



## ORDINARY COUNCIL MEETING

### NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Ian Bailey
Councillor Kirrilee Boyd
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
Councillor John Kemp
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Andrew Stratford

Notice is given pursuant to the provisions under Section 83 of the *Local Government Act 1999* that the next meeting of the Council will be held on:

**Tuesday 26 May 2020**  
**6.30pm**  
**Zoom Virtual Meeting Room**

Notice of this meeting is supplied to Council Members under Section 83 of the Act.

Public notice of this meeting is supplied under Section 84 of the Act.

Following amendments to s90 of the Act, this meeting of the Council is taken to be conducted in a place open to the public given that the Council Members will be participating via electronic means and the public can access a live stream of the meeting via the link contained on Council's website.

**Andrew Aitken**  
**Chief Executive Officer**  
**21/5/20**



## **ORDINARY COUNCIL MEETING**

**AGENDA FOR MEETING**  
**Tuesday 26 May 2020**  
**6.30pm**  
**Zoom Virtual Meeting Room**

### **ORDER OF BUSINESS**

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

“Council acknowledges that we meet on the traditional lands of the Peramangk and Kurna people and we recognise their connection with the land.

We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land.”

**3. APOLOGIES/LEAVE OF ABSENCE**

- 3.1. Apology
- 3.2. Leave of Absence
- 3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 28 April 2020

*That the minutes of the ordinary meeting held on 28 April 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

Special Council Meeting 12 May 2020

*That the minutes of the special meeting held on 12 May 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**

**6. MAYOR’S OPENING REMARKS**

**7. QUESTIONS ADJOURNED/LYING ON THE TABLE**

- 7.1. Questions Adjourned  
Nil
- 7.2. Questions Lying on the Table  
Nil

**8. PETITIONS / DEPUTATIONS / PUBLIC FORUM**

- 8.1. Petitions  
Nil
- 8.2. Deputations
  - 8.2.1 Tim Possingham, Adelaide Rally
  - 8.2.2 Marg Schroder, Lobethal Recreation Ground Sports Club SANDI

**9. PRESENTATIONS (by exception)**

- 9.1. Mr Graeme Martin, Southern & Hills Local Government Association

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

- 11.1. Citizen of the Year Location, Cr Pauline Gill

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

- 12.1. 2019-20 Budget – Budget Review 3

*Council resolves:*

1. *That the report be received and noted.*
2. *To adopt the proposed budget adjustments presented in Budget Review 3 which result in:*
  - a. *a reduction in the Operating Surplus from \$411k to an Operating Deficit of \$13k for the 2019-20 financial year.*
  - b. *changes to capital resulting in a proposed capital expenditure budget of \$16.526m for the 2019-20 financial year from:*
    - i. *a reduction in Capital Expenditure of \$448k*
    - ii. *the proposed carry forward of capital project income of \$1.774m and expenditure of \$1.454m to the 2020-21 financial year.*
  - c. *an increase in Council's current Net Borrowing Result from \$4.100m to \$4.395m for the 2019-20 financial year as a result of the proposed operating and capital adjustments.*

12.2. 2020-21 Annual Business Plan and Budget Consultation

*Council resolves:*

1. *That the report be received and noted*
2. *To endorse the draft Annual Business Plan 2020-21 (ABP), as contained in Appendix 1 for community consultation in accordance with Section 123 of the Local Government Act 1999.*
3. *That the CEO be authorised to:*
  - a. *Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and*
  - b. *Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.*

12.3. Local Heritage Grant Fund Project Approvals and Guideline Amendments

*Council resolves:*

1. *That the report be received and noted*
2. *To approve the six projects shortlisted to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below:*
  - *Kinclaven Coach House*
  - *Former Thorpe Coachhouse*
  - *Former Aldgate Valley Church of Christ*
  - *Stonehedge Avenue House*
  - *Gwynne House*
  - *Ironbank Uniting Church*
3. *To approve the proposed changes to the Local Heritage Grant Fund Guidelines as detailed in Appendix 2 of this report.*

12.4. Support for Road Closures – 2020 Shannons Adelaide Rally & 2020 Gorge Rallysprint

*Council resolves:*

1. *That the report be received and noted*
2. *That, in relation to the 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:*
  - a. *Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event*

- b. *Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event*
  - c. *Providing confirmation that the affected business owners are aware of the road closures*
  - d. *Providing written confirmation that the concerns raised by affected residents have been adequately addressed and that arrangements for egress and regress for those properties can be managed within the event where possible*
  - e. *Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event.*
3. *That subject to the requirements of item 2. being undertaken, Council provides consent for road closure orders in relation to the two events, to be held on Sunday 13 September and between Wednesday 25 and Saturday 28 November as follows..... refer to report for full recommendation.*

12.5. Council Assessment Panel Membership

*Council resolves:*

1. *That the report be received and noted*
2. *To determine to retain the current Terms of Reference for the Council Assessment Panel, specifically for it to comprise one (1) member of the Council (with an Elected Member deputy) and (4) Independent Members.*
3. *To determine that the method of selecting the Council Assessment Panel Member and Deputy Member to be by an indicative vote to determine the preferred persons for the two Member positions utilising the process set out in this Agenda report.*
4. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Council Assessment Panel Council Member roles and for the meeting to resume once the results of the indicative vote have been declared.*
5. *To appoint \_\_\_\_\_ as Member and \_\_\_\_\_ as Deputy Member of the Council Assessment Panel for a 24 month term to commence 1 June 2020 and conclude on 31 May 2022 (inclusive).*

- 12.6. Southern & Hills Local Government Association – 2020-21 Key Action Plan and Draft Budget

*Council resolves:*

1. *That the report be received and noted*
2. *That the Southern & Hills Local Government Association's 2020-21 Key Action Plan and proposed budget be received and noted.*

- 12.7. Extension of Commonwealth Home Support Service Funding

*Council resolves:*

1. *That the report be received and noted*
2. *That the Council agrees to enter into the Deed of Variation in relation to the Commonwealth Home Support Program which extends the Commonwealth Government funding as follows:*
  - a) *for the provision of home and social support elements of the program, from 1 July 2020 until 30 June 2022*
  - b) *for the provision of our Sector Support and Development program, from 1 July 2020 until 30 June 2021*
3. *That the Council authorise the Mayor and Chief Executive Officer to affix the seal of Council and execute the Deed of Variation in relation to Home Support*

- 12.8. Status Report – Council Resolutions Update

*Council resolves:*

1. *That the report be received and noted*
2. *The following completed items be removed from the Action List..... refer to report for full recommendation*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

- 13.1. Quarterly Council Performance Report – Q3

*Council resolves that the report be received and noted*

- 13.2. Ombudsman Correspondence - – Complaint regarding Internal Review of Council Decision and Unreasonable Complainant Conduct Policy

*Council resolves that the report be received and noted*

- 13.3. Publishing Council Meeting Recordings

*Council resolves that the report be received and noted*

**14. QUESTIONS WITHOUT NOTICE**

**15. MOTIONS WITHOUT NOTICE**

**16. REPORTS**

- 16.1. Council Member Function or Activity on the Business of Council  
16.2. Reports of Members/Officers as Council Representatives on External Organisations  
16.3. CEO Report

**17. REPORTS OF COMMITTEES**

- 17.1. Council Assessment  
Nil
- 17.2. Strategic Planning & Development Policy Committee  
Nil
- 17.3. Audit Committee  
Nil
- 17.4. CEO Performance Review Panel  
Nil

**18. CONFIDENTIAL ITEMS**

Nil

**19. NEXT MEETING**

Tuesday 23 June 2020, 6.30pm, Zoom Virtual Meeting Room

**20. CLOSE MEETING**



## Council Meeting/Workshop Venues 2020

DATE	TYPE	LOCATION
<b>MAY 2020</b>		
Mon 25 May	Audit Committee	Stirling
Tues 26 May	Council	Zoom Virtual Meeting Room
<b>JUNE 2020</b>		
Mon 4 June	CEO Performance Review	Stirling
Tues 9 June	Workshop	Zoom Virtual Meeting Room
Wed 10 June	CAP	Zoom Virtual Meeting Room
Tues 16 June	Professional Development	Zoom Virtual Meeting Room
Tues 23 June	Council	Zoom Virtual Meeting Room
<b>JULY 2020</b>		
Tues 14 July	Workshop	Zoom Virtual Meeting Room
Wed 8 July	CAP	Zoom Virtual Meeting Room
Tues 21 July	Professional Development	Zoom Virtual Meeting Room
Tues 28 July	Council	Zoom Virtual Meeting Room

*Meetings are subject to change, please check agendas for times and venues. All meetings (except Council Member Professional Development) are open to the public.*

## Community Forums 2020

COMMUNITY FORUMS ARE CURRENTLY DEFERRED DUE TO COVID-19



# Conflict of Interest Disclosure Form

**CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS**

Councillor:

Date:

Meeting name:

Agenda item no:

**1. I have identified a conflict of interest as:**

MATERIAL       ACTUAL       PERCEIVED

**MATERIAL**: Conflict arises when a council member or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

**ACTUAL**: Conflict arises when there is a conflict between a council member's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

**PERCEIVED**: Conflict arises in relation to a matter to be discussed at a meeting of council, if a council member could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

**2. The nature of my conflict of interest is as follows:**

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

**3. I intend to deal with my conflict of interest in the following transparent and accountable way:**

I intend to **leave** the meeting (*mandatory if you intend to declare a Material conflict of interest*)

**OR**

I intend to **stay** in the meeting (**complete part 4**) (*only applicable if you intend to declare a Perceived (Actual conflict of interest)*)

**4. The reason I intend to stay in the meeting and consider this matter is as follows:**

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

**CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS**

Governance use only: Member voted FOR/AGAINST the motion.



### Ordinary Business Matters

A **material, actual or perceived** Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

The following ordinary business matters are prescribed under Regulation 8AAA of the Local Government (General) Regulations 2013.

- (a) the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act
  - (b) the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)
  - (c) the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act
  - (d) the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act
  - (e) the adoption or revision of an annual business plan
  - (f) the adoption or revision of a budget
  - (g) the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration
  - (h) a discussion or decision of a matter at a meeting of a council if the matter—
    - (i) relates to a matter that was discussed before a meeting of a subsidiary or committee of the council
    - (ii) the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.
- (2) For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.

### Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest **actual or perceived** in a matter to be discussed at a meeting of council by reason only of:

- an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party
- membership of a community group, sporting club or similar organisation (as long as the member **is not** an office holder for the group, club or organisation)
- the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school
- a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

**For example:** If your **only** involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are **NOT** required to declare your interest.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 28 APRIL 2020  
ZOOM VIRTUAL MEETING ROOM**

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In Attendance

**Presiding Member:** Mayor Jan-Claire Wisdom (via audio/visual link)

**Members:**

Councillor Ian Bailey (via audio/visual link)
Councillor Kirrilee Boyd (via audio/visual link)
Councillor Nathan Daniell (via audio/visual link)
Councillor Pauline Gill (via audio/visual link)
Councillor Chris Grant (via audio/visual link)
Councillor Linda Green (via audio/visual link)
Councillor Malcolm Herrmann (via audio/visual link)
Councillor John Kemp (via audio/visual link)
Councillor Leith Mudge (via audio/visual link)
Councillor Mark Osterstock (via audio/visual link)
Councillor Kirsty Parkin (via audio/visual link)
Councillor Andrew Stratford (via audio/visual link)

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Natalie Westover	Director Community Capacity
David Waters	Director Bushfire Recovery
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisation Development
John McArthur	Manager Sustainability Waste & Emergency Management
Mike Carey	Manager Financial Services
Steven Watson	Governance & Risk Coordinator
Kira-Marie Laverty	Corporate Planning & Performance Coordinator
Pam Williams	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.33pm. Mayor Jan-Claire Wisdom welcomed Council Members and the public to our first full Council meeting held via an audio/visual link.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 28 APRIL 2020  
ZOOM VIRTUAL MEETING ROOM**

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**2. OPENING STATEMENT**

“Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.

We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land”.

**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Nil

**3.2 Leave of Absence**

Nil

**3.3 Absent**

Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1 Council Meeting – 24 March 2020**

Moved Cr Ian Bailey

S/- Cr Malcolm Herrmann

65/20

That the minutes of the Ordinary Council meeting held on 24 March 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**4.2 Special Council Meeting – 21 April 2020**

Moved Cr Leith Mudge

S/- Cr John Kemp

66/20

That the minutes of the Ordinary Council meeting held on 21 April 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
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**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**

Nil

**6. PRESIDING MEMBER'S OPENING REMARKS**

Mayor Jan-Claire Wisdom welcomed everyone to our first full Council meeting held via audio/visual link. The Mayor advised that an update on the Cudlee Creek Bushfire Recovery would be given by David Waters, Director Bushfire Recovery, later in the meeting.

**7. QUESTIONS ADJOURNED/LYING ON THE TABLE**

**7.1 Questions Adjourned**

Nil

**7.2 Questions Lying on the Table**

Nil

**8. PETITIONS/DEPUTATIONS/PUBLIC FORUM**

**8.1 Petitions**

Nil

**8.2 Deputations**

Nil

**8.3 Public Forum**

Nil

**9. PRESENTATIONS**

Nil

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

Nil

**ADELAIDE HILLS COUNCIL  
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**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 East Waste 2020-21 Annual Business Plan & Budget**

Moved Cr Chris Grant  
S/- Cr John Kemp

**67/20**

Council resolves:

1. That the report be received and noted
2. To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2020-21.

<b>Carried Unanimously</b>
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**12.2 AHRWMA 2020-21 Annual Business Plan & Budget**

Moved Cr Malcolm Herrmann  
S/- Cr Ian Bailey

**68/20**

Council resolves:

1. That the report be received and noted
2. To approve the Adelaide Hills Region Waste Management Authority Draft Annual Business Plan and Budget 2020-21.

<b>Carried Unanimously</b>
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MINUTES OF ORDINARY COUNCIL MEETING  
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**12.3 2020 – 2024 Strategic Plan Adoption**

Moved Cr Linda Green  
S/- Cr Kirsty Parkin

69/20

Council resolves:

1. That the report be received and noted
2. To adopt the *2020-24 Strategic Plan*, as contained in Appendix 1, in accordance with *Section 122 of the Local Government Act 1999*.
3. That the CEO, or delegate, be authorised to:
  - a. Make any necessary formatting, nomenclature or other minor changes to the Plan prior to being published and
  - b. Determine the publishing timings, format, and media processes while ensuring consistency and compliance with the provisions of applicable legislation.

<b>Carried Unanimously</b>
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**12.4 2020 – 2021 Long Term Financial Plan Adoption**

Moved Cr Kirsty Parkin  
S/- Cr Leith Mudge

70/20

Council resolves:

1. That the report be received and noted.
2. To adopt the *2020-21 Long Term Financial Plan*, as contained in Appendix 1 to this report, in accordance with *Section 122 of the Local Government Act 1999*.
3. To note that additional documentation will be provided as part of the *2020-21 Annual Business Plan and Budget* to illustrate the impact of the *2020-21 budget settings* on the long term financial performance of the Council, and hence whether financial sustainability is being achieved.
4. That the CEO or delegate, be authorised to make any formatting, nomenclature or other minor changes to the Long Term Financial Plan prior to being published.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
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**12.5 Road Land Acquisition from DPTI – Houghton & Aldgate**

**Moved Cr Leith Mudge  
S/- Cr Malcolm Herrmann**

**71/20**

**Council resolves:**

- 1. That the report be received and noted**
- 2. To accept a transfer of land from the Commissioner of Highways for Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5741 Folio 518 being Lot 13 Horn Street, Houghton from the Commissioner of Highways for nil consideration.**
- 3. To accept a transfer of land from the Commissioner of Highways for Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Lot 51 Strathalbyn Road, Aldgate from the Commissioner of Highways for nil consideration.**
- 4. To exclude the land described in 2 & 3 above as community land pursuant to section 193(4) of the *Local Government Act 1999*.**
- 5. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.**

<b>Carried Unanimously</b>
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**12.6 Range Road South Houghton Pedestrian Movements**

**Moved Cr Chris Grant  
S/- Cr Pauline Gill**

**72/20**

**Council resolves:**

- 1. That the report be received and noted.**
- 2. That Council write to the City of Tea Tree Gully indicating that Council will not be providing additional pedestrian infrastructure on Range Road South.**

<b>Carried Unanimously</b>
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7.33pm Cr Kemp left the meeting room

7.35pm Cr Kemp returned to the meeting room



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**12.7 CEO Performance Review Process & Panel Schedule**

Moved Cr Mark Osterstock  
S/- Cr Kirrilee Boyd

73/20

Council resolves:

1. That the report be received and noted
2. That the 2020 CEO Performance Review and TEC package review be undertaken using an external consultant.
3. That the 2020 CEO Performance Review Panel Meeting and Process Schedule (as amended), as contained in Appendix 1, be adopted.

<b>Carried Unanimously</b>
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**12.8 CEO Performance Target Update**

Moved Cr John Kemp  
S/- Cr Kirsty Parkin

74/20

Council resolves:

1. That the report be received and noted
2. That the Community Perception Survey performance target be deferred until the impact of the COVID-19 restrictions has sufficiently abated.
3. That the Boundary Reform performance target be modified for the final stage of consultation to be deferred until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed, and once the consultation is complete, the final report will be brought to Council for consideration.
4. That the Community and Recreation Facilities Framework performance target be modified to reflect the overall complexity of this target; and for delivery of a community consultation implementation plan to be presented by 30 June 2020 instead.

<b>Carried Unanimously</b>
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**12.9 CEO PRP Independent Member Deferral**

Moved Cr Linda Green  
S/- Cr John Kemp

75/20

Council resolves:

1. That the report be received and noted
2. To defer the recruitment of an Independent Ordinary Member until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed.

<b>Carried Unanimously</b>
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**12.10 Draft Fraud Corruption Misconduct & Maladministration Policy**

Moved Cr Malcolm Herrmann  
S/- Cr Chris Grant

76/20

Council resolves:

1. That the report be received and noted.
2. With an effective date of 12 May 2020, to revoke the 13 June 2017 *Fraud & Corruption Prevention Policy* and to adopt the 28 April 2020 *Draft Fraud, Corruption, Misconduct and Maladministration Policy* as per Appendix 1 with the deletion of point 4.1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 28 April 2020 *Draft Fraud, Corruption, Misconduct and Maladministration Policy* as per Appendix 1 prior to the effective date.

<b>Carried</b>
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12.11 Confidential Items Review

Moved Cr Linda Green  
S/- Cr John Kemp

77/20

**DECISION 1**

Council resolves that the report be received and noted.

