

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 22 May 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.12

**Originating Officer:** Marc Salver, Director Strategy and Development

**Responsible Director:** Marc Salver, Director Strategy and Development

**Subject:** Adelaide Hills Region Waste Management Authority Draft  
2018/19 Annual Business Plan & Budget

**For:** Decision

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**SUMMARY**

At its 3 May 2018 Board meeting, the Adelaide Hills Region Waste Management Authority (AHRWMA) adopted its draft 2018/19 Annual Business Plan and Budget (refer to **Appendix 1** for a copy) for referral to Constituent Councils in accordance with clause 4.1.2 of the AHRWMA's Charter. The AHRWMA is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake sustainable waste management through shared services for the communities of the Adelaide Hills, Alexandrina, Mount Barker and Murray Bridge Council areas.

The AHRWMA prepares Annual Business Plans and Budgets and is required to review and adopt these annually in consultation with its Constituent Councils. The draft 2018/19 Annual Business Plan and Budget (ABP&B) has been prepared in order to be consistent with the activities and recommended actions as identified in the document.

Endorsement of the draft 2018/19 Annual Business Plan and Budget enables the AHRWMA to continue providing an efficient and effectively managed and operated shared landfill site at Brinkley, located within and owned by the Rural City of Murray Bridge. The draft ABP&B will be formally adopted at the AHRWMA's Annual General Meeting to be held on 28 June 2018.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That Council notes the draft Annual Business Plan and Budget for the 2018/19 Financial Year.
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**1. GOVERNANCE**

➤ **Strategic Plan/Council Policy**

<b>Goal 1</b>	<b>People and business prosper</b>
<b>Goal 4</b>	<b>Explore ideas and work with others</b>

Strategy 4.6 Pursue opportunities to share resources and partner with others for better community outcomes

➤ **Legal Implications**

The Adelaide Hills Region Waste Management Authority (AHRWMA) is a Regional Subsidiary established under Section 43 and Schedule 2 of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The Plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets. The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. It does not however, require approval from the Constituent Councils (refer to clause 4.1 of the AHRWMA's Charter).

Schedule 2 also requires the regional subsidiary to prepare a budget for each financial year. This budget must deal with each principal activity of the subsidiary, be consistent with the business plan, comply with the regulations and must be provided to the Constituent Councils for endorsement.

The AHRWMA's Charter states that the Authority shall, prepare and after 31 May of each year adopt an annual budget for the ensuing financial year in accordance with the Act. Further, this annual budget must be submitted to the CEO of each Constituent Council within 5 business days after adoption.

➤ **Risk Management Implications**

Review of the Annual Business Plan and Budget, and approving the AHC contribution to the AHRWMA will assist in mitigating the risk of:

*Failure to approve the AHRWMA Annual Business Plan and Budget leading to the reduced ability of the AHRWMA to discharge its role as set out in its Charter.*

Inherent Risk	Residual Risk	Target Risk
High (3B)	Low (2D)	Low (2D)

➤ **Financial and Resource Implications**

The AHRWMA's Board approved the draft Annual Business Plan and Budget for 2018/19 at its ordinary meeting held on 3 May 2018 for referral to Constituent Councils to note. The Board will then approve the aforementioned Plan and Budget at its forthcoming Annual General Meeting scheduled for 28 June 2018.

The AHRWMA's key source of revenue are the payments of the solid waste disposal fees from the Constituent Councils and commercial customers which cover the administration and operating costs for managing the Brinkley Landfill site leased from the Rural City of Murray Bridge.

The 2018/19 draft Budget for the AHRWMA reflects total operating expenses amounting to \$5.674 million with a projected net surplus of \$35,850 for the year. Note that a nominal amount of \$150,000 for possible legal fees associated with the recent Supreme Court Case has been included in the draft Budget. The decision of the Supreme Court in relation to this legal case is expected to be handed down in late 2018. Further, landfill gate fees and other costs have been increased by a CPI of 1.8% (based on Access Economics, December 2017 figure), and in addition to CPI, a \$4 increase per tonne has been applied to the Constituent Councils waste disposal fees. Lastly, the EPA levy for 2018/19 is predicted to increase to \$100 (up from \$87 in 2017/18) per tonne for Metro areas and \$50 (currently \$43.50) per tonne for Rural areas.

➤ **Customer Service and Community/Cultural Implications**

Not applicable

➤ **Environmental Implications**

Not applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

The AHRWMA has engaged with Constituent Councils regarding the review and adoption of its Annual Business Plan and Budget. There is no requirement to consult with the community in this regard.

*Council Committees:* The draft Annual Business Plan and Budget were considered by the Board of the AHRWMA at its meeting on 3 May 2018

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Manager Financial Services  
Director Corporate Services  
Manager, Waste, Health & Regulatory Services

*Community:* The draft AHRWMA Budget figures are included in Council's draft 2018/19 Budget which went out for public consultation in April. No further community consultation is required for the AHRWMA Annual Business Plan and Budget.

## 2. **BACKGROUND**

The AHRWMA is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake sustainable waste management through shared services for the communities of the Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge Council areas. The Constituent Councils which comprise the AHRWMA are the Adelaide Hills Council, the Alexandrina Council, the District Council of Mount Barker and the Rural City of Murray Bridge.

At its Meeting held on 3 May 2018, the Board of the AHRWMA resolved:

- “1. That the Board receive the draft 2018/19 Annual Business Plan and Budget.*
- 2. The Executive Officer forward the draft 2018/19 Business Plan and Budget to Member Council CEOs and undertakes presentations across Member Councils.”*

In accord with the AHRWMA Charter, the draft Annual Business Plan and Budget for the 2018/19 Financial Year has been circulated to each of the constituent Council’s for noting.

### **3. ANALYSIS**

The 2018/19 draft Budget for the AHRWMA reflects total operating expenses amounting to \$5.674 million with a projected net surplus of \$35,850 for the year. A nominal amount of \$150,000 for possible legal fees associated with the recent Supreme Court Case has been included in the draft Budget. Further, landfill gate fees and other costs have been increased by a CPI of 1.8% (based on Access Economics, December 2017 figure), and in addition to CPI, a \$4 increase per tonne has been applied to the Constituent Councils waste disposal fee. Lastly, the EPA levy for 2018/19 is predicted to increase to \$100 per tonne for Metro areas and \$50 per tonne for Rural areas. Council’s overall waste disposal costs to the AHRWMA’s landfill site at Brinkley are anticipated to be around \$829,000 and this amount has been included in Council’s Draft 2018/19 Budget.

Further, a new minimal equity growth model is being adopted for the LTFP over a ten-year period as reflected within the draft Budget document (refer to pages 11 & 12 of **Appendix 1**). However, the LTFP indicates increasing profits into future years. Whilst there are some abnormal costs associated with legal fees in 2017/18 for and another \$150,000 for the 2018/19 FY, the underlying business financials and future trends are positive.

The key activities to be undertaken by the AHRWMA in the 2018/19 Financial Year are:

1. Complete the review of the Adelaide Hills Region Waste Management AHRWMA Charter
2. Undertake a review of the 10-year Strategic Plan
3. Continue to complete the Governance Audit Action Plan
4. Complete the Capping and Closure Plan for the Brinkley Landfill, including the final Brinkley landform for cells 6,7, 8 and 9
5. Manage the impacts of the final court ruling of the AHRWMA v SWRCo legal proceedings
6. Monitor the recycling market and assist Constituent Councils within understanding and managing changing markets and their impacts.

The AHRWMA will also:

- a) Maintain effective relationships with constituent Councils
- b) Ensure delivery of the 2018/19 Annual Business Plan and Budget
- c) Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils
- d) Increase Resource Recovery activities where economically viable at AHRWMA managed facilities at Brinkley and Heathfield. This includes expanding the resource recovery of Construction and Demolition materials and increased steel recovery from

commercial loads. Further, it will also continue to focus on recovering cardboards and plastics utilising both fixed and mobile baling plants and our mobile crusher all part funded by Green Industries SA

- e) Further develop waste and recycling education programs across the region
- f) Plan for identified required buffer zones for future cell expansions
- g) Continue to market and expand the Hooklift Truck collection network within the region in order to improve economies of scale
- h) Continue to advocate for research and promote best practice waste management and actively represent Member Councils in all forums.

The AHRWMA has been well managed and operated successfully for over the 26 years and has generated equity income for constituent Councils. The AHRWMA has also pursued other strategic waste initiatives, residual waste streams and commercial clients for the benefit of the member Councils. Continuing to support the AHRWMA will allow Councils to pursue further strategic waste management initiatives to their advantage. On this basis it is recommended that Council adopt the AHRWMA's Annual Business Plan and Budget for the 2018/19 Financial Year as detailed in **Appendix 1** of this report.

#### **4. OPTIONS**

Council can determine to either:

- I. Note the draft AHRWMA Annual Business Plan and Budget for the 2018/19 Financial Year (Recommended).
- II. Not note the draft AHRWMA Annual Business Plan and Budget for the 2018/19 Financial Year (Not Recommended).
- III. Note the draft AHRWMA Annual Business Plan and Budget for the 2018/19 Financial Year with suggested amendments (Not Recommended).

Note that any suggested amendments to the draft Annual Business Plan and Budget will need the endorsement of the other Constituent Councils and the Board before they can be accepted. Administration are therefore recommending that Council endorses Option 1 above in order for the AHRWMA to continue to provide sustainable waste management services at the Brinkley Landfill site for Constituent Councils.

#### **5. APPENDIX**

- (1) Draft AHRWMA Annual Business Plan and Budget 2018/19 for noting

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# **Appendix 1**

*Draft AHRWMA Annual Business Plan and Budget  
2018/19 for Noting*

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**ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY**  
**DRAFT Annual Business Plan and Budget**  
**2018/19**

**ADELAIDE HILLS COUNCIL**



**MOUNT BARKER DISTRICT COUNCIL**



**ALEXANDRINA COUNCIL**



**RURAL CITY OF MURRAY BRIDGE**



**“Sustainable Waste Management Through Shared Services”**

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## Introduction

The annual business plan sets out the Adelaide Hills Region Waste Management Authority's proposed services, programs and projects for 2018/19. It aims to maintain efficient services for its Member Councils and their communities. Specific objectives proposed for the year are consistent with the Authority's long term financial plan and asset management plans to ensure the long-term sustainability of the Authority's financial performance and position.

## About the Adelaide Hills Region Waste Management Authority

The Adelaide Hills Region Waste Management Authority (The Authority) is a Local Government Regional Subsidiary established under Section 43 of the Local Government Act 1999. The Authority is governed by a Charter and is established to facilitate, co-ordinate and undertake waste management including collection, treatment, disposal and recycling within the Region.

The Authority continues to evaluate waste and recycling services throughout the region to determine where it can add value to Constituent Councils by applying a resource sharing model.

The Constituent Councils are:

- Mount Barker District Council;
- Adelaide Hills Council;
- Rural City of Murray Bridge; and
- Alexandrina Council.

## The Authority's Strategic Plan and Charter

The Authority's direction is determined by its 10 Year Strategic Plan, in parallel with the Long Term Financial Plan and the Authority's Charter. The Authority regularly reviews its Long Term Financial Plan, while the 10 year Strategic Plan and Charter are currently undergoing review, which is due to be finalised in the 18/19 financial year.

The Authority's Annual Business Plan and budget was formulated within the guiding principles and priorities detailed in this suite of Strategic Plans.

### **Our Vision**

***“Sustainable Waste Management through Shared Services for the communities of Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge”.***

### **Our Mission**

- To meet the Zero Waste SA Resource Recovery Targets across the region where economically and environmentally justified.
- To continue to develop and manage the Authority's landfill as an EPA compliant model regional landfill that provides the most cost-effective disposal option for Member Councils and commercial customers.
- To educate the regional community on responsible waste choices that enhance and maintain their environment.

## Strategic Plan Objectives

The Authority's vision and mission will be achieved through five key objectives:

1. To take a leadership role in resource recovery and community education.
2. Responsibly develop and manage the Authority's landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks.
3. Financial sustainability in waste services for Member Councils by pursuing a shared services model.
4. Advocate, research and promote best practice waste management and actively represent Member Councils in all forums.
5. A fully compliant Regional Subsidiary that meets the highest standards in governance, financial and human resource management.

The independently-resourced Authority will continue to evaluate all waste and recycling services throughout the region and determine where it can add value to Member Councils by applying a resource sharing model.

We will continue to develop our resource recovery operations where economically viable, along with the benefit and value that the Authority adds to its Member Councils in the context of a changing environment.

This Business Plan sets out the specific actions and performance measures to achieve the objectives of the 10 Year Strategic Plan - "Sustainable Waste Management through Shared Services for the communities of Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge".

## Financial Overview and Key Assumptions within the Plan

- A CPI increase as per December 2017 (1.8%) has been applied to landfill disposal fees. In addition to CPI, a \$4 increase per tonne has been applied to the Member Council disposal fee, enabling the Authority to commence a recovery process, following the legal case.
- Landfill tonnages have been reviewed according to recent trends.
- Salaries have been increased in accordance with the Enterprise Bargaining Agreements to which they align. With the recent Administration changes within the Authority the wages budget has increased and the Admin Management budget has decreased, as this budget previously included the EO and Operations Manager.
- The Solid Waste Disposal levy is predicted to increase to \$100 for metropolitan waste and \$50 for non-metropolitan waste, which will be subject to State Government announcement.
- Interest on CAD facility at 4% as per LGFA circular.
- Capital Expenditure
  - Change over vehicle \$24,000
  - Change over Loader \$55,000
  - Convert Dump truck to water truck \$15,000
  - Replace 3 Hook Truck Bins \$30,000
  - Forklift \$10,000
  - IT \$7,000

- ABNORMAL ITEMS
  - Legal fees \$150,000. The legal case has concluded, and we are pending an outcome. An amount for legal fees has been included within the budget. The budget requirement will very much depend on the outcome of the case.
- The Transfer Station operations will continue, on behalf of Member Councils who opt to utilise this service. The Transfer Stations have a cost neutral outcome on the AHRWMA overall budget as they are provided on an at cost basis direct to those Councils.
- The Waste Strategy Coordinator role will continue on behalf of Member Councils who opt to utilise this service. The Waste Strategy Coordinator is 90% funded by the Councils that use the service and 10% funded by the Authority.
- The hooklift transport operation will continue for Member Councils and non-members who opt to utilise this service. The hooklift operation has a cost neutral outcome on the AHRWMA overall budget as it is provided on an at cost basis direct to the Councils that use the service.
- On this basis the AHRWMA is budgeted to return a small surplus in 2018/19 and will continue to pay down loans over the next 6 years, with all loans paid out in 2025.

## Strategic Direction

### Our Achievements

The Authority has continued to defend the legal claim, with the case coming to a close in 2017. An outcome on this matter is expected in late 2018 or early 2019.

A new compactor was purchased, enabling the Authority to continue to achieve high compaction rates and use the waste cells as efficiently as possible.

Filling of cell 6 was completed, while cell 8 construction was undertaken, and the quality assurance plan was approved by the EPA for filling to commence.

EPA approval was gained to utilise the old cell 7, which was previously impacted by fire, for disposal of waste material that has been processed through the transfer stations.

EPA approval was gained for receiving asbestos at the Brinkley Transfer Station site.

A long-term lease for the Brinkley landfill was arranged and entered into with the Murray Bridge Council.

A review of the hooklift transport service was undertaken and a new hooklift truck has been purchased, replacing a dated vehicle and enabling continued transport services.

The Charter review process continued and will be completed in the second half of 2018.

The review of the Authority's 10-year Strategic Plan has commenced.

An action plan regarding the Governance Review has been established and is being progressively worked through.

## Outline of Activities for the Year to June 2019

### High Priority Targets

- Complete the review of the Adelaide Hills Region Waste Management Authority Charter.
- Undertake a review of the 10-year Strategic Plan.
- Continue to complete the Governance Audit Action Plan.

- Complete the Capping and Closure Plan for the Brinkley Landfill, including the final Brinkley landform for cells 6,7, 8 and 9.
- Manage the impacts of the final court ruling of the AHRWMA v SWRCo legal proceedings.
- Monitor the recycling market and assist Member Councils within understanding and managing changing markets and their impacts.

### Business as Usual Targets

- Maintain effective relationships with constituent Councils.
- Ensure delivery of the 2018/19 Annual Business Plan and Budget.
- Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils.
- Increase Resource Recovery activities where economically viable at Authority managed facilities at Brinkley and Heathfield. This includes expanding the resource recovery of Construction and Demolition materials and increased steel recovery from commercial loads. Further, it will also continue to focus on recovering cardboards and plastics utilising both fixed and mobile baling plants and our mobile crusher all part funded by Green Industries SA.
- Further develop waste and recycling education programs across the region.
- Plan for identified required buffer zones for future cell expansions.
- Continue to market and expand the Hooklift Truck collection network within the region in order to improve economies of scale.
- Continue to advocate for research and promote best practice waste management and actively represent Member Councils in all forums.

### Link to Strategic Plan and Target Indicators

Strategic Plan Objective	Target	Indicator
<b>To take a leadership role in resource recovery and community education</b>	Increase Resource Recovery activities where economically viable at Authority managed facilities at Brinkley and Heathfield. Continue to focus on recovering cardboards and plastics utilising both fixed and mobile baling plants and our mobile crusher all part funded by Green Industries SA.	Increased diversion of material where viable. Funding sourced where available.
	Further develop waste and recycling education programs across the region.	Education programs implemented. Funding sourced where available.
<b>Responsibly develop and manage the Authority's landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks</b>	Complete the Capping and Closure Plan for the Brinkley Landfill, including the final Brinkley landform for cells 6,7, 8 and 9.	Submit the closure plan to the EPA and obtain EPA approval. Report the outcome to the Board.

	Plan for identified required buffer zones for future cell expansions.	Plan developed regarding future cells at the Brinkley Landfill site.
<b>Financial sustainability in waste services for Member Councils by pursuing a shared services model.</b>	Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils.	Improved services and cost savings.
	Continue to market and expand the Hooklift Truck collection network within the region in order to improve economies of scale.	Reduced cost & better outcomes for transfer station operations.
<b>Advocate, research and promote best practice waste management and actively represent Member Councils in all forums.</b>	Maintain effective relationships with constituent Councils.	Regular and relevant communications and meetings with constituent Councils.
	Monitor the recycling market and assist Member Councils with understanding and managing changing markets and their impacts.	Member Councils informed of recycling market conditions.
<b>A fully compliant Regional Subsidiary that meets the highest standards in governance, financial and human resource management.</b>	Complete the review of the Adelaide Hills Region Waste Management Authority Charter.	Final draft charter presented to constituent Councils for approval.
	Undertake a review of the 10 year Strategic Plan.	Final Draft 10 year Strategic Plan presented to constituent Councils for approval.
	Continue to complete the Governance Audit Action Plan.	Update report on the Governance Audit Action Plan is submitted to the Board on a regular basis.
	Manage the impacts of the final court ruling of the AHRWMA v SWRCO legal proceedings.	The outcome is well communicated and actions taken to manage the impacts of the court decision.
	Ensure delivery of the 2018/19 Annual Business Plan and Budget.	Regular reporting to the Board on the Authority performance against the Annual Business Plan.

## Budget 2018/2019

### Underlying Assumptions

- CPI all groups 'December 2017' (1.8%).
- Landfill gate fees including fees increased by CPI. In addition to CPI, a \$4 increase per tonne has been applied to the Member Council disposal fee.
- Tonnages reviewed according to recent trends.
- Labour Price Index.
  - White Collar salaries 1.75% increase.
  - Blue Collar salaries 3% increase.
  - Future years increments LPI Dec 17 (2.4%)
  - Superannuation frozen at 9.5% until 2021. Increases to 10% in 2022 and increases half a percent until 12% reached
- EPA Levy for 18/19 – Metro \$100 & Rural \$50.
- Interest on CAD facility at 4% as per LGFA circular.
- Capital Expenditure
  - Change over vehicle \$24K
  - Change over Loader \$55K
  - Convert Dump truck to water truck \$15K
  - Replace 3 Hook Truck Bins \$30K
  - Forklift \$10K
  - IT \$7K
- ABNORMAL ITEMS
  - Legal fees \$150K.

