

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.3</b>
<b>Originating Officer:</b>	<b>Sharon Leith, Sustainability Officer</b>
<b>Responsible Director:</b>	<b>Peter Bice, Director Infrastructure and Operations</b>
<b>Subject:</b>	<b>Cities Power Partnership membership application</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The purpose of this report is to obtain a resolution to progress with the application process for membership of the Climate Council Cities Power Partnership program.

The Cities Power Partnership (CPP) is the Climate Council's national program for Local Government which exists to celebrate and accelerate the emissions reduction and clean energy successes of Australian towns and cities. Round 3 of the CPP opened for applications on Thursday 29 March 2018 and Mount Barker's Mayor Ferguson (who sits on the Premier's Climate Change Council) has expressed an interest in all Resilient Hills & Coast (RH&C) councils joining the CPP at a recent meeting of Southern & Hills LGA. The majority of RH&C councils have decided to join the CPP program.

The CPP is free to join and the only action that is required by Council is to pledge five key renewable energy, efficiency, transport and advocacy actions and provide a six monthly report. Many of the actions in the partnership pledge reflect action that Council has already taken or will review in this financial year 2018/19 i.e. install renewable energy on Council buildings, adopt best practice energy efficiency measures across Council buildings, support the uptake of electric vehicles in Council fleet, provide fast-charging infrastructure at key locations for electric vehicles and investigate the feasibility of battery storage on Council buildings.

Benefits include:

- Promotion as a member of CPP
- Involvement in a launch within the region on 11 September 2018; and
- Exclusive access to an online knowledge hub, webinars, and Power Analytics tools.

Given that joining the CPP is consistent with Council's strategic priorities as expressed in our Strategic Plan and Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region it is recommended that Council prepare an application process to become a member of the CPP. This involves a letter to be signed by the Mayor stating the intent to join. A draft letter is provided in **Appendix 2**.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted
  2. That Council resolves to proceed with the application for Cities Power Partnership membership and that the Mayor be authorised to sign the letter on behalf of Council.
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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 1	People and business prosper
Strategy 1.12	We will seek opportunities to increase the wellbeing and resilience of our community to withstand, recover and grow in the face of challenges
Goal 3	Places for people and nature
Strategy 3.2	We will strive for carbon neutrality as an organisation and encourage our community to do likewise.
Strategy 3.10	We will investigate 'off-grid' power opportunities for facilities and households in our community. We're open to the idea of whole townships doing the same.

### ➤ Legal Implications

Not applicable

### ➤ Risk Management Implications

There is minimal risk associated with becoming a member of the CPP. However the main risk associated with not becoming a member of the CPP is that Council will not have access to promotion of their energy efficiency activities and additional knowledge sharing.

*The CPP membership will, through the pledge, identify energy efficiency goals which will assist in mitigating the risk of greenhouse gas emissions leading to changing climate.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Extreme (4A)	Extreme (3A)

There are many other Council initiatives, audits, plans and strategies that support energy efficiency activities which will all assist in a reduction of greenhouse gas emissions.

### ➤ Financial and Resource Implications

Not applicable

➤ **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**

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Discussions were held with Peter Bice Director Infrastructure and Assets and David Collins Manager Sustainable Assets

*Community:* Not Applicable

**2. BACKGROUND**

The Cities Power Partnership (CPP) is the Climate Council's national program for Local Government which exists to celebrate and accelerate the emissions reduction and clean energy successes of Australian towns and cities. The CPP currently has 70 member councils representing over 250 towns and cities across Australia with a combined population of 8 million people. City of Onkaparinga is currently the only South Australian member.

Round 3 of the CPP opened for applications on Thursday 29 March 2018 with approximately 30 partnership positions available in this round. The council information pack is attached (**Appendix 1**) and further details can be found on the website here: <http://citiespowerpartnership.org.au/>

Participating councils choose five key actions (out of a possible list of 38) relating to renewable energy, energy efficiency, transport and advocacy and provide 6-monthly updates on progress. In return partner councils get exclusive access to an online knowledge hub, webinars, energy project tools and advice, and are buddied with two councils to share knowledge and deepen expertise.

**3. ANALYSIS**

Whilst the energy and climate debate continues at a national level, many cities and towns across Australia have been quietly leading the charge, pressing ahead with emissions-reductions plans by switching to cleaner energy and by building greener, more efficient and more resilient communities.

Adopting progressive approaches to climate change adaptation and preparing climate-ready communities are identified as key outcomes and priorities in the Strategic Plan and the Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo

Island Region. Joining the CPP will be a signal to our community that we are committed to acting upon these priorities.

Mount Barker's Mayor Ferguson (who sits on the Premiers Climate Change Council) has also expressed an interest in all Resilient Hills & Coast (RH&C) councils joining the CPP at a recent meeting of Southern & Hills LGA. Having the RH&C block of councils be the second South Australian members of the CPP would provide an opportunity for regional promotion. The majority of RH&C councils have decided to join the CPP program.

Barriers to Council joining the CPP are low:

- The CPP is free to join.
- On signing up to the CPP, councils have 6 months to pledge 5 key actions (out of a possible list of 38) relating to renewable energy, efficiency, transport and advocacy. These pledges can relate to both existing and future action.
- Many of the actions in the partnership pledge reflect action that Council has already taken or will review in this financial year 2018/19 i.e. install renewable energy on council buildings, adopt best practice energy efficiency measures across council buildings, support the uptake of electric vehicles in Council fleet, provide fast-charging infrastructure at key locations for electric vehicles and investigate the feasibility of battery storage on Council buildings. Council might also choose to pledge one or two actions which will stretch us beyond existing actions.
- Councils commit to completing a 6-monthly progress survey on the pledges selected.
- All that's needed to join is a formal letter from the Mayor committing to the process.

Some of the benefits of Council joining the CPP are:

- Council will be able to promote itself as a member of the CPP. Power partners are profiled by the Climate Council in national and local media, online and to their 200,000 members and supporters. The launch of the CPP achieved a significant amount of media coverage including 8 front pages, 250+ broadcast items, 210+ print & online items. CPP success stories are continually profiled in the media.
- The potential to be involved in the Round 3 launch to be hosted within the region planned for 11 September 2018. The round launches are media events where Cities Power Partnership will announce the latest group of councils to join the program. The first two launches, in Canberra and Lismore, attracted a huge amount of media (500+ items and counting). CPP would organise the media event, and organise Climate Councillors to speak at the launch, as well as providing media opportunities for Mayors and other councils in the program. CPP are also potentially looking at filming a video showcasing the work SA councils are doing around renewable energy.
- Council staff will receive exclusive access to an online knowledge hub, webinars, and Power Analytics tools which assist in developing the business case for renewable energy and energy efficiency projects. Council will also be buddied with two councils within SA and/or across state borders to deepen knowledge sharing across project areas of interest and will be assisted with applications for grants and project funding.

Given that joining the CPP is consistent with Council's strategic priorities as expressed in our Strategic Plan and the Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region it is recommended that Council prepare an application process to become a member of the CPP. This involves a letter to be signed by the Mayor stating the intent to join. A draft letter is provided in **Appendix 2**.

#### **4. OPTIONS**

Council has the following options:

- I. That Council endorse preparing a membership application process to become a member of the Cities Power Partnership to promote Council, identify key actions relating to renewable energy, efficiency, transport and advocacy and provide opportunities to access online knowledge. (Recommended)
- II. That Council not endorse preparing a membership application process to become a member of the Cities Power Partnership. (Not Recommended)

#### **5. APPENDICES**

- (1) Cities Power Partnership Round 3 – Information for Councils
- (2) Cities Power Partnership Draft Application Letter

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# **Appendix 1**

*Cities Power Partnership Round 3: Information for  
Councils*

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# CITIES POWER PARTNERSHIP



# CITIES POWER PARTNERSHIP

Round 3: Information for councils



[CLIMATECOUNCIL.ORG.AU](http://CLIMATECOUNCIL.ORG.AU)



**A National  
Program for  
2017-18**



# Contents

---

**1**  
**Executive Summary**

---

**2**  
The Climate Council

---

**3**  
The Challenge

---

**3**  
Local Champions

---

**5**  
A Snapshot of the  
Cities Power Partnership

---

**6**  
**The Three Phases of the Cities  
Power Partnership**

---

**6**  
Become a Power Partner

---

**7**  
Power Up

---

**7**  
Power On

---

**8**  
What Does Success Look Like?

---

**9**  
**Frequently Asked Questions**

---

**10**  
Appendix

---

**14**  
Appendix

---

**18**  
References

# Executive Summary

## Australia is on the frontline of climate change and its impacts.

We continue to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms. Meanwhile, the national energy debate is reaching fever pitch, with renewable energy lambasted by our nation's political and industry leaders as unreliable and unaffordable, whilst "clean coal" technology and gas expansion is being promoted as Australia's future energy solution. As climate impacts worsen and government action stagnates, the window of opportunity to limit the warming of the planet is rapidly closing.

Throughout all of these challenges, local heroes have quietly been getting on with the job. Cities and towns across Australia are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. The Cities Power Partnership (CPP) will elevate and accelerate this action across the country. We know that transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement.

The CPP will engage with towns and cities, via local councils, throughout Australia and incentivise councils to increase renewable energy and energy efficiency, improve transport and engage in advocacy. Members will also be given access to a national knowledge hub and a Power Analytics project assessment and tracking tool. They will be buddied with other cities to knowledge share, visited by domestic and international experts, connected with community energy groups and celebrated at events with other local leaders. We'll also showcase the incredible achievements of cities in national, local and social media to millions and share their successes with our community of over 200,000 members and supporters.

**"Cities and towns across Australia are surging ahead with emissions reduction plans"**

# \$92m

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worth of  
media.

# 408m

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cumulative  
audience.

# 97

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reports.

## The Climate Council

The Climate Council is Australia's leading climate communications organisation. To date the Climate Council has produced 97 reports on climate impacts and solutions and was the number one organisation communicating on climate change nationally in 2016-7.

The Climate Council brings a unique set of skills that enable us to build and deliver the Cities Power Partnership program and ensure that it differs from existing programs for local councils. The Climate Council has significant media reach, generating nearly \$92 million worth of media, reaching a cumulative audience of 408 million. This media reach will be key as an incentive for cities to join the program as well as working to strengthen public support across the country for climate action at the local level.

In addition, the Climate Council hosts a wealth of leading experts in climate impacts and renewable energy solutions whose technical knowledge will be key to helping local councils to implement emissions reduction measures.

The Climate Council will also use its national status and the credibility of its Climate Councillors to connect councils across the country with community energy groups and local organisations who can help councils to implement energy efficiency and renewable energy measures quickly and effectively, as well as assist with accessing funding and incentives for councils to act.

## The Challenge

Global heat records have been broken again, with 2016 declared the hottest for a third consecutive year. Australians continues to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms.

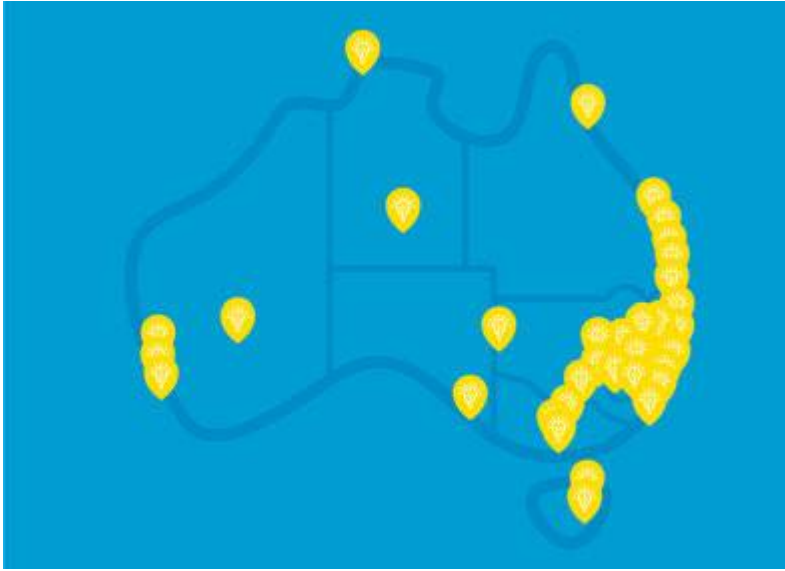
The emission of greenhouse gases from the burning of fossil fuels like coal, oil and gas, are driving these dramatic changes of the climate system and need to be drastically reduced. However, the window of opportunity to limit the warming of the planet and its catastrophic impacts is rapidly closing and governments are struggling to meet this challenge at the pace required.

## Local Champions

In the face of these challenges local champions have emerged.

Around the world and across Australia, towns and cities of all shapes and sizes are getting on with the job. They are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. From booming urban centres to small rural townships, local governments and groups of determined residents have been energy and climate trailblazers in many ways. Towns and cities can shape how land is used, investments are made and millions of dollars worth of renewable energy is rolled out. They can influence how new homes and businesses are built, determine the ways in which hundreds of thousands of residents will travel each day and band together to lobby for much needed state and federal policy change. Transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement (IEA 2016).

**"Local governments and groups of determined residents have been energy and climate trailblazers in many ways."**



# A Snapshot of the Cities Power Partnership

# 70

Member  
councils &  
growing

# 250+

Towns and  
cities  
represented

# 8 million

Australians  
represented

The Climate Council's Cities Power Partnership (CPP) seeks to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities to date. We are calling on Mayors, Councilors and communities to take the next step towards a sustainable, non-polluting energy future by joining the CPP.

The CPP launched mid 2017, along with a Climate Council cities report authored by some of Australia's leading experts, a brand new CPP website and a media campaign featuring the 35 trailblazing councils who joined the partnership in round 1.

A round 2 launch in January 2018 saw us grow to 70 members, representing 8 million Australians and making us the largest climate action program for local government in the country. We now represent 250 towns and cities and rural shires across all Australian states and territories. See Appendix C for member list.

## CPP launch breaks Climate Council media coverage records

The CPP media launch was held at the Mt Majura Solar Farm in the ACT and featured Climate Councilor Professor Tim Flannery, Climate Council CEO Amanda McKenzie, ACT Environment Minister Shane Rattenbury MLC and Lane Crockett, Head of Renewable Infrastructure, Impact Investment Group.

A record breaking coverage of 8 front pages, 250+ broadcast media items and 210+ print & online items. Each of the attending Mayors and Councilors and council communications teams received a comprehensive media kit including:

- Tailored media hits report,
- Certificate ceremony photos with Professor Tim Flannery,
- Mayoral test drive photos of the CPP branded Tesla electric cars,
- Individual interviews to camera explaining reasons for joining the Cities Power Partnership and what Council hopes to achieve,
- Drone footage of the Mt Majura solar farm tour,
- Parliament house media stop video footage

Participating councils who join the partnership will have 6 months to select 5 key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy (*see Appendix A for full pledge list and Appendix B for pledge examples*).

## Future application rounds

We will open for a third round of intake from March 2018.

# The Three Phases of the Cities Power Partnership



## Become a Power Partner

### Act:

Councils sign up to be a Power Partner.

### Knowledge:

Partners get exclusive access to the extensive online knowledge hub, webinars and Power Analytics tool.

### Connect:

Each Power Partner is buddied with two other local councils to knowledge share throughout the year.

### Profile:

Power partners are profiled in national and local media, online and to our 200,000 members and supporters.

2

## Power Up

### Act:

Partners have 6 months to select 5 key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy. They must identify a point of contact within council who will liaise with the Climate Council and work to implement their actions. Pledges are submitted by each partner and profiled online.

### Knowledge:

Partners will have ongoing access to the knowledge hub, Power Analytics reporting tool, webinars with domestic and international experts as well as communications and advocacy training where required.

### Connect:

Power Partners will be buddied within & across state borders to deepen knowledge sharing across joint project areas of interest. Councils can also be connected with their local community energy group and relevant local organisations who can with help with implementation of emission reduction actions. Councils who are already leading will play an important knowledge sharing role with other partners.

### Incentives:

Power Partners will be assisted with applications for project funding, third party grants and renewable energy incentives as they become available.

### Profile:

Power partners and their local success stories will be profiled in the media by our dedicated CPP team Media Advisor working with Council communications teams. Climate Councillors will travel to a range of communities across Australia to engage in community events and talk to councils.

3

## Power On

### Act:

Partners report on progress against key actions in a 6 monthly survey, following the submission of their 5 pledge items.

### Knowledge:

Partners access local and international knowledge and inspiration at the 2018 Power Partners Summit to be held October 18-19 in Kiama, NSW

### Connect:

Partners will be brought together to celebrate the high achieving towns and cities at the Power Partners Summit October 18-19, 2018 in Kiama.

### Profile:

Success stories will continually be celebrated in the media. The CPP annual awards, to be held at the annual Summit, will recognise & celebrate best practice project outcomes, collaborations and individual contributions. Climate Councillors will travel to a range of Australian communities, as more towns and cities become Power Partners and lead the switch to non-polluting energy across the country.



# What Does Success Look Like?

Within 6 months of launching, the Cities Power Partnership has generated over 1000 media items and at 70 members and growing, is now the largest climate action program for local government in the country.

By mid 2018, up to 100 councils will pledge to become Power Partners.

The Power Partners will be supported to implement their pledge items through webinars with topic experts, access to shared project data via the knowledge hub and Power Analytics library and via networking with their peers through the CPP buddying program.

Achievements will be celebrated at the annual CPP Awards ceremony, to be held as part of the CPP Power Summit a 2 day conference to be held in October 2018.



# Frequently Asked Questions

## **When is the Cities Power Partnership launching?**

It launched in July 2017. The launch included the launch of the CPP website, the Local Government Action research report, a media and stakeholder launch which showcased the 35 towns and cities who have already pledged and a national media campaign.

A round 2 launch was held in January 2018 to welcome a further 35 councils to the partnership.

## **Can the broader community nominate their town or city to be part of the Cities Power Partnership?**

Yes. Nominations can easily be made through the website at [citiespowerpartnership.org.au/nominate/](http://citiespowerpartnership.org.au/nominate/). Tell us why you think your Council or any other would be a good fit and if you have recommended points of contact within Councils, either staff or elected representatives, we're all ears.

## **How do community energy organisations get involved?**

We are actively reaching out to community energy organisations across the country to get involved. The Cities Power Partnership wants to profile and connect community energy groups with councils involved in the partnership. There is an action pledge under "Work Together and Influence" for councils to strive to "support community energy groups with their community energy initiatives". This connection is vital to help councils achieve success as community energy groups and the community more broadly can provide on the ground support, including workshops and modelling, to help councils achieve their energy and sustainability commitments.

## **What if a town or city is already leading in renewable energy and sustainability, what does their city get out of joining the partnership ?**

Cities leading the way play an essential role in the partnership. They will share their knowledge with other cities, their successes will be celebrated to an audience of millions to inspire others and they will have access to resources and incentives to help them to continue to lead.

Many trailblazing cities who are already leading will have some of their existing initiatives counted towards their power partnership pledge.

# Appendix

## Appendix A: The Partnership Action Pledge

Participating councils who join the partnership will have 6 months to select 5 key actions from the options below.

### Renewable Energy



1. Use strategic and statutory planning processes to promote renewable energy - both at the residential, commercial and larger scale.



2. Provide council resources to educate and support the uptake of renewable energy, such as by hiring an internal renewable energy support officer or establishing an independent body (such as the Moreland and Yarra Energy Foundations).



3. Install renewable energy (solar PV and battery storage) on council buildings for example childcare facilities, libraries, street lighting, recreation centres, sporting grounds, and council offices.



4. Support community facilities accessing renewable energy through incentives, support or grants.



5. Power council operations by renewables, directly (with solar PV or wind), or by purchasing Greenpower (from electricity retailers). Set targets to increase the level of renewable power for council operations over time.



6. Encourage local businesses and residents to take up solar PV, battery storage and solar hot water heating. This can be done through providing incentives (such as solar bulk buy schemes or flexible payment options) or streamlining approval processes (such as removing planning and heritage barriers to solar PV).



**7.** Support community energy projects (with location and planning support) so that residents (such as renters) can band together and invest in community renewable energy projects.



**8.** Opening up unused council managed land for renewable energy, for example land fills, and road reserves.



**9.** Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.



**10.** Set minimum renewable energy benchmarks for new developments, for example Denman Prospect, ACT requires every new house to install a minimum solar PV system.



**11.** Electrify public transport systems (for example buses operated by council) and fleet vehicles and power these by 100% renewable energy.



**12.** Lobby electricity providers and state government to address barriers to renewable energy take up at the local level (whether these be planning, technical, economic or policy related).



**13.** Identify opportunities to turn waste to energy.



**14.** Implement landfill gas methane flaring or capture for electricity generation.



**15.** Create a revolving green energy fund to finance renewable energy projects and receive \$ savings.

## Energy Efficiency



**1.** Set minimum energy efficiency benchmarks for all planning applications.



**2.** Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures.



**3.** Public lighting can use a large proportion of a city's energy budget – roll out energy efficient lighting (particularly street lighting) across the municipality.



**4.** Provide incentives (for example rate reductions) for best practice developments such as streamlined planning processes, and support for retrofitting energy efficiency measures for existing buildings.



**5.** Incentivise the deployment of energy efficient heating and cooling technologies.



**6.** Create a revolving green energy fund to finance energy efficiency projects and receive \$ savings.

## Sustainable Transport



1. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.



2. Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.



3. Encourage sustainable transport use (public transport, walking and cycling) through Council transport planning and design. Substantial savings in transport energy use can be achieved by designing more compact cities with access to high quality public and active transport services and facilities.



4. Ensure that new developments are designed to maximize public and active transport use, and are designed to support electric vehicle uptake.



5. Providing for adequate cycle lanes (both space and connectivity) in road design and supporting cyclists through providing parking, and end-of-ride facilities (covered, secure bike storage, showers, bicycle maintenance and incentives).



6. Reduce or remove minimum car parking requirements for new housing and commercial developments where suitable public transport alternatives exist.



7. Lobby state and federal governments for improvements to planning legislation to promote sustainable transport options, and increased investment in and provision of public transport services.



8. Consider disincentives for driving high emitting vehicles such as congestion pricing, or a tiered payment system for residential car parking permits where high emitting vehicles pay more.



9. Waste collection fleet conversion to hydrogen fuelled or electric power.

## Work Together and Influence



**1.** Set city-level renewable energy or emissions reduction targets and sustainable energy policies to provide a common goal and shared expectations for local residents and businesses.



**2.** Lobby state and federal government to address barriers to the take up of renewable energy, energy efficiency and/or sustainable transport, and to support increased ambition. For example working to lobby on the Smart Energy Communities policy.



**3.** Set up meetings and attend events, such as the Community Energy Congress or the Cities Power Partnership Summit, where like-minded cities can address common concerns and learn from others' experience.



**4.** Implement an education and behavior change program to influence the behavior of council officers, local residents and businesses within the municipality to drive the shift to renewable energy, energy efficiency and sustainable transport.



**5.** For communities reliant on a local coal industry, local government can support the transition away from fossil fuels, by lobbying for state and federal support for a just transition for workers, families and the community and encouraging local economic development and opportunities based on a low carbon economy.



**6.** Ensure that the practices of local government contractors and financing such as banking, insurance and super are aligned with council goals relating to renewable energy, energy efficiency and sustainable transport. Set appropriate criteria for council procurement.



**7.** Promote knowledge sharing and strengthen the local community's capacity and skills in renewable energy, energy efficiency and sustainable transport.



**8.** Support local community energy groups with their community energy initiatives.

# Appendix

## Appendix B: Pledge Examples

### Examples: renewable energy action

Action		Examples	Link
<b>Promote renewable energy - both at the residential, commercial and larger scale</b>	Use land use planning measures to encourage uptake, such as streamlining approvals processes and removing barriers.	Moreland City Council, Victoria has a planning guide to protecting existing solar panels from overshadowing.	<a href="http://www.moreland.vic.gov.au/globalassets/areas/strategic-planning/solar-panels---advisory-note-as-endorsed-by-council-13-july-2016.pdf">http://www.moreland.vic.gov.au/globalassets/areas/strategic-planning/solar-panels---advisory-note-as-endorsed-by-council-13-july-2016.pdf</a>
	Set minimum renewable energy benchmarks for new developments.	Denman Prospect in the ACT requires every new house to install a minimum sized solar system.  City of Nedlands, WA requires a minimum of 1.5kW onsite solar or wind for all new homes and renovations.	<a href="http://www.actewagl.com.au/About-us/Media-centre-and-reports/2015/10/09/Denman-Prospect.aspx">http://www.actewagl.com.au/About-us/Media-centre-and-reports/2015/10/09/Denman-Prospect.aspx</a>  <a href="http://reneweconomy.com.au/new-build-houses-must-install-solar-wind-in-wa-suburb-27550/">http://reneweconomy.com.au/new-build-houses-must-install-solar-wind-in-wa-suburb-27550/</a>
	Hire an internal renewable energy support officer or establish an independent body tasked with promoting renewable energy.	Examples include:  Moreland Energy Foundation, Victoria.  Yarra Energy Foundation, Victoria.	<a href="http://www.mefl.com.au/">http://www.mefl.com.au/</a>  <a href="http://www.yef.org.au/">http://www.yef.org.au/</a>
	Encourage local businesses, community facilities and residents to take up renewable energy by providing incentives (such as grants, solar bulk buy schemes or flexible payment options).	Adelaide City Council in SA has a Sustainability Incentives Scheme for local residents.	<a href="http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/">http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/</a>

Action		Examples	Link
<b>Power council operations by renewable energy</b>	Set targets to increase the level of renewable power for council operations and the broader community over time.	Australian Capital Territory set a goal for 100% renewable energy by 2020 delivered by a series of reverse auctions for renewable energy.	<a href="https://www.climatecouncil.org.au/act-report">https://www.climatecouncil.org.au/act-report</a>
	Power operations directly by renewable energy (with solar PV or wind).	Sunshine Coast Council in QLD developed the Valdora solar farm to power council operations.  Cockburn in WA is using geothermal heating for its sporting complex.	<a href="https://www.sunshinecoast.qld.gov.au/Council/Planning-and-Projects/Major-Regional-Projects/Sunshine-Coast-Solar-Farm">https://www.sunshinecoast.qld.gov.au/Council/Planning-and-Projects/Major-Regional-Projects/Sunshine-Coast-Solar-Farm</a>  <a href="http://www.cockburn.wa.gov.au/Council_Services/Environment/Renewable_Energy/">http://www.cockburn.wa.gov.au/Council_Services/Environment/Renewable_Energy/</a>
	Install renewable energy (solar PV and battery storage) on council buildings for example childcare facilities, libraries, street lighting, recreation centres, sporting grounds, and council offices.	Bathurst in NSW installed solar systems across nine council buildings.  Leichardt Council in NSW installed solar systems on 17 council buildings.  Solar and battery storage installed on government buildings in Adelaide.	<a href="https://www.bathurst.nsw.gov.au/environment/energy-sustainability/solar-power-on-council-buildings.html">https://www.bathurst.nsw.gov.au/environment/energy-sustainability/solar-power-on-council-buildings.html</a>  <a href="http://www.leichardt.nsw.gov.au/Environment--Sustainability/Projects-and-Programs/Council-Solar-Panels">http://www.leichardt.nsw.gov.au/Environment--Sustainability/Projects-and-Programs/Council-Solar-Panels</a>  <a href="http://www.premier.sa.gov.au/index.php/tom-koutsantonis-news-releases/896-zen-energy-to-install-1m-battery-storage-on-government-owned-buildings">http://www.premier.sa.gov.au/index.php/tom-koutsantonis-news-releases/896-zen-energy-to-install-1m-battery-storage-on-government-owned-buildings</a>
	Opening up unused council managed land for renewable energy.	Cambelltown in SA supporting a community owned solar project utilising the rooftops of local government buildings.	<a href="http://www.campbelltown.sa.gov.au/cos">http://www.campbelltown.sa.gov.au/cos</a>
<b>Identify opportunities to turn waste to energy</b>	Explore options for bioenergy or energy from municipal waste streams. Alternative waste treatments such as biogas production and combustion are included as eligible activities under the Commonwealth Emissions Reduction Fund.	Pilbara waste to energy project. Port Hedland and East Pilbara councils (WA) partner with New Energy for 16.6MW municipal waste to gas project using low temperature gasification technology. The CEFC funded project will divert 30-40,000 tonnes of waste from landfill.	<a href="http://www.porthedland.wa.gov.au/news/3009/port-hedland-becomes-australias-first-local-government-to-power-assets-from-waste">http://www.porthedland.wa.gov.au/news/3009/port-hedland-becomes-australias-first-local-government-to-power-assets-from-waste</a>
<b>Landfill gas methane flaring or capture for electricity generation</b>	Activities include installing, upgrading or recommissioning a landfill gas collection system, collecting the landfill gas from the landfills or combusting the collected landfill gas.	Hawkesbury Council secured CEFC funding partnering with Landfill Gas Industries to operate a methane gas flare at its South Windsor Waste Management facility. Emissions Reduction Fund (ERF) contracts for abatement generated.	<a href="https://www.cefc.com.au/media/107390/cefc-factsheet_lgi_lr.pdf">https://www.cefc.com.au/media/107390/cefc-factsheet_lgi_lr.pdf</a>



## Examples: renewable energy action

Action		Examples	Link
<b>Collective tendering</b>	Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.	The Melbourne Renewable Energy Project involves bringing together a number of large energy users to collectively tender for renewable energy.	<a href="http://www.melbourne.vic.gov.au/business/sustainable-business/Pages/melbourne-renewable-energy-project.aspx">http://www.melbourne.vic.gov.au/business/sustainable-business/Pages/melbourne-renewable-energy-project.aspx</a>
<b>Powering electric vehicles with renewable energy</b>	Electrify transport systems such as council buses and fleet vehicles and power these by 100% renewable energy.	Adelaide, SA solar-powered "Tindo" bus.  Moreland City Council in Victoria is integrating electric cars into council's fleet	<a href="http://www.adelaidecitycouncil.com/assets/acc/Environment/energy/docs/tindo_fact_sheet.pdf">http://www.adelaidecitycouncil.com/assets/acc/Environment/energy/docs/tindo_fact_sheet.pdf</a>  <a href="http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/">http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/</a>
<b>Lobby to address barriers</b>	Lobby electricity providers and state government to address barriers to renewable energy take up at the local level (whether these be planning, technical, economic or policy related).	Victorian councils called for planning protection to prevent solar panels from overshadowing.	<a href="http://www.heraldsun.com.au/leader/east/calls-for-statewide-protection-of-solar-panels-from-overshadowing-from-multi-storey-development/news-story/4f28125a5d0db4dc22c7200aed4e8736">http://www.heraldsun.com.au/leader/east/calls-for-statewide-protection-of-solar-panels-from-overshadowing-from-multi-storey-development/news-story/4f28125a5d0db4dc22c7200aed4e8736</a>

## Examples: energy efficiency actions

Action		Examples	Link
<b>Promote energy efficiency - both at the residential, commercial and larger scale</b>	Hire an internal energy efficiency support officer or establish an independent body.	Examples include:  Moreland Energy Foundation, Victoria.  Yarra Energy Foundation, Victoria.	<a href="http://www.mefl.com.au/">http://www.mefl.com.au/</a>  <a href="http://www.yef.org.au/">http://www.yef.org.au/</a>
	Encourage local businesses, community facilities and residents to take up energy efficiency measures by providing incentives (such as grants, solar bulk buy schemes or flexible payment options).	Adelaide City Council in SA has a Sustainability Incentives Scheme for local residents.	<a href="http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/">http://www.adelaidecitycouncil.com/your-council/funding/sustainable-city-incentives-scheme/</a>
<b>Energy efficiency in council operations</b>	Adopt best practice energy efficiency in council buildings.	City of Gosnell's community facility incorporated sustainable design.  City of Wollongong updated an aging building to achieve a 5 Star Green Star rating.	<a href="http://new.gbca.org.au/showcase/projects/mills-park-community-facility/">http://new.gbca.org.au/showcase/projects/mills-park-community-facility/</a>  <a href="http://new.gbca.org.au/showcase/projects/wollongong-city-council-administration-building/">http://new.gbca.org.au/showcase/projects/wollongong-city-council-administration-building/</a>
	Public lighting can use a large proportion of a city's energy budget - roll out energy efficient lighting (particularly street lighting) across the municipality.	Victor Harbour, SA Hybrid (wind and solar) street lighting with battery storage, and potential to power gophers, solar bollards.	<a href="https://www.victor.sa.gov.au/solar">https://www.victor.sa.gov.au/solar</a>

Action		Examples	Link
<b>Create a Revolving Energy Fund to finance internal projects and receive energy savings</b>	Green energy, sustainability or revolving energy funds are financial mechanisms, whereby the savings made as a result of sustainability initiatives are diverted into a designated fund to provide financial support for future sustainability initiatives.	Penrith Council's Sustainability Revolving Fund was created in 2003 and has funded 42 projects to date.	<a href="http://www.penrithcity.nsw.gov.au/Documents/Waste-and-Environment/Sustainability-Revolving-Fund-Guidelines-July-2013/">www.penrithcity.nsw.gov.au/Documents/Waste-and-Environment/Sustainability-Revolving-Fund-Guidelines-July-2013/</a>

### Examples: sustainable transport actions

Action		Examples	Link
<b>Promote sustainable transport options in the community</b>	Provide fast-charging infrastructure (powered by 100% renewable energy) throughout the city at key locations for electric vehicles.	City of Moreland has installed a network of public electric car charging stations.	<a href="http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/">http://www.moreland.vic.gov.au/parking-roads/transport/electric-vehicles/</a>
<b>Promote sustainable transport options within council</b>	Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles (powered by renewable energy).	Manningham's Climate 2020 action plan targets 100% of fleet cars to be green electric vehicles by 2020.	<a href="http://www.manningham.vic.gov.au/climate-and-energy">http://www.manningham.vic.gov.au/climate-and-energy</a>
	Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.	Cockburn, WA 100% solar powered electric vehicle charging stations.	<a href="http://www.cockburn.wa.gov.au/council_services/environment/renewable_energy/">www.cockburn.wa.gov.au/council_services/environment/renewable_energy/</a>
	Provide for adequate cycle lanes (both space and connectivity) in road design and supporting cyclists through providing parking, and end-of-ride facilities (covered, secure bike storage, showers, bicycle maintenance and incentives).	Melbourne City Council has a detailed bicycle plan outlining a number of actions to increase cycling's mode share.	<a href="http://www.melbourne.vic.gov.au/SiteCollectionDocuments/city-of-melbourne-bicycle-plan-2016-2020.pdf">http://www.melbourne.vic.gov.au/SiteCollectionDocuments/city-of-melbourne-bicycle-plan-2016-2020.pdf</a>
<b>Waste collection fleet conversion to hydrogen fuelled or electric power</b>	Conversion of heavy vehicle fuel source from diesel to lower and zero emissions fuels.	<p><b>International case study</b> Waste Management Auckland is trialling an electric food waste collection truck with Countdown supermarkets. To be joined by a side-loader waste collection truck for residential kerbside wheelie bin collection in Auckland &amp; Christchurch.</p> <p><b>Domestic case study</b> Moreland City Council (Vic) to build emissions free waste collection trucks by 2020</p>	<p><a href="http://www.sustainabilitymatters.net.au/content/energy/news/electric-vehicle-dedicated-to-waste-collection-launched-in-nz-1262148269">http://www.sustainabilitymatters.net.au/content/energy/news/electric-vehicle-dedicated-to-waste-collection-launched-in-nz-1262148269</a></p> <p><a href="http://www.abc.net.au/news/2017-08-05/zero-emissions-garbage-trucks-moreland-city-council/8777900">http://www.abc.net.au/news/2017-08-05/zero-emissions-garbage-trucks-moreland-city-council/8777900</a></p>

# Appendix C:

## List of Power Partners

### First round of CPP Power Partners

1. Albury City Council (NSW)
2. Alice Springs Town Council (NT)
3. Bega Valley Shire (NSW)
4. Blacktown City Council (NSW)
5. Bundaberg Regional Council (QLD)
6. Byron Shire (NSW)
7. Canberra (ACT)
8. Canterbury Bankstown City Council (NSW)
9. Douglas Shire Council (QLD)
10. Eurobodalla Shire (NSW)
11. Glamorgan Spring Bay Council (Tas)
12. Hawkesbury City Council (NSW)
13. Huon Valley Council (Tas)
14. Kiama Municipal Council (NSW)
15. Ku-ring-gai Council (NSW)
16. Lane Cove Council (NSW)
17. Lismore City Council (NSW)
18. Moreland City Council (Vic)
19. Muswellbrook Shire Council (NSW)
20. North Sydney Council (NSW)
21. Noosa Council (QLD)
22. Parkes Shire Council (NSW)
23. Penrith City Council (NSW)
24. Shoalhaven City Council (NSW)
25. The City of Canning (QA)
26. The City of Darebin (Vic)
27. The City of Fremantle (WA)
28. The City of Newcastle (NSW)
29. The City of Kalgoorlie–Boulder (WA)
30. The City of Port Phillip (Vic)
31. The City of Swan (WA)
32. The Shire of Strathbogie (Vic)
33. Upper Hunter Shire Council (NSW)
34. Willoughby City Council (NSW)
35. Yass Valley Council (Vic)

### Second round of CPP Power Partners

36. City of Armadale (WA)
37. Bathurst Regional Council (NSW)
38. Bayside City Council (NSW)
39. Bellingen Shire Council (NSW)
40. City of Boroondara (Vic)
41. Brighton Council (Tas)
42. Brisbane City Council (QLD)
43. Broken Hill City Council (NSW)
44. City of Bunbury (WA)
45. Cairns Regional Council (QLD)
46. Cumberland Council (NSW)
47. City of Darwin (NT)
48. City of Gosnells (WA)
49. City of Greater Dandenong (Vic)
50. Hornsby Shire Council (NSW)
51. Inner West Council (NSW)
52. City of Kwinana (WA)
53. Logan City Council (QLD)
54. City of Melville (WA)
55. Mornington Peninsula Shire (Vic)
56. Nambucca Shire (NSW)
57. Northern Beaches Council (NSW)
58. Northern Midlands Council (Tas)
59. City of Onkaparinga (SA)
60. Orange City Council (NSW)
61. City of Parramatta (NSW)
62. Randwick City Council (NSW)
63. City of Ryde (NSW)
64. Shire of Serpentine Jarrahdale (WA)
65. Sunshine Coast Council (QLD)
66. City of Sydney (NSW)
67. City of Wagga Wagga (NSW)
68. Waverley Council (NSW)
69. Wingecarribee Shire (NSW)
70. Woollahra Municipal Council (NSW)

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## **Appendix 2**

*Cities Power Partnership Draft Application Letter*

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PO Box 44  
Woodside SA 5244  
Phone: 08 8408 0400  
Fax: 08 8389 7440  
mail@ahc.sa.gov.au  
**www.ahc.sa.gov.au**

Direct line: 8408 0562  
File Ref: IC / OC

25 July 2018

Acting CEO Dr Martin Rice  
The Climate Council of Australia  
PO Box 1267  
POTTS POINT NSW 2011

via [martin@climatecouncil.org.au](mailto:martin@climatecouncil.org.au)

Dear Dr Rice

**Re: Application to join the Cities Power Partnership, Round 3**

I am writing to nominate Adelaide Hills Council to become part of the Cities Power Partnership (CPP).