**DECISION 2**

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:
  - The Report of 07 May 2019, Item No. 19.1, Unsolicited Approach to Purchase Community Land

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.
2. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried
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12.11.1 Confidential Items Review 2

Moved Cr John Kemp  
S/- Cr Linda Green

78/20

**DECISION 3**

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:

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- **The Report of 22 August 2017, Item No. 19.1, Adelaide Hills Region Waste Management Authority Tender Landfill Compactor**

**On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.**

2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

<b>Carried</b>
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#### 12.11.2 Confidential Items Review 3

Moved Cr Malcolm Herrmann  
S/- Cr Linda Green

79/20

#### DECISION 4

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act:

- **The Report of 01 August 2018, Item No. 7.1, Retirement Village Review**

**On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.**

2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
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**12.12 Status Report – Council Resolutions Update**

**Moved Cr Kirsty Parkin  
S/- Cr John Kemp**

**80/20**

**Council resolves:**

- 1. That the report be received and noted**
- 2. The following completed items be removed from the Action List:**

<b>Meeting Date</b>	<b>Meeting</b>	<b>Res No.</b>	<b>Item Name</b>	<b>Previously Declared COI</b>
25/02/2020	Ordinary Council	28/20	Storm Water Management Grevillea Way Woodside	None declared
25/02/2020	Ordinary Council	29/20	Gumeracha Main Street Project	None declared
25/02/2020	Ordinary Council	33/20	Strategic Plan for Consultation	None declared
25/02/2020	Ordinary Council	37/20	Safe Environments Policy	None declared
24/03/2020	Ordinary Council	52/20	Petition Assessment of Trees in Mabel Street, Stirling	None declared
24/03/2020	Ordinary Council	54/20	MON Road Safety Warren Road & Martin Hill/Lucky Hit Road For	None declared
24/03/2020	Ordinary Council	57/20	GRFMA Annual Budget & Business Plan 2020 – 2021	None declared
24/03/2020	Ordinary Council	58/20	Election for GAROC 2020	None declared
24/03/2020	Ordinary Council	59/20	Nomination to Adelaide Cemeteries Authority Board	Material - Cr Mark Osterstock
24/03/2020	Ordinary Council	61/20	Mylor Community Survey Report	None declared

**Carried Unanimously**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 28 APRIL 2020  
ZOOM VIRTUAL MEETING ROOM**

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**13. OFFICER REPORTS - INFORMATION ITEMS**

**13.1 Adelaide Hills Council COVID-19 Response**

Moved Cr Malcolm Herrmann  
S/- Cr John Kemp

**81/20**

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

<b>Carried Unanimously</b>
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**14. QUESTIONS WITHOUT NOTICE**

Cr Malcolm Herrmann – road accident Warren Road, Martins Hill/Lucky Hit Road Forreston

**15. MOTIONS WITHOUT NOTICE**

Nil

**16. REPORTS**

**16.1 Council Member Function or Activity on the Business of Council**

**Mayor Jan-Claire Wisdom**

- 25 April, ANZAC Day laying of 10 wreaths throughout the district, with assistance of Council Members at various locations
- LGA panel discussions
- Bushfire Royal Commission

**Cr Malcolm Herrmann**

- 20 April, Audit Committee (via Zoom audio/visual)

**Cr Pauline Gill**

- 25 March, Rural Land Management Advisory Group
- 15 April, Local Recovery Committee
- 21 April, Community & Recreation Funding Framework Internal Working Group

**Cr Linda Green**

- 1 April, Cudlee Creek Fire Local Recovery Committee

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 28 APRIL 2020  
ZOOM VIRTUAL MEETING ROOM**

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**Cr Kirsty Parkin**

- 21 April, Community & Recreation Funding Framework Internal Working Group
- 9 April, CEO PRP meeting

**Cr Kirrilee Boyd**

- 2 April, Sustainability Advisory Group teleconference

**16.2 Reports of Members as Council/Committee Representatives on External Organisations**

**Cr Malcolm Herrmann**

- 16 April, Gawler River Flood Management Authority (via Zoom audio/visual)

**Cr Linda Green**

- 24 April, East Waste Board Meeting

**Cr John Kemp**

- 26 March, AHRWMA Board meeting

**16.3 CEO Report**

Andrew Aitken, CEO, provided Council with a verbal Corporate Update.

- Solar bins installation trial
- Green organics collection days
- Infrastructure projects at Woodside, Stirling, Forest Range
- No enforcement notices required for current COVID-19 emergency
- Development Applications for bushfire affected residents
- Burning Permit applications
- Pomona Road Stirling Road now reopened after closure for culvert construction

*Administrative Action: CEO to follow up request by Cr Ian Bailey for flu injections for Council Members.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 28 APRIL 2020  
ZOOM VIRTUAL MEETING ROOM**

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**17. REPORTS OF COMMITTEES****17.1 Council Assessment Panel**

Nil

**17.2 Strategic Planning & Development Policy Committee**

Nil

**17.3 Audit Committee – 20 April 2020**

Moved Cr Malcolm Herrmann  
S/- Cr Leith Mudge

**82/20**

That the minutes of the Audit Committee meeting held on 20 April 2020 as supplied, be received and noted.

<b>Carried Unanimously</b>
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**17.4 CEO Performance Review Panel – 9 April 2020**

Moved Cr Mark Osterstock  
S/- Cr Kirsty Parkin

**83/20**

That the minutes of the CEO Performance Review Panel meeting held on 9 April 2020 as supplied, be received and noted.

<b>Carried Unanimously</b>
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**18. CONFIDENTIAL ITEMS**

Nil

**19. NEXT ORDINARY MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 26 May 2020 from 6.30pm, in the Zoom virtual meeting room.

**20. CLOSE MEETING**

The meeting closed at 9.10pm.



**ADELAIDE HILLS COUNCIL  
MINUTES OF SPECIAL COUNCIL MEETING  
TUESDAY 12 MAY 2020  
ZOOM VIRTUAL MEETING ROOM**

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In Attendance

**Presiding Member:** Mayor Jan-Claire Wisdom (via audio/visual link)

**Members:**

Councillor Ian Bailey (via audio/visual link)
Councillor Kirrilee Boyd (via audio/visual link)
Councillor Nathan Daniell (via audio/visual link)
Councillor Pauline Gill (via audio/visual link)
Councillor Chris Grant (via audio/visual link)
Councillor Linda Green (via audio/visual link)
Councillor Malcolm Herrmann (via audio/visual link)
Councillor John Kemp (via audio/visual link)
Councillor Leith Mudge (via audio/visual link)
Councillor Mark Osterstock (via audio/visual link)
Councillor Kirsty Parkin (via audio/visual link)
Councillor Andrew Stratford (via audio/visual link)

In Attendance:

Andrew Aitken	Chief Executive Officer
David Waters	Director Bushfire Recovery
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Sustainability, Waste & Emergency Management
Chris Janssan	Manager Open Space

**1. COMMENCEMENT**

The special meeting commenced at 6.32pm.

**2. OPENING STATEMENT**

“Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.

We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land”.

**ADELAIDE HILLS COUNCIL  
MINUTES OF SPECIAL COUNCIL MEETING  
TUESDAY 12 MAY 2020  
ZOOM VIRTUAL MEETING ROOM**

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**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**  
Nil

**3.2 Leave of Absence**  
Nil

**4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**  
Nil

**5. PRESIDING MEMBER'S OPENING REMARKS**  
Nil

**6. BUSINESS OF THE MEETING**

**6.1 Bushfire Royal Commission Notices**

Moved Cr Chris Grant  
S/- Cr John Kemp

**84/20**

Council resolves:

1. That the report be received and noted
2. That the Council responds to Notice in the terms contained in *Appendix 2*.
3. That the Council provides documents in response to Notice NTP-HB2-255 as indicated in *Appendix 2*.
4. That the Chief Executive Officer, or his delegate, be authorised to act for and on behalf of the Council in finalising the submission subsequent to this meeting, making the submission and providing any follow-up or supplementary information requested in relation to the aforementioned Notices.

<b>Carried Unanimously</b>
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**7. CONFIDENTIAL ITEM**  
Nil

**8. CLOSE MEETING**  
The meeting closed at 6.59pm

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Pauline Gill

**Subject:** Citizen of the Year Location

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**1. MOTION**

1. That the Administration explores the feasibility of rotating the presentation of Citizen of the Year throughout the Council area, commencing January 2021.
2. That the location be influenced by where the recipient of the Citizen of the Year is from.
3. That Council recognises that this presentation is a celebration of citizens who make an enormous contribution to the Adelaide Hills community and recipients should be able to be recognised within the local community which has nominated them.

**2. BACKGROUND**

In recent years, the district Citizen of the Year, Young Citizen of the Year and Community Event of the Year Awards have been presented by the Mayor at the Stirling Australia Day ceremony in combination with a Citizenship Ceremony.

Winners of citizen awards have been given the opportunity to attend and be acknowledged at an additional community celebration in the district before or after the Stirling ceremony. Civic Award recipients are encouraged to attend one of the community celebrations nearest to where they live to receive their award.

There are five Australia Day ceremonies which occur around the district. The Stirling awards and citizenship ceremony is organised and managed by Council, and community groups run events in Woodside, Mylor, Gumeracha and Uraidla. These ceremonies are supported by Council both in-kind and financially (\$1400 each).

The ceremony in Stirling encompasses the Citizenship Ceremony (around 25 recipients), the three major Citizen of the Year Awards (Citizen of the Year, Young Citizen of the Year and Community Event of the Year), Civic Awards (0 - 5 recipients as it varies each year), and an Australia Day element. As the authorised presiding officer under the *Australian Citizenship Act 2007*, the Mayor must be present at a citizenship ceremony to execute legislatively specified tasks. The Stirling event has been deliberately timed to avoid clashing with the times of the long-standing community celebrations as far as practicable, to allow award winners, supporters, the Mayor and other Council members to also attend one or more community celebrations.

### 3. OFFICER'S RESPONSE – JENNIFER BLAKE, MANAGER COMMUNICATIONS & EVENTS

#### ➤ Strategic Management Plan

*Strategic Plan 2020-24 – A brighter future*

Goal Community Wellbeing

Objective C6 Celebrate our community's unique culture through arts, heritage and events

Objective C3 A community that grows together

Priority C6.2,C3.2 Develop, support and bring events to our district that have social, cultural, environmental or economic benefits

Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing.

These awards are an opportunity to highlight inspirational representatives of the Adelaide Hills who make a significant contribution to their community and celebrate their passion, commitment and achievements.

#### ➤ Legal Implications

Civic awards are not governed under any legislation.

Citizenship ceremonies are governed by the *Australian Citizenship Ceremonies Code (the Code)* under the *Australian Citizenship Regulation 2016* (the Regulation) and the *Australian Citizenship Act 2007* (the Act). Local Government Councils must hold a citizenship ceremony on 26 January as part of their Australia Day activities. As the authorised presiding officer under the Act, the Mayor of the Adelaide Hills Council legislatively must execute various tasks within a citizenship ceremony. It is the requirement of the *Australian Citizenship Ceremonies Code* that the venue must be of a suitable standard to reflect the importance of the occasion.

#### ➤ Risk Management Implications

The exploration of rotating presentation of Citizen of the Year throughout the Council area will assist in mitigating the risk of:

*Poor representation of the community by Council leading to decisions that do not appropriately take into account community need resulting in negative community sentiment and reputational damage.*

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

Exploration of alternative locations for the Citizen of the Year awards is a mitigation action.

#### ➤ Financial and Resource Implications

To hold an event combining the awards presentation and citizenship ceremony on Australia Day requires considerable planning and resources by staff and ease of participation must be considered for all recipients.

Consideration when assessing suitable locations for the combined Australia Day ceremony include:

- Disability access
- catering – 200+ people
- hire of approximately 200 chairs
- attendance of AHC staff to set up during the day, at the ceremony and pack up
- provision of electronic equipment (including microphone and speakers)
- any venue needs to have alternative arrangements for extreme weather (e.g. indoor venue big enough to hold 200 people, plenty of outdoor shade)
- is the venue safe in extreme bush fire danger days and can we expect participants to travel to the location
- The Electoral Commission will need to approve the location of Citizenship ceremonies as their staff need to attend
- adequate lighted car parking for visitors
- adequate bathroom facilities.

If the major awards presentation was to be rotated around the district, an Australia Day event would still need to be organised in Stirling around the citizenship ceremony. Additionally, staff would need to work with the hosting community event to ensure the calibre of the ceremony met with the significance of the awards as many aspects of the current ceremony format, such as speeches from local Members of Parliament and the Australia Day Ambassador, may not be possible.

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

There is a risk in separating the awards presentation and Citizenship Ceremony that some of the formality and ceremonial aspects of the presentation could be diminished for award winners. Local Members of Parliament (MPs) are invited to attend and speak at Citizenship Ceremonies, so may not be available to also attend the awards ceremony. Additionally an Australia Day Ambassador is provided to us through our involvement with the State award program and they speak at the large Stirling ceremony. We would need to consider the best use of their role if citizenship and awards were separated.

Citizen of the Year is awarded alongside Young Citizen of the Year and Community Event of the Year, so the recipients of these awards would be required to travel to the determined location although they may all come from different locations. The predetermined location may be a convenient distance and of special significance for one recipient but not necessarily for all three. An alternative is to allow each of the three major award recipients to nominate a separate location of choice from the ceremonies occurring in the district.

➤ **Sustainability Implications**

Not Applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Executive Assistant - Mayor & CEO  
Director Community Capacity  
Events Officer

*External Agencies:* Not Applicable

*Community:* Preliminary discussions have been conducted with the community event organisers in Gumeracha to discuss the possibility of hosting the major awards in 2021 and they expressed a willingness to do however, there is no prior knowledge of where the award winners may live or whether Gumeracha would be a preferred location.

**4. ANALYSIS**

Due to the legislative requirements of Citizenship Ceremonies and the timeline of our awards process, it would not be possible to rotate the entire Stirling/major Australia Day event to different locations in the district based on the Citizen of the Year's location.

It would however be possible to rotate the presentation of the awards to different community events, based on the Citizen of the Year's location, provided the Citizenship Ceremony were to remain in Stirling. It is unlikely that timing would allow the Mayor to attend and/or present the major awards due to her legislative duties at the Citizenship Ceremony. Additionally other significant elements of the current major ceremony may not be available for the Citizen of the Year presentation and localised ceremonies, including speeches from local MPs and our Australia Day Ambassador.

Recipients of the citizen awards can be offered the opportunity to receive their awards at their local Australia Day ceremony (rather than at Stirling) however the award may not be able to be presented by the Mayor and we would look to one of the Elected Members to present the award instead.

**5. APPENDICES**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.1

**Responsible Officer:** Mike Carey  
Manager Financial Services  
Corporate Services

**Subject:** 2019-20 Budget – Budget Review 3

**For:** Decision

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**SUMMARY**

The *Local Government (Financial Management) Regulations 2011* (the Regulations) requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require or offer opportunities for changes to the budget during the year.

This report presents the third Budget Review (BR3) of the 2019-20 financial year for consideration after being considered by the Audit Committee on 25 May 2020.

Given the timing of the Audit Committee meeting being the day before, any feedback from the Audit Committee will be provided by the Presiding Member of the Audit Committee prior to the adoption of resolutions emanating from this report to Council.

Largely as a result of net expenditure relating to the Cudlee Creek bushfire of \$566k, the proposed budget changes reduce the Operating Surplus from \$411k to an Operating Deficit of \$13k. As the impact of the bushfire is an abnormal one off expenditure, albeit spanning across two years, it is considered that the small deficit will not impact on the long term financial sustainability of Council.

Further, as part of the BR3 changes proposed to capital expenditure, savings of \$448k have been identified and as such from a cash perspective, these have covered off the increase in operating expenditure relating to the Cudlee Creek Bushfire.

BR3 also proposes carry forwards in capital income of \$1.774m and capital expenditure of \$1.454m.

As a result of proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased by \$295k from \$4.100m to \$4.395m.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
  2. To adopt the proposed budget adjustments presented in Budget Review 3 which result in:
    - a. a reduction in the Operating Surplus from \$411k to an Operating Deficit of \$13k for the 2019-20 financial year.
    - b. changes to capital resulting in a proposed capital expenditure budget of \$16.526m for the 2019-20 financial year from:
      - i. a reduction in Capital Expenditure of \$448k
      - ii. the proposed carry forward of capital project income of \$1.774m and expenditure of \$1.454m to the 2020-21 financial year.
    - c. an increase in Council's current Net Borrowing Result from \$4.100m to \$4.395m for the 2019-20 financial year as a result of the proposed operating and capital adjustments.
- 

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible to the community

A key aspect of Council's formal budget reviews is to review and monitor Council's Annual Budget with reference to its overall financial position and its *Long Term Financial Plan* (LTFP) to ensure Council continues to be financially sustainable.

### ➤ Legal Implications

The undertaking of formal budget reviews is a requirement of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

### ➤ Risk Management Implications

Conducting the budget review process as required by Regulations will assist in mitigating the risk of:

*Failure to conduct budget review process as required by Regulations results in inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.*

Inherent Risk	Residual Risk	Target Risk
Medium (4D)	Low (2E)	Low (2E)



It ensures that financial resources are deployed in areas that align with Council’s Strategic Management Plans, are affordable and support Council’s LTFP.

➤ **Financial and Resource Implications**

Largely as a result of net expenditure relating to the Cudlee Creek bushfire of \$566k, the proposed budget changes reduce the Operating Surplus from \$411k to an Operating Deficit of \$13k. As the impact of the bushfire is considered as abnormal expenditure it is considered that the small deficit does not impact on the long term financial sustainability of Council.

Further as part of the BR3 changes proposed to capital expenditure, savings of \$448k have been identified and as such from a cash perspective, these have covered off the increase in operating expenditure from the Cudlee Creek Bushfire.

BR3 also proposes carry forwards in capital income of \$1.774m and capital expenditure of \$1.454m.

As a result of proposed operating and capital adjustments, Council’s Net Borrowing Result for the year is increased by \$295k from \$4.100m to \$4.395m.

It should be noted that the figures in this report and supporting appendices have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

**Impact of the Cudlee Creek Bushfire**

As highlighted in the Council Report on the Cudlee Creek Fire to the Council Meeting on 28 January 2020 and the subsequent report to Council on 24 March 2020, Council has incurred significant direct costs in the current financial year as a result of the Cudlee Creek Fire. While a significant amount has already been received from Federal Government via the State Government, Council is also seeking funding through government disaster funding arrangements, other relief funding and insurance.

In relation to the South Australian Government Disaster Assistance Arrangements, Council has access to funding to help manage costs associated with “eligible expenses” following a natural disaster. In simple terms, financial assistance becomes available at a rate of 50% for Council expenditure (over and above normal operating costs) exceeding a threshold of 2% of rate income. Assistance increases to 75% for expenditure exceeding 3.5% of rate income.

In turn, the State Government has access to similar Commonwealth Government arrangements.

Ultimately, any expenditure not recovered will be borne by the Adelaide Hills Council.

In BR2 presented to Council in February 2020, the review addressed the \$1 million grant received to assist with disaster recovery costs and an equivalent expenditure amount to cover bushfire emergency maintenance and recovery works to date.

In terms of this Budget Review, further budgeted amounts have been included for the following:

- Additional income of \$1.845m relating to further grant funding received of \$295k and estimated State Government disaster funding to be invoiced in the order of \$1.550m
- A reduction of \$37k in rates income as a result of revaluation adjustments undertaken by the Valuer-General
- \$2.373m to cover estimated bushfire emergency maintenance and recovery works

More specific details of these proposed budget adjustments have been provided under the Analysis section of this report. In summary, these budget adjustments propose a net impact on Council's operational budget of \$566k for the 2019-20 financial year.

Further net costs for the 2020-21 financial year associated with the fires have been estimated at \$430k and this amount will be included in Council's draft 2020-21 Budget .

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

Not Applicable

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Budget Review 3 was considered by the Audit Committee on 25 May 2020

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* The budget review has been prepared in consultation with Directors and Managers to obtain detailed operating and capital information for each budget area.

*External Agencies:* Not Applicable

*Community:* Not Applicable

## 2. BACKGROUND

Regulation 9(1)(b) of the *Local Government (Financial Management) Regulations 2011* requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require or offer opportunities for changes to the budget during the year.

At the Council meeting held on the 25 June 2019, Council adopted the original *2019-20 Annual Business Plan and Budget*, reflecting a Budgeted Operating Surplus before Capital Revenue of \$449k and an estimated Net Borrowing for the financial year of \$3.693m as per the Uniform Presentation of Finances Statement.

At the Council meeting held on the 17 February 2020, Council adopted the 2019-20 Budget Review 2 (BR2) with a Budget Operating Surplus before Capital Revenue of \$411k and an estimated Net Borrowings Result of \$3.938m. At that same meeting, a separate Council Report addressing the Construction of Unmade Road - West Street, Mylor also approved an additional increase of \$162k in the 2019-20 capital expenditure budget which had the effect of increasing Council's Net Borrowing Result to \$4.100m at that time.

### Budget Review Presentation

As a result of changes to the Regulations, the Budget Review Presentation has been simplified for the First and Third Budget Review for the year whereby it is now required to produce under Section 9(1)(a):

...a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances.

In accordance with the Regulations the *Uniform Presentation of Finances* showing the movements in the current and proposed budgets is shown as **Appendix 1** to this report.

## 3. ANALYSIS

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council. Due to the timing of the Audit Committee meeting on 25 May 2020 it will not be possible to include the Audit Committee resolution in the agenda of the Council. As such it is proposed that the Presiding Member of the Audit Committee provide details of the resolution and Audit Committee comments, if any, to the Council meeting prior to the adoption of the Budget Review 3 resolutions.

BR3 has been prepared in consultation with Directors and Managers who have provided information for each budget area.