# AHRWMA

2018/19 Budget & LTFP

## UNIFORM PRESENTATION OF FINANCES

Note	YTD Jan 18 2017/18 \$000	BR 2 2017/18 \$000	Y1 2018/19 \$000	Y2 2019/20 \$000	Y3 2020/21 \$000	Y4 2021/22 \$000	Y5 2022/23 \$000	Y6 2023/24 \$000	Y7 2024/25 \$000	Y8 2025/26 \$000	Y9 2026/27 \$000	Y10 2027/28 \$000
<b>OPERATING ACTIVITIES</b>												
Operating Revenues	3,203	5,382	5,692	5,903	6,138	6,385	6,641	6,909	7,185	7,473	7,790	8,118
less Operating Expenses	(3,800)	5,922	(5,674)	(5,859)	(6,023)	(6,213)	(6,460)	(6,634)	(6,875)	(7,059)	(7,375)	(7,648)
<b>Operating Surplus/ (Deficit)</b>	<b>(597)</b>	<b>(540)</b>	<b>18</b>	<b>44</b>	<b>115</b>	<b>172</b>	<b>181</b>	<b>275</b>	<b>310</b>	<b>414</b>	<b>415</b>	<b>470</b>
<b>CAPITAL ACTIVITIES</b>												
<b>less Net Outlays on Existing Assets</b>												
Capital Expense on renewal and replacement of Existing Assets	697	1,010	179	172	245	122	1,218	154	348	373	22	1,244
less Depreciation, Amortisation and Impairment	(363)	(555)	(579)	(668)	(664)	(678)	(708)	(669)	(685)	(632)	(696)	(708)
less Proceeds from Sale of Replaced Assets	-	(75)	(53)	(53)	(130)	(68)	(193)	(37)	(53)	(163)	(50)	(98)
<b>Net Outlays on Existing Assets</b>	<b>334</b>	<b>380</b>	<b>(453)</b>	<b>(549)</b>	<b>(549)</b>	<b>(624)</b>	<b>317</b>	<b>(552)</b>	<b>(390)</b>	<b>(422)</b>	<b>(724)</b>	<b>438</b>
<b>less Net Outlay on New and Upgraded Assets</b>												
Capital Expenditure on New and Upgraded Assets	511	511	15	700	-	-	-	600	600	600	-	-
less Amounts received specifically for New and Upgraded Assets	-	-	-	-	-	-	-	-	-	-	-	-
less Proceeds from Sale of Surplus Assets	-	-	-	-	-	-	-	-	-	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	<b>511</b>	<b>511</b>	<b>15</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>-</b>	<b>-</b>
<b>Net Lending/ (Borrowing) for Financial Year</b>	<b>(1,442)</b>	<b>(1,431)</b>	<b>456</b>	<b>(107)</b>	<b>664</b>	<b>796</b>	<b>(136)</b>	<b>227</b>	<b>100</b>	<b>236</b>	<b>1,139</b>	<b>32</b>
Financing transactions associated with the above net overall deficit, or applying the overall net funding surplus are as follows:												
New Borrowings	1,250	1,250	-	250	-	-	100	-	-	-	-	-
Repayment of Principal	-	-	(500)	-	(500)	(700)	-	(200)	(100)	-	-	-
(Increase)/Decrease in Cash and Investments	(59)	181	59	7	(14)	(13)	36	(27)	-	14	(901)	(32)
Net Balance Sheet funding (debtors & creditors etc)	251	-	(15)	(150)	(150)	(83)	-	-	-	(250)	(238)	-
<b>Financing Transactions</b>	<b>1,442</b>	<b>1,431</b>	<b>(456)</b>	<b>107</b>	<b>(664)</b>	<b>(796)</b>	<b>136</b>	<b>(227)</b>	<b>(100)</b>	<b>(236)</b>	<b>(1,139)</b>	<b>(32)</b>

**AHRWMA**

2018/19 Budget &amp; LTFP

**STATEMENT OF COMPREHENSIVE INCOME**

	YTD Jan 18	BR 2	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>INCOME</b>												
User Charges	2,085	3,423	3,734	3,913	4,103	4,303	4,512	4,731	4,957	5,194	5,458	5,732
Investment Income	-	-	-	-	-	-	-	-	-	-	-	-
Other Income	1,118	1,959	1,958	1,990	2,035	2,082	2,129	2,178	2,228	2,279	2,332	2,386
<b>TOTAL INCOME</b>	<b>3,203</b>	<b>5,382</b>	<b>5,692</b>	<b>5,903</b>	<b>6,138</b>	<b>6,385</b>	<b>6,641</b>	<b>6,909</b>	<b>7,185</b>	<b>7,473</b>	<b>7,790</b>	<b>8,118</b>
<b>EXPENSES</b>												
Employee Costs	483	890	1,126	1,228	1,265	1,310	1,357	1,406	1,457	1,509	1,557	1,606
Materials, contracts & other expenses	2,938	4,438	3,923	3,907	4,058	4,217	4,383	4,555	4,733	4,918	5,122	5,334
Depreciation, amortisation & impairments	363	555	579	668	664	678	708	669	685	632	696	708
Finance Costs	16	39	46	56	36	8	12	4	-	-	-	-
Net loss - joint ventures & associates	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>3,800</b>	<b>5,922</b>	<b>5,674</b>	<b>5,859</b>	<b>6,023</b>	<b>6,213</b>	<b>6,460</b>	<b>6,634</b>	<b>6,875</b>	<b>7,059</b>	<b>7,375</b>	<b>7,648</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(597)</b>	<b>(540)</b>	<b>18</b>	<b>44</b>	<b>115</b>	<b>172</b>	<b>181</b>	<b>275</b>	<b>310</b>	<b>414</b>	<b>415</b>	<b>470</b>
Amounts specifically for new or upgraded assets	-	-	-	-	-	-	-	-	-	-	-	-
Asset disposal & fair value adjustments	-	19	18	5	8	-	17	2	-	-	-	-
<b>NET SURPLUS/(DEFICIT)</b>	<b>(597)</b>	<b>(521)</b>	<b>36</b>	<b>49</b>	<b>123</b>	<b>172</b>	<b>198</b>	<b>277</b>	<b>310</b>	<b>414</b>	<b>415</b>	<b>470</b>
Abnormal Items - Legal Fees	727	724	150	-	-	-	-	-	-	-	-	-
<b>TOTAL COMPREHENSIVE INCOME EXCLUDING ABNORMAL ITEMS</b>	<b>130</b>	<b>203</b>	<b>186</b>	<b>49</b>	<b>123</b>	<b>172</b>	<b>198</b>	<b>277</b>	<b>310</b>	<b>414</b>	<b>415</b>	<b>470</b>



**AHRWMA**

2018/19 Budget &amp; LTFP

**STATEMENT OF FINANCIAL POSITION**

	YTD Jan 18 2017/18 \$000	BR 2 2017/18 \$000	Y1 2018/19 \$000	Y2 2019/20 \$000	Y3 2020/21 \$000	Y4 2021/22 \$000	Y5 2022/23 \$000	Y6 2023/24 \$000	Y7 2024/25 \$000	Y8 2025/26 \$000	Y9 2026/27 \$000	Y10 2027/28 \$000
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash & Cash Equivalents	353	113	54	47	61	74	38	65	65	51	952	984
Trade & Other Receivables	482	318	318	318	318	318	318	318	318	318	318	318
Inventories	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>835</b>	<b>431</b>	<b>372</b>	<b>365</b>	<b>379</b>	<b>392</b>	<b>356</b>	<b>383</b>	<b>383</b>	<b>369</b>	<b>1,270</b>	<b>1,302</b>
<b>Non-current Assets</b>												
Infrastructure, Property, Plant & Equipment	3,331	3,821	3,416	3,587	3,063	2,455	2,805	2,872	3,083	3,706	2,996	3,449
<b>TOTAL NON-CURRENT ASSETS</b>	<b>3,331</b>	<b>3,821</b>	<b>3,416</b>	<b>3,587</b>	<b>3,063</b>	<b>2,455</b>	<b>2,805</b>	<b>2,872</b>	<b>3,083</b>	<b>3,706</b>	<b>2,996</b>	<b>3,449</b>
<b>Total Assets</b>	<b>4,166</b>	<b>4,252</b>	<b>3,788</b>	<b>3,952</b>	<b>3,442</b>	<b>2,847</b>	<b>3,161</b>	<b>3,255</b>	<b>3,466</b>	<b>4,075</b>	<b>4,266</b>	<b>4,751</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Trade and Other Payables	1,155	737	737	735	736	736	735	734	734	735	734	735
Short Term Borrowings	-	-	-	-	-	-	-	-	-	-	-	-
Short Term Provisions	219	215	215	215	215	215	215	215	215	215	215	215
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,374</b>	<b>952</b>	<b>952</b>	<b>950</b>	<b>951</b>	<b>951</b>	<b>950</b>	<b>949</b>	<b>949</b>	<b>950</b>	<b>949</b>	<b>950</b>
<b>Non-Current Liabilities</b>												
Trade and Other Payables	-	-	-	-	-	-	-	-	-	-	-	-
Long Term Borrowings	1,650	1,650	1,150	1,400	900	200	300	100	-	-	-	-
Long Term Provisions	794	1,226	1,226	1,093	959	892	909	927	928	1,122	899	913
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,444</b>	<b>2,876</b>	<b>2,376</b>	<b>2,493</b>	<b>1,859</b>	<b>1,092</b>	<b>1,209</b>	<b>1,027</b>	<b>928</b>	<b>1,122</b>	<b>899</b>	<b>913</b>
<b>Total Liabilities</b>	<b>3,818</b>	<b>3,828</b>	<b>3,328</b>	<b>3,443</b>	<b>2,810</b>	<b>2,043</b>	<b>2,159</b>	<b>1,976</b>	<b>1,877</b>	<b>2,072</b>	<b>1,848</b>	<b>1,863</b>
<b>NET ASSETS</b>	<b>348</b>	<b>424</b>	<b>460</b>	<b>509</b>	<b>632</b>	<b>804</b>	<b>1,002</b>	<b>1,279</b>	<b>1,589</b>	<b>2,003</b>	<b>2,418</b>	<b>2,888</b>
<b>EQUITY</b>												
Accumulated Surplus	348	424	460	509	632	804	1,002	1,279	1,589	2,003	2,418	2,888
<b>TOTAL EQUITY</b>	<b>348</b>	<b>424</b>	<b>460</b>	<b>509</b>	<b>632</b>	<b>804</b>	<b>1,002</b>	<b>1,279</b>	<b>1,589</b>	<b>2,003</b>	<b>2,418</b>	<b>2,888</b>

# AHRWMA

2018/19 Budget & LTFP

## STATEMENT OF CHANGES IN EQUITY

	YTD Jan 18 2017/18 \$000	BR 2 2017/18 \$000	Y1 2018/19 \$000	Y2 2019/20 \$000	Y3 2020/21 \$000	Y4 2021/22 \$000	Y5 2022/23 \$000	Y6 2023/24 \$000	Y7 2024/25 \$000	Y8 2025/26 \$000	Y9 2026/27 \$000	Y10 2027/28 \$000
<b>Accumulated Surplus</b>												
Balance at Beginning of Period	945	945	424	460	509	632	804	1,002	1,279	1,589	2,003	2,418
Change in financial position resulting from operations	(597)	(521)	36	49	123	172	198	277	310	414	415	470
<b>TOTAL EQUITY AT END OF REPORTING PERIOD</b>	<b>348</b>	<b>424</b>	<b>460</b>	<b>509</b>	<b>632</b>	<b>804</b>	<b>1,002</b>	<b>1,279</b>	<b>1,589</b>	<b>2,003</b>	<b>2,418</b>	<b>2,888</b>

## STATEMENT OF CASH FLOWS

	YTD Jan 18 2017/18 \$000	BR 2 2017/18 \$000	Y1 2018/19 \$000	Y2 2019/20 \$000	Y3 2020/21 \$000	Y4 2021/22 \$000	Y5 2022/23 \$000	Y6 2023/24 \$000	Y7 2024/25 \$000	Y8 2025/26 \$000	Y9 2026/27 \$000	Y10 2027/28 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>												
Receipts	3,203	5,382	5,692	5,903	6,138	6,385	6,641	6,909	7,185	7,473	7,790	8,118
Payments	(3,186)	(5,367)	(5,095)	(5,191)	(5,359)	(5,535)	(5,752)	(5,965)	(6,190)	(6,427)	(6,679)	(6,940)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>17</b>	<b>15</b>	<b>597</b>	<b>712</b>	<b>779</b>	<b>850</b>	<b>889</b>	<b>944</b>	<b>995</b>	<b>1,046</b>	<b>1,111</b>	<b>1,178</b>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>												
<b>Receipts</b>												
Amounts specifically for new or upgraded assets	-	-	-	-	-	-	-	-	-	-	-	-
Sale of replaced assets	-	75	53	53	130	68	193	37	53	163	50	98
<b>Payments</b>												
Purchase of Renewal/Replacement Assets	(697)	(1,010)	(179)	(172)	(245)	(122)	(1,218)	(154)	(348)	(373)	(22)	(1,244)
Purchase of New/Expansion Assets	(511)	(511)	(15)	(700)	-	-	-	(600)	(600)	(600)	-	-
Capping payments	-	-	(15)	(150)	(150)	(83)	-	-	-	(250)	(238)	-
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(1,208)</b>	<b>(1,446)</b>	<b>(156)</b>	<b>(969)</b>	<b>(265)</b>	<b>(137)</b>	<b>(1,025)</b>	<b>(717)</b>	<b>(895)</b>	<b>(1,060)</b>	<b>(210)</b>	<b>(1,146)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>												
<b>Receipts</b>												
Proceeds from Borrowings	1,250	1,250	-	250	-	-	100	-	-	-	-	-
<b>Payments</b>												
Repayment of Borrowings	-	-	(500)	-	(500)	(700)	-	(200)	(100)	-	-	-
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>1,250</b>	<b>1,250</b>	<b>(500)</b>	<b>250</b>	<b>(500)</b>	<b>(700)</b>	<b>100</b>	<b>(200)</b>	<b>(100)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>59</b>	<b>(181)</b>	<b>(59)</b>	<b>(7)</b>	<b>14</b>	<b>13</b>	<b>(36)</b>	<b>27</b>	<b>-</b>	<b>(14)</b>	<b>901</b>	<b>32</b>
Cash & cash equivalents at beginning of period	294	294	113	54	47	61	74	38	65	65	51	952
<b>Cash &amp; cash equivalents at end of period</b>	<b>353</b>	<b>113</b>	<b>54</b>	<b>47</b>	<b>61</b>	<b>74</b>	<b>38</b>	<b>65</b>	<b>65</b>	<b>51</b>	<b>952</b>	<b>984</b>

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 22 May 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.13

**Originating Officer:** Lachlan Miller, Executive Manager Governance & Performance

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Council Resolutions update for items of 2 years duration

**For:** Information

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**SUMMARY**

The Action List is updated each month and outlines actions taken on resolutions passed at Council meetings. The completed items are removed from the list each month. In some cases actions can take months or years to be completed.

In March 2015, Council resolved that outstanding resolutions passed before 31 March 2013 would be the subject of a report outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

**RECOMMENDATION**

**That Council resolves:**

- 1. The Council Action List be received and noted**
- 2. The following completed item be removed from the Action List:**

Date	Meeting	No	Heading
13/02/2017	Audit Committee	AC16/17	ICT Security Risk Assessment Action Implementation Update - Period of Confidentiality
25/07/2017	Ordinary Council	157/17	Sport & Recreation Facility Grants - Guidelines Review
26/09/2017	Ordinary Council	226/17	Supporting the Arts Action Plan
6/11/2017	Audit Committee	AC60/17	Internal Audit Actions Implementation - Period of Confidentiality
28/11/2017	Ordinary Council	280/17	Draft Play Space Policy
27/03/2018	Ordinary Council	79/18	Congratulations to Members of Parliament for appointment to Ministry
24/04/2018	Ordinary Council	88/18	Arts Action Plan
24/04/2018	Ordinary Council	91/18	Policy Review - Road Rents, Outdoor Dining & Roadside Trading
24/04/2018	Ordinary Council	92/18	Long Term Financial Plan Update
24/04/2018	Ordinary Council	95/18	Sport & Recreational Facility Grants
24/04/2018	Ordinary Council	96/18	Community Loans Policy
24/04/2018	Ordinary Council	97/18	Delegations
24/04/2018	Ordinary Council	91/18	Policy Review - Road Rents, Outdoor Dining & Roadside Trading
30/04/2018	Audit Committee	AC18/23	External Audit Plan

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal                      Organisational Sustainability  
Strategy                 Governance

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

### ➤ Legal Implications

Not applicable

### ➤ Risk Management Implications

Regular reporting on outstanding action items will assist in mitigating the risk of:

*Actions arising from Council resolutions may not be completed in a timely manner*

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (4E)	Medium (4E)

➤ **Financial and Resource Implications**

Not applicable

➤ **Customer Service and Community/Cultural Implications**

Not applicable

➤ **Environmental Implications**

Not applicable

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Peter Bice, Director Engineering & Assets  
Terry Crackett, Director Corporate Services  
Natalie Westover, Manager Property Services  
Chris Janssan, Manager Open Space  
David Collins, Manager Sustainable Assets  
Greg Pitt, Project Officer Civil Services

*Community:* Not Applicable

## 2. **BACKGROUND**

At its meeting of 24 March 2015 Council resolved:

*That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.*

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

## 3. **ANALYSIS**

In total there are six resolutions passed on or before 24 May 2015 that have not been completed.

An update for these resolutions is provided below.

Date	Meeting	Resolution No.	Topic
19/01/16	Ordinary Council	6a/16	Amy Gillett Bikeway Extension
22/03/16	Ordinary Council	59/16	Sturt Valley Road reconstruction
22/03/16	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit
26/04/16	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood
24/05/16	Ordinary Council	91/16	Road Closure portion Sinkinson Road Mt Torrens
24/05/16	Ordinary Council	105/16	Land at Houghton Request to Purchase

### **3.1 Resolution 6a/16 – Amy Gillett Bikeway Extension**

#### Background

Council has sought to collaborate with the State Government to provide for extension to the Amy Gillett Bikeway.

#### Current Situation

The Open Space and Places for People funding application was submitted for Round 2 (for the Mt Torrens to Birdwood section), but was not successful. Council is exploring a joint application with neighbouring councils for a broader Inter-Regional Cycle Network project.

### **3.2 Resolution 59/16 – Sturt Valley Road reconstruction**

#### Background

The reconstruction of the road reduced the available road shoulder area that was previously available for pedestrians. Council has been looking at potential options for a footpath adjacent the road. The feasibility of a footpath is very difficult given the available width and terrain.

#### Current Situation

The Administration is investigating the option of a walking trail along Sturt Valley Road that will ultimately link in with a broader walking trail network. Council has funding for investigation this current year and proposed funding for construction works in 2018/19.

### **3.3 Resolution 69/16 – Land Acquisition Colonial Drive Norton Summit**

#### Background

Council was approached by the CFS in 2014 seeking support to acquire a section of land immediately adjacent to the Norton Summit CFS station to provide improved car parking. Council approached the Norton Summit Anglican Church who is agreeable to negotiating a sale of portion of the Church's land to facilitate this outcome.

Various plans have been developed for assessment and valuations obtained based on the various options.

### Current Situation

The Church has agreed to an option and is awaiting confirmation from the Anglican Church State Diocese that this option is acceptable. Upon receipt of that confirmation, a report will be presented to Council for consideration.

### **3.4 Resolution 83/16 – Croft & Harris Road Precinct, Lenswood**

#### Background

These roads are popular and generate high traffic volumes particularly on weekends with tourist traffic to wineries and mountain bike users of the Fox Creek trails.

#### Current Situation

A Building Better Regions Fund application was submitted in round 2 (which closed December 19). This was in partnership with Bicycle SA, and Forestry SA. There was also in principle support from DEW towards the project. We are currently awaiting the announcement of the successful projects.

### **3.5 Resolution 91/16 – Road Closure portion Sinkinson Road Mt Torrens**

#### Background

The owners of land adjoining the unmade section of Sinkinson Road Mt Torrens applied to Council to consider a closure and sale of the unmade section.

The road process has been undertaken in accordance with the *Roads (Opening & Closing) Act 1991*.

The process included negotiation of a Land Management Agreement for the management of native vegetation on the area of road to be closed to address concerns raised by the adjoining land owner.

#### Current Situation

Plans and documentation have been lodged with the Surveyor-General's Office and are being processed.

Upon gazettal of the road closure, payment of the consideration will be paid and the matter finalised.

### **3.6 Resolution 105/16 – Land at Houghton Request to Purchase**

#### Background

Resolution relates to the land commonly known as the Houghton Village Green which is situated between Blackhill Road, Horn Street and Lower North East Road Houghton.

At the time of the resolution the land was made up of 4 parcels, 2 of which were owned by R & B Day, 1 by DPTI and 1 by M Maughan & A Robinson. As all 4 parcels collectively make up the Houghton Village Green, it was resolved to commence the various processes to have the parcels come into Council ownership.

### Current Situation

The 2 parcels of land previously owned by R & B Day have been transferred to Council.

Council staff are continuing to liaise with staff from DPTI to have that parcel of land transferred to Council.

The process to have the parcel of land owned by M Maughan & A Robinson transferred to Council has not yet commenced however it is likely to be commenced and completed prior to 30 December 2018.

## **4. OPTIONS**

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

## **5. APPENDIX**

- (1) Council Resolutions



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**Appendix 1**  
*Council Resolutions*

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Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
28/08/2012	Ordinary Council	214/12	Kersbrook Stone Reserve – Heritage Agreement	Chief Executive Officer, or delegate, be authorised to take all necessary actions to bring the Heritage Agreement into effect	Peter Bice	In Progress	30/06/2018	Land has been rededicated with an effective date of 30.6.17. Heritage Agreement notation will now be progressed. Heritage Agreement application has been sent to DEWNR, receipt date 6th March 2018. Currently under assessment with DEWNR.
13/05/2014	SPDPC	30/14	Adelaide Hills Trails Network Strategy	<ol style="list-style-type: none"> <li>1. The Adelaide Hills 20 Year Trail Network Strategy &amp; Action Plan be adopted;</li> <li>2. An implementation plan be prepared by staff in 2014 to inform spending priorities for consideration in future budgets</li> </ol>	Peter Bice	In Progress	29/03/2019	The outcomes of the Trails Strategy review were discussed at a workshop in May. An update to the strategy is proposed with a framework to assist in the identification of future priorities. The trails strategy update will link with the bike plan and also the State Government current trails strategy.
27/05/2014	Ordinary Council	95/14	William St Birdwood Street Furniture, plaque	<p>That Council, as a consequence of the SPDPC resolution No 29 dated 13 May 2014, approves:</p> <ol style="list-style-type: none"> <li>1. The construction of a piece of street furniture and installation in William Street Birdwood, in the vicinity of where the trees will be removed, provided suitable timber is available from those trees.</li> <li>2. The erection of a plaque acknowledging the residents who donated funds to plant the initial avenue.</li> <li>3. Place a memorial with names in the Birdwood Institute in consultation with the Friends of the Birdwood Institute.</li> <li>4. Suitable timber to be made available to the Friends of the Birdwood Institute (FBI) to enable the Committee to make some small wood pieces (e.g. bowls) to display in the Institute.</li> <li>5. The CEO investigate a source of funds for the projects.</li> </ol> <p>1 and 2 to be undertaken in consultation with the community.</p>	Peter Bice	In Progress	30/11/2018	Three test slabs were milled in late April and will be delivered to the Heathfield depot for further inspection, initial reports from the contractor was the timber was heavily decayed and of poor quality therefore may not be suitable for furniture construction. A budget has been put in the 2018/19 annual business plan.
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	29/06/2018	Report to Council forthcoming in June 2018 outlining options.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
19/01/2016	Ordinary Council	6a/16	Amy Gillett Bikeway Extension	The CEO investigates all funding options including how the Jack Bobridge Bikeway in the Barossa Valley was funded.	Peter Bice	In Progress	30/06/2018	The Open Space and Places for People funding application was submitted for Round 2 (for the Mt Torrens to Birdwood section), but was not successful. Council is exploring a joint application with neighbouring Councils for a broader Inter-Regional Cycle Network project. Council is continuing to liaise and share information with Mount Barker, Light and Barossa in relation to a regional network.
22/03/2016	Ordinary Council	59/16	Sturt Valley Road reconstruction	2. That a capital budget allocation of \$160,000 be provided in the 2015/16 financial year for the reconstruction of a 230m section of Sturt Valley Road, Stirling. 3. That a further report be presented to Council for consideration regarding the possible placement of a footpath or walking trail along sections of Sturt Valley Road prior to installing any additional safety barriers	Peter Bice	In Progress	30/06/2019	Engineering Consultants will provide design options this FY with construction intended for 2018/19. Preliminary design indicates current budget of \$250,000 is insufficient, and more time is required to review possible solutions. Design costs plus embankment stabilisation required this FY, estimated at \$50,000. Discussion with Land Owners underway to determine if link to trail network can be achieved.
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	In Progress	30/06/2018	Progressing as per resolution with draft boundary realignment plans being prepared for further discussion between the parties. This item has been released from confidentiality. Final plans and valuation are being considered by the Anglican Church State Diocese and upon confirmation from them a report will be presented to Council for consideration.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	<p>2. That the Office for Recreation and Sport and Department of Planning, Transport and Infrastructure be approached to discuss any potential funding opportunities to undertake bituminising works up to where the bicycle access occurs.</p> <p>3. That a further report be presented on potential road treatments for Croft Road Lenswood and the surrounding road network once additional data has been collected on peak traffic numbers generated through a major event and staff continue negotiations with ForestrySA regarding infrastructure improvements for Cudlee Creek Forest Reserve.</p>	Peter Bice	In Progress	25/05/2018	<p>A Building Better Regions Fund application was submitted in round 2 (which closed December 19). This was in partnership with Bicycle SA, and Forestry SA. There was also in principle support from DEWNR towards the project. We are currently awaiting the announcement of the successful projects.</p> <p>No announcement has yet been made.</p>
24/05/2016	Ordinary Council	91/16	Road Closure portion Sinkinson Road Mt Torrens	<p>2. To make a Road Process Order to the Surveyor-General to close and then merge a portion of road into the adjoining property at 20 Sinkinson Road, Mount Torrens, being Allotment 53 in Filed Plan 155968, Certificate of Title 5779/569. The portion of road is more particularly delineated and marked 'A' on Preliminary Plan No. 15/0040, as detailed in Appendix 1 to this report.</p> <p>3. Subject to closure of the above mentioned portion of unformed public road:</p> <p>a. It not to be placed on the Community Land Register; and</p> <p>b. It be sold to Mr and Mrs Hort, the owners of the property at 20 Sinkinson Road, Mt Torrens, for market value plus all other fees, charges and GST that may be applied. A Land Management Agreement be entered into with consideration to be given to limiting the mature height of trees at the start of the unmade road and to planting fire resistant native trees on the southern boundary.</p> <p>4. To authorise the Mayor and Chief Executive Officer to finalise and sign all necessary documentation to close and sell the above portion of closed road.</p>	Terry Crackett	In Progress	31/05/2018	Final documents have been executed and lodged with the Surveyor-General for processing