As a partner in the Cities Power Partnership, Adelaide Hills Council will:

- within 6 months, identify 5 items included in the Cities Power Partnership Pledge that we will strive to achieve; and
- complete a 6 monthly online survey that provides the Climate Council with basic information on how we are progressing on the 5 pledge items that council has selected.

We nominate our Strategic and Sustainability Officer, Sharon Leith, as the primary point of contact within our Council that the Climate Council can liaise with on CPP matters. Sharon can be contacted on 8408 0562 or 0407 913 107 or [sleith@ahc.sa.gov.au](mailto:sleith@ahc.sa.gov.au).

I also confirm that Adelaide Hills Council is willing to be buddied with two other local councils to share knowledge. We look forward to consulting with you on which councils we are to be buddied with.

Thank you for the opportunity to participate in this important program, and we look forward to joining with other local governments around Australia to elevate and accelerate climate action at the local level.

Yours sincerely

**Bill Spragg**  
**Mayor**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Originating Officer:** Ashley Curtis, Manager Civil Services

**Responsible Director:** Peter Bice, Director Infrastructure & Operations

**Subject:** Road Widening – Lot 200 Edward Avenue, Crafers

**For:** Decision

---

**SUMMARY**

The purpose of this report is to obtain a resolution to undertake a road widening process to widen the road verge along a section of Edwards Avenue to accommodate an encroachment on the Road Reserve.

The adjoining land owner's land is identified as Allotment 200 in Deposited Plan 62802 contained in Certificates of Title Volume 5907 Folios 672 and 673 and known as 16 Edward Avenue (Lot 200 Edward Avenue), Crafers West (**Appendix 1**). The land owner is agreeable to the road widening proposal.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted**
  - 2. To purchase the area of land, being 45m<sup>2</sup>, identified in red on the plan attached as Appendix 1 ("Land") from Zara Marina Parent and Guy Damien Parent for the consideration of \$9,500 (excl GST) plus all reasonable costs to vest the Land as public road.**
  - 3. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.**
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal                      Organisational Sustainability  
Strategy                 Risk & Responsibility

Ensuring Council's road land and infrastructure is either located on Council owned or controlled land or secured by some other form of legal tenure is essential for appropriate risk management of Council infrastructure and community safety.

### ➤ Legal Implications

The road widening process is required to affect the purchase of the Land and the vesting of the Land as public road is undertaken by a land division process under the provisions of Section 223LF of the *Real Property Act 1886*.

### ➤ Risk Management Implications

The purchase of the Land will assist in mitigating the risk of:

*Council road infrastructure being located on privately owned land leading to inappropriate ownership, liability and road management for road infrastructure.*

Inherent Risk	Residual Risk	Target Risk
Medium (1A)	Low (1E)	Low (1E)

The instance of Council road infrastructure on or affecting privately owned land is an ongoing issue across the Council area and one that Council will see raised more frequently as land owners survey their boundaries with more accurate survey information and equipment.

### ➤ Financial and Resource Implications

The process of negotiation and completion of the road widening is undertaken within existing resources allocations.

The purchase price of \$9,500 and all associated costs including lodgement fees and stamp duty costs (approximately \$3,000) are the responsibility of Council and can be paid from existing budget allocations.

### ➤ Customer Service and Community/Cultural Implications

Not Applicable

### ➤ Environmental Implications

Not Applicable

Note that the assessment of the position of the made road has included assessment of which option would result in the least amount of disturbance to the native vegetation in the area.



➤ **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:* Roads Officer (Property)  
Supervisor Program Maintenance (Civil Services)

*Community:* Discussions with the landowners.

**2. BACKGROUND**

Council resolved on 6 July 2004 to dispose of a number of surplus property assets, including 21 (Allotment 53) Edward Avenue, Crafers.

**10.5. Property Asset Rationalisation**  
2/01/002 Robert Harris

**Moved Cr Stan Evans**  
**S/- Cr Leone Taylor**

**Carried**  
**131**

- 1. Council approve the properties in appendix A proceeding to Public Consultation with the recommendation that they have their Community Land Classification revoked.**
- 2. Council approve the properties in appendix B proceeding to Public Consultation for sale of these assets which have already been revoked from Community Land classification.**
- 3. Council request the Minister to resume responsibility for the care and control of the properties in Appendix C as they are no longer required by Council.**
- 4. Approve the creation of a new Strategic Initiative fund with proceeds from Properties sold for asset rationalisation (unless otherwise directed) transferred to the Fund. Funds from the asset rationalisation be used for the following main purposes;**
  - (1) Funds used substantially for the development of reserves, halls and other general purpose in the proximity of the area of the disposal of the land**
  - (2) Funds used substantially for district strategic initiatives, such as district library, office accommodation, sports facilities, swimming pool, main street upgrades etc.**

This property asset rationalisation project involved five land titles and an unused road reserve. Adjoining land owners, who abutted the land, were approached to see if they wished to purchase respective portions of the road reserve and consolidate with their existing land parcels, which proceeded and was completed in 2010.

The consolidation process included referrals to all relevant State and Local Government authorities. The Country Fire Service granted their consent conditional upon access to the subdivided allotments being suitable for emergency services vehicles.

Construction of the required roadway was undertaken in 2017. The cutting for the new roadway was located along an alignment designed to minimise impact on native vegetation. During construction, an error with the design was discovered. The design had been based on an old survey which incorrectly assumed the existing fence line represented the boundary alignment. This error was not identified until the road had already been cut, encroaching into Mr and Mrs Parent's land by 21 m<sup>2</sup>.

An additional 24 m<sup>2</sup> was deemed required for the construction of a stable batter slope. This brought the total encroachment up to 45 m<sup>2</sup>. The area is identified in red on the aerial photo attached as **Appendix 2**.

Refer to **Appendix 3** for images highlighting the topography, and native vegetation concerns.

Council considered a report regarding the encroachment and proposed road widening on 24 April 2018, resolving to lie the item on the table.

**12.4. Road Widening - Edward Avenue Crafers – Formal Motion**

Moved Cr Jan Loveday  
S/- Cr Ian Bailey

90/18

That the item lie on the table.

Carried Unanimously
---------------------

The item was then lifted from the table on 22 May 2018, where it was determined that further information was required. This report provides additional background information and a more detailed analysis of the various options considered.

**7.2. Questions Lying on the Table**

**Moved Cr Malcolm Herrmann**  
**S/- Cr Lynton Vonow**

**105/18**

**That this item be lifted from the table.**

	<b>Carried</b>
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Road Widening – Edward Avenue Crafers  
From 24 April 2018 Council meeting

**Moved Cr Malcolm Herrmann**  
**S/- Cr Nathan Daniell**

Council resolves:

1. That the report be received and noted
2. To purchase the area of land, being 45m<sup>2</sup>, identified in red on the plan attached as Appendix 1 ("Land") from Zara Marina Parent and Guy Damien Parent for the consideration of \$9,500 (excl GST) plus all reasonable costs to vest the Land as public road.
3. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.

	<b>LAPSED</b>
--	---------------

**Formal Motion**

**Moved Cr John Kemp**  
**S/- Cr Ian Bailey**

**106/18**

**That the meeting proceed to the next business.**

	<b>Carried unanimously</b>
--	----------------------------

**3. ANALYSIS**

When the encroachment was discovered, a number of remedial options were considered:

- The first option considered was to reinstate the encroachment and realign the road to fit wholly within the legal road reserve. Due to the steepness of the cutting, this would have required the construction of a retaining wall along the boundary, at an estimated cost of \$15,000. The road would then have had to be realigned, resulting in increased native vegetation clearance, the payment of any Significant Environmental Benefit, and further earthworks on the downhill slope, which would cost an additional \$5,000 - \$10,000.
- The second option considered was to compulsorily acquire the required 45 m2. However, this would result in the project being placed on hold for 6 to 12 months whilst the compulsory acquisition process proceeded, and would cost \$10,000 - \$20,000 in legal fees.

- The third option considered was to approach the land owner directly and negotiate the sale of the land along with agreement for works to proceed. This option was deemed preferred as it resulted in the least delay to the project as well as the least additional cost to Council.

An initial assessment of the value of the land was made using the Valuer-General's site value for the land which attributes a per square metre rate of \$79.53. Based on an area of 45m<sup>2</sup>, the value would be \$3,579. If a market valuation was obtained, the cost for that valuation would be in the vicinity of \$1,500 - \$2,000. Negotiations with the landowner were undertaken and the land owner has advised that they would accept an offer of \$9,500 without the need to obtain an independent valuation on the basis that the Council pays all of the costs to complete the road widening process of approximately \$3,000.

Overall, Council's Engineering staff have considered the situation and advised that the cost to relocate the road to sit wholly within the legal road reserve would be in excess of the cost to undertake a minor road widening process, hence the recommendation of this report.

#### **4. OPTIONS**

Council has the following options:

- I. Resolve to purchase the Land from the landowners and vest as Public Road in accordance with the recommendation (Recommended)
- II. Resolve not to purchase the Land in accordance with the Recommendation which would result in a portion of the road being situated on privately owned land. (Not Recommended).
- III. Resolve to compulsorily acquire the land (Not Recommended).

#### **5. APPENDICES**

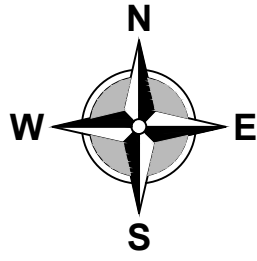
- (1) Identification of encroachment of road onto private land
- (2) Aerial photo identifying location of the Land.
- (3) Photos of the site

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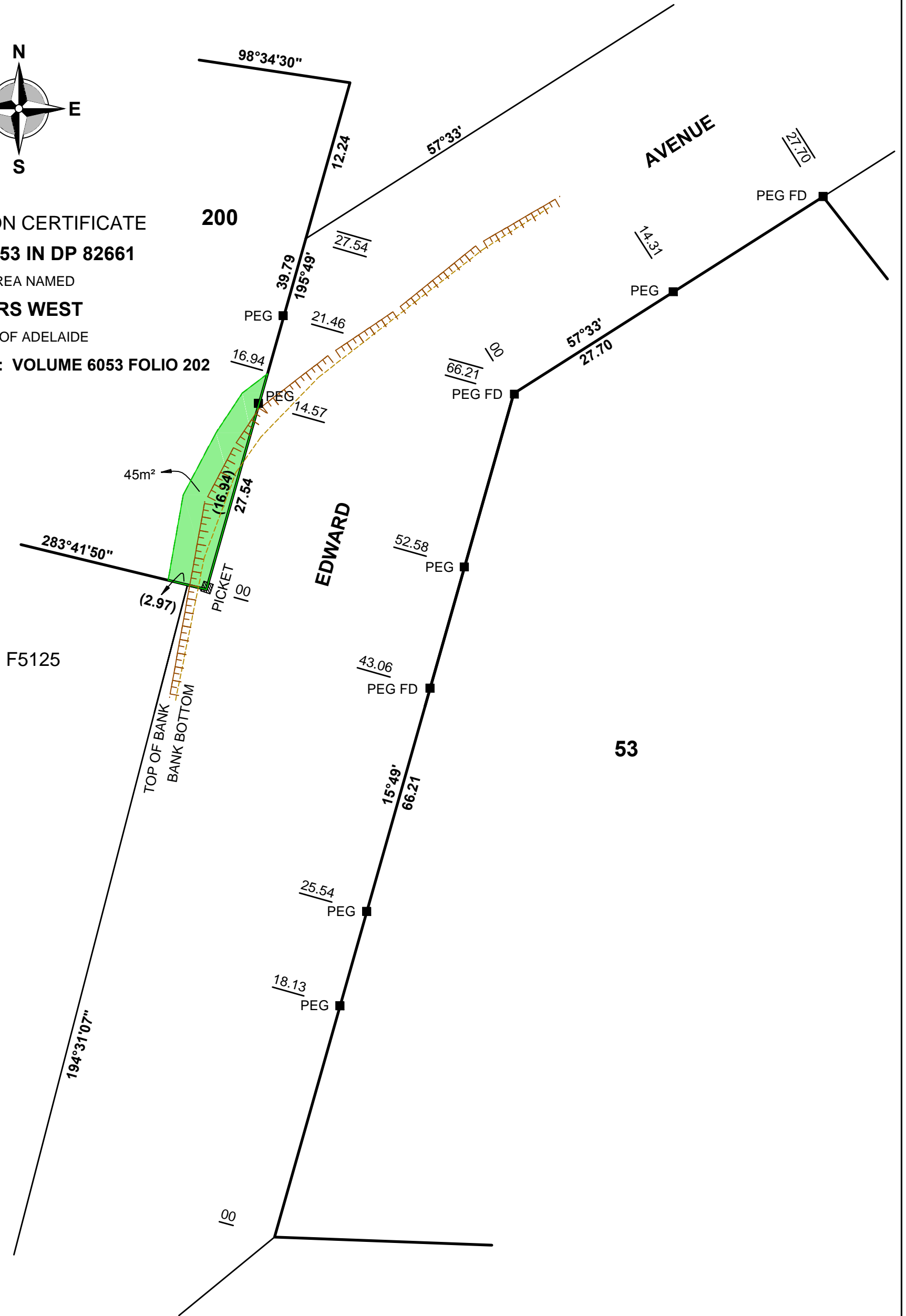
# **Appendix 1**

*Identification of Land proposed to be vested as Public Road*

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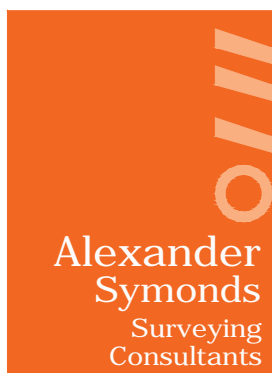
IDENTIFICATION CERTIFICATE  
**ALLOTMENT 53 IN DP 82661**  
 IN THE AREA NAMED  
**CRAFERS WEST**  
 HUNDRED OF ADELAIDE  
 CERTIFICATE OF TITLE : VOLUME 6053 FOLIO 202



Alexander & Symonds Pty Ltd  
 11 King William Street Kent Town,  
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 + Construction + Mining +  
 + Spatial Information Management +



LEGEND

- MN DENOTES MASONRY NAIL
- MP DENOTES METAL PIN
- SPK DENOTES SPIKE
- CB DENOTES COLORBOND
- FD DENOTES FOUND
- BDY DENOTES BOUNDARY
- F DENOTES FENCE
- GI DENOTES GALVANISED IRON

BOUNDARY DEFINITION IN ACCORDANCE WITH  
 SURVEY MARKS FOUND IN DP 82661

0 3 6 9 12 15

SCALE 1:300 METRES  
 AT ORIGINAL SHEET SIZE A3

**JAMES STEPHEN LANGMAN**  
 LICENSED SURVEYOR

**REFERENCE A052817.0000**

DWG No A052817 IDENT(C)  
 FIELD BOOK JSL Date of Survey 07/06/2017  
 BCA 09/06/2017

---

## **Appendix 2**

*Aerial photo identifying location of the Land*

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Area to be  
acquired

C D & Z M Parent  
3308126122  
19601  
28 George AVE  
Crafer West  
CT6907673

C D & Z M Parent  
3308126122  
19601  
16 Edward AVE  
Crafer West  
CT6907672

EDWARD AVENUE



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# **Appendix 3**

*Photos of the site*

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Looking down the new property access, with the encroachment on the right.



Looking up at the new property access with the encroachment on the left.



Photo of the native vegetation retained.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Originating Officer:** David Collins, Manager Sustainable Assets

**Responsible Director:** Peter Bice, Director Infrastructure & Operations

**Subject:** Street Lighting Policy

**For:** Decision

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**SUMMARY**

The purpose of this report is to present updates for the Council's consideration, the revised Street Lighting – Policy Review.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted**
  - 2. With an effective date of 7 August 2018, to revoke the 28 July 2015 Street Lighting Policy and to adopt the 7 August 2018 Street Lighting Policy in Appendix 1.**
- 

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal 3 People for Places and Nature

Strategy 3.2 We will strive for carbon neutrality as an organisation and encourage our community to do likewise

The extent of public lighting and the type of lighting should consider the implications on this Strategy.

Goal 3 People for Places and Nature

Strategy 3.5 We will take a proactive approach and a long term view, to infrastructure maintenance and renewal

➤ **Legal Implications**

*Local Government Act 1999, Part 6, Section 132A*

➤ **Risk Management Implications**

The ongoing adoption of a Street Lighting Policy will assist in mitigating the risk of:

*Poor governance practices occurring through inconsistent approaches being applied to requests for street lighting which may lead to a loss of customer confidence, increased operating costs and detraction from the amenity of the area.*

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (1E)	Low

➤ **Financial and Resource Implications**

An annual budget is provided for the operation and maintenance of street lighting across the district. The adoption of the revised policy will not add further burden to the operating budget.

The costs associated with additional lighting being installed will increase the operating costs of Council and the policy goes some way to help control the demand for additional lighting and associated costs.

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

Customers have access to the Policy and are informed as to the rationale for decisions regarding street lighting. The Policy provides a consistent approach to the placement of public lighting throughout the district and assists staff to make determinations when requests are received.

➤ **Environmental Implications**

The installation of street lighting in most cases has a detrimental impact on the overall environment both from the use of electricity generated in part from non-renewable fuel sources as well as the harvesting and processing of metals, chemicals and energy used to create the light fittings and support structures. The move to more efficient street lighting options and consideration of smart controllers can minimise the environmental implications.

➤ **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:* Ashley Curtis, Manager Civil Services  
Sharon Leith, Sustainability Officer

*Community:* Due to minimal changes being recommended to the existing policy, no public consultation is being proposed.

## **2. BACKGROUND**

The Street Lighting Policy is scheduled for review as part of the current Policy Review Schedule.

## **3. ANALYSIS**

The Street Lighting Policy has been operating for over 10 years with little negative response from the community regarding the actual policy, although at times members of the community are unhappy with their particular outcomes of the request for additional street lighting.

The positioning, design and installation of lighting must conform to the appropriate Australian Standards applicable at the time of installation.

Minor amendments to the existing Policy include:

- Responsible Department change in name from Built & Natural Assets to Infrastructure & Operations.
- Adoption Authority change in name from Strategic Planning & Development Policy Committee to Council.
- Remove the minute reference for adoption.
- Update to the next review date to July 2021
- Additional dot point 2.5 Ensure street lighting is energy efficient
- Minor wording changes to dot points 3.2, 3.3, 3.5, 3.6, 3.9, 3.10 and 3.11
- Additional of Standard Policy Clause 4 (Delegation)
- Availability of Policy moved to Clause 5.

## **4. OPTIONS**

Council has the following options:

- I. To approve the proposed revised Street Lighting Policy (recommended option).
- II. To determine to amend or alter elements of the Policy.

## **5. APPENDIX**

- (1) Street Lighting Policy

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# **Appendix 1**

*Street Lighting Policy*

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# COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2>STREET LIGHTING</h2>
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Policy Number:	INF-08
Responsible Department(s):	<del>Built &amp; Natural Assets</del> <a href="#">Infrastructure and Operations</a>
Relevant Delegations:	None
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	None
Policies and Procedures Superseded by this policy on its Adoption:	26.10.99, 19.6.1, P443 R497 18 November 2003, 9.3.4, P86, FS&P
Adoption Authority:	<del>Strategic Planning &amp; Development Policy Committee</del> <a href="#">Council</a>
Date of Adoption:	<del>14 July 2015</del> <a href="#">24 July 2018</a>
Effective From:	<del>28 July 2015</del> <a href="#">7 August 2018</a>
Minute Reference for Adoption:	<del>Item 12.2, 27</del>
Next Review:	July <del>2018</del> <a href="#">2021</a>



## STREET LIGHTING

### 1. INTRODUCTION

This policy provides Council and its administration with principles and guidelines for the provision of street lighting.

### 2. OBJECTIVES

The objectives of this policy are:

- 2.1 Provide for a level of street lighting proportionate to the needs for individual roads.
- 2.2 Maximise standardisation of equipment and levels of lighting of roads for economic efficiency and equity reasons.
- 2.3 Improve safety and minimise liability risks.
- 2.4 In order to preserve the country living environment of the Adelaide Hills, street lighting within townships will be discouraged. There will be no street lighting outside of townships except where safety issues exist.
- 2.4.5 Ensure street lighting is energy efficient

### 3. POLICY

- 3.1 Under Council delegation pursuant to Section 44 of the *Local Government Act 1999* the ability to authorise the installation of street lights be delegated to the Chief Executive Officer, in consultation with Ward Councillors. Council Members shall be informed when there is an increase in costs resulting from street lighting changes.
- 3.2 In rural areas, Council will progressively provide street lighting at junctions of its arterial-distributor and collector road network. Priority will be based on requests from the community and/or assessment by Council staff and will be subject to availability of funds in Council's budget.
- 3.3 In township areas, street lighting to existing roads will be provided on a needs basis with priority being given to intersections of arterial roads with distributor and collector roads. As a general rule, Council will not provide new intermediate street lighting between road junctions.
- 3.4 Consideration will be given to the installation of additional street lighting only where a substantial safety issue is identified.
- 3.5 Wherever traffic control devices or traffic aids are installed and the Code of Practice for installation of traffic control devices -requires lighting, lighting will be provided in accordance with that particular Code.
- 3.6 Whenever Council decides to install a new street light, the light shall be installed in accordance with the relevant Australian Standard, electrical authority's guidelines, and relevant Codes of Practice. All new lighting installed shall be LED.

- 3.7 Only SA Power Networks' approved equipment shall be authorised for street lighting in public roads or wherever Council will become responsible for the lights. Developers are not permitted to utilise non-standard lighting equipment in subdivisions that will become the responsibility of the Council.
- 3.8 Where overhead lines are in place, existing poles will be utilised wherever practical for the mounting of new lights in preference to installing additional poles.
- 3.9 Whenever Council proposes to install new street lighting, it will invite comment from the occupier of any dwelling within 200-100 metres, and the owner of any land within 100 metres, prior to making a decision. (Note: this does not apply to new subdivisions.)
- 3.10 Council shall not provide street lighting where it is considered that the primary purpose of the light is to provide a benefit to an adjoining landowner. That is the street lighting is being provided purely as security lighting for the residential property.
- 3.11 Requests from community groups will be considered for spot lights mounted on Council or SA Power Networks' poles provided that the community group undertakes to pay all initial and ongoing fees and charges. The potential of annoyance to neighbours will be taken into consideration before a decision is made.

#### 4. DELEGATION

4.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

#### 5. AVAILABILITY OF THE POLICY

5.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges

#### ~~4. AVAILABILITY OF THE POLICY~~

~~This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.~~

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**Originating Officer:** David Waters, Director Community Capacity

**Responsible Director:** David Waters, Director Community Capacity

**Subject:** Flags Policy and Tributes for Commemorative Services Policy

**For:** Decision

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**SUMMARY**

The purpose of this report is to advise the outcome of a periodic review of the Flags Policy and the Tributes for Commemorative Services Policy and to recommend their continuance essentially as-is.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That with an effective date of 7 August 2018 to revoke the 14 July 2015 Flags Policy and adopt the Flags Policy contained in Appendix 1.
  3. That with an effective date of 7 August 2018 to revoke the 14 July 2015 Tributes for Commemorative Services Policy and adopt the Tributes for Commemorative Services Policy contained in Appendix 2.
- 

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal 2	Activities and opportunities to connect.
Strategy 2.2	We recognise diversity in the community is one of our greatest strengths and will support and promote opportunities for social inclusion.

This strategy has been highlighted as it relates to the provision in the Flags Policy to fly particular flags in recognition of events promoting social inclusion.

➤ **Legal Implications**

The *Flags Act 1953* (Commonwealth) deals with the designation of flags. The Council is not, however, obliged to fly any flags and has complete discretion as to what, if any, flags are flown. Convention holds that the Flag Protocols, as issued by the Department of Prime Minister and Cabinet, are observed when flying the Australian National Flag.

There are no legal implications relating to placing tributes or participating in commemorative ceremonies.

➤ **Risk Management Implications**

The continuance of policies which generally match community expectations will assist in mitigating the risks of:

*Failure to meet community expectations regarding participation and the placing of tributes at commemorative services, leading to reputational damage, and*

*Failure to meet community expectations regarding the flying of flags at Council offices, leading to reputational damage.*

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (2D)	Low

Both of the above mentioned risks were assessed as resulting in the same risk exposure.

The existence of clear policies regarding the above matters, and observance of the content of those policies, has mitigated the inherent risk to a considerable degree. The Council has not received measurable criticism on either of these matters in the last two years. As such, it is not considered necessary to amend these policies for any risk mitigation reasons.

➤ **Financial and Resource Implications**

Not applicable.

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

The flying of flags at civic venues can help instil a sense of community pride and is considered an important patriotic gesture by many people.

Likewise, participation in commemorative services is an important way that the Council adds weight and significance to the memory of those who have served in times of conflict.

➤ **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:* Not applicable

*Community:* Community engagement is not proposed in this instance as no effective changes to either policy are proposed.

**2. BACKGROUND**

The Council adopted the Flags Policy for the first time in 2015. It was introduced to provide guidelines and consistency in the flying of flags at the Council's three service centres. In the time since its adoption, three flag poles have been in place at each site.

Special flags flown from time to time have included:

- The Torres Strait Islander Flag during Reconciliation Week and NAIDOC Week
- A rainbow flag during Feast Festival
- The French Flag immediately following the November 2015 terrorist attacks in Paris
- The Belgium Flag (at Stirling only) during the first week of the World War 1 Belgium exhibition at the Coventry Library, and in recognition of the visit of the Honorary Consul
- The United Nations Flag on United Nations Day.

A small number of negative representations were made by community members after the adoption of the Policy in relation to flying a rainbow flag, however this has waned and no recent representations have been received.

The Tributes for Commemorative Services Policy has existed in some form for many years, but was consolidated in 2015 with the adoption of the current Policy which clearly spells out the manner in which the Council will participate in commemorative services (predominantly ANZAC Day and Remembrance Day). The Policy has served to clarify expectations in this regard and seems to have worked well.

**3. ANALYSIS**

Both the Flags Policy and Tributes for Commemorative Services Policy appear to have served their purpose well over the last three years. As such, there is no proposed change to either one. For administrative purposes, however, it is necessary for the Council to revoke and adopt new Policies to bring them in to line with the current standard policy template.

The Policies contained in Appendix 1 and Appendix 2 are the proposed new policies. They differ from the existing policies only in the section numbering and the inclusion of provisions for the Chief Executive Officer to "make any formatting, nomenclature or other minor changes to the Policy during the period of its currency."

#### **4. OPTIONS**

Council has the following options:

- I. Adopt the proposed new Policies with or without changes (Recommended)  
Should the Council identify the need for substantial amendments to the revised Policies, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.
- II. Retain the existing Policies as-is (Not Recommended)  
This option is not recommended as it means the opportunity to bring the Policies in to the current standard format is missed.

#### **5. APPENDICES**

- (1) Flags Policy
- (2) Tributes for Commemorative Services Policy

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# **Appendix 1**

*Flags Policy*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>FLAGS POLICY</b>
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<b>Policy Number:</b>	COM-16
<b>Responsible Department(s):</b>	Community Capacity
<b>Other Relevant Policies:</b>	Nil
<b>Relevant Procedure(s):</b>	Flag Flying Procedure
<b>Relevant Legislation:</b>	Flags Act 1953 (Cwth)
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Flags Policy, 14 July 2015, Item 12.6, 32
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	No later than July 2021 or as required by legislation or changed circumstances



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## FLAGS POLICY

### 1. INTRODUCTION

The policy provides Council and its administration with principles and guidelines for the flying of flags at Council offices. The policy will assist Council to address requests to fly particular flags at particular times while ensuring the Council continues to foster a sense of local and national pride in the community.

The development of this policy has taken into account requirements of the Flag Protocols issued by the Department of the Prime Minister and Cabinet.

### 2. OBJECTIVES

2.1 The objectives of this policy are:

- To provide guidelines for the flying of flags at Council offices;
- To encourage a sense of local and national pride; and
- To utilise opportunities to promote worthy causes and bring attention to social issues.

### 3. DEFINITIONS

“Flag Protocols” means the Flag Protocols issued by the Department of the Prime Minister and Cabinet, as varied from time to time.

### 4. POLICY STATEMENT

#### 4.1 Principles

The following principles underpin the policy position:

- 4.1.1 The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community;
- 4.1.2 The flying of specific flags for particular events and occasions can bring attention to the cause or event concerned;
- 4.1.3 Flag flying should be done with respect and with sensitivity to community expectations.

#### 4.2 Policy Position

- 4.2.1 The Council recognises and will abide by the Flag Protocols, including directions issued to fly flags at half-mast in relation to certain events and occasions.
- 4.2.2 The Council will fly three flags at each of its customer service centres. The three flags generally flown, in order of precedence as defined in the Flag Protocols, are:

- a. The Australian National Flag
- b. The Aboriginal Flag
- c. The Adelaide Hills Council ensign.

4.2.3 To commemorate or recognise special days, weeks or events of significance, flags particular to the occasion may be flown, generally in place of the Adelaide Hills Council ensign.

4.2.4 For the purpose of point 4.2.3, days, weeks or events of significance include those falling into categories such as:

- Days of national significance promoted by the Australian Government, including such events as United Nations Day, NAIDOC Week and Reconciliation Week;
- Events promoting social cohesion and inclusion, such as Feast Festival and International Day Against Homophobia and Transphobia;
- Occasions to recognise the contributions of non-governmental organisations to the community;
- Showing solidarity with other communities in times of need.

4.2.5 The Council will not use flag flying to engage in matters of contention such as international border disputes.

4.2.6 For the sake of expediency, the Chief Executive Officer, or delegate, will be responsible for making determinations about flag flying in line with this policy.

## **5. DELEGATION**

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## **6. AVAILABILITY OF THE POLICY**

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.


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## **Appendix 2**

### *Tributes for Commemorative Services Policy*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>TRIBUTES FOR COMMEMORATIVE SERVICES</b>
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<b>Policy Number:</b>	COM-13
<b>Responsible Department(s):</b>	Community Capacity
<b>Other Relevant Policies:</b>	Festivals & Events Policy
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	Nil
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Tributes for Commemorative Services, 14 July 2015, Item 12.5, 31
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	No later than July 2021 or as required by legislation or changed circumstances.

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## TRIBUTES FOR COMMEMORATIVE SERVICES POLICY

### 1. INTRODUCTION

- 1.1 This policy provides Council and its administration with principles and guidelines for the provision of support and tributes for commemoration and memorial ceremonies in the Adelaide Hills Council district. The policy will assist Council to ensure community expectations are met and that ceremony organisers are aware of the level of support and involvement they can expect from the Council.

This policy is to be read in conjunction with other relevant Council policies, including the Festivals & Events Policy.

### 2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To acknowledge the importance of memorial ceremonies;
  - To ensure appropriate recognition is provided at ceremonies across the district; and
  - To treat all parties involved fairly and equitably.

### 3. DEFINITIONS

- 3.1 **“Commemorative services or events”** means those events such as ANZAC Day dawn services and Remembrance Day services which are held to recognise and commemorate those who served in times of war.
- 3.2 **“Sanctioned event”** means, for the purposes of ANZAC Day and Remembrance Day, to be those events in the district sanctioned by the Returned & Services League of Australia South Australia Branch.

### 4. POLICY STATEMENT

- 4.1 The following principles will apply to the Council’s participation in and support of commemorative services:
- 4.1.1 The Adelaide Hills Council acknowledges the importance of ceremonial occasions as a key aspect of remembering and recognising service efforts
  - 4.1.2 The Council acknowledges the importance of its role as a community leadership body in participating in and supporting ceremonial occasions
  - 4.1.3 The Council will need to find a balance between participating in memorial ceremonies and the practicalities and cost involved in participating in each and every ceremony. Some flexibility will be necessary in respect to once-off or unique events.

## 4.2 Position Statement

- 4.2.1 The Council will participate in each sanctioned ANZAC Day and Remembrance Day commemoration event within the Council area in a manner appropriate to that particular event and in line with the invitation of the organiser. In most cases this will involve the laying of a wreath by one or more Council Members.
- 4.2.2 Where applicable, one wreath will be provided and laid at each event on behalf of the Council and its community. Unless the event organiser issues instructions or invitations to the contrary, the wreath will be laid by the Mayor (if present) or other Council Members representing the Ward in which the event is held. Those Council Members may agree which, or all, of them will lay the wreath.
- 4.2.3 If the Council is invited to play a speaking role at a commemorative event, the Mayor, as spokesperson for the Council, will speak. The Mayor may, however, delegate this function to the Deputy Mayor or a Council Member representing the Ward in which the event is held.
- 4.2.4 Should the Mayor or local Ward Members not be able to attend a particular commemorative event, the ceremonial function may be referred to another Council Member or staff member.
- 4.2.5 Council support for event organisers will be considered in line with the Council's Festivals & Events Policy.
- 4.2.6 Should other ceremonial events be organised from time to time, the Chief Executive Officer in consultation with the Mayor, shall determine the appropriate manner of the Council's participation.

## 5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**Originating Officer:** Marc Salver, Director Development & Regulatory Services

**Responsible Director:** Marc Salver, Director Development & Regulatory Services

**Subject:** Policy - Visual, Physical or other Models for Major Development

**For:** Decision

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**SUMMARY**

The purpose of this report is to advise the Council of the outcome of a review of the “*Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification*” Policy which, in accord with the 2015 resolution of Council, is required to be reviewed by July 2018.

At its meeting of 14 July 2015 the Strategic Planning & Development Policy Committee resolved:

**12.4. Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification**

**Moved Mayor Bill Spragg 30**  
**S/- Cr Jan Loveday**

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

- 1. That the report be received and noted.**
- 2. With an effective date of 28 July 2015, to revoke the August 2012 Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification and adopt the revised Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification.**

**Carried Unanimously**

The Policy has been used a few times in the intervening period since the 2015 review when applicants in two instances provided physical models, and in a number of others provided photo montages of the proposed developments. Administration have reviewed the Policy and made some minor edits to change the name of the ‘Council Development Assessment Panel’ to ‘Council Assessment Panel’ brought about by the new *Planning, Development and Infrastructure (PDI) Act, 2016*, and changing the Department’s name as a result of the recent organisational restructure which commenced on 1 July 2018. No other changes are required since the last review. Administration are therefore recommending that the Policy be readopted with the aforementioned minor edits.

## RECOMMENDATION

### Council resolves:

1. **That the report be received and noted**
  2. **With an effective date of 7 August 2018, to revoke the 14 July 2015 Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification and adopt the Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification as contained in Appendix 1 of this report.**
- 

### 1. GOVERNANCE

#### ➤ Strategic Management Plan/Council Policy

Goal 1	People and business Prosper
Goal 4	Expore ideas and work with others

Strategy 4.6	Pursue opportunities to share resources and partner with others for better community outcomes
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When assessing a major Development Application it is often difficult to interpret and appreciate the design attributes of a proposal simply using two dimensional plans and elevations. Neighbours and others viewing a proposal can also have difficulty in assessing how it affects their property and amenity, for example, when site levels change. Likewise, two dimensional plans and elevations may also not adequately demonstrate how a proposed development relates to its surrounds, particularly in the many unique and sensitive localities within the Adelaide Hills Council, and adjacent to various heritage buildings and scenic routes which pass through the Council area.