### **Budget Review 3 Proposed Adjustments**

<b>\$000s</b>	<b>2019-20 Current Budget</b>	<b>BR2a West St Mylor</b>	<b>Proposed BR3 Adjustments</b>	<b>Proposed BR3 Carry Forwards</b>	<b>Revised Budget after BR3</b>
Operating Income	46,239	-	1,761	-	48,000
Operating Expenditure	(45,828)	-	(2,185)	-	(48,013)
<b>Operating Surplus</b>	<b>411</b>	<b>-</b>	<b>(424)</b>	<b>-</b>	<b>(13)</b>
Depreciation	8,945	-	-	-	8,945
Capital income	4,973	-	-	(1,774)	3,199
Capital Expenditure	(18,266)	(162)	448	1,454	(16,526)
<b>Net (Borrowing)/Lending Position</b>	<b>(3,938)</b>	<b>(162)</b>	<b>24</b>	<b>(319)</b>	<b>(4,395)</b>

### **Proposed Budget Adjustments**

#### **Operating:**

Key operating variations included in this review are as follows:

#### Operating Income \$1.761m increase

- Additional income of \$1.845m in relation to Cudlee Creek Bushfire, made up of \$1.550m budgeted in relation to South Australian Government Disaster Assistance Arrangements, a further \$225k payment received from the Federal Government via the State Government, \$60k as State Government Funding for a Community Recovery Officer and \$10k donation received from the City of Salisbury
- \$37k decrease in rates to cover rate adjustments as a direct result of changes in revaluations for the 2019-20 financial year undertaken by the Office of the Valuer-General in relation to bushfire impacted properties
- \$29k reduction in rates to reflect the waiving of fines and interest for ratepayers until 30 June 2020 in response to the impact of Covid-19
- \$3k increase to Statutory fees, reflecting an increase in development fees of \$9k, offset by a reduction of \$6k for Section 7 fees, partly impacted by the economic downturn
- Investment income has exceeded budgeted income and as such an increase of \$16k in budget has been proposed.
- A reduction in budgeted Other Income accounts of \$95k reflecting:
  - A reduction in budgeted insurance distributions of \$65k
  - A decrease of \$21k in the budgeted contributions for a youth trainee program
  - a decrease in Mt Lofty Control Project Grant funding of \$9k, as a result of funds returned to SA Water given that the resource could no longer carry out required duties given COVID-19 restrictions
- The above has been offset by some favourable increases in income budgets for the following:
  - East Waste income distribution of \$31k as a result of the final 2018-19 financial results
  - Insurance recovery of \$28k being reimbursement of expenditure for the microwave tower incurred in the previous financial year

Operating Expenditure \$2.185m increase

Proposed operating expenditure budget variations have been split into two components, namely:

- general operating expenditure - \$2.194m increase; and
- operating initiatives expenditure - \$9k decrease

Details of the operating expenditure proposed budget requests, totalling \$2.194m are as follows:

- \$2.373m to cover estimated bushfire emergency maintenance and recovery works including significant arboriculture costs for the 2019-20 financial year over and above \$1m budgeted as part of BR2. This amount includes \$60k for community recovery officer costs
- a \$9k budget allocated from the Urban Tree Fund Reserve to be spent on tree plantings
- Additional COVID-19 related costs of \$60k in relation to equipment hire, cleaning, compliance costs and the provision of IT software
- Expenditure reductions of \$108k from a large number of staff working from home covering training, other organisational development costs, cancelled programs, internal audit and other governance costs
- Reduction of \$10k in Adelaide Hill's World Heritage Bid contribution as a result of a project redirection
- Vacancy savings of \$138k within Infrastructure & Operation's Civil Services team

Operating Initiatives Expenditure reduction of \$9k

For Operating Initiatives, an appropriate dollar amount has been determined to achieve specified outcomes. As these Operating Initiatives have been developed in consultation with Council, it is considered appropriate that Council approval will be required where a change in timing or individual project expenditure is required.

The proposed changes in operating initiatives projects reduce net expenditure by \$9k as summarised below:

- \$3k budget increase required for Crafers Masterplan Project due to COVID-19 restrictions on community engagement leading to more time being spent on developing a digital engagement platform
- A reduction of \$12k in wastewater inspection compliance resourcing as a result of COVID-19 restrictions in inspecting premises.

In terms of reporting, operating initiatives expenditure forms part of operating expenditure for statutory reporting purposes, and as such have been included under that category in the financial tables within this report and the Uniform Presentation of Finances.

## **Capital**

### **Adjustments to Capital Expenditure**

As at Budget Review 3 there are a number of variations in the capital budget spread across asset categories. The majority of these resulted in savings to capital expenditure and an amount of \$448k in savings have been identified for this Budget Review. Specific details by project have been provided in **Appendix 2**.

### **Carry Forwards**

In addition, Budget Review 3 identified proposed carry forwards in capital expenditure of \$1.454m and capital income of \$1.774m.

Details of the capital expenditure carry forwards have been provided in **Appendix 3** together with the capital income carry forward for Stonehenge of \$352k, which is tied to a corresponding expenditure carry forward of the same amount.

The capital expenditure carry forward projects include a number of projects relating to the Heathfield Oval and High School Masterplan and the Mobile Library Truck replacement.

As well as the capital income carry forward for Stonehenge of \$352k, the capital carry forwards include a capital sale proceeds deferral for the Bridgewater Retirement Village.

As highlighted in Council's Budget Review 2 Council Report, the divestment of the Bridgewater Retirement Village has been impacted by the amount of time required to obtain relevant approvals for the progression of the Trust Variation Scheme relating to this sale.

As such, this sale will now occur in the 2020-21 financial year and therefore will require a carry forward of sales proceeds of \$1.422m together with the related debenture payment offset of \$780k.

All other capital projects will continue to be monitored in the lead up to the end of the financial year. Any additional carry forwards required will be considered by Council in August 2020.

### **Other points of note:**

#### **Financial Assistance Grant - timing**

In June 2019 the Federal Government announced that it would bring forward the payment of two quarters of the 2019-20 Financial Assistance Grants. Council received \$836k of advance payment in June 2019. The timing of this payment required it to be recorded as income in the 2018-19 financial year and not the relevant 2019-20 financial year.

Currently, the current 2019-20 Budget includes four quarters of Financial Assistance Grant funding in recognition of a normalised year of grant funding. At this time, no advice has not been received on whether the 2020-21 Financial Assistance Grant will be brought forward to be paid in June 2020 in a similar manner to the previous year.

Given that no specific advice has been received, no budget adjustment has been included for this item at this stage.

Movements in Budgeted Borrowings

As a result of proposed Budget Review 3 changes there will be a minor decrease in the order of \$300k to borrowings resulting in a forecast of \$13m at 30 June 2020 with the borrowing movements for the year shown below.

<b>Borrowings \$000s</b>	<b>Opening July 2019</b>	<b>New Borrowings</b>	<b>Repayments</b>	<b>Forecast June 2020</b>
<b>CAD (Short Term Drawdown)</b>	Nil	-	-	-
<b>Current Other Borrowings</b>	62		(62)	-
<b>Fixed Term Borrowings</b>	10,000	3,000	-	13,000
<b>Total Borrowings</b>	<b>\$10,062</b>	<b>\$3,000</b>	<b>(\$62)</b>	<b>\$13,000</b>

This is reflected in the Financing transaction detail as shown at the bottom of Council's *Uniform Presentation of Finance Appendix 1*. This highlights that although there is an increase of \$295k in Council's net borrowing for the year, given that there is no longer the requirement to pay down debenture payments of \$780k, this has the effect of reducing borrowings by approximately \$300k as indicated above.

The financing result for the financial year also includes budgeted payments relating to the landfill remediation provision.

For reference, where capital projects are carried forward to next year, this will also move the funding requirement for those projects to the 2020-21 year and hence reduce the amount of borrowings forecast as at 30 June 2020.

**a. Summary**

As a result of proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased by \$295k from \$4.100m to \$4.395m as shown below.

<b>\$000s</b>	<b>\$</b>
BR2 Adopted Budget Net Borrowings	(3 938)
Impact of BR2a Mylor West Separate Council Report 24 February 2020	(162)
Impact of Operating Budget Adjustments for BR3	(424)
Impact of Capital Budget Savings Adjustments for BR3	448
Impact of Capital income and Expenditure Carry Forwards to 2020-21	(319)
<b>BR2 Revised Net Borrowing Position</b>	<b>(\$4,395)</b>

#### **4. OPTIONS**

Council has a range of options in relation to this report.

- I. It can adopt the budget review as prepared without making any further amendment to the adopted budget (Recommended).
- II. It can determine required changes to the review and adopt a revised Budget Review 3, recognising the likely impact upon future Budget Reviews and Council's LTFP.
- III. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted.

The recommended option will ensure Council meets the requirements of Section 7 and 9 of the *Local Government (Financial Management) Regulations 2011*.

#### **5. APPENDICES**

- (1) 2019-20 Budgeted Uniform Presentation of Finances
- (2) 2019-20 Capital Works Budget Review 3 Proposed Changes
- (3) 2019-20 Capital Carry Forwards to 2020-21



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# **Appendix 1**

*2019-20 Budgeted Uniform Presentation of Finances*

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Adelaide Hills Council

BUDGETED UNIFORM PRESENTATION OF FINANCES  
2019-20 Revised Budget BR3

2018-19 Actuals	2019-20 Original Budget	Carry Forwards (BR0)	Additional Budget Requests (BRO)	Budget Changes August & Sept (BRO)	BR1	BR2	BR2a	BR3	Carry Forward to 2020- 21	2019-20 Revised Budget
\$'000	\$'000									\$'000
<b>INCOME</b>										
36,915 Rates	38,686	-	-	-	-	55		(66)	-	38,675
1,172 Statutory charges	1,118	-	-	-	-	23		3	-	1,143
1,007 User charges	607	-	-	-	2	12		-	-	621
5,123 Grants, subsidies and contributions	3,622	-	-	-	98	1,170		1,805	-	6,695
41 Investment income	26	-	-	-	-	-		16	-	42
516 Reimbursements	192	-	-	-	-	20		-	-	212
648 Other income	447	-	-	-	(15)	77		4	-	512
138 Net gain - equity accounted Council businesses	100	-	-	-	-	-		-	-	100
<b>45,560 Total Income</b>	<b>44,797</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>1,357</b>		<b>1,761</b>	<b>0</b>	<b>48,000</b>
<b>EXPENSES</b>										
15,923 Employee costs	17,290	-	-	-	46	(74)		80	-	17,342
19,231 Materials, contracts & other expenses	17,509	28	-	10	39	1,431		2,105	-	21,122
8,826 Depreciation, amortisation & impairment	8,945	-	-	-	-	-		-	-	8,945
623 Finance costs	604	-	-	-	-	-		-	-	604
6 Net loss - equity accounted Council businesses	-	-	-	-	-	-		-	-	0
<b>44,609 Total Expenses</b>	<b>44,348</b>	<b>28</b>	<b>0</b>	<b>10</b>	<b>85</b>	<b>1,357</b>		<b>2,185</b>	<b>0</b>	<b>48,013</b>
<b>951 NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>449</b>	<b>(28)</b>	<b>0</b>	<b>(10)</b>	<b>0</b>	<b>0</b>		<b>(424)</b>	<b>0</b>	<b>(13)</b>
<b>Net Outlays on Existing Assets</b>										
(10,090) Capital Expenditure on Renewal and Replacement of Existing Assets	(9,274)	(2,782)	(177)	-	588	30		420	795	(10,401)
497 Proceeds from Sale of Replaced Assets	512	136	-	-	-	-		-	-	648
8,826 Depreciation	8,945	-	-	-	-	-		-	-	8,945
<b>(767) NET OUTLAYS ON EXISTING ASSETS</b>	<b>183</b>	<b>(2,646)</b>	<b>(177)</b>	<b>0</b>	<b>588</b>	<b>30</b>		<b>420</b>	<b>795</b>	<b>(808)</b>
<b>Net Outlays on New and Upgraded Assets</b>										
(3,877) Capital Expenditure on New and Upgraded Assets & Remediation costs	(4,811)	(2,136)	(220)	(419)	469	466	(162)	28	660	(6,125)
425 Capital Grants and Monetary Contributions for New and Upgraded Assets	250	422	120	-	519	-		-	(352)	959
9,146 Proceeds from Sale of Surplus Assets	2,484	1,530	-	-	-	(1,000)		-	(1,422)	1,592
<b>5,694 NET OUTLAYS ON NEW AND UPGRADED ASSETS</b>	<b>(2,077)</b>	<b>(184)</b>	<b>(100)</b>	<b>(419)</b>	<b>988</b>	<b>(534)</b>	<b>(162)</b>	<b>28</b>	<b>(1,114)</b>	<b>(3,574)</b>
<b>5,878 Net Lending/ (Borrowing) for Financial Year</b>	<b>(1,445)</b>	<b>(2,858)</b>	<b>(277)</b>	<b>(429)</b>	<b>1,575</b>	<b>(504)</b>	<b>(162)</b>	<b>24</b>	<b>(319)</b>	<b>(4,395)</b>
<b>(24,298) Net Financial Liabilities at Beginning of Year</b>	<b>(18,442)</b>	<b>-</b>	<b>3,054</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,388)</b>
3,132 Decrease / (increase) in Other	-	-	-	-	-	-		-	-	-
(100) Non Cash Equity Movement	(100)	-	-	-	-	-		-	-	(100)
<b>(15,388) Net Financial Liabilities at End of Year</b>	<b>(19,987)</b>	<b>(2,858)</b>	<b>2,777</b>	<b>(429)</b>	<b>1,575</b>	<b>(504)</b>	<b>(162)</b>	<b>24</b>	<b>(319)</b>	<b>(19,883)</b>
In a year, the financing transactions identified below are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.										
<b>Financing Transactions</b>										
- New Borrowings	2,499	788	277	429	(1,497)	504	-	-	-	3,000
72 Community Loans repaid to us	16	-	-	-	(16)	-	-	-	-	-
(4,409) Increase/(Decrease) in Short Term Draw Down	-	155	-	-	-	-	162	(24)	(293)	-
(2,025) (Increase)/Decrease in Cash & Investments	10	1,915	-	-	-	-	-	-	(168)	1,757
(18) Principal Repayments on Borrowings	-	-	-	-	(62)	-	-	-	-	(62)
- Reinstatement/Restoration Provision Payment	(200)	-	-	-	-	-	-	-	-	(200)
(1) Debenture Payment	(780)	-	-	-	-	-	-	-	780	-
(100) Non Cash Equity Movement	(100)	-	-	-	-	-	-	-	-	(100)
<b>(6,481)</b>	<b>1,445</b>	<b>2,858</b>	<b>277</b>	<b>429</b>	<b>(1,575)</b>	<b>504</b>	<b>162</b>	<b>(24)</b>	<b>319</b>	<b>4,395</b>

It should be noted that the figures in these appendices have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

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## **Appendix 2**

*2019-20 Capital Works Budget Review 3 Proposed  
Changes*

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**DRAFT 2019-20 CAPITAL BUDGET REVIEW 3**

Proj #	Project Name	Project Description	Suburb	Type	Current Budget	Change FAV/ (UNFAV)	Revised Budget	Comment
<b>Bridges</b>								
3800	Forreston Bridge Guardrail	Replace guardrail and Bridge rails	GUMERACHA	Renewal	\$55,000	15,000	\$40,000	Savings were achieved by being able to use existing anchor points for the guard rail post.
3802	Whitehead Rd Bridge Renewal - cost share Mt Barker	Scour protection of Abutments (cost share construction cost with Mt Barker)	MYLOR	Renewal	\$150,000	15,000	\$135,000	Savings were achieved through competitive tendering process.
			<b>Total</b>		<b>\$205,000</b>	<b>\$30,000</b>	<b>\$175,000</b>	
<b>Footpaths</b>								
3825	Mount Barker Rd Bridgewater Footpath	No 294 Mount Barker Road to Eton Road	BRIDGEWATER	Renewal	\$68,000	40,730	\$27,270	Savings were achieved by reusing insitu base material that was found to be sound.
3826	New Footpaths Programm-Regionwide	Specific allocations for new footpaths in for the next 3 years are to be considered following review of the asset category	REGIONWIDE	New	\$205,000	20,000	\$185,000	Minor savings were achieved across all sites in the program.
3829	Strathalbyn Rd Aldgate Footpath	Strathalbyn Road - Fairview Rd - Primary School (Aldgate) to Aldgate Valley Road (Partial Renewal) - Aldgate	ALDGATE	Renewal	\$110,000	34,000	\$76,000	Savings were achieved by reusing insitu base material that was found to be sound.
			<b>Total</b>		<b>\$383,000</b>	<b>\$94,730</b>	<b>\$288,270</b>	
<b>Road Pavement</b>								
3576	Mt Torrens - car park at end of Amy Gillett	Formalisation of a car park off Oval Rd to service the Amy Gillet Bikeway.	MT TORRENS	New	\$22,000	22,000	\$0	This project envisaged construction of formal car parking on Oval Rd, Mt Torrens, to service the Amy Gillet bikeway. Unfortunately there was insufficient width in the road reserve to accommodate formal parking. Alternatives were examined near the oval and off Lobethal Rd, however there is already adequate informal parking at these locations. therefore it is recommended that this project be cancelled.
3703	Lower Hermitage Rd Millar to Milbrook-Pavement	Widening and reconstruction from Millar to Milbrook	LOWER HERMITAGE	New	\$697,965	(28,150)	\$726,115	Additional costs associated with various latent conditions, such as addressing embankment stability issues.
3854	WRG Exit Upgrade	Increase the pavement width of the exist road from WRG onto Nairne Road to allow simultaneous left and right hand turns out of WRG	WOODSIDE	New	\$14,000	14,000	\$0	These works were able to be accommodated as part of Council's maintenance activities.
			<b>Total</b>		<b>\$733,965</b>	<b>\$7,850</b>	<b>\$726,115</b>	
<b>Roads - Unsealed</b>								
3403	Unsealed Renewals-Regionwide	Renewal of unsealed roads by resheeting.	REGIONWIDE	Renewal	\$1,441,000	250,000	\$1,191,000	This 2019/20 unsealed roads renewal program was delivered for a much lower unit rate than typical. This is due to the program featuring a greater proportion of low volume roads than typical, as well as a new methodology that was trialled with excellent results.
<b>Stormwater</b>								
3728	Heather Ave Woodforde-Stormwater	#19 Heather Ave Stormwater renewal	WOODFORDE	Renewal	\$30,000	30,000	\$0	These works were able to be accommodated as part of Council's maintenance activities.
<b>ICT</b>								
3738	Microwave Radio Network	Renewal of various components of the microwave radio network.	REGIONWIDE	Renewal	\$50,000	50,000	\$0	Upon inspection, more extensive work is required to renew the microwave radio network. The project has been deferred to 2022/23, to align with a broader renewal program for this asset, and the LTFP has been updated accordingly.
3870	Virtual Server Infra	SQL – Renewal of the Virtual SQL Server for corporate line of business applications	REGIONWIDE	Renewal	\$20,000	(15,000)	\$35,000	After a competitive tender process it was found that the initial cost estimate for this project was insufficient.
			<b>Total</b>		<b>\$70,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	
			<b>Total Change</b>		<b>\$2,862,965</b>	<b>\$447,580</b>	<b>\$2,415,385</b>	

Split as follows:

Renewal	419,730
New	27,850
	<b>447,580</b>

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## **Appendix 3**

*2019-20 Capital Carry Forwards to 2020-21*

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**DRAFT 2019-20 BUDGET REVIEW 3 - CAPITAL CARRY FORWARDS**

Proj #	Project Name	Project Description	Suburb	Type	19-20 Budget	Carry Forward Amount	Revised 19-20 Budget	Comment
<b>CAPITAL EXPENDITURE</b>								
<b>Footpaths</b>								
3625	Crafers to Stirling Bikeway-Footpath	Bikeway between Crafers and Stirling	Crafers	New	\$125,000	125,000	\$0	This project aims to improve cycling linkages between Crafers and Stirling. It was envisaged to utilise road corridor along the SE Freeway, however DPTI's final design for the managed Motorway project will not support this. A carry forward of these funds is requested to allow staff to investigate and design other options, utilising existing trail and local road network.
<b>Other - Retaining Walls, Street Furniture, Guardrail and Bus Stops</b>								
3627	Street Litter Bin Replacement-Regionwide	Ongoing cage replacement	REGIONWIDE	Renewal	\$10,000	10,000	\$0	Bin surrounds have been ordered from the supplier, however they come from interstate where delivery is being held up by COVID-19 border closures. They are not expected to be delivered until the very end of this financial year, and the invoice is not expected until July 2020, hence these funds need to be carried forward to next financial year.
3628	Installation of Coolaman Sculpture - Gumeracha	Installation only.	Gumeracha	New	\$7,150	6,425	\$725	This project is the installation of a Coolamon sculpture in Federation Park. The sculpture is being prepared by a local indigenous artist at the request of the Federation Park Celebration Committee. Completion of the sculpture has been delayed, with an expected completion date in financial year 20-21, hence a carry forward is requested to allow Council to undertake the installation at that time.
3844	LED Street Lighting	Investigation and installation of LED lights for street lights throughout the Council district.	REGIONWIDE	New	\$405,000	135,000	\$270,000	Stage 1 of the LED lighting rollout has been completed, with some savings compared to budget estimates. Stage 2 involves the change of V-category lighting, and will occur in 20-21 subject to the required funds being carried forward.
<b>Total</b>					<b>\$422,150</b>	<b>\$151,425</b>	<b>\$270,725</b>	
<b>Sport &amp; Recreation</b>								
3178	Master Plan Heathfield Recreation Grounds	Master plan only.	Heathfield	New	\$24,000	19,100	\$4,900	The delivery phase of the Heathfield Oval Master Plan project has been delayed until financial year 20-21 to align with timing of various grants and the availability of matched funds from the Office for Recreation, Sport and Racing.
3651	Stonehenge Courts	Round 1 - sporting surfacing program to redevelop existing and build new courts	Stirling	New	\$422,390	352,390	\$70,000	The remainder of this project can't be completed until grant agreements have been varied with the ORSR. This can't happen until MOU with Heathfield High School is complete. Further works at Stonehenge also need to wait on this process.
3718	Court Resurfacing-Regionwide	To be determined by new Framework position	Heathfield	Renewal	\$459,000	239,000	\$220,000	The remainder of this project can't be completed until grant agreements have been varied with the ORSR. This can't happen until MOU with Heathfield High School is complete. Required budget for 20-21 is \$305,000 with the balance included in the 2020-21 Capital Budget.
3724	Recreation Precinct-Regionwide - REPORT ONLY	To be determined by new Framework position	Regionwide	Renewal	\$65,500	65,500	\$0	The remainder of this project can't be completed until grant agreements have been varied with the ORSR. This can't happen until MOU with Heathfield HS is complete. Required budget for 20-21 is \$93,000 with the balance included in the 2020-21 Capital Budget .
<b>Total</b>					<b>\$970,890</b>	<b>\$675,990</b>	<b>\$294,900</b>	
<b>Plant &amp; Fleet</b>								
3160	General Fleet Program	Renewal on 3 year program	Regionwide	Renewal	\$1,592,976	480,000	\$1,112,976	Mobile Library truck.
<b>ICT</b>								
3755	CRM Integration	Integrate the Customer Relationship Management System with other enterprise systems including Confirm (asset management) and Lync (call management).	Stirling	New	\$30,000	22,000	\$8,000	The CRM integration project is tied to the Confirm implementation project and is reliant on the latter reaching a particular milestone before the former can progress any further, which will not happen now until financial year 20-21.
<b>CAPITAL EXPENDITURE CARRY FORWARDS</b>					<b>\$3,141,016</b>	<b>\$1,454,415</b>	<b>\$1,686,601</b>	
Split as						794,500		
Renewal						659,915		
New						<b>1,454,415</b>		
<b>CAPITAL INCOME</b>								
<b>Sport &amp; Recreation</b>								
3651	Stonehenge Courts	Round 1 - sporting surfacing program to redevelop existing and build new courts	Stirling	New	\$422,390	352,390	\$70,000	In line with the capital expenditure, this project can't be completed until grant agreements have been varied with the ORSR and as such further works at Stonehenge also need to wait on this process.
<b>CAPITAL INCOME CARRY FORWARDS</b>					<b>\$422,390</b>	<b>\$352,390</b>	<b>\$70,000</b>	

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Responsible Officer:** Kira-marie Laverty  
Corporate Planning & Performance Coordinator  
Office of the Chief Executive

**Subject:** 2020-21 Annual Business Plan and Budget Consultation

**For:** Decision

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**SUMMARY**

The *Annual Business Plan 2020-21 (ABP)* is a legislative requirement under s122 of the *Local Government Act 1999* (the Act). It is also a key element of Adelaide Hills Council's *Corporate Planning and Performance Framework*.

The draft *Annual Business Plan 2020-21* has been developed to align to the *Long Term Financial Plan (LTFP) 2020-30*, the *Asset Management Plan (AMP)* and the *Strategic Plan 2020-24*. Council resolutions, staff and community feedback and risk assessments have also informed projects and programs included in the ABP.

The purpose of this report is to provide the draft *Annual Business Plan 2020-21 (Appendix 1)* to Council for endorsement for the purpose of community consultation.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To endorse the draft *Annual Business Plan 2020-21 (ABP)*, as contained in Appendix 1 for community consultation in accordance with Section 123 of the *Local Government Act 1999*.
  3. That the CEO be authorised to:
    - a. Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and
    - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal A progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

The ABP has been developed based on the financial projections of the *Long Term Financial Plan* and in alignment with the *Strategic Plan 2020-24* and *Asset Management Plans*.

### ➤ Legal Implications

The preparation of an ABP is a requirement of Section 123 of the *Local Government Act 1999* (the Act), and the *Local Government (Financial Management) Regulations 2011* (the Regulations).

The Minister for Local Government has gazetted the *Public Health Emergency: Annual Business Plans and Strategic Planning (No. 4) 2020* to provide an additional three months for councils to adopt annual business plans and budgets, declare general rates, and complete a comprehensive review of strategic management plans. However the extension should not be required as the *Strategic Plan 2020-21* and LTFP were both adopted on 28 April 2020, the AMP are not due for review until next financial year, and the ABP is anticipated to be delivered and adopted by the end of the June 2020.

Section 123(3) of the Act states that before a council can adopt its ABP that it must prepare a draft ABP and follow the relevant steps set out in its public consultation policy (i.e. consultation for at least 21 calendar days).

Section 123(4)(a) of the Act requires that publication of a notice in a newspaper circulating in the area informing the public of the preparation of the draft annual business plan and inviting interested persons to attend:

- i. A public meeting which must be held at least 21 days after the publication of the notice; or
- ii. A meeting of the council at which members of the public may ask questions and make submissions for a period of at least one hour.

As group meetings are restricted due to the COVID-19 pandemic, the Minister for Local Government has gazetted the *Public Access and Public Consultation Notice (No 2) 2020* to remove the “public meeting” requirement from the Act. However, consultation still remains a requirement and allowance will still need to be made for the public to provide written, telephone or online feedback and submissions.



Section 123(7) of the Act requires that each budget of council must:

- a) Be considered in conjunction with the council's ABP ( and must be consistent with that plan); and
- b) Be adopted by the council after the council has adopted its ABP.

Part 2 of the Regulations sets out what financial information must be included as well as the required formats.

➤ **Risk Management Implications**

Preparing an ABP as required by the Act and Regulations will assist in mitigating the risk of:

*Inability to discharge role and functions of a local government entity leading to a breach of legislation and loss of stakeholder confidence.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	High (5E)	High (5E)

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and support Council's Long Term Financial Plan.

➤ **Financial and Resource Implications**

The ABP sets out the priorities and application of the Council's resources over the next financial year. The plan has been developed to be consistent with the *Strategic Plan 2020-24*, LTFP and Asset Management Plans.

The finalisation of the ABP document will be primarily produced internally using mainly existing staff resources. External costs will be associated with activities such as the design and printing of the final copy and any promotional costs related to the public consultation.

Information had been provided within the analysis section of this report to highlight the strong alignment of the draft ABP and Budget with the sustainability targets set within the Long Term Financial Plan.

Full details of the operating, capital and strategic initiatives budgets have been included within the draft ABP.

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

The ABP provides transparency for the community regarding Council's plans for the next four years. It highlights key goals and objectives and the strategies to achieve these objectives.

➤ **Sustainability Implications**

The Council's sustainability (financial, social and environmental) is a key consideration in the development of the ABP.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

**Council Committees:** An update on the ABP process was presented to Audit Committee at the 20 April 2020 meeting. The draft ABP is being presented for review at the 25 May 2020 meeting.

**Council Workshops:** Workshop folders were distributed 20 March 2020 for the subsequently cancelled workshop on 27 and 28 March 2020. Initial feedback, questions and submissions were sought using online discussion boards, email and phone. Two video conference workshops were held on 29 April and 12 May to discuss budget elements and strategic initiatives for the ABP.

**Advisory Groups:** Not applicable

**Administration:** All directors and function owners across the organisation have provided input into the development of the Plan.

**External Agencies:** Not applicable

**Community:** Community feedback from the March Strategic plan consultation process has informed projects and programs included in the ABP.

**2. BACKGROUND**

The ABP and Budget are legislative requirements under the Act. The ABP is a key element of *Council’s Corporate Planning and Performance Framework* (the Framework) outlined below.



The draft ABP has been developed to align to the *Strategic Plan 2020-24 – A brighter future* and *Long Term Financial Plan* (LTFP) (both adopted on 28 April 2020), and the *Asset Management Plan* (AMP). Council resolutions, staff and community feedback, and risk assessments have also informed projects and programs included in the ABP.

A two day Council workshop to go through the Administration’s recommendations for the proposed budget and planned initiatives was planned for 27 and 28 March. A folder containing all of the supporting documents for this discussion was distributed on 20 March, however the workshop was cancelled due to COVID-19 safety considerations.

Consultation between Council and Administration occurred over the weeks following utilising online discussion boards, emails and phone conversations. A two hour Council workshop was held on 29 April to discuss the financial details of the budget. From this there was a general consensus that a rate increase of 2.95% would maintain the financial sustainability of the Council and allow funding of the proposed initiatives detailed in the workshop folder. Due to the changing environment and the still unknown impacts of Cudlee Creek Bushfire and COVID-19, Elected Members and the Administration committed to further review the proposed initiatives and budget with a view to prioritise “Recovery”.

The two hour Council workshop on 5 May 2020 focused on the proposed changes to budget and initiatives following the “Recovery” review. Administration confirmed that while, the proposed operating budget and staffing numbers would not change, many aspects of the “business as usual” work would be reorientated to support recovery. Further changes to the operating and capital initiatives were discussed, ultimately providing the increases and offsets to fund targeted support for the community in recovering from bushfires and COVID-19 impacts.

### 3. ANALYSIS

The draft ABP has been developed to be consistent with the financial and strategic goals outlined in the *Strategic Plan 2020-24 – A brighter future*, *Long Term Financial Plan* (LTFP) and *Asset Management Plan* (AMP). It has also been aligned with Council’s targets for its key financial sustainability ratios i.e. Operating Surplus, Net Financial Liabilities and Asset Renewal Funding ratios.

The 2020-21 Adopted LTFFP set the following key parameters and targets in relation to the development of the 2020-21 Budget:

- Operating Surplus of \$321k
- Renewals Capital Expenditure of \$10.9m
- New & Upgrade Capital Expenditure of \$5.9m
- Net Borrowings of \$6.9m, resulting in forecast Borrowings at June 2021 of \$21m.

As per the Draft Annual Business Plan 2020-21 – Consultation document (**Appendix 1**), based on the proposed General Rate increase of 2.95%, the financial summary shows the following:

- Operating Surplus of \$321k before taking into account the abnormal net expenditure for the Cudlee Creek Bushfire estimated at \$430k, resulting in a revised Operating Deficit of \$109k

- Renewals Capital Expenditure of \$9.2m based on updated asset management planning including lifecycle management review and field validation particularly in the areas of unsealed roads and road shoulders
- New & Upgrade Capital Expenditure of \$5.1m
- Revised Net Borrowings of \$5.1m, resulting in forecast Borrowings at June 2021 of \$19m

Financial sustainability is demonstrated through adherence to Council's agreed target ranges in all of the following three key ratios:

1. Operating Surplus Ratio, target range 0% to 10%
2. Net Financial Liabilities Ratio, target range 0% to 100%
3. Asset sustainability Ratio, target range 90% to 110%

It is noted that the Operating Surplus Ratio is shown with Cudlee Creek Bushfire abnormal net expenditure included together with an adjusted ratio removing the distortion of the Bushfire expenditure.

It is considered that the adjusted Operating Surplus ratio of 0.7% which is within Council's target range provides a more accurate basis for comparison as well as the assessment of the long term financial sustainability of Council.

In conclusion, it is therefore considered that in achieving these targets, there is a level of certainty provided to the community that financial sustainability will be maintained.

### **Rating Policy**

The draft ABP does not propose any significant changes to Council's Rating Policy for 2020-21, with only minor amendments to provide increased clarity on Councils' Rating Position as well as incorporate an increase of 2.95% in the level of average rates collected.

As a result, the 2020-21 Policy proposes:

- An increase in the fixed charge of 2.95% to \$682 from the \$662 set in 2019-20
- a continuation of the existing additional 15% for commercial and industry properties
- A continuation of the rebate available to those primary producers that are genuinely in the business of Primary Production and do not benefit from a Notional Capital Value. This rebate provides a 10% lower General Rate for Primary Production relative to Residential ratepayers.
- a continuation of capping of the maximum discretionary rate rebate to 75% with the exception of community halls to ensure all ratepayers contribute an amount to basis service provision.
  - a continuation of the separate rate for businesses in Stirling (Stirling Business Separate Rate) with an amount of \$95k to be raised. Also refer **Appendix 2** for Stirling Business Association (SBA) Letter regarding continued support of the SBA levy in the face of COVID-19
- a continuation of the separate rate for Verrall Road, Upper Hermitage which provided for the sealing of the northern end of the road in 2014-15. This rate is levied at a value of \$858 per annum on the properties that use this section of road.

### Consultation Process

In line with section 123 of the Act, the attached draft *Annual Business Plan 2020-21 (Appendix 1)* will be published for community consultation utilising Council's EngageHQ website over the proposed period 29 May to 21 June 2020.

Section 123(4)(a) of the Act normally requires a public meeting to be held where the public can ask questions and make submissions, however, as group meetings are restricted due to the COVID-19 pandemic, the Minister for Local Government has gazetted the *Public Access and Public Consultation Notice (No 2) 2020* to remove the "public meeting" requirement from the Act. Considering the change, differing accessibility needs of the community and the importance of community involvement, a notice will be published in the Courier to invite interested persons to provide written, telephone or online feedback and submissions in place of the public meeting.

### Draft Annual Business Plan 2020-21 – Consultation document (Appendix 1)

The attached document is for the purpose of community consultation, and therefore does not contain all elements that will be published in the final ABP document.

The elements being included for community consultation are:

- An overview – providing a high level summary of what is included in the plan
- Overview of the governance arrangements
- The capital and operating strategic initiatives- these are included under each strategic goal they are aligned to along with a 3 year view of their funding, in this way helping to demonstrate what activities we are undertaking to achieve our Strategic Plan goals.
- Financial Summary – An overview of the budget and financials
- Capital Summary – an overview of what is included in our capital works program
- Rates Summary – an overview of the rates changes and other important information from the rates policy.
- The *Uniform Presentation of Finances* which provides a summary of Council's proposed operating and capital investment activities together with financial sustainability ratios.

What is not included in the consultation document but will be in the final ABP:

- Mayor's introduction
- Details of the Administration and Elected Members
- Demographic information - infographic
- Corporate performance indicators and other measurements
- Operating budget by function (to be an appendix)
- Detailed capital works program list (to be an appendix)

#### **4. OPTIONS**

Council has the following options:

- I. To endorse the draft *Annual Business Plan 2020-21* to enable progression to the next stage of community consultation (Recommended)
- II. To amend any/all of the draft *Annual Business Plan 2020-21* prior to progression to the next stage of community consultation
- III. To not endorse the draft *Annual Business Plan 2020-21* for progression to the next stage of community consultation (Not recommended)

#### **5. APPENDICES**

- (1) *Draft Annual Business Plan 2020-21 – Consultation document*
- (2) Stirling Business Association Letter re Continued support of the SBA levy in the face of COVID-19

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# **Appendix 1**

*Draft Annual Business Plan 2020-21 –  
Consultation document*

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# Annual Business Plan

2020-21



# Welcome

This is our Annual Business Plan for 2020-21 which outlines how we plan to achieve our goals over the next financial year. These goals are linked directly to our *Strategic Plan 2020-24 – A Brighter Future*, but also come from our other plans and strategies.

The Annual Business Plan meets the requirements of the *Local Government Act 1999*, and also provides relevant information for our community.

This publication is provided for our ratepayers, residents, business operators, visitors, government agencies and other interested people.

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# Overview

The Annual Business Plan 2020-21 shows what services, programs and projects will be our focus over the next financial year. It also shows how we will allocate our resources to achieve the goals we set out in our *Strategic Plan 2020-24 – A Brighter Future*, while ensuring Council's long term financial targets are met.

Our focus in 2020-21 is on recovery and supporting the Adelaide Hills community through challenging times, while still maintaining the much needed services we provide.

We have reshaped our initial plans for 2020-21 with a reduced general rate increase of 2.95% which will still allow us to maintain financial sustainability as well as fund our initiatives to support businesses and community members who have been impacted by the Cudlee Creek Bushfire and COVID-19.

The key elements of the Annual Business Plan are outlined in the table to the right, and explained in more detail throughout this document.

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## Planned Activities

- We have **122** strategic initiatives identified which contribute towards achieving our long term goals
- These include:
  - **47** capital initiatives (\$5.1m)
  - **75** operating initiatives (\$1.1m)

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## Capital Budget

- **\$5.1** million for new or upgrade capital expenditure
- **\$9.2** million for capital renewal

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## Operating Budget

- Expenditure of **\$47.5** million
- Income of **\$47.4** million

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## Borrowing

- Net Borrowings of **\$5.1m**, resulting in forecast Borrowings at June 2021 of **\$18.4m**

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## Rates

- Average increase in general rates of **2.95%**. For an average value residential property this equates to an increase of approximately \$59.
- **\$120k** allocated to support community members who have been financially impacted by the bushfires and COVID-19

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## Financial Sustainability

- Adjusted operating surplus ratio **0.7%** in line with Council's target of 0% to 10%
  - Net financial liabilities ratio **50%** in line with Council's target of 0% to 100%
  - Asset sustainability ratio **100%** in line with Council's target of 90% to 110%
-

# About us

## Council and Committees

The Elected Council’s role is to provide for the governance and management of the Council area. It does this through representing the interests of the community; providing and coordinating public services and facilities; encouraging and developing initiatives to improve the community’s quality of life; and exercising, performing and discharging its functions under legislation and its strategic management plans.

Council has established three Council Committees to assist it to discharge its responsibilities in specific areas. These are the Strategic Planning & Development Policy Committee (SPDPC), the Audit Committee and the Chief Executive Officer Performance Review Panel (CEOPRP).