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	<p>The acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m2 the other 36m2 respectively, and currently owned by R J Day and B E Day for nil consideration. Council to pay all transfer fees, charges and GST that may be applied.</p> <p>To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m2 currently owned by Marinus Maughan and Alick Stephen Robinson.</p> <p>To negotiate and accept a transfer of the land described as CT 5343/354 of 476m2 from the City of Tea Tree Gully for nil consideration.</p> <p>To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport &amp; Infrastructure for nil consideration.</p>	Terry Crackett	In Progress	31/12/2018	<p>The acquisition from RJ &amp; BE Day has been completed and registered at the Lands Titles Office.</p> <p>The Section 210 process is yet to be commenced.</p> <p>City of Tea Tree Gully have confirmed their agreement for the transfer of land however a revocation of community land process is required. Staff are investigating if the land can be vested rather than transferred, awaiting response from Registrar-General.</p> <p>The request to DPTI for the transfer of land has been made and awaiting a response.</p>
12/07/2016	SPDPC	29/16	MON - Woodforde Road and Reserve Naming	<p>1. Staff pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages</p> <p>2. A progress report be made to Council or the Strategic Planning &amp; Development Policy Committee within 3 months</p>	Peter Bice	In Progress	27/07/2018	<p>Council staff are still working with the developers in regard to final reserve designs, and will then meet on site with the Kaurua Elders to consider the appropriate naming. Council still waiting on final reserve design from developer.</p>
26/07/2016	Ordinary Council	133/16	Future of Harms Avenue Birdwood	<p>That the CEO investigates the future of Harms Avenue East of Wegener Road Birdwood , including consultation with adjoining land owners and DPTI and provides a report to Council /SPDPC by December 2016</p>	Terry Crackett	In Progress	24/04/2018	<p>Initial investigations undertaken to confirm any encroachments onto Harms Road with none detected.</p> <p>Has been discussed with Property Advisory Group, difficulty in closing the road for sale to adjoining land owners unless all land owners are in agreement.</p> <p>Investigations to determine if there are any DA or other restrictions on access from the Main Road to be undertaken.</p> <p>Road Officer commenced on 6 November and had undertaken further investigations, complex issue to be further discussed with Property Advisory Group and then to a report going to Council.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
23/08/2016	Ordinary Council	163/16	Piccadilly CFS Relocation	<p>2. To delegate to the Chief Executive Officer , following consultation with the CFS, to determine the area of the portion of Atkinson Reserve to be used as the site of the Proposed CFS Location</p> <p>3. To commence a community consultation process, for a minimum period of 21 clear days in accordance with AHC’s public consultation policy, in relation to:</p> <p>3.1 amendment of the Community Land Management Plan for that portion of Atkinson Reserve identified as the Proposed CFS Location from the current Category 4 Recreation and Sport to Category 6 – CFS</p> <p>3.2 lease to the CFS for use as CFS station (proposed term being 21 years with option to renew for another 21 years) of Proposed CFS Location</p> <p>3.3 road closure of an area of unmade road reserve adjacent to Atkinson Reserve as identified in Appendix 2 (“Road Closure Land”) to provide overflow car-parking for both the CFS station and users of Atkinson Reserve</p> <p>3.4 the adoption of a community land management plan for the Road Closure Land for use as car parking conditional upon Council issuing Road Process Order</p> <p>4. That Council’s approval (as land owner) be given to the CFS to submit a Development Application for the construction of a fire station on the Proposed CFS Location noting that a Development Approval is conditional upon:</p> <ul style="list-style-type: none"> <li>• Council resolving to amend the Community Land</li> </ul>	Terry Crackett	In Progress	31/12/2018	DA granted by DPTI on 15 December 2017. Council awaiting receipt of draft lease from CFS. CFS has been contacted and requested to provide draft lease so that this matter can be progressed.
27/09/2016	Ordinary Council	183/16	MON Undergrounding Power in Gumeracha	<p>1. That the Chief Executive Officer, after consultation with Gumeracha Community Association or its representatives, explore the potential for under grounding the power lines in the main street (Albert Street), Gumeracha with the Power Lines Environment Committee (PLEC), and report to council on or before 31 March 2017.</p> <p>2. That the outcomes of the investigation be considered as part of the normal budgetary processes for the future Capital Works Programs</p>	Peter Bice	In Progress	30/06/2018	<p>Follow up discussions held with State Government Agency. Further discussions with the Power Line Environment Committee (PLEC) have demonstrated willingness to consider the project as a potential inclusion for 2020/21, and perhaps even 2019/20. Intended to be included in Year 3 of the Capital Program to be developed as part of the 2018/19 Annual Business Plan.</p> <p>Included in Draft ABP.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
25/10/2016	Ordinary Council	220	CWMS Expression of Interest – Period of Confidentiality	That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2017 except public statements which outline the rationale and process for seeking a review of options related to Council's CWMS	Marc Salver	In Progress	26/09/2018	Retain in confidence. CWMS Expression of Interest process still being progressed - Confidentiality period extended on 12/12/17 to remain confidential until 26/09/2018.
7/12/2016	Special Council	272/16	Contract for Sale Portion of AHBTC site	A Contract for Sale and Purchase for the sale of proposed Lot 301 in the draft community plan attached as Appendix 2 be negotiated and entered into between the Council and Adelaide Hills Craft Brewing Company Pty Ltd for a sale price of ##### subject to the following conditions: Issuance of an approval for the land division application (community title) of the draft community plans attached as Appendices 3a and 3bDeposit by the Registrar-General of the primary and secondary community plans substantially in accordance with the draft community plans attached as Appendices 3a and 3bFinance approval for the purchaser	Terry Crackett	In Progress	31/07/2018	Resolution has been fully released from confidentiality. Contract being finalised including draft scheme documents for the new community corporation with Purchaser and Council's lawyers. Purchaser's lawyers are to provide comments on the final Contract before signing.
7/12/2016	Special Council	276/16	Retirement Villages Review	As per confidential minute	Terry Crackett	In Progress	27/02/2018	This item has been released from confidentiality. Expression of Interest period closed on 31 August 2017. A confidential workshop was presented to Council on 6 December 2017 and a report was presented to Council on 27 February 2018. A number of actions were identified as part of the review which are being progressed.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
7/12/2016	Special Council	267/16	Woorabinda Bushland Reserves Heritage Agreement	<p>2. That the Chief Executive Officer, or delegate, be authorised to commence discussions with DEWNR in regard to entering into individual Heritage Agreements, over the following Council properties:</p> <p>a. Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381</p> <p>b. Council owned land located at 9 Ethel Street , Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98</p> <p>c. Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715</p> <p>d. Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219</p> <p>3. That following the assessment by DEWNR, a further report be brought back to Council prior to approval to enter into the Heritage Agreements</p>	Peter Bice	In Progress	30/06/2018	The Woorabinda Heritage Agreement applications are in draft, the process for application is now underway. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR.



Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
13/12/2016	Ordinary Council	281/16	Piccadilly CFS Relocation	<p>2. Pursuant to s202 of the Local Government Act 1999, a lease be granted to the CFS for the portion of Atkinson Reserve identified as "Proposed Lease Area" in the plan attached as Appendix 1 for a term of 21 years with a right of renewal for a further 21 years subject to the following conditions:</p> <p>a. lease terms being substantially in accordance with and consistent with other leases of Council land to the CFS</p> <p>b. receipt of development approval for the construction of a station building substantially in accordance with the building plan attached as Appendix 1</p> <p>c. partial surrender of the existing lease from the Piccadilly Valley Community Recreation Centre (PVCRC)</p> <p>3. Subject to a lease being granted under item 2 above, the Community Land Management Plan for Atkinson Reserve be amended to reflect that the use of that portion of the land identified as Proposed Lease Area in Appendix 1 is changed from Category 4 Recreation &amp; Sport Facilities to Category 6 CFS Purposes.</p> <p>4. The CEO and Mayor be authorised to sign all necessary documentation to give effect to this resolution.</p>	Terry Crackett	In Progress	30/06/2018	DA granted by DPTI 15 December 2017. Council awaiting receipt of draft lease from CFS. Refer 163/16 resolution
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	31/12/2018	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months.
13/02/2017	Audit Committee	AC16/17	ICT Security Risk Assessment Action Implementation Update - Period of Confidentiality	That the report, related attachments, the minutes of Committee and the discussion of the subject matter be retained in confidence until ICT Security Risk Assessment actions have been addressed	Terry Crackett	Completed		Security measures have been addressed and the item has been released from confidence.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
28/02/2017	Ordinary Council	53/17	Community Wastewater Management Systems Review – Period of Confidentiality	That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 30/6/18	Marc Salver	In Progress	30/06/2018	Retain in confidence. CWMS Expression of Interest process still being progressed
28/03/2017	Ordinary Council	71/17	Celebrating 20 Years of AHC	<p>That in recognition of the 20th anniversary of the formation of the Adelaide Hills Council, and subject to confirmation of funding as part of the budget setting process, the following initiatives be planned for the second half of 2017:</p> <p>a. A Special Council Meeting, to be held at Lobethal Bushland Park (the site of the first meeting of the newly formed Adelaide Hills Council), with a plaque unveiled to recognise the site and the first Council Members.</p> <p>b. A casual function, to which former Council Members of the Adelaide Hills Council and the antecedent councils are invited, to be held in conjunction with the Special Council Meeting, with local history groups invited to make a short presentation.</p> <p>c. A once-off community art exhibition be held for people resident or active in the Adelaide Hills Council community, at a location generally central to the Hills, with an acquisitive prize to be awarded to the winner in commemoration of the anniversary.</p> <p>d. The Council's Playford Trust Scholarship be promoted as a 20th anniversary scholarship, with an emphasis on awarding it to a local young person pursuing further study, who has demonstrated community involvement and who has future leadership potential.</p> <p>e. Low-key amendments to branding and communication elements to recognise the 20 year anniversary for the remainder of 2017.</p>	David Waters	In Progress	30/06/2018	<p>The art exhibition and prize was opened on 24 November 2017.</p> <p>The Special Council Meeting was held on 21 November at Lobethal Bushland Park.</p> <p>Playford Trust Scholarship was awarded in February 2018.</p> <p>The honour roll concept being developed is based on an online gallery of past winners of the Citizen, Young Citizen and Community Event of the Year awards. Each winner's profile will include a photo and brief citation. Civic Award winners will also be listed. A pilot version is now live on the Council's website under Council &gt; Civic Awards. It will continue to be populated and developed over time.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	<p>Subject to the approval of the land division variation application 473/D38/2011 by the Development Assessment Commission and the required Council engineering approvals for the infrastructure, being obtained:</p> <p>1. That council accepts from Paul &amp; Michele Edwards (the Developer), the donation of additional reserve land as described in Appendix 6 – Amended Plan of Division rev K dated 16.06.2017 Agenda Item 14.1, subject to the following conditions: The Council specified construction standards are metThe cost of all works are to be met by the DeveloperThe Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) yearsThe landscaping works are completed within two (2) years from the date of final approval.</p> <p>2. That, in the event that there is a dispute between the Council and the Developer, the dispute is referred to an Independent Arbiter for resolution, with costs being shared equally by the parties.</p>	Peter Bice	In Progress	30/06/2018	<p>In the process of drafting a maintenance agreement to work through with the Developer.</p> <p>Council has been working with the developer to resolve the management of significant trees on the site.</p>
25/07/2017	Ordinary Council	157/17	Sport & Recreation Facility Grants - Guidelines Review	<p>To adopt the Sport and Recreation Facility Grant Guidelines as contained in Appendix 1</p> <p>To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the Guidelines during the period of its currency</p> <p>The CEO review and report on the Guidelines by the 31 August 2018.</p>	Peter Bice	Completed	28/08/2018	The reviewed guidelines were presented to the April 2018 Council meeting.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
25/07/2017	Ordinary Council	159b/17	Lobethal Recreation Ground - Transfer of Land	<p>That the Subject Land be transferred to the Lobethal Recreation Ground Sports Club Inc (LRGSCI) for the consideration of one (1) dollar subject to the following:</p> <p>Each party meeting their own costs and expenses for the transfer</p> <p>LRGSCI granting the Council a first right of refusal to repurchase the land for one (1) dollar should the Subject Land cease to be owned by the LRGSCI and/or used for community recreation purposes</p> <p>LRGSCI be responsible for the day to day maintenance and cleaning of the public toilets and public playground and associated infrastructure to the standard required by Council</p> <p>The LRGSCI, if requested, grant a long term lease to Council for the area identified in Appendix 7 for one (1) dollar per annum</p> <p>The LRGSCI granting the Council a long term licence over the site of the public toilets and public playground for the purposes of structural maintenance, audit and insurance.</p> <p>The Mayor and CEO be authorised to sign all necessary documents to effect the Transfer of the Subject Land.</p>	Terry Crackett	In Progress	31/08/2018	<p>Draft contract and transfer documents have been provided to LRGSCI for review.</p> <p>LRGSCI have advised that they want to get planning approval for the boundary realignment before they complete the transfer transaction.</p> <p>LRGSCI have received Development Approval for the boundary realignment and transfer will progress in conjunction with the boundary realignment.</p>
8/08/2017	SPDPC	SP39/17	Update on Primary Production Lands DPA	<p>That as a result of the implementation of the new planning reforms and the introduction of the <i>Planning, Development &amp; Infrastructure Act 2016</i>, Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning &amp; Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA</p> <p>That reports be prepared for future SPDPC meetings as milestones are reached and notable work is released for comment.</p>	Marc Salver	In Progress	21/12/2018	<p>A Collaborative Work Program with DPTI regarding the development of the Planning &amp; Design Code has now been signed by both Council and DPTI staff. The first meeting attended by staff of the P&amp;D Code Primary Production Working Group took place on 4 May. This Group will meet monthly over the next few months to progress the development of the Rural Policy Module of the Code. Staff will provide further updates as this work progresses during the year</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
8/08/2017	SPDPC	SP42/17	Public Liability Insurance for Community Owned & Managed Halls	That the costs of public liability insurance for community owned and managed halls be referred to the Chief Executive Officer for consideration with the preparation of the Community and Recreation Facilities Framework.	Terry Crackett	In Progress	31/08/2018	Council staff met with LGRS to discuss options for public liability insurance on 13 October. Association information provided to LGRS for assessment. LGRS have confirmed they are collating information for Council to review however due to the large number of groups and facilities, this is taking some time. Information to be included as part of the Community & Recreation Facility Framework in a future workshop to Council.
26/09/2017	Ordinary Council	207a/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	1. That Heritage Agreements be entered into between the Council and the Minister for Sustainability, Environment and Conservation pursuant to section 23(5) of the <i>Native Vegetation Act 1991</i> for the conservation, management and protection of native flora and fauna in relation to the following properties: Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381 Council owned land located at 9 Ethel Street, Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98 Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in CT 5902 Folio 219	Peter Bice	In Progress	30/06/2018	The Woorabinda Heritage Agreement applications are in draft, the process for application is now underway. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR.
26/09/2017	Ordinary Council	207b/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That the Heritage Agreements retain the existing Dog Access Arrangements currently in place in each of those properties. That the Heritage Agreements be registered with the Lands Titles Office pursuant to section 23b of the Native Vegetation Act 1999.	Peter Bice	In Progress	30/06/2018	Existing dog access arrangements within a Heritage Agreement will be requested during HA application. The implementation of legislation to sit with Health and Regulatory Services and Lands Title Office registration for AHC Property action. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
26/09/2017	Ordinary Council	207c/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That the Community Land Management Plans for the above properties be reviewed and updated to reflect the provisions of the Heritage Agreements including community consultation (where necessary) as required under section 197 of the Local Government Act 1999. That the Chief Executive Officer be authorised to sign all necessary documentation to effect this resolution.	Peter Bice	In Progress	30/06/2018	Community Land Management Plan review and update is in readiness. On receipt of Heritage Agreement notification over the Woorabinda Bushland Reserves, we will then initiate the CLMP review and the CEO to then authorise (sign) as required. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR.
26/09/2017	Ordinary Council	207d/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That a separate report be brought back to Council in relation to a Heritage Agreement for the land under the care, control and management of Council located at 71 Longwood Road, Heathfield (Hender Reserve) in Crown Record 5753 Folio 715 following receipt of further advice from the Land Titles Office and Native Vegetation Branch of the Department of Environment, Water and Natural Resources regarding the dedicated purpose of the land and options for registration of the Heritage Agreement over Crown Land.	Peter Bice	In Progress	27/03/2018	A separate Council report will be provided following clarification on the Heritage Application process in respect to the Crown Land status of Hender Reserve. Report has been provided to Council and the Heritage Agreement application was completed and sent to DEWNR, receipt date 08/02/18. Currently in assessment with DEWNR.
26/09/2017	Ordinary Council	209/17	Road Realignment - Bonython Road Summertown	To purchase the area of land being 105m2 identified in red on the plan attached as Appendix 1 from Linda Marie Ferrari for the consideration of \$2,000 (excl. GST) plus all reasonable costs to vest as public road. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.	Terry Crackett	In Progress	30/06/2018	Documentation signed by parties and is being processed through Lands Titles Office.
26/09/2017	Ordinary Council	226/17	Supporting the Arts Action Plan	That a report come back to Council with an Action Plan in Supporting the Arts by the Council meeting in March 2018.	David Waters	Completed	30/04/2018	The Council adopted an Arts Action Plan at its meeting in April 2018.
26/09/2017	Ordinary Council	233c/17	CWMS Review Update	The CEO undertake an open market expression of interest process for the divestment of Council's CWMS assets and if relevant incorporating other councils Probity advice services are maintained throughout the open market expression of interest process	Marc Salver	In Progress	21/09/2018	Probity services are to be maintained through open market expression of interest process.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
26/09/2017	Ordinary Council	233d/17	CWMS Review Update	A further report be provided to Council outlining the outcome of the open market process undertaken.	Marc Salver	In Progress	21/09/2018	This Action to commence following completion of resolution 233c/17.
26/09/2017	Ordinary Council	234/17	CWMS Review Update - Period of Confidentiality	An order be made that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 26 September 2018.	Marc Salver	In Progress	26/09/2018	Report, related attachments and the minutes of Council held in confidence.
24/10/2017	Ordinary Council	246/17	Road Closure and Disposal – Schapel Road, Lobethal	To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to:close and merge the land identified as "A" in Preliminary Plan No 16/0020 ( <i>Appendix 3</i> ) with Allotment 28 in Filed Plan No 155743 comprised in Certificate of Title Volume 5502 Folio 372create an easement for transmission of electricity in favour of Distribution Lessor Corporationcreate a free and unrestricted right of way in favour of Allotment 13 being the land in CT Volume 5502 Folio 373accept consideration in the amount of \$40,000 (excl. GST) as detailed in <i>Appendix 3</i> of this report.The issuing of the Road Process Order is subject to:Boral Resources (SA) Ltd agreeing to enter into a Land Management Agreement with Council for the preservation of the native vegetation for the protection of native flora and fauna on the areas identified in the report attached as <i>Appendix 7</i> which is to be lodged with the Land Titles Office in conjunction with the Road Process Order.Boral Resources (SA) Ltd paying all fees and charges associated with the road closure process.The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> .To authorise the Chief Executive Officer (or delegate) to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	31/08/2018	Draft Land Management Agreement is being reviewed by Boral. Surveyor has been instructed to prepare final plan and road process order. Boral is investigating the option of a Heritage Agreement rather than a Land Management Agreement, if formally requested then a report will come to Council for consideration.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
24/10/2017	Ordinary Council	250/17	DEWNR Fuel Reduction on Private Lands Program	That DEW's Strategic Fuel Reduction program is approved for the Adelaide Hills Council region	Peter Bice	In Progress	31/05/2018	Following Council's endorsement of DEWNR's Strategic Fuel Reduction program on the 24/10/2017, the ongoing program has commenced, with prescribed burns completed at Heathfield Stone Reserve on the 10/10/2017 and the Crafers West site on the 9/11/2017. Both burns were successful according to the DEWNR Fire Management Unit. Additional AHC sites intended for spring 2018/19 include Lobethal Bushland Park, Yanagin Reserve and Belair (Upper Sturt) site. The Heathfield Waste Facility site is scheduled for Autumn 2019/20 program, whilst , there are no confirmed dates for Mylor Parklands. AHC Biodiversity Officers are organising bird surveys for these sites both pre and post burn. It is also anticipated that Council will collaborate with DEWNR on post weed management activities.
24/10/2017	Ordinary Council	261/17	Sale of Land at Adelaide Hills Business and Tourism Centre - CONFIDENTIAL ITEM	As per confidential minute	Terry Crackett	In Progress	31/07/2018	Progressing per confidential minutes
24/10/2017	Ordinary Council	262/17	Sale of Land at Adelaide Hills Business and Tourism Centre - Period of Confidentiality	Review confidential item for release -the subject matter be retained in confidence until the earlier of settlement of the property transactions or 12 months.	Terry Crackett	In Progress	31/07/2018	
6/11/2017	Audit Committee	AC60/17	Internal Audit Actions Implementation - Period of Confidentiality	That the report, related attachments, the minutes of Committee and the discussion of the subject matter be retained in confidence until the Internal Audit Actions have been addressed.	Terry Crackett	Completed		Security measures have been addressed and the item has been released from confidence.



Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
14/11/2017	Special Council	268/17	Review of Advisory Groups	<p>To cease the Hills Voice Reference Panel</p> <p>Nominations for Australia Day awards to be assessed only by staff and a report for decision to come to Council</p> <p>Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council</p> <p>To 'in principle' retain Council and Community/Independent Members on Advisory Groups</p> <p>That the Chief Executive Officer prepares a report for the Council's consideration at a future meeting regarding the appropriateness of the current governance arrangements for the Advisory Groups including, but not limited to, whether they would benefit from an alternate structure (such as a s41 Committee), a revised Terms of Reference in their current form, or to be ceased.</p>	Terry Crackett	In Progress	26/06/2018	<p>HVRP ceased, Australia Day Awards 2018 assessed by staff.</p> <p>Further consultation occurring with Council Members, ELT and AG EOs and AG Membership. Council report scheduled for 26 June 2018 Council meeting.</p>
28/11/2017	Ordinary Council	280/17	Draft Play Space Policy	<p>That the draft Play Space Policy contained in Appendix 1 be endorsed for consultation for a period of nine weeks, commencing 30 November, 2017, with the inclusion of a definition of Crown Land and the concept of a local playspace be refined.</p>	Peter Bice	Completed	29/06/2018	<p>The consultation is now complete, the draft policy was endorsed by the Council at the March 2018 Council meeting.</p>
28/11/2017	Ordinary Council	281/17	LED Streetlight Review	<p>That Council awaits on the outcomes from the LGASA process and for the outcomes of this report to inform a transition to LED street lighting</p> <p>A further report to Council to be provided following the completion of the LGASA process and subsequent review of the most appropriate model for Adelaide Hills Council to adopt.</p>	Peter Bice	In Progress	30/06/2018	<p>Council has now received the outcome of the LGASA process which states that the LGASA will not be involved in council streetlighting. Therefore the next step for AHC is obtain expert advice as to the best approach and tariff to proceed to a transition to LED streetlights.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
28/11/2017	Ordinary Council	282/17	Rededication of Crown Land - Hender Reserve	<p>To apply to the Department of Environment, Water and Natural Resources to revoke the existing dedication of the land contained in Crown Record Volume 5753 Folio 715 described as Section 1527 Hundred of Noarlunga in the area named Heathfield known as Hender Reserve ("Land") for recreation purposes</p> <p>To apply to the Department of Environment, Water and Natural Resources to dedicate the Land for Recreation and Conservation Purposes – Heritage Agreement subject to the draft conditions that are attached as <i>Appendix 2</i></p> <p>To authorise the CEO to finalise the conditions of dedication subject to them being substantially in accordance with the draft conditions attached as <i>Appendix 2</i></p> <p>To authorise the CEO to sign all necessary documents to effect this resolution</p>	Terry Crackett	In Progress	30/06/2018	Application for rededication has been completed and submitted to DEWR. Gazettal for rededication has not yet occurred.
28/11/2017	Ordinary Council	285/17	Road Widening - Murray Road Inglewood	<p>To purchase the area of land, being 124m2, identified in red on the plan attached as Appendix 1 ("Land") from Bruce William MacGillivray and Julie Meredith MacGillivray for the consideration of \$1,168.36 (excl. GST) plus all reasonable costs to vest the Land as public road</p> <p>That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution</p>	Terry Crackett	In Progress	30/06/2018	Final road widening plan drafted by surveyor and to be lodged with the Lands Titles Office in May. Documentation prepared and being circulated for signing by Conveyancer

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
12/12/2017	Ordinary Council	301b/17	12.4. Determination of Time and Place of Council Meetings, Workshop Sessions, Professional Development Sessions and Community Forums in 2018	That regarding Community Forums: Community Forums to be held in 2018 in accordance with the following indicative schedule: Tuesday, 13 March 2018 – Kersbrook Tuesday, 8 May 2018 – Bradbury/Longwood Tuesday, 14 August 2018 - Montacute The Chief Executive Officer be delegated to make changes to the Community Forum schedule and locations.	David Waters	In Progress	31/08/2018	Bookings have been made for venues at each of the nominated locations for the following dates: Kersbrook - Wed 28 March. Bradbury/Longwood - Tue 1 May. Montacute - Tue 7 August. Note that the dates changes from the initially resolved dates due to clashes with Council workshop evenings.
23/01/2018	Ordinary Council	3/18	Capital Program Review & Amendments	That the Amended Capital Works Program contained in Appendix 1 be endorsed and deferred projects given priority consideration in development of the 2018-19 Capital Works Program, with the exception that the Basket Range Tennis Courts \$60,000 (line 152) and Balhannah Dog Park \$14,000 (line 151) and the Mt Torrens Township Reserve Scoping Works \$40,000 (line 30) not to be removed from the Amended Capital Works program Adopt the revised Capital Works program totalling \$18,501,126 for 2017/18, a reduction of \$3,736,588, as outlined in Appendix 1.	Peter Bice	In Progress	30/06/2018	Council staff are working through the amended Capital Program and the Capital Works Program for 2018/19 being developed.  Capital works program progressing as per January revised plan. Minor adjustment at BR3 proposed for blackspot project

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	<p>To issue a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to: Close and merge the land identified as "A" in Preliminary Plan No 17/0041 (<i>Appendix 1</i>) with Allotment comprising pieces 81 &amp; 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison</p> <p>Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 &amp; 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison</p> <p>The closed road be excluded as Community Land pursuant to the Local Government Act 1999</p> <p>To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution</p> <p>To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution</p>	Terry Crackett	In Progress	31/10/2018	<p>Mr Willison passed away in late January prior to documents being signed.</p> <p>The road exchange process will be held pending issue of Grant of Probate of Mr Willison's estate.</p>
20/02/2018	Audit Committee	AC18/15	7.1. Internal Audit Actions Implementation - Release of Confidentiality Order	<p>That the report, related attachments and the minutes of the Committee and the discussion and considerations of the subject matter be retained in confidence until the Internal Audit actions have been addressed</p>	Terry Crackett	In Progress	30/06/2018	<p>Discussions with the Manager ICT have identified that implementation of actions is progressing steadily and should be completed in the coming months. At which time the confidentiality order can be considered for release.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
20/02/2018	Audit Committee	AC18/4(4)	Appointment of External Auditor - Release of Confidentiality Order	That the report and related attachments of the Committee and the discussion and considerations of the subject matter be retained in confidence until the completion of the contract	Terry Crackett	In Progress	30/03/2021	Given the commercial in confidence information, the release of the confidentiality order is unlikely to occur for 3-5 years depending on whether the option under the contract is exercised. Nevertheless the cost of Statutory Audit services is reported in the Annual Report.
27/02/2018	Ordinary Council	30/18	Master Plan Woodside Recreation Ground	That the master planning exercise for the Woodside Recreation Ground, as resolved by Council at its 28 November 2017 meeting (275/17), be expanded to include the adjoining recreation and car parking precinct between Tiers Road and Langbein Avenue, Woodside.	Peter Bice	In Progress	18/02/2019	
27/02/2018	Ordinary Council	31/18	Arts & Heritage Hub	That the report be received and noted. That the Business Development Framework for the establishment of an Arts and Heritage Hub in the Old Woollen Mill at Lobethal, contained in Appendix 1, be noted. That the Administration proceeds with the establishment of an Arts and Heritage Hub using the Business Development Framework as a guide. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, occur as early as possible and include key performance and results targets, and mechanisms for review of the implementation by Council to ensure alignment with budget allocations and strategic objectives. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken. The CEO provides a progress report on the implementation of the Business Development Framework within 6 months from the date of appointment of the Director.	David Waters	In Progress	31/12/2018	Recruitment for the Arts and Heritage Hub Director is underway.  An appointment is likely in early June.  The progress report is therefore likely in December 2018.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
27/02/2018	Ordinary Council	32/18	AHBTC Plan of Division & Divestment	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>2. That the plan of division for the Southern Site, as shown in Appendix 1, be approved.</li> <li>3. That the Chief Executive Officer be authorised to execute all documents necessary for the division of the land and the subsequent sale of the new allotments created in the land division of the Southern Site.</li> </ol>	Terry Crackett	In Progress	30/06/2018	Plans lodged at the Lands Titles Office and documents being prepared for execution.
27/02/2018	Ordinary Council	34/18	Mobile Food Vending Businesses	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. Council adopt the Mobile Food Vending Business Location Rules contained in Appendix 2 of this report with an effective date of 1 March 2018.</li> <li>3. The Fees and Charges Register be updated to include the following Mobile Food Vending Business permit fees: <ol style="list-style-type: none"> <li>a) Monthly Fee \$100</li> <li>b) Annual Fee \$1,000</li> </ol> </li> <li>4. That further consultation as outlined in this report be undertaken with key stakeholders and the community on Council's adopted Mobile Food Vending Business Location Rules.</li> <li>5. That the Chief Executive Officer be authorised to make any formatting or non-significant grammatical and/or content changes to the Mobile Food Vending Business Location Rules for publication purposes during the period of its currency.</li> <li>6. A further report be provided to Council outlining the outcome of the further consultation undertaken and subject to the consultation outcome, present refined Mobile Food Vending Business Location Rules for adoption.</li> </ol>	Marc Salver	In Progress	20/07/2018	<p>Fees and Charges Register has been updated pursuant with resolution 3.</p> <p>Planning has commenced to undertake further consultation required by resolution 4.</p> <p>Focus group session did not occur on 30 April 2018 due to lack of interest. A Council workshop did occur on 8 May 2018 and ideas for the development of Location Rules considered and will now be consulted on. Community drop in sessions to be held to inform final Location Rules for adoption at 26 June Council meeting.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
27/02/2018	Ordinary Council	39/18	Community Loans Policy	<p>1. The report be received and noted</p> <p>2. The Community Loans Policy as provided at Appendix 1 be endorsed for community consultation.</p> <p>3. A loan of \$15,000 be provided to Mt Torrens Centenary Park Incorporated for the completion of drainage works subject to the finalisation of a loan agreement with Council that is executed under Council's seal.</p> <p>That the Mayor and Chief Executive Officer be authorised to execute all documents necessary, including applying the Council Seal (as required), for the establishment of a loan agreement with Mt Torrens Centenary Park Incorporated.</p>	Terry Crackett	In Progress	4/05/2018	<p>Community Loan Policy - consultation completed and the Policy subsequently adopted by Council and now available on Council's website.</p> <p>Discussions with Mount Torrens Centenary Park Incorporated commenced on the development of loan agreement in accordance with Council resolution. Advised by MTCPI that funds no longer required immediately due to timing of works.</p>
27/02/2018	Ordinary Council	42/18	Rural Property Addressing Consultation Outcomes	<p>That the report be received and noted. That in keeping with the City of Tea Tree Gully Council resolution dated 13 February 2018, and having considered the Adelaide Hills Council report entitled "Rural Property Addressing – Range Road North, Range Road South and Churchett Road Outcomes Report" and dated 27 February 2018, which includes the feedback from the residents, Council resolves to implement the rural property addressing system to the Adelaide Hills Council residents to ensure that the numbering is consistent and the correct numbers are displayed to assist emergency services, service providers and the general public locating properties.</p>	Peter Bice	In Progress	1/06/2018	<p>Process now underway for transitioning affected residents to Rural property Addressing in collaboration with City of Tea Tree Gully.</p> <p>Joint Letter sent to residents on 8 th May.</p> <p>CTTG to commence sign installation mid May.</p> <p>New RPA available for use on 31 May 2018.</p>

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
27/02/2018	Ordinary Council	48/18	Investigation of Speed Limit Jungfer Road Charleston	That the CEO investigate the request for a reduction of the speed limit to a maximum of 60kph on Jungfer Road Charleston and, should the investigation justify a change, make the appropriate submissions to the Department Planning Transport & Infrastructure.	Peter Bice	In Progress	30/09/2018	Investigations are now underway. Traffic Counters have been installed to collect current traffic speeds as part of the assessment process.
27/02/2018	Ordinary Council	49/18	Naming of Council Owned Premises in Lobethal - AHBTC	That the CEO, after consultation with interested parties, provide a report to Council on a recommended name for the Council owned premises at the AHBTC, Lobethal, by 31 October 2018.	David Waters	In Progress	31/10/2018	Staff are developing a process for this exercise. It is expected to involve a community ideas generation phase, followed by shortlisting in consultation with key stakeholders, then a recommendation to Council.
27/02/2018	Ordinary Council	54/18	Confidential Item - Retirement Village Review	As per confidential Minute	Terry Crackett	In Progress	31/12/2018	Per confidential resolution
27/02/2018	Ordinary Council	55/18	Retirement Village Review - Period of Confidentiality	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the sale has been finalised, but not longer than 12 months. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Terry Crackett	In Progress	31/12/2018	
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	As per confidential minute	Terry Crackett	In Progress	31/12/2018	Matter being progressed per resolution
27/02/2018	Ordinary Council	58/18	AH Swimming Centre Shade Sail - Period of Confidentiality	that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> that the report and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined but not longer than 12 months. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Terry Crackett	In Progress	31/12/2018	



Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
27/03/2018	Ordinary Council	65/18	Memorial for late Cr Val Hall	That in view of the service the late Cr Val Hall rendered to both the Council and the various community groups, Council erects a memorial seat in Federation Park, Gumeracha, with financial support from the community groups with which she was associated.	Peter Bice	In Progress	31/08/2018	Meeting was held with interested parties (including family members) on 10/05/2018 to discuss placement and type of seat.  A seat has now been ordered and location identified, currently working with family on final wording on the plaque.
27/03/2018	Ordinary Council	67/18	Revocation of Community Land - Lobethal Retirement Village	That the report be received and noted.To commence the process to revoke the community land classification of the land located at 3 Jeffrey Street Lobethal contained in Certificate of Title Volume 6017 Folio 705 (Appendix 1) by undertaking community consultation.To report back to Council following completion of the community consultation process.	Terry Crackett	In Progress	30/06/2018	Consultation commenced on 18 April and ends on 18 May 2018. Council staff attended at Lobethal on 8 May 2018 to meet with residents to discuss any concerns they may have.
27/03/2018	Ordinary Council	68/18	Milan Terrace Pedestrian Safety	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>2. That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility</li> <li>3. That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing</li> <li>4. That Council submits a proposal to the Department of Planning, Transport &amp; Infrastructure to reduce the speed limit on Milan Terrace to 30km/h from a point approximately 80 metres west of the Druid Avenue intersection and approximately 40 metres east of the Johnston Street intersection</li> <li>5. That a report be brought back to Council to determine whether future budget considerations are applicable including costings for a wombat or zebra crossing.</li> </ol>	Peter Bice	In Progress		Traffic speed count completed and consultant engaged to undertake assessment for appropriate pedestrian crossing and prepare concept. Initial draft assesment completed by consultant regarding zebra crossing and under review by staff
27/03/2018	Ordinary Council	69/18	Play Space Policy	That the report be received and noted.With an effective date of 2 July, 2018, to adopt the Play Space Policy in App 1.	Peter Bice	In Progress	2/07/2018	Policy has been prepared for implementation date of 2 July 2018.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
27/03/2018	Ordinary Council	79/18	Congratulations to Members of Parliament for appointment to Ministry	<p>1. Council congratulates the Honourable John Gardner MP and the Honourable Stephan Knoll on their appointments to the inaugural Marshall Ministry.</p> <p>2. The Chief Executive Officer conveys the congratulations to the new Ministers.</p>	Andrew Aitken	Completed		
27/03/2018	Ordinary Council	69/18	Play Space Policy	Implement policy and communicate to staff and/or community if applicable	Peter Bice	Not Started		
24/04/2018	Ordinary Council	87/18	By-Law Making	<p>That the report be received and noted. The draft By-laws contained within Appendix 1 through to Appendix 6 (inclusive) of this report be released for community consultation for a period of at least twenty one clear days. The draft Dogs By-law No. 5 and draft Cats By-law No. 6 be referred to the Dog and Cat Management Board at least 21 days before being released for community consultation. To authorise the Chief Executive Officer to make any minor changes to the draft By-laws that the Chief Executive Officer deems fit prior to the agency referral and commencement of community consultation. That the Administration undertakes an analysis of introducing a cat registration scheme including options and potential fees and a further report in this regard be provided to Council in July 2018. That Clause 9.1 of the draft Cats By-law be amended to read 'As of 1 January 2022 the owner or person responsible for the control of a cat must take steps to ensure that the cat is confined to the premises occupied by that person at all times, unless the cat is under effective control by physical restraint', and that Clause 9.2 be removed.</p>	Marc Salver	In Progress	31/01/2019	Consultation on the Bylaws has commenced, with Agency and Dog & Cat Management Board first and community consultation to commence on 18 May 2018. The results of the consultation and any changes to the Bylaws will be reported to a 23 July 2018 Council meeting for consideration

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
24/04/2018	Ordinary Council	88/18	Arts Action Plan	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. That the Arts Action Plan, as contained in Appendix 1, be adopted.</li> <li>3. That the Chief Executive Officer be authorised to make any non-significant grammatical, formatting and/or content changes to the Arts Action Plan for publication purposes.</li> </ol>	David Waters	Completed		No further action in relation to this resolution is necessary.
24/04/2018	Ordinary Council	89/18	Adelaide Hills Tourism 2 year Funding Agreement	That the report be received and notedThat the two year funding agreement with the Adelaide Hills Tourism be approvedThat the Mayor and CEO be authorised to sign and seal the Agreement on behalf of Council.	Marc Salver	In Progress	18/05/2018	2 Year funding agreement to be signed on 18 May 2018 and will become effective from 1 July 2018
24/04/2018	Ordinary Council	90/18	Road Widening Edward Avenue Crafers	That the item lie on the table.	Terry Crackett	In Progress	22/05/2018	This item is included on the 22 May 2018 Council agenda.
24/04/2018	Ordinary Council	91/18	Policy Review - Road Rents, Outdoor Dining & Roadside Trading	That the report be received and notedWith an effective date of 14 May 2018, to revoke the 4 December 2007 <i>Road Rents Policy</i> and to adopt the <i>Road Rents Policy</i> as contained in Appendix 1With an effective date of 14 May 2018, to revoke the 8 November 2011 <i>Outdoor Dining Policy</i> and to adopt the <i>Outdoor Dining Policy</i> as contained in Appendix 2With an effective date of 14 May 2018, to revoke the 25 March 2015 <i>Roadside Trading (Use of Public Road Verges for Business Purposes) Policy</i> and to adopt the <i>Roadside Trading (Use of Public Road Verges for Business Purposes) Policy</i> as contained in Appendix 3.	Terry Crackett	Completed	14/05/2018	Policies have been finalised and uploaded onto Council's website. Staff have been advised.
24/04/2018	Ordinary Council	92/18	Long Term Financial Plan Update	That the report be received and noted. To adopt the Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with <i>Section 122 of the Local Government Act 1999</i> .	Terry Crackett	Completed	9/05/2018	Long Term Financial Plan adopted by Council and uploaded onto the Adelaide Hills Council website.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
24/04/2018	Ordinary Council	93/18	Draft 2018/19 Fees & Charges	That the report be received and noted.To adopt the 2018/19 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2018.Council notes that the statutory fees will be included on the schedule of fees and charges available for public inspection subsequent to being gazetted.	Terry Crackett	Not Started	30/06/2018	A full schedule of fees and charges will be prepared prior to 1 July 2018 and add to the Council website for information.
24/04/2018	Ordinary Council	94/18	Draft Annual Business Plan & Budget	That the report be received and noted.The draft 2018/19 Annual Business Plan included as Appendix 1 to this report be endorsed for community consultation.The period of consultation for the draft 2018-19 Annual Business Plan be from 30 April 2018 to 25 May 2018.That the 22 May 2018 Ordinary Council meeting will, in accordance with s123(4)(i)(B) of the <i>Local Government Act 1999</i> , be the meeting at which members of the public may ask questions and make submissions.That the Chief Executive Officer, or delegate, be authorised to make any formatting or other minor content changes to the draft 2018-19 Annual Business Plan prior to its release for community consultation.	Terry Crackett	In Progress	25/05/2018	The ABP is in a period of community consultation from 30 April to 25 May 2018
24/04/2018	Ordinary Council	95/18	Sport & Recreational Facility Grants	That the report be received and notedTo adopt the Community and Recreation Facility Grant Guidelines as contained in Appendix 1 with the amendment to the Who Can Apply section to read "whose role is to manage community facilities, active recreation or sport facilities" To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the Guidelines during the period of its currency.	Peter Bice	Completed		Adopted Guidelines are available on the website - the Grant Round will be opening on 1 June 2018.
24/04/2018	Ordinary Council	96/18	Community Loans Policy	That the report be received and noted.With an effective date of 8 May 2018, to adopt the <i>Community Loans Policy</i> as provided in Appendix 1, with an amendment to item 4.2 for the requirement for registration with the ACNC to be removed.That a definition of "Not for Profit" organisations be included in the Policy.	Terry Crackett	Completed		Community Loans policy has been updated and is now available on Council's external website.

Meeting	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible	Status	Est.	Comments
24/04/2018	Ordinary Council	97/18	Delegations	As per minute	Terry Crackett	Completed		Delegations updated and on Council's website. Staff advised of new regime.
24/04/2018	Ordinary Council	100/18	CEO Performance Review Panel	1. That the minutes of the CEO Performance Review Panel meeting of 12 April 2018 as distributed, be received and noted. 2. To undertake the 2018 CEO Performance Review and Total Employment Cost Package Review using an external consultant, and report back to the 28 August 2018 Council meeting.	Andrew Aitken	In Progress	28/08/2018	Have sought responses to a Request for Quote from external providers to undertake the CEO Performance Review and Total Employment Cost Package Review for the 2017/2018 financial year.
24/04/2018	Ordinary Council	102/18	Sale of Land for Non Payment of Rates	Refer to Confidential Minute	Terry Crackett	In Progress	30/06/2018	Actions commenced in accordance with resolution.
24/04/2018	Ordinary Council	96/18	Community Loans Policy	Implement policies and commence any actions, such as development or roll out of procedures, notification to staff and/or staff training and community awareness (including public notification, gazetting, etc.) if required.	Terry Crackett	Not Started		
24/04/2018	Ordinary Council	91/18	Policy Review - Road Rents, Outdoor Dining & Roadside Trading	Implement policies and commence any actions, such as development or roll out of procedures, notification to staff and/or staff training and community awareness (including public notification, gazetting, etc.) if required.	Terry Crackett	Completed		
30/04/2018	Audit Committee	AC18/23	External Audit Plan	Recommend to Council the scope of work and timing of the 2017/18 External Audit by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1	Terry Crackett	Completed	24/04/2018	Council considered the matter at its 24 April 2018 meeting.
30/04/2018	Audit Committee	AC18/	Strategic Internal Audit Plan	Recommend to Council the adoption of the draft Strategic Internal Audit Plan 2018/19 – 2021/22 as contained in Appendix 1. Acknowledge that any revisions/changes arising from the Committee's consideration of the draft Plan will be incorporated into the subsequent report to Council	Terry Crackett	In Progress	22/05/2018	Council will consider the Strategic Internal Audit Plan at its 22 MAY 2018 meeting.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 22 May 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Originating Officer:** Hari Argiro, Coordinator Service Strategy and Innovation

**Responsible Director:** David Waters, Director Community and Customer Service

**Subject:** Customer Service Standards Report – Quarter 3, 2017-18

**For:** Information

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**SUMMARY**

The purpose of this report is to communicate Council’s performance against the customer service standards for Quarter 3 2017-18. The report provides an overview of the performance results for each of the service standards. The Service Standards Report is contained in **Appendix 1**.

**RECOMMENDATION**

**Council resolves that the report be received and noted.**

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability  
Strategy: Customer Service Commitment

Measuring and reporting on service standards is a key component of Council’s Customer Service Framework and demonstrates our commitment to customer service as outlined in the Strategic Plan.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

Reporting against our service standards will assist in mitigating the risk of:

*Unknown performance against service standards and targets leading to an inability to improve service delivery to the community.*

Inherent Risk	Residual Risk	Target Risk
Extreme (3A)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

Not applicable.

➤ **Customer Service and Community/Cultural Implications**

Measuring and reporting on performance against the standards in Council's Customer Service Framework is important to demonstrate how Council is meeting its commitment to customer service. The quarterly report aids in identifying opportunities to improve customer service delivery.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

*Council Committees:* Not applicable

*Council Workshops:* Not applicable

*Advisory Groups:* Not applicable

*Administration:* Executive Leadership Team  
Manager Development Services  
Team Leader Statutory Planning

*Community:* Not applicable.