Physical models are accepted as one tool to assist with interpretation of a proposal and subsequent assessment by presenting a three-dimensional (3D) perspective to put a proposal in context (location, bulk, scale etc) and to facilitate assessment of the urban design qualities of a development proposal. Models may also supplement details provided in plans of materials and finishes to be used and the type of landscaping to be provided. It may also be possible, depending on the level of detail shown, to use a model to qualify the accuracy of shadow diagrams submitted by taking the model to the site and testing it. Having a Policy in place enables staff or the administration to require such models in instances as detailed in the Policy for major applications which are to be publicly notified. This inturn enables members of the community to review the possible impacts of major developments on adjoining land and the locality and therefore make a more informed decision about whether or not to lodge a representation with Council. It is considered that such an approach leads to better decisions and development outcomes.



➤ **Legal Implications**

This policy review maintains the existing guidance for models and visual representations considered useful or essential for understanding a proposed development’s impact on surroundings and neighbours, as required under the *Development Act 1993* and the *Planning, Development and Infrastructure, 2016* when the relevant sections are turned on.

➤ **Risk Management Implications**

This Policy will assist in mitigating the risk of:

*Poor interpretation of two-dimensional plans for buildings and landscaping leading to incomplete or poor understanding of the potential impacts that a proposed development is likely to present.*

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (2E)	Low

This policy provides a basis for Council to request an applicant to provide either a physical or electronic model, or artist’s impression/photo montage of the proposed development to enable assessing officers, representors, or the public to understand the nature of the development and its potential impacts.

➤ **Financial and Resource Implications**

There are no financial impacts for Council in adopting this Policy. However, there will be costs to applicants associated with the provision of models or artists impressions/photo montages etc. in accordance with the Policy.

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

Having models, artist’s impressions and the like provided by an applicant will ensure a better understanding of what the proposed development will look like in a specific locality which will lead to improved customer service outcomes.

➤ **Environmental Implications**

Environmental aspects of development are managed through Council’s Development Plan and the development assessment process. Implementation of this Policy will assist in more comprehensively identifying any potential environmental impacts and mitigating potential unforeseen impacts.

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

As no substantive changes are being recommended as a result of this review, no public consultation is required.

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Director Development & Regulatory Services  
Manager Development Services  
Team Leader, Planning Services

*Community:* Not Applicable

## **2. BACKGROUND**

The Policy has been an aid since it was first adopted in December 2007 in the Development Assessment process as it provides a basis for Council to require a physical model or some other visual representation of a significant development which is likely to have a visual or other impact on its surroundings. Such models and visual representations make it easier for many people who do not easily understand plans or other two dimensional representations to understand potential impacts on a proposed development's surroundings and neighbours.

At its meeting of 14 July 2015 the Strategic Planning & Development Policy Committee resolved:

**12.4. Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification**

**Moved Mayor Bill Spragg 30**  
**S/- Cr Jan Loveday**

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

- 1. That the report be received and noted.**
- 2. With an effective date of 28 July 2015, to revoke the August 2012 Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification and adopt the revised Policy for Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification.**

**Carried Unanimously**

### 3. ANALYSIS

This policy has been reviewed and found to continue to meet the requirements of Council's Development Assessment staff, CAP and the public. It has only been used in a few instances since its last review in July 2015. In two instances applicants provided physical models, and in a number of others provided photo montages of the proposed developments.

Administration have reviewed the Policy and note that only minor edits are required to change the name of the 'Council Development Assessment Panel' to 'Council Assessment Panel' as a result of changes brought in by the new *Planning, Development and Infrastructure (PDI) Act, 2016*, and changing the Department's name as a result of the recent organisational restructure which commenced on 1 July 2018. All these changes are shown in red text in the Policy – refer to **Appendix 1** for details. No other changes are required since the last review. Administration are therefore recommending that the Policy be readopted with the aforementioned minor edits.

### 4. OPTIONS

Council has the following options:

- I. To retain the existing *Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification Policy* (Recommended)
- II. To not approve the minor edits to the Policy (Not Recommended)
- III. To determine to amend or alter elements of the Policy as considered appropriate (Not Recommended)

Should the Council resolve to amend the Policy, it is recommended that any substantive changes be referred back to Administration for analysis before the actual change is made.

Administration are therefore recommending that the Policy as detailed in **Appendix 1** be adopted.

### 5. APPENDIX

- (1) *Provision of Physical Models or other Visual Representation Tools for Major Development Proposals which require Public Notification Policy* for Adoption


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# **Appendix 1**

*Provision of Physical Models or other Visual  
Representation Tools for Major Development  
Proposals which require Public Notification for  
Adoption*

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## COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p><b>PROVISION OF PHYSICAL MODELS OR OTHER VISUAL REPRESENTATION TOOLS FOR MAJOR DEVELOPMENT PROPOSALS WHICH REQUIRE PUBLIC NOTIFICATION</b></p>
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<b>Policy Number:</b>	DEV-11
<b>Responsible Department(s):</b>	<b>Development &amp; Regulatory Services</b>
<b>Relevant Delegations:</b>	As outlined in this Policy
<b>Other Relevant Policies:</b>	None
<b>Relevant Procedure(s):</b>	None
<b>Relevant Legislation:</b>	None
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	10 December 2007, Item 7.3, 53 8 December 2008, Item 8.1, 117 21 August 2012, Item 10.1, 31 <b>14 July 2015, Item 12.4</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<b>24 July 2018</b>
<b>Effective From:</b>	<b>7 August 2018</b>
<b>Minute Reference for Adoption:</b>	<i>To be updated administratively</i>
<b>Next Review:</b>	<b>July 2021</b>

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## **PROVISION OF PHYSICAL MODELS OR OTHER VISUAL REPRESENTATION TOOLS FOR MAJOR DEVELOPMENT PROPOSALS WHICH REQUIRE PUBLIC NOTIFICATION**

### **1. PURPOSE OF THE POLICY**

To require the provision of physical models or other forms of visual representation for major development proposals that require public notification.

### **2. CONTEXT**

- 2.1 When assessing a major Development Application it is often difficult to interpret and appreciate the design attributes of a proposal simply using two dimensional plans and elevations. Neighbours and others viewing a proposal can also have difficulty in assessing how it affects their property and amenity, for example, when site levels change. Likewise, two dimensional plans and elevations may also not adequately demonstrate how a proposed development relates to its surrounds, particularly in the many unique and sensitive localities within the Adelaide Hills Council, and adjacent to various heritage buildings and scenic routes which pass through the Council area.
- 2.2 Physical models are accepted as one tool to assist with interpretation of a proposal and subsequent assessment by presenting a three-dimensional (3D) perspective to put a proposal in context (location, bulk, scale etc) and to facilitate assessment of the urban design qualities of a development proposal. Models may also supplement details provided in plans of materials and finishes to be used and the type of landscaping to be provided. It may also be possible, depending on the level of detail shown, to use a model to qualify the accuracy of shadow diagrams submitted by taking the model to the site and testing it.
- 2.3 Other forms of visual representation for major development proposals may also be a suitable alternative to the provision of a physical model where it is considered that such visual representation tools (e.g. photomontages, computer generated 3D modelling, “fly-over” or “fly-through” views) would be more appropriate or more reasonable than provision of a physical model.

### **3. POLICY**

- 3.1 Physical or visual representation models should be supplied for proposals which are Category 2 or 3 and which meet one or more of the following criteria:
- 3.1.1 have a construction value of \$5 million or greater; or
  - 3.1.2 are more than two storeys in height; or
  - 3.1.3 are for the development of 4 or more residential units of 2 or more storeys; or
  - 3.1.4 comprise commercial or industrial developments adjoining residential uses where the development is to be built within 10 metres of the common boundary with the residential uses

- 3.2 Physical models are to be at least 1:200 scale and must demonstrate the proposed building, its architectural features, materials and finishes, and must be presented in context with the topography and buildings that surround it and also what has been approved on adjacent properties. Features such as existing trees to be retained, street trees, trees on adjacent land, and 'accessories' such as people and cars should only be required if they would value-add to the interpretation and subsequent assessment. Details of materials and finishes may be demonstrated on the model or may be supplied in an alternate form such as a product sample, provided the information is attached to or held with the model structure.
- 3.3 The requirement for a model to be provided with an application may be waived after taking into account the size of the proposal and the development site and distance of a building from neighbouring properties.
- 3.4 The requirement for a model to be provided with an application may be waived where it is considered that alternative visual representation tools such as photomontages or products that can be prepared using computer aided drafting (CAD) software or other emerging technologies such as computer generated 3D modelling, "fly-over" or "fly-through" views would be more appropriate or more reasonable than a model. Any alternative visual representation prepared under this policy statement must be presented in context with the topography and buildings that surround it and also what exists or has been approved on adjacent properties.
- 3.5 The Manager Development Services and/or Council Assessment Panel may require a model outside the scope of this policy or an alternative form(s) of visual representation, for example after taking into account the likely visual impact of a development proposal or its proximity to a State or Local Heritage Place.
- 3.6 A physical model prepared under this policy will remain the property of the applicant or proponent. Council will return the model following granting of any development plan consent but will take photos of the model for Council's records prior to returning the model. Council will request to keep a copy of any alternative visual representation tool for its records in a suitable format.

#### **4. DELEGATIONS**

The Manager Development Services and/or Council Assessment Panel shall have the right to require the provision of a physical scale model or alternative form of visual representation in accordance with this policy, or the right to waive such a requirement.

The CEO has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

#### **5. AVAILABILITY OF THE POLICY**

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.8

**Originating Officer:** Steven Watson, Governance and Risk Coordinator

**Responsible Director:** Andrew Aitken, Chief Executive Officer

**Subject:** Council Member Training and Development Policy

**For:** Decision

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**SUMMARY**

Council has had a Council Member Training and Development Policy (the Policy) in place since March 2014.

The Policy has been reviewed a number of times since that date to reflect both changes in legislation and the elected body's position on training and development matters. The current Policy was adopted on 8 September 2015 for a three-year period.

The attached Policy for approval is based on the revised template published by the Local Government Association and incorporates feedback from Council Members and the Administration.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. With an effective date of 7 August 2018, to revoke the 8 September 2015 Council Member Training and Development Policy and to adopt the Council Member Training and Development Policy, as contained in Appendix 1.
- 

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal            Organisational Sustainability  
Strategy        Governance

Council's Policy Framework is a key component of the wider Governance Framework.

➤ **Legal Implications**



Section 80A of the *Local Government Act 1999* (the Act) and Section 8AA of the *Local Government (General) Regulations 2013* (the Regulations) set out the provisions for training and development of Council Members.

➤ **Risk Management Implications**

Maintenance of a contemporary and legislatively compliant Policy Framework 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**

Council makes a budget allocation each year for the expenses associated with Council Member training and development.

In adopting the 2018/19 Annual Business Plan and Budget, the Council resolved to allocate an additional \$20,000 in recognition of the additional training activities required for the new elected body post-election.

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

There is a legislated framework for Council Members' to undertake the required training and development in accordance with the LGA Training Standards and any other appropriate training and development activities in order to exercise, perform and discharge their powers, functions and duties.

➤ **Environmental Implications**

Not applicable.

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

Consultation on the review of the Policy was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Workshops:</i>	A workshop was conducted with Council Members in May 2018 to discuss the provisions of the Policy.
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Executive Manager Governance & Performance Governance & Risk Coordinator Executive Assistant Mayor and CEO
<i>Community:</i>	Not Applicable

## 2. BACKGROUND

Council first adopted the Policy in March 2014.

In accordance with S80A of the Act, training and development policies (such as the Council Member Training and Development Policy) lapse at the general election of the council.

At its 08 September 2015 meeting, Council adopted the current Policy based on a template developed by the Local Government Association.

## 3. ANALYSIS

In undertaking the policy review, the requirements of applicable legislation, Local Government Association guidance/templates and the policies of other councils were reviewed to determine any required/desirable changes.

In general, the current Policy has served the Council well and only minor changes have been proposed which are shown using Track Changes in **Appendix 1**.

The key changes proposed are as follows:

- a) Clause 2 – Policy Objective – wording/grammatical changes.
- b) Clause 4 – Training and Development Plan - wording/grammatical changes.
- c) Clause 5 – Specific Training for Council Members – new clause with separation of clause wording from previous policy clause with wording/grammatical changes.
- d) Clause 6 – Annual Budget Allocation - wording/grammatical changes.
- e) Clause 7 – Attendance at Individual Training and Development- new clause with separation of clause wording from previous policy clause with wording/grammatical changes.
- f) Clause 8 – Representing Council in an Official Capacity - new clause with separation of clause wording from previous policy clause with wording/grammatical changes.
- g) Clause 9 – Record Keeping - New clause with separation of clause wording from previous policy clause with wording/grammatical changes.
- h) Clause 10 – Payments/Reimbursements - wording/grammatical changes.
- i) Clause 11 – Register of Allowances and Benefits- wording/grammatical changes.
- j) Clause 12 – Delegation – inclusion of CEO’s ability to make formatting, nomenclature changes.

A workshop is planned in the current council term to seek Council Members feedback on training and development so the administration may develop a mapped out process in readiness for the new council term, 2018-2022.

## 4. OPTIONS

Council has the following options:

- I. Adopt the revised draft Council Member Training and Development Policy, in its current or amended form, and to revoke the revoke current Policy (Recommended)

- II. To determine not to adopt a revised Council Member Training and Development Policy at this time. Doing so would not have any serious negative consequences as the current Policy is not scheduled for review until 8 September 2018.

Should Council identify the need for substantial amendments to the revised Policy, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to Council for further consideration.

## **5. APPENDIX**

- (1) Council Member Training and Development Policy – July 2018


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# **Appendix 1**

*Council Member Training and Development Policy – July 2018*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<h2>COUNCIL MEMBER TRAINING &amp; DEVELOPMENT</h2>
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Policy Number:	CM-05
Responsible Department(s):	Governance & <a href="#">Risk Performance</a>
Relevant Delegations:	None
Other Relevant Policies:	Council Member Allowances and Benefits
Relevant Procedure(s):	None
Relevant Legislation	<i>Local Government Act 1999</i> <i>Local Government (General) Regulations 2013</i>
Policies and Procedures Superseded by this policy on its Adoption:	<del>11 March 2014, Item 125.3, 12</del> <del>08 September 2015, Item 12.1, 43</del>
Adoption Authority:	<del>Council</del> <a href="#">Strategic Planning and Development Policy Committee</a>
Date of Adoption:	<del>8 September 2015</del> <a href="#">24 July 2018</a>
Effective From:	<del>22 September 2015</del> <b>07 August 2018</b>
Minute Reference for Adoption:	<i>To be entered administratively</i>
Review Date:	No later than <del>September 2018</del> <a href="#">September 2022</a> or as required by legislation

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## COUNCIL MEMBER TRAINING & DEVELOPMENT

### 1. INTRODUCTION

The Adelaide Hills Council is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under Section 80A of the *Local Government Act 1999* (the Act).

### 2. POLICY OBJECTIVE

To ensure Council Members are ~~offered~~provided opportunities to undertake ~~the required~~ training and development in accordance with the *LGA Training Standards* and any other appropriate training and development ~~activities~~standards relevant to their roles ~~and in order to~~ exercise, perform and discharge their powers, functions and duties.

### 3. SCOPE

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

### 4. TRAINING & DEVELOPMENT PLAN

Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

For the purposes of this Policy, attendance at meetings as ~~a~~the nominated representative of Council (i.e. ALGA National Assembly, LGASA General Meetings) is not a Training and Development activity although it is acknowledged that there is a development element in attendance at these fora.

Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

In preparing its Training & Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives. This may include, but not be limited to:

- Annual assessment of the needs of Council Members
- Annual assessment of Council and/or committee performance
- Survey/questionnaire
- Interviews
- Workshops

~~In Council recognises that in~~ order to carry out their roles and responsibilities to the community Council Members ~~will need~~ may require specific training and ~~refresher courses about their legislative and governance roles and functions such as~~ development, including, but not limited to:

- The requirements of the *Local Government Act 1999* and associated regulations
- Role of Council Members
- Role of CEO and Officers
- Council Governance responsibilities
- Decision-making & problem solving
- Ethics and relationship with staff
- Strategic management planning
- Financial management
- Rating
- Role of Audit Committee
- Legal and Risk Management
- Section 42 and 43 Committees
- Asset Management
- Community Engagement
- Role of Development Assessment Panel including land-use planning and development assessment
- Section 41 Committees
- Advisory Groups
- Subsidiaries
- Community Wastewater Management Schemes
- Waste Management
- Whistleblowers Protection
- Fraud & Corruption Prevention

~~At the~~ As a minimum, Council ~~recognises that its~~ Members must fulfil the requirements of Regulation 8AA of the *Local Government (General) Regulations 2013* regarding compliance with the LGA training standards approved by the Minister. The modules developed to meet these standards are:

- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

~~Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.~~

Council recognises that a

A range of delivery methods will be required to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;
- Proficiency in using the Council provided information technology (i.e. tablet device/(s), email, electronic documents)
- On-line self-paced learning; ~~and~~ CD Rom/DVD information.

Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the Ttraining Plan.

## 5. ~~3.~~ SPECIFIC TRAINING FOR COUNCIL MEMBERS

~~Council recognises that some~~Some of the training and development needs of Council Members will be specific to ~~their~~an individual's legislative and governance roles and functions (e.g. Audit Committee) ~~and preference Member, CEO Performance Review). Preference~~ will be given to Council Members ~~when it relates to their~~explicit role on Council. ~~However and or Committees,~~ however, if appropriate and sufficient interest is shown, internal training sessions ~~can~~may be conducted ~~for~~to include all Council ~~and or Committee~~ Members.

## 6. ~~4.~~ ANNUAL BUDGET ALLOCATION

A budget allocation will be provided to support the training and development activities undertaken by Council Members.

Unless the ~~seminar~~training and development is aimed at a specific group of members (e.g. newly elected), numbers attending should be restricted to ensure efficient use of budgeted funds, thus enabling attendance at a range of seminars over the budget year and giving Council access to greater information.

## 7. ~~5.~~ ATTENDANCE AT INDIVIDUAL TRAINING PROGRAMS/ACTIVITIES AND DEVELOPMENT

Council Members are encouraged to attend ~~at least one professional development activity, seminar or conference each year.~~

~~In the first instance, courses to be attended will focus on development of basic skills to undertake their role as a Council Member.~~

~~all~~

~~The Training Plan will determine the nature of training to be made available, however, access to training programs not directly conducted by the Council will require approval upon application and must link to the training plan unless otherwise agreed by the Council or the Strategic Planning development sessions identified on the Training & Development Policy Committee Plan.~~

~~Where the session is not being conducted in-house, Council Members who wish to attend a conference or seminar must make an application by completing a training and development application form Training and Development Approval Form (Appendix 1) detailing the content, relevance and costs (including travel, meals, accommodation, registration fees, etc.) involved to attend.~~

~~All applications shall be forwarded to the Mayor for approval and, once approved, or in the case of the Mayor being the attendee, authority for approval will pass to the Deputy Mayor in consultation with the CEO. and, Once approved, the application is forwarded to the CEO in reasonable time to meet the conference training or development registration deadline.~~

~~Where Council Members are representing Council in an official capacity (e.g. National General Assembly & LGA meetings), the Mayor is authorised to approve the attendance by Council Members at intrastate, interstate or overseas conferences and seminars, subject to:~~

- ~~• The cost to Council (including travel, meals, accommodation etc & cost of conference/seminar) not exceeding \$1,500~~
- ~~• Budgeted funds being available~~



~~Where the Mayor is the applicant, authority for approval of the application will pass to the Deputy Mayor.~~

Council Member requests to attend a ~~conference/seminar~~ training and development that ~~does~~ not satisfy the above criteria, or ~~are~~ above the \$1,500 limit, approval to attend shall be the subject of a report to Council for consideration.

Refusal of an application (by the Mayor or Deputy Mayor) will be reported to Council.

## 8. REPRESENTING COUNCIL IN AN OFFICIAL CAPACITY

The Mayor, or the Deputy in the Mayor's absence, is the principal spokesperson, and is the default representative of Council in an official capacity (e.g. National General Assembly, LGA meetings and the like, including intrastate, interstate or overseas).

There may be situations in which the Mayor and Deputy Mayor are not able to attend official functions and the Council may authorise, by resolution, a Council Member to represent Council in an official capacity.

Where Council Members who have attended a conference projected costs of attendance do not exceed \$1,500, the approval of costs will be considered by the Mayor, or seminar will in the case of the Mayor being the attendee, authority for approval will pass to the Deputy Mayor in consultation with the CEO.

Where costs exceed \$1,500, requests to attend functions in an official capacity shall be the subject of a report to Council for consideration

## 9. RECORD KEEPING

Any Council Member attending an external training and development activity shall provide a summary written report on the Council Members Training and Development Attendance Form (Appendix 2), at the next Council meeting (to be included as an information item in the Councillor Reports section of the agenda), outlining the nature of the training ~~program/activity~~ and development, the benefits gained through attendance along with feedback on ideas to enhance the ~~program/activity~~ training and development.

If a recommendation for action is being made, a formal report in the Council Agenda will be required.

~~Council Members who have attended a professional development activity may give a verbal report.~~

The CEO will keep a record of all training and development attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the relevant legislated time frame amounts to a breach of the Council Members Code of Conduct.

## 8.10. 6. PAYMENTS/REIMBURSEMENTS

Where approval has been granted by Council or the Mayor ~~or Council~~ for attendance at a training ~~program/activity, and development, the Council~~ Member may seek reimbursement of expenses

in accordance with ~~the relevant provisions of the Act and Regulations, as detailed in~~ the Council Member Allowances and Benefits Policy, which should be read in conjunction with this policy.

Registration and accommodation expenses will normally be arranged and paid for by ~~Council~~council's administration prior to the event, unless otherwise requested.

Expenses will normally be restricted to:

- Registration – course/seminar/conference registration fees.
- Travel – economy class air fares or vehicular travel expenses, by the shortest practicable route, depending on convenience and cost. The rate per kilometre is as prescribed through the Local Government Association Circular in relation to Council Member Vehicle Reimbursement (in accordance with the Australian Taxation Office), as the basis for reimbursement of travelling expenses.
- Accommodation – if required, will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard.
- Meals – the cost of main meals where not provided as part of the course/conference.
- Other costs - incidental costs, specifically related to attendance at the course etc (i.e. taxis, fares, parking) but not infringement notices, bar costs, bar fridge costs, tips or laundry/dry cleaning service costs.

## ~~7.~~ **CLAIMS FOR REIMBURSEMENT**

~~The claim form detailed in the Council Member Allowances and Benefits Policy must be used to claim for reimbursement of expenses not already paid by Council.~~

Reimbursement of incidental costs will be provided on the basis of receipts for actual expenditure ~~on return from the event. Receipts are with receipts~~ required to be submitted within seven (7) working days of returning from the ~~course/seminar/conference~~training and development activity.

## ~~8.~~

## ~~9.11.~~ **REGISTER OF ALLOWANCES AND BENEFITS**

All ~~training and~~ expenses incurred by Council Members as a result of attending ~~a conference, seminar or course~~training and developments, as well as any other benefits paid or provided for the benefit of a Council Member ~~by the Council~~attending training and development activities, will be recorded in the Council's Allowances and Benefits Register, which will be updated as required by Section 79 of the *Local Government Act 1999*.

## ~~10.12.~~ ~~9.~~ **ANNUAL REPORTING**

Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the training plan, attendances by Members and expenditure allocated and used for training of Council Members.

## ~~11.13.~~ ~~9.~~ **DELEGATION**

The Chief Executive Officer has the delegation to ~~approve;~~

- Approve, amend and review any procedures that shall be consistent with this Policy; and

- 10. Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

**12.14.****AVAILABILITY OF THE POLICY**

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**COUNCIL MEMBER TRAINING & DEVELOPMENT APPROVAL FORM**

<b>Name:</b>		<b>Date:</b>	
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**Course/Program** *(If applicable, please attach copy of completed registration form)*

<b>Title:</b>			
<b>Date(s)</b>			
<b>Time:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Provider (eg. LGTA):</b>			
<b>Location (address):</b>			
<b>Contact Phone Number:</b>			

<b>Course Content:</b>
<b>Relevance</b> <i>(including link to Strategic Management Plan)</i>
<b>Learning Outcomes or Objectives:</b> <i>(key topics, outcomes that can be applied to Council)</i>

**Investment** *(Can be authorised by Mayor up to \$1500, report provided to Council if above)*

Description	\$	Account Number <i>(office use only)</i>
Registration:		
Travel Cost:		
Accommodation:		
Expenses:		
Other (specify):		
Total:		

**Flights (if required):** *Flights will be Economy class and the most cost effective available*

Preferred Flight time:	Depart:	Return:
Any other information:		

**Accommodation (if required):** *Accommodation will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard*

Preferred Accommodation:	
Address:	

**Approval**

Signed by Council Member:	Sign:	Date:
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Authorised by Mayor:	Sign:	Date:
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**Office Use Only**

Registration Form submitted	<input type="checkbox"/>	Registration Confirmed	<input type="checkbox"/>
Accommodation Booked	<input type="checkbox"/>	Flights Booked	<input type="checkbox"/>
Accommodation Details	<input type="text"/>		
Flight Details	<input type="text"/>		
Council Member provided with Itinerary	<input type="checkbox"/>	Date Completed:	.....

**COUNCIL MEMBER TRAINING & DEVELOPMENT ATTENDANCE FORM**

<b><u>Name:</u></b>		<b><u>Date:</u></b>	
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**Course/Program** *(If applicable, please attach copy of completed registration form)*

<b><u>Title:</u></b>			
<b><u>Date(s) Attended</u></b>			
<b><u>Time:</u></b>	<b><u>Start:</u></b>	<b><u>Finish:</u></b>	
<b><u>Provider (e.g. LGTA):</u></b>			
<b><u>Location (address):</u></b>			
<b><u>Contact Phone Number:</u></b>			

**Course Content:** *(detail the nature of the training and development)*

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**Council or Council Member Benefits of Attendance:** *( detail the benefits gained through attendance)*

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**Feedback:** *(detail ideas to enhance the training and development)*

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.9

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

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

**Subject:** Council Resolutions Update including 2 year update to outstanding resolutions

**For:** Decision

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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 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 items be removed from the Action List:

Date	Meeting	No	Heading
27/09/2016	Ordinary Council	183/16	MON Undergrounding Power in Gumeracha
28/03/2017	Ordinary Council	71/17	Celebrating 20 Years of AHC
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
20/02/2018	Audit Committee	AC18/15	7.1. Internal Audit Actions Implementation - Release of Confidentiality Order
27/02/2018	Ordinary Council	32/18	AHBTC Plan of Division & Divestment

27/03/2018	Ordinary Council	67/18	Revocation of Community Land - Lobethal Retirement Village
24/04/2018	Ordinary Council	93/18	Draft 2018/19 Fees & Charges
22/05/2018	Ordinary Council	108/18	Supporting Volunteers in Community Groups and Organisations
19/06/2018	Special Council	127/18	Revocation of Community Land - Lobethal Retirement Village
19/06/2018	Special Council	128/18	Corporate Planning & Reporting Framework
19/06/2018	Special Council	129/18	Gawler River Floodplain Management Authority - Northern Floodway Project
26/06/2018	Ordinary Council	137/18	Draft Annual Business Plan 2018 2019 Community Consultation Outcomes
26/06/2018	Ordinary Council	139/18	Enforcement Policy
26/06/2018	Ordinary Council	140/18	Review of Confidential Items Register
26/06/2018	Ordinary Council	141/18	CEO Performance Targets
26/06/2018	Ordinary Council	143/18	Delegations

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## 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 conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and 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.

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.

**3. ANALYSIS**

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

There are currently no resolutions requiring a 2 year update.

**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) Action List

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# **Appendix 1**

*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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	31/12/2018	Land has been rededicated with an effective date of 30.6.17. Currently under assessment, advice 5th of June 2018 from DEW - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.
22/04/2014	Ordinary Council	85	Adelaide Hills Region Waste Management Authority - Period of Confidentiality	That the documents and reports pertaining to this matter, including discussions and considerations, be retained in confidence until the legal action has been concluded, but no longer than 12 months, pursuant to section 91(9).	Peter Bice	In Progress		Confidentiality order extended to 12 December 2018. Review is required prior to December 2018 Council Meeting.
13/05/2014	SPDPC	30/14	Adelaide Hills Trails Network Strategy	1. The Adelaide Hills 20 Year Trail Network Strategy & Action Plan be adopted; 2. An implementation plan be prepared by staff in 2014 to inform spending priorities for consideration in future budgets	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	That Council, as a consequence of the SPDPC resolution No 29 dated 13 May 2014, approves: 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. 2. The erection of a plaque acknowledging the residents who donated funds to plant the initial avenue. 3. Place a memorial with names in the Birdwood Institute in consultation with the Friends of the Birdwood Institute. 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. 5. The CEO investigate a source of funds for the projects. 1 and 2 to be undertaken in consultation with the community.	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	31/08/2018	Report to Council forthcoming in August 2018 outlining options.
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	30/06/2019	Council continues to explore alternative funding channels, and work collaboratively with neighbouring Councils in regards to the potential for a broader Inter-Regional Cycle Network project.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
22/03/2016	Ordinary Council	59/16	Sturt Valley Road reconstruction	<p>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.</p> <p>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</p>	Peter Bice	In Progress	31/07/2019	<p>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.</p> <p>Discussion with various Land Owners is currently underway to determine if a feasible link to trail network can be achieved.</p>
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	30/09/2018	<p>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. Norton Summit Church has advised</p>
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	30/06/2018	<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>An announcement is expected to be made in late July.</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, that:</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	31/07/2018	Awaiting confirmation and gazettal from Surveyor-General.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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 Lands Titles Office.</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, response from Registrar-General received but not adequate, further consideration requested. Crown Law opinion being sought by Registrar-General.</p> <p>The request to DPTI for the transfer of land has been made and awaiting a response. Follow up to be undertaken in July.</p> <p>The Section 210 process is yet to be commenced, will be commenced in August.</p>
12/07/2016	SPDPC	29/16	MON - Woodforde Road and Reserve Naming	<ol style="list-style-type: none"> <li>Staff pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages</li> <li>A progress report be made to Council or the Strategic Planning &amp; Development Policy Committee within 3 months</li> </ol>	Peter Bice	In Progress	31/08/2018	<p>Council staff are still working with the developers in regard to final reserve designs, and subsequently will meet on site with the Kaurna Elders to consider appropriate naming.</p> <p>Council staff met with developer and landscaping company engaged by the developer on 14 June 2018</p>
26/07/2016	Ordinary Council	133/16	Future of Harms Avenue Birdwood	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	Terry Crackett	In Progress	31/08/2018	<p>Investigations undertaken to confirm any encroachments onto Harms Road with none detected. 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>Further discussion at PAG to occurred on 9 July 2018. DPTI have confirmed that they do not require access for residents to be made from Harms Avenue.</p> <p>Council staff to investigate option of closing Harms Ave and reallocation of addresses for properties to make location of properties by emergency services vehicles, services etc easier. Report to come to Council in September 2018.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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 the proposed:</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 a CFS station (the proposed term being 21 years with an option to renew for another 21 years) of the 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 the Council issuing a 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 Management Plan as detailed in 2.1 above</li> <li>• Council resolving to enter into a lease for the Proposed CFS</li> </ul>	Terry Crackett	In Progress	31/12/2018	<p>DA granted by DPTI on 15 December 2017. Final version of lease to be provided by CFS for execution by Council.</p> <p>Road closure process and finalisation of community land management plan to be progressed in August.</p>
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	Completed	26/06/2018	<p>Has been included in the capital program and LTFP in 2019/20.</p> <p>Following the recommendation from Council at its 26 June 2018 Meeting confirming Gumeracha Stage 1 as the priority undergrounding project to be undertaken, Council staff are working with the relevant stakeholders to formally lodge the application to the Power Line Environment Committee (PLEC).</p>
25/10/2016	Ordinary Council	220	CWMS Expression of Interest – Period of Confidentiality	<p>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</p>	Peter Bice	In Progress	26/09/2018	<p>Retain in confidence. CWMS Expression of Interest process still underway - Confidentiality period extended on 12/12/17 to remain confidential until 26/09/2018.</p>
7/12/2016	Special Council	272/16	Contract for Sale Portion of AHBTC site	<p>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:</p> <p>Issuance of an approval for the land division application (community title) of the draft community plans attached as Appendices 3a and 3b</p> <p>Deposit by the Registrar-General of the primary and secondary community plans substantially in accordance with the draft community plans attached as Appendices 3a and 3b</p> <p>Finance approval for the purchaser</p>	Terry Crackett	In Progress	31/07/2018	<p>Resolution has been fully released from confidentiality.</p> <p>Contract has been finalised and will be executed in July.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
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.
7/12/2016	Special Council	267/16	Woorabinda Bushland Reserves Heritage Agreement	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: a. Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381 b. Council owned land located at 9 Ethel Street, Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98 c. Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715 d. Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219 3. That following the assessment by DEWNR, a further report be brought back to Council prior to approval to enter into the Heritage Agreements	Peter Bice	In Progress	31/12/2018	Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.
13/12/2016	Ordinary Council	281/16	Piccadilly CFS Relocation	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: a. lease terms being substantially in accordance with and consistent with other leases of Council land to the CFS b. receipt of development approval for the construction of a station building substantially in accordance with the building plan attached as Appendix 1 c. partial surrender of the existing lease from the Piccadilly Valley Community Recreation Centre (PVCRC) 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 & Sport Facilities to Category 6 CFS Purposes. 4. The CEO and Mayor be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	31/12/2018	DA granted by DPTI 15 December 2017. Final lease expected to be executed by Council in late July 2018. Community Land Register and Community Land Management Plan to be updated following execution of the lease. 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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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 June 2018	Marc Salver	In Progress	26/09/2018	Retain in confidence as the CWMS Expression of Interest process is still underway
28/03/2017	Ordinary Council	71/17	Celebrating 20 Years of AHC	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: 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. 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 Special Council Mtg, local history groups invited to make short presentation. 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. 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. e. Low-key amendments to branding and communication elements to recognise the 20 year anniversary for the remainder of 2017. f. Investigate an honour roll for identifying Adelaide Hills Council Citizens of the Year 3. That the Chief Executive Officer is authorised to make final arrangements with respect to this matter, including the finalisation of dates and venues where necessary.	David Waters	Completed	30/06/2018	The art exhibition and prize was opened on 24 November 2017.  The Special Council Meeting was held on 21 November at Lobethal Bushland Park.  Playford Trust Scholarship was awarded in February 2018.  The honour roll concept which has been developed is based on an online roll 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 > Civic Awards. It will continue to be populated and developed over time.
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	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: 1. That council accepts from Paul & 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. 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.	Peter Bice	In Progress	30/06/2018	The land division variation application 473/D38/2011 has been approved by the Development Assessment Commission. Council staff have drafted a maintenance agreement which we will work through with the Developer.  Council staff and the developer have been working through the management of significant and regulated trees on the site, and are nearing a position to progress the draft maintenance agreement.



Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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	LRGSCI have received Development Approval for the boundary realignment and transfer will progress in conjunction with the boundary realignment. Council are awaiting confirmation of agreement of the final contract from LRGSCI.
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	A Collaborative Work Program with DPTI regarding the preparation of the Planning & Design Code has now been signed by both Council and DPTI staff. The first meeting attended by staff of the P&D Code Primary Production Working Group took place on 4 May and 1 June. The next meeting is scheduled for 27 July. This Group will progress the development of the Rural Policy Module of the Code. Staff will provide further updates as this work progresses during the year.
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	<p>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.</p> <p>Information to be included as part of the Community &amp; Recreation Facility Framework in a future workshop to Council.</p> <p>LGRS have been asked to provide a timeframe as to when this information will be provided.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
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 Certificate of Title 5902 Folio 219	Peter Bice	In Progress	31/12/2018	Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.
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 <i>Native Vegetation Act 1999</i> .	Peter Bice	In Progress	31/12/2018	Existing dog access arrangements within a Heritage Agreement are requested in the 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; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.
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 <i>Local Government Act 1999</i> . That the Chief Executive Officer be authorised to sign all necessary documentation to effect this resolution.	Peter Bice	In Progress	31/12/2018	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; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.
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	31/12/2018	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. Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
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. Survey plans still being finalised.
26/09/2017	Ordinary Council	233c/17	CWMS Review Update	As per confidential minute	Peter Bice	In Progress	26/09/2018	Probity services are to be maintained through open market expression of interest process. Retain in confidence as the CWMS Expression of Interest process is still underway
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.	Peter Bice	In Progress	26/09/2018	A report on the outcome of the EOI process will be presented to Council at its 28 August 2018 Council meeting for consideration.
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.	Peter Bice	In Progress	26/09/2018	Report, related attachments and the minutes of Council held in confidence. Retain in confidence as the CWMS Expression of Interest process is still underway.
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 to confirm agreement with draft Land Management Agreement. Boral meeting with Council staff on 20 July to progress.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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	1/04/2019	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, Heathfield Waste Facility site, Yanagin Reserve and Belair (Upper Sturt) site. There are no confirmed dates for Mylor Parklands. AHC Biodiversity Officers have initiated organising bird surveys for these sites both pre and post burn. Council will collaborate with DEWNR on post weed management activities. Weed management activities by DEW and AHC were undertaken at Heathfield Stone Reserve on June 28th 2018. More weed management planned for this site.
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	
14/11/2017	Special Council	268/17	Review of Advisory Groups	To cease the Hills Voice Reference Panel Nominations for Australia Day awards to be assessed only by staff and a report for decision to come to Council Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council To 'in principle' retain Council and Community/Independent Members on Advisory Groups 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.	Terry Crackett	In Progress	26/06/2018	HVRP ceased, Australia Day Awards 2018 assessed by staff. Further consultation occurring with Council Members, ELT and AG EOs and AG Membership. Council report scheduled for 28 August 2018 Council meeting.
28/11/2017	Ordinary Council	281/17	LED Streetlight Review	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 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.	Peter Bice	In Progress	31/08/2018	Council has now received the outcome of the LGASA process which states that the LGASA will not be involved in council streetlighting. Council staff need to obtain expert advice as to the best approach and tariff available to proceed to a transition to LED streetlights. A report to Council will be provided identifying the next steps.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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	31/08/2018	Application for rededication has been completed and submitted to DEWR. Gazettal for rededication has not yet occurred. Department of Environment and Water have advised that completion is expected shortly.
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	31/07/2018	Awaiting finalisation through the Lands Titles Office
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	<p>That regarding Community Forums:</p> <p>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</p> <p>The Chief Executive Officer be delegated to make changes to the Community Forum schedule and locations.</p>	David Waters	Completed	31/08/2018	<p>Bookings have been made for venues at each of the nominated locations for the following dates:</p> <p>Kersbrook - Wed 28 March. Bradbury/Longwood - Tue 1 May. Montacute - Tue 7 August.</p> <p>Note that the dates changes from the initially resolved dates due to clashes with Council workshop evenings.</p>
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	31/12/2018	<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	Completed	30/06/2018	Actions are not complete and the confidentiality order has been revoked.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	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.
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	Associated investigations underway, Water Sensitive Urban Design and Water Reuse potential. The recent announcement of the successful funding in relation to the Mount Barker Swimming Pool, will enable appropriate considerations to be made in regards to the requirements for the Woodside Recreation Ground site.
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	A Hub Director has now been appointed and will commence on 23 July.  The progress report is therefore likely in December 2018 or January 2019.
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	Completed	30/06/2018	Plans lodged at the Lands Titles Office and documents to be lodged by 30 June 2018.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
27/02/2018	Ordinary Council	34/18	Mobile Food Vending Businesses	<p>1. That the report be received and noted.</p> <p>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.</p> <p>3. The Fees and Charges Register be updated to include the following Mobile Food Vending Business permit fees:</p> <p>a) Monthly Fee \$100</p> <p>b) Annual Fee \$1,000</p> <p>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.</p> <p>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.</p> <p>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.</p>	Marc Salver	In Progress	18/09/2018	<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 attendees. A Council workshop occurred on 8 May 2018 and ideas for the development of Location Rules considered. Further consultation on these location rules with the focus group is to occur in July. This will include community drop in sessions to inform the final Location Rules for adoption at August Council 2018 meeting.</p>
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	30/09/2018	<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 currently are not required due to timing of works.</p>
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	Traffic Counters were installed to collect current traffic speeds as part of the assessment process, and we are now seeking an independent review as to whether any speed limit change is justified.
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	The process will involve both community/stakeholder input and professional branding advice.
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	<p>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.</p> <p>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.</p>	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

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
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	
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, works will begin in the next few weeks to install a paved pad for the seat to be located on.
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	Completed	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. Report going to Council on 19 June 2018.
27/03/2018	Ordinary Council	68/18	Milan Terrace Pedestrian Safety	1. That the report be received and noted 2. That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility 3. That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing 4. That Council submits a proposal to the Department of Planning, Transport & 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 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.	Peter Bice	In Progress		Final report has now been received assessing the merits of a potential Zebra or Wombat Crossing, a draft concept plan has been prepared for consultation with stakeholders.  Meeting scheduled with Stirling Hospital on 19/7.
27/03/2018	Ordinary Council	69/18	Play Space Policy	Implement policy and communicate to staff and/or community if applicable.	Peter Bice	In Progress		The Play Space Policy is due to come into affect in July 2018. Implications will be communicated to relevant staff & the community where applicable.



Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
24/04/2018	Ordinary Council	87/18	By-Law Making	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.	Marc Salver	In Progress	31/01/2019	Consultation on the Bylaws has concluded, with Agency and Dog & Cat Management Board and the community. The results of the consultation and any changes to the Bylaws will be reported to the 24 July 2018 Council meeting for consideration.
24/04/2018	Ordinary Council	90/18	Road Widening Edward Avenue Crafers	That the item lie on the table.	Peter Bice	In Progress	24/07/2018	This item will be included on the July 2018 Council agenda.
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	Completed	30/06/2018	A full schedule of fees and charges is being prepared to be uploaded to the Council website prior to 1 July 2018
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	Relevant parties have been invited to provide feedback on the CEO's performance against the position description and performance targets. A report will then be produced for discussion with the CEO and the CEO Performance Review Panel.
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 continuing in accordance with resolution.
22/05/2018	Ordinary Council	108/18	Supporting Volunteers in Community Groups and Organisations	That the report be received and noted. That Council resolves to redirect resourcing to support external volunteering from the Hills Volunteering model to a model of support being provided directly through the Adelaide Hills Council Administration, as set out in Option 3	David Waters	Completed	31/07/2018	Hills Volunteering was wound up during June 2018. The budget for Hills Volunteering is now being directed into other forms of supporting community based volunteering as per the Council resolution.
22/05/2018	Ordinary Council	116/18	Caretaker Policy	Implement this policy and commence any further action, 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	In Progress	21/08/2018	Communication to all Administration people leaders on 4 June. Staff meeting (July), SLT (July) and Council Member PD (August) sessions booked to provide details of Policy.
19/06/2018	Special Council	127/18	Revocation of Community Land - Lobethal Retirement Village	That the report be received and noted A report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 202 in Deposited Plan No. 75850 contained in Certificate of Title Volume 6017 Folio 705 known as 3 Jeffrey Street Lobethal.	Terry Crackett	Completed		

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
19/06/2018	Special Council	128/18	Corporate Planning & Reporting Framework	That the report be received and noted With an effective date of 1 July 2018, to adopt the draft Corporate Planning & Performance Framework contained in Appendix 1.	Terry Crackett	Completed		Framework is in place and posted to Council website.
19/06/2018	Special Council	129/18	Gawler River Floodplain Management Authority - Northern Floodway Project	That the report be received and noted. That the Gawler River Flood Management Authority is advised that Council is committed to and supports the progression of the Northern Floodway Project subject to the planning, design and construction being funded entirely by the Federal and State Governments, with the ongoing maintenance of the Project being funded by the GRFMA via subscriptions from Constituent Councils.	Marc Salver	Completed		GRFMA advised of Council's decision on 20 June 2018
19/06/2018	Special Council	131/18	CWMS EOI Outcomes	Refer to confidential minute	Peter Bice	In Progress		
19/06/2018	Special Council	132/18	CWMS EOI Outcome - Period of Confidentiality	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 2019.	Peter Bice	In Progress		
26/06/2018	Ordinary Council	136/18	AHC PLEC Projects	1. That the report be received and noted. 2. That the CEO be authorised to lodge a formal application to the Power Line Environment Committee for stage 1 of undergrounding power lines in the township of Gumeracha to be undertaken in 2019/2020, with stage 2 to be undertaken at a later date. 3. That future allocation and prioritisation of PLEC projects be considered as part of the next review of the LTFP January 2019.	Peter Bice	In Progress		Discussions held with SA Power Networks representatives on site to commence undergrounding design and clarify extent
26/06/2018	Ordinary Council	137/18	Draft Annual Business Plan 2018 2019 Community Consultation Outcomes	That, in accordance with Section 123(6) of the <i>Local Government Act 1999</i> , Council:Receives the submissions prepared by and with its residents; andNotes that the comments and results of the Community Consultation have been considered in finalising the 2018-19 Annual Business Plan & Budget.	Terry Crackett	Completed		Letters sent to respondents.
26/06/2018	Ordinary Council	138/18	Draft Annual Business Plan 2018 2019 Adoption	See Minute	Terry Crackett	In Progress	23/07/2018	All actions to be undertaken be estimated completion date.
26/06/2018	Ordinary Council	139/18	Enforcement Policy	That the report be received and notedWith an effective date of 10 July 2018, to rescind the February 2001 Reporting of Offences Policy and adopt the draft <i>Enforcement Policy</i> contained in <i>Appendix 1</i> .	Marc Salver	Completed		Policy has been uploaded onto Council's website.
26/06/2018	Ordinary Council	140/18	Review of Confidential Items Register	As per Minute	Terry Crackett	Completed		Register has been updated and orders extended as per Council resolution. Updated register is on Council website.
26/06/2018	Ordinary Council	141/18	CEO Performance Targets	That the report be received and notedTo adopt the proposed 2018-2019 CEO Performance Targets recommended by the CEO Performance Review Panel in Appendix 1 of this report.	Andrew Aitken	Completed		The adopted 2018-2019 CEO Performance Targets are now monitored through the CEO Performance Review Panel, with the CEO providing updates on progress against the targets at scheduled Panel meetings
26/06/2018	Ordinary Council	143/18	Delegations	As per Minute	Terry Crackett	Completed		Delegation manual has been updated as per Council resolution and is on Council website.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Dir	Status	Est. Completion	Comments
26/06/2018	Ordinary Council	145/18	World Heritage Bid Annual Report	That the report be received and noted  That the contents of the Annual Report 2017-18 for the World Heritage Listing Project for the Mount Lofty Ranges are received and notes the future actions will include: An External Expert Review of the project A continuation of discussions with state government in order to secure their support and potential funding for the project A progression of the development of a Digital Knowledge Bank to better engage with industry groups	Marc Salver	In Progress		Administration will progress the actions as noted in resolution 2 above over the next 12 months
26/06/2018	Ordinary Council	151/18	Special Event - Confidential Item	As per Confidential Minute	David Waters	In Progress	31/08/2018	
26/06/2018	Ordinary Council	152/18	Special Event - Period of Confidentiality	until the event agreements are signed and the race routes are announced by the relevant Minister but not longer than 31 December 2018.	David Waters	In Progress	31/08/2018	
26/06/2018	Ordinary Council	139/18	Enforcement Policy	Implement this policy and commence any further action, 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).	Marc Salver	In Progress	21/12/2018	Staff will work on the implementation of the Enforcement Policy as required by the above recommendation over the coming months

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Originating Officer:** Renee O'Connor – Sport & Recreation Planner

**Responsible Director:** Peter Bice – Director Infrastructure & Operations

**Subject:** Sport & Recreation Masterplans – Status Report

**For:** Information

---

**SUMMARY**

Council has been receiving a significant number of requests for additions or upgrades to Council owned sporting facilities.

Best practice in this type of scenario is to undertake a master plan exercise that considers principles from Council's Sport and Recreation Strategy. While not necessarily a practice that had been carried out in recent years, staff determined that master planning approach would be undertaken at several sites.

Applying principles from the Sport and Recreation Strategy, staff are undertaking a master planning process at the following Council owned recreation precincts. Each plan considers the current site users, optimal use of the site and future use and users.

- Atkinson Reserve, Piccadilly
- Heathfield Oval
- Bridgewater Oval
- Stonehenge Reserve, Stirling
- Woodside Recreation Ground, including the Pool & adjacent BMX Facility

Each plan is still in draft concept form and will remain that way until Council have had an opportunity to consult appropriately and consider implications to the Long Term Financial Plan.

**RECOMMENDATION**

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

---

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 3 Places for people and nature  
Strategy 3.5 We will take a proactive approach, and long term view, to infrastructure maintenance and renewal.

In addition, Council's Sport and Recreation Strategy lists the following Strategic Principles that relate to the planning and delivery of the Sport and Recreation Facilities in our region:

**Planning:** Places and facilities should be thoroughly planned, balanced, functional and sustainable. Planning should be in consultation with the community, ensure diverse opportunities and utilise best practice at all times. Planning must encourage and accommodate participation increases.

**Design:** The design of spaces should be functional, sustainable and facilitate participation from a wide variety of users.

### ➤ Legal Implications

Not applicable.

### ➤ Risk Management Implications

*Undertaking a master planning process and applying principles from the Sport and Recreation Strategy in these plans will assist in mitigating the risk of inadequately planned and managed sport and recreation sites that are duplicated, don't meet user needs, or require significant additional asset management investment.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (3C)	Low (2D)

### ➤ Financial and Resource Implications

Once finalised, these guiding documents will help prioritise investments. They will form the basis of external funding applications and evidence for capital contributions that could be factored into Council's Long Term Financial Plan or Annual Business Plan and Budgeting processes.

### ➤ Customer Service and Community/Cultural Implications

Existing stakeholders at each site have been engaged appropriately in the master planning process.

### ➤ Environmental Implications

Council's Biodiversity staff have been engaged where appropriate in each master planning process, with their feedback and actions being implemented where appropriate.

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

*Council Committees:* Not Applicable

*Council Workshops:* At its workshop on Tuesday 10 July, Council had an opportunity to discuss several of these plans.

*Advisory Groups:* The Sport & Recreation Advisory Group received an update on the various Masterplans at their March 2018 meeting.

*Administration:* Director Infrastructure & Operations  
Manager Open Space  
Manager Property  
Sustainability Officer  
Sport & Recreation Planning – Project Manager

*Community:* Relevant site stakeholder groups have been consulted with during the Master Planning process.

## 2. **BACKGROUND**

Council has been receiving a significant number of requests for additions or upgrades to Council owned sporting facilities.

Prior to providing consent to such developments, Council has a responsibility to ensure that any additions or upgrades are sustainable, reflect predicted future use and growth, acknowledge the necessary resources to manage and maintain and consider principles from Council's Sport and Recreation Strategy such as consolidation of facilities or ensuring facilities have a multi-purpose function.

Best practice in this type of scenario is to undertake a master planning exercise that considers the above mentioned points. While not necessarily a practice that had been carried out in recent years, Staff determined that a master planning approach would be undertaken at several sites.

## 3. **ANALYSIS**

Council's Sport and Recreation Strategy has highlighted and utilised four strategic principle areas that will assist with the upgrade and development of recreation and sport facilities in our region and should be considered during any master planning process.

**Planning:** Places and facilities should be thoroughly planned, balanced, functional and sustainable. Planning should be in consultation with the community, ensure diverse opportunities and utilise best practice at all times. Planning must encourage and accommodate participation increases.

**Design:** The design of spaces should be functional, sustainable and facilitate participation from a wide variety of users.

**Resourcing:** Resourcing must be equitable and contribute to sustainability. Resourcing and funding processes must be clear and transparent and focus given to worthwhile partnerships and collaboration.

**Management:** The asset management and maintenance of all sites must be planned and programmed, with relevant requirements reflected in management agreements, leases or licences. There must be transparency in resource allocation and support for those groups managing Council facilities.

The following statements are also mentioned in the Strategy document:

- “Give preference to multi-purpose and shared use design of spaces.”
- “Incorporate co-location with other associated facilities where possible.”

Applying these principles and others from the Sport and Recreation Strategy, Administration is undertaking a master planning process at the following Council owned recreation precincts. Each plan considers the current site users, optimal use of the site and future use and users.

- Atkinson Reserve, Piccadilly
- Heathfield Oval
- Bridgewater Oval
- Stonehenge Reserve, Stirling
- Woodside Recreation Ground, including the Pool & adjacent BMX Facility

The Sport and Recreation Strategy has also been considered in the initial stages of the Gumeracha Precinct Masterplan process. While this masterplan was initiated for and will focus on the Federation Park amenity, the adjacent oval and courts are also being considered. Initial targeted stakeholder consultation has occurred and a draft concept developed.

Each site is at a different stage of the master planning process and Administration has taken a different approach to each, considering the sites individual needs and desired outcomes.

#### **Atkinson Reserve, Piccadilly**

Council received a request from the stakeholder clubs for assistance with grant funding and planning applications for their new clubroom project. The timing coincided with the CFS proposal for the site and would demonstrate that the two organisations were able to share the space. Tennis SA worked with Council to appoint an appropriate consultant to undertake the masterplan. The current site stakeholders were consulted during the plan’s development. The Stakeholder clubs have contributed funding to the implementation of the Masterplan.

### **Plan Highlights (please refer to Appendix 1)**

- Consolidated building assets
- Two additional courts and community access to two existing courts
- New clubrooms, including a canteen space
- Community / picnic space, utilising the community accessible courts, play space, shelters and public toilets
- Car parking

The consultant provided a cost estimate for the draft plan.

### **Next Steps**

The Piccadilly Valley Recreation and Community Club are continuing to progress their clubroom plans, aided by funding received through Council's Annual Business Plan and Budget process. Council will work with the club to determine the next priorities from the plan. Consultation with the community will be carried out, if the club determines that they would like to progress the two additional courts on the site.

### **Heathfield Oval (please refer to Appendix 2)**

Council had received several requests for facility improvements from the clubs associated with the site. In addition, the Mount Lofty Football Club has one of the largest participation bases in our region and an increasing female participation base and has reached capacity of the Heathfield Oval site. The site has considerable potential considering the adjacent Heathfield High School and as a result, Council determined that a more considered approach was required, before any works were carried out.

A consultant to develop plans was appointed and stakeholder clubs were provided with an opportunity to meet with them. A preliminary plan was utilised to apply for court resurfacing funding and a more progressed plan was utilised to apply for grant funding for a change room upgrade, to accommodate the large numbers of female members. In addition, the Netball Club has sourced funding for new lighting. It is important to note that following the closure of the Wright Road Courts at Stirling, that this site is accommodating the Stirling Comets Netball Club and overflow from the Crafers Tennis Club until further, long term arrangements are confirmed. The Stakeholder clubs have contributed funding to the implementation of the Masterplan.

### **Plan Highlights**

- Access and linkages between the Heathfield High School and Heathfield Oval facilities
- Change room, other playing amenities and parking facilities at the school
- Change rooms that can accommodate female participants
- Facilities for Youth (eg. BMX / Pump Track)

The consultant provided a cost estimate for the draft plan.



### **Next steps**

- Change room funding announcement, expected after 31 July 2018
- Court resurfacing and lighting works
- Consultation with wider community
- Discussions with Heathfield High School regarding access and use
- Develop a funding strategy for the project

### **Bridgewater Oval (please refer to Appendix 3)**

Following flooding issues at the site and requests from the associated clubs around asset improvements, staff determined that a more considered approach was required, before any works were carried out. A consultant was appointed and stakeholder clubs were provided with an opportunity to meet with them. Council assisted the club with funding to repair the change room structure to accommodate football at the site during the 2018 season.

### **Plan Highlights**

- Consolidation of buildings on the site
- A multi-purpose, community facility, that contributes to the Bridgewater main street
- Works to the creek

The consultant provided a cost estimate for the draft plan.

### **Next steps**

- Consultation with wider community
- Develop a funding strategy for the project

### **Stonehenge Reserve, Stirling**

As per information provided at a Council workshop in August 2017, Council Administration was encouraged to submit a grant application to the Office for Recreation and Sport for funding for a court project in the Hills, following the audit of court facilities in the region. The application was successful. It is important to acknowledge that this funding was received prior to any plans being developed. Council appointed a Project Manager to oversee the project, a consultant has been appointed to develop plans and engagement with stakeholders and the immediate residents has begun. Council Members were provided with a project update at a Workshop in July 2018. The Stakeholder clubs have contributed funding to the implementation of the Masterplan.

### **Next steps**

- Consultant to develop plans
- Further consultation with site stakeholders and adjacent residents
- Develop a funding strategy for the project

### **Woodside Recreation Ground**

Following the 28 November 2018 Council meeting, Council has committed to developing a Masterplan of the Woodside Recreation Ground site. Any developments at this site should take the adjacent Pool and the nearby BMX facility into consideration, aiming for integration of facilities and multipurpose assets that meet all stakeholders' needs.

Any developments at the pool should take Recreation SA's recently released 'Statewide Swimming Pool Audit' recommendations into consideration and any developments at the Recreation Ground site should consider the Water Management Plan.

#### **Next steps**

- Review all previous documents and plans related to the site
- Undertake a targeted stakeholder consultation process
- Develop draft masterplan

#### **4. OPTIONS**

Council has the following options:

- I. Receive the Report (Recommended)

#### **5. APPENDICES**

- (1) Draft Atkinson Reserve Masterplan
- (2) Draft Heathfield Oval Masterplan
- (3) Draft Bridgewater Oval Masterplan

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# **Appendix 1**

*Draft Atkinson Reserve Masterplan*

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NATURAL MATERIAL (IE, COMPACTED GRAVEL) OR SIMILAR PATHWAY FROM ATKINSON AVE TO CLUBROOM FACILITY

OPEN GRASSED SPACE FOR COMMUNITY USE

PROPOSED CFS PICCADILLY

**STAGE II**

PROPOSED 2 X FULL SIZE COMPETITION NETBALL + TENNIS HARDCOURTS WITH LIGHTING

PROPOSED TENNIS CLUBROOM FACILITY (INDICATIVE BUILDING FOOTPRINT AS PER 'HILLS DESIGN + DRAFTING')  
**STAGE I**

CLUBHOUSE OFFSET WIDTH FROM COURTS TO

PROPOSED RAINWATER TANKS  
**STAGE I**

EXISTING TENNIS + NETBALL COURTS

EXISTING PUBLIC TOILETS

EXISTING 'PLAYGROUND ZONE'

POTENTIAL GAZERO/BBQ VIEWING SHADER ZONE

EXISTING TENNIS + NETBALL COURTS

NEW TRUNCATED FENCING TO SOUTHERN COURT BOUNDARY TO PERMIT COMMUNITY ACCESS

**Draft**

PATHWAY FROM ATKINSON AVENUE

NOM 64 CARPARK SPACES (FORMALISED)

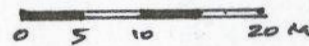
ALL CARPARKING **STAGE I**

NOM 16 CARPARK SPACES (FORMALISED)

**PICCADILLY TENNIS and NETBALL SPORTING and COMMUNITY FACILITY CONCEPT SITE MASTERPLAN SK-01**

November 2016

Scale As Shown



- Existing Sports Courts and Amenities
- Stage 1: Proposed Works

EXISTING STORE ROOM + CHANGE BUILDINGS (SHOWN HATCHED) TO BE DEMOLISHED.  
**STAGE II**



NATURAL MATERIAL (IE. COMPACTED GRAVEL) OR SIMILAR PATHWAY FROM ATKINSON AVE TO CLUBROOM FACILITY

OPEN GRASSED SPACE FOR COMMUNITY USE

PROPOSED CFS PICCADILLY

**STAGE II**

PROPOSED 2 X FULL SIZE COMPETITION NETBALL + TENNIS HARDCOURTS WITH LIGHTING

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CLUBHOUSE OFFSET WIDTH FROM COURTS TO

PROPOSED RAINWATER TANKS

EXISTING TENNIS + NETBALL COURTS

EXISTING PUBLIC TOILETS

EXISTING 'PLAYGROUND ZONE'

POTENTIAL GAZERO / BBQ VIEWING SHOOTER ZONE

EXISTING TENNIS + NETBALL COURTS

NEW TRUNCATED FENCING TO SOUTHERN COURT BOUNDARY TO PERMIT COMMUNITY ACCESS

Draft

PATHWAY FROM ATKINSON AVENUE

NOM 64 CARPARK SPACES (FORMAUSED)

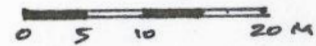
ALL CARPARKING **STAGE I**

NOM 16 CARPARK SPACES (FORMAUSED)

**PICCADILLY TENNIS and NETBALL SPORTING and COMMUNITY FACILITY CONCEPT SITE MASTERPLAN SK-01**

November 2016

Scale As Shown



**Stage 2: Proposed Works**

EXISTING STORE ROOM + CHANGE BUILDINGS (SHOWN HATCHED) TO BE DEMOLISHED.  
**STAGE II**

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## **Appendix 2**

*Draft Heathfield Oval Masterplan*

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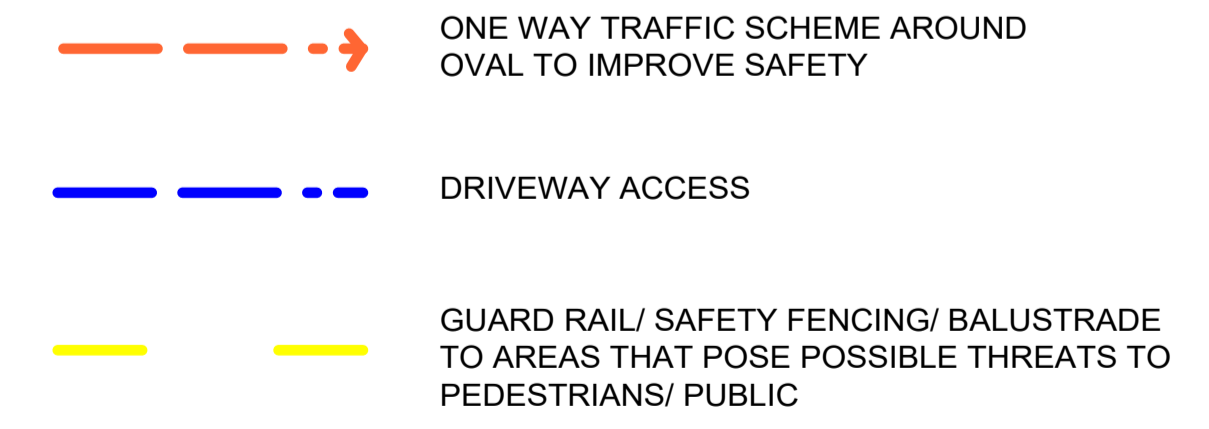
**KEYS**

- |   |   |   |  |   |
|---|---|---|--|---|
| <b>A</b> RETAIN AND UPGRADE EXISTING CHANGE ROOMS TO ACCOMMODATE ADDITIONAL TEAMS AND FEMALE PARTICIPATION  | <b>E</b> MAIN ENTRANCES WITH NEW WAY FINDING SIGNAGE & AMENITY LIGHTING.                  | <b>J</b> KICKABOUT / WARM UP / TRAINING SPACE FOR OVAL USERS. ADDITION OF SEATING, & CONNECTION TO HEATHFIELD OVAL.                             | <b>O</b> SCORE BOARDS. NEW STRUCTURE TO BE CONSTRUCTED AT HEATHFIELD HIGH SCHOOL OVAL. CURRENT STRUCTURE TO BE RETAINED & UPGRADED AT HEATHFIELD OVAL. | <b>T</b> REMOVE SHEDS ON THE WESTERN PART OF HEATHFIELD OVAL TO ACCOMMODATE NEW PLAY SPACE.             |
| <b>B</b> FITNESS STATIONS & SITTING NODES FOR RECREATIONAL OVAL USERS.  | <b>F</b> NEW PLAY SPACE.  | <b>K</b> HEATHFIELD NETBALL CLUB COURTS. IMPROVE VIEWING SPACE AROUND PERIMETER. UPGRADE / REALIGN FENCING. RESURFACE & LIGHT LOWER COURTS.     | <b>P</b> BENCH SEATING & SHELTER FOR SPORT PARTICIPANTS. RETAIN EXISTING AT HEATHFIELD OVAL & ESTABLISH NEW AT HEATHFIELD HIGH SCHOOL OVAL.            | <b>U</b> RETAIN EXISTING CRICKET NETS AT BOTH OVAL SITES. SCOREBOARD, PLAYERS AND BENCHES AND LIGHTING. |
| <b>C</b> RETAIN & UPGRADE EXISTING CLUBROOMS & ASSOCIATED BBQ AREA. CONSIDERATION SHOULD BE GIVEN TO CONSOLIDATION OF DUPLICATED FACILITIES, (EG. KITCHEN, COOKING & SERVING AREAS), & BATHROOM IMPROVEMENTS. | <b>G</b> NEW YOUTH SPACE INCLUDING POSSIBLE SKATE PARK                                    | <b>L</b> NEW VIEWING & SHELTER PROVISIONS FOR HEATHFIELD HIGH SCHOOL COURTS & HEATHFIELD NETBALL CLUB COURTS.                                   | <b>Q</b> LONG JUMP PITS (4X)   |   |
| <b>D</b> UPGRADE & RATIONALISE DRIVEWAYS & CAR PARKING, CONSIDER THE ADDITION OF SHADE TREES AND UNDERSTORY PLANTING.   | <b>H</b> NEW YOUTH SPACE INCLUDING POSSIBLE BIKE PARK AREAS                               | <b>M</b> NEW PATHWAY TO ACCESS HEATHFIELD HIGH SCHOOL COURTS.   | <b>R</b> IRRIGATION, DRAINAGE AND SURFACE UPGRADES TO HEATHFIELD OVAL AND HEATHFIELD OVAL HIGH SCHOOL  |   |
|   | <b>I</b> UPGRADE / ADDITION OF SPORTS LIGHTING (AROUND SCHOOL OVAL & ALL NETBALL COURTS). | <b>N</b> NEW 'PAVILION' STYLE BUILDING THAT INCORPORATES CHANGE ROOMS, STORAGE, TOILETS, SERVING. FOR USE BY HEATHFIELD HIGH SCHOOL OVAL USERS. | <b>S</b> UPGRADE EXISTING PUBLIC TOILETS WITH CONSIDERATION GIVEN TO PLAYSPACE USERS.  |   |



**DESIGN NOTES**

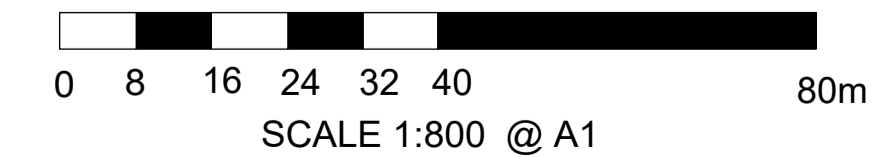
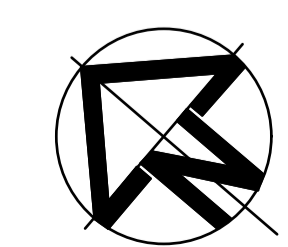
1. THERE IS A LACK OF CONNECTION BETWEEN THE HEATHFIELD HIGH SCHOOL FACILITIES (OVAL & NETBALL COURTS). FORMALISE PEDESTRIAN ACCESS WITH LANDSCAPED FOOTPATHS.
2. AREAS THAT ARE PRONE TO WATER DAMAGE / FLOODING / EROSION SHOULD BE TREATED USING DRAINAGE STRUCTURES AND VEGETATION COVERS.
3. RETAIN & STRENGTHEN VEGETATION CORRIDORS.
4. CONSIDERATION MUST BE GIVEN TO THE UPGRADE OR ADDITION OF HAND RAILS, RETAINING WALLS & OTHER SAFETY CONCERNS AROUND THE PERIMETRE OF THE OVAL CLUBROOM STRUCTURE.
5. CONCRETE TERRACE AND VIEWING BUILT INTO EMBANKMENT INTERSPERSED WITH TREES AND PLANTINGS FOR A SOFTER / NATURAL LOOK.



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 w www.outerspace.net.au

PROJECT HEATHFIELD OVAL MASTERPLAN  
 CLIENT ADELAIDE HILLS COUNCIL  
 DRAWING LANDSCAPE MASTERPLAN- OPTION 1

DRAWN BY MN  
 APPROVED BY PG/GH  
 DRAWING No. OS577\_CP01  
 REVISION. C  
 ISSUE DATE 09/03/18



**PRELIMINARY**  
 NOT FOR CONSTRUCTION

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## **Appendix 3**

*Draft Bridgewater Oval Masterplan*

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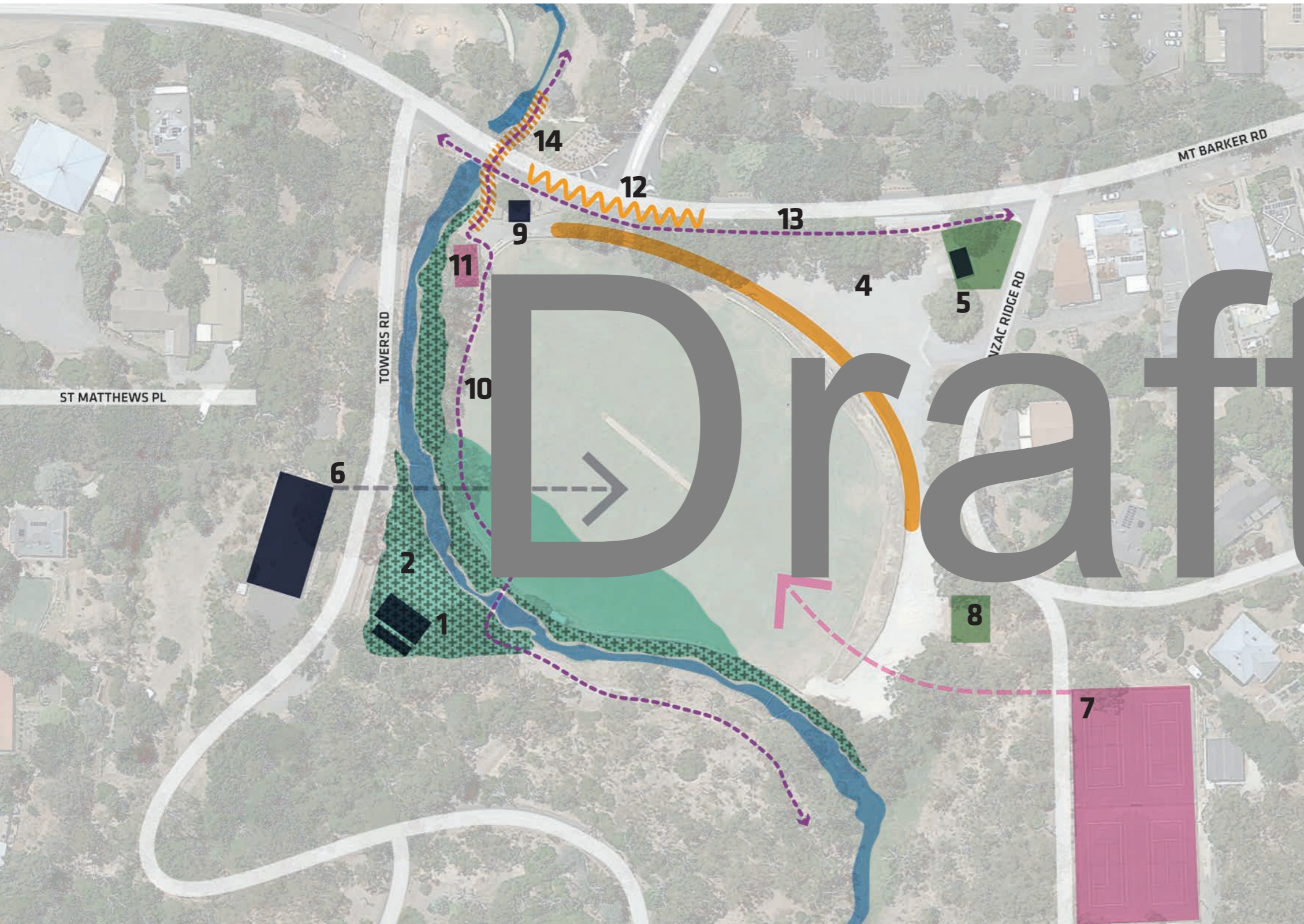
**Bridgewater Oval**  
Masterplan 2017

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SEPTEMBER 2017, ref 17166  
REVISION B

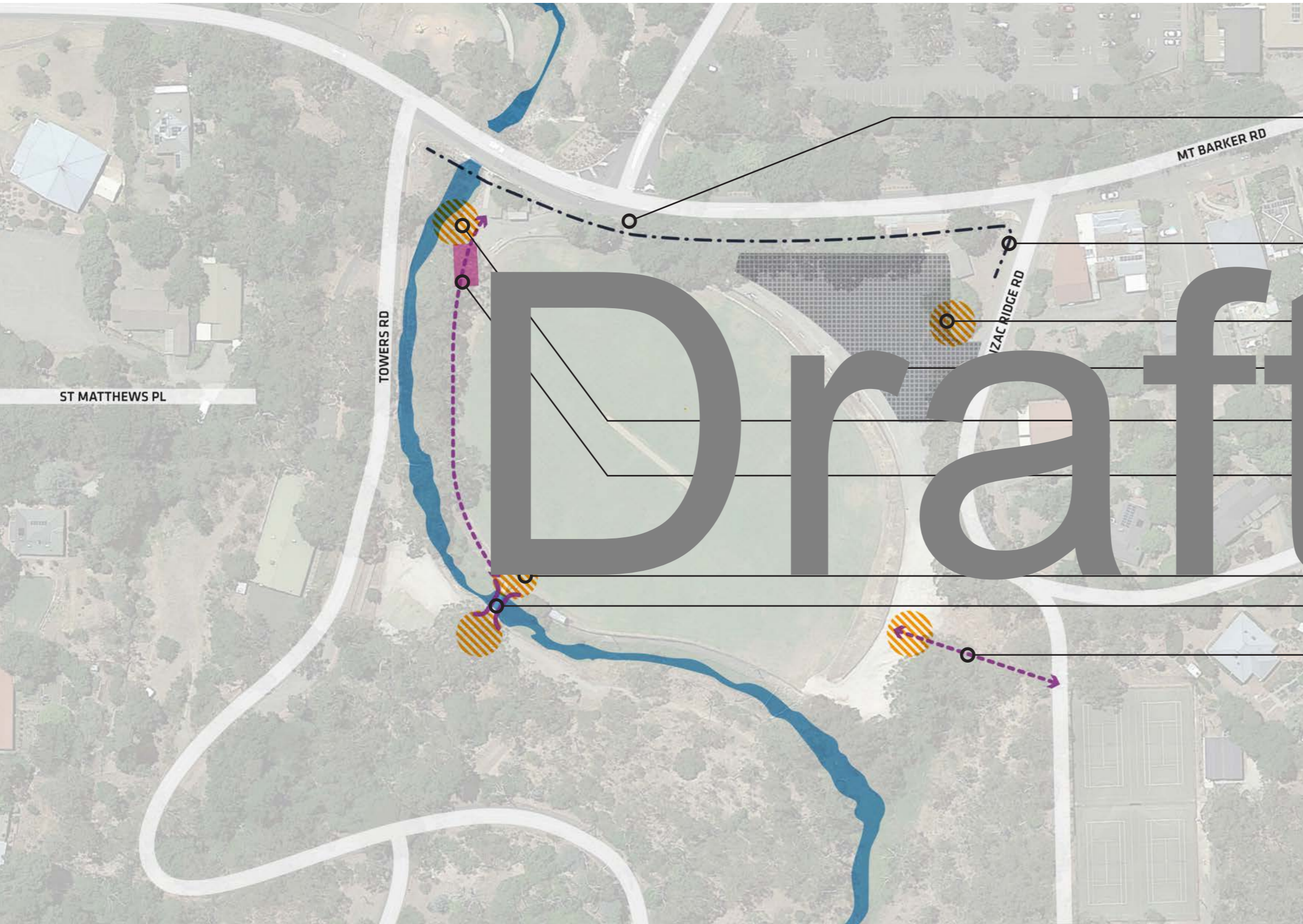


Draft



- 1** Changerooms are in poor condition due to ongoing flooding
- 2** Flooding impact on oval and changerooms.
- 3** Poor amenities for spectators - lack of shelter and seating.
- 4** Carpark is unstructured and inefficient. Lack of carparking for large sporting events. Park 'n' Ride contributes to traffic and vehicle numbers.
- 5** Poor entrance / welcome to the oval, including lack of fencing.
- 6** Dislocation of clubrooms from the oval
- 7** Dislocation of tennis/netball facilities from oval.
- 8** Poor placement of ANZAC memorial and lack of cohesion with oval.
- 9** Poor placement of kiosk and lack of cohesion with other oval facilities.
- 10** Heysen Trail user interface is unclear and problematic on game days.
- 11** Cricket nets in poor condition and compromise movement.
- 12** Views compromised by adhoc and non-regulated signage.
- 13** Lack of direct pedestrian connection from oval / bus stop west to park and along Mt Barker Road.
- 14** Signage and wayfinding to the playground from the oval is poor.