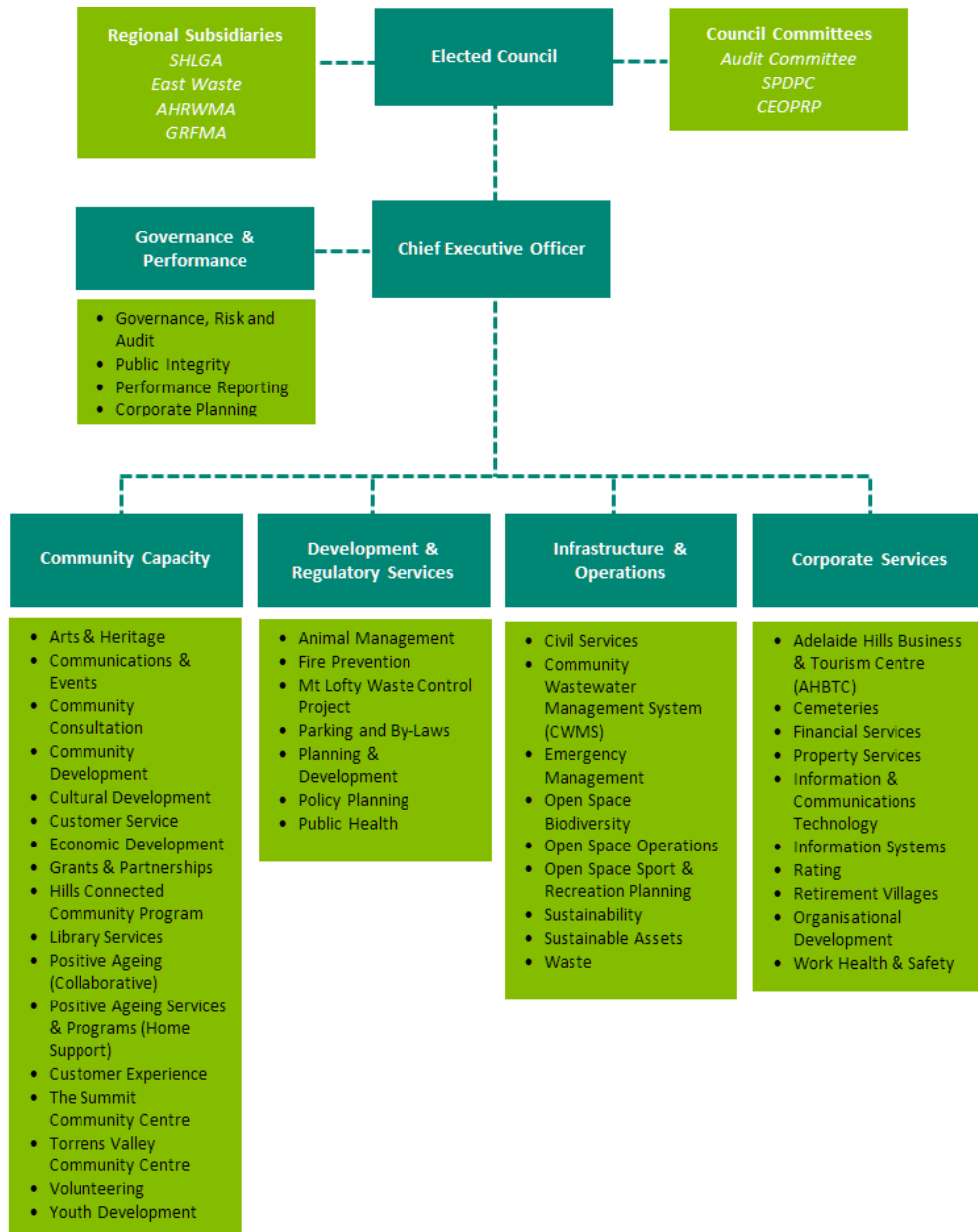
## Regional Subsidiaries

The Adelaide Hills Council is a member of four regional subsidiaries which assist Council in its strategic planning and service delivery activities. The subsidiaries are the Southern and Hills Local Government Association (SHLGA), the Eastern Waste Management Authority (East Waste), the Adelaide Hills Region Waste Management Authority (AHRWMA), and the Gawler River Floodplain Management Authority (GRFMA).

## Administration

The Council's Administration is led by a Chief Executive Officer appointed by the Council.

The Chief Executive Officer appoints staff to carry out the functions and duties delegated to them and to implement Council decisions. The Administration is organised into directorates (see diagram), each with a specific area of focus and functional responsibilities. The arrangement of the directorates provides for the separation of the regulatory activities (into the Development & Regulatory Services Directorate) from the other activities of the Council.



# Our Goals

The Annual Business Plan has been developed to align with our *Strategic Plan 2020-24 – A Brighter Future*, which was adopted by Council on 28 April 2020 and sets out what we wanted to achieve over the next four years. These goals and objectives are listed in the table below. Over the following pages we will show how our day to day activities, recovery efforts and strategic initiatives will help us to deliver each of these long term goals.



## A functional Built Environment

**B1** Our district is easily accessible for community, our businesses and visitors

**B2** Preserve and enhance the unique character of the Hills for current and future generations

**B3** Consider external influences in our long term asset management and adaptation planning

**B4** Sustainable management of our built assets ensures a safe, functional and well serviced community



## Community Wellbeing

**C1** A community for everyone - that is inclusive, welcoming and accessible

**C2** A connected, engaged and supported community

**C3** A community that grows together

**C4** An active, healthy, thriving and resilient community

**C5** Respect for Aboriginal Culture and values

**C6** Celebrate our community's unique culture through arts, heritage and events



## A prosperous Economy

**E1** Support and grow our region's existing and emerging industries

**E2** Provide local infrastructure to drive growth and productivity

**E3** Encourage, attract and retain a creative, talented and skilled workforce in our region

**E4** Cultivate a clear, unique and consistent regional identity that can be leveraged to attract national and international attention



## A valued Natural Environment

**N1** Conserve and enhance the regional natural landscape character and amenity values of our region

**N2** Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts

**N3** Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment

**N4** Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework

**N5** Assist our community to reduce the impact of waste to landfill on the environment



## A progressive Organisation

**O1** We have the right people with the right knowledge and skills in the right jobs and they are supported and developed

**O2** Our customers find it easier to interact and do business with Council and have an improved customer experience

**O3** Our organisation is financially sustainable for both current and future generations

**O4** We actively represent our community

**O5** We are accountable, informed, and make decisions in the best interests of the whole community

**O6** Technology and innovation is utilised to better meet our community's expectations and deliver value for money



## Our Aspiration

*Ensure that all decisions regarding the built environment recognise our unique character and natural environment to maintain and enhance liveability for our community.*

Some of the key highlights we have planned for 2020-21 include:

- Implementing the State's new Planning and Development System including the conversion of Council's Development Plan into the new Code
- Implementing round 2 of the Local Heritage Grant Fund for protecting and upgrading of places in our area
- Commencing stage 2 of the Local Heritage (Private Places) Code Amendment
- Implementing a new Cemetery Management System
- Preparing revised Asset Management Plans

## How we will measure our success

Our success will be demonstrated through service based performance measures and customer feedback in delivering what our community needs and what we aspire to achieve under our Capital Works Program, Civil Zone Maintenance Program, Asset Management Plans, and energy usage targets.

We are currently developing the Corporate Performance Indicators we will use in 2020-21.

## Our Services

- **Planning & Development** – Assessment of development applications and activities within the region. Inspection of approved buildings and swimming pools and taking compliance action where required. Reviewing safety of publicly accessible buildings.
- **Policy Planning** – undertaking large scale policy and research projects such as conversion of Council's Development plans into the State's new Planning and Design Code.
- **Customer Service** – frontline customer service including processing of development applications.
- **Property Services** - Ongoing maintenance and management of Council's real estate assets including some 380+ parcels of land and 180+ buildings.
- **Cemeteries** – Ongoing maintenance and management of 16 Council owned cemeteries within the region.
- **Strategic Assets** – Develops and refines the Asset Management Plans and the future renewal Capital Works Programs. Manages Council's Geographic Information Systems and associated corporate data.
- **Open Space Operations** – Carries out Capital Works upgrades for projects such as playgrounds.
- **Civil Services** – Ongoing management, maintenance and replacement planning of public infrastructure including roads, bridges, signage, stormwater, kerbs and footpaths.
- **Community Wastewater Management Systems (CWMS)** – Management of CWMS and associated infrastructure e.g. septic tanks, treatment ponds.

# Our Objectives and Priorities

Objectives

**B1** *Our district is easily accessible for community, our businesses and visitors*

**B2** *Preserve and enhance the unique character of the Hills for current and future generations*

**B3** *Consider external influences in our long term asset management and adaptation planning*

**B4** *Sustainable management of our built assets ensures a safe, functional and well serviced community*

Priorities

**B1.1** Increase accessibility to our district through the development and delivery of high priority trails and routes for all cyclists (on-road, off road, commuters, recreational) and pedestrians

**B2.1** Continue to embrace and support community led public place revitalisation across our district

**B3.1** Improve water security by maximising water reuse opportunities, reducing reliance on ground water and improving water efficiencies for open space irrigation and building facilities

**B4.1** Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters

**B1.2** Improve outcomes for the elderly by incorporating Council's Age Friendly Strategic Plan into built environment design and delivery

**B2.2** Incorporate Water Sensitive Urban Design principles within Council developments and projects and advocate for other developments within the region to do the same

**B3.2** Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality

**B4.2** Embrace innovative and new technology solutions to proactively maintain our built assets that further enhance the provision of efficient services to the community

**B1.3** Progress state-wide and inter-regional connectivity of cyclist routes by partnering with neighbouring councils

**B2.3** Proactively work with developers to ensure that built form complements or enhances existing local character whilst preserving the character and amenity of our towns, historic buildings and scenic environment

**B3.3** Investigate and source recyclable materials for asset renewal projects wherever practical and in doing so promote the circular economy

**B4.3** Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards

**B1.4** Ensure that the key road network is accessible for heavy vehicles used by the primary production, tourism and construction sectors through engagement with industry and Government

**B2.4** Ensure our planning framework, council policies and guidelines support privately owned local heritage places

**B3.4** Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such as fire and flood

**B4.4** Improve road safety through a safe system approach to road design, construction and maintenance including on-going applications to the State and Federal Road Blackspot program

**B1.5** Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

**B2.5** Continue to collaborate with other councils and stakeholders in pursuing our World Heritage Bid to protect the landscapes, sites and facilities that represent the State's aboriginal and early colonial history

**B2.6** Support communities recovering from natural disasters with expedited development assessment services

**B4.5** Explore and provide the infrastructure to support Electric Vehicles (EV) and investigate infrastructure requirements for emerging technological transport such as Connected and Automated Vehicles (CAV)

## Built Environment - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks. Where an initiative does not have an amount listed, the initiative will be progressing with existing Council resources.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
B1001	Recreation Trails & Cycling Route Upgrades	Infrastructure & Operations	B1.1	Capital	-	75	75
B1002	Amy Gillett bikeway – Stage 4 & 5	Infrastructure & Operations	B1.3	Capital	-	-	900
B1003	Program to install bus shelters across public network (Birdwood, Lobethal & Stirling Yr 1)	Infrastructure & Operations	B1.5	Capital	44	40	60
B1004	New and upgraded footpaths	Infrastructure & Operations	B1.5	Capital	183	230	200
B1005	Newman Rd Charleston Reconstruction – Kerb / Pavement & Stormwater	Infrastructure & Operations	B1.5	Capital	520	-	-
B2001	Federation Park and oval masterplan implementation	Infrastructure & Operations	B2	Capital	-	150	50
B2002	Gumeracha Main Street Project - Stage 2	Infrastructure & Operations	B2.1	Capital	464	-	-
B2003	Gumeracha undergrounding of powerlines	Infrastructure & Operations	B2.1	Capital	550	-	-
B2004	Gumeracha Main Street Stormwater	Infrastructure & Operations	B2.1	Capital	100	100	-
B2005	Transition to the Planning, Development & Infrastructure Act (PDI Act)	Development & Regulatory Services	B2.3	Operating	-	-	-
B2006	Local Heritage Grant Fund	Development & Regulatory Services	B2	Operating	20	20	-
B2007	Integration of Development Assessment Systems	Development & Regulatory Services	B2.3	Operating	-	-	-



Amy Gillett Bikeway, Charleston

## Built Environment - Strategic Initiatives *continued...*

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
B3001	Water reuse for Woodside Recreation Ground irrigation (Investigation Year 1)	Infrastructure & Operations	B3.1	Capital	20	200	200
B3002	Implementing water efficiencies through irrigation renewals /upgrades. (Year 1 – Birdwood play space)	Infrastructure & Operations	B3	Capital	40	100	100
B3003	Investigate and implement central irrigation control system (region wide)	Infrastructure & Operations	B3	Capital	-	75	75
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	Infrastructure & Operations	B3	Operating	-	20	20
B3005	Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan	Infrastructure & Operations	B3	Capital	100	170	50
B3006	Investigate the transition of main road street lighting to LED	Infrastructure & Operations	B3.2	Capital	40	-	-
B3007	Finalise Carbon Inventory	Infrastructure & Operations	B3	Operating	10	-	-
B3008	Sustainable Buildings Policy	Infrastructure & Operations	B3	Operating	-	-	10
B3009	Sustainable Transport Plan	Infrastructure & Operations	B3	Operating	-	-	12
B3010	Fleet Transition Plan	Infrastructure & Operations	B3	Operating	10	-	-
B3011	Carbon Offsets Policy	Infrastructure & Operations	B3	Operating	-	8	-
B3012	Energy Usage Behaviour Change Program and Travel Surveys	Infrastructure & Operations	B3	Operating	-	10	-
B3013	Corporate Carbon Management Plan actions	Infrastructure & Operations	B3.2	Operating	-	20	-

Birdwood Motor Museum, Birdwood



## Built Environment - Strategic Initiatives *continued...*

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
B4001	Lower Hermitage Road Stormwater Capacity Upgrade	Infrastructure & Operations	B4	Capital	130	-	-
B4002	Road side rock cutting Hill Rd Kersbrook.	Infrastructure & Operations	B4	Capital	40	-	-
B4003	Grevillia Way Woodside Drainage Infrastructure to reduce flooding	Infrastructure & Operations	B4	Capital	100	-	-
B4004	Woodland Way Teringie Drainage Infrastructure to reduce flooding	Infrastructure & Operations	B4.3	Capital	50	-	-
B4005	Aldgate Terrace Bridgewater Drainage Infrastructure to reduce flooding	Infrastructure & Operations	B4.3	Capital	40	-	-
B4006	Asset Management – Additional System Licences and Field Devices	Infrastructure & Operations	B4	Capital	60	60	60
B4007	Asset Management Plans for Buildings	Infrastructure & Operations	B4.1	Operating	10	10	10
B4008	Combined maintenance team for playgrounds/park furniture/cemeteries	Infrastructure & Operations	B4.1	Operating	65	93	95
B4009	Building Upgrades - Minor	Infrastructure & Operations	B4.1	Capital	100	100	100
B4010	Cemeteries Upgrades	Infrastructure & Operations	B4.1	Capital	37	38	-
B4011	Community Wastewater Management System Capacity Upgrades (Birdwood and Woodside Gravity Mains)	Infrastructure & Operations	B4	Capital	30	510	540
B4012	Stirling Library Lawn - Rotunda Replacement	Infrastructure & Operations	B4.1	Capital	150	-	-
B4013	Upgrading of Woodside Library/Service Centre	Community Capacity	B4.1	Capital	45	-	-





General Store, Mount Torrens

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
B4014	Road Safety Program including co-contribution to Road Blackspot	Infrastructure & Operations	B4	Capital	197	200	200
B4015	Installation of further Electric Vehicle charging stations	Infrastructure & Operations	B4	Capital	35	35	-
B4016	Purchase of Electric Vehicles for Council fleet	Infrastructure & Operations	B4	Capital	20	20	20
B4017	Water Sensitive Urban Design (WSUD) implementation for Woodside Recreation Ground	Infrastructure & Operations	B4.2	Capital	20	-	-
B4018	Climate Change adaption for infrastructure	Infrastructure & Operations	B4.1	Capital	50	50	-



## ***Our Aspiration***

*An inclusive and prosperous community with the capacity to flourish and fulfil their potential through opportunities to engage, connect, participate and enhance wellbeing.*

Some of the key highlights we have planned for 2020-21 include:

- Providing support for community events related to both the Cudlee Creek Bushfire and COVID-19 recovery efforts
- Development of a Disability Access & Inclusion Plan
- Development of a Regional Health Plan with a focus on wellbeing
- Implementation of the Multicultural Action Plan, which will assist us to bring cultural experiences and shared understanding to the community
- Progression of the development of Fabrik Arts & Heritage Hub
- Development of a Library Strategic Plan which will help to guide the future development and programs related to our library services and staff
- Working with local history groups to make resources available online for our community
- Development of the Innovate Reconciliation Action Plan
- Supporting Youth in areas of leadership, skill development and engagement with their community, through workshops and other programs
- Progressing the Community and Recreation Facilities Framework

## **How we will measure our success**

We demonstrate our success by using service based performance measures and customer feedback in areas of community participation and volunteering, community development programs and support, ageing support, library usage and the achievement of our disaster recovery objectives.

We are currently developing the Corporate Performance Indicators we will use in 2020-21.



## Our Services

- **Fabrik Arts and Heritage Hub** – Providing community exhibitions, workshops and events. Supporting community on creative recovery after the Cudlee Creek fire and COVID-19.
- **Library & Customer Services** - Providing access to information resources for learning or leisure. Providing opportunities for community to engage, learn and connect. Staffing libraries, outreach services, customer service desks and call centre. Processing payments, registrations and development applications.
- **Volunteering** – Encouraging voluntary participation across the Adelaide Hills through provision of opportunities, training and support for volunteer involving groups.
- **Property Services** – Management and maintenance of Council’s Bridgewater retirement village.
- **Public Health** – Inspections of food businesses, waste water and public swimming pools.
- **Parking and By-law Enforcement** – Activities aimed at maximising safety and enjoyment for all road users and pedestrians. Assisting with community events and markets.
- **Sport & Recreation Planning** – Management and utilisation of Council’s sport, recreation and open space assets, and the supporting clubs and community who use them.
- **Youth Development** – Providing a range of programs and activities to support and develop youth in our community.
- **Positive Ageing** – Providing home and social support. Developing and implementing targeted strategies and programs in our region.
- **Community Centres** – Providing opportunities to improve health and wellbeing, participate in lifelong learning, share their skills and experience and contributing to their community through volunteering.
- **Communications, Engagement and Events** – Ensuring communication between the Council and community is accurate, relevant, valuable and engaging. Promoting and supporting community events.
- **Community Development** – Overseeing community wellbeing and disability access and inclusion programs, as well as a number of regional support programs.
- **Cultural Development** – Focusing on cultural diversity, Aboriginal respect and recognition, and the arts in all its forms.
- **Grants & Partnerships** – Grant giving programs supporting community based initiatives. Partnerships with other stakeholders to deliver local and regional outcomes.

# Our Objectives and Priorities

Objectives

**C1 - A community for everyone that is inclusive, welcoming and accessible**

**C2 - A connected, engaged and supported community**

**C3 - A community that grows together**

**C4 - An active, healthy, thriving and resilient community**

**C5 - Respect for Aboriginal Culture & values**

**C6 - Celebrate our community's unique culture through arts, heritage & events**

Priorities

C1.1 Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities

C2.1 - Work with community to provide a range of programs and opportunities to connect and engage around shared interests

C3.1 - Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development

C4.1 - Support community wellbeing through our contribution to public health planning, disaster recovery activities and the implementation of strategies that aim to measure and enhance wellbeing.

C5.1 - Partner with the Aboriginal and Torres Strait Islander community to develop our second Reconciliation Action Plan (Innovate) and actively participate in Reconciliation Week

C6.1 - Develop Fabrik as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site

C1.2 Support and promote opportunities for social inclusion and celebration of our cultural diversity

C2.2 - Support our ageing community to access services and continue to participate and contribute to community life

C3.2 - Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing

C4.2 - Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy

C5.2 - Celebrate and recognise Aboriginal culture and heritage through participation in and the delivery of programs and activities that engage our community in cultural experience and learning

C6.2 - Develop, support or bring events to our district that have social, cultural, environmental or economic benefits

C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism

C2.3 - Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community.

C3.3 - Empower our community groups and leaders to shape and determine change in their community through the provision of training opportunities, grants that meet strategic priorities, building relationships and supporting communities to be cohesive in progressing local projects.

C4.3 - Recognise that trails are a destination in their own right and support both commuter and recreational trail opportunities

C5.3 - Support and promote opportunities for our community to engage in cultural experience and learning

C6.3 - Recognise, encourage and support artists, emerging artists, writers and performers through promotion of the Arts and supporting opportunities to exhibit and perform

C1.4 Advocate and Seek opportunities to improve transport options for those who need it most

C2.4 - Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them

C3.4 - Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive

C4.4 - Support clubs and groups to continue to provide sport and recreation activities to the community

C5.4 - Support and promote opportunities for our community to engage in cultural experience and learning

C6.4 - Foster the development of Public Art that adds value to public spaces and supports place making in our community

C1.5 - Encourage more housing opportunities where provided for in the Development Plan

C2.5 - Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.

C4.5 - Take an all hazards approach to emergency management so we can support the emergency services and the community before, during and after disaster events.