## 2. **BACKGROUND**

Service standards are a key component of the Customer Service Framework, providing a commitment to specific service targets. The collation and reporting of key identified performance standards demonstrates a commitment to the provision of quality customer service and can be used to identify service improvement opportunities.

It should be noted that service standard reporting is based on service instances *completed* or *closed* within the reporting period.

### 3. ANALYSIS

#### Time based indicators

Of the 16 time-based service standard indicators reported, the target performance was met – or there were no instances – for 13 of them.

Three of the time-based standards did not meet the target performance:

- Answering Incoming Phone calls

The target for this standard was only just missed, with 74% of the 10,084 calls being answered within 30 seconds (the target is 75%). It should be noted that the result for each of the two previous quarters was 75%, indicating consistent results in this service standard.

It should be noted that the data for this quarter does not include any March data. The Contact Centre introduced an ‘automated attendant message’ at the beginning of March. The data from that point onward is not valid as the system records the time taken to answer as the difference between when the system receives the call and when either the system releases the call to East Waste (but not necessarily answered by East Waste) or the call is answered by a Council staff member. A better way would be to calculate the time taken between the caller choosing an option and the call subsequently being answered. At this stage this data cannot be readily collected.

The Contact Centre software is, however, being upgraded in the coming weeks and more detailed reporting will be available, which will include wait and hold times and call drop-out rates. It is anticipated that the upgrade will be undertaken by the end of the financial year and contact centre service standard reporting will recommence from that time.

- Illegally Dumped Rubbish

Whilst this quarter’s result of 64% is below the target of 80%, the result is an improvement on last quarter when only 58% of cases were resolved within 3 days. The average resolution time this quarter was 10 days and the median 1.7 days (or 42 hours).

- Fast Track Development Applications

10 out of the 14 applications did meet the service standard of 28 days. Four applications took longer than 28 days to process due to either the Christmas/New Year holiday period, the need to seek additional information from the applicant, private certification undertaken by the applicant and the need for an internal referral in one instance. The average approval time for the quarter was 20 days, and the median was 10 days.



### **Other indicators**

- **Development Applications**

The average planning consent time for development applications for the quarter is 17.8 weeks (target 12 weeks) with a median consent time of 11.9 weeks. Some of this can be explained by a longstanding issue with a non-complying business sign from 2013 which was resolved in this quarter. Excluding this application from the result gives an average consent time of 16.6 weeks and median of 11.7 weeks.

- **Low Risk Infrastructure Requests**

The number of new low risk infrastructure requests in the quarter was 631, a decrease from the Quarter 2 volume of 709, and Quarter 1 volume of 848. Future reports will be able to shed light on whether this is a downward trend or a pattern in the number of requests, potentially explained by the season and less severe weather events.

A lower number of requests this quarter have led to significant reduction in the average cycle times which has reduced to 59 days this quarter, compared to 123 days in Quarter 2 and 91 days in Quarter 1.

### **Overall volume of requests**

The number of requests relating to services with adopted service standards increased by 555 this quarter. This is due to the increase in requests to investigate and remove wasp nests, which increased from 12 requests in Quarter 2 to 605 requests in Quarter 3 (an increase of 593 requests). Despite the significant increase in requests this quarter, the wasp service standard exceeded the target, meeting the service standard in 582 cases.

## **4. OPTIONS**

Council has the following options:

- I. To note the report as presented (Recommended)
- II. To determine any additional actions to be undertaken.

## **5. APPENDIX**

- (1) Q3 2017-18 Service Standard Report (January – March 2018)

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# **Appendix 1**

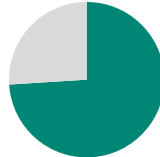
*Q3 2017-18 Service Standard Report  
(January – March 2018)*

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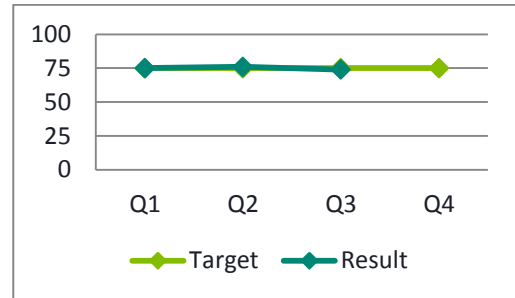
### General Customer Standards

#### Answering incoming phone calls

We will answer 75% of calls to our contact centre within 30 seconds

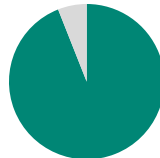


Volume 10084  
Target 75%  
Result 74%

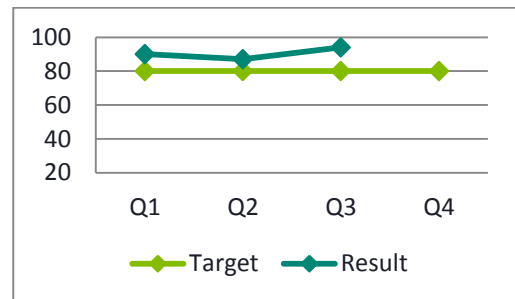


#### Updating customer details

We will update your contact details within 5 days



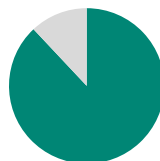
Volume 133  
Target 80%  
Result 94%



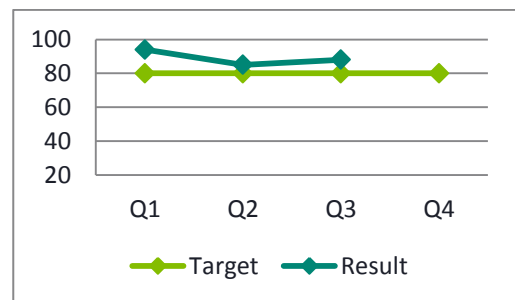
### Service Specific Standards – Time Based Indicators

#### New Event Applications

We will acknowledge receipt of new applications within 5 days

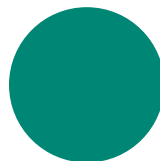


Volume 16  
Target 80%  
Result 88%

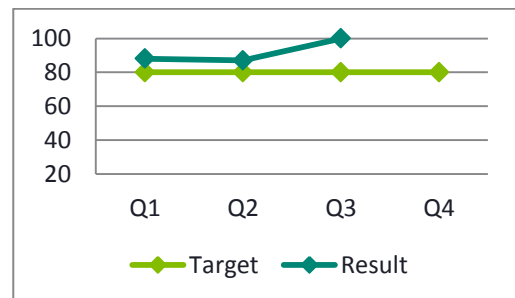


#### Illegal Burning Complaints

We will investigate reported illegal burning within 24 hours

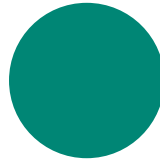


Volume 1  
Target 80%  
Result 100%

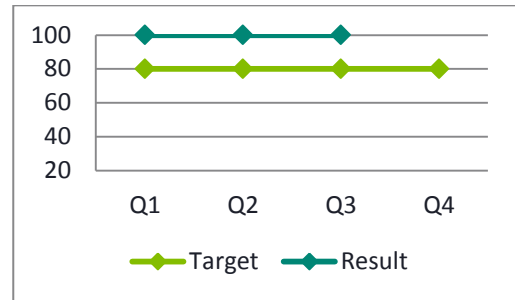


### Health Complaints

We will investigate/respond to reported food complaints within 24 hours

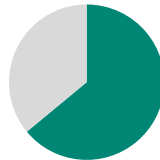


Volume 3  
Target 80%  
Result 100%

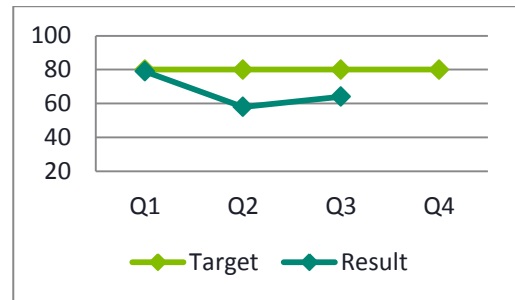


### Illegally Dumped Rubbish

We will remove illegally dumped rubbish within 3 days

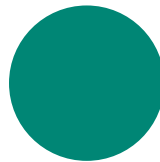


Volume 58  
Target 80%  
Result 64%

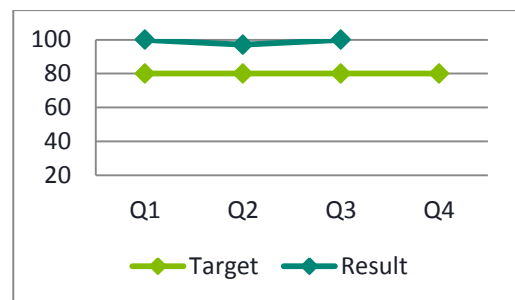


### Library Services

We will respond to requests to purchase materials within 10 days

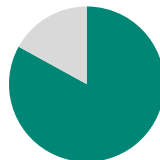


Volume 41  
Target 80%  
Result 100%

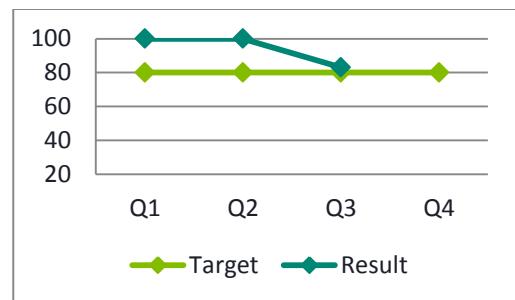


### Dog Attacks

We will respond to reported dog attacks within 24 hours

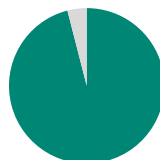


Volume 6  
Target 80%  
Result 83%

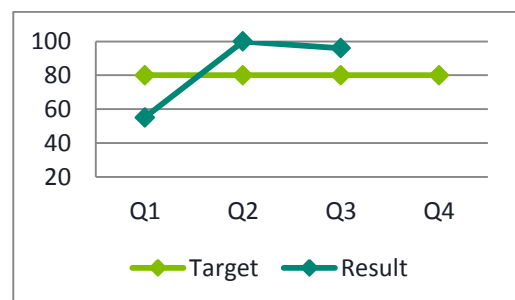


### Wasps

We will investigate and action reported European Wasp nests within 7 days



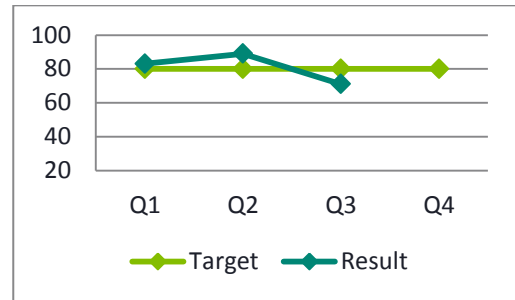
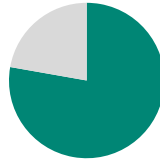
Volume 605  
Target 80%  
Result 96%



### Development Applications

We will approve fast track Development Applications within 28 days

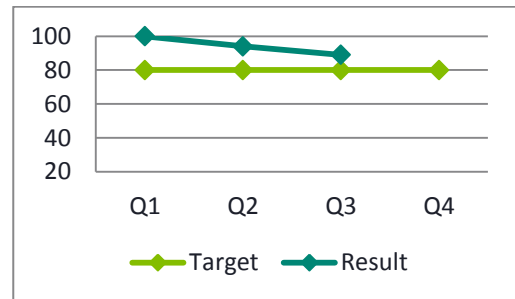
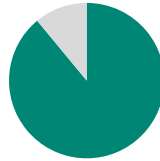
Volume 14  
Target 80%  
Result 71%



### Missed Bins

We will collect missed domestic bins within 2 days

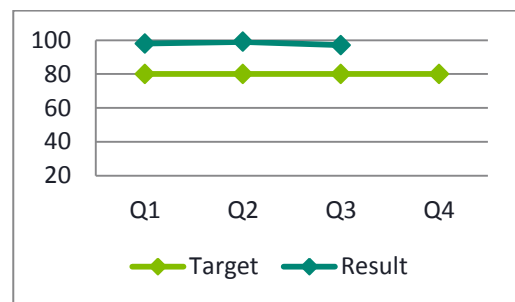
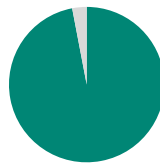
Volume 9  
Target 80%  
Result 89%



### Request for bin repair or replacement

We will action requests for bin repair or replacement within 7 days

Volume 799  
Target 80%  
Result 97%

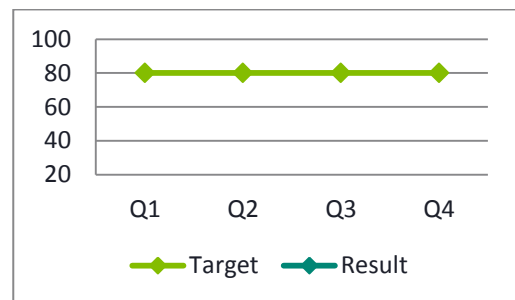


### Footpath Repairs – Hazardous

We will respond and make safe hazardous footpath issues within 24 hours

Volume 0  
Target 80%  
Result No Incidents

No incidents



### Road Repairs – Hazardous

We will respond and make safe hazardous road and pothole issues within 24 hours

Volume 0  
Target 80%  
Result 0%

No Incidents

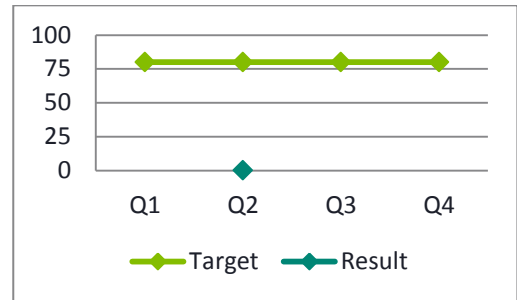


**Stormwater Repairs – Hazardous**

We will respond and make safe hazardous stormwater and flooding issues within 24 hours

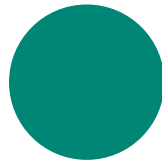
No Incidents

Volume	No Incidents
Target	80%
Result	No Incidents

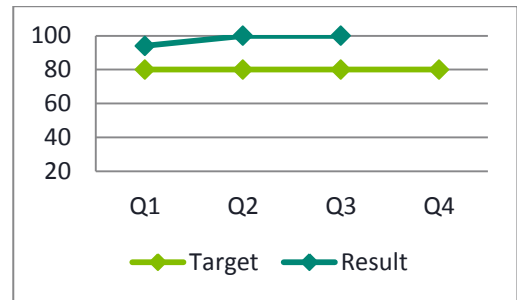


**Trees – Hazardous**

We will respond and make safe hazardous tree issues within 24 hours



Volume	5
Target	80%
Result	100%

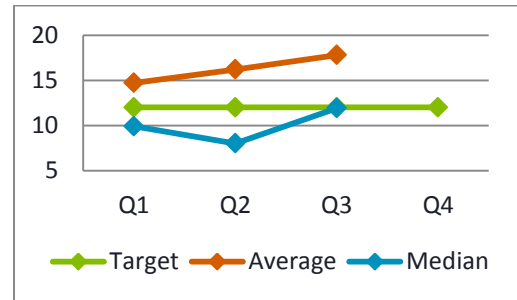


## Service Specific Standards – Other Indicators

### Development Applications

We will, on average, make a decision on planning consent within 12 weeks of receipt of the application

Volume	205
Target	12 weeks
Average Consent Time	17.8 weeks
Median Consent Time	11.9 weeks

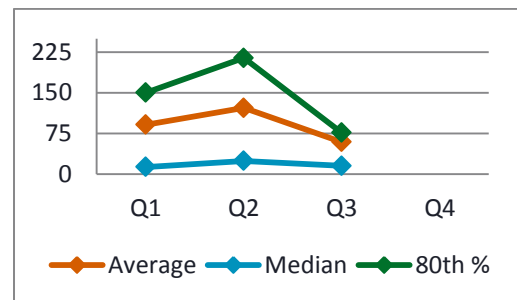


Note: a longstanding issue with a non complying business sign was resolved in this period. Excluding this application from the results gives an average consent time of 16.6 weeks and a median consent time of 11.7 weeks.

### Low Risk Infrastructure Requests – Average Time to Resolve

We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

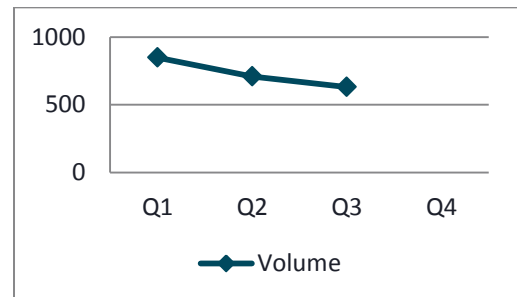
Volume	647
Average Resolution Time	59 days
Median Resolution Time	15 days
80 <sup>th</sup> Percentile Resolution Time	76 days



### Low Risk Infrastructure Requests – Number of New Requests

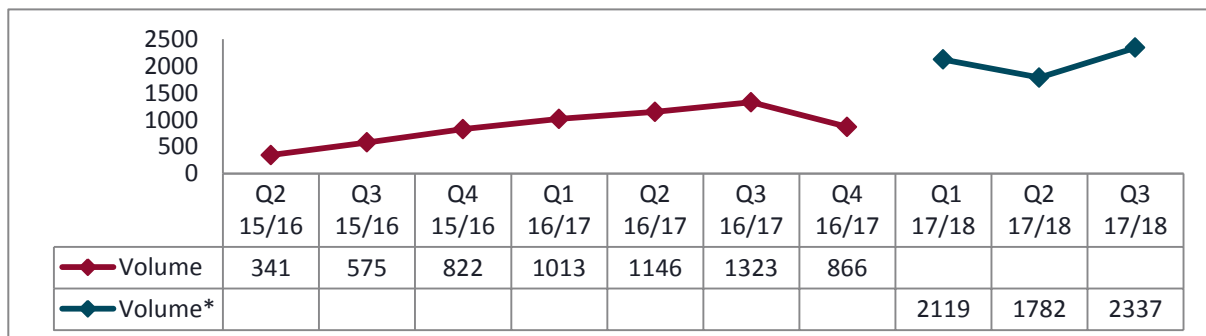
We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

Number of New Requests	631
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### Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



\* From Q1 17/18 the volume includes requests for bin repair and replacement requests, which were previously not reported

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 22 May 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.2

**Originating Officer:** Jennifer Blake, Coordinator Communication and Events

**Responsible Director:** David Waters, Director Community and Customer Service

**Subject:** Communications and Marketing Plan 2014 – Progress Report

**For:** Information

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**SUMMARY**

The purpose of this report is to provide details of progress toward achieving the projects and actions outlined in Adelaide Hills Council's *Communications and Marketing Plan 2014*.

The Plan sets the framework and standards for communicating with Council's stakeholders and outlines the key projects and actions for implementation to ensure the Council's communication objectives are met.

While the goals outlined in the Plan are impacted by all areas of the organisation, for the purpose of this report the main focus will be on achievements within the Community and Customer Service Directorate with some inclusions from other departments.

**RECOMMENDATION**

**Council resolves that the report be received and noted.**

---

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal 4 Explore ideas and work with others  
Strategy 4.1 Methods of Engagement

This report is about achievement under the goals of the *Communications and Marketing Plan 2014*. The Strategy aligns closely with Council's Strategic Plan, *Your Adelaide Hills* and therefore directly contributes to all four goal areas of Prosper, Connect, Place and Explore.

➤ **Legal Implications**

There are a number of legislative provisions that require the Council to publish and issue public notice of certain things. For instance, the *Local Government Act 1999* requires various registers and notices to be published on a website determined by the Chief Executive Officer. There are also requirements for certain notices to be published in newspapers circulating in the area. It is



therefore crucial for the Council to maintain effective online and print communication channels.

➤ **Risk Management Implications**

The effective implementation of the Communication and Marketing Plan will assist in mitigating the risk of:

*Inconsistent, incorrect or confusing communication with the community leading to negative media attention, reputational damage and adverse impact on community wellbeing.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (2C)	Low

➤ **Financial and Resource Implications**

Actions arising from the Communications and Marketing Plan are planned and budgeted each year as part of the normal budget setting processes.

➤ **Customer Service and Community/Cultural Implications**

The Communications and Marketing Plan provides a framework for the way in which Council communicates with people who live, work and play in the Adelaide Hills. It recognises the importance of responding to diversity in the way Council engages with different groups and demographics within our region.

➤ **Environmental Implications**

The reduction of printed publications such as the Hills Voice magazine has had environmental implications by reducing the demand for paper and ink and reducing the amount of paper consigned to landfill. Appropriate communication on waste and recycling issues may improve sustainability outcomes within our region.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Director Community and Customer Service Communications Officer
<i>Community:</i>	Not Applicable

The Communication and Marketing Plan was developed in consultation with Council members and staff.

Staff have drawn on information gathered during community consultations and forums and through customer feedback and event debriefs to inform the implementation of this plan.

Feedback on the future of Hills Voice magazine was elicited in April to June 2017 using Engagement HQ, a readership survey and an independent consultant.

## 2. BACKGROUND

At the Strategic Planning & Development Policy Committee meeting on 9 September 2014, it was resolved as follows:

### 12.2. Communication and Marketing Plan

Moved Cr Malcolm Herrmann 55  
S/- Cr Linda Green

**That the Strategic Planning & Development Policy Committee resolves:**

1. That the report be received and noted
2. That the Communication and Marketing Plan be adopted.

**Carried Unanimously**

The development of a Communication and Marketing Plan was a key action in Council's Strategic Plan 2014-2018.

The Communication and Marketing Plan sets the framework and standards for communication with Council's stakeholders and outlines key projects and actions to ensure the community understands and has access to the services and functions of Council. The Plan also aims to improve consistency and efficiency of information provision.

The Community Engagement Framework provides guidance on targeted engagement with stakeholders around specific projects and initiatives. The Communication and Marketing Plan links to and complements this framework by focusing on regular, consistent, transparent communication with the community.

## 3. ANALYSIS

This report has been written to provide details of progress in implementing the Plan.

The Communication and Marketing Plan consists of five objectives as detailed below.

### 3.1. Build community awareness of Council functions and services

Objective 1 recognises the value of informing and educating our residents about the functions and services Council provides to increase awareness, maintain transparency and manage expectations.

Key achievements relating to this objective include:

- Developed a Brand Style Guide for Council in 2015
- Developed Communication Guideline for staff regarding process and protocols for communication
- Developed signage style guide for parks and reserves
- Increased internal design capability in conjunction with building strong relationships with external creative agencies
- Established a sub-brand for volunteers

- Initiated branding integrity for community centre promotional material
- Established a regular newspaper column in The Courier to communicate key projects, programs and initiatives in a way that was consistent and could be anticipated by the community
- Introduced email signature promotional blocks to promote key initiatives, events and consultations
- Commenced the development of a program of signage upgrade or replacement for all parks and reserves in conjunction with the Open Space Team.

### **3.2. Increase participation and access to Council functions and services**

Objective 2 recognises the varied communities that exist in the Adelaide Hills and the need to communicate with them via their preferred channel and in the appropriate voice with a focus on digital channels including the website, e-newsletters and social media.