# Key Movement Opportunities



New footpath and fencing to improve movement and visual amenity to Mt Barker Rd.

Return fence to car park entry for security.

Signage and wayfinding opportunity at carpark entry.

Seal and linemark carpark to formalise and make safer and more efficient.

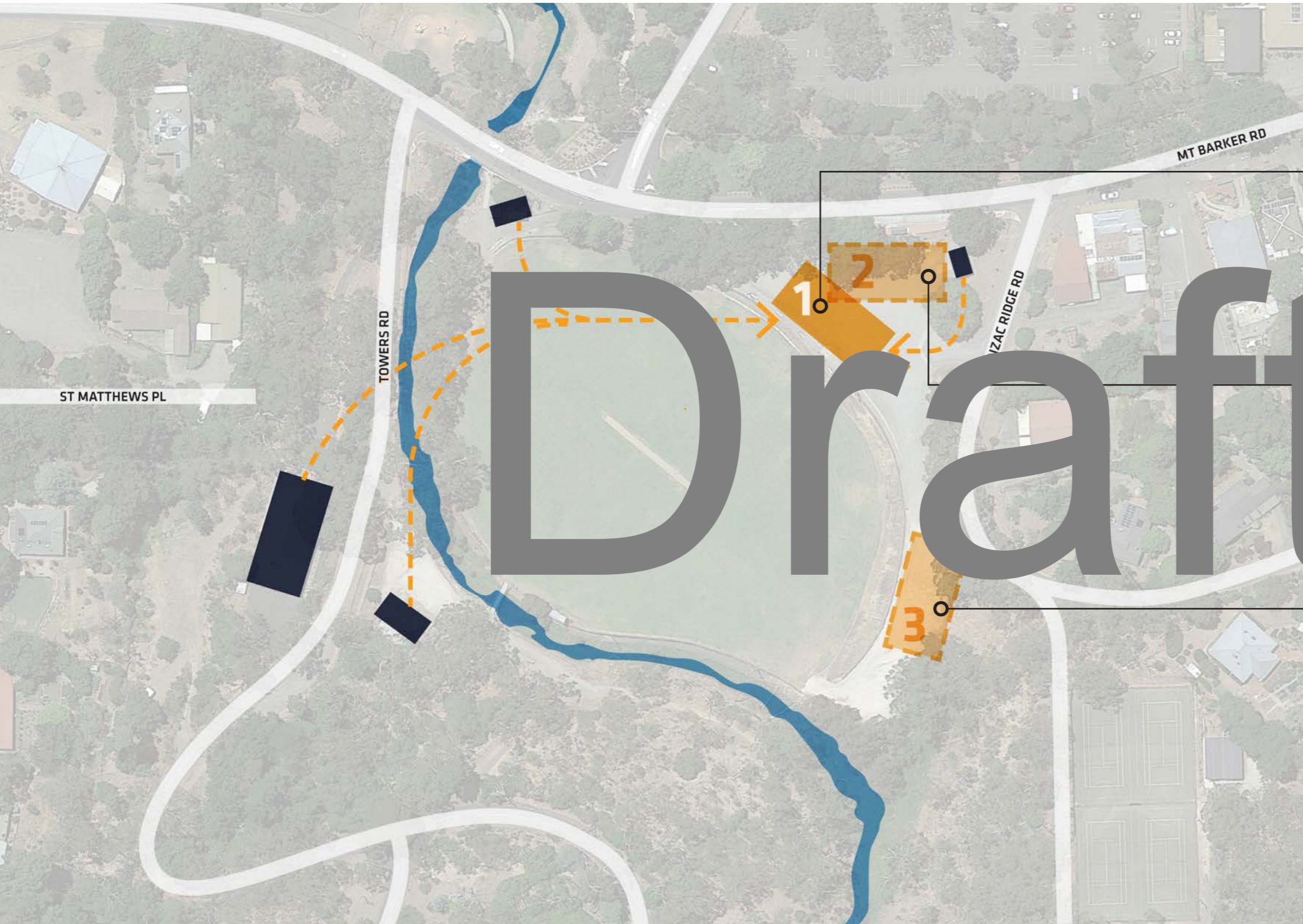
Signage and wayfinding opportunity at pedestrian bridge crossing.

Relocate cricket nets to allow better movement of Heysen Trail users.

Signage and wayfinding opportunity.

New pedestrian bridge.

Formalise track up to netball/tennis courts with steps and signage.



*Bring together all disparate facilities into one integrated facility.*

### OPTION 1

#### BENEFITS

- > Optimal views over oval
- > High level of streetscape presence to the main street

#### CONCERNS

- > Potential loss of carparking
- > Loss of views to the oval from the main street

### OPTION 2

#### BENEFITS

- > Best streetscape presence, integration and activation of the main street

#### CONCERNS

- > Restricted perspective to oval for football/cricket viewing
- > Loss of views to the oval from the main street

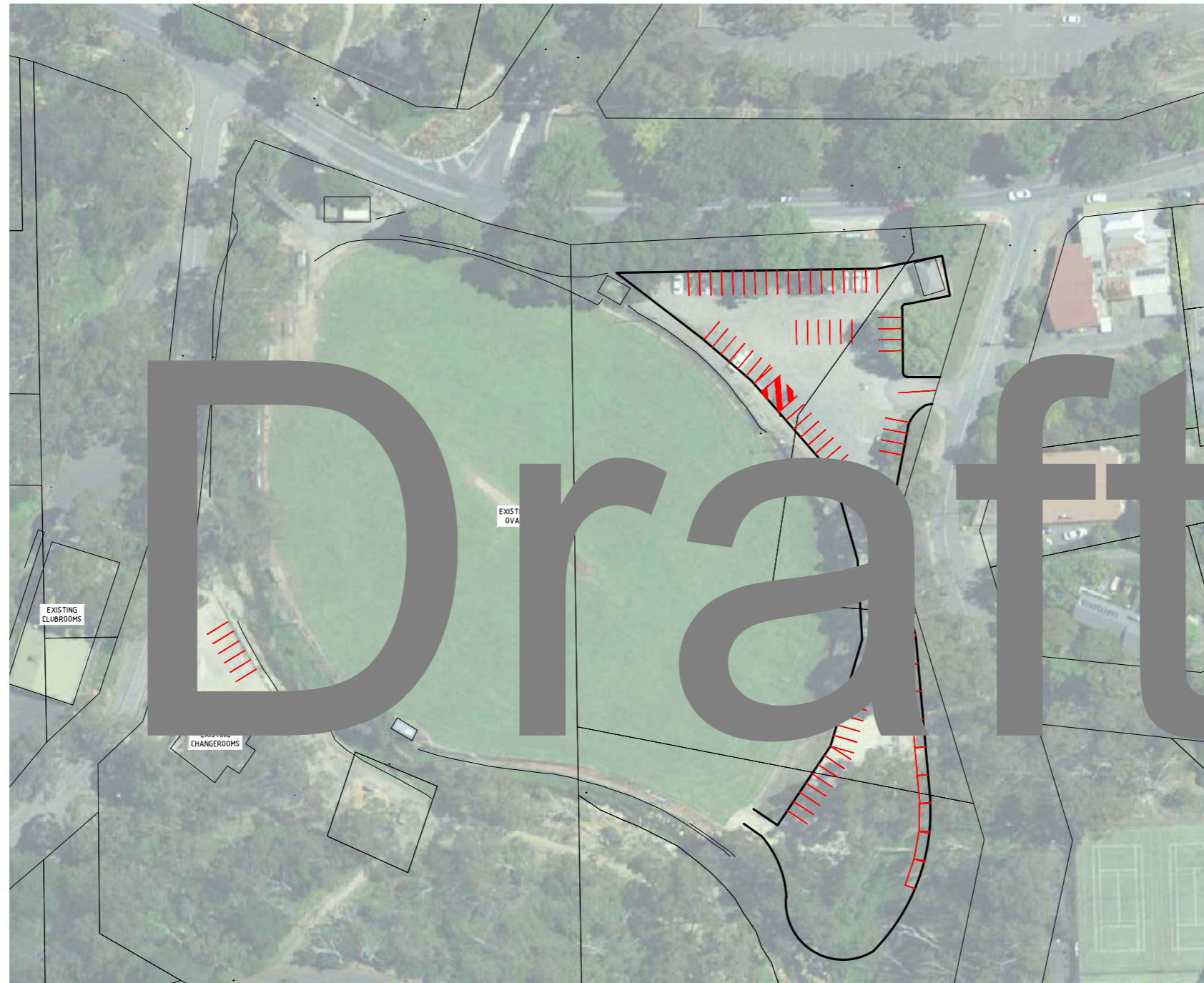
### OPTION 3

#### BENEFITS

- > Linkage to netball & tennis courts
- > Minimal impact upon parking

#### CONCERNS

- > Requires removal/relocation of ANZAC Memorial
- > Low level of streetscape presence from the main street



## Analysis of Existing Carparking

Carpark layouts are indicative only.

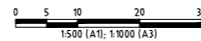
Carpark layouts have been modelled with standard traffic turning templates and carpark sizes.

**TOTAL CARPARKS: 73**

I:\0170925\BRIDGEWATER OVAL MASTERPLAN - PARKING\PROPOSAL DEVELOPMENT\KAD CARPARKING CURRENT.DWG 1:500 11/09/17  
 © TONKIN CONSULTING TCM11CEN.dwg

ALL LEVELS TO A.H.D.

REV	ISSUED FOR REVIEW	AMENDMENT / REASON FOR ISSUE	DATE	DES	DWN	DWGCHK	VERIFIED	PCS APPROVED
2	ISSUED FOR REVIEW		11.09.17		JDT			PCS



Current

[www.tonkin.com.au](http://www.tonkin.com.au)



Job No: 20170925  
 Filename: CARPARKING CURRENT.DWG  
 Survey By:  
 Survey Date:  
 Scale: 1:500  
 Sheet Size: A1

# Facility Option 1 - Carparking Implications



Facility Option 1

New facility footprint based on existing Club Rooms.

Carpark layouts are indicative only.

Carpark layouts have been modelled with standard traffic turning templates and carpark sizes.

**TOTAL CARPARKS: 66**

1:\01\170925\BRIDGEWATER OVAL MASTERPLAN - FACILITY OPTION 1\170925\_CAR PARKING OPTION 1.DWG 14/1 September 2017 10:44 AM  
 © TONKIN CONSULTING TCM11CEN.dwg

ALL LEVELS TO A.H.D.						
REV	ISSUED FOR REVIEW	AMENDMENT / REASON FOR ISSUE	DATE	DES	DWN	PCS
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1					DWGCHK	VERIFIED
						APPROVED

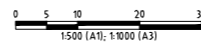


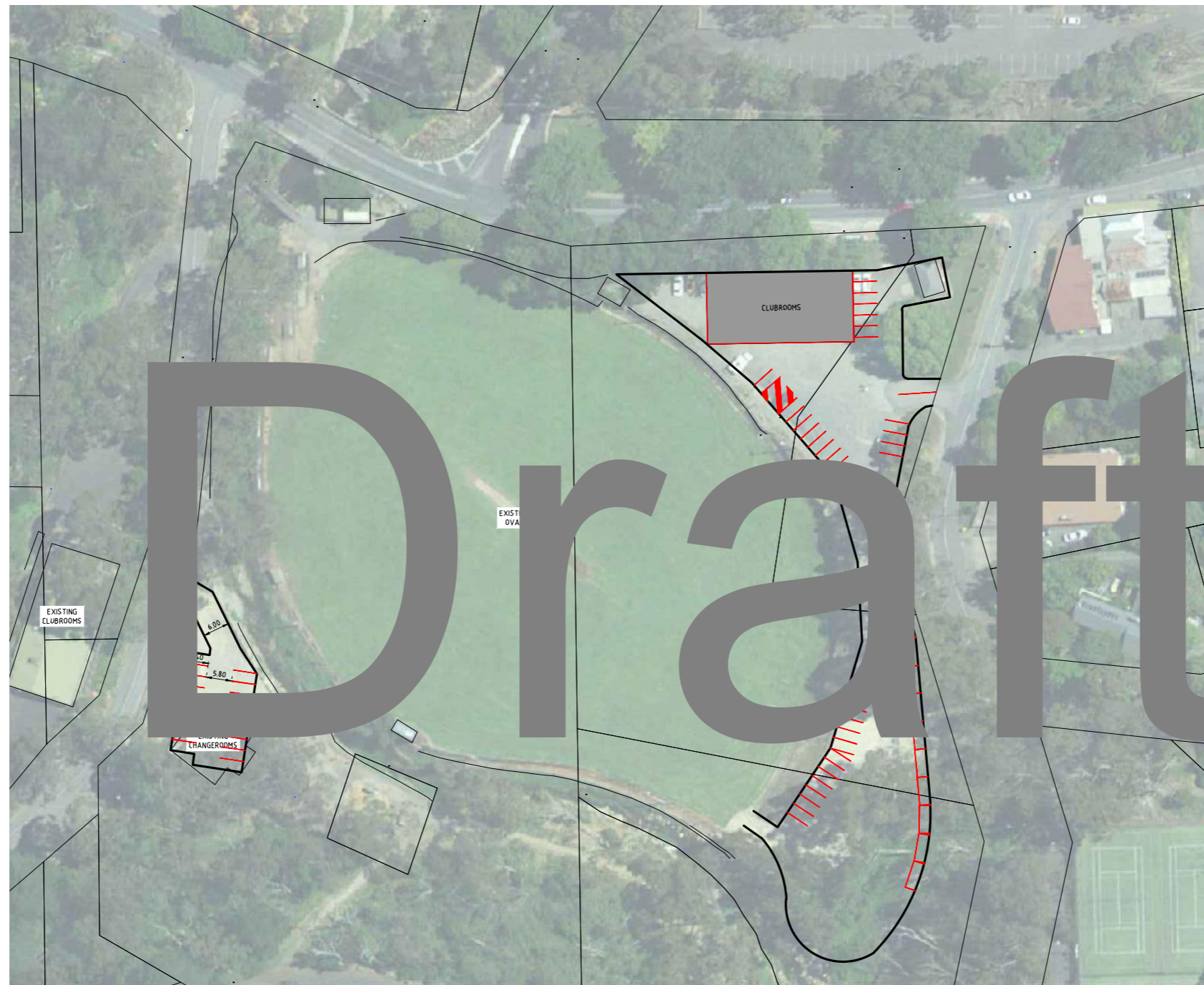
Figure 1

[www.tonkin.com.au](http://www.tonkin.com.au)



Job No: 20170925  
 Filename: CARPARKING OPTION 1.DWG  
 Survey By:  
 Survey Date:  
 Scale: 1:500  
 Sheet Size: A1

# Facility Option 2 - Carparking Implications



Facility Option 2

New facility footprint based on existing Club Rooms.

Carpark layouts are indicative only.

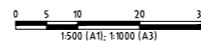
Carpark layouts have been modelled with standard traffic turning templates and carpark sizes.

**TOTAL CARPARKS: 62**

I:\0170925\BRIDGEWATER OVAL MASTERPLAN - FACILITY OPTION 2\DEVELOPMENT\KAD CARPARKING OPTION 2.DWG 1:1500 2017 11/09/17  
 © TONKIN CONSULTING TCM11CEN.dwg

ALL LEVELS TO A.H.D.

REV	ISSUED FOR REVIEW	AMENDMENT / REASON FOR ISSUE	DATE	DES	DWN	DWGCHK	VERIFIED	APPROVED
3	ISSUED FOR REVIEW		11.09.17		JDT			PCS



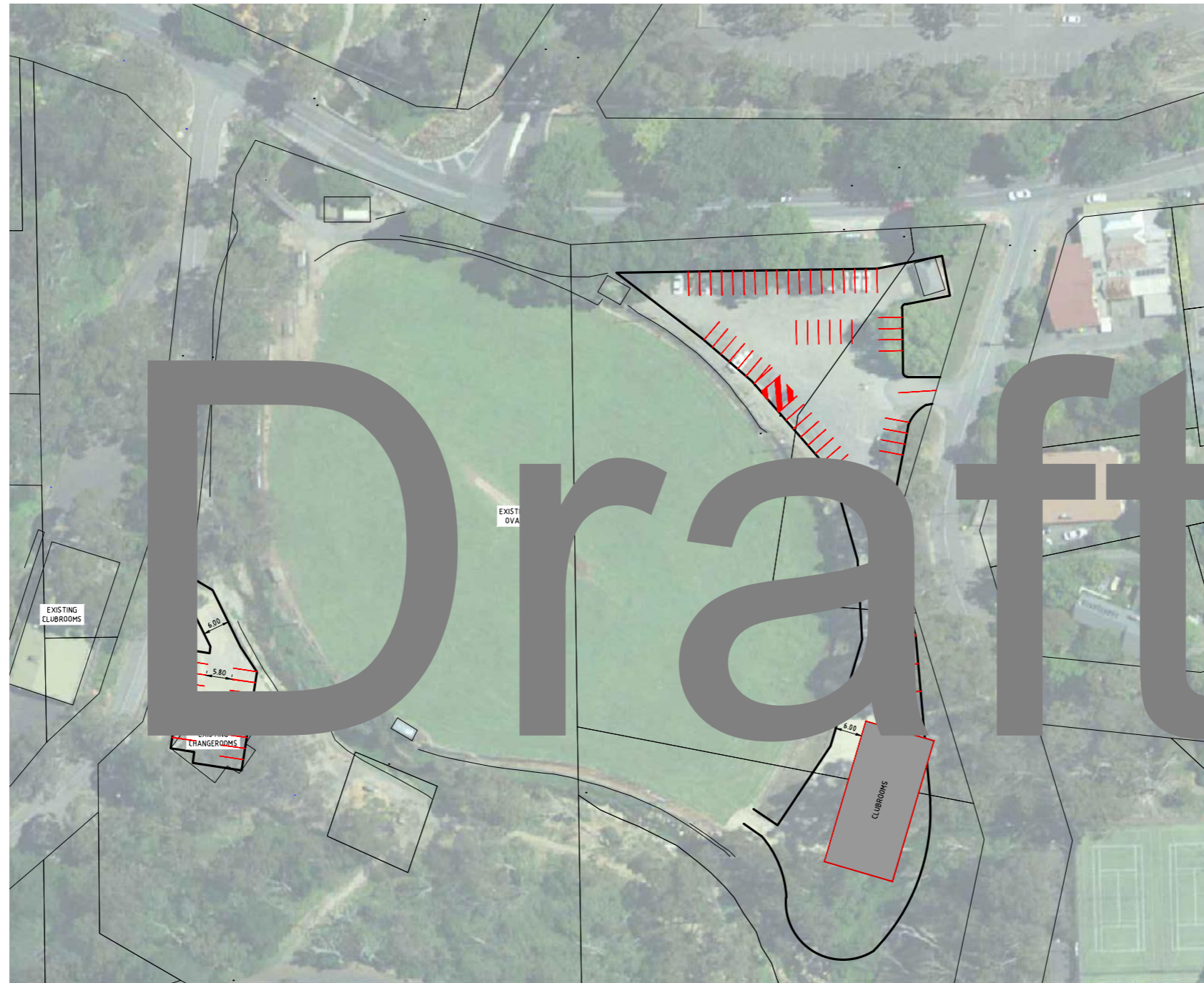
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Job No: 20170925  
 Filename: CARPARKING OPTION 2.DWG  
 Survey By:  
 Survey Date:  
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Figure 2

# Facility Option 3 - Carparking Implications



Facility Option 3

New facility footprint based on existing Club Rooms.

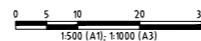
Carpark layouts are indicative only.

Carpark layouts have been modelled with standard traffic turning templates and carpark sizes.

**TOTAL CARPARKS: 67**

I:\0170925\BRIDGEWATER OVAL MASTERPLAN - FACILITY OPTION 3\DEVELOPMENT\KAD CARPARKING OPTION 3.DWG 1:500 06/09/17  
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REV	ISSUED FOR REVIEW	AMENDMENT / REASON FOR ISSUE	DATE	DES	DWN	PCS
2	ISSUED FOR REVIEW		06/09/17		JDT	PCS
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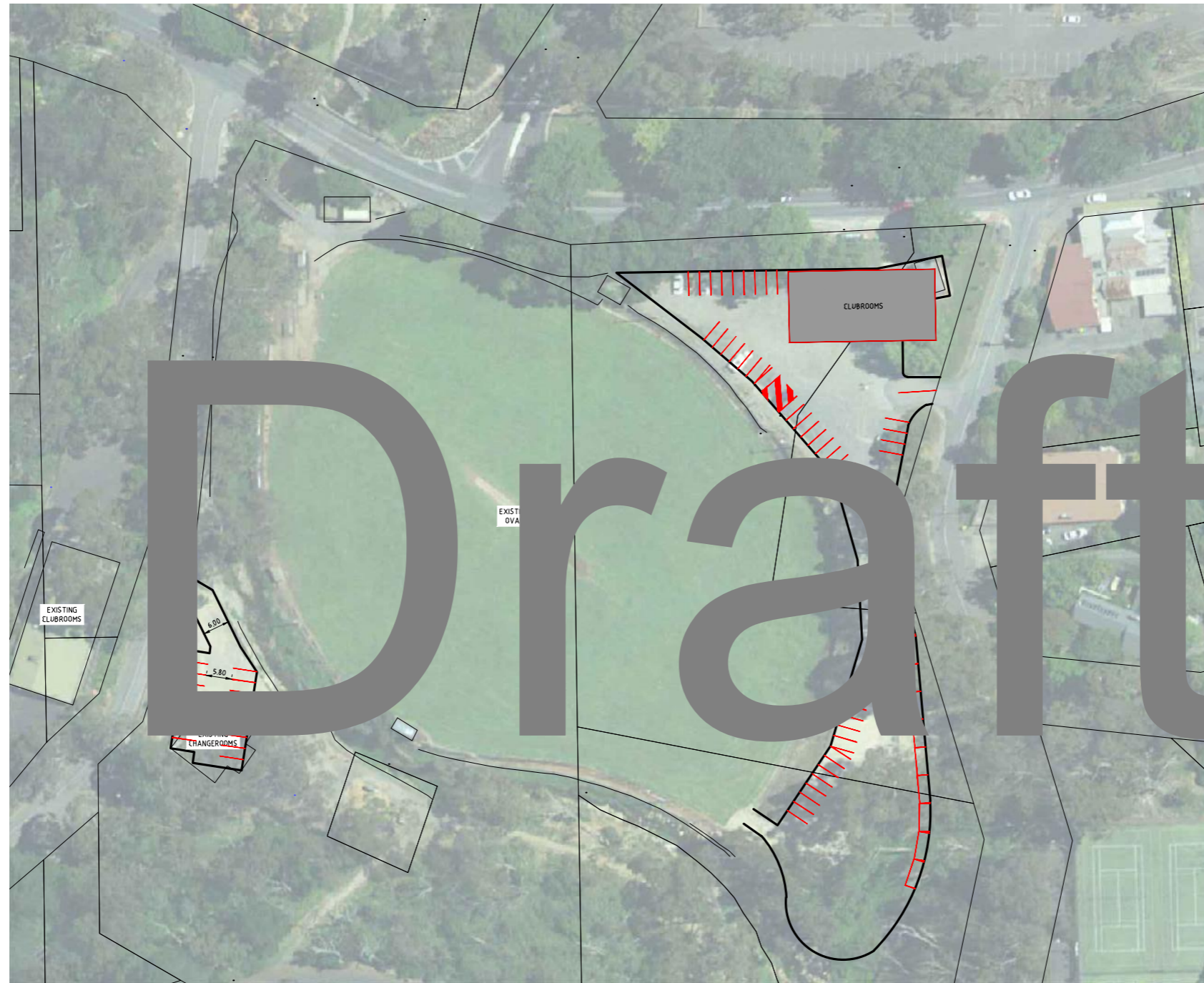


Job No: 20170925  
 Filename: CARPARKING OPTION 3.DWG  
 Survey By:  
 Survey Date:  
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Figure 3



# Facility Option 4 - Carparking Implications (New Optimised Version of Option 2)



## Facility Option 4

Option 4 reflects Council's preferred location with the same Benefits and Concerns as Option 2, but with reduced impact on existing carparking numbers.

New facility footprint based on existing Club Rooms.

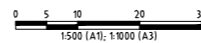
Carpark layouts are indicative only.

Carpark layouts have been modelled with standard traffic turning templates and carpark sizes.

**TOTAL CARPARKS: 71**

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ALL LEVELS TO A.H.D.						
REV	ISSUED FOR REVIEW	AMENDMENT / REASON FOR ISSUE	DATE	DES	DWN	PCS
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					DWGCHK	VERIFIED
						APPROVED

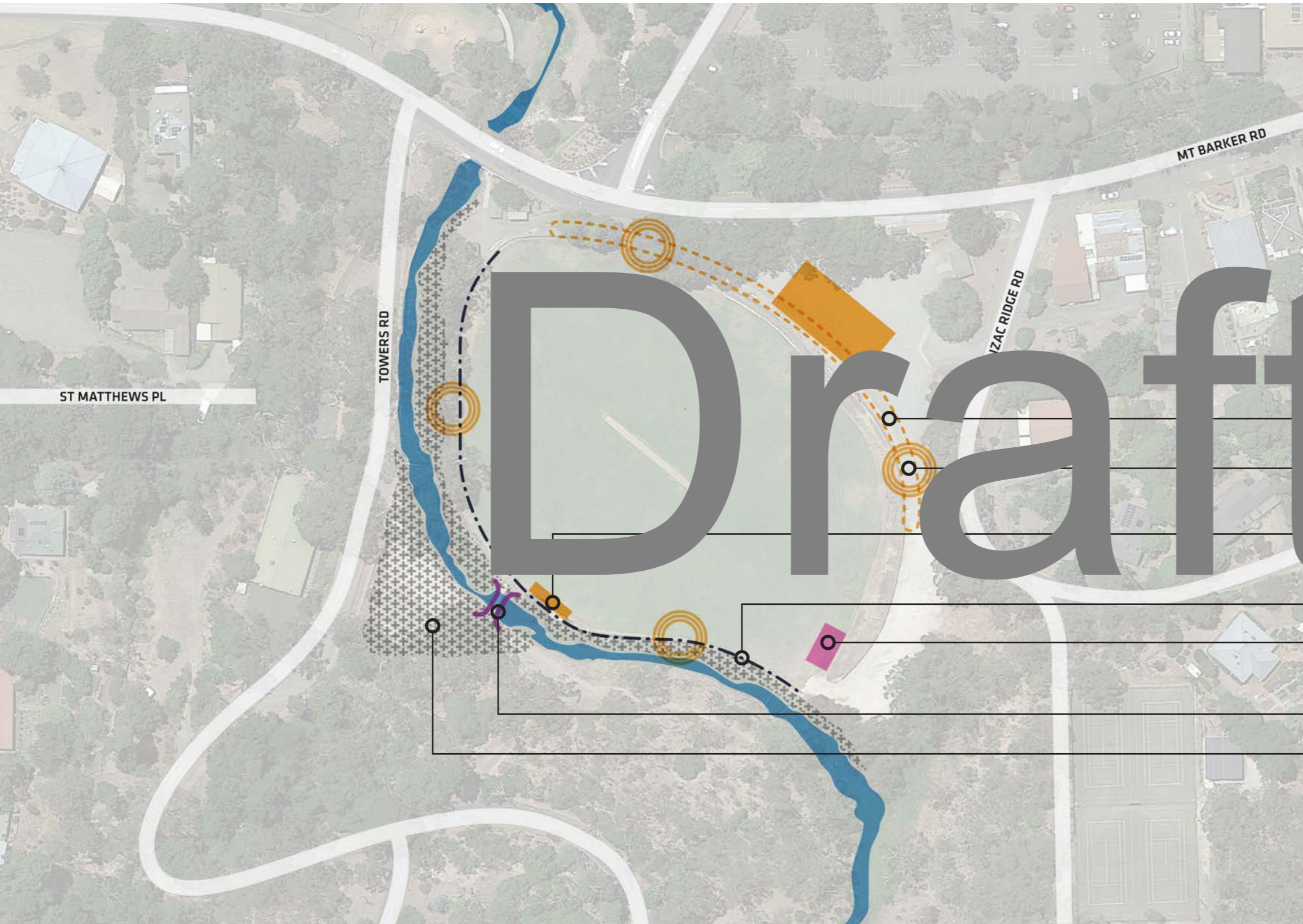


[www.tonkin.com.au](http://www.tonkin.com.au)



Job No: 20170925  
 Filename: CARPARKING OPTION 4.DWG  
 Survey By:  
 Survey Date:  
 Scale: 1:500  
 Sheet Size: A1

Figure 4



# Draft

Provide new seating and shelters for spectators.

Upgrade lighting to oval.

Provide new scoreboard with better advertising/branding opportunities.

Provide new oval fence.

Provide new cricket nets.

New pedestrian bridge.

Upgrade stormwater infrastructure to reduce flooding issues and increase capacity of creek at this location.



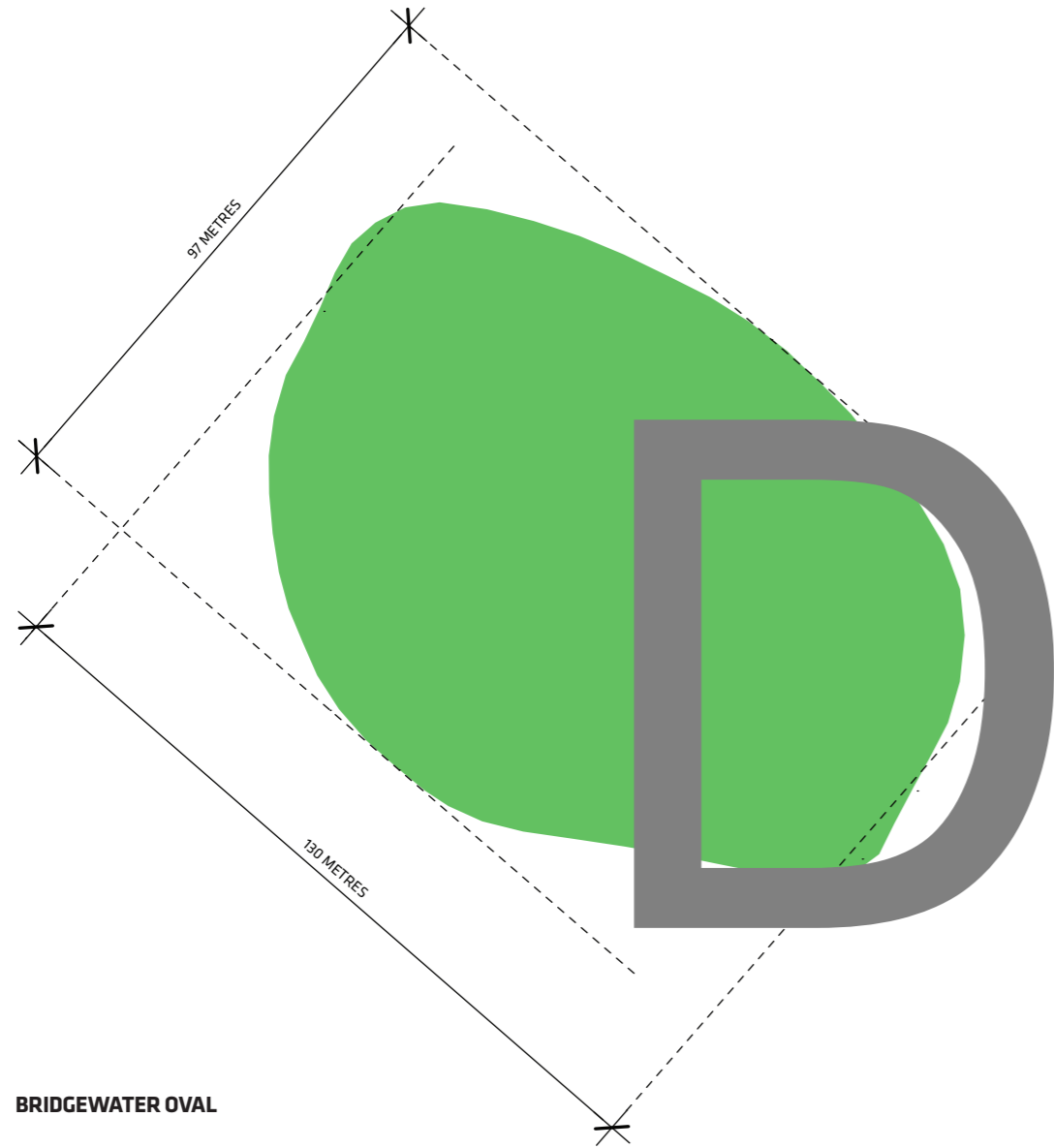
Relocate and better integrate ANZAC memorial at oval entrance.

Demolish clubroom. Subdivide and sell allotments to fund oval redevelopment. Subject to resolution on Crown Land issues.

Locally excavate to increase oval size and use. (Standard oval size shown dashed)

Locally realign creek to increase oval size and use.

Redevelop this site as Heysen Trail carpark/ nodal point.



