024, Port Augusta City Council submitted a Change in Scope Application Form for the 2023-24 SLRP funded project 'Depot Creek Road, Stirling North' to increase the scope of works due to a proposed cost saving in the project budget.

Following the tender process, Port Augusta City Council have identified an unexpected underspend of \$398,882 to the total project cost (this underspend is inclusive of SLRP funding and Council contribution). Council is seeking to increase the road length from 950m to 1150m, increase the shoulder width from 1m to 1.5m, and incorporate a 750m spray sealing (the spray seal was not part of the original project scope).

The Change in Scope Application submitted by Council is provided at Attachment A.

Extension Request Form – District Council of Yankalilla

On 19 February 2024, District Council of Yankalilla submitted an Extension Request Form for its 2023-24 SLRP funded project 'Range Road, Parawa'.

Council received SLRP funding of \$800,000 for this project, through the Roads to Recovery program stream, which was due to be completed by 30 June 2024. Due to the Federal Government requirement, the funds must be drawn down by the end of April 2024, with a commitment to spend by the end of December 2024.

Council are seeking an extension to 30 June 2026, and have confirmed that the remaining SLRP funds will be drawn down by the end of April 2024, with a commitment to spend, and achieve Practical Completion, by the end of December 2024.

The Extension Request Form submitted by Council is provided at Attachment B.

Attachments

Attachment A: Change in Scope Application – Port Augusta City Council

Attachment B: Extension Request Form – District Council of Yankalilla

Attachment A: Change in Scope Application – Port Augusta City Council

Project	Depot Creek Road, Stirling North (2023-24 SLRP grant round)
SLRP Funding Approved	\$612,000 (Identified Local Roads)
Council Contribution	\$306,000
Project Start Date	01/ 11 / 2023
Project End Date	30 / 08 / 2024
Is this a multi-stage project?	No
Is this your first Change in Scope Application?	Yes
Describe the project work that has been undertaken to date	Council has finalised a contractor for the project and signing of contract document is under progress.
SLRP funds spent to date	165 has been spent for advertising Tender, next expenditure will be for Survey and design.
What is the difference in scope from the approved project scope?	<ol style="list-style-type: none"> 1. Total Length: The length of the road will be extended from 950 to 1150 metres. This decision was made due to the poor condition of the road pavement past Winton necessitating immediate attention. 2. Shoulder Width: The shoulder width will be increased from 1 metre to 1.5 metres. This adjustment aligns with the Austroads design guidelines, ensuring safety and functionality for road users. 3. Sealing of Road: A 750-meter spray sealing is planned up to Winton Road. Sealing the road will help consolidate the pavement, prevent water ingress, and provide better access to residents in the area. Council will use a separate contractor for spray sealing work. Spray Sealing was not part of the original scope.
What is the reason for the scope amendment?	Upon evaluation of the tender submissions, it was found that there were funds remaining from the total budget allocated for the project. This surplus can be attributed to several factors, including cost-saving measures such as the utilisation of council-extracted clean fill material from previous works, tender responses from local contractor. As a result, the Council has decided to expand the scope of work for Depot Creek Road, utilising the remaining funds effectively.

What has been done to mitigate the requirement for a change in scope?	The scope change is for utilising the remaining fund. We kindly request approval for the proposed expansion of the project scope.
How will the amended scope still enable the project to meet the objectives of the SLRP?	Amended scope will strengthen the road and make it safer in the long run. This strategic use of resources will enhance the project's outcomes and benefit the community in the long term.
Will the project still be completed on time and to budget if the change in scope application is approved?	Yes

DEPOT CREEK ROAD SCOPE CHANGE

Introduction:

This report provides an update on the procurement process and scope expansion for the construction of Depot Creek Road, as initiated by the Council. The procurement plan for this project involved a design and construct approach, and the tendering process has now progressed to the evaluation stage.