Key recent achievements relating to this objective include:

- Undertook a website review resulting in a new website front page with dynamic content and more easily accessible menus
- Developed an ongoing website content management framework
- Built and implemented a new single booking event page on the Council website encompassing Council, community centre, library, external and business events
- Commenced a monthly Hills Voice E-news in March 2016 to over 1800 subscribers and growing
- Surveyed our community on their preferred communication methods
- Conducted a review of Hills Voice Magazine, ceasing publication in November 2017 and implementing a new strategy of alternative communication methods
- Grew our social media community to 6000 (followers)
- Created social media guidelines for staff and elected members covering all social platforms
- Instigated a schedule for updating district signage across the region with key consultations and initiatives
- Implemented content plans to manage our social media presence
- Implemented social media monitoring and reporting.

### **3.3. Build understanding of Council's vision and strategic direction**

Goal 3 recognises the importance of effectively communicating Council's vision and strategic direction to improve understanding of why decisions are made, manage community expectations and share 'our story'.

Key recent achievements relating to this objective include:

- Production of consistently branded Council reports, strategies and plans available on our website and at service centres
- Rebranding of the internal intranet homepage to keep staff updated and aware of Council's plans, strategies and news
- Produced a 'new look' Annual Report aligned to our Strategic Plan from the 2014/15 financial year

- Closely aligned the community engagement and communications functions to ensure the community is informed and engaged through website, social media, e-news and print channels
- Proactively engaged with media on Council initiatives including: multiculturalism, World Heritage bids, Council's 20<sup>th</sup> Anniversary, Hills Harmony Picnic, cat confinement and recycling.

### **3.4. Build and maintain community confidence in Council**

Objective 4 recognises how community confidence in Council can be influenced by the media and the professionalism of how we run Council events and respond to feedback outside of traditional channels.

Key recent achievements in this goal area include:

- Built strong relationships with local media and implemented proactive media initiatives including media releases and proactive comment
- Provided media training to Council Members and senior staff in 2016
- Collaborated with Service Improvement to update the community on our Customer Service Charter to ensure they are aware of our Customer Service Standards
- Developed a suite of useful event management documents for community groups to access via our website
- Established an advertising procedure through the Communications team to ensure consistency in all Council advertising
- Implemented a process for dealing with social media enquiries and feedback.

### **3.5. Facilitate Council's community leadership role**

Objective 5 recognises that Council needs to promote regular and productive dialogue with the community on key issues.

Key recent achievements relating to this objective include:

- Proactively obtaining media coverage of award wins and achievement of Council in facilitating community involvement in the Uraidla finish of the 2018 Santos Tour Down Under and Bupa Challenge
- Providing support for the growth of the Women's Tour Down Under in the Adelaide Hills
- Support for the introduction of the Stirling Fringe
- Promotion of the community leadership and May Business Week initiatives through our new events website, social media and e-channels.

The list of achievements shows consistent and targeted delivery across all objectives. There has been an emphasis on building collaborations and relationships with internal stakeholders, community, local media outlets and other organisations.

## **Priorities for the next 12 months**

It is nearly four years since the adoption of the Council's first Communications and Marketing Plan and the priority initiatives are fundamentally complete. It is anticipated that a new Communications and Marketing Plan will be developed over the next 12 months, however priority activities under the current objectives include:

### Objective 1: Build awareness of Council's functions and services

- Refresh the YAC (Youth Advisory Committee) brand
- Create a 'new residents' hub on website
- Create 'new residents' brochure
- Implement vehicle branding for works, rangers and other key areas

### Objective 2: Increase participation and access to Council's functions and services

- Implement a campaign to increase the number of E-news subscribers
- More strategic use of roadside signage
- Update landing page for Development Services on website
- Recruitment campaign for Volunteering

### Objective 3: Build understanding of Council's vision and strategic direction

- Hills Voice flyer to be included with rates notices and summary of Annual Business Plan to provide additional Council information and updates
- Use of videography to show the 'faces behind the places' and share 'our story'

### Objective 4: Build and maintain community confidence in Council

- Develop a Crisis Communication Plan for Council to complement existing Emergency Response Plans
- Proactively develop campaigns relating to Council policy and decision making – share the good news

### Objective 5: Facilitate Council's community leadership role

- Work with Community Development team to plan and promote the next series of leadership workshops
- Work with Economic Development Officer to promote Council initiatives and raise awareness

In addition, there are opportunities to better align Council communications with key messaging around tourism and regional promotion.

## **4. OPTIONS**

Council is limited to receiving and noting this report.

## **5. APPENDIX**

- (1) Communication and Marketing Plan 2014

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# **Appendix 1**

*Communications and Marketing Plan 2014*

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# *Communication and Marketing Plan*

**13 August 2014**

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# *Contents*

3	Introduction
4	Overview: Purpose, Principles, Objectives
5	Objectives
10	Communication Priorities Matrix
11	Priorities
14	Priority Summary
15	Timeframes for Implementation



# Introduction

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*Adelaide Hills Council is committed to achieving effective two-way communication with our community.*

*Council's Strategic Plan, Lofty Aspirations, Sustainable Actions, contains specific goals and objectives relating to community engagement to define the circumstances in which the community will be informed, consulted, involved, partnered and empowered to ensure the community is confident in the decisions and resource allocations made by Council.*

The Communication and Marketing Plan sets the framework and standards for communicating with our stakeholders and outlines the key projects and actions we will implement to ensure the community understands and has access to the services and functions of Council and improves consistency and efficiency of information.

Work is also being done to develop a Community Engagement Framework which provides guidance on targeted engagement with stakeholders around specific projects and initiatives. The Communication and Marketing Plan links to and complements this framework by focusing on regular, consistent, transparent communication with the community.

## **Reference Documents**

- Lofty Aspirations, Sustainable Actions - Strategic Plan 2014-1018
- Customer Service Commitment Charter
- Community Engagement Framework

# Overview

## *Purpose*

### **The communication strategy:**

- Establishes the intent behind informing the community
- Describes the desired principles that should form the basis for communication activities
- Defines the available tools for communication
- Defines the communication objectives
- Lists strategies and actions to achieve the communication objectives



## *Principles*

### **The following principles apply to all Communication:**

- Communication must be timely, accurate and impactful
- Communication should be fresh and contemporary in style
- Communication should show the way to get involved or lead the audience to further sources of information
- The message should reach the desired audience and be in a form the community can anticipate



## *Objectives*

1. Build community awareness of Council functions and services
2. Increase participation and access to Council functions and services
3. Build understanding of Council's vision and strategic direction
4. Build and maintain community confidence in Council
5. Facilitate the Council's community leadership role



## *Strategies*



## *Actions*

# Objective 1

## Build community awareness of Council functions and services

Strategy	Actions
<b>Introduce a consistent visual identity to Council information and communication materials</b>	1.1 Develop graphic style guide for Council
	1.2 Review all templates and further develop suite of communication templates
	1.3 Develop communication guidelines
	1.4 Establish panel of preferred suppliers for graphic design
	1.5 Develop and maintain corporate image library
<b>Develop a professional and consistent approach to publishing public documents and promotional material</b>	1.6 Coordinate desktop publishing training and software for select group of staff members
	1.7 Outsource high level graphic design to suppliers on graphic design panel
<b>Create greater awareness of activities and projects that Council is undertaking</b>	1.8 Establish regular newspaper column to communicate key projects, programs and initiatives
	1.9 Investigate the opportunity for a regular 'catch-up' opportunities between Council's key communication personnel and local media
	1.10 Communicate key activities, news projects through contact centre 'on hold' messages and staff email signatures
	1.11 Utilise library and service centres as communication touch point. i.e. service centre screen content
	1.12 Issue relevant media releases following Council meetings
	1.13 Implement outdoor branding for Council projects. i.e. AHC signage for works projects
<b>Ensure the community is well informed of Council's role and services</b>	1.14 Produce annual Residents' Guide to Council Services and functions

# Objective 2

## Increase participation and access to Council functions and services

Strategy	Actions
<b>Further develop website as a key communication vehicle and service point</b>	2.1 Undertake a post-implementation website review
	2.2 Develop web content management framework
	2.3 Implement continuous improvement model for website
	2.4 Develop website review and maintenance framework
	2.5 Develop web based email database for communicating important information about Council functions and services
	2.6 Develop protocol for community groups and partner access and information on website
<b>Develop a consistent social media presence</b>	Develop social media plan for direct, two-way engagement with community via social platforms, including;
	2.7 <ul style="list-style-type: none"> <li>• Identify channels</li> <li>• Consistent language and content</li> <li>• Relationship to other communication platforms</li> <li>• Protocols for monitoring and responding</li> </ul>
	2.8 Develop a social media procedure for staff
	2.9 Implement social media monitoring
	2.10 Develop content plans to proactively manage current social media channels including Twitter and YouTube
<b>Seek feedback regarding Council functions and services</b>	2.11 Develop communication toolkit to support community engagement framework
	2.12 Review community feedback forms and website feedback mechanism
	2.13 Survey community on their preferred communication methods and information provision

# Objective 3

## Build understanding of Council's vision and strategic direction

Strategy	Actions
<b>Communicate strategic plan to the community</b>	3.1 Identify and implement key messages for the organisation to communicate strategic vision and direction
	3.2 Create 'snapshot' of strategic plan for website
	3.3 Provide progress updates via website, community forums and Hills Voice
	3.4 Review communication included in rates notices
	3.5 Utilise key phrases from the Strategic Plan Goals and Objectives in Council publications and promotional materials
<b>Articulate service standards and manage community expectations</b>	3.6 Develop communication plan for Customer Service Charter to ensure community is aware of service standards
<b>Build 'Our Story' and share it with the community</b>	3.7 Develop 'Our Story' DVD clips for Council YouTube Channel to inform the community of our strategy and projects, told by the passionate people behind them
	3.8 Develop case studies for website, newspaper and service centre screens to demonstrate the impact of our work in the community

# Objective 4

## Build and maintain community confidence in Council

Strategy	Actions
<b>Develop a consistent approach to Media Relations</b>	4.1 Develop media protocols for staff including: •Media Engagement •Media Release development and distribution
	4.2 Develop media release briefing template for requests to Communications Coordinator
	4.3 Implement briefing templates for Council representatives for public engagements
	4.4 Establish media monitoring procedure
	4.5 Establish advertising procedure to ensure consistency in all Council adverts
	4.6 Review advertising methods and publications in terms of reach and circulation
	4.7 Provide annual media training for Elected Members, CEO and Directors and program for newly elected Council Members
	4.8 Provide training to Senior Leaders on media release development
	4.9 Review media distribution lists and update
<b>Maintain a high standard of professionalism at Council events and consistent presence at community events</b>	4.10 Develop protocols and procedures for the conduct of Civic events
	4.11 Identify effective, cost efficient opportunities for Council presence at public events
	4.12 Develop events calendar for Elected Members
<b>Internal communications</b>	4.13 Develop and implement internal communications framework
<b>Develop issues management framework</b>	4.14 Develop issues management protocols
	4.15 Develop reputation risk identification and mitigation plan

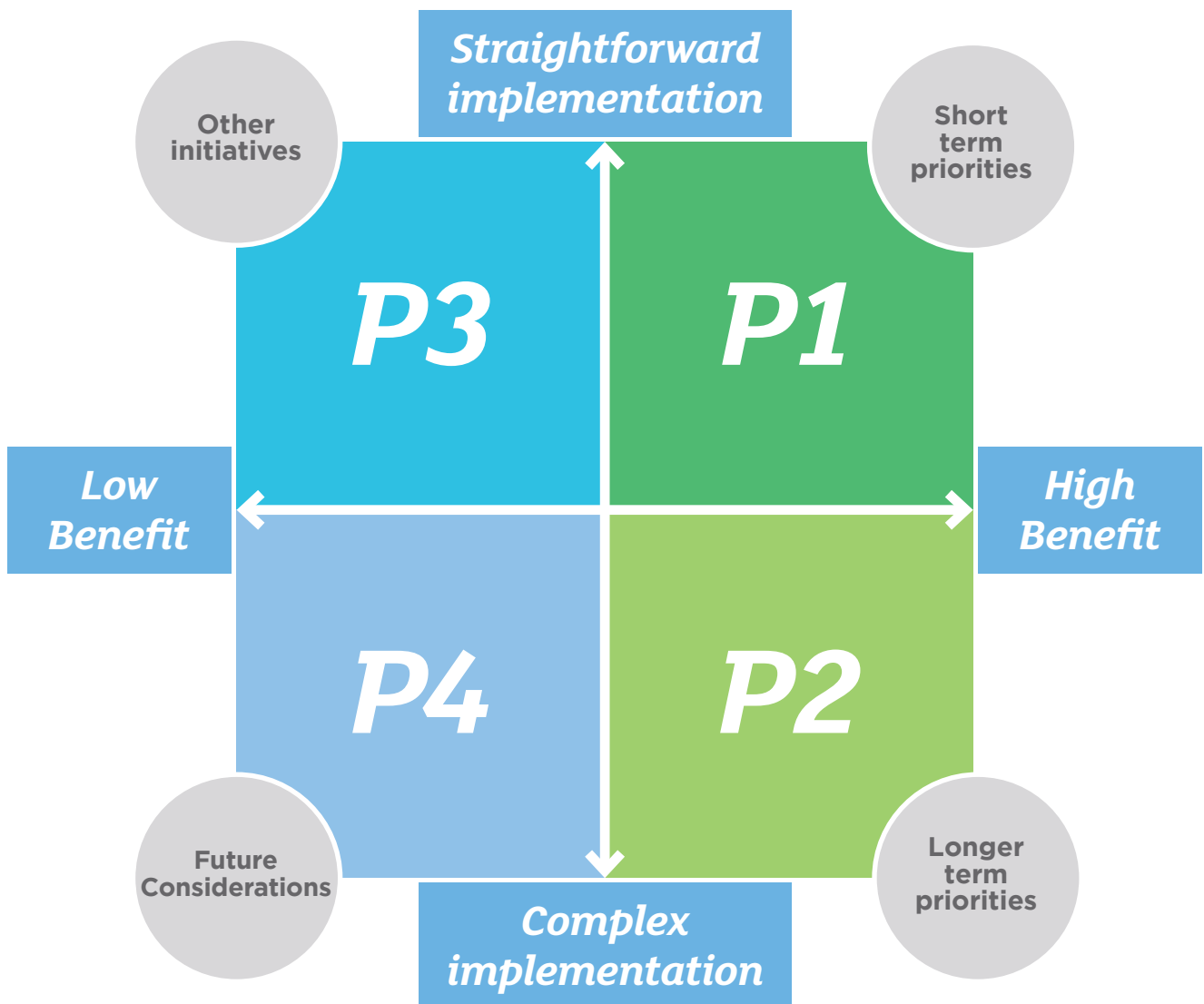
# Objective 5

## Facilitate Council's community leadership role

Strategy	Actions
<b>Develop regular dialogue with community on key issues</b>	5.1 Develop framework for monitoring and responding to issues of community importance
	5.2 Identify opportunities for Directors to participate and provide occasional presentations to key stakeholder groups
	5.3 Develop process to identify and communicate issues of community importance through Council's communication channels

# Communication Priorities Matrix

Actions outlined in the plan are prioritised according to the below matrix and the timing and implementation of particular initiatives will be based on this prioritisation.





# Priority 1

P1	Key Actions	Action number(s)
1. Introduce a consistent visual identity to Council information and Communication materials	<ul style="list-style-type: none"> <li>• Style guide</li> <li>• Communication templates</li> <li>• Communication Guidelines</li> </ul>	1.1 – 1.5
2. Website development	<ul style="list-style-type: none"> <li>• Web review</li> <li>• Content management</li> <li>• Email database</li> <li>• Continuous improvement model</li> </ul>	2.1- 2.6
3. Develop a professional and consistent approach to publishing public documents and promotional material	<ul style="list-style-type: none"> <li>• Desktop publishing training for staff</li> <li>• Outsource high-level graphic design</li> </ul>	1.6 – 1.7
4. Create greater awareness of Council activities and projects	<ul style="list-style-type: none"> <li>• Newspaper column</li> <li>• On-hold messages</li> <li>• Email signature messages</li> <li>• Library service centre screen content plan</li> <li>• Regular media meetings</li> </ul>	1.8 – 1.13
5. Develop issues management framework for Council communications	<ul style="list-style-type: none"> <li>• Issues management protocols</li> <li>• Risk mitigation plan</li> </ul>	4.14 - 4.15
6. Develop consistent approach to Media Relations and Council Advertising	<ul style="list-style-type: none"> <li>• Staff media protocols</li> <li>• Media briefing templates</li> <li>• Media monitoring</li> <li>• Advertising procedure</li> <li>• Media training</li> </ul>	4.1 – 4.9
7. Develop internal communications framework	<ul style="list-style-type: none"> <li>• Internal communications framework for AHC staff</li> </ul>	4.13
8. Seek feedback on Council functions and services	<ul style="list-style-type: none"> <li>• Communication toolkit for community engagement</li> <li>• Review community feedback mechanisms</li> <li>• Community survey regarding preferred communication methods</li> </ul>	2.11 – 2.13

# Priority 2

P2	Key Actions	Action number(s)
<b>9. Develop regular dialogue with the community on key issues</b>	<ul style="list-style-type: none"> <li>• Develop framework for monitoring and responding to issues of community importance</li> <li>• Director participation and presentations to key stakeholder groups</li> <li>• Develop process to communicate key issues through Council channels</li> </ul>	5.1 – 5.3
<b>10. Communicate strategic plan to the community</b>	<ul style="list-style-type: none"> <li>• Key message development</li> <li>• Strategic plan snapshot for website</li> <li>• Progress updates through Council channels</li> <li>• Review rates notice communication</li> </ul>	3.1 – 3.5
<b>11. Communication Plan for customer service framework</b>	<ul style="list-style-type: none"> <li>• Communicate customer service framework and standards to community</li> </ul>	3.6
<b>12. Develop consistent social media presence</b>	<ul style="list-style-type: none"> <li>• Develop social media plan</li> <li>• Develop social media procedure for staff</li> <li>• Implement social media monitoring</li> <li>• Develop content plans for social media channels</li> </ul>	2.7 – 2.10
<b>13. Develop Annual Residents Guide</b>	<ul style="list-style-type: none"> <li>• Communicate Council's services and functions to new residents through comprehensive guide</li> </ul>	1.14

# Priority 3

P3	Key Actions	Action number(s)
14. <b>Maintain high standard of professionalism at Council events and consistent presence at community events</b>	<ul style="list-style-type: none"> <li>• Protocols and procedures for conduct of civic events</li> <li>• Identify opportunities for Council presence at public events</li> <li>• Events calendar for elected members</li> </ul>	4.10 – 4.12

# Priority 4

P4	Key Actions	Action number(s)
15. <b>Build 'Our Story' and share it with the community</b>	<ul style="list-style-type: none"> <li>• DVD's for YouTube Channel to communicate key projects</li> <li>• Case studies for web, newspaper and service centre screens</li> </ul>	3.7 – 3.8

# Priority Summary

## Priority 3

14. Maintain high standard of professionalism at Council and Community events

## Priority 1

1. Consistent visual identity
2. Website development
3. Professional approach to publishing documents
4. Create greater awareness of activities and projects
5. Risk Management Framework
6. Consistent Media Relations and Advertising approach
7. Internal Communications Framework
8. Seek feedback on Council functions and services

## Priority 4

15. 'Our Story' project

## Priority 2

9. Develop regular dialogue with community on key issues
10. Communicate strategic plan to community
11. Communication Plan for Customer Service Framework
12. Develop consistent social media presence
13. Develop Annual Residents Guide

# Timeframes for Implementation

<b>P1</b> Aug 2014 – Feb 2015	<b>Action/Project</b>	<b>Timing</b>
	1. Consistent visual identity	Aug – Oct 2014
	2. Website development and mobile compatibility	Aug 2014 – Feb 2015
	3. Develop professional, consistent approach to publishing public documents and promotional material	Aug 2014 – Feb 2015
	4. Consistent media relations and advertising approach	Aug – Nov 2014
	5. Create greater awareness of activities and projects	Sept 2014
	6. Risk management framework	Nov 2014
	7. Internal Communications Framework	Nov 2014
<b>P2</b> Feb – Nov 2015	8. Seek feedback on Council functions and services	Oct 2014 – Feb 2015
	<b>Action/Project</b>	<b>Timing</b>
	9. Develop regular dialogue with community on key issues	Feb 2015
	10. Communicate strategic plan to community	Mar 2015
	11. Communication Plan for Customer Service Framework	April 2015
	12. Develop consistent social media presence	Feb – Nov 2015
<b>P3</b> Jan – June 2016	13. Develop Annual Residents Guide	July – Oct 2015
	<b>Action/Project</b>	<b>Timing</b>
14. Maintain high standard of professionalism at Council and community events	Jan – June 2016	



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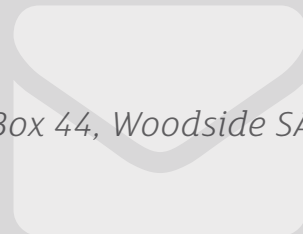
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*ahc.sa.gov.au*



*fb.com/adelhillscouncil*



*PO Box 44, Woodside SA 5244*



*@adelaidhillscouncil*



*@AHCouncil*

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 22 May 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.3

**Originating Officer:** Lachlan Miller, Executive Manager Governance & Performance

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Council Member Conduct Complaint

**For:** Information

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**SUMMARY**

The purpose of this report is to provide Council with the findings of a *Council Member Conduct Policy* (the Conduct Policy) complaint investigation.

The matter was referred to the Local Government Governance Panel (the Governance Panel), in accordance with the Council Member Conduct Policy Complaint Handling Procedure (the Procedure). In consideration of the complaint, the Deputy Panel Chair has completed the initial assessment and determined that there was no case to answer in relation to the alleged breach of the Code or the Policy and that the Complaint should be dismissed.

In accordance with the provisions of the Procedure, as no breach of the Code was found, this report advises the finding but does not provide details of the complaint or the identities of the complainant or the respondent.

**RECOMMENDATION**

**Council resolves that the report be received and noted.**

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability  
Strategy: Governance

A key element of the Governance Strategy within the Strategic Plan is that Council Members will ‘..diligently adhere to legislative requirements to ensure public accountability and exceed these requirements where possible.’

➤ **Legal Implications**

On 29 August 2013, in accordance with Regulation 6A of the *Local Government (General) Regulations 1999*, the Minister for Local Government published the Code of Conduct (the Code) for Council Members. On 1 September 2013, the Code was made by Regulation.

The Code contains provisions for the handling of complaints under Part 2 and requires Council to adopt a process for the handling of alleged breaches under that Part.

The *Council Member Conduct Policy* (the Conduct Policy) was adopted on 25 November 2015 and is an amalgam on the mandatory Code prescribed by the Minister for Local Government and an additional agreed set of behavioural principles and standards to complement and confirm the requirements of the Code. The Policy also contains Council's Code of Conduct Complaint Handling Procedure (the Procedure).

Section 63(2) of the *Local Government Act 1999* provides that members of councils must observe the Code. The AHC Behavioural Standards apply to members of Adelaide Hills Council in accordance with the requirement of clause 2.6 of the Code which requires Council Members to comply with all Council policies, codes and resolutions.

➤ **Risk Management Implications**

Handling Code of Conduct complaints and investigations in accordance with the provisions of the Conduct Policy will assist in mitigating the risk of:

*Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (3D)	Medium (3D)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

The costs associated with managing and investigating Conduct Policy complaints are accommodated in existing budgets and, where required, adjusted via budget reviews.