## Community Wellbeing - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks. Where an initiative does not have an amount listed, the initiative will be progressing with existing Council resources.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
C1001	Disability Planning - staffing	Community Capacity	C1	Operating	36	37	38
C1002	Disability Planning - materials	Community Capacity	C1	Operating	10	10	10
C2001	Norton Summit Community Centre facilities upgrade	Community Capacity	C2	Capital	58	-	-
C2002	Develop the next Age Friendly Community Plan	Community Capacity	C2	Operating	-	-	20
C4001	Community Wellbeing Initiatives - staffing	Community Capacity	C4.1	Operating	20	21	21
C4002	Regional Health Planning Initiatives - staffing	Community Capacity	C4.1	Operating	21	21	22
C4003	Court Resurfacing - Office for Recreation, Sport & Racing Grant Funding	Infrastructure & Operations	C4	Capital	-	-	-
C4004	Court Resurfacing - Federal Government Community Development Grant Funding	Infrastructure & Operations	C4	Capital	-	-	-
C4005	Heathfield Oval Change room Upgrade – Sport Australia Grant Funding	Infrastructure & Operations	C4	Capital	-	-	-
C4006	Play Space Upgrades – Mount Torrens, Charleston, Kersbrook (linked to renewal)	Infrastructure & Operations	C4.2	Capital	180	70	70
C4007	Heathfield Oval - Masterplan Implementation	Infrastructure & Operations	C4	Capital	100	-	-
C4008	Woodside Recreation Ground - Masterplan Implementation	Infrastructure & Operations	C4	Capital	70	-	-
C4009	Heathfield Oval - Masterplan Implementation – AHC Grant Funding Contribution	Infrastructure & Operations	C4	Capital	500	-	-
C4010	Play Space – Asset Auditing	Infrastructure & Operations	C4	Operating	7	-	-



Enjoying the Lights of Lobethal

## Community Wellbeing - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
C4011	Adelaide Hills (War Memorial) Swimming Centre - Asset Audit	Infrastructure & Operations	C4	Operating	10	-	-
C4012	Climate Change Adaptation Plan projects	Infrastructure & Operations	C4.5	Operating	-	20	30
C4014	Emergency Management Preparedness Consumables/Capital	Infrastructure & Operations	C4.5	Operating	-	-	5
C4015	Emergency Management Bushfire Preparedness Consultancy	Infrastructure & Operations	C4.5	Operating	10	-	-
C4016	Implement the Bushfire Recovery Action Plan	CEOs Office	C4.5	Operating	430	-	-
C5001	Reconciliation Action Plan (RAP) Implementation	Community Capacity	C5	Operating	-	5	5
C5002	Aboriginal Cultural Centre development	Community Capacity	C5	Operating	-	10	10
C6001	Fabrik Activation - Capital	Community Capacity	C6	Capital	-	-	1008
C6002	Capital Divestment - Sales Revenue	Corporate Services	C6	Capital	-	(1000)	-
C6003	Capital Divestment - Capital Cost	Corporate Services	C6	Capital	535	1130	-
C6004	Activation Arts & Heritage Hub - Operating (Income)	Community Capacity	C6	Operating	(47)	(295)	(305)
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	Community Capacity	C6	Operating	305	505	603
C6006	Grow our involvement in the Women's Tour Down Under	Community Capacity	C6.2	Operating	10	10	10
C6007	Support for small community events	Community Capacity	C6.2	Operating	20	5	5
C6008	Support for high profile regional event	Community Capacity	C6	Operating	5	10	5
C6009	Public Art (including acquisition)	Community Capacity	C6.4	Operating	3	15	15

# A prosperous Economy



## **Our Aspiration**

*Our region's economy is diverse and sustainable with a reputation for quality, niche products, services and experiences underpinned by a culture of creativity and innovation.*

Some of the key highlights we have planned for 2020-21 include:

- Updating the Economic Development Plan
- Recruiting an Economic Development Officer to support additional economic development initiatives
- Supporting events in the region such as the Tour Down Under
- Funding and supporting preparation for tourism restart across the region
- Seeking external funding opportunities for key projects and programs in the region
- Progressing our World Heritage Bid
- Waiving outdoor dining permits, fines and interest charges

## **How we will measure our success**

Getting feedback from our business community as well as analysing business demographic, growth and visitor data will help to show where our services are assisting local businesses and overall economic prosperity.

We are currently developing the Corporate Performance Indicators we will use in 2020-21.

## **Our Services**

- **Economic Development** - Providing networking opportunities, coordinating local development efforts, promoting branding and tourism initiatives, and advocating to other levels of government to support projects and investments benefiting the local economy.
- **Property Services** – Managing permits related to events, outdoor dining, roadside trading and mobile food vans.
- **Old Woollen Mills Precinct** – Developing a business hub in Lobethal that is home to a diverse group of commercial and community owners and tenants.
- **Public Health** – Legislative function related to public safety with regard to food businesses and treatment and disposal of waste water on site.
- **Communications, Engagement and Events** – Managing, promoting and supporting various large and small events to benefit our community such as the Tour Down Under, Stirling Markets, and Gumeracha Medieval Fair.
- **Development Advice & Approvals** – Assisting businesses and landowners when wishing to develop their properties.



# Our Objectives and Priorities

Objectives

**E1 - Support and grow our region's existing and emerging industries**

**E2 - Provide local infrastructure to drive growth and productivity**

**E3 - Encourage, attract and retain a creative, talented and skilled workforce in our region**

**E4 - Cultivate a clear, unique and consistent regional identity that can be leveraged to attract national and international attention**

Priorities

E1.1 - Support and encourage local and international tourists to visit the Adelaide Hills

E2.1 - Work with all levels of Government to ensure the region's infrastructure needs are understood and prioritised

E3.1 - Attract and encourage professional and business development and networking activities

E4.1 - Work with key stakeholders to develop a realistic, yet inspiring, collective vision to connect the region and its industries

E1.2 - Take advantage of the full potential of our region's primary production and associated value adding activities

E2.2 - Explore and advocate for the opportunities that new technologies could bring to our region

E3.2 - Understand the nature of skills our region's businesses will require to prosper into the future

E4.2 - Work with our communities and businesses to encourage co-ordinated and strategic regional projects that enhance and support the regional identity

E1.3 - Support and encourage the growth and development of our region's creative industry micro businesses

E2.3 - Support changes to planning and development that leverages and encourages sustainable economic development

E3.3 - Work with our local communities and businesses to create active, attractive and vibrant places

E4.3 - Support and encourage events that supports the region's identity and generates social, cultural and economic benefits

E1.4 - Promote, support and encourage our existing and emerging businesses to respond to economic changes by being creative, innovative, productive and resilient to unexpected impacts.

E2.4 - Manage and maintain Council assets to maximise their utilisation and benefit to the community

E3.4 - Enable start-ups and home based business through services, information and networking opportunities

E4.4 - Support the continued development and community engagement for the World Heritage nomination of the region

E1.5 - Engage and assist our region's key business and industry groups to be resilient, proactive and successful

E1.6 - Encourage and facilitate local supplier participation in all level of Government tendering processes

## Economy - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks. Where an initiative does not have an amount listed, the initiative will be progressing with existing Council resources.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
E1001	Economic Development Officer	Community Capacity	E1	Operating	75	103	106
E1002	Financial support to assist the business & community to recover from bushfires and COVID-19 (incl. rates)	Corporate Services	E1.4	Operating	120	-	-
E2001	Review and upgrade Council signage and branding	Community Capacity	E2.5	Capital	25	15	15
E2002	Place making program to shape, activate and coordinate place making at a community level	Development & Regulatory Services	E2	Operating	-	-	-
E2003	Upgrades of the remaining two DPTI roundabouts at Crafers on-ramp and Piccadilly	Infrastructure & Operations	E2.4	Capital	160	-	-
E4001	Additional Tree safety work required to support the Tour Down Under	Infrastructure & Operations	E4	Operating	30	30	30
E4002	UNESCO World Heritage Bid	Development & Regulatory Services	E4.4	Operating	5	5	5





## Our Aspiration

*The natural environment of the Adelaide Hills contributes significantly to the character of the region and is greatly valued by our local community and visitors.*

Some of the key highlights we have planned for 2020-21 include:

- Community education on the proposed cat confinement rules in preparation of 1 January 2022 implementation
- Expanded incorporation of recycled materials into our Capital Works program
- Inspections of aerobic wastewater system irrigation to ensure compliance and protection of the Mt Lofty Ranges Water Catchment
- Expanding on our emergency management response
- Property inspections and education as part of bushfire prevention strategies

## How we will measure our success

The services we provide and the influence we have in the community will demonstrate our success in maintaining a healthy and resilient region. In particular this will be shown through community education outcomes, achieving biodiversity targets, and service driven performance in managing animals, waste and resources, and our natural spaces.

We are currently developing the Corporate Performance Indicators we will use in 2020-21.

## Our Services

- **Sustainability**– Including climate change considerations into Council decision making, providing strategies for carbon neutrality, water management and renewable energy in response to climate change impacts.
- **Open Space Biodiversity**– Undertaking activities such as weed management, habitat conservation and expansion, research and knowledge development, and supporting community in their related activities.
- **Animal Management** - Promoting responsible dog and cat ownership, responding to nuisance and hazards caused by other animals including livestock, eradicating European wasp nests and conducting a Feral Cat Study.
- **Open Space Operations** – Maintaining parks and reserves, biodiversity activities, and fire breaks/tracks.
- **Fire Prevention**– Legislative function of ensuring identified properties are prepared for the bushfire season. Assessing the extent of bushfire hazards within the Council area and providing advice to land owners in respect of bushfire prevention and management.
- **Mt Lofty Waste Control Project**– Working in collaboration with SA Water to Identify failing wastewater systems impacting on the water catchment.
- **Waste** - Providing waste collections and recycling services to 16,500 properties, green waste organics kerbside collections in townships, ‘at call’ hard waste collection, and operates the Heathfield Resource Recovery Centre for community use.

# Our Objectives and Priorities

Objectives

***N1 - Conserve and enhance the regional natural landscape character and amenity values of our region***

***N2 - Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts***

***N3 - Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment***

***N4 - Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework***

***N5 - Assist our community to reduce the impact of waste to landfill on the environment***

Priorities

N1.1 - Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages

N2.1 - Monitor and manage areas of high biodiversity or habitat value on Council reserves and Native Vegetation Marker Scheme (NVMS) sites using best practice methodologies

N3.1 - Increase knowledge and environmental awareness within the community through engagement and education

N4.1 - We will work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service

N5.1 - Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse

N1.2 - Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts

N2.2 - Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora

N3.2 - Collaborate and engage with public and private organisations, schools and community members (including the Aboriginal community as the first nation peoples), to improve biodiversity outcomes and land management practices.

N4.2 - We will explore more Green Organics options to achieve improved environmental and financial outcomes.

N5.2 - Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins

N2.3 - Mitigate bushfire risks across the landscape by undertaking fuel reduction activities including woody weed control, maintenance of asset protection zones and educate & enforcement to reduce fuels on private property

N3.3 - Continue to work in partnership with the Resilient Hills and Coasts region to build Council and community resilience to the impacts of climate change

N4.3 - We will provide specific education to the community to increase their level of food scrap recycling

N4.4 - Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste service to our community

N2.4 - Work with supporting organisations and agencies to foster the restoration of native flora and fauna habitat following the 2019-20 bushfire

## Natural Environment - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks. Where an initiative does not have an amount listed, the initiative may be progressing with existing Council resources.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
N1001	Tree population data collection	Infrastructure & Operations	N1	Operating	-	-	-
N2001	Bird surveys for monitoring bird impact on post burn sites identified in BMAP	Infrastructure & Operations	N2.1	Operating	-	-	7
N2002	Heritage Agreements for land under Council’s care and control	Infrastructure & Operations	N2.3	Operating	5	5	5
N2003	Roadside Marker Program to protect and manage roadside vegetation	Infrastructure & Operations	N2.1	Operating	45	45	45
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	Infrastructure & Operations	N2.1	Operating	-	-	64
N2005	Develop Encroachment Policy	Infrastructure & Operations	N2.2	Operating	-	-	6
N2006	Develop and review Council Management Plans for high value reserves	Infrastructure & Operations	N2.1	Operating	3	3	3
N2008	Develop informative and attractive signage in Council reserves/playgrounds	Infrastructure & Operations	N2.1	Operating	10	10	10
N2009	Feral cat study and implementation of an action plan	Development & Regulatory Services	N2.2	Operating	30	30	-



Rain created waterfall at Mt Lofty

## Natural Environment - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
N2010	Follow up weed control post-burn on 8 Bushfire Management Area Plan sites	Infrastructure & Operations	N2.3	Operating	10	10	10
N2011	Wastewater Aerobic Irrigation Inspections - compliance staff	Development & Regulatory Services	N2	Operating	35	-	-
N3001	Local Climate Adaptations for landscape conservation	Infrastructure & Operations	N2.1	Operating	10	10	10
N3002	Resilient community facilities and open space including water fountains	Infrastructure & Operations	N3	Operating	-	20	30
N4001	Explore feasibility and benefits of a User Pays Kerbside Bin Service	Infrastructure & Operations	N4.1	Operating	-	50	25
N5001	Undertake kerbside waste audits	Infrastructure & Operations	N5.1	Operating	10	10	10
N5002	Trial Resource for reducing Council's Solid Waste Levy Costs	Infrastructure & Operations	N5.1	Operating	-	25	-

# A progressive Organisation



## Our Aspiration

*Council is recognised for its skilled and agile workforce, for its representative and accountable governance, its commitment to cost effectiveness and efficient service delivery.*

Some of the key highlights we have planned for 2020-21 include:

- Implementation of the Bushfire Recovery Action Plan
- Service Changes to accommodate COVID-19 impacts
- Undertake a review of the Corporate Plan to support the delivery of the recently adopted Strategic Plan
- Undertake a Cyber Security Audit to assess whether the necessary systems and strategies are in place to mitigate the threat of cyber attacks
- Develop a Service Review Framework
- Broadcasting Council meetings and exploring additional opportunities for the community to access and provide input to Council and Committee decision-making processes

## How we will measure our success

As an organisation, our measures of success include service-driven performance measures, achievement of financial targets, evidence of our corporate governance, implementation of innovative processes and technology, and organisational development achievements.

We are currently developing the Corporate Performance Indicators we will use in 2020-21.

## Our Services

- **Customer Experience** – Driving organisational improvement and innovation to improve the customer experience.
- **Information, Communication and Technology** – Providing support for over 1300 devices, 250 system users and 100 public access devices for libraries and community centres. Manages system security, asset maintenance and renewal.
- **Financial services** – Providing accounting and financial activities including procurement support, payments, collection of rates and debt recovery, treasury management and support to Council in financial decision making.
- **Organisational Development and Work Health & Safety** – Providing support across the whole organisation including development, human resource management, work health and safety and payroll.
- **Governance** – Supporting elected Council Members, the Administration and community with their legislated roles and responsibilities including coordination of Council & Committee meetings, elections, risk management, audit and review activities, and corporate planning and reporting activities.
- **Property Services** – Ongoing maintenance and management of Council's service centres and operational sites.
- **Information Systems** – Systems for the capture, dissemination, storage, security, accessibility and management of information received and generated by Council.
- **Emergency Management** – Working collaboratively to prevent, prepare, respond and recover from natural disasters and other hazards.
- **Bushfire Recovery** – Planning, coordination and overall impact of the recovery effort related to the Cudlee Creek Bushfire.

# Our Objectives and Priorities

Objectives

**O1 - We have the right people with the right knowledge and skills in the right jobs and they are supported and developed**

**O2 - Our customers find it easier to interact and do business with Council and have an improved customer experience**

**O3 - Our organisation is financially sustainable for both current and future generations**

**O4 - We actively represent our community**

**O5 - We are accountable, informed, and make decisions in the best interests of the whole community**

**O6 - Technology and innovation is utilised to better meet our community's expectations and deliver value for money**

Priorities

O1.1 - Progressively enhance our safe systems of work to maintain emotional and physical safety of our people

O1.2 - Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment

O1.3 - Support our people leaders in further developing the skills necessary to lead engaged and productive teams

O1.4 - Continue to support all staff through training, mentoring, coaching and development to enable the achievement of organisational and community goals

O2.1 - Develop our digital channels to better meet customers' current and future needs

O2.2 - Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive

O2.3 - Build the capabilities of our people through a focus on two-way communication, cooperation and placing customers at the centre of everything we do

O2.4 - Continuously strive to measure and improve performance and service delivery across all functions

O3.1 - Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt

O3.2 - Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing

O3.3 - Actively pursue alternative funding opportunities to reduce reliance on rates income

O3.4 - Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent

O4.1 - Optimise opportunities for the community to access and provide input into the decision-making processes

O4.2 - Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community

O4.3 - Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

O4.4 - Explore council boundary reform options that best serve the community

O5.1 - Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

O5.2 - Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

O5.3 - Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

O6.1 - Progressively strengthen Council's systems security to minimise the impact of cyber attack

O6.2 - Utilise technology to enable more evidence based and efficient delivery of services to the community

O6.3 - Provide more resilient business systems by utilising cloud technologies where appropriate

O6.4 - Utilise our online engagement tools to reach a wider range of community members to obtain their views and input.

O6.5 - Support the delivery of services to the community through improved utilisation and connectivity of existing business systems

O6.6 - Ensure the way in which we provide our digital services delivers an enhanced experience for our community



## Organisation - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks. Where an initiative does not have an amount listed, the initiative may be progressing with existing Council resources.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
O1001	Resource to manage Skytrust (WHS system) implementation following WHS Improvement Plan	Corporate Services	O1	Operating	34	35	-
O1002	Update of Business Continuity Plan and implementation	CEOs Office	O1.1	Capital	20	20	5
O2001	Renewal of Council's Web presence	Community Capacity	O2.1	Capital	100	200	-
O2002	Annual licence subscription for renewal of Council web presence	Community Capacity	O2	Operating	-	60	60
O2003	Process improvements to enhance the customer experience	Community Capacity	O2	Operating	-	20	-
O2004	Customer Experience training	Community Capacity	O2.3	Operating	10	10	10
O2005	Service Changes to Accommodate COVID19 Impacts	CEOs Office	O2.2	Operating	50	-	-
O3001	Service Review Framework development	CEOs Office	O3.4	Operating	-	26	26
O4001	Local Government Election support	CEOs Office	O4.2	Operating	-	-	183
O4002	Council Member induction training	CEOs Office	O4.2	Operating	-	-	10
O4003	Develop or respond to boundary reform proposals	CEOs Office	O4.4	Operating	-	-	-
O5001	Local Government legislative reform implementation	CEOs Office	O5.1	Operating	-	10	10
O5002	Equipment to broadcast Council Meetings	CEOs Office	O4.1	Capital	30	-	-
O5003	Corporate Plan review	CEOs Office	O5.3	Operating	-	-	-



## Organisation - Strategic Initiatives *continued...*

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
O5004	Establishment of performance benchmarking program	CEOs Office	O5.3	Operating	-	9	10
O5005	Resource to manage building and swimming pool inspections to ensure legislative compliance	Development & Regulatory Services	O5	Operating	75	77	27
O6002	Cyber & Systems Security - Program Management	Corporate Services	O6.1	Operating	-	-	-
O6003	Two Factor Authentication - Software Subscription	Corporate Services	O6.1	Operating	15	15	16
O6004	Application Whitelisting - Software Subscription	Corporate Services	O6.1	Operating	15	15	16
O6005	Records Management software (Record Point ) subscription	Corporate Services	O6.3	Operating	-	-	70
O6007	Conduct of Community Perception Survey	Community Capacity	O6	Operating	-	5	-

# Financial Overview

Key financial information for 2020-21 is summarised below:



Budget Summary		\$'000
● General Rates Income (2.95% increase)		37,110
● All Other Operating Income		10,332
<b>Total Operating Income</b>		<b>47,442</b>
● Operating Expenses (excluding Initiatives)		46,459
● Operating Initiatives (Net)		1,092
<b>Operating Deficit*</b>		<b>109</b>
<b>Adjusted Operating Surplus*</b>		<b>321</b>
● Gross Capital Renewal Program Expenditure		9,212
● Gross New Capital Expenditure		5,056
<b>Total Gross Capital Expenditure</b>		<b>14,268</b>
Estimated New Borrowings		10,500
Repayment of Fixed Term Borrowings		5,263

\*Council's projected operating income is not sufficient to meet projected operating expenses. The operating expenses includes \$430k of abnormal one off expenditure relating to the Cudlee Creek Bushfire recovery resulting in an Operating Deficit of \$109k. It is considered that the Adjusted Operating Surplus of \$321k (which excludes the bushfire expenditure) provides a more accurate basis for comparison as well as the assessment of the long term financial sustainability of Council.