## BRIDGEWATER OVAL

Length: 130 metres  
Width: 97 metres  
Area: approx. 11,700 square metres



## AUSTRALIAN RULES FOOTBALL (MINIMUM)<sup>1)</sup>

Length: 135 metres  
Width: 110 metres

<sup>1)</sup> Government of Western Australia, Department of  
Local Government, Sport and Cultural Industries



## BRIDGEWATER OVAL

Length: 130 metres  
Width: 97 metres  
Area: approx. 11,700 square metres



## CALLINGTON OVAL

Length: 170 metres  
Width: 115 metres  
Area: approx. 15,700 square metres



## BRIDGEWATER OVAL

Length: 130 metres  
Width: 97 metres  
Area: approx. 11,700 square metres



## BALHANNAH OVAL

Length: 160 metres  
Width: 112 metres  
Area: approx. 15,200 square metres



## BRIDGEWATER OVAL

Length: 130 metres  
Width: 97 metres  
Area: approx. 11,700 square metres



## STIRLING OVAL

Length: 142 metres  
Width: 96 metres (at widest point)  
Area: approx. 11,500 square metres



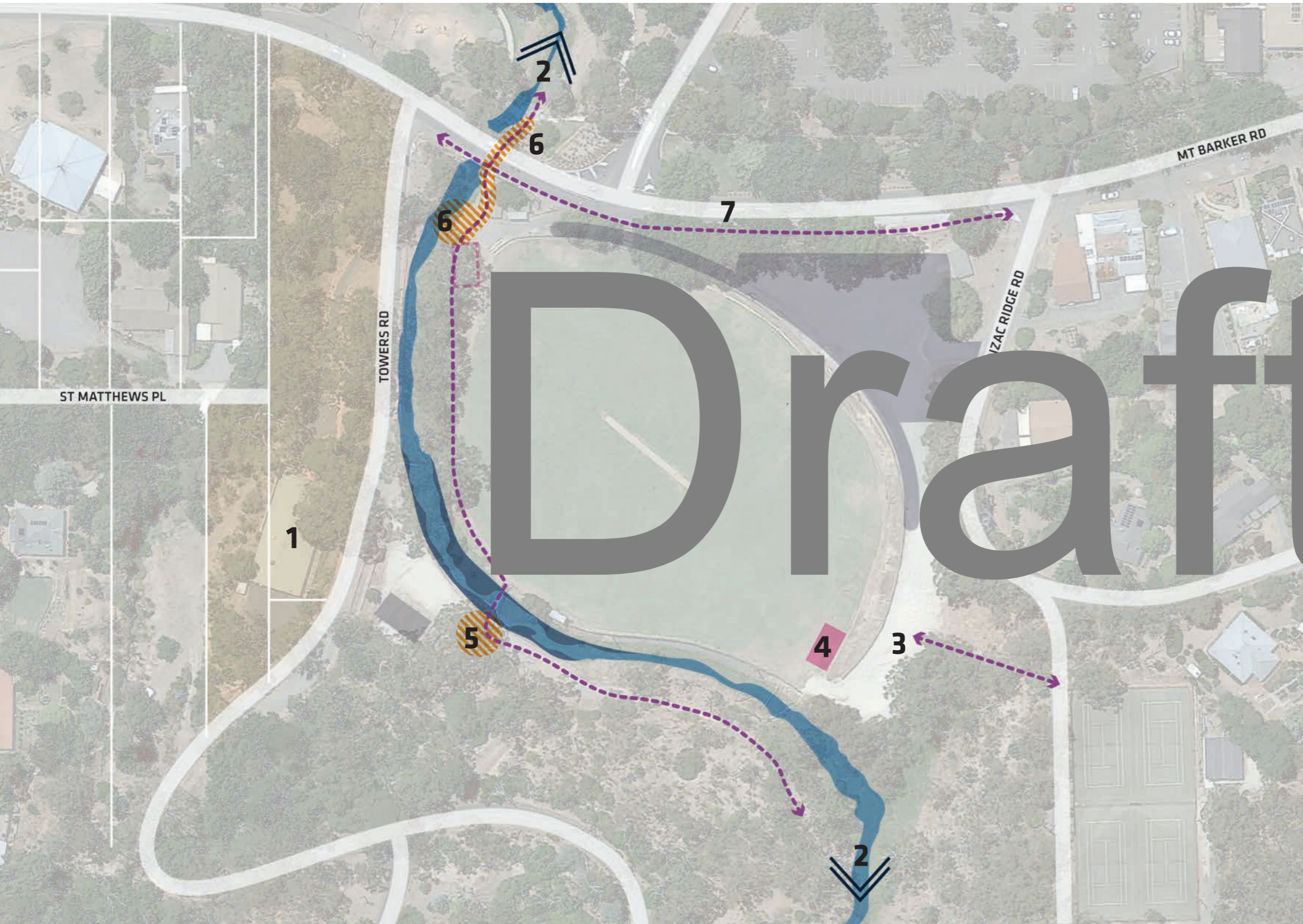
## YEAR ONE

- 1 Provide temporary changerooms in current location.
- 2 Undertake local flood mitigation and create bank stabilisation to reduce risk of flooding.
- 3 Provide new seating and shelters to the perimeter to the oval to increase spectator amenity.
- 4 Seal and linemark the carpark.
- 5 Provide new signage to the oval entrance.
- 6 Remove ad-hoc signage from oval fence.
- 7 Investigate relocation of ANZAC memorial.

### NOTE

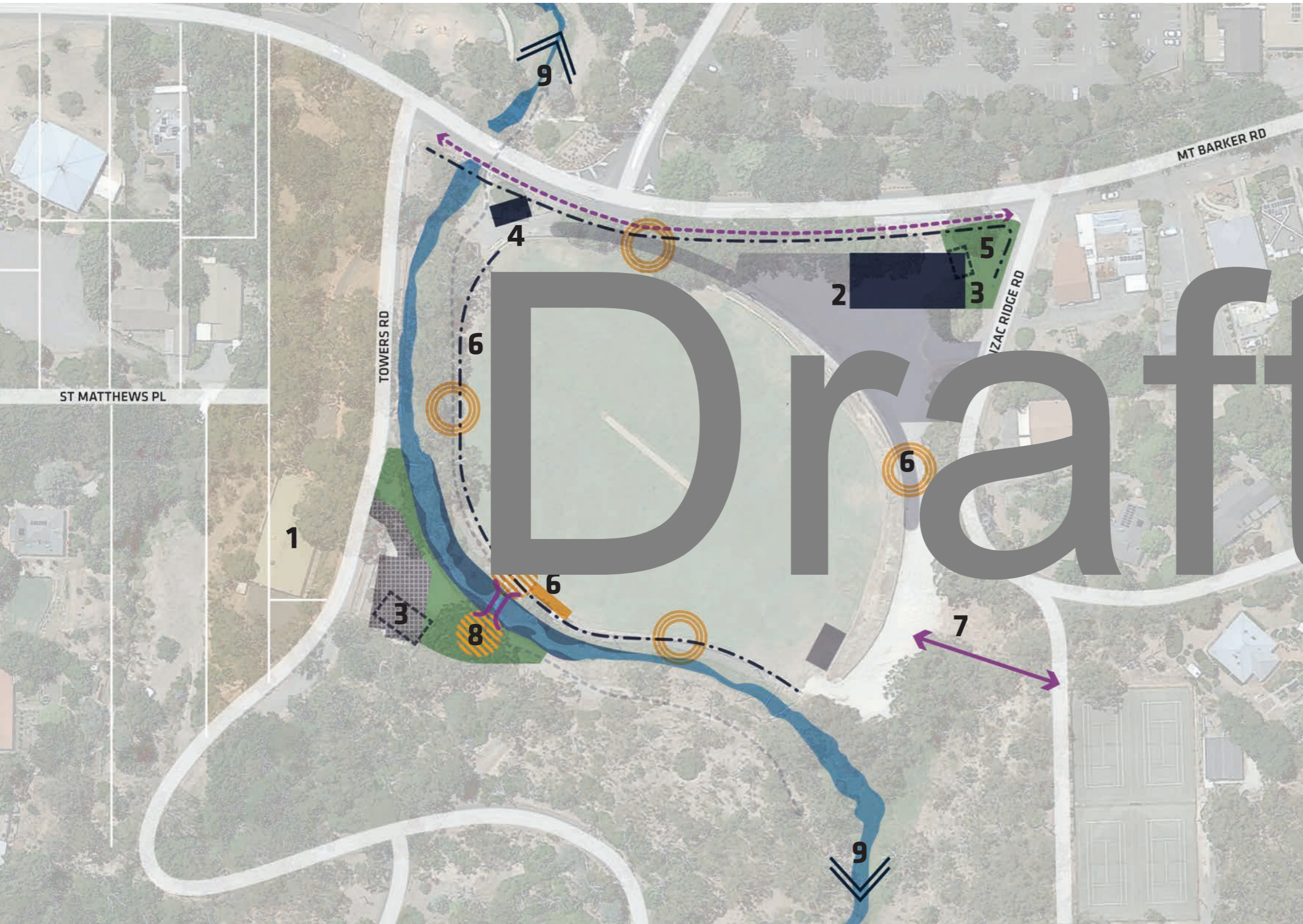
It is assumed that Council will undertake a formal review and endorsement process of this master plan as a guiding document prior to, or consecutively with the early on ground works. This master plan can then be used as a mechanism for seeking investment and funding from other bodies.





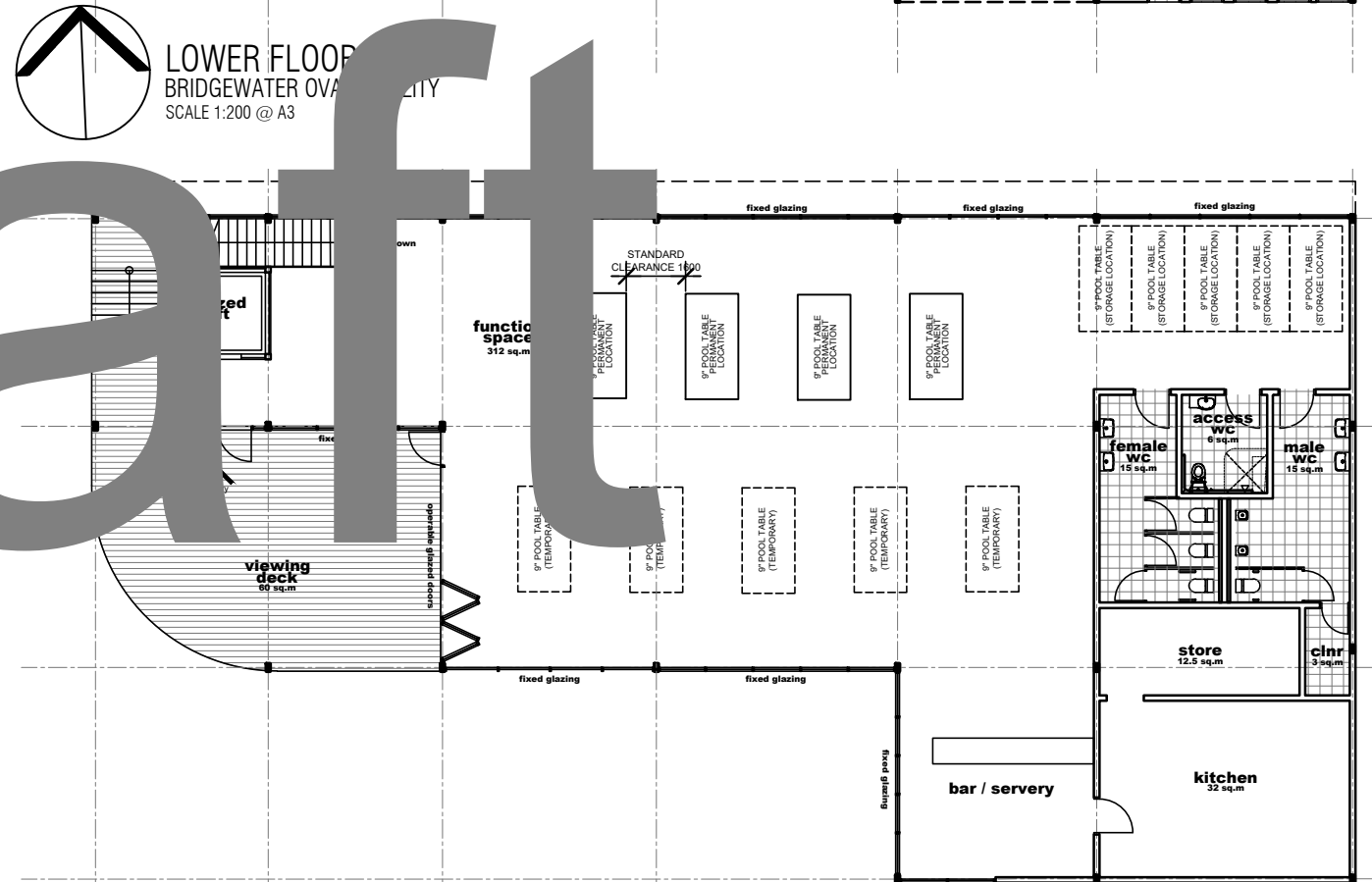
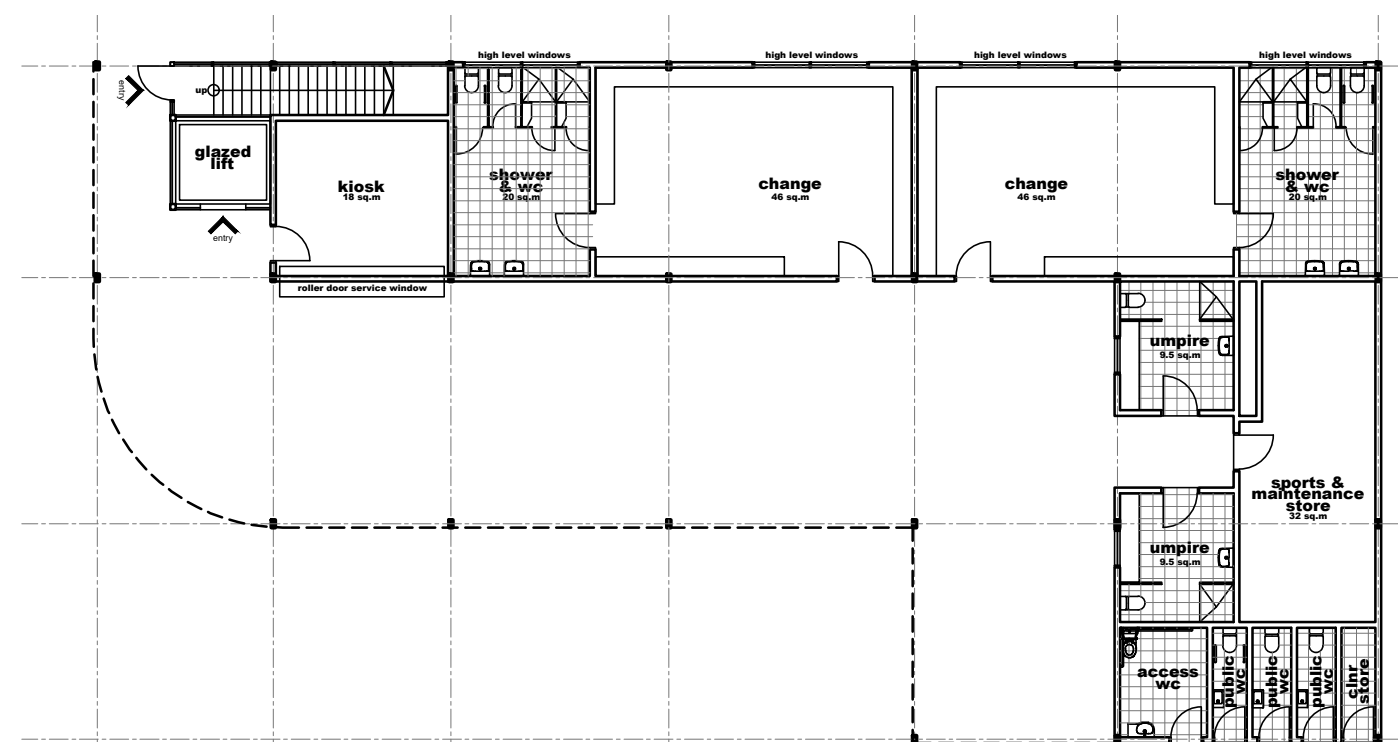
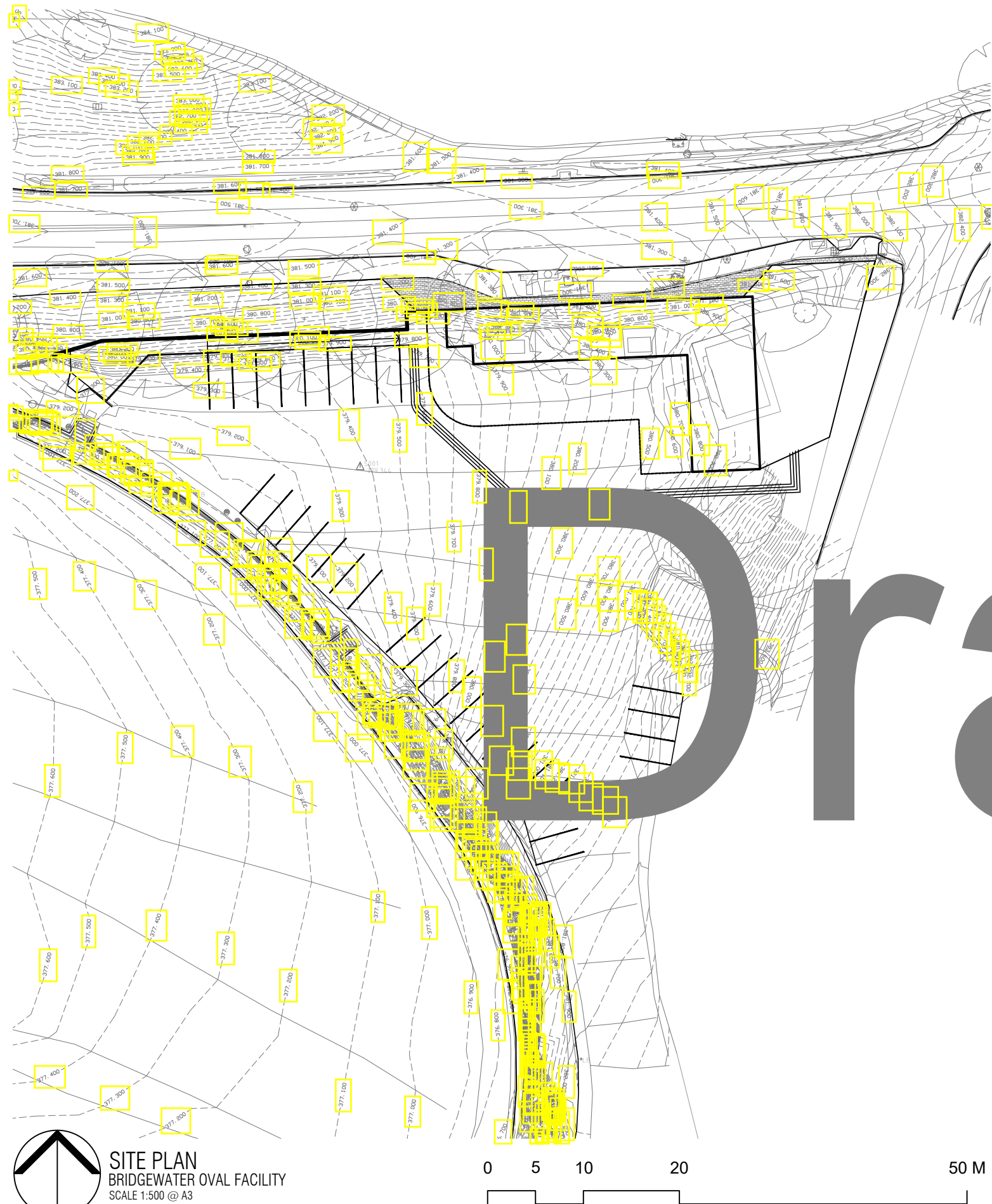
## YEARS 2 - 3

- 1 Investigate feasibility of clubroom sale and relocation to oval.
- 2 Investigate local and broader Cox Creek Catchment solutions to alleviate flooding.
- 3 Investigate options for providing linkage to the netball/tennis facility.
- 4 Relocate cricket nets.
- 5 Provide better signage/wayfinding for Heysen Trail users.
- 6 Provide better signage to the playground from the oval.
- 7 Investigate direct pedestrian access footpath & fencing from the bus stop west to the carpark along Mt Barker Road.



## YEARS 4 - 5

- 1 Progress sale and relocation of clubroom and resolve Crown Land issues.
- 2 Design and build new integrated facility.
- 3 Demolish and remove existing temporary changerooms and existing public toilets.
- 4 Convert existing kiosk to a spectator shelter.
- 5 Construct ANZAC memorial on current public toilet site.
- 6 Undertake other infrastructure works to upgrade facilities at the oval, including lighting, new scoreboard, and new fencing.
- 7 Provide stairs in previous ANZAC memorial site linking tennis/netball facilities to the oval with signage.
- 8 Redevelop site of former changerooms as a Heysen Trail carpark / nodal point. Undertake stormwater mitigation works as required to Cox Creek and the tributary creek, including sewer works. Provide a new Cox Creek bridge with signage and wayfinding.
- 9 Undertake other works as required along Cox Creek in accordance with the broader *Flood Mitigation Options Report* by FMG Engineering (Jan 2017).



**NEW FACILITY ARRANGEMENT**  
**BRIDGEWATER MASTERPLAN**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.2

**Originating Officer:** Renee O'Connor – Sport & Recreation Planner

**Responsible Director:** Peter Bice – Director Infrastructure & Operations

**Subject:** Sport & Recreation Strategy – Status Report

**For:** Information

---

**SUMMARY**

The purpose of this Report is to provide details of progress towards achieving the actions from the *Sport and Recreation Strategy (2017-2021)*.

The Adelaide Hills Council Sport and Recreation Strategy recognises the importance that Sport and Recreation plays in the community and acknowledges that facility provision in our region is unique and complex. The Strategy defines our role but also recognises that there is a significant amount of review and subsequent improvements to be made in the near future. The Strategy outlines several Strategic Actions for staff to undertake during the course of its life, while also providing Strategic Principles to be applied during the planning phase of Recreation developments.

This report outlines some of the key achievements delivered under the Strategy over the past 18 months.

**RECOMMENDATION**

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

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal 1 People and business prosper  
Strategy 1.11 We will embrace nature play concepts in play space developments.

Goal 3 Places for people and nature  
Strategy 3.5 We will take a proactive approach, and long term view, to infrastructure maintenance and renewal.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

The effective implementation of the Sport and Recreation Strategy assists in mitigating the risk of:

*Inadequately planned and managed sport and recreation sites that are duplicated, don't meet user needs, require significant asset management investment or are a risk to the community.*

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (3C)	Low (2D)

➤ **Financial and Resource Implications**

Actions arising from the Sport and Recreation Strategy are planned and budgeted each year as part of the Annual Business Plan and Budget process. Finances and resources to progress and implement the Sport and Recreation Strategy are sourced from general rate revenue, State and Federal Government funding and contributions from other relevant agencies and organisations.

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

The development and implementation of the Sport and Recreation Strategy demonstrates Council's commitment to making improvements in this area to the community.

➤ **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:* Director Infrastructure & Operations  
Manager Open Space  
Manager Property

*Community:* Not Applicable

## 2. BACKGROUND

At its Council meeting of 25 October 2016 Council resolved:

### 14.2. Adoption of Sport & Recreation Strategy

Moved Cr Nathan Daniell  
S/- Cr Ian Bailey

211

Council resolves:

1. That the report be received and noted
2. That the Sport and Recreation Strategy contained in Appendix 1 be adopted.



Carried Unanimously



The Sport and Recreation Strategy document was prepared, based on significant research of related documents, analysis of Council recreation facilities, and review of current Council practices and procedures related to sport and recreation. Council received a strong response from the community during the two consultation phases, and relevant information was incorporated into the document.

The Strategy outlines the trends and challenges facing the sport and recreation industry in Australia today and the impact these factors are having locally. Considerations like increased levels of sedentary behaviour in the community and changes like increased popularity in adventure and lifestyle sports are factors that our local sport providers must consider. The document also considers Council's role and how we can support both the community and sporting clubs through new recreation trends.

Council and community sport and recreation assets are ageing and user groups report that these facilities are both exceeding capacity and not meeting community expectations. Analysis of current Council practices and support for clubs has highlighted the need for significant changes in the way Council supports sport and recreation clubs. Implementing actions from the Strategy document should result in transparent, consistent and equitable practices and relationships between clubs and Council. The document will also ensure that any future recreation and sport developments are underpinned by sound planning and effective asset management procedures.

Given the thorough research and analysis, valuable feedback from stakeholders, staff and Elected Members and the high level of participation in consultation opportunities, the Sport and Recreation Strategy document is considered a sound reflection of the community and sporting club's expectations.

### **3. ANALYSIS**

The Adelaide Hills Council Sport and Recreation Strategy recognises the importance that Sport and Recreation plays in the community and acknowledges that facility provision in our region is unique and complex. The Strategy defines our role but also recognises that there is a significant amount of review and subsequent improvements to be made in the near future. The Strategy outlines several Strategic Actions for staff to undertake during the course of its life, while also providing Strategic Principles to be applied during the planning phase of Recreation developments.

Outcomes from implementing the actions and principles are already assisting both Administration and Council Members; however, it is important to note that it was not intended for the Strategy document to be aspirational. Significant review to understand resource allocation, process and priorities has been undertaken, with the intention of creating a new way of working that ensures transparency, accountability and sustainability for the future.

Some of the key achievements delivered under the Strategy over the past 18 months include:

#### **Facility Audits**

Administration, with the assistance of appropriately skilled consultants have undertaken an audit of every play space, oval or pitch and court throughout the entire Adelaide Hills Council area. This information has been used to inform our asset management plans and systems and is also being used to inform documents that will outline upgrade programs.

The data gathered has been a valuable addition in grant applications and well received by peak bodies and associations, especially Tennis SA and the Hills Tennis Association.

#### **Frameworks**

Staff have been working on the development documents to address several actions from the Strategy related to understanding priorities and allocating resources. The Framework documents will aim to provide an holistic approach to how we manage, maintain, upgrade all assets and will assist Council to make strategic, sustainable and equitable decisions regarding recreation provision in our region. Frameworks are currently being developed for the following asset classes:

- Play Spaces
- Community and Recreation Facilities
- Recreation Trails and Cycling Routes

Each Framework will include a Policy Position; Service Levels to ensure appropriate spread and provision of amenity; a Methodology for Upgrade to ensure Administration, Council Members and the community are aware of process and consultation opportunities; and an Upgrade Program, based upon end of useful life data and usage.

It is anticipated that the Frameworks will begin to come before Council from early to mid 2019.

### **Sport & Recreation Masterplans**

Council was receiving a significant number of requests for additions or upgrades to Council owned sporting facilities. Best practice in this scenario is to undertake a master planning exercise that considers principles outlined in Council's Sport and Recreation Strategy. While not necessarily a practice that had been carried out in recent years, Administration determined that a master planning approach would be undertaken at several sites.

Applying these above mentioned principles, staff are undertaking a master planning process at the following recreation precincts. Each plan considers the current site users, optimal use of the site, and future use and users.

- Atkinson Reserve, Piccadilly
- Heathfield Oval
- Bridgewater Oval
- Stonehenge Reserve, Stirling
- Woodside Recreation Ground

The Sport & Recreation Strategy has also been considered in the initial stages of the Gumeracha Precinct Masterplan process.

Further information regarding these masterplans can be found in the *Sport & Recreation Masterplan – Status Report* in Tuesday 24 July, 2018's Council Agenda.

### **Facility Upgrades / Projects**

While the focus over the past two years has been on assessing what we've got, and how we are going to manage it into the future while not adding too much to our asset base, we have completed the following projects:

- Stirling Oval Shelter
- Basket Range Tennis Court
- Balhannah Oval Driveway
- Pioneer Women's Trail Signage
- Mount Torrens Trail Loop
- Aldgate Oval Drainage

In the absence of a Framework or Policy position, each project was assessed prior to commencement with consideration given to risk, current lease arrangements and obligations, appropriate level of service for the site, and benefit to the community.

Staff have also taken a similar, considered approach to maintenance works at recreation sites. While ensuring risks are minimised and lease obligations are considered, staff have ensured that the Sport and Recreation Strategy's underlying theme of ensuring transparency, accountability, equity and sustainability for the future has been considered, and that decisions are based upon available asset data. In addition, Council has delivered projects like the Bridgewater Canteen and Bradwood Park Change rooms upgrade through the Building Renewals process.



Council has also provided funding or worked with clubs to plan or deliver the following:

- Summertown Court Resurfacing
- Hills Hawks Change rooms
- Crafers Clubrooms
- Piccadilly Clubrooms
- Houghton Oval Community Centre
- Bridgewater Oval Change rooms

Administration anticipates that the Framework approach will alleviate these types of requests, or provide Council Members and staff with data and a Policy position to make an informed, equitable and sustainable decision.

### **Sport & Recreation Facility Grants**

The 2017/2018 Sport & Recreation Facility Grants round saw the introduction of new guidelines, an online application system and information sessions for applicants. These changes have proved successful, as a total of 31 applications were received, as opposed to seven in 2015/16 and ten in 2014/15.

The round also saw the introduction of a staff assessment panel, with applications being assessed by five Council staff. The panel assessed each of the applications against the endorsed guidelines, and made recommendations in preparation for presentation to Council. Discussions at the panel meeting were robust and thorough, leaving panel members satisfied with fair and transparent recommendations.

The 2017/2018 round saw the Adelaide Hills Council support 17 clubs and their associated facilities through the Sport & Recreation Facility Grants program, and provided \$174,622 for community projects. Coupled with the club's contribution of \$316,324 towards these projects, Council assisted in generating community projects to the value of \$490,946.

Following a review of the Guidelines at the completion of the round, Council endorsed further changes including a change the name of the grants to '*Community and Recreation Facility Grants*' and their associated guidelines to allow halls and community facilities to be clearly eligible.

### **Club Development Workshops**

In conjunction with Council's new Community Leadership Program, several capacity building workshops for clubs were delivered in 2017/2018. Approximately 30 club representatives attended a Child Protection Information session and another 30 at two Grant Funding workshops. Five of these clubs have extended on from their grant funding session and attended a one on one session in regard to Strategic Planning for their club. While the skills gained at these sessions are important, networking opportunities with other clubs and a chance for clubs to interact with Council staff in a positive environment are also beneficial.

There are several similar workshop opportunities already planned for the remainder of 2018.

### **Contact with Clubs & Groups**

Over the past two years staff have developed a contact database of over 150 clubs. This database receive regular updates from Council regarding grant funding, training and development and consultation opportunities. Staff have also either spoken to or worked with approximately 100 of the club representatives on the database during this time.

### **Contact with Peak Bodies, Associations & Government Departments**

Staff have developed good relationships and partnerships with a number of organisations over the past two years. The following listed organisations have provided Administration with guidance, advice, funding or other forms of support:

- State & Federal Government Members
- The Office for Recreation, Sport & Racing
- Department of Environment & Water
- Parks & Leisure Australia
- Recreation SA
- Forestry SA
- Tennis SA
- SANFL
- SACA
- Hills Netball Association
- Mid Hills Netball Association
- Hills Tennis Association
- Hills Football League
- Archery SA
- Adelaide Hills Junior Soccer Association
- Hills Cricket Association
- Alexandrina Cricket Association
- Heathfield High School

In addition to the above mentioned initiatives, Administration has moved the portable skate ramp from Sherry Park at Mylor, to Ashton Oval, and now to Birdwood Oval. Following some engagement with students from the Stirling District Kindy and the Ranges Early Learning Centre, a small nature play area has been established at Sherry Park in Mylor. The site has some large tree trunks, sticks, sand and other materials that are regularly used by local families to make cubbies, etc. Staff are also working closely with the committee who operate the Adelaide Hills War Memorial Swimming Centre at Woodside. In the coming months a Management Agreement between Council and the Committee will be entered into, making obligations clear, planning easier, provide a better tracking of risks and improve asset renewal practices.

Looking forward, the Strategy is due for renewal in 2021, however it is likely that the majority of Actions will have been completed prior to this. In addition, with the anticipated new Framework approach for Play Spaces, Community & Recreation Facilities & Recreation Trails & Cycling Routes, the new Strategy document may take on a different structure, with an implementation plan and themed approach, rather than the operational action structure.

**4. OPTIONS**

Council has the following options:

- I. Receive the Report (Recommended)

**5. APPENDIX**

- (1) Sport & Recreation Strategy (2017 – 2021)

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# **Appendix 1**

*Sport & Recreation Strategy (2017-2021)*

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# *sport and recreation strategy*

**2017 - 2021**



# Contents

3	Executive summary
4	Introduction
5	Council's role
6	Strategic actions
8	Strategic context
9	Trends and findings
12	Demand and supply analysis
19	Strategic principles
20	Principles and vision
26	Funding
27	Measuring success



# Executive summary

*Sport and recreation contribute to communities in many ways, and the benefits for participants are significant. Improved health and wellbeing, through physical activity and social connections are just some ways that sport and recreation participation have a positive effect on the community. Play, whether in a playground or participating in sport can be indicative of a vibrant and healthy community.*

We recognise the importance that sport and recreation play in the community and the benefits that it provides. Sport and recreation facilities and their provision in the Adelaide Hills Council region is unique and complex. This Strategy defines our role, but also acknowledges that there is a significant amount of review and subsequent improvements to be made in the near future.

This strategy and its actions will help Council Members, staff, communities and stakeholders understand the priorities, allocate resources and encourage a new way of working to ensure transparency, accountability and sustainability for the future. Improved process will hopefully result in better and more effective relationships between site users and Council.

This five year strategy also aims to capitalise on the unique landscape in the region that accommodates national recreation trends such as unstructured adventure sports and nature play areas. We recognise that to ensure sustainable use of recreational sites and community wellbeing, it is important to do more than just manage well: positive and measurable improvements must also be achieved. In order to be an organisation that understands the community, our functions and priorities must be refined.

Principles and strategic actions in this document are based on four themes: **planning, design, resourcing and management**. Actions are staged and prioritised, and will be reviewed to ensure that improvements are made and actions are implemented.

The Sport and Recreation Strategy has been developed by Adelaide Hills Council staff, with input from key external stakeholders and our communities.



**We recognise that to ensure sustainable use of recreational sites and community wellbeing, it is important to do more than just manage well: positive and measurable improvements must also be achieved.**

# Introduction

---

*The purpose of our Sport and Recreation Strategy is to activate and encourage increased participation in the Adelaide Hills community, and effective use of the region's facilities. This document will guide our approach to playgrounds, sports facilities and other recreational activities that are undertaken by the community in our region.*

This document explores linkages with federal and state government documents, and National trends for sport and recreation that may impact the community.

From consultation with the local community and relevant stakeholders, local trends and findings are also outlined, and an analysis of both the demand and current supply completed.

There has also been considerable research done on the community's participation in various sport and recreation activities, and the implications this participation is having on sites throughout the region.

The Strategy outlines a classification schedule for both facilities and play spaces, with relevant characteristics also included. This information, along with best practice development principles for both facilities and play spaces, will provide Council with a strong framework for future developments that are feasible, sustainable and cater to the community's needs.









Photo: The Courier Newspaper

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**This document will guide our approach to playgrounds, sports facilities and other recreational activities that are undertaken by the community in our region.**



# Council's role

Our Role	Description
 <b>Service Provider</b>	<ul style="list-style-type: none"> <li>• Provide land and facilities (sometimes via a lease type arrangement) in the region. A large number of these sites have a recreation or sport function.</li> <li>• Meet management and maintenance requirements for Council assets.</li> <li>• Where relevant, issue permits to external groups for recreational activities.</li> <li>• Provide funding for recreation and sport groups within the region.</li> <li>• Provide recreational opportunities at various Council locations.</li> </ul>
 <b>Partner</b>	<ul style="list-style-type: none"> <li>• Work with external agencies, clubs and other relevant groups to deliver sport and recreation opportunities to the community.</li> </ul>
 <b>Facilitator</b>	<ul style="list-style-type: none"> <li>• Assist with bringing together relevant stakeholders to address sport and recreation issues.</li> <li>• Assist with developing relationships between relevant parties and strengthening their capacity.</li> </ul>
 <b>Information Provider</b>	<ul style="list-style-type: none"> <li>• Provide timely and relevant information to government departments and other stakeholders on behalf of Council.</li> <li>• Share relevant information with the region's sport and recreation groups, increasing their capacity, skills and knowledge.</li> <li>• Provide information to the general public about sport &amp; recreation opportunities in the Adelaide Hills.</li> </ul>
 <b>Advocate</b>	<ul style="list-style-type: none"> <li>• Ensure sport and recreation in the Adelaide Hills is considered in relevant government documents.</li> <li>• Campaign for and support sport and recreation groups within the region.</li> </ul>
 <b>Regulator</b>	<ul style="list-style-type: none"> <li>• Ensure that sport and recreation groups and their associated facilities meet relevant legislative requirements.</li> </ul>

# Strategic actions

The following actions have been developed from research and analysis of current practices and findings from this Strategy.