As this complaint was assessed during the Initial Assessment by the Panel Chairperson and the finding was that no breach occurred, there was a minimal financial impact from this investigation (approx. \$300 to \$500).

The management of Conduct Policy complaints requires the committal of resources within the Governance & Performance Department.

➤ **Customer Service and Community/Cultural Implications**

There is a high expectation that Council Members conduct themselves in an appropriate manner and in accordance with legislative obligations.



Further, the community expects Council to have appropriate corporate governance processes in place to manage conduct complaints.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Director Community & Customer Service (as acting Chief Executive Officer)

*Community:* Not Applicable

## 2. **BACKGROUND**

### Code of Conduct Complaint Handling Procedure

Attachment C (**Appendix 1**) of the Conduct Policy sets out the Complaint Handling Procedure (the Procedure). The following summary of the Procedure is as it relates to the particulars of the complaint which is the subject of this report.

Clause 4.8 of the Procedure provides that the Mayor (or Deputy as required), having regard to the seriousness of the allegation and information provided, may:

- seek to resolve the matter internally
- refer the complaint to the Local Government Governance Panel (the Panel)
- dismiss the allegation.

Clause 4.11 requires that, upon being advised of the complaint, the Mayor must bring the fact of the complaint but not the details of the allegations to the attention of the Council at the next formal meeting of the Council.

Clause 6.3 states that where a complaint is referred to the Panel, the matter will be assessed initially by the Panel Chairperson who will determine the process to be followed and the person who will deal with the matter.

Clause 7.3 of the Procedure provides that if, following investigation by the Governance Panel, no breach of the Part 2 of the Code is found, a report will be provided to a public meeting of Council stating the finding but not the details of the allegations.

### The Complaint

The key dates and actions in relation to the complaint are as follows:

27 February	Council received a complaint regarding the conduct of a Council Member.
1 March	Receipt of complaint acknowledged to Complainant.
6 March	Provisional Determination made to dismiss the complaint in accordance with clause 4.8 of the Procedure.  Complainant and Respondent were notified of the Clause 4.8 Provisional Determination and requested feedback by 23 March 2018.
21 March	Feedback received from the Complainant regarding the Clause 4.8 Provisional Determination.
27 March	Ordinary Council meeting advised of complaint and status of complaint handling process.
19 April	Final Determination made to refer the complaint to the Local Government Governance Panel in accordance with clause 4.8 of the Procedure.  Complainant and Respondent were notified of the Clause 4.8 Final Determination.
20 April	Complaint referred to the Chairperson of the Governance Panel.
1 May	Deputy Panel Chairperson advised that the Initial Assessment had been completed and determined that there was no case to answer in relation to the alleged breach of the Code or the Policy and that the Complaint should be dismissed.  Complainant and Respondent were notified of the outcome of the Initial Assessment and that the complaint was dismissed.

### **3. ANALYSIS**

In accordance with clause 7.3 of the Procedure, as no breach of Part 2 of the Code was found, this report does not provide details of the allegations, complainant or respondent.

### **4. OPTIONS**

As this is an 'Information' report, Council is limited to receiving the report.

### **5. APPENDIX**

- (1) Council Member Conduct Policy – Attachment C - Complaint Handling Procedure

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# **Appendix 1**

*Council Member Conduct Policy - Attachment C -  
Complaint Handling Procedure*

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## **ATTACHMENT C**

### **Code of Conduct Complaint Handling Procedure**

#### **1. Introduction**

- 1.1 On 1 September 2013, a new Code of Conduct for Council Members was made by Regulation. The Code of Conduct applies to all Council Members across the Local Government sector and may be the subject of a Council investigation or an Ombudsman investigation, depending on the nature of the issue. The Code of Conduct also contains sanctions which may be imposed by Council on a Council Member where a breach of the Code is found to be sustained.
- 1.2 The preamble to Part 2 of the Code requires each Council to adopt a process for the handling of alleged breaches of Part 2 and that the process will need to be reviewed within 12 months of a general local government election.
- 1.3 On 21 January 2014, the Adelaide Hills Council initially adopted the AHC Behavioural Standards which provide for an additional agreed set of behavioural principles and standards to complement and confirm the requirements of the Code of Conduct.
- 1.4 Clause 2.6 of the Code of Conduct requires Council Members to comply with Council policies, codes and resolutions; therefore a breach of the Behavioural Standards is a breach of Part 2 of the Code of Conduct.

#### **2. Purpose and Scope**

- 2.1 This procedure applies when the Council receives a complaint against a Council Member under the Code of Conduct for Council Members as gazetted on 29 August 2013.

#### **3. Provisions of the Code of Conduct**

- 3.1 The Code of Conduct for Council Members contains the following clauses regarding Complaints and Findings (of alleged breaches under Part 2):

- 2.17 *Any person may make a complaint about a Council member under the Behavioural Code.*
- 2.18 *Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Principal Member or Chief Executive Officer of the Council, or nominated delegate/s.*
- 2.19 *A complaint may be investigated and resolved in any manner which that Council deems appropriate in its process for handling alleged breaches of this Part. This can include, but is not limited to: a mediator or conciliator, the Local Government Governance Panel, a regional governance panel or an independent investigator.*
- 2.20 *A complaint may be considered within this process to be trivial, vexatious or frivolous, and accordingly not investigated.*
- 2.21 *A failure of a Council member to cooperate with the Council's process for handling alleged breaches of this Part may be referred for investigation under Part 3.*

- 2.22 *A failure of a Council member to comply with a finding of an investigation under this Part, adopted by the Council, may be referred for investigation under Part 3.*
- 2.23 *Repeated or sustained breaches of this Part by the same Council member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.*
- 2.24 *A breach of the Behavioural Code must be the subject of a report to a public meeting of the Council.*
- 2.25 *If, following investigation under the Council's complaints handling process, a breach of the Behavioural Code by a Council member is found, the Council may, by resolution:*
- 2.25.1 *Take no action;*
  - 2.25.2 *Pass a censure motion in respect of the Council member;*
  - 2.25.3 *Request a public apology, whether written or verbal;*
  - 2.25.4 *Request the Council member to attend training on the specific topic found to have been breached;*
  - 2.25.5 *Resolve to remove or suspend the Council member from a position within the Council (not including the member's elected position on Council);*
  - 2.25.6 *Request the member to repay monies to the Council.*

- 3.2 The Complaint Handling Procedure supplements (but does not replace) the requirements of the above clauses of the Code of Conduct.

#### **4. Breaches the Code of Conduct**

- 4.1. Breaches of the Code of Conduct may relate to behaviour (in Part 2 of the Code) or misconduct (in Part 3 of the Code). Criminal or corruption matters, which are subject to separate legislation, do not form part of the Code of Conduct for Council Members but are referred to in the Appendix to the Code. This procedure covers referral of these types of complaints to other agencies.
- 4.2. Where an alleged breach occurs the complainant should report the allegation, in writing, to the Council, addressed to the CEO. The allegation should:
- be specific
  - provide as much supporting evidence as possible to assist an investigation
  - provide the name of the Member who has allegedly breached the Code.
- 4.3. The CEO must acknowledge receipt of the complaint within three (3) clear business days of receiving the complaint.
- 4.4. Complainants can, at any time, take the alternative option of lodging the complaint directly to the Ombudsman or with the Office of Public Integrity (OPI), which will direct the complaint in accordance with the ICAC Act.

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- 4.5. The CEO must advise the Mayor (or if it relates to the Mayor, his/her deputy) of receipt of a complaint within three (3) clear business days. (Hence forth in this procedure reference to the Mayor will be taken as the Mayor or deputy.) The Mayor will determine whether the complaint relates to:
- behavior which falls under Part 2 of the Code
  - misconduct which triggers action under Part 3 of the Code or
  - criminal or corrupt behaviour
- 4.6. Complaints relating to misconduct or criminal behaviour must be referred to the appropriate authorities immediately. (See below at clauses 8 and 9)
- 4.7. Council maintains jurisdiction where the complaint deals with conduct that falls into Part 2 of the Code. Part 2 deals with conduct that reflects reasonable community expectations of how Council Members should conduct themselves. Robust debate within Council which is conducted in a respectful manner is not a breach of this Part.
- 4.8. Having regard to the seriousness of the allegation and information provided, the Mayor may:
- seek to resolve the matter internally
  - refer the complaint to the Local Government Governance Panel
  - dismiss the allegation.
- 4.9. Within three (3) clear business days of being advised in accordance with clause 4.5, the Mayor must advise the Member, who is the subject of the complaint, of the of the complaint and its substance. The Member will also be advised of the manner in which the Mayor intends to deal with the complaint.
- 4.10. The Mayor must ensure that the principles of procedural fairness and natural justice are observed.
- 4.11. Upon being advised of the complaint, the Mayor must bring the fact of the complaint but not the details of the allegations to the attention of the Council at the next formal meeting of the Council.

## **5. Alleged Breach of Part 2 - Internal response**

- 5.1. Only matters which are determined to be of a minor nature will be dealt with internally and only with the agreement of the parties. The Mayor, may hold meetings with the complainant and the Council Member and may seek mediation and conciliation between the parties in an attempt to resolve the matter to the satisfaction of all parties (this may be appropriate, for example, where the complainant is also a Council Member). An appropriately qualified person may be engaged, in consultation between the Mayor and the CEO, to assist the Mayor in this process.
- 5.2. Where the matter is resolved to the satisfaction of all the parties, the Mayor will send written confirmation to all the parties within three (3) clear business days confirming that the matter has been resolved.

- 5.3. Where the matter cannot be resolved, the Mayor will refer the original complaint to the Local Government Governance Panel. Neither the Mayor nor the CEO will investigate a complaint.

## **6. Alleged Breach of Part 2 – Referral to the Local Government Governance Panel**

- 6.1. Where there has been an allegation that a Council Member has breached Part 2 of the Code, the complaint may be referred to the independent Local Government Governance Panel by the Mayor under this procedure.
- 6.2. Complaints referred to the Governance Panel will specify the ground/s of the complaint, set out the circumstances of the complaint and be accompanied by any other material that is available to support the complaint. A copy of the Governance Panel's procedures is available on the Governance Panel webpage on the LGA's website under *Rules of Engagement*. [[www.lga.sa.gov.au](http://www.lga.sa.gov.au)]
- 6.3. The matter will be assessed initially by the Panel Chairperson who will determine the process to be followed and the person who will deal with the matter. The matter may be dismissed if it is frivolous, vexatious, misconceived or lacking in substance. Where a complaint progresses to an investigation, a report will be prepared by the Panel and will be provided to the Council. The report may recommend to the Council appropriate action in relation to the matter, including the imposition of any of the sanctions available to a Council under clause 2.25 of the Code of Conduct (see below).

## **7. Alleged Breach of Part 2 – Finding Reports to Council**

- 7.1. If, following a resolution to a complaint employing the Internal Response method (clause 5 above) in which no breach of Part 2 of the Code is found, a report will be provided to a public meeting of Council stating the finding but not the details of the allegations.
- 7.2. If, following a resolution to a complaint employing the Internal Response method (clause 5 above) in which a breach of Part 2 of the Code is found, the breach must be the subject of a report to a public meeting of Council (clause 2.24 of the Code). The Council may, by resolution, take any of the following actions:
- Take no action;
  - Pass a censure motion in respect of the Council Member;
  - Request a public apology, whether written or verbal;
  - Request the Council Member to attend training on the specific topic found to have been breached;
  - Resolve to remove or suspend the Council Member from a position within the Council (not including the Member's elected position on Council)
  - Request the member to repay monies to the Council.
- 7.3. If, following investigation by the Governance Panel, no breach of the Part 2 of the Code is found, a report will be provided to a public meeting of Council stating the finding but not the details of the allegations.

- 7.4. If, following investigation by the Governance Panel, a breach of the Part 2 of the Code is found, the breach must be the subject of a report to a public meeting of Council (clause 2.24 of the Code). The Council may, by resolution, take any of the following actions:
- Take no action;
  - Pass a censure motion in respect of the Council Member;
  - Request a public apology, whether written or verbal;
  - Request the Council Member to attend training on the specific topic found to have been breached;
  - Resolve to remove or suspend the Council Member from a position within the Council (not including the Member's elected position on Council)
  - Request the member to repay monies to the Council.

## **8. Part 3 - Mandatory Code (Misconduct)**

- 8.1. Any person may report an alleged breach of Part 3 of the Code to the Council, the Ombudsman or the Office for Public Integrity. Alleged breaches of this Part made to Council or to the Office for Public Integrity may be referred to the Ombudsman for investigation.
- 8.2. Under the Code of Conduct, a Council Member who is of the opinion that a breach of Part 3 of the Code has occurred, or is currently occurring, must report the breach to the Mayor of the Council or Chief Executive Officer, the Ombudsman or the Office for Public Integrity.
- 8.3. A failure to report an alleged or suspected breach of Part 3 of the Code is in itself a breach under Part 2 of the Code.
- 8.4. A failure of a Council Member to co-operate with the Council's process for handling alleged breaches of Part 2 of the Code may be referred for investigation under Part 3.
- 8.5. A failure of a Council Member to comply with a finding of an investigation under Part 2 of the Code, adopted by the Council, may be referred for investigation under Part 3.
- 8.6. Repeated or sustained breaches of Part 2 of the Code by the same Council Member may be referred, by resolution of the Council, to the relevant authority as a breach of Part 3.
- 8.7. A report from the Ombudsman that finds a Council Member has breached Part 3 of the Code of Conduct must be the subject of a report to a public meeting of the Council.
- 8.8. The Council must pass a resolution to give effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Council following the receipt of these recommendations.



**9. Criminal Matters – Appendix to the Code of Conduct**

- 9.1. The matters within the Appendix to the Code of Conduct are matters for which a criminal penalty attaches. These matters must be reported to the OPI. In addition, allegations of a breach of any of the offence provisions in the *Local Government Act* must also be reported to the OPI. (See Council's *Fraud and Corruption Prevention Policy* for further information on reporting requirements or the *Directions and Guidelines* issued by the Independent Commissioner Against Corruption).
- 9.2. In compliance with the Independent Commissioner against Corruption Act 2012, referral of such complaints to the OPI will remain confidential.

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## **Item 18 Reports of Committees**

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**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING 30 APRIL 2018  
36 NAIRNE ROAD, WOODSIDE**

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**Presiding Member:** Paula Davies

**Members:**

Geoff Purdie  
Peter Brass  
Cr Malcolm Herrmann

**In attendance:**

David Waters	Acting Chief Executive Officer
Terry Crackett	Director Corporate Services
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services
Tim Muhlhausler	Galpins Accountants, Auditors and Business Consultants
Juliano Freitas	Galpins Accountants, Auditors and Business Consultants

**1. Commencement**

The meeting commenced at 6.03pm

**2. Apologies/Leave of Absence**

**2.1. Apology**

An apology was received from John Kemp and is accepted.

**2.2. Leave of Absence**

Nil

**2.3. Absent**

Nil

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING 30 APRIL 2018  
36 NAIRNE ROAD, WOODSIDE**

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**3. Previous Minutes**

**3.1. Audit Committee Meeting– 20 February 2018**

Moved Cr Malcolm Herrmann  
S/- Peter Brass

**AC18/19**

**That the minutes of the Audit Committee meeting held on 20 February 2018, as distributed, be confirmed as an accurate record of the proceedings of that meeting.**

**Carried**

**4. Delegation of Authority**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Items 6.4 and 6.9 are to be submitted to Council for adoption.

**5. Declaration of Interest by Members of the Committee**

**6. Officer Reports**

**6.1. Action Report & Work Plan Update**

Moved Peter Brass  
S/- Cr Malcolm Herrmann

**AC18/20**

**The Audit Committee resolves that the:**

- 1. Report be received and noted**
- 2. Status of the Action Report and Work Plan be noted**

**Carried**

**6.2. Internal Financial Controls update**

Moved Geoff Purdie  
S/- Cr Malcolm Herrmann

**AC18/21**

**That Audit Committee receives and notes the report.**

**Carried**

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING 30 APRIL 2018  
36 NAIRNE ROAD, WOODSIDE**

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**6.3. End of Year Financial Reporting Timetable**

Moved Peter Brass **AC18/22**  
S/- Cr Malcolm Herrmann

**That the Audit Committee:**

- 1. Receives and notes the report.**
- 2. Endorses the proposed end of year reporting timetable for 2017/18.**

**Carried**

**6.4. External Audit Plan**

Tim Muhlhausler and Juliano Freitas of Galpins Accountants, Auditors and Business Consultants presented the External Audit Plan.

Moved Peter Brass **AC18/23**  
S/- Geoff Purdie

**The Audit Committee resolves:**

- 1. That the report be received and noted**
- 2. To recommend to Council the scope of work and timing of the 2017/18 External Audit by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.**

**Carried**

**6.5. Quarterly Debtors Report**

Moved Peter Brass **AC18/24**  
S/- Geoff Purdie

**The Audit Committee resolves that the report be received and noted.**

**Carried**

**6.6. 2018-19 Draft Annual Business Plan and Budget**

Moved Peter Brass **AC18/25**  
S/- Geoff Purdie

**The Audit Committee resolves that the report be received and noted.**

**Carried**

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING 30 APRIL 2018  
36 NAIRNE ROAD, WOODSIDE**

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**6.7. Risk Management Plan update**

Moved Cr Malcolm Herrmann  
S/- Peter Brass

**AC18/26**

The Audit Committee resolves that the report be received and noted.

**Carried**

**6.8. Internal Audit quarterly update**

Moved Geoff Purdie  
S/- Peter Brass

**AC18/27**

The Audit Committee resolves to receive and note the report.

**Carried**

**6.9. Strategic Internal Audit Plan**

Moved Peter Brass  
S/- Geoff Purdie

**AC18/28**

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council the adoption of the draft Strategic Internal Audit Plan 2018/19 – 2021/22 as contained in Appendix 1.
3. To acknowledge that any revisions/changes arising from the Committee's consideration of the draft Plan will be incorporated into the subsequent report to Council.

**Carried**

**7. Next Meeting**

The next ordinary meeting of the Audit Committee will be held at 6.00pm on Monday, 13 August 2018, at 63 Mount Barker Road, Stirling.

**8. Close Meeting**

The meeting closed at 7.48pm

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 9 MAY 2018  
36 NAIRNE ROAD, WOODSIDE**

*[Please Note: These minutes are unconfirmed until 13 June 2018]*

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**Present**

**Presiding Member**

Professor Stephen Hamnett

**Members**

Piers Brissenden

Linda Green

Rob McBryde

**In Attendance**

Deryn Atkinson

Sam Clements

Melanie Scott

Karen Savage

Assessment Manager  
Team Leader Statutory Planning  
Statutory Planner  
Minute Secretary

**1. Commencement**

The meeting commenced at 6.31pm

**2. Apologies/Leave of Absence**

**2.1 Apologies**

Simon Bradley

**2.2 Leave of Absence**

Nil

**3. Previous Minutes**

3.1 Meeting held 11 April 2018

**The minutes were adopted by consensus of all members**

**(19)**

**That the minutes of the meeting held on 11 April 2018 be confirmed as an accurate record of the proceedings of that meeting.**

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**4. Delegation of Authority**

Decisions of this Panel were determined under delegated authority as adopted by Council on 26 September 2017.

**5. Presiding Member's Report**

Nil

**6. Declaration of Interest by Members of Panel**

Piers Brissenden advised that he was previously responsible for managing the Central Hills district for the Department of Environment, which involved oversight of the Natural Resources Office located at 33 Onkaparinga Valley Road, Woodside. This is a neighbouring property to the development at 23-29 Onkaparinga Valley Road & 3-5 Tiers Road, Woodside, Item 8.1 of this agenda. On the basis Piers has had no involvement in the development this was not deemed to be a conflict of interest.

**7. Matters Lying on the Table/Matters Deferred**

**7.1 Matters Lying on the Table**

Nil

**7.2 Matters Deferred**

Nil

**8. Development Assessment Applications**

- 8.1 Development Application 17/986/473 by Beyond Ink for a building comprising two shops (supermarket & bottle shop), associated car parking, water storage tanks (2 x 22,500L), earthworks, landscaping, combined fence & retaining wall (maximum height of 4m), twelve (12) light poles (5m maximum height), removal and replacement of street trees, regulated tree removal (1 x *Ulmus glabra Lutescens* – Golden Elm) and demolition of existing dwelling and outbuildings at 23-29 Onkaparinga Valley Road and 3-5 Tiers Road, Woodside**



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### 8.1.1 Representations

The following representors were called, but were not at the meeting:

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Mark Jericho & Jim Bidstrup	34 Onkaparinga Valley Road, Woodside	Advised prior to the meeting that they no longer wished to be heard
John & Pam Truswell	21 Onkaparinga Valley Road, Woodside	Did Not Attend
Cheryl Hillier & Robyn Burton	19 Tiers Road, Woodside	Did Not Attend

The applicant's representative, John Ashcroft, was invited to answer questions from the Panel.

### 8.1.2 Decision of Panel

**The following was adopted by consensus of all members (20)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 17/986/473 by Beyond Ink for a Building comprising two shops (supermarket & bottle shop), associated car parking, water storage tanks (2 x 22,500L), earthworks, landscaping, combined fence & retaining wall (maximum height of 4m), twelve (12) light poles (5m maximum height), removal & replacement of street trees, regulated tree removal (1 x *Ulmus glabra Lutescens*- Golden elm) & demolition of existing dwelling & outbuildings at 23-29 Onkaparinga Valley Road and 3-5 Tiers Road Woodside subject to the following conditions:

**(1) Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended site plan (PA 02, Sheet 1 of 5) prepared by Beyond Ink received by Council 5 Mar 2018
- Landscaping schedule (2 pages) prepared by Beyond Ink received by Council 19 Feb 2018

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- Amended floor plan and elevations (PA02, Sheets 2, 3, 4 and 5 of 5) prepared by Beyond Ink received by Council 5 Feb 2018
- Amended site and drainage plan and details (sheets C1 and C2, Rev B) prepared by Lelio Bibbo Pty Ltd received by Council 30 April 2018
- Stormwater calculations and details prepared by Lelio Bibbo Pty Ltd received by Council 30 April 2018
- Car park lighting plan (drawing 4683-E01) prepared by BCA Engineers received by Council 10 April 2018
- Correspondence prepared by Jordana Ashcroft O'Sullivan of Beyond Ink received by Council 13 Nov 2017, 20 April 2018 and 2 May 2018
- Car park lighting report (2 pages) prepared by Antony Caruso of BCA Engineers received by Council 10 April 2018
- Correspondence prepared by Duncan Jarman of Aero-Zone received by Council 10 April 2018
- Arborist report (18 pages) prepared by Mark Eitzen of Acer Horticultural Services received by Council 13 Nov 2017
- Acoustic report (15 pages including attachment) prepared by Sam Fotheringham of Resonate Acoustics received by Council 13 Nov 2017
- Traffic Engineering Report (11 pages) prepared by David Kwong of GTA Consultants received by Council 13 November 2017
- Traffic Engineering Report titled 'Response to DPTI Comments' (5 pages) prepared by David Kwong of GTA Consultants received by Council 20 March 2018
- Response to representations (5 pages) prepared by Jordana Ashcroft O'Sullivan of Beyond Ink received by Council 10 April 2018
- Traffic Engineering Response to Representations (3 pages) prepared by David Kwong of GTA Consultants received by Council 10 April 2018

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**Prior to Building Rules Consent**

**(2) Prior to Building Rules Consent Being Granted - Requirement For Landscaping Plan**

Prior to Building Rules Consent being granted, a detailed landscaping plan prepared by a suitably qualified professional, shall be prepared to the reasonable satisfaction of Council. The landscaping plan should address the following:

- Provide one additional street tree at the northern end of the parallel on-street parking spaces. Note that a tree guard is to be provided if the middle tree is not located within the kerbed verge

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- One shade tree is to be provided for every six (6) car parking spaces within the southern car park area (lot 73) and within the front portion of the Tiers Road car park area (lots 5 and 101)
- Low level landscaping (to not inhibit passive surveillance) provided along the Tiers Road boundary to assist with blocking headlight glare
- Show the general location and selection of all plantings
- Confirm that the landscaping beds are to be irrigated

All landscaping detailed in the plan shall be of suitable species and shall be planted prior to occupation and maintained in good health and condition at all times. Any such vegetation shall be replaced if and when it dies or becomes seriously diseased in the next planting season and the garden beds shall be maintained to the satisfaction of Council.