## Long Term Financial Plan

The *Local Government Act 1999* requires the Council to prepare a *Long Term Financial Plan* (LTFP) as part of its suite of strategic management plans.

Prior to the development of the *Annual Business Plan* a detailed review of the LTFP was undertaken in consultation with the community. The revised LTFP was adopted at Council's 28 April 2020 meeting and can be found at [ahc.sa.gov.au](http://ahc.sa.gov.au).

The key objective of our LTFP is to demonstrate that the Council is financially sustainable over the 10 year term of the LTFP, while achieving the objectives outlined in the *Strategic Plan*. This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- Enabling the delivery of strategies identified within the Strategic Plan as well as other endorsed Functional Strategies
- The appropriate use of debt as a means of funding new capital expenditure
- Ensuring the financial sustainability of Council's operations.

The LTFP has been used to set the context and targets for the development of the 2020-21 Budget

## Elements of the Budget: Income and Expenses

### Income

Rate revenue accounts for 85% of Council's operating income, while grants, fees and charges make up the majority of the other operating income. We continue to pursue grant income and partnerships with external funders where possible to minimise the requirement for revenue via rates.

### Fees and Charges

Section 188 of the *Local Government Act 1999* sets out how fees and charge are managed in Council. Council reviews its fees and charges each year, in conjunction with the development of the annual budget to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions

Generally, this has resulted in proposed fee increases that are in line with CPI, insofar as this is practicable.

### Expenses

30% of the Council's operating expenditure is attributable to the payment of salaries and wages and around 42% is applied to materials, contracts and other expenses.

## Key financial targets and financial sustainability

Financial sustainability is demonstrated through adherence to Council's agreed target ranges in all of the three key ratios:

Indicator	Adopted Target	2020-21 Budget
Operating Surplus Ratio	0 - 10%	(0.2%)
Adjusted Operating Surplus Ratio	0 - 10%	<b>0.7%</b>
Net Financial Liabilities Ratio	0 - 100%	<b>50%</b>
Asset Sustainability Ratio	90 – 110%	<b>100%</b>

The table above shows an Operating Surplus Ratio which includes the abnormal Cudlee Creek Bushfire net expenditure, and the Adjusted Operating Surplus Ratio which removes the distortion of the Bushfire expenditure.

It is considered that the Adjusted Operating Surplus ratio of 0.7% which is within Council's target range provides a more accurate basis for comparison as well as the assessment of the long term financial sustainability of Council.

In conclusion, it is therefore considered that in achieving these targets, there is a level of certainty provided to the community that financial sustainability will be maintained.

## Impact on ratepayers

The overall amount existing ratepayers will pay in general rates will increase on average by 2.95%. For a residential property of average value, this equates to an increase approximately \$59 for the 2020-21 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

## Significant influences for the 2020-21 budget

A number of factors have influenced the preparation of Council's 2020-21 Annual Business Plan. These include:

- The substantial impact that the 2019-20 Cudlee Creek Bushfire and the COVID-19 pandemic are having on our community. The recovery effort of both these events has a significant financial impost as Council balances its support to the community and the continued financial sustainability of Council
- Local Government Price Index increases on relevant goods and services, which in recent years has tracked above CPI
- The impact of China mandating and enforcing stringent quality requirements for imported recycled materials (China Sword) has an ongoing impact on Council's operating result of approximately 1% of rates, thus having an a significant financial impact on Council's budget. As a result, Council's recyclable processing budget has increased from \$209k in the 2019-20 budget to \$407k in the 2020-21 budget, an increase of \$198k
- In 2020-21 it is forecast Council ratepayers will pay \$835k in solid waste levy to the State Government, an increase of over \$104k (14%) from 2019-20. This is on top of an even more significant increase for 2019-20
- Provision for Enterprise Development Agreements for most staff which determines conditions of employment and provide for annual salary and wages increases
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years
- Ensuring key strategies from Council's Strategic Plan and Functional Strategies are costed appropriately
- The divestment of the southern side of Adelaide Hills Business and Tourism Centre at Lobethal resulting in reduced rental and reimbursement income but offset by reduced operating and capital costs
- The activation of an Arts and Heritage Hub resulting in a net cost of \$258k in 2020-21





## Borrowings

Borrowing is an important funding source, especially for expenditure relating to new Capital and is undertaken in accordance with Council’s *Treasury Policy*. The key objective of the Policy is to manage the finances of the Council holistically in accordance with the overall financial sustainability strategies and targets.

An independent local government report on financial sustainability encourages the increased use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This will be managed within financial targets with the intention that future cash flows are sufficient to recoup borrowings with minimal impact on general operations over the medium term.

The Estimated New Borrowing as shown in the following table for 2020-21 is high at \$10.5m. However, \$5m of this relates to the refinancing of a large fixed loan maturing in June 2021. With interest rates at historic lows, this results in significant savings on existing borrowings in future years.

Borrowing	\$'000
Forecast Opening Balance of Fixed Term Borrowings July 2019	13,000
Estimated New Borrowing for 2020-21	10,500
Repayment of principal for 2020-21	(5,263)
<b>Forecast Closing Balance of Fixed term Borrowings June 2020</b>	<b>18,237</b>
Cash Advance Debenture (Short Term Borrowings)	158
<b>Forecast Closing Balance of all Borrowings June 2020</b>	<b>18,395</b>

# Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost /	Staff FTE
		2019-20 Budget \$'000	2020-21 Budget \$'000	Variance Fav/(Unfav) \$'000	2019-20 Budget \$'000	2020-21 Budget \$'000	Variance Fav/(Unfav) \$'000	2020-21 Budget \$'000	
CEO	CEO Office	1,000	980	(20)	1,403	1,772	(368)	792	1.0
	Governance	141	75	(66)	1,564	1,686	(121)	1,611	4.0
	<b>CEO Total</b>	<b>1,141</b>	<b>1,055</b>	<b>(86)</b>	<b>2,968</b>	<b>3,457</b>	<b>(490)</b>	<b>2,402</b>	<b>5.0</b>
Community Capacity	Communications, Engagement & Events	3	3	0	621	660	(40)	658	3.6
	Community Development (M&P)	0	-	0	317	361	(43)	361	2.1
	Cultural Development	0	-	0	146	149	(3)	149	1.0
	Customer Experience	0	-	0	185	171	14	171	1.0
	Customer Service	0	-	(0)	782	1,123	(342)	1,123	8.6
	Director's Office Community Capacity	0	-	0	294	301	(7)	301	1.7
	Economic Development	95	95	0	429	502	(74)	407	2.0
	FABRIK Arts & Heritage Hub	51	47	(4)	326	305	22	258	2.0
	Grants & Partnerships	0	-	0	232	237	(5)	237	0.0
	Hills Connected Communities Projects	93	64	(29)	96	68	28	4	0.6
	Library Services	336	344	9	1,825	1,536	289	1,192	16.0
	Positive Ageing (Home and Social Support)	1,036	1,014	(23)	1,083	1,051	31	38	5.8
	Positive Ageing Project (Collaborative)	92	80	(12)	94	80	13	0	0.6
	The Summit Community Centre	20	15	(6)	170	175	(4)	160	1.6
	Torrens Valley Community Centre	35	36	1	164	173	(9)	137	1.6
	Volunteering	0	-	0	81	84	(3)	84	0.7
	Youth Development	2	2	0	154	158	(3)	156	1.0
	<b>Community Capacity Total</b>	<b>1,762</b>	<b>1,699</b>	<b>(63)</b>	<b>6,998</b>	<b>7,134</b>	<b>(136)</b>	<b>5,435</b>	<b>49.9</b>
Corporate Services	Cemeteries	210	215	5	218	210	7	(4)	1.0
	Director's Office Corporate Services	3	3	0	311	322	(11)	319	1.8
	Financial Services	38,119	39,441	1,322	404	372	32	(39,070)	7.5
	General Property	86	89	3	1,809	1,792	17	1,703	4.6
	Information, Communications & Technology	0	-	0	1,158	1,337	(179)	1,337	5.0
	Information Systems	0	-	0	1,124	1,223	(99)	1,223	7.0
	Old Woollen Mills Precinct - Lobethal	347	366	19	260	253	7	(112)	1.0
	Organisational Development & WHS	0	-	0	576	597	(21)	597	4.3
	<b>Corporate Services Total</b>	<b>38,764</b>	<b>40,114</b>	<b>1,349</b>	<b>5,859</b>	<b>6,107</b>	<b>(248)</b>	<b>(34,007)</b>	<b>32.2</b>

# Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost / (Revenue) 2020-21 Budget \$'000	Staff FTE 2020-21 Budget
		2019-20 Budget \$'000	2020-21 Budget \$'000	Variance Fav/(Unfav) \$'000	2019-20 Budget \$'000	2020-21 Budget \$'000	Variance Fav/(Unfav) \$'000		
Development & Regulatory Services	Animal Management	402	416	14	399	414	(15)	(1)	3.1
	Director's Office DRS	0	-	0	321	328	(7)	328	2.0
	Fire Prevention	13	14	2	96	99	(2)	85	0.9
	Mt Lofty Project	50	50	0	50	51	(1)	1	0.5
	Parking and By-Laws	79	48	(32)	179	193	(15)	146	1.3
	Planning & Development	524	561	37	1,925	1,949	(25)	1,388	16.4
	Policy Planning	0	-	0	175	154	22	154	1.0
	Public Health	162	166	4	499	508	(8)	342	4.0
<b>Development &amp; Regulatory Services Total</b>		<b>1,229</b>	<b>1,254</b>	<b>24</b>	<b>3,645</b>	<b>3,696</b>	<b>(51)</b>	<b>2,442</b>	<b>29.3</b>
Infrastructure & Operations	Civil Services	1,428	1,444	16	5,362	5,408	(46)	3,964	44.0
	CWMS	1,805	1,795	(10)	1,136	1,104	33	(691)	1.0
	Director's Office Infrastructure & Operations	0	-	0	319	326	(7)	326	2.0
	Emergency Management	0	-	0	91	92	(1)	92	0.2
	Open Space - Biodiversity	0	-	0	538	539	(1)	539	3.5
	Open Space - Operations	21	-	(21)	4,434	4,581	(147)	4,581	21.8
	Open Space - Sport & Recreation Planning	10	10	0	511	562	(52)	552	1.8
	Strategic Assets	0	-	0	9,077	9,372	(295)	9,372	4.0
	Sustainability	0	-	0	212	268	(56)	268	1.4
	Waste	70	72	2	4,671	4,905	(235)	4,833	1.4
<b>Infrastructure &amp; Operations Total</b>		<b>3,334</b>	<b>3,321</b>	<b>(13)</b>	<b>26,350</b>	<b>27,157</b>	<b>(807)</b>	<b>23,837</b>	<b>81.1</b>
<b>ORGANISATION TOTAL</b>		<b>46,239</b>	<b>47,442</b>	<b>1,203</b>	<b>45,828</b>	<b>47,551</b>	<b>(1,723)</b>	<b>109</b>	<b>197.4</b>



# Capital Budget Overview

The 2020-21 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$600m (Current Replacement Values) of infrastructure assets that it manages, to ensure that our current and future communities have access to the ongoing services these assets provide.

This year our capital works program will include:



- **\$9.212m** Capital Renewal detailed in the Capital Expenditure Renewal Summary Table (to the right)
- **\$5.056m** in new and upgraded capital investment, detailed in the strategic initiative pages (pg 6 -27)

The total of \$14.268m for the capital works program is less than the Long Term Financial Plan target of \$16.768m but is considered to be the appropriate level of sustainable investment to meet the Council strategic goal to have a proactive long term view regarding the renewal and maintenance of its infrastructure.

As in previous years, a significant portion of the program is applied to road works, with buildings, footpaths, stormwater and plant accounting for a large proportion of the remaining allocation.

## Capital Expenditure Renewal Summary

Asset Category	2020-21 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP \$'000
Bridges	155	218	63
Buildings	815	951	136
CWMS	48	50	2
Footpaths	404	400	( 4)
Kerb & Water	247	300	53
Other*	241	320	79
Road Pavement	914	957	43
Road Seal	1,096	1,200	104
Shoulders	250	400	150
Sport and Recreation (including Playgrounds)	360	1,100	740
Stormwater	75	40	( 35)
Unsealed Roads	1,109	1,500	391
Plant and Fleet	1,688	1,688	0
Information, Communication & Technology	411	318	( 93)
Minor Plant & Equipment (including Library fittings)	77	95	19
Project Management Costs	1,323	1,323	0
<b>NET RENEWALS</b>	<b>9,212</b>	<b>10,860</b>	<b>1,648</b>

\*Other includes Guardrail, Retaining Walls, Cemeteries, Street Furniture, and Traffic Control

# Rates Overview

In setting the rates for 2020-21 Council proposes to continue with its current method of rating, which is two differential rates with a fixed charge, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the Adelaide Hills Council.

Rates are used to deliver the services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

The 2020-21 budget was initially developed from Council’s LTFP which had a rate revenue target that incorporated a general rates increase of 3.25% and estimated growth of 0.75%.

Council has considered the impact of Cudlee Creek Bushfire and Covid-19 events on the community and the need to ensure that there was sufficient financial capacity to not only be responsive, but also provide targeted support to those in the community that have been significantly impacted.

It has therefore been proposed that a general rate increase of 2.95% will be applied, and with slightly increased rates growth being forecast, total rate revenue will be sufficient to maintain existing services as well as provide the targeted recovery support for both the Cudlee Creek Bushfire and COVID-19 events.

Actual rate growth is now estimated at 1.05% for 2020-21. Growth represents new development (primarily related to the Woodforde development), capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer-General as part of completing the valuation of the Council area.

The table below provides a summary of the average rate increases that have been applied in recent years as well as the proposed increase for 2020-21 as discussed above.

Description	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>To meet inflation (CPI)</b>	1.7%	1.5%	1.25%	2.3%	1.8%	2.4%
<b>To fund increased capital renewal</b>	1.0%	1.0%	1.0%	1.0%	1.0%	0.55%
<b>Solid Waste Levy</b>	-	-	-	-	\$10 (0.5%)	-
<b>Sampson Flat Bushfire (one year only)</b>	1.0%	(1.0%)	-	-	-	-
<b>TOTAL INCREASE</b>	<b>3.7%</b>	<b>1.5%</b>	<b>2.25%</b>	<b>3.3%</b>	<b>3.3%</b>	<b>2.95%</b>



# Summary Basis of Rating (Rating Policy)

Key elements of the Policy include:

## Rating Structure

- A fixed charge rating structure that includes a fixed charge applying to all properties. This charge is to increase from \$662 to \$682 which represents a 2.95% increase in line with the average increase previously highlighted.
- The same rate in the dollar, based on capital value, being applied to all categories of ratepayer, except commercial and industrial ratepayers who pay a 15% premium.
- The ability of primary production ratepayers genuinely in the business of primary production but not benefitting from a notional capital value for their property to apply for a 10% rebate.

## Stirling Separate Rate

- A separate rate for businesses in Stirling that generates \$95k that is distributed to the Stirling Business Association (SBA) to promote Stirling as a destination, the "Gateway to the Hills". Council also sets a maximum amount ( 'top' ) and a minimum amount ( 'tail' ) per property each financial year for this separate rate.
- Council has also discussed with the SBA that in accord with Council's taxation principles, it would appear more equitable that both the top and tail are increased each year in line with an appropriate economic indicator to better maintain an even distribution across all separate ratepayers. As a result it was agreed with the SBA to increase the separate rate's 'tail' to \$280 and the 'top' to \$2,500 representing a 2.5% increase for each year since the last increase in 2014-15 to re-establish the relativity present a number of years ago.

## Other Rates and Levies

- A separate rate to provide for the sealing in 2014-15 of the northern end of Verrall Road, Upper Hermitage. This rate is levied on those properties that actually adjoin this section of road.
- An update to the Policy to reflect that the former NRM Levy, being a State Tax imposed on councils to collect on behalf of the State Government has been replaced by a similar levy titled The Regional Landscape (RL) Levy.

## Help when you need it

An empathetic and individually tailored approach to ratepayers who are experiencing financial difficulties as a result of the Cudlee Creek Bushfire and Covid-19 events through the provision of a number of alternative arrangements made available to ratepayers including:

- smaller, more regular payment options
- acceptance of reduced payments toward Council Rates arrangement
- Deferment or postponement of payment of rates in whole or in part for an agreed period
- consideration of the waiving of fines & interest where appropriate

For 2020-21, Council has also included a Strategic Initiative with an allocation of funds of \$120k to provide targeted support to those organisations, small businesses and individuals that have been significantly impacted by the economic downturn as a result of the Bushfire and COVID-19.

As a result of the Strategic Initiative, it is also proposed that the *Rating Policy* will be reviewed during the *Annual Business Plan* consultation period with a view to presenting an updated Policy to ensure that the application of funds under this initiative is consistent, equitable and specifically targeted to those ratepayers that have been significantly and permanently impacted by recent events.

## Rate Statistics

Council has just over **18,700** assessments split by land use as follows:



**13 200**  
Residential



**700**  
Commercial  
and Industrial  
differential rate



**3,100**  
Primary  
production



**650 +**  
Vacant



**800 +**  
Non-rateable



**200**  
Other

## Rates Modelling

The valuation of the Council area by the Valuer-General is ongoing and information provided to date reflects an increase of just under 4% in valuation for existing properties. This valuation information is still being updated as well as being subject to Valuer-General and internal quality assurance processes and revisits.

Analysis indicates that:

- Residential properties, representing over 70% of the overall valuation, had an average valuation increase of just over 3.9%
- Primary production properties, being 17% of total assessments, have an average valuation increase of just over 4.3%
- The remaining non-residential properties, including commercial, had an average valuation increase of 2.6%.

The Budget has been formulated on the basis of retaining differential rates for all categories of ratepayer, including commercial and industrial ratepayers at the appropriate rate in the dollar to provide an overall increase in rates of 2.95% excluding growth.

## Allocation of Rates Burden

The Council uses the capital value method of valuing properties. This method values the land and all improvements on the land. It is the most widely-used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the Adelaide Hills Council area. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

Further, in determining how rates are applied, and the rate in the dollar, Council has also made specific policy choices in relation to uses the differential rating rate and the option of a fixed charge rather than a minimum rate to allocate the rates burden across the community.

## Differential Rates

Section 153 of *Local Government Act 1999* (the Act) allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The application of a Differential General Rate is generally intended to alter the amount payable by particular land uses.

Council has determined to apply the same rate in the dollar, based on capital value, to all categories of ratepayer, except commercial and industrial ratepayers who pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the higher amount payable by the Commercial & Industrial sector with reference to the Economic Development function as well as the services and activities that the sector does not regularly use.

Council has considered the principle of rate stability when assessing the rates burden across the above categories. Other considerations were given to the change in capital value across the land use categories and the rates income provided by each.

It is estimated that the Commercial & Industrial Differential General Rates will raise net rate revenue in the order of \$1.5m in 2020-21.

It is estimated that the Residential & Non Commercial and Industrial Differential General Rate will raise net general rate revenue in the order of \$35.6m in 2020-21.

## Fixed Charge

Under the Act, Council has some mechanisms available to enable all ratepayers to contribute more equitably to the administration of Council's services and the development and maintenance of the community's infrastructure. Council considers a fixed charge (applying equally to all rateable properties) to be the most fair and equitable means of achieving this.

For the 2020-21 year, it is proposed to increase the fixed charge from \$662 to \$682, representing a 2.95% increase in line with the overall average increase in rates.

## Community Wastewater Management System

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes an annual service charge to recover the cost to the Council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Following an annual detailed assessment of the cost of providing CWMS services, in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA), it has been identified that current charging is minimally below the levels necessary to achieve full cost recovery but is considered appropriate. It is therefore considered that the fixed charges for CWMS services be increased in line with CPI for the 2020-21 financial year.



# Appendix 1:

## Uniform Presentation of Finances

# Uniform Presentation of Finances

	2020-21 Proposed Budget \$'000	2019-20 Budget \$'000
<b>INCOME</b>		
Rates	40,181	38,741
Statutory charges	1,173	1,141
User charges	710	621
Grants, subsidies and contributions	4,768	4,890
Investment income	27	26
Reimbursements	232	212
Other income	251	508
Net gain - equity accounted Council businesses	100	100
<b>Total Income</b>	<b>47,442</b>	<b>46,239</b>
<b>EXPENSES</b>		
Employee costs	17,810	17,262
Materials, contracts & other expenses	19,769	19,017
Depreciation, amortisation & impairment	9,237	8,945
Finance costs	736	604
Net loss - equity accounted Council businesses	0	0
<b>Total Expenses</b>	<b>47,551</b>	<b>45,828</b>
<b>NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>(109)</b>	<b>411</b>
<b>Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(9,212)	(11,616)
Proceeds from Sale of Replaced Assets	646	648
Depreciation	9,237	8,945
<b>NET OUTLAYS ON EXISTING ASSETS</b>	<b>671</b>	<b>(2,023)</b>
<b>Net Outlays on New and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets & Remediation costs	(5,056)	(6,813)
Capital Grants and Monetary Contributions for New and Upgraded Assets	232	1,311
Proceeds from Sale of Surplus Assets	64	3,014
<b>NET OUTLAYS ON NEW AND UPGRADED ASSETS</b>	<b>(4,760)</b>	<b>(2,488)</b>
<b>NET LENDING/ (BORROWING) FOR FINANCIAL YEAR</b>	<b>(4,198)</b>	<b>(4,100)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(19,588)</b>	<b>(15,388)</b>
Non Cash Equity Movement	(100)	(100)
<b>Net Financial Liabilities at End of Year</b>	<b>(23,886)</b>	<b>(19,588)</b>
<p>In any one year, the financing transactions identified below are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.</p>		
<b>Financing Transactions</b>		
New Borrowings	10,500	3,000
Increase/(Decrease) in Short Term Draw Down	(159)	317
(Increase)/Decrease in Cash & Investments	-	1,925
Principal Repayments on Borrowings	(5,263)	(62)
Reinstatement/Restoration Provision Payment	(780)	(200)
Debenture Payment	-	(780)
Non Cash Equity Movement	(100)	(100)
	<b>4,198</b>	<b>4,100</b>



# Appendix 2:

## Rating Policy



## Financial Indicators

	2020-21 Budget		2019-20 Budget	
\$ '000				

These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

### 1. Operating Surplus Ratio

Operating Surplus - \$000's	(109)	(0.2%)	411	0.9%
Total Operating Revenue - \$000's	47,442		46,239	

*This ratio expresses the operating surplus as a percentage of total operating revenue*

#### 1a. Operating Surplus Ratio (excluding the abnormal net Cudlee Creek Bushfire expenditure)

Operating Surplus - \$000's	321	0.7%	411	0.9%
Total Operating Revenue - \$000's	47,442		46,239	

### 2. Net Financial Liabilities Ratio

Net Financial Liabilities - \$000s	23,886	50%	19,588	42%
Total Operating Revenue \$000's	47,442		46,239	


*Net Financial Liabilities are defined as total liabilities less financial assets these are expressed as a percentage of total operating revenue.*

### 3. Asset Sustainability Ratio

Asset Renewals - \$000's	9,212	100%	11,616	129%
Infrastructure & Asset Management Plan required expenditure \$000s	9,212		9,022	

*Asset renewal expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*

## COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	RATING
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<b>Policy Number:</b>	<b>FIN-02</b>
<b>Responsible Department(s):</b>	<b>Financial Services</b>
<b>Other Relevant Policies:</b>	<b>None</b>
<b>Relevant Procedure(s):</b>	<b>None</b>
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i> <i>Valuation of Land Act 1971</i> <i>Natural Resources Management Act 2004</i> <i>Aged Care Act 1987 (Commonwealth)</i> <i>Community Housing Providers National Law</i> <i>Community Titles Act 1996</i> <i>Education Act 1972</i> <i>Health Commission Act 1976</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>Rating, 28 June 2016, Item 14.9, 1.11, 122</b> <b>Rating, 27 June 2017, Item 14.3, 1.11, 130/17</b> <b>Rating, 26 June 2018, Item 12.3, 1.11, 138/18</b> <b>Rating, 25 June 2019, Item 12.2, 1.11, 156/19</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<b>1 July 2020</b>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	<b>June 2020 or as legislatively required</b>

## RATING POLICY

### 1. INTRODUCTION

- 1.1 In South Australia, council rates are a form of property tax levied by Local Government, as our primary source of funding for the many mandatory and discretionary services that are provided by councils. Rates are administered by each council in line with the *Local Government Act 1999* (the Act) which allows some flexibility for each council to make decisions that suit its local community. This document sets out the policy of the Adelaide Hills Council for setting and collecting rates from its community.

### 2. PURPOSE

- 2.1 The purpose of this policy is to outline Council's approach towards rating its communities and to meet the requirements of the Act with particular reference to section 123 which requires Council to have a rating policy that must be prepared and adopted (as part of the Annual Business Plan) each financial year in conjunction with the declaration of rates.

### 3. DEFINITIONS

- 3.1 '**Act**' refers to the *Local Government Act 1999* (SA).
- 3.2 '**Capital value**' refers to the valuation methodology used in determining the value of land, as defined in the *Valuation of Land Act 1971*.
- 3.3 '**Council**' refers to the elected Council body.
- 3.4 '**CWMS**' refers to the Community Wastewater Management System within the Council area.
- 3.5 '**Differential rate**' refers to a rate that may be applied to a category of land that is different to the rate applied to other land categories (termed differential rates under the Act).
- 3.6 '**Fixed charge**' refers to a charge that must apply equally to each separate piece of rateable land in the area under section 152(1) of the Act.

### 4. POLICY STATEMENT

- 4.1 Council's powers to raise rates are found in Chapter 10 of the Act which provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to compulsory features of the rating system, as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

All land within a Council area, except for land specifically exempt (e.g. Crown Land, Council occupied land and a few other limited categories under section 150(a) of the Act, is rateable.

Rates are not fees for services. They constitute a system of taxation for Local Government purposes. Council considers the fairest and most equitable method of charging rates to our community is through the combined use of a fixed charge component and a variable rate per rateable property.

#### 4.1 PRINCIPLES OF TAXATION

This Policy represents the Council's commitment to balancing the five main principles of taxation.

- i) **Benefits received** (i.e. services provided, or resources consumed). Reliance on this principle suggests that (all other things being equal) a person who received more benefits should pay a higher share of tax.
- ii) **Capacity to pay.** This principle suggests that a person who has less capacity to pay should pay less; and that persons of similar means should pay similar amounts.
- iii) **Administrative simplicity.** This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid.
- iv) **Economic efficiency.** This refers to whether or not the tax distorts economic behaviour.
- v) **Policy consistency.** The principle that taxes should be internally consistent, and based on transparent, predictable rules that are understandable and acceptable to taxpayers.

Further, in achieving equity across the community, this policy has an overriding principle that all ratepayers should contribute an amount to basic service provision.

#### 4.2 VALUATION OF LAND

Council is permitted to adopt one of three valuation methodologies to value the properties in its area (section 151 of the Act):

- **Capital Value** – the value of the land and all of the improvements on the land.
- **Site Value** – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- **Annual Value** – a valuation of the rental potential of the property.

The Council has adopted the use of capital value as the basis for valuing land. Council considers that this method provides the fairest way to distribute the rate burden across all ratepayers on the following basis:

- the 'capacity to pay' principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;

- the 'property value' is a relatively good indicator of wealth (when lifetime incomes, including incomes from capital gains, are taken into account). Capital value closely approximates the market value of a property, provides the best indicator of overall property value

Council does not determine property valuations but chooses to exercise the right under Section 151 of the Act to adopt the capital valuations as assessed by the Valuer-General through the State Valuation Office. If you are dissatisfied with the valuation made by the State Valuation Office your rates notice will include information about how to object to the valuation. The Council has no role in this process. The lodgement of an objection does not change the due date for the payment of rates.

#### 4.3 COMPONENTS OF RATES

##### **Fixed Charge or Minimum Rate**

Council has discretion to apply either:

- a fixed charge (applying equally to all rateable properties); or
- a minimum rate (to lower-value properties)

but cannot use both of these mechanisms.

The Adelaide Hills Council will apply a fixed charge this financial year as in previous years. Council considers a fixed charge to be the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of Council's services and the development and maintenance of the community's infrastructure. In addition, the fixed charge provides a mechanism to adjust the rates contributions across high and low valued properties. This redresses the balance and equity of the rate system.

The Council is unable to raise more than 50% of total rate revenue by the imposition of a fixed charge component of general rates as per section 151(10) of the Act.

##### **A rate in the dollar**

The largest component of rates levied is the component that is calculated by reference to the value of the property. Property values reflect, among other things, the relative availability of and access to Council services. This applies to all types of land use, and to land in all locations.

The Act allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The Council applies different rates on the basis of land use.

Definitions of the use of the land are prescribed by regulation and are categorised as follows for rating purposes:

- Residential
- Commercial
- Industrial
- Primary Production
- Vacant Land
- Other

In accordance with Section 148 of the Act, Council assesses any piece or section of land subject to separate ownership or separate occupation.

*Commercial and Industrial Differential Rate:*

Those properties categorised as commercial or industrial will pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the higher amount payable by the Commercial & Industrial sector with reference to the Economic Development function as well as the services and activities that the sector does not regularly use.

If a ratepayer believes that a particular property has been wrongly classified as to its land use, then an objection may be made with the Council.

**Separate Rate**

*Stirling Business Separate Rate:*

A separate rate for businesses in Stirling (Stirling Business Separate Rate) will be applied to carry out the activity of promoting and enhancing business viability, profitability, trade and commerce within the zone.

This rate is levied on all properties within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category 1 (residential) and government owned land. Council also sets a maximum amount ( 'top') and a minimum amount ( 'tail') per property each financial year for this separate rate. The amount raised is distributed to the Stirling Business Association to promote Stirling as a destination, the 'Gateway to the Hills'.

*Verrall Road Separate Rate:*

A separate rate for Verrall Road, Upper Hermitage at a value of \$858 will be applied for a period of 10 years to 2023-24. This rate which provided for the sealing of the northern end of the road in 2014-15 is levied on the properties that use that section of road.

**Regional Landscape Levy**

The Regional Landscape (RL) Levy (previously known as the NRM Levy) is a State tax.

Councils are required under the Landscape South Australia Act 2019 to collect the levy on all rateable properties on behalf of the State Government. The levy helps to fund the operations of regional landscape boards who have responsibility for the management of the State's natural resources. These responsibilities include regional landscape planning, water allocation planning, community capacity building, education and compliance activities.

Adelaide Hills Council falls within the Hills & Fleurieu Regional Landscape board region. The effect of the new regions and boundary changes on landscape levies is being managed through a levy transition scheme.

The levies raised for 2020-21 will be based on the existing Natural Resource Management (NRM) boundaries relating to the Adelaide & Mount Lofty Ranges and the SA Murray-Darling Basin Natural Resources Management regions.

### **Community Wastewater Management System**

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes a service charge to recover the cost to the council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Following an annual detailed assessment of the cost of providing CWMS services, in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA), it has been identified that current charging is slightly below the levels necessary to achieve full cost recovery but is considered appropriate. As such, it is therefore considered that the fixed charges for CWMS services can be increased in line with CPI for current and future financial years.

#### **4.4 RATES CAPPING**

The Act (s153(3)) requires a council to decide each year whether to apply a maximum rate increase (or a rates cap) to a ratepayers principal place of residence. A cap is applied to provide relief against a substantial change in rates payable incurred due to rapid changes in valuations.

The Council has determined that it will apply a maximum increase (rates cap) of 15% for the general rate to be charged on rateable land constituting the principal place of residence of a principal ratepayer.

#### **4.5 REBATE OF RATES**

##### **Mandatory rebates**

Councils are required to rebate (discount) the rates payable on some land.

The Adelaide Hills Council will act in accordance with the Local Government Act in providing mandatory rebates as referenced in Section 160 – 165 of the Act.

A 100% rebate must be applied to land used for:

- Health services,
- Religious purposes,
- Public cemeteries,
- The Royal Zoological Society.

A compulsory rebate of at least 75% must be applied to land used by:

- Community service organisations, and
- Schools and universities.

Where a “community services organisation” is eligible for a mandatory rebate, the residential rate must be applied to the land to which the rebate relates in accordance with Section 161 (2) of the Act. This is as a result of Council declaring differential rates according to land use and providing for a distinct residential rate.

Where the Council is satisfied from its own records, or from other sources, that a person or body meets the necessary criteria for a mandatory rate rebate, the Council will grant the rebate accordingly.

Where the Council is not satisfied based upon the information in its possession or otherwise does not hold relevant information it will require the person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require.

Applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to the 30 June of the rating year and provided the entitlement to the rebate existed at 1 July of the rating year.

Council will confirm the continuation of a person or body's eligibility for a mandatory rebate on a regular basis (at least biennially) to ensure that rebates are only granted where they are warranted. This will require the relevant person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

### **Discretionary rebates**

As identified in Section 166 of the Act Council may grant a discretionary rebate of rates up to and including 100% of the relevant rates under a number of criteria and for a period not exceeding the timeframe.

As required by legislation, Council should give reasonable consideration to the granting of rebates and does not adopt a policy that excludes the consideration of applications for rebates based on their merits.

Have considered this, Council is of the view that except in very specific circumstances outlined below, the maximum discretionary rebate should be 75% to ensure ratepayers contribute an amount towards basic service provision.

Council has determined pursuant to Section 166(1)(b) that those primary production properties genuinely in the business of primary production but not benefitting from a notional capital value for their property can apply for a 10% rebate on the differential rate.

Excluding the primary production rebates granted pursuant to Section 166(1)(b), Council in accordance with Section 166 (1a) will take the following matters into account in deciding whether to grant a discretionary rebate for land uses covered by Section 166 a) to k):

- (a) the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;
- (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
- (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons and
- (d) specific policy positions considered relevant by Council



Notwithstanding the direction provided by Council pursuant to Section 166(1)(b) which is then actioned by Administration, Council has retained the delegation to grant all other discretionary rate rebates under land uses covered by Section 166 a) to k).

Council's specific policy positions to meet discretionary rate rebates eligibility are as follows:

- An organisation needs to meet one of the criteria listed under Section 166 a) to o);
- An organisation needs to be not-for-profit;
- A rebate of 100% will only be granted where community organisations seeking a rebate provides a service that would be required to be provided by Council if not undertaken by the organisation;
- A rebate of 75% will be granted if the organisation provides a community service that support the disadvantaged or sections of the community that require assistance, as defined;
- Where an organisation does not meet the above criteria, it is still eligible for a 75% rebate where it meets all of the following criteria:
  - limited capacity to raise funds;
  - meets a "community need", as defined; and
  - undertake services and activities that are not primarily the responsibility of Federal or State Government

Council has determined the following definitions to assist in the determination of eligibility for a discretionary rate rebate.

**"Disadvantaged persons"** refers to persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability. To meet this criteria the organisation would need to establish that the predominant extent of the activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons.

**"community need"** is defined as those services and activities that are aligned to achievement of one or more of Council's strategies resulting in:

- a direct benefit to the residents of Adelaide Hills Council; and
- a significant proportion of users are Adelaide Hills residents.

Due to the complexities involved in the application of discretionary rate rebates under Section 166 (l) to (o), any application relating to these elements will be subject to a separate report to Council to consider the appropriateness of such a rebate.

Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.

All persons who or bodies which wish to apply to the Council for a discretionary rebate of rates must do so on or before 30 April prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate or rate exemption. In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Persons or bodies who previously received a discretionary rebate greater than 75% may apply for a phasing in period (up to 2 years) in circumstances where the above change impacts significantly on the persons or bodies' financial capacity. In these circumstances, an application will be considered if received within 2 months of the change in rebate being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Where there is no maximum timeframe specified for a rebate provided under Section 166, Council will grant a discretionary rebate to the last rating period commencing within a Council term to allow for a regular review of discretionary rate rebates.

A summary of all discretionary rebates applied for, including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

Each rebate that is granted either reduces the Council's revenue and hence its capacity to provide services, or else it effectively increases the amount that must be collected from other ratepayers. The principles of equity dictate that Council remains diligent in only awarding rebates and exemptions where they are warranted.

If you or your organisation wishes to apply for a discretionary rate rebate, you may apply by contacting the Council's Rate Administrator.

### **All rebates**

As Council's CWMS service charges are set to recover the cost to the council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works) no rebates are provided by Council.

If an entitlement to a rebate ceases or no longer applies during the course of a financial year, council will recover rates proportionate to the remaining part of the financial year.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.

The Council will, in writing, advise an applicant for the rebate of its determination of that application. The advice will state:

- if the application has been granted, the amount of the rebate; or
- if the application has not been granted, the reasons why.

Any person or body who is aggrieved by a determination of the delegated officer in respect of an application for a rebate may seek a review of that decision in accordance with Council's Internal Review of Council Decisions Policy.

### **Single Farming Enterprise**

The Local Government Act 1999 provides that "if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise, only one fixed charge may be imposed against the whole of the land".

A Single Farm Enterprise is defined in the Local Government Act -

*"A reference to a single farm enterprise is a reference to two or more pieces of rateable land*

*(a) which –*

*(i) are farm land; and*

*(ii) are farmed as a single enterprise; and*

*(iii) are occupied by the same person or persons,*

*whether or not the pieces of land are contiguous; or*

*(b) which –*

*(i) as to all the pieces except one, are farm land farmed as a single enterprise occupied by the same person or persons; and*

*(ii) as to one piece contiguous with at least one of the other pieces, is the principal place of residence of that person or one of those persons."*

In effect, this means that land can be recognised as a "single farming enterprise" and not attract a fixed charge to each of the assessments, provided:

- that if the occupier of all the land concerned is the same person, (this means that if there is a house being occupied that is not your principal place of residence, it cannot be part of the single farm enterprise)
- all of the land is used to carry on the business of primary production, and
- managed as a single unit for that purpose,

Primary producers can apply to the Council for the 'single farming enterprise' provisions of the Local Government Act.

You should also be aware that if the grounds on which you apply for a single farm enterprise cease to exist, the person or body who have the benefit of the provisions must immediately inform the Council of the fact.

#### 4.6 **RATE RELIEF**

Council applies rate remissions and postponement in accordance with the Act.

##### **Financial Hardship**

If you are suffering financial hardship, you should contact the Council's Rates Administrator to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits.

##### **Remission of rates**

The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship.

Remission has a final effect, and is only considered in circumstances where the ratepayer has demonstrated serious and long term hardship and where there is no chance of improvement in the ratepayer's financial circumstances.

##### **Seniors Postponement**

If you hold a State Seniors Card then (unless you have a mortgage entered before 2007 that is greater than 50% of your home's value) you are eligible to postpone, on a long-term basis, a large component of the rates on your principal place of residence. The postponed amount is subject to a monthly interest charge, with the accrued debt falling due for payment only when the property is sold or transferred to someone else, or no longer becomes the principal place of residence. However, some or all of the debt may be paid at any earlier time, at your discretion.

Persons other than the holders of a Seniors Card may also apply for postponement of rates on a long-term basis. The Council will consider each case on its merits, but any successful applicant should expect that any postponed rates would be subject to accruing interest charges in the same manner as the Seniors Rate Postponement Scheme.

#### 4.7 **PAYMENT OF RATES**

Rates are declared annually, and may be paid, at your discretion, either in one lump sum, or in quarterly instalments that fall due in September, December, March and June. The exact dates that rates fall due, and the various options for paying rates, are clearly indicated on your rates notice.

If you have (or are likely to have) difficulty meeting these payments, you should contact the Council's Rates Administrator to discuss alternative payment arrangements. Such inquiries are treated confidentially.

#### 4.8 **LATE PAYMENT OF RATES**

The Act provides that councils must impose a penalty of 2% on any payment for rates by instalment, which is not paid on or before the due date. A payment that continues to be late is then charged a prescribed interest rate for each month it continues to be late.

When Council receives a payment in respect of overdue rates Council applies the money received in accordance with the Act as follows:

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs;
- Third – in payment of any fines imposed;
- Fourth – in payment of rates, in chronological order (starting with the oldest account first).

#### 4.9 **NON- PAYMENT OF RATES**

A separate Debt Recovery Policy has been adopted by Council and is available for review on the Adelaide Hills Council website.

The purpose of this policy is to