Action	Principle	Priority	Time Frame
Ensure principles from the Sport and Recreation Strategy are reflected in our Strategic Property Review, the Environmental Sustainability Framework and Water Management Plan.	Planning	High	Year 1
Audit all sport playing surfaces (including ovals, courts, and pitches) and their associated facilities (eg. score boards, cricket nets, and coaches' boxes).	Management	High	Year 1
Review all payments made to all clubs and groups, including but not limited to: grant funding, bore electricity reimbursements, other reimbursements, maintenance grants, insurance payments.	Resourcing	High	Year 1
Develop a funding position and associated guidelines that are transparent and equitable for all clubs and groups, regardless of facility ownership.	Resourcing	High	Year 1
Confirm characteristics and develop catchment zones for recreation and sport facility classifications.	Planning	High	Year 1
Assign a classification to each recreation and sport facility.	Planning	High	Year 1
Develop and implement service levels for buildings, sport playing surfaces, buildings utilised by sport and recreation providers and their associated facilities. Ensure standards are reflected in lease/licence/management documents.	Management	High	Year 1
Revoke Council's Sport and Recreation Policy. This Policy will be replaced by updated grant guidelines and lease documents.	Management	High	Year 1-2
Review the role of the Sport and Recreation Advisory Group.	Management	High	Year 1-2
Work with and be guided by the Strategic Property Review and the Asset Management Plan to develop priorities and a schedule for sports facility upgrades.	Planning	High	Year 1-2
Review current procedures and standards for inspections and maintenance that is carried out on play spaces not owned by Council. Develop and implement a policy position for the future.	Management	High	Year 1
Develop catchment zones for play space classifications.	Planning	High	Year 1
Assign a classification to each play space.	Planning	High	Year 1

Action	Principle	Priority	Time Frame
Develop and implement a Play Space upgrade program, based on information provided by Play Space Auditors.	Planning	High	Year 1
Review our current Play Space maintenance program. A new program should be based on information provided by the Play Space Auditors, and in line with proposed hierarchy classifications and service levels.	Management	High	Year 1
Develop and maintain partnerships with relevant funding bodies, peak bodies and other relevant stakeholders.	Resourcing	Medium	Ongoing
Develop and maintain a database of clubs, community groups and recreation providers within the Council area. Implement an effective communication system with these clubs and groups across the region.	Management	Medium	Ongoing
Develop and implement a club development program and capacity building initiatives for clubs and groups located within the region. Encourage participation in the STARCLUB program.	Management	Medium	Ongoing
Develop and implement a process and guidelines for clubs and Council to work together to obtain facility upgrade funding.	Resourcing	Medium	Year 2
Develop and implement a procedure for consulting with the community regarding reserve and play space upgrades.	Planning	Medium	Year 2
Continue to support 'non-traditional' and unstructured recreation opportunities in the region (eg. Mountain Biking). Work and partner with relevant providers.	Planning	Medium / Low	Ongoing
Contribute to the Mount Lofty Ranges International Mountain Bike Destination Strategic Reference Group.	Planning	Medium	Ongoing
Investigate potential locations for the portable skate ramp in conjunction with staff and the community. Implement a schedule for moving.	Planning	Low	Ongoing
Explore linkages with our Economic Development Strategy.	Planning	Low	Ongoing
Review our Open Space Strategy.	Management	Low	Year 3
Review the Recreational Use of Council Reserves and Public Space Policy.	Management	Low	Year 3
Investigate the need for a policy position for the placement of memorials in reserves.	Planning	Low	Year 3
Investigate the need for a policy position for dealing with personal trainers (and other businesses) utilising Council land.	Planning	Low	Year 3
Investigate the need for a policy position on community access to courts and other recreation facilities. Any changes must be consistent with leases, licences and management agreements.	Management	Low	Year 3
Investigate the use of MOUs/Agreements with schools or community facilities to complement Council facilities that may have reached their capacity.	Planning	Low	Year 3-4
Work with the Communications Team to develop and implement consistent signage for parks and reserves throughout the region.	Design	Low	Ongoing
Work with our Communication Team to promote our sport and recreation facilities; including but not limited to play spaces, skate parks, ovals, courts, reserves and other recreation facilities like Fox Creek Mountain Bike Track.	Management	Low	Ongoing

# Strategic context

*This Strategy has been developed in consideration of national, state and local level policy, strategic and legislative documents.*

## National Documents

- Australia's Physical Activity and Sedentary Behaviour Guidelines
- Play. Sport. Australia

## State Documents

- South Australia's Strategic Plan
- Eat Well Be Active Strategy
- South Australian Regional Level Recreation and Sport Facilities Planning Guidelines

## Local Documents

- Strategic Plan, Your Adelaide Hills
- Long Term Financial Plan
- Asset Management Plan
- Annual Business Plan
- Community Strategy 2015 - 2020
- Open Space Strategy
- Adelaide Hills Trail Network Strategy 2013 - 2033
- Biodiversity Strategy
- Economic Development Strategy 2015
- Age Friendly Community Plan 2016 - 2019
- Local Area Bike Plan 2016
- S&HLGA Regional Public Health Plan
- Tree Management Policy
- Development Plan



# Trends and findings

This section outlines the national and local trends that impact on the provision of sport and recreation opportunities.

## National Trends and Findings

### Participation

The Play. Sport. Australia document from the Australia Sports Commission outlines two significant challenges with Sport in Australia today:

#### 1. Keeping sports relevant and viable

*Sports are operating in a rapidly changing environment where Australians are increasingly time-poor, have limited budgets and are inundated by new forms of entertainment. Preferences towards other leisure activities are on the rise eroding sports' traditional customer bases.*

#### 2. Keeping Australians active and healthy

*Too many Australians, young and old, are leading increasingly sedentary lives and are missing out on the multitude of benefits that come from participating in sport.*

In addition to this, the Australian Sports Commission recently partnered with the Commonwealth Scientific and Industrial Research Organisation (CSIRO) to identify trends in sport that are likely to affect the Sports sector during the next 30 years. The study confirmed that people are increasingly:

- Favouring more flexible, non-organised physical activity, such as running with headphones on
- Pursuing new lifestyle and adventure sports
- Developing new tastes as our population becomes more culturally diverse.

These trends may be of concern to traditional sport providers, including clubs operating within our region. Sports and their clubs that fail to recognise, accept and adapt to these changes will begin to lose participants to those who take up these new opportunities.

In addition to the research highlighted by the Federal Government, it is important to recognise the increasing pressures being placed upon clubs operating in today's society. Expectations around governance, risk management and child protection are all growing, increasing responsibilities for the volunteers managing the clubs.

Local Government has a critical role to play in all facets of recreation provision in the future, and supporting the community through these emerging trends. From ensuring that design principles enable people to walk or cycle to work or leisure destinations (not force them into cars) to providing the facilities and open spaces that enable people to lead active lives.

### Facilities

Councils must ensure that their facilities are underpinned by sound planning and that they are able to adequately maintain the asset over its lifetime. Local Government traditionally relies on grants to develop, and refurbish recreation facilities, creating financial sustainability and asset management issues. However, if these grants were no longer available, it must be considered where major redevelopment funds be sourced from.

The South Australian Regional Level Recreation and Sport Facilities Planning Guidelines outline five challenges that councils and the Sport and Recreation sector are currently facing:

- **Facilities are ageing** - and in need of major redevelopment or in some cases replacement to remain fit-for-purpose, affordable and sustainable to operate and maintain.
- **Inefficient provision and duplication**
- **Increasing expectations** - from sporting bodies and the general community on councils to provide higher-standard facilities.
- **Pressure on open space** - due to an ever increasing demand for housing supply close to population and activity centres.
- **Increasing budget pressures** - becoming increasingly more competitive and difficult to raise the capital required to deliver new infrastructure.

Continued

# Trends and findings

## National Trends and Findings (continued)

These issues have instigated the development of the planning guidelines, which highlight the growing need for councils to work collaboratively and with other key stakeholders including the State Government and state sporting organisations. This will ensure that sporting groups and local communities have access to well-planned and located facilities that are fit for purpose, sustainable and meet the needs of users.

The Federal Government commissioned Crawford Report from 2009 makes the following statement:

*Adequate facilities are needed for increasing participation in sport. To maximise participation, facilities must be of a quality and quantity that makes participation attractive, convenient and safe. There is little point in taking other action to increase participation without a concurrent program to ensure there are enough facilities available to take advantage of interest generated. It is not clear why something so obvious has not been properly addressed in the past. All levels of government have spent millions of dollars in an effort to increase participation without strategic consideration of where people might play should they be inclined to do so.*

This statement is consistent with the messages that we have received through consultation with the clubs and associations in the region; they don't have enough space for their increasing membership. Clubs and their associated facilities have either reached their maximum capacity, or are exceeding it. This has subsequent impacts on the condition of many playing surfaces and their associated facilities.

### Unstructured Recreation

Considering the Federal Government's point that Australians will increasingly pursue new lifestyle and adventure sports, it is important to note that the South Australian Government is investing \$1.5 million towards establishing the Adelaide Mount Lofty Ranges as an international mountain biking destination. By 2020, this initiative intends to develop the Adelaide Mount Lofty Ranges into an internationally recognised location, offering world-class experiences for a range of cycling markets. We are a member of the recently formed Adelaide and Mount Lofty Ranges International Mountain Bike Destination Strategic Group; and will continue to explore ways to contribute to this group.

The natural environment of our region complements trends and changes to our recreational behaviour that the Federal Government is anticipating. Unstructured, adventure and lifestyle activities like mountain biking, trail walking, horse riding, cycling and rock climbing are easily accommodated in our region, and we must consider implementing ways to support these types of activities, much like our participation in the Mountain Bike Destination Strategic Group, and exploring the options for completing the Amy Gillett Bikeway.



### Nature Play

The natural environment of the region also complements the increasing trend of providing Nature Play opportunities for the youngest members of our community.

*Research shows that the nature of children's play has changed dramatically over the last two decades.*

*Unstructured free play in nature benefits our children in many ways. Nature play improves health and wellbeing and enhances intellectual development.*

*The research also reveals some alarming statistics about the impacts of our current lifestyle on our children. Decreased physical activity, increased screen time and risk aversion all contribute to the problem. (Nature Play SA, 2016)*

## Local Trends and Findings

This information has been gathered from consultation with the local community, sports and recreation clubs and associations. Council conducted an online survey to ask the community and clubs about recreation, sport and play spaces in the Adelaide Hills area. Face-to-face consultation opportunities were also provided to sports associations operating in the Hills.

### Consultation Findings

Response to the consultation was considerable and demonstrates that the community want to discuss play spaces, sport and recreation. Future consultation procedures for play space or recreation facility developments should reflect this interest; and staff should be involving the community from the initial stages of any new projects. Sporting clubs want to actively engage with us; they need us to listen and understand their issues. We must work in partnership with clubs to ensure that sport and facilities in the region develop and progress.

From the consultation we now know that the local community have an increased recognition of the links between physical activity and health. In addition, information they provided complements research reflecting the increased demand for informal, unstructured and non-competitive activities. Traditional, club based sports and their schedules are difficult for some of our community to participate in, hence the need for increased casual participation opportunities.

The community demands a variety of sport and recreation activities that are both affordable and locally accessible. That said, participation in traditional, organised sports remain popular, and clubs continue to experience growth.

### Club and Facilities

The consultation identified that clubs are struggling to meet community expectations for high quality facilities and are faced with the constant battle for more space. Clubs are also calling for us to provide support in the areas of grant funding and volunteer retention.

Clubs that utilise our facilities want equity in funding and support received from Council; and need assistance with facility maintenance, safety, drainage, lighting, parking, playing surfaces, associated facilities like change rooms, and ultimately more space for increased participation. Those that are not Council owned have similar needs, including assistance with obtaining grant funding and retaining their volunteers.

We must endeavour to ensure equity and transparency in our relationships and support to all clubs within our region. Funding to clubs should be provided on the basis of the service they are providing to the community, and must be contributing to their sustainability for the future. Funding should be linked to clear and transparent guidelines, and must be acquitted to Council. Responsibilities at Council owned facilities must reflect lease and licence documents; and financially sustainable clubs should be able to cover their own operational expenses. A review of all payments (reimbursements, grants, contributions, and any maintenance costs) made to clubs and their associated facility is a priority. Council requires a clear picture of all payments to clubs before it can determine a future direction or level of service in regard to club and facility funding.

### Unstructured Recreation

Consultation with the community has indicated that there is a need for more recreation facilities for youth, including additional skate parks, bike tracks, dirt BMX tracks, outdoor basketball courts, and community access tennis courts. There was much traction for exercise equipment in reserves and ovals, and an indoor pool in the southern area of the region. This type of facility should be incorporated into future reserve and play space development consultations, and provided if there is an expressed need and the demographics of the area support such developments.

### Play Spaces

We must consider and address the ownership and management of play spaces throughout our region. There are a number of sites that are not owned by Council, yet maintenance work is carried out at these locations. Consistency, transparency, sustainability, process, risk and the service provided to our community are all considerations that must be taken into account when reviewing this issue.

When asked about play spaces, the community indicated that our play spaces are well maintained, safe, clean, close to their homes and other community facilities, and that they are surrounded with trees. However, the majority of respondents to the survey indicated that the current equipment is static and boring, and is not suitable for the current local demographic. The community have overwhelmingly indicated that they want the following included in any upgrades or redevelopments to local play spaces:

- Interactive, modern equipment
- Equipment for climbing and spinning
- Equipment for an appropriate age and ability range
- Nature play and sensory elements
- Landscaping
- Shade and shelter
- Seating
- Bins, lighting, fences

### Nature Play

Nature play is a strong theme present in recent consultation. The term nature play refers to a play space that provides children with access to a range of opportunities that reflect the natural world, and provides a place for unstructured play. We are in a fortunate position that the natural landscape of the Adelaide Hills accommodates the concept of Nature play so well.

# Demand and supply analysis

## Community Profile



**Total population**  
40,031 (2015 ABS estimate)



**District area**  
795km<sup>2</sup>

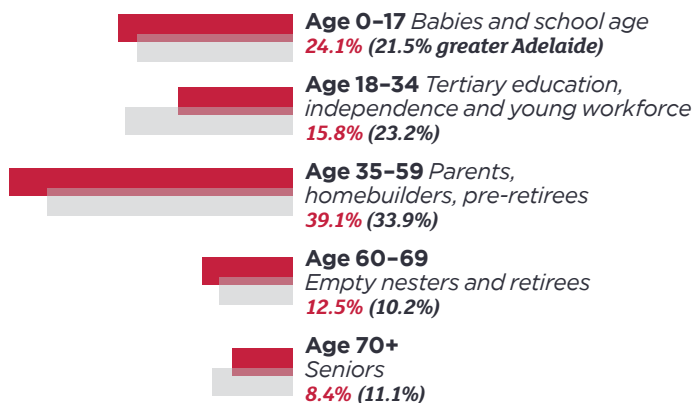


**Sparse density**  
0.5 people per hectare



**Median age**  
42 (39 greater Adelaide)

## Age segmentation



## Snapshot

**High average income**

**High education levels**

**Low unemployment**

**High levels of internet connectivity**

**High labour participation**

**Modest public transport use**

**Modest population growth**

**High levels of home ownership**

**Low levels of disability**  
2.9% (5.4% greater Adelaide)

**Low levels of ethnic diversity**  
7.0% (15.1% greater Adelaide)  
from non-English speaking countries



## Dwellings

15,284

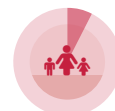


## Household types

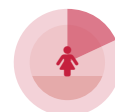
**Couples with children**  
39.0% (28.5% greater Adelaide)



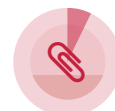
**Couples without children**  
30.9% (25.5% greater Adelaide)



**One parent families**  
7.7% (11.0% greater Adelaide)



**Lone person**  
18.1% (26.7% greater Adelaide)



**Work at home**  
7.3% (3.2% greater Adelaide)

## General statistics



**Relatively low level of socio-economic disadvantage**



**New residents moved from outside the district between 2006-2011**  
20.1% (Total 7,756)



**Volunteers**  
29.8% of population volunteer  
(17.7% greater Adelaide)



## Participation Numbers

### Unstructured Recreation

Walking was the main activity in which survey respondents participated, with 76 percent indicating their participation. Cycling was the next most popular activity with a 44 percent participation rate among respondents. The majority of respondents (81 percent) participate in some form of organised club sport throughout the year. Popular club sports according to survey respondents are netball, football, cricket, soccer and tennis, all facilities that Council may provide or support.

Casual tennis, recreational swimming and running are also popular activities in which the survey respondents indicated participation.

### Play Spaces

74 per cent of respondents utilise play spaces within the Council area, with the most popular being Steamroller Park in Stirling, Johnston Memorial Park at Balhannah, and the Woodside Recreation Ground. This figure is significant and indicates that despite variable quality and condition, utilisation rates remain high.

### Organised Club Sport

As outlined and according to the Australian Sports Commission, the way Australians participate is changing and participation in traditional club sport is declining. However, after consultation with both clubs and the local sports associations, they report that their numbers are still increasing. In addition, the region does not have significant population growth, so the area seems to be defying national trends. Is that because when it comes to sport, the region functions like a country area, with town based sporting clubs? Sporting clubs play an important role in the Hills community and clubs in the region should be congratulated and supported for adding to the vibrancy of the area; providing opportunities for the community to connect and be active; and for increasing participation numbers, while the National average is declining.

Continued










# Demand and supply analysis

## Organised Club Sport (continued)

The participant figures outlined in the table below have been sourced from the respective Hills sporting associations with a summary of the key issues and concerns from both the clubs and associations.

Netball, Australian Rules Football, tennis, cricket, bowling and junior soccer are all organised and played locally in either our region or the Mount Barker District Council area. Volleyball and three senior soccer clubs who call the Hills their home, host teams from across the metropolitan area. Site user numbers for these sports have also been included.

Club Sport	2016 Registered Participants	Issues and Concerns
 Netball	2500	<ul style="list-style-type: none"> <li>Exceeding court and facility capacity</li> <li>Unable to accommodate increasing participation</li> <li>Sub-standard playing surfaces and facilities</li> <li>Funding equity from Council</li> <li>Court resurfacing costs</li> <li>Issues with Council Planning procedures</li> <li>Attracting and retaining volunteers</li> </ul>
 Australian Rules Football	2020	<ul style="list-style-type: none"> <li>Exceeding ground and facility capacity</li> <li>Unable to accommodate increasing participation</li> <li>Sub-standard playing surfaces and facilities</li> <li>Funding equity from Council</li> <li>Maintenance</li> <li>Attracting and retaining volunteers</li> </ul>
 Soccer	1700 <i>Additional participants from visiting senior clubs utilise facilities throughout the soccer season: Birdwood: 250 per season Bradwood Park: 600 per season Woodside: 1000 per season</i>	<ul style="list-style-type: none"> <li>Exceeding ground and facility capacity</li> <li>Unable to accommodate increasing participation</li> <li>Sub-standard playing surfaces and facilities</li> <li>Maintenance</li> <li>Infrastructure funding</li> <li>Funding equity from Council</li> <li>Attracting and retaining volunteers</li> </ul>
 Tennis	1000	<ul style="list-style-type: none"> <li>Exceeding court and facility capacity</li> <li>Unable to accommodate increasing participation</li> <li>Sub-standard playing surfaces and facilities</li> <li>Court resurfacing costs</li> <li>Funding equity from Council</li> <li>Attracting and retaining volunteers</li> </ul>
 Cricket	900	<ul style="list-style-type: none"> <li>Unable to accommodate increasing participation</li> <li>Sub-standard playing surfaces following football season</li> <li>Funding equity from Council</li> <li>Facility maintenance</li> <li>Attracting and retaining volunteers</li> </ul>
 Volleyball	550 <i>An additional 600 participants utilise the Mt Lofty Community Recreation Centre site each week during the volleyball season.</i>	<ul style="list-style-type: none"> <li>Attracting and retaining volunteers</li> <li>Grant funding</li> <li>Utilisation of beach courts</li> </ul>
 Bowling	400	<ul style="list-style-type: none"> <li>Attracting and retaining new members (membership numbers are in decline)</li> <li>Facility improvements</li> <li>Grant funding</li> </ul>

## Other Activities to Consider



### Athletics

Athletics has a large participation base, which is largely catered for on school ovals.



### Swimming

There were numerous survey respondents who reported participation in swimming, at either the Woodside pool, or private pools hired by swimming instructors. A number of respondents asked for additional swimming facilities, particularly those in the southern area. We must consider how to address this need.



### Golf

There was little response for golf in our survey. Council currently owns land that is the location of a golf course, however further assessment of long term demand and supply is required to determine appropriate resource requirements for this sport. In assessment, consideration must be given to the three privately owned golf courses in the region, and the other eight that are located within a short driving distance of our boundary.



### Mountain Biking

It is estimated that the Mount Lofty Ranges receives up to 950,000 mountain bike visits each year consisting of:

- approximately 26,200 residents (estimated from within a 40 kilometre radius) who participate in mountain bike-related activities approximately 930,000 times a year.
- a visitor market of 13,300 (including domestic day, overnight and international visitors) who make almost 18,000 mountain bike trips per year.

These figures outlined above are significant, and are likely to increase with the State Government funding contribution to the area.



### Horse Riding

It is reported that our region has one of the highest percentages of horse ownership in Australia, yet there is little data to back this up. Similarly, consultation for our Trails Strategy had little response from horse owners and riders. For those respondents who do ride a horse, their focus was recreation and leisure, rather than fitness. However, it is important to note that Horse SA was represented at all of the Trails Strategy workshops and provided valuable feedback on the alignment of trails.

To supply sufficient and appropriate facilities for this section of the community, we may have to strengthen relationships with appropriate stakeholders to determine actual participation.



### Walking and Walking Trails

Relevant Council documents all support the development of a connected recreational trail network through the Adelaide Hills, and highlight the health and lifestyle benefits of a trail network linking existing trails and proposing new trails with links to facilities. We have developed a long term trail strategy (the Adelaide Hills Trail Network Strategy 2013 - 2033) to deliver on priorities reflected in these documents.



### Cycling

Road cycling is a popular pursuit in the region, due to the increasing popularity of events such as the Santos Tour Down Under. The region attracts a significant number of informal and recreational cyclists from outside the region, and also accommodates regular races and competitions. The Adelaide Hills Strategic Bike Plan outlines projects and activities to improve participation and the experience of local and visiting cyclists in the Adelaide Hills. The Plan is supported by a resource document that contains more detailed information about possible infrastructure, resourcing and administrative projects or changes.

# Demand and supply analysis



## Grass Oval/Pitch Supply Comparison

Council	Total Population (2016 data)	Oval / Pitch	Ratio of Oval / Pitch per Total Population
Adelaide Hills Council	40,031	27	1: 1,483
City of Burnside	44,500	11	1: 4,045
Mount Barker District Council	31,325	16	1: 1,958
City of Onkaparinga	166,435	37	1: 4,498
Barossa Council	21,806	12	1: 1,817
City of Mitcham	65,692	16	1: 4,106
Industry Benchmark	-	-	1: 4,000



## Tennis and Netball Court Supply Comparison (based on Tennis courts numbers)

Council	Total Population (2016 data)	Courts	Ratio of Courts per Total Population
Adelaide Hills Council	40,031	128	1: 313
City of Burnside	44,500	59	1: 754
Mount Barker District Council	31,325	49	1: 639
City of Onkaparinga	166,435	163	1: 1,021
Barossa Council	21,806	48	1: 454
City of Mitcham	65,692	90	1: 730
Industry Benchmark (Tennis)	-	-	1: 1,875
Industry Benchmark (Netball)	-	-	1: 3,000 - 4,000

## Club Sport and Club Facilities

As reported by the Australian Bureau of Statistics (ABS), the region's population is not growing significantly, and when coupled with information provided in the table, it is difficult to demonstrate a need for additional facilities. We must however, consider that clubs and associations are reporting increasing participation numbers despite the small population increase. Ovals, pitches and courts are already struggling to deal with the participant numbers, so further increases are not able to be accommodated. As reported, we must also have a plan for accommodating increasing numbers of casual and recreational users of playing surfaces. Currently, community access to a tennis court with a net is not provided at many, if any, of our sites.

Hills sporting associations are beginning to implement flexible programming type arrangements for their competitions, with matches now being played at an alternate time or day. Council should consider how we can support associations to implement similar arrangements. Does the area need more courts, ovals and pitches with adequate lighting?

It is also paramount that we address the ongoing issue surrounding Council owned and community owned facilities. We rely on community owned facilities to service the demand from a portion of our population, so should funding and support be provided on the basis of the service they are providing to the community? Both community and Council owned facilities are facing similar issues, and we must determine a way to service these groups that is equitable, transparent and contributes to their sustainability.

To address this issue, we must undertake a comprehensive review of all facilities (of which a considerable amount will be covered by the Strategic Property Review and Sustainability Audit), and the current service and support that is provided at each location. A review of all playing surfaces should also be conducted. Payments made to clubs and fees received for use of Council owned facilities should also be taken into consideration. With all of the above mentioned data, we can work towards making informed decisions regarding resources and support, resulting in new funding guidelines, agreed service levels and a consistent, transparent approach for all groups regardless of where the ownership of the site lies.

The following industry benchmarks are also of relevance to our community:

Facility	Industry Benchmark
District Skate Park	1 : 10,000 - 25,000
District BMX Dirt Track	1 : 10,000 - 30,000
District Lawn Bowls	1 : 25,000 - 50,000
Golf Course	1 : 30,000
Indoor Sport & Recreation Centre	1 : 50,000 - 100,000
Regional Sports Facility (including aquatics)	1 : 250,000



### Golf and Swimming

Information from the Strategic Property Review should be coupled with recreation and demographic data and additional research to determine levels of service for activities including, but not limited to, golf and swimming, as current data from this strategy alone is not substantial enough to make an informed decision.



### Mountain Biking

Considering the visitor statistics, mountain biking is an increasingly popular activity for both residents and visitors to our area. As we do not own the land that these mountain biking sites reside on, in what other ways can we both support and leverage these visitors? Partnership with the Department of Environment, Water and Natural Resources and National Parks South Australia will be important in developing these sites and their associated activities. Input into the Adelaide and Mount Lofty Ranges International Mountain Bike Destination – Strategic Reference Group and their implementation plan will be a good start.



### Walking and Cycling

The region contains a number of conservation and national parks, and forestry areas managed by the State Government. These areas are key to the landscape character and biodiversity value of the region, making the walking trails so attractive. Considering that we do not own the land, we must continue to partner with relevant organisations to ensure the areas are promoted and utilised by the community.

The Adelaide Hills 20 Year Trail Strategy and Action Plan will deliver a safe and legible network of connected trails for the purpose of fitness and recreation, commuting between townships and to provide unique trails experiences to showcase the Hills. Similarly, we recently endorsed the Local Area Bike Strategy (2016). This document outlines projects and activities to improve participation and the experience of cyclists (both locals and tourists) in the Adelaide Hills. The Plan is supported by a resource document that contains more detailed information about possible infrastructure, resourcing and administrative projects or changes.

# Demand and supply analysis



## Play Space Supply Comparison

Council	Total Population (2016 data)	Play spaces	Ratio of Play spaces per Total Population	Total Population of Children (0-14 years) (2011 data)	Ratio of Play spaces per Population of Children
Adelaide Hills Council	40,031	35	1:1,104	7,577	1:216
City of Burnside	44,500	38	1:1,158	6,705	1:176
Mount Barker District Council	31,325	33	1:949	6,514	1:197
City of Onkaparinga	166,435	235	1:708	31,120	1:132
Barossa Council	21,806	23	1:948	4,420	1:192
City of Mitcham	65,692	64	1:1,026	10,984	1:171
Industry Benchmark (Neighbourhood)			1:2,000		



## Play Spaces

When compared with other South Australian councils, our supply of play spaces is average, and above the industry benchmark. However, it is important to consider that we do not own several of the play spaces within the region and rely on these community owned facilities to service the demand from a portion of our population. Similar to sporting facilities, the ongoing issue of Council owned and community owned play spaces must be addressed. We should undertake a comprehensive review of ownership and services provided, with a particular focus on risk and asset replacement. New service levels, transparent guidelines for management and maintenance, and appropriate agreements with land owners (if relevant) should be the outcome of this review.



# Strategic principles

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*This strategy has highlighted and utilised four strategic principle areas that will assist with the delivery of recreation and sport facilities, playgrounds and the actions of this document.*



## Planning

Places and facilities should be thoroughly planned, balanced, functional, and sustainable. Planning should be in consultation with the community, ensure diverse opportunities and utilise best practice at all times. Planning must encourage and accommodate participation increases.



## Design

The design of spaces should be functional, sustainable, and facilitate participation from a wide variety of users.



## Resourcing

Resourcing must be equitable and contribute to sustainability. Resourcing and funding processes must be clear and transparent, and focus given to worthwhile partnerships and collaboration.



## Management

The asset management and maintenance of all sites must be planned and programmed, with relevant requirements reflected in management agreements, leases or licences. There must be transparency in resource allocation, and support for those groups managing Council facilities.

# Principles and vision

## Facility Classification

The purpose of creating a hierarchy is to provide a guide for what type of facility will meet the needs of the catchment it serves and to assist in creating an approach to limit facility duplication.

The type of facility will inform the partnerships required to make it a successful and sustainable facility, as well as influencing the design, cost and services mix.

The following classifications have been published in the Local Government Recreation Forum and the Local Government Association's document SA Regional Level Recreational and Sport Facilities Planning Guidelines (Page 14).

Hierarchy Level	General Characteristics
<b>State/National</b> <i>Primary catchment of South Australia attracting users and visitors from interstate and overseas.</i>	<ul style="list-style-type: none"> <li>• Provides for the highest level of sporting competition which may include International events and competitions, National League(s) and associated state and national team and squad training centre(s).</li> <li>• Facilities also assist to promote sports and provide community access and pathway opportunities for participants.</li> <li>• May also provide a Headquarters for State or National Sporting Organisation administration.</li> </ul>
<b>Regional</b> <i>Primary catchment of local users with extended catchment across multiple local Council areas, primarily for competition and events.</i>	<ul style="list-style-type: none"> <li>• Integrates competition and recreational forms for participation and provides a broad range of sport and recreation activities and programs for a large number of participants across local and regional geographic catchments, generally beyond a single local Council area.</li> <li>• Generating usage via sporting events and specialised (for multi-sports) venue or sport specific services is also a core role and function of regional facilities.</li> <li>• Regional facilities are best provided at high profile sites in accessible locations with links to transport nodes and / or commercial / community centres and services.</li> </ul>
<b>District</b> <i>Primary catchment area of local communities single local Council areas.</i>	<ul style="list-style-type: none"> <li>• Provides a focus for Association competition, as well as service a local catchment to provide a mix of recreational, competitive and program formats of participation.</li> <li>• Facilities may also provide a primary function as a local finals venue or a central venue that facilitates regular competition for multiple clubs / teams.</li> </ul>
<b>Neighbourhood</b> <i>Primary catchment area of local townships or single suburb areas.</i>	<ul style="list-style-type: none"> <li>• Generally, services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs.</li> </ul>
<b>Local</b> <i>Primary catchment area usually within walking distance of most users.</i>	<ul style="list-style-type: none"> <li>• Small sites on local road networks that provide basic facilities and landscape treatments. Local facility locations are not considered suitable for larger facilities as they are generally provided in residential settings and have limited or constrained function for multiple activities and events.</li> </ul>



# Engage and consult with a broad range of stakeholders, users groups and the local community.

## Facility Principles

Hills sport facilities are facing challenges that, as outlined by the Australian Sports Commission, may be acting as a barrier to participation. Using the following facility development principles, and in partnership with Council, some of these challenges may be addressed, and participation may increase.



### Planning

- Gaps and needs identified, and feasibility study considered.
- Acknowledge and consider the hierarchy classification of the site.
- Establish key characteristics of the surrounding population, the current participation at the site and demand for the facility. Demand for facilities can be based upon utilisation, usage requirements, population data and projections, community benefit.
- Consider the long term growth potential of sport(s) and activities utilising the site.
- Engage and consult with a broad range of stakeholders, users groups and the local community. Ensure initial planning meets their identified needs.
- Seek out partnerships and collaboration in planning; and ensure these partnerships are maintained throughout each phase of the project.
- Define roles and responsibilities within the stakeholders group, and consider the long term management and operation of the site.
- Give consideration to asset management and site maintenance requirements and responsibilities.
- Consider and consult with other community facilities in close proximity (e.g. schools, halls), and ensure that planning is integrated with community, transport and services (e.g. roads, water, energy) planning.
- Ensure the planning phase considers sustainability and accessibility.
- Consider planning and building regulations.



### Design

- Incorporate concepts from feasibility study, community and stakeholder demand and hierarchy classification characteristics.
- Ensure continued consultation with community and stakeholders in all aspects of the design phase.
- Give preference to multi-purpose and shared use design of spaces.
- Incorporate co-location with other associated facilities (e.g play space) where possible.
- Acknowledge the long term management and operation of the site, along with asset management and maintenance requirements.
- Consider the sites general infrastructure requirements (e.g. roads, energy, water).
- Ensure that the design allows sports to adapt their products and services for the future needs of our communities.
- The design of the site must incorporate best practice sustainability principles and consider relevant environmental factors like temperature and rainfall.
- Accessibility, community use and individual sport requirements should be considered in facility designs.
- Consider planning regulations.
- Consider amenities for spectators.



### Resourcing

- Develop and maintain relationships with funding bodies and partners.
- Acknowledge maintenance requirements and asset management implications.
- Consider the financial requirements of asset management, maintenance, risk management and liability.
- Ensure equity and transparency in resource allocation, and consider any relevant policy implications.
- Ensure lease, licence, or management agreements reflect funding relationships.



### Management

- Support clubs and groups who undertake the management of our assets.
- Plan asset management based on age, condition, compliance, safety, risk management.
- Ensure equity and transparency in resource allocation, and consider any relevant policy implications.
- Implement best practice in governance, strategic management, business planning, shared use agreements, lease/licence/management plans, and ensure that arrangements between multiple site users are clear.
- Access for the general community must be considered in the operation of all sites.
- Program and manage maintenance, and ensure the following is considered:
  - External and internal building maintenance
  - Structural, risk and work health and safety requirements
  - Playing areas
  - Specialist court/field surface preparation
  - Irrigation, water and mowing.
  - Associated facilities including but not limited to score boards, cricket nets, seating, coaches boxes.

# Principles and vision

## Play Space Classification

To assist in the planning of our play spaces, it is common practice to define the reserves under a play space classification hierarchy. This practice is particularly important when assessing service levels for each class of play space; it also identifies the recommended equipment and associated facilities within a space. This approach ensures diversity of play spaces and experiences throughout the region.

The table below outlines the minimum provisions and design considerations for each classification. It is important to acknowledge that while the table refers to a catchment zone for each

classification, further investigation is needed in this space. Investigations should consider if catchments are to be based upon townships areas, population density or a distance.

Classification	Definition	General Characteristics
Regional District	<ul style="list-style-type: none"> <li>• A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously.</li> <li>• Attracts users from a substantial part of the Council area and beyond.</li> <li>• Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature.</li> <li>• A destination where visits are usually planned in advance and users stay for a long period of time.</li> <li>• The site should consider accessibility for all.</li> <li>• Be responsive to natural site features and assist to preserve local biodiversity and natural area values.</li> <li>• Be serviced by public transport routes.</li> <li>• <i>The catchment zone of these sites is to be determined, but must reflect the large scale size of the space.</i></li> </ul>	<p><i>All characteristics from a local and neighbourhood play space plus:</i></p> <ul style="list-style-type: none"> <li>• Car parking</li> <li>• Toilet</li> <li>• BBQ</li> <li>• Art elements</li> <li>• Hard court surface and associated equipment if space permits</li> </ul>
Neighbourhood	<ul style="list-style-type: none"> <li>• Extensive play opportunities with a number of play elements.</li> <li>• Visited by people from a town catchment.</li> <li>• A site where users can stay for a median length of time.</li> <li>• <i>The catchment zone of these sites is to be determined, but must reflect the medium scale size of the space.</i></li> </ul>	<p><i>All characteristics from a local play space plus:</i></p> <ul style="list-style-type: none"> <li>• Existing toilet and BBQ</li> <li>• Shelter</li> <li>• Picnic settings</li> <li>• Drinking water</li> <li>• Mounded grass</li> <li>• Bike racks</li> </ul>
Local	<ul style="list-style-type: none"> <li>• Area intended for local play, often equipment based</li> <li>• Visited by people who live nearby, usually by foot for a short period of time.</li> <li>• Catchment zone to be determined, but must reflect the small scale size of the space.</li> </ul>	<ul style="list-style-type: none"> <li>• Play equipment</li> <li>• Shade</li> <li>• Lighting</li> <li>• Seating</li> <li>• Paved path</li> <li>• Rubbish bin</li> <li>• Grassed open space</li> <li>• Vegetation/planting</li> <li>• Accessible, safe pedestrian and cycling connections</li> <li>• Support good passive surveillance</li> </ul>

# Plan to meet the changing demographics within an area, and provide sufficient variation in play space provision between sites.

## Play Space Principles

Best practice in play space design says that the following types of play should be incorporated. Community expectations and feedback from the consultation reflect these findings.



### Play types

- **Active Play** - Using fixed play equipment for swinging, sliding, jumping, stepping, balancing and hanging.
- **Imaginative and Creative Play** - Making up games or role playing.
- **Social Play** - Communicating and interacting with other children, practicing cooperation and the use of language.
- **Exploratory and Natural Play** - Using things like rocks, trees, plants and sand to explore. These elements stimulate a child's imagination and provide various shapes, colours, textures and scents to explore. These environments can also encourage bugs, birds and other wildlife, adding to the diversity of the experience.
- **Quiet Play** - Includes reading, talking or participating in a sit down game.
- **Free Play** - Open grass spaces or slopes that can provide an opportunity for activities such as rolling, running, informal ball games, somersaults, handstands or cartwheels. Free play is different to active play as it enables non-prescribed movement in open space.

(Kidsafe Western Australia, 2008)

The following principles encourage us to take an objective, balanced approach to play provision in our region. Consider what makes a high-quality, well-maintained play environment, and what assists us to provide better play opportunities for the community into the future.