*REASON: To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation.*

**(3) Prior to Building Rules Consent Being Granted - Requirement For Water Quality Model**

Prior to Building Rules Consent being granted, a detailed water quality model (e.g. MUSIC model) shall be provided to demonstrate that the proposed stormwater treatment train will meet the following targets to the reasonable satisfaction of Council:

- 90% reduction in litter/gross pollutants
- 45% reduction in average annual total nitrogen
- 60% reduction in average annual total phosphorous
- 80% reduction in average annual total suspended solids

*REASON: To ensure the development does not cause adverse water quality impacts.*

**(4) Prior to Building Rules Consent Being Granted - Requirement For Wastewater application to be Lodged and Approved**

Prior to Building Rules Consent being granted, a wastewater application for the installation of a septic tank connected to the CWMS shall be lodged with and approved by the Council.

This septic tank shall be installed prior to occupation and shall have a trafficable lid if within a vehicle trafficked area.

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**REASON:** *To ensure the efficient management of wastewater and that the development does not cause adverse water quality impacts.*

**(5) Prior to Building Rules Consent Being Granted - Requirement for Soil Erosion And Drainage Management Plan (SEDMP)**

Prior to Building Rules Consent being granted the applicant shall prepare and submit to Council a Soil Erosion and Drainage Management Plan (SEDMP) for the site for Council's approval. The SEDMP shall comprise:

- a major drainage plan,
- a site plan,
- supporting report,
- calculations,
- design sketches with details of erosion control methods that will prevent:
  - a. soil moving off the site during periods of rainfall and detail installation of sediment collection devices to prevent the export of sediment from the site; and
  - b. erosion and deposition of soil moving into the remaining native vegetation below the house site; and
  - c. soil moving into watercourses during periods of rainfall; and
  - d. soil transfer onto roadways by vehicles and machinery

The works contained in the approved SEDMP shall be implemented prior to construction commencing and maintained to the reasonable satisfaction of Council during the construction period.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

**Access and Car Parking**

**(6) DPTI Requirement - Vehicle Movements**

All vehicles shall enter and exit the site in a forward direction. All service vehicles shall utilise the turning area as depicted in Figure 5 the approved Traffic Engineering Report prepared by GTA Consultants dated 10 November 2017 (date stamped by Council 13 November 2017).

**REASON:** *To reduce interference with the free flow of traffic on adjoining roads.*

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**(7) DPTI Requirement - Commercial/Industrial Access Points**

All vehicular access to/from the site shall be located in accordance with the Site Plan prepared by Beyond Ink, Drawing No. PA02, dated 19.02.2018. The Onkaparinga Valley Road access shall be a minimum of 6.0 metres in width at the property boundary and be suitably flared to the kerblines. The vehicle access point(s) and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD17 – commercial industrial vehicular crossing (concrete) for sealed road with kerb and SD16 – allowable crossover locations, prior to occupation/use of the development.

**REASON:** *For safe and convenient movement of vehicles.*

**(8) DPTI Requirement – Sight Lines**

Clear sight lines, as shown in Figure 3.3 'Minimum Sight Lines for Pedestrian Safety' in AS/NZS 2890.1:2004, shall be provided at the property line to ensure adequate visibility between vehicles leaving the site and pedestrians on the adjacent footpath. Furthermore, a minimum 1.0 metre separation shall be provided between the proposed access points and any existing street trees and infrastructure on the adjacent footpaths.

**REASON:** *For safe and convenient movement of people and vehicles.*

**(9) Asphalt Paved Car Parking Constructed In Accordance With Australian Standard AS 2890.1:2004.**

All car parking spaces, driveways and manoeuvring areas shall be constructed and line-marked in accordance with Australian Standard AS 2890.1:2004. Line marking and directional arrows shall be clearly visible and maintained in good condition at all times. Driveways, vehicle manoeuvring and parking areas shall be constructed of asphalt pavement prior to occupation and maintained in good condition at all times to the reasonable satisfaction of the Council.

**REASON:** *To provide adequate, safe and efficient off-street parking for users of the development.*

**(10) Restriction on Service Vehicle Movements**

Only one (1) 19m semi-trailer shall visit the site per day and no service vehicles shall enter the site other than between 7.30am and 3.00pm Monday to Friday.

**REASON:** *To ensure to development is undertaken in accordance with the submissions provided and to provide safe and efficient movement of vehicles.*

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**(11) Unloading And Storage Of Materials And Goods**

All materials and goods shall at all times be loaded and unloaded within the confines of the loading area. Materials and goods shall not be stored on the land in areas delineated for use as car parking.

**REASON:** *To provide safe and efficient movement of people and goods.*

**(12) Directional Signage- Staff Car parks**

Directional signage or line marking that indicates that the front two car parks adjacent the Onkaparinga Valley Road entrance are for staff vehicles only shall be provided on the subject land prior to operation of the approved use, and maintained in a clear and legible condition at all times to the satisfaction of Council.

**REASON:** *For safe and convenient movement of vehicles.*

**Lighting**

**(13) Commercial Lighting**

The car parking lighting herein approved shall not operate between 10.00pm and 7.00am the following day.

**REASON:** *Lighting shall not detrimentally affect the amenity of the locality.*

**(14) Commercial Lighting**

Any lighting on the building, including the canopies necessary for safety and/or security purposes shall be directed away from adjacent residential properties to prevent light spill nuisance.

**REASON:** *Lighting shall not detrimentally affect the amenity of the locality.*

**(15) Light Poles**

The light poles herein approved shall be finished in subdued colours which blend with the natural features of the landscape and are of a low light reflective nature.

**NOTE:** Black, browns, greys and greens are suitable.

**REASON:** *To minimise visual intrusion.*

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**External Finishes and Amenity**

**(16) External Finishes**

The external finishes to the building herein approved shall be as follows:

**WALLS:**                      Exposed face brickwork Littlehampton 'Sienna'  
   Rendered off-white columns  
   Tilt-up concrete panels

**ROOF:**                         Trim-Deck or similar

**CANOPY FASCIAS:**        Alucobond in white, black and red

**REASON:**            *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**(17) Heritage South Australia- Brick selection**

The final selection of brick size and colour is to be confirmed and agreed before construction commences, to the satisfaction of the Council in consultation with the Department of Environment, Water and Natural Resources.

**REASON:**            *Brick as scheduled on design drawings is 'Littlehampton Siena or similar' and therefore final brick colour is not confirmed – may have a visual impact on the setting of the State heritage place opposite.*

**(18) Plant and Equipment**

All plant and equipment shall be within the proposed building or if located on the roof shall be completely concealed by the parapet.

**REASON:**            *To ensure the development is undertaken in accordance with the proposal submissions and to maintain the visual amenity of the locality.*

**(19) Opening Hours and Delivery Times**

The opening hours of the uses herein approved shall be:

Supermarket:    7.30am to 9.00pm 7 days per week

Bottle Shop:     10.00am to 9.00pm 7 days per week

In addition, all deliveries shall be restricted to within these hours of operation.

**REASON:**            *To ensure the development operates in accordance with the approval.*

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**(20) Acoustic Fence**

A 2.4m high Colorbond steel fence with a minimum BMT of 0.6mm as detailed in the approved Acoustic Report prepared by Resonate Acoustics dated 8 November 2017 shall be constructed along the southern boundary for the length depicted on the approved amended site plan prior to the operation of the development herein approved and shall be maintained to the reasonable satisfaction of Council.

**REASON:** *To ensure the noise generated by the development does not unreasonably impact on adjacent properties and the measures put in place are maintained for the life of the development.*

**(21) Noise Mitigation - Environment Protection (Noise) Policy 2007**

Noise within the habitable rooms (windows closed) of the adjacent residential properties shall not exceed 62dB(A) within the hours of operation of 7.30am to 9.00pm.

**REASON:** *Noise emission that results from the development should not detrimentally affect the amenity of the adjacent residential properties and be in accordance with the Environment Protection (Noise) Policy 2007.*

**(22) Removal of Solid Waste**

All solid waste including food, leaves, papers, cartons, boxes and scrap material of any kind shall be stored in closed bins having a close fitting lid. The bins shall be stored in a screened area so that they are not visible to land to the west and the public roads.

**REASON:** *To maintain the amenity of the locality.*

**(23) Regular Removal of Solid Waste From The Site**

All waste shall be removed from the subject land at least once weekly. Collection of waste shall be carried out only between the hours of 7.30am and 3.00pm Monday to Friday.

**REASON:** *To maintain the amenity of the locality.*

**Off-site Works**

**(24) DPTI Requirement - Line marking on Onkaparinga Valley Road**

A back to back channelised right turn treatment shall be provided on Onkaparinga Valley Road for the subject site and of the Nairne Road. Onkaparinga Valley Road junction in general accordance with the Figure 1:



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Proposed Back To Back Right Turn Treatment in GTA Consultant's response (Reference: #S138100 date 27 February 2018).

The works shall include removal of the line marking indicating existing on-street parking on Onkaparinga Valley Road.

**REASON:** *For safe and convenient movement of vehicles.*

**(25) DPTI Requirement - Back to Back Channelised Treatment on Onkaparinga Valley Road**

All required road works associated with the back to back channelised treatment on Onkaparinga Valley Road shall be designed and constructed in accordance with Austroads Guidelines/Australian Standards, to the satisfaction of DPTI and Council satisfaction, prior to operation of the development. All associated costs (including design, construction, project management, and any lighting and drainage upgrades etc.) shall be borne by the applicant. The applicant shall contact DPTI's Network Integrity Engineer, Ms Christina Canatselis on telephone (08) 8226 8262 or email [christina.canatselis@sa.gov.au](mailto:christina.canatselis@sa.gov.au) to discuss any technical issues regarding the required road works prior to undertaking detailed design.

**REASON:** *For safe and convenient movement of vehicles.*

**(26) Off-site works**

The off-site works offered and depicted on the approved site plan and site and drainage plan, namely the pram ramp, verge treatments to Onkaparinga Valley Road, indented parking and kerbing, street trees, bike rails and street furniture shall be constructed/ installed prior to occupation.

**REASON:** *To ensure the off-site works agreed to are undertaken within a reasonable timeframe.*

**Soil Erosion, Stormwater Management and Water Quality**

**(27) Soil Erosion Control**

Prior to construction of the approved development hay bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

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**(28) Car parking Stormwater Runoff – Commercial**

All surface water from car parking or hardstand areas shall be directed to a proprietary pollutant treatment device capable of removing oils, silts, greases, and gross pollutants to Council and EPA satisfaction prior to discharge to the bio-retention swale and to the Council stormwater system or street water table.

The proprietary pollutant treatment device shall be cleaned out at least every 12 months to the satisfaction of Council.

**REASON:** *To ensure the development does not cause adverse water quality impacts.*

**(29) Stormwater Management**

All stormwater is to be discharged to the double side entry pit on Tiers Road. The stormwater management system (drainage infrastructure and treatment train) shall be constructed/installed in accordance with the amended site and drainage plan (sheet no. C1, Rev B) prepared by Lelio Bibbo Pty Ltd received by Council 30 April 2018.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(30) Installation of a Non-Return Valve**

A non-return valve shall be installed at the stormwater discharge point into the double side entry pit on Tiers Road.

**REASON:** *To ensure that no stormwater from the side entry pits backs up into the stormwater management system within the site.*

**Regulated Trees**

**(31) Replacement Planting Regulated Trees**

Two replacement trees for each tree to be removed shall be planted in the location shown on the amended site plan received by Council 5 March 2018 in the next planting season after the removal of the *Ulmus glabra Lutescens* - Golden Elm. The replacement trees shall be maintained in good health and condition at all times and be replaced in the next planting season if they become diseased or die.

**REASON:** *Mature vegetation should be preserved and replanting shall take place.*

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**NOTES**

- (1) Development Plan Consent Expiry**  
This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.
- (2) Erosion Control During Construction**  
Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.
- (3) EPA Environmental Duty**  
The applicant is reminded of his/her general environmental duty, as required by Section 25 of the *Environment Protection Act 1993*, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.
- (4) Requirements Under the *Aboriginal Heritage Act 1988***  
Please note the following requirements of the *Aboriginal Heritage Act 1988*. If Aboriginal sites, objects or remains are discovered during excavation works, the Aboriginal Heritage Branch of the Aboriginal Affairs and Reconciliation Division of the Department of the Premier and Cabinet (as delegate of the Minister) should be notified under Section 20 of the *Aboriginal Heritage Act 1988*.
- (5) Works On Boundary**  
The development herein approved involves work on the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.
- (6) Right Of Way**  
The right of way registered on lot 73 should be discharged.
- (7) Removal of Redundant Crossovers**  
Any existing crossing places not providing vehicle access shall be considered redundant and shall be permanently closed off and reinstated to Council's standard kerb and gutter at the applicant's expense.

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- (8) **Signage Requires Separate Development Application**  
A separate development application is required for any signs or advertisements (including flags and bunting) associated with the development herein approved.
- (9) **Section 221 & 222 of the Local Government Act 1999**  
Permits under Section 221 & 222 of the *Local Government Act 1999* will need to be issued for encroachment on the road verge (i.e. front canopies) and for the works within the road verge.
- (10) **Vegetation Removal**  
Vegetation shall not be removed from the site until the start of the building works is imminent.
- (11) **Noise Mitigation – Trucks in Loading Dock**  
All truck engines shall be turned off while the vehicle is stationary in the loading dock.

8.2 **Development Application 17/704/473 by S J Lock for a two storey split level detached dwelling, including decks (maximum height of 4.9m), freestanding garage & associated earthworks at 3 Ayers Court, Stirling**

8.2.1 **Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Julia Stocker	8 Ayers Court, Stirling	Personally

The applicant's representative, Max Pritchard, addressed the Panel.

8.2.2 **Decision of Panel**

**The following recommendation was adopted by consensus of all members (21)**

**The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 17/704/473 by S Lock for a two storey split level detached dwelling, including decks (maximum height of 4.9m), freestanding garage & associated earthworks at 3 Ayers Court Stirling subject to the following conditions:**

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(1) **Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Correspondence prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 30 Jan 2018
- Arborist report (6 pages plus appendices) prepared by Jason Williams of Arborman Tree Solutions received by Council 30 Jan 2018
- Location plan (583-S-01) prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 30 Jan 2018
- Amended site plan (583-S-02a) prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 30 Jan 2018
- Amended floor plan and elevations plan (583-S-03a & 04a) prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 30 Jan 2018
- Tree identification plan (583-S-05) prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 30 Jan 2018
- Response to representations prepared by Max Pritchard of Max Pritchard Gunner Architects received by Council 27 Mar 2018

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

(2) **Rural Verge Piped Access Points - SD24**

The vehicle access point(s) and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD24 – piped entrance within 3 months of occupation/use of the development.

**REASON:** *For safe and convenient movement of vehicles and for efficient drainage of stormwater within the road verge.*

(3) **Residential Lighting**

All external lighting shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.

**REASON:** *Lighting shall not detrimentally affect the residential amenity of the locality.*

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**(4) External Finishes**

The external finishes to the buildings herein approved shall be as follows:

**WALLS:**            Brick painted white or similar  
                         Timber or fibre cement painted mid to dark grey or similar  
                         Natural stone

**ROOF:**            Colorbond Ironstone/Basalt or similar

**GARAGE:**

**DOOR**            Timber or similar

**REASON:**        *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**(5) Treatment To Excavations And Fill**

All exposed excavations and fill as shown on site plan (583-S-02a) received 30 Jan 2018 shall be:

- a. rounded off and battered to match and blend with the natural contours of the land;
- b. covered with approximately 100mm of topsoil;
- c. seeded to avoid erosion and visual concerns ; and
- d. screened with trees, shrubs and ground covers

prior to occupation of the approved development to the reasonable satisfaction of Council.

**REASON:**        *To maintain the visual amenity of the locality in which the subject land is located.*

**(6) Soil Erosion Control**

Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

**REASON:**        *Development should prevent erosion and stormwater pollution before, during and after construction.*

**(7) Restriction On Use Of Garage**

The freestanding garage shall not be used for human habitation, commercial or industrial purposes. Any such activity may constitute a change in use and will require separate development approval.

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**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**(8) Retention Of Screening Trees**

Excluding the trees within the footprint of the proposed dwelling and driveway area depicted, the screen of trees and shrubs as shown on the floor plan (sheet 583-S-03a) received 30 Jan 2018 shall be retained and maintained in good health and condition at all times with any dead or diseased plants being replaced as necessary in the next planting season.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated.*

**(9) Firefighting Water Supply - Mains Water Supply Available**

A supply of water independent of reticulated mains supply shall be available at all times for fire fighting purposes:

- a minimum supply of 2,000 (two thousand) litres of water shall be available for fighting purposes at all times; and
- the water supply shall be located such that it provides the required water; and
- the water supply shall be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires); and
- the water supply outlet shall be located at least 400mm above ground level for a distance of 200mm either side of the outlet; and
- a water storage facility connected to mains water shall have an automatic float switch to maintain full capacity; and
- where the water storage facility is an above-ground water tank, the tank (including any support structure) shall be constructed of non-combustible material.

**REASON:** *To minimise the threat and impact of fire on life and property as your property is located in a MEDIUM Bushfire Prone Area.*

**(10) Prior to Building Rules Consent Being Granted - Requirement For Final Drainage Plan and Stormwater Calculations**

Prior to Building Rules Consent being granted all hydrological and hydraulic stormwater calculations shall be provided together with the final drainage plan. Discharge of stormwater (including runoff from hard paved surfaces) to the street shall be at the pre-development rate for a 100yr ARI storm, 20min event, all to the satisfaction of Council.

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**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

- (11) **Stormwater Overflow From Detention Mechanisms Directed To Street**  
All roof runoff generated by the development hereby approved shall be directed to a detention tank(s) and/or other detention mechanisms with overflow to the street to the satisfaction of Council within one month of the roof cladding being installed. All roof and hard paved water runoff shall be managed to prevent trespass onto adjoining properties.

Overflow from rainwater tanks is to be directed to the street (via a pump if necessary) or managed on-site using design techniques to the satisfaction of Council.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

- (12) **Establishment Of Tree Protection Zone For All Regulated Trees**  
Prior to the commencement of any work on site appropriate measures shall be taken to protect all the 'regulated' and 'significant' tree(s) identified on tree identification plan dated stamped 30 Jan 2018 (excluding the *Cupressus macrocarpa*). In particular, all the tree protection zones (TPZs) indicated on this plan shall be protected by the erection of a secure fence. The fencing shall:
- a) consist of a 2.0 metre high solid, chain mesh, steel or similar fabrication with posts at 3m intervals
  - b) incorporate on all sides a clearly legible sign displaying the words "Tree Protection Area"

**REASON:** *To protect the regulated tree from the impact of the development.*

- (13) **Protection Of Regulated Tree**  
The works in relation to tree 1 (*Cedrus atlantica* or *deodara*), outlined in the Arborist's Report prepared by Jason Willams of Arborman and submitted as part of this application as a strategy for management of the tree is to be undertaken simultaneously with any building works on the site. Specifically, the following recommendations shall be implemented:
- 1) Appoint a Project Arborist
  - 2) Erect a protective fence around the TPZ of the tree to prevent unauthorised entry. (TPZ sign has been appended to Arborist report which is intended to be reproduced, should be laminated and attached to the TPZ fence)



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- 3) All services including water and electrical connections should be located as far as practical outside of the TPZ of the tree. If this is not achievable, this should be conducted using HydroVac® or hand digging. If roots are encountered, the post hole should be relocated appropriately
- 4) No material, soil or vehicles should be stored within the TPZ (see AS 4970 for the complete list of prohibited activities within a TPZ)
- 5) All personnel and contractors should be briefed regarding the purpose of the TPZ and activities prohibited within a TPZ
- 6) The Project Arborist should conduct compliance checks throughout the development process

**REASON:** *To protect the regulated/significant tree from the impact of the development.*

**NOTES**

**(1) Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**(2) Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**(3) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**(4) Works Near Boundary**

The development herein approved involves near the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

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8.3 Development Application 18/259/473 by Brenton Charles & Gail Gwendolyn Adcock for boundary realignment (6 into 6) at 229 – 357 Oakwood Road, Balhannah

8.3.1 Representations  
Nil

8.3.2 Decision of Panel

**The following recommendation was adopted by consensus of all members (22)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent and Land Division Consent to Development Application 18/259/473 (17/D16/473) by Brenton Charles & Gail Gwendolyn Adcock for Boundary realignment (6 into 6) at 229, 237, 259, 275, 339 & 357 Oakwood Road, Balhannah subject to the following conditions:

**Planning Conditions**

**(1) Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Plan of Division from Fyfe Pty Ltd Reference 66140/1/1 drawing number 66140-1-1-SV-DUI-R2 sheets 1 to 6

***REASON: To ensure the proposed development is undertaken in accordance with the approved plans.***

**Planning Notes**

Nil

**Council Land Division Statement of Requirements**

Nil

**Council Land Division Notes**

**(1) Land Division Development Approval Expiry**

This development approval is valid for a period of three (3) years from the date of the decision notification. This time period may be further extended beyond the 3 year period by written request to, and approval by, Council prior to the approval lapsing. Application for an extension is subject to payment of the relevant fee. Please note that in all circumstances a fresh development application will be required if the above conditions cannot be met within the respective time frames.

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**SCAP Land Division Requirements**

**(1) Requirement For Certified Survey Plan**

A final plan complying with the requirements for plans as set out in the Manual of Survey Practice Volume 1 (Plan Presentation and Guidelines) issued by the Registrar General to be lodged with the State Commission Assessment Panel for Land Division Certificate purposes.

***REASON: Statutory requirement in accordance with Section 51 of the Development Act 1993.***

**SCAP Land Division Notes**

**Nil**

**9. Policy Issues for Advice to Council**  
Nil

**10. Other Business**  
Nil

**11. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**  
Nil

**12. Confidential Item**  
Nil

**13. Next Meeting**  
The next ordinary Development Assessment Panel meeting will be held on Wednesday 13 June 2018.

**14. Close meeting**  
The meeting closed at 8.21pm.