Procurement Overview:

The Council initiated the procurement plan for the construction of Depot Creek Road, opting for a design and construct procurement approach. This decision aimed to streamline the process and ensure effective project delivery. A comprehensive scope of work was prepared by the council engineer to facilitate the tendering process. The specifications for the project were based on the SLRP application.

Scope Expansion:

Upon evaluation of the tender submissions, it was determined that there were funds remaining from the total budget allocated for the project. This surplus can be attributed to several factors, including cost-saving measures such as the utilization of council-extracted clean fill material from previous works, tender response from local contractor. As a result, the Council has decided to expand the scope of work for Depot Creek Road, utilizing the remaining funds effectively. The expanded scope includes the following additional components:

1. **Total Length:** The length of the road will be extended from 950 to 1150 meters. This decision was made due to the poor condition of the road pavement past Winton, necessitating immediate attention.
2. **Shoulder Width:** The shoulder width will be increased from 1 meter to 1.5 meters. This adjustment aligns with Austroads design guidelines, ensuring safety and functionality for road users.
3. **Sealing of Road:** A 750-meter spray sealing is planned up to Winton Road. Sealing the road will help consolidate the pavement, prevent water ingress, and provide better access to residents in the area. Council will use a separate contractor for spray sealing work.

The decision has been made to expand the scope of work to address critical needs and improve the overall quality and functionality of the road. This strategic use of resources will enhance the project's outcomes and benefit the community in the long term.

Attachment B: District Council of Yankalilla - Extension Request

Project Essential Details

Applicant	District Council of Yankalilla
Project Title / Road Name	Range Road, Parawa
SLRP Funding	\$800,000 (Roads to Recovery)

Project Start Date	03/10/2023
Original Project End Date (as per application)	30/06/2024
Is this the first extension for this project?	Yes
Proposed extension date for approval	30/06/2026

Extension Request Details

Information regarding previous extension, if applicable
N/A
Provide a detailed explanation for why this extension is required, and how this extension will help the project achieve its original objectives.
<p>Thank you for the opportunity to formally apply for an extension to the Special Local Roads Program (RTR) 2023-24 for Range Road, Parawa project.</p> <p>Council notes its commitment to completion to project within the first half of the 2024/25 financial year as advised by the Executive Officer of the SALGGC on 13 February 2024. We remain confident that with an approved extension and an ability to utilise the remaining grant funding that we can commence and complete works by 31 December 2024.</p> <p>The following key factors support Council's request to seek an extension of time for the reconstruction of Range Road, Parawa.</p> <p>Resource Balancing: Due to a combination of factors inhibiting our ability to deliver, Council have made the strategic decision to defer a selection of the remaining projects outlined in the 2023-24 Annual Business Plan to the 2024-25 financial year. This decision is crucial to our commitment to financial sustainability and ensuring the continued success of our initiatives.</p> <p>Late Approval: SLRP Grant was not awarded until late October 2023 which pushed the procurement phase of the project across the Christmas period. Council deemed this was not in the best interests of Industry.</p> <p>Leadership Changes: The unexpected departure of the lead project manager in November 2023 required Council to embark on a recruitment campaign. I am pleased to advise that the new incumbent commenced in the role in mid-February 2024 and will take the project through to completion.</p>

Design Review: Greenhill Australia (Greenhill) was engaged by Council to undertake the design phase of the project including geometric and pavement design. Final design was achieved in January 2024, however, the estimated cost of works exceeds the available project budget. The new project lead has identified areas for further design refinement to reduce any cost overrun. The additional design costs are expected to be minimal in contrast with the anticipated savings to be realised through value-for-money design. The calling of tenders is anticipated to occur in May 2024 ahead of the commencement of works in the first quarter of 2024/25, weather permitting.

Provide an overview of the funds spent to date and any future planned expenditure.

To date in the 2023/24 financial year, Council has contributed \$46,600.00 to the project which includes design costs by Greenhill Australia and the contribution to the Southern & Hills Local Government Association.

Notwithstanding the savings to be realised from the impending design refinement, it is anticipated that the reconstruction works planned 2024/25 will be achieved within the total project budget of \$1,200,000.00.