### Planning

- Utilise play space audit data (e.g. lifespan, risk) when considering a site to upgrade.
- Plan to meet the changing demographics within an area, and provide sufficient variation in play space provision between sites.
- Consider amalgamation, consolidation or a new site (based on consultation and demographic data) when deciding a site to upgrade.
- Ensure spaces are accessible, conveniently located and distributed appropriately throughout the region
- Address risk management issues, and ensure compliance with Australian Play Space Standards.
- Consider providing links to open space or small grassed areas (that allows for unstructured games).
- Consult with children and young people when designing spaces; they are the users.
- Consult with other relevant stakeholders (e.g. neighbouring residents, staff, other site users).
- Consider the range of issues and trends outlined in this document prior to redeveloping existing play areas.
- Consider maintenance requirements and capacity, in consultation with relevant staff.



### Design

- Ensure reasonable access to all play spaces in any upgrades or new developments.
- Incorporate associated facilities within the design, such as seating, shade and path networks.
- Incorporate climbing, spinning, sliding, swinging and feedback from children in all designs.
- Incorporate interactive elements and equipment.
- Design appropriate spaces based upon age and the local demographic.
- Consult with other relevant users on individual sites (e.g. kindy sports clubs, community groups).
- Consider play space surfaces and maintenance required for each.
- Consider maintenance requirements and the location of existing trees and plantings.



### Resourcing

- Explore grant opportunities to fund new development or play space upgrades, but consider the asset management and maintenance costs.
- Ensure we allocate sufficient funds each year for both the upgrade and maintenance of current play spaces.



### Management

- Ensure a high level of play space maintenance is budgeted for and programmed.
- Ensure new play space designs minimise maintenance issues.
- Consider options for ground surfaces, equipment /and facilities that minimise damage from graffiti and vandalism.
- Promotion of play spaces to ensure maximum community use.

# Principles and vision

## Play Space Additional considerations

The following elements should also be considered for play spaces in our region.

### Fencing

Fencing should be provided only where absolutely necessary and for safety purposes. A fence could be included when a play space is:

- next to busy roads or carparks
- near water bodies
- close to other activities and there is a need to separate the play space
- in close proximity to other physical hazards
- adjoining private property.

Considering the ages of children who use play spaces, care givers should be in attendance and supervising the child at all times. Fencing does not absolve the care giver of responsibility. Fencing can however restrict the ability of a child to play, explore and imagine.

Natural barriers, like appropriate plantings can provide a sense of enclosure and containment and should be explored during the planning and design stages.

Open Space Management and Dog Management by-laws and documents should also be considered when considering the installation of a fence around a play space.

### Hot Weather and Shade

Australia has been identified as having the highest incidence of skin cancer in the world. Couple this with climate change implications of increasing temperatures during the summer months, and opportunities to play under shade or in the evening are becoming increasingly important.

Shade is an important aspect of play spaces, providing park users some protection from UV light. Natural (tree) shade is preferred over built shade as it also provides natural cooling, is not as subject to vandalism, and contributes to the overall character and appeal of the open space. Where possible, locating play spaces in the proximity of existing, suitable mature shade trees is preferred. In some instances, large play spaces which experience high use and have little natural shade may require additional built shade. Built shade structures should be robust and designed to complement the character of the open space.

Consideration should also be given to:

- The strategic planting of trees on parks and reserves that may be the site of a future play space.
- Succession planting in areas to maintain shade, as older trees reach the end of their life; or planting advanced trees for those existing play spaces that currently lack appropriate shade.
- The risk that some trees place when located near a play space.

In addition, with increased use in the evenings and at night when its cooler, we should consider additional lighting at access points, on paths, or in the play space itself.

### Nature Play

In the absence of wild, natural environments, a carefully planned, constructed natural play space provides the best opportunities for unstructured play and learning opportunities for the young people in our community.

A natural play space is a designated area that emulates a natural setting to provide a place where children can engage in creative, unstructured play with natural elements.

Natural play spaces are:

- *Dominated by natural elements, vegetation, water, sand, dirt, mud, flowers, insects and wildlife, and which mirrors the local landscape*
  - *Full of sensory stimulation*
  - *Alive, diverse and changing all the time*
  - *Accessible at all times and in all weather*
  - *Places that promote a sense of wonder, ignite the imagination and encourage curiosity and creativity*
  - *Opportunities for open-ended interactions, risk taking and spontaneous play*
  - *Visually appealing and inspiring.*
- (Nature Play SA, 2016)

### Linkages of Play Spaces with Sport and Recreation Opportunities

To maximise opportunities for play, where possible play spaces should be linked to other areas of play such as open grassed areas, natural spaces or structured recreation facilities such as bike tracks, tennis courts, half-court basketball court, small soccer goals and kick-about space. By relocating our portable skate ramp to various locations throughout the region, feedback from the community can be used to guide potential future locations of skate or bike riding facilities.

### Risk

Play spaces should be designed to allow minor elements of risk taking. The consultation with the community and research suggests that children benefit from play environments that provide risk and challenge, where they are free to make their own decisions, and are not directed by adults. Spaces that provide these opportunities build confidence and resilience in the youngest members of a community.

## Club Sustainability and Development

Many local government entities are now providing education, resources, training and club development opportunities for clubs that reside within their district. There are obvious benefits for the club, but councils benefit too, as many assets are being managed by these groups.

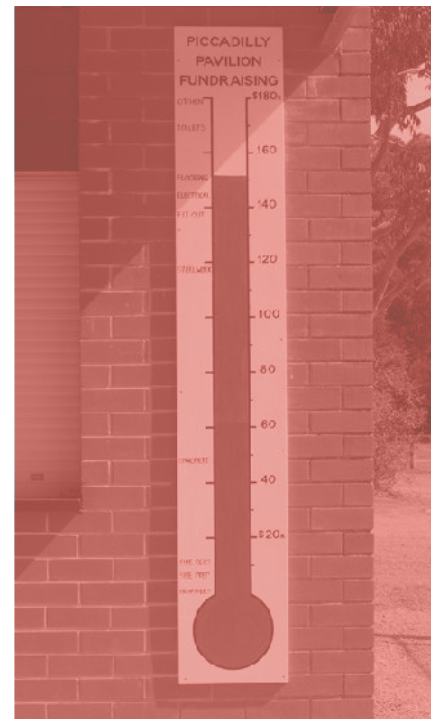
Assistance and guidance for clubs ensures more sustainable and effectively managed clubs. Club development and training opportunities that may be of benefit include:

- Governance
- Grants and funding
- Volunteering
- Risk Management/WHS
- First Aid
- Child Protection
- Responsible Service of Alcohol
- Safe food handling
- Sustainability (water, electricity)
- Turf and Playing Surface Management

Workshops like those listed above are also a great networking opportunity for clubs. They provide opportunities to build on the club capacity and social capital in our community. Any training provided should complement, not supplement that of what peak bodies or the Office for Recreation and Sport are providing.

We should continue to foster relationships with peak bodies, the Office for Recreation and Sport and other relevant entities in both promoting and delivering products, resources and services to our clubs. Examples of these are:

- Good Sports, Responsible Service of Alcohol training
- STARCLUB
- V Star
- Sports Vouchers
- Play by the Rules



# Funding

The adjacent table outlines current funding sources to deliver sport and recreation projects. Figures can be found in the Annual Business Plan.

The impact of investigations, reviews and audits into playgrounds and sport facilities is likely to highlight gaps and areas for process improvements. Decisions around changes to service levels and clarity of resource allocations as a result of these investigations will have budget implications. This will be addressed in line with the action priorities outlined.

Funding Source	Use
Capital Works Budget	Renewing and replacing infrastructure in accordance with asset management plans.
Operating Budget	<ul style="list-style-type: none"> <li>• Grants, reimbursements and contributions for sporting clubs.</li> <li>• Facility maintenance</li> <li>• Staff wages</li> </ul>
Grant funding (Federal or State Government)	Play space upgrades, sport facility upgrades, recreation developments.



# Measuring success

*The Sport and Recreation Strategy sets out a number of actions to work towards in providing quality sport and recreation opportunities for the community. Having an understanding of current data and establishing realistic goals will enable us to measure our progress and ensure we are meeting the needs of our community.*

Indicator	Data Source	Current Data (2016)	Target (2021)
Adelaide Hills Council residents participating in sport and/or physical recreation	Adelaide Hills Council records	Further investigation needed	50% of Adelaide Hills Council residents (Aligned to SA Strategic Plan target)
Clear direction for Play Spaces in the region	Adelaide Hills Council records	n/a	Policy position for maintenance, upgrade & management
Clear direction for Sport Facilities in the region	Adelaide Hills Council records	n/a	Policy for maintenance, upgrade & management & funding
The number of Adelaide Hills Council sports clubs registered in the 'Star Clubs' program	Office for Recreation and Sport records		75% of Adelaide Hills Council sports clubs registered
The number of Adelaide Hills Council sports clubs attending Club Development / Workshop opportunities	Adelaide Hills Council records	n/a	50% of Adelaide Hills Council sports clubs attended
Listed policy documents reviewed, revoked or endorsed by Council as per Strategic Directions	Adelaide Hills Council records	n/a	6 Policies



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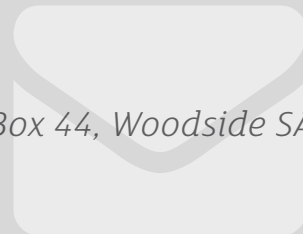
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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 July 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.3

**Originating Officer:** Sharon Leith, Sustainability Officer

**Responsible Director:** Peter Bice, Director Infrastructure and Operations

**Subject:** Climate Change Adaptation Plan Status Update

**For:** Information

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**SUMMARY**

This report provides a status update on the Resilient Hills & Coasts Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region (Adaptation Plan).

The Adaption Plan which was finalised in September 2016 has been the result of a comprehensive internal and external consultation process and provides an overarching framework to guide the region's climate change response, and to inform local action planning and implementation. A Steering Committee consisting of representatives from all the regional project partners along with an appointed Project Coordinator have identified, commenced or undertaken numerous adaptation actions. These key actions include:

- Workshop in April 2017 facilitated by Seed Consulting on Adaptation in Practice
- Presentation on the Climate Applications Work in the Adelaide and Mount Lofty Ranges-including heat mapping methodology and WSUD Monetised benefits Model in May 2017
- Liaison and collaboration with the Insurance Council of Australia to prepare further grant funding to raise the profile of a key theme "Where we build/What we build" July 2017 (unsuccessful) and May 2018
- Microclimate modelling workshops-hands on workshop identifying cooling mechanisms eg trees and WSUD and what changes these make to the microclimate-May 2017
- Organising Jon Dee (Energy Efficiency expert) to hold presentations within the region-October 2017
- Successful in obtaining grant funding for coastal adaptation project including case study on Kangaroo Island. This project is currently being undertaken.
- Involvement and feedback on the State Government Adaptation Strategy Plan including attending an Inter-governmental Round Table-December 2017
- Preparation of Local Climate Change Adaptation Plans for specific council areas-ongoing
- Energy & Emissions Reporting for all project partners-January 2018

- Identifying and promoting climate change adaptation related workshops, speakers, seminars, exhibitions, site tours and webinars
- Organisation of a changing climate risk and liability presentation by Minter Ellison to the S&HLGA
- Development of a Community Energy Program-prepared numerous documents for discussion, tender documents to assess the market and the engagement of Moreland Energy Foundation and Tandem Energy to prepare a Program Design) to be finalised mid-August 2018). The next step is to prepare a Memorandum of Understanding between the project partners to continue the collaborative working partnership.

Successful implementation of climate change adaptation actions are not easy and the above finalised and current actions illustrate that the Project Partners have gained good momentum for the ongoing stages of the Adaptation Plan.

In addition at a local level AHC have identified within the 2018/2019 budgets funds associated with climate change adaptation for biodiversity and infrastructure projects. This is a new approach to incorporating a changing climate into Council's everyday business. This approach is being observed by the project partners and other Council's through the Environmental Sustainability Network to review the outcomes and learnings.

## **RECOMMENDATION**

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

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### **1. GOVERNANCE**

#### **➤ Strategic Management Plan/Council Policy**

- |               |   |
|---------------|---|
| Goal 1        | People and business prosper   |
| Strategy 1.12 | We will seek opportunities to increase the wellbeing and resilience of our community to withstand, recover and grow in the face of challenges |
| Goal 3        | Places for people and nature  |
|               | The environment is continually changing – influenced by climate, economic considerations and human impacts.                                   |

Resilient Hills and Coasts (RH&C) is a partner project between local government, NRM Boards and state and federal governments to develop and implement a Regional Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island region (the Adaptation Plan). The Adaptation Plan was completed in February 2016.

➤ **Legal Implications**

*Climate Change and Greenhouse Emissions Reduction Act 2007*

*“An Act to provide for measures to address climate change with a view to assisting to achieve a sustainable future for the State; to set targets to achieve a reduction in greenhouse gas emissions within the State; to promote the use of renewable sources of energy; to promote business and community understanding about issues surrounding climate change; to facilitate the early development of policies and programs to address climate change; and for other purposes. “*

Sector agreements are formal cooperative agreements between the SA Government and specific business entities, industries, community groups and regions to help tackle climate change. They are not legally binding contracts.

The creation of voluntary sector agreements is encouraged under Section 16 of South Australia's climate change legislation.

An agreement typically encourages actions to reduce greenhouse emissions and adapt to climate change and may include commitments such as:

- improving energy efficiency
- reducing energy consumption
- promoting the use of renewable energy
- research, development and innovation in technologies or practices
- member awareness raising and behaviour change programs
- identifying opportunities to adapt to climate change.

Resilient Hills and Coasts signed a Sector Agreement along with all the other project partners on 5 June 2017.

➤ **Risk Management Implications**

The main risk associated with the Adaptation Plan process is that no or minimal action will result from the extensive consultation process and development of the Plan. To minimise the risk project partners continue to contribute to an implementation fund to ensure the part-time tenure of a Regional Coordinator. AHC have contributed funds for the 2018/2019 year. Projects are being initiated and developed in line with the Plan's priority adaptation options and further information on achievements is provided in the Analysis section.

*The Climate Change Adaptation Plan and associated priority adaptation actions will assist in the transition to a changing climate and mitigate the risk of community, infrastructure and ecosystem impacts leading to a changing climate.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Extreme (4A)	Extreme (3A)

There are many other Council initiatives, audits, plans and strategies that assist in the transition to a changing climate and a reduction of greenhouse gas emissions.

➤ **Financial and Resource Implications**

Project partners continue to contribute to an implementation fund to ensure the part-time tenure of a Regional Coordinator. The Regional Coordinator plays a key role in organising the regional partners, promotion, initiating and managing key projects. Contributions for the 12 month implementation stage are based on the Southern & Hills Local Government Association (S&HLGA) pro rata formula. For the 2018/2019 financial year AHC has contributed \$10,789.54 to the cost of a Regional Coordinator.

In addition AHC provided \$6,500 in May 2018 to contribute to the development of a Program Design for the Community Energy Program (further information in the Analysis section).

➤ **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 following identifies the extensive consultation that was undertaken in the development of the Adaptation Plan, Sector Agreement and the Community Energy program.

*Council Committees:* The Adaptation Plan was presented to a Council meeting for endorsement on 27 September 2016 and “Council resolves:

1. That the report be received.
2. That Council endorses the Resilient Hills & Coasts climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region.

The Sector Agreement was presented to Council on 26 April 2017 and “Council resolves:

1. That the report is received and noted.
2. That Council becomes a signatory to a Climate Change Adaptation Regional Sector Agreement as part of the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region, pursuant to the *Climate Change and Greenhouse Emissions Reduction Act 2007 (SA)*.
3. The Mayor and Chief Executive be authorised to negotiate the final terms of, and then sign and seal, the Regional Sector Agreement for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region on behalf of Council.
4. To note that the Regional Sector Agreement will underpin regional climate change adaptation planning the Region by

bringing the key partners and South Australian Government together in a formal, collaborative agreement.”

- Council Workshops:* The Adaptation Plan was presented at a Council workshop on 3 February 2016. Council Members were also invited to attend a recent workshop on the development of a Community Energy Program held on Thursday 31 May 2018.
- Advisory Groups:* Updates were provided to the Sustainability Advisory Group (SAG) throughout the development of the Adaptation Plan in 2015 and 2016. This also included a presentation by the Project Coordinator on 11 February 2016. At the March and June 2018 meetings updates were provided on the Community Energy program (further described in the Analysis section) and members of the SAG were invited to attend the Community Energy Program workshop.
- Administration:* Staff were invited, contributed to and provided reviews of the Adaptation Plan throughout 2015 and 2016. A number of staff were identified to attend the recent Community Energy Program this included all the Executive Leadership Team, Economic Development Coordinator, Communications Coordinator, Community Engagement Officer, Manager Property and Manager Sustainable Assets.
- Community:* In developing the Adaptation Plan workshops and meetings were held across the region to gather input and expertise from across environmental, economic and social sectors. The Plan was informed by a combination of this broad consultation and scientific data and expert advice. An open public consultation process was conducted inviting feedback from community on the draft plan from 12 July to 4 August 2016. Recently a survey was provided on the council website about community energy and what the community thought about the possibilities for this type of program. Approximately 400 respondents were received across the region.

## **2. BACKGROUND**

Resilient Hills & Coasts (RH&C) is a climate change adaptation planning project covering the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island region. Its key aim is to strengthen the resilience of the communities, economies and natural environment to respond and adapt to the changing climate. As a collective, project partners, with input from community, business, government, industry and academia have developed the regional Adaptation Plan.

Project partners are:

- Adelaide Hills Council
- Alexandrina Council
- City of Victor Harbor
- Department of Environment, Water and Natural Resources (DEWNR)
- District Council of Yankalilla
- Kangaroo Island Council
- Mount Barker District Council
- Natural Resources Adelaide and Mount Lofty Ranges
- Natural Resources Kangaroo Island
- Regional Development Australia
- Southern & Hills LGA

The project is funded via contributions from DEWNR, the Commonwealth's Disaster Resilient Australia program and project partners. Alexandrina Council is auspicing the project on behalf of project partners, and a Steering Committee with representation from each of the partner organisations oversees and directs project activity. Sharon Leith Sustainability Officer is the AHC representative on this committee. The Steering Committee worked closely with a consulting team to prepare the Adaptation Plan.

The Adaptation Plan delivers on the region's obligation under South Australia's Strategic Plan (Target 62) to develop a regional climate change adaptation plan. Along with other regional plans, it has been used to inform a consolidated state-wide view on climate change vulnerabilities and adaptation, which was compiled by the Department of Environment, Water and Natural Resources (now Department of Environment and Water) after finalisation of the twelve regional plans. This plan was completed in December 2017.

The priority adaptation options within the Adaptation Plan (for the Adelaide Hills and Fleurieu Peninsula) include the following themes:

- Agriculture
- Climate-ready homes and buildings
- Coastal ecosystems
- Community facilities and open space areas
- Emergency management
- Infrastructure assets
- Landscape conservation
- Built coastal assets
- Vulnerable members of the community
- Water-dependent ecosystems

The Adaptation Plan articulates regional actions with the intent that current project partners agree on regional priorities for implementation, and subsequently that each local government area develop a tailored local action plan to augment regional priorities.

The Adaptation Plan was listed as a finalist in the Premier's Climate Change Council SA Climate Leaders Award – Community and Regions category in 2016.

A Sector Agreement was prepared in April 2017 to formalise the importance of working collaboratively on the Adaptation Plan and this was presented at a Council meeting on 26 April 2017. All project partners signed the Sector Agreement on 5 June 2017.

### 3. ANALYSIS

Since completion of the Adaptation Plan, the Steering Committee and the Project Coordinator have organised and/or undertaken the following activities:

- Workshop in April 2017 facilitated by Seed Consulting on Adaptation in Practice
- Presentation on the Climate Applications Work in the Adelaide and Mount Lofty Ranges-including heat mapping methodology and WSUD Monetised benefits Model in May 2017
- Liaison and collaboration with the Insurance Council of Australia to prepare further grant funding to raise the profile of a key theme “Where we build/What we build” July 2017 (unsuccessful) and May 2018
- Microclimate modelling workshops-hands on workshop identifying cooling mechanisms eg trees and WSUD and what changes these make to the microclimate-May 2017
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- Development of a Community Energy Program-prepared numerous documents for discussion, tender documents to assess the market and the engagement of Moreland Energy Foundation and Tandem Energy to prepare a Program Design) to be finalised mid-August 2018). The next step is to prepare a Memorandum of Understanding between the project partners to continue the collaborative working partnership.

Further information on the actions undertaken and achievements (2016/2017) refer to **Appendix 1** and for actions undertaken, achievements (2017/2018) and budget information (2018/2019) refer to **Appendix 2**.

In addition at a local level AHC have identified within the 2018/2019 budgets funds associated with climate change adaptation for biodiversity and infrastructure projects. This is a new approach to incorporating a changing climate into Council’s everyday business. This approach is being observed by the project partners and other Council’s through the Environmental Sustainability Network to review the outcomes and learnings.

Successful implementation of climate change adaptation actions is not easy and the above finalised and current actions illustrate that the project partners have gained good momentum for the ongoing stages of the Adaptation Plan.

There is however still much to do which will rely on:

- continuing financial contribution of the Project Coordinator position;
- support of the partnership that has been created;
- involvement on the Steering Committee;
- maintaining momentum;
- contributing to the regional approach and localising action;
- ongoing evaluation and monitoring about what is working or not working
- ensuring maladaptation does not occur – where adaptation actions impact on another sector;
- continue to strengthen engagement and partnerships to develop and undertake projects; and have the ability to be flexible and revise projects if required.

This council report provides an information update on the Adaptation Plan and implementation of actions.

#### **4. OPTIONS**

Council has the following options:

- I. Receive the information update report (Recommended)
- II. Do not receive the information update report and identify further information that will be required to complete the update report. (Not Recommended)
- III. Continue to undertake climate change adaptation actions as necessary.

#### **5. APPENDICES**

- (1) 2016/17 Achievements
- (2) 2017/18 Achievements and 2018/19 Budget Information



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**Appendix 1**  
*2016/2017 Achievements*

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## Resilient Hills & Coasts is...

a collaborative project to promote and facilitate climate change adaptation across the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island region.

## Resilient Hills & Coasts aims...

to strengthen the resilience of our communities, economies, natural and built environments to respond and adapt to our changing climate.



- ☐ **embed** climate change considerations in everyday decision making of project partners
- ☐ **green energy** project (currently in development) – a regional bulk buy battery/solar program for business, industry, community & local government
- ☐ Kangaroo Island **hazard mapping and modelling**, & community engagement program
- ☐ **Property Resilience and Exposure** program (PREP) - potential collaboration with the Insurance Council of Australia (currently being explored)
- ☐ Identify **green infrastructure/ water sensitive urban design** initiatives
- ☐ contribute toward realisation of the **State Adaptation Plan** (due for release in October 2017)
- ☐ increasing awareness raising and **engagement** activities
- ☐ **capacity building** programs/ collaboration for & with priority sectors such as business & agriculture

## 2016 – 17 ACHIEVEMENTS

- ✓ **Adaptation Plan** for the Adelaide Hills, Fleurieu Peninsula & Kangaroo Island region
- ✓ 2016 Premier's Climate Change Council **SA Climate Leaders Awards** finalist
- ✓ 2017-2020 **Regional Sector Agreement**
- ✓ 5 x capacity building **workshops**
- ✓ **Local Action Plans** for each of the six partner councils
- ✓ **Commonwealth - State funding** (\$70k) for Kangaroo Island hazard modeling & community engagement case study
- ✓ ongoing partner **collaboration**
- ✓ **funding contributions** from six regional councils & Natural Resources Adelaide & Mount Lofty Ranges for full-time regional coordinator for 2017-18



## REGIONAL PRIORITIES



Financially supported by the Department of Environment, Water and Natural Resources, SA Fire & Emergency Services Commission, Adelaide and Mount Lofty Ranges Natural Resources Management Board and Kangaroo Island Natural Resources Management Board.

More information:  
[www.alexandrina.sa.gov.au/resilienthillscoasts](http://www.alexandrina.sa.gov.au/resilienthillscoasts)

PREMIER'S CLIMATE CHANGE COUNCIL  
**SA CLIMATE LEADERS AWARDS**

**FINALIST**  
 2016  
 COMMUNITY AND RESILIENCE CATEGORY

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## **Appendix 2**

*2017/2018 Achievements and 2018/2019 Budget  
information*

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**Report Title:** Resilient Hills & Coasts – 18/19 Budget & Regional Coordinator  
**Prepared for:** Southern & Hills LGA Board  
**Meeting Date:** 27 April 2018  
**Project Leads:** Graeme Martin – Executive Officer, Southern & Hills LGA  
Shen Mann – RH&C Regional Coordinator, Alexandrina Council

**Purpose:**

To seek support from the S&HLGA Board for the continued engagement in 2018/19 of a part-time Regional Coordinator for the Resilient Hills & Coasts (RH&C) climate change adaptation project.

**Recommendations:**

1. That the Board notes the report.
2. That the Board records its support for the continued engagement in 2018/19 of a part-time Regional Coordinator for the RH&C project.
3. That Board members encourage their respective councils to contribute towards the cost of engaging a part-time Regional Coordinator in 2018/19 as per the budget proposal contained in this report.

**Context:**

S&H member councils have been involved in the RH&C project since 2013. The Climate Change Adaptation Plan for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region was launched in December 2016. In June 2017, all RH&C project partners entered into a Sector Agreement with the State Government pursuant to the *Climate Change and Greenhouse Emissions Reduction Act 2007* agreeing to implement, as resources allow, a climate change adaptation program in a cooperative and coordinated manner across the region.

The RH&C project has employed a part-time Regional Coordinator since February 2015. Wages costs for the Regional Coordinator were originally provided for via a SAFECOM grant from the National Disaster Resilience Program. Since 1 July 2016, wages costs for the Regional Coordinator have been shared between S&H member councils and the Adelaide & Mount Lofty Ranges NRM Board. For the past two years, each of the six S&H member councils has contributed a proportional amount based on the S&H funding formula. Throughout this period the Regional Coordinator has been hosted by Alexandrina Council.

Key achievements of the RH&C project during the 17/18 financial year have been/will be:

- Supporting delivery of Coastal Adaptation Strategies for Kangaroo Island and Alexandrina councils. RH&C submitted a successful grant application for the Kangaroo Island project in 2016/17. Tenders for both projects were awarded in February 2018 with project completion expected by October 2018. These projects will deliver inundation & erosion mapping for the present day, 2050 and 2100 and develop recommended adaptation pathways for at-risk coastal assets and settlements.
- Scoping of a regional Community Energy Program. A Request for Proposal (RFP) process delivered by City of Victor Harbor in partnership with RH&C over the period November 2017 – March 2018 has resulted in a recommended delivery model. The RH&C steering committee is proposing that the lead proponent in the RFP process be engaged to prepare a detailed program design prior to EOFY.

- Finalisation of Local Action Plans for each of the six partner Councils, identifying local projects which will embed climate change considerations into each council’s everyday decision-making processes and increase local awareness raising and engagement activities.
- Securing a partnership with the Insurance Council of Australia (ICA) to collaborate on the delivery of a project promoting the uptake of climate-ready housing across the region, in support of the RH&C strategic theme of “Where We Build, What We Build”. ICA have committed to providing \$40,000 in co-funding. RH&C submitted an unsuccessful grant application to the Local Government R&D Scheme in November 2017 seeking co-funding of \$60,000 and is continuing to explore alternative funding opportunities for delivery of this important project.

During 18/19, it is expected that the RH&C Regional Coordinator will provide continuing support for these ongoing coastal, energy and urban design projects whilst building regional capacity for member councils to implement their respective Local Action Plans.

### Discussion:

The RH&C Steering Committee recommends that a Regional Coordinator continue to be employed on a 0.6FTE part-time basis in 2018/19, based on the contribution formula contained in the table below. It is projected that the RH&C project will enter the 2018/19 financial year with a \$40,000 carryover, enabling council partner contributions in 2018/19 to be reduced by a third as against 16/17 and 17/18 contribution levels.

The total proposed 2018/19 budget of \$80,000 will be allocated as follows:

\$65,000	Regional Project Coordinator (AO6, 0.6FTE for 52 weeks @ ~ \$1250 per week, including labour & entitlements)
\$15,000	Administrative costs (admin, mobile, printing, workshop expenses, travel etc)

RH&C Project Partner	Contribution 16/17	Contribution 17/18	Contribution 18/19
Adelaide Hills	\$ 14,713	\$ 14,713	\$9,808.67
Alexandrina	\$ 11,548	\$ 11,548	\$7,698.67
Kangaroo Island	\$ 6,160	\$ 6,160	\$4,106.67
Mount Barker	\$ 12,650	\$ 12,650	\$8,433.33
Victor Harbor	\$ 8,652	\$ 8,652	\$5,768.00
Yankalilla	\$ 6,277	\$ 6,277	\$4,184.67
NRM/DEWNR	\$ 20,000	\$ 60,000	NA
Carryover	NA	\$14,200	\$40,000
<b>TOTAL</b>	<b>\$80,000</b>	<b>\$ 134,200</b>	<b>\$80,000.00</b>

The RH&C Steering Committee, with assistance from the Regional Coordinator, will continue to explore additional external funding opportunities throughout 2018/19.

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## **Item 18 Reports of Committees**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 8 August 2018]*

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**Present**

**Presiding Member**

Professor Stephen Hamnett

**Members**

Simon Bradley  
Piers Brissenden  
Rob McBryde  
John Kemp

**In Attendance**

Marc Salver  
Deryn Atkinson  
Sam Clements  
Karen Savage

Director Strategy & Development  
Assessment Manager  
Team Leader Statutory Planner  
Minute Secretary

**Commencement**

The meeting commenced at 6.30pm

**Apologies/Leave of Absence**

- 2.1 Apologies  
Linda Green
- 2.2 Leave of Absence  
Stephen Hamnett advised that he will be absent for the September meeting

**Previous Minutes**

- 3.1 Meeting held 13 June 2018

**The minutes were adopted by consensus of all members** (25)

**That the minutes of the meeting held on 13 June 2018 be confirmed as an accurate record of the proceedings of that meeting.**

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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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**

In relation to Item 8.1, Piers Brissenden advised that in his role as District Manager for the *AMLR NRM* Board, he has previously had interactions with both Mr Sweeney and Mr Thompson in relation to a Natural Resource Management matter in 2016. However, this has no direct influence on the Item to be considered, and would not affect his decision making in this regard.

**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 17/951/473 by Danny Holland for change of use of cellar door to include restaurant (75 seats), ancillary special events (maximum 12 per year), associated building alterations and additions, including extension to deck and verandah, additional car parking, associated earthworks, retaining walls, landscaping and signage at 166 Harris Road, Lenswood**

**8.1.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Todd & Nikola Thompson	190 Harris Road Lenswood	Personally



**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
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63 MOUNT BARKER ROAD, STIRLING**

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The applicant, Danny Holland, and his representative, Peter Meline (Peter Meline & Associates), and the landowners, Sharon and Gary Sweeney, addressed the Panel.

**8.1.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (26)**

**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 17/951/473 by Danny Holland for Change of use of cellar door to include restaurant (75 seats), ancillary special events (maximum 12 per calendar year), associated building alterations and additions, including extension to deck and verandah, additional car parking, associated earthworks, retaining walls, landscaping and signage at 166 Harris Road Lenswood 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 submission dated 28/6/2018 by Peter Meline & Associates**
- **Plans prepared by Holland Building Solutions (Drawing Nos 1 to 6 Dated October 2017) received by Council 6/03/2018**
- **Amended floor plan prepared by Holland Building Solutions (Drawing No 5 Dated February 2018) received by Council 23 April 2018**
- **Amended site plan prepared by Holland Building Solutions (Drawing No 4 Dated February 2018) received by Council 28 June 2018**
- **Stormwater Management Plan and Details prepared by Lelio Bibbo Pty Ltd (Ref No 180475, Dated 22.06.18) dated received by Council 28/06/2018**
- **Amended wastewater report prepared by Ron Selth & Associates Consulting Engineers (Date amended 9/05/18, Job Number W2057) dated received by Council 28/06/2018**

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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(2) **Commercial Lighting**

Flood lighting shall be restricted to that necessary for security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties prior to operation of the approved restaurant to the reasonable satisfaction of the Council.

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

(3) **External Finishes To Match Existing Building**

External finishes shall be of materials and colours to match or complement those of the existing (building) to the reasonable satisfaction of Council.

**REASON:**        *To maintain and enhance the visual amenity of the locality.*

(4) **Gravel Carparking Designed In Accordance With Australian Standard AS 2890.1:2004**

All car parking spaces, driveways and manoeuvring areas shall be designed, constructed, and delineated in accordance with Australian Standard AS 2890.1:2004. Delineation 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 compacted gravel prior to operation of the approved restaurant 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.*

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

All materials and goods shall at all times be loaded and unloaded within the confines of the subject land. 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.*

(6) **Car Parking Directional Signage**

Directional signs indicating the location of car parking spaces shall be provided on the subject land and maintained in a clear and legible condition at all times.

**REASON:**        *To identify the location of off-street parking and ensure the free flow of traffic.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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**(7) Entertainment**

Entertainment in the form of a range of acoustic music shall predominantly be contained within the restaurant and cellar door building. Any outdoor entertainment associated with the restaurant, cellar door and special events shall be limited to between 10.00am and 5.00pm on any day.

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

**(8) Restriction on Where Special events Are Held**

Special events are to be restricted to the cellar door, restaurant, deck and the lawn areas as depicted on plans prepared by Holland Building Solutions, date stamped as received by Council on 06/03/2018.

*REASON: To ensure the proposed development is undertaken in accordance with the approved plans and to minimise amenity impacts on the locality.*

**(9) Entertainment Noise Levels**

Noise levels generated by the development shall not exceed 57dB(A) between 10.00am and 10.00pm and 50dB(A) from 10.00pm and 12.00am (midnight) within habitable rooms of nearby dwellings.

*REASON: To maintain the amenity of the locality and to ensure compliance with Environmental Protection (Noise) Policy 2007.*

**(10) Restriction On Number Of Special Events**

The number of special events as described in the submission by Peter Meline shall not exceed 12 per calendar year. Any increase in the number of special events or their capacity will require separate development approval.

*REASON: To ensure the proposed development is undertaken in accordance with the approved plans and to ensure the waste control system is adequate.*

**(11) Operating Hours for Special Events**

Special events shall not commence before 10:00am and all patrons and staff must be off-site by 12.00 midnight.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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**(12) Opening Hours Cellar Door**

The opening hours of the cellar door shall be:

10:00am to 6:00pm Monday to Sunday

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

**(13) Opening Hours Restaurant**

The opening hours of the restaurant shall be:

10:00am to 11:00pm Sunday to Thursday

10:00am to 12.00 midnight Friday and Saturday

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

**(14) Overall Capacity**

- a) Dining shall be limited to a maximum capacity of 75 persons on the allotment at any one time.
- b) The cellar door shall be limited to a maximum capacity of 25 persons at any one time.
- c) The capacity of the 12 special events in any area involving the consumption of a meal (dining) shall be limited to a maximum of 75 persons at any one time.
- d) The capacity of the 12 special events in any area involving the serving of light snacks or appetizers only, shall be limited to a maximum of 100 persons at any one time.
- e) The overall capacity for the licenced premises shall be a maximum of 100 persons at any one time.

Any increase in capacity will require separate development approval.

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans, to ensure that neighbouring properties are not impacted on negatively by this development and to ensure the waste control system is adequate.*

**(15) Restriction On Display/Sale Non-Beverage/Food Items**

A maximum area of 25m<sup>2</sup> shall be used for the display and sale of any non-beverage or non-food item within the cellar door.

**REASON:** *To ensure the tasting of wine and retail sale of wine are the predominant activities of the cellar door*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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**(16) Stormwater Roof Runoff To Be Dealt With On-Site**

All roof runoff generated by the development hereby approved shall be managed on-site to the satisfaction of Council using design techniques such as:

- Rainwater tanks
- Grassed swales
- Stone filled trenches
- Small infiltration basins

Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater shall be managed on site with no stormwater to trespass onto adjoining properties.

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

**(17) Installation of Waste Control System**

The new waste control system shall be installed as approved within three (3) months from the date of Development Plan Consent.

*REASON: To ensure the on-site waste control system caters for the increased capacity and potential water quality impacts within the Watershed are reduced.*

**(18) Removal Of Solid Waste**

All solid waste including food, leaves, papers, cartons, boxes and scrap material of any kind shall be stored in a closed container having a close fitting lid. The container shall be stored in a screened area so that it is not visible within the public realm.

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

**(19) 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 8:00am and 5:00pm on any day.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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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) 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.

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

10. **Other Business**

10.1 **Minor Variations to Development Authorisation 16/447/473 – Tourist accommodation facility comprised of 2 separate self-contained villas, masonry walls (maximum height 900mm), landscaping & associated earthworks (non-complying) at Piece 9 Leslie Road, Lenswood**

**The following was adopted by consensus of all members** (27)

The variation to Development Application 16/447/473 submitted to Council on 28 June 2018 be considered and determined by staff, and is not required to be submitted to the Council Assessment Panel.

10.2 **Update on Planning Reforms and Accredited Professionals Scheme**

Staff provided an updated on the Planning Reforms and Accredited Professionals Scheme.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 JULY 2018  
63 MOUNT BARKER ROAD, STIRLING**

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- 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 8 August 2018.
- 14. Close meeting**  
The meeting closed at 7.35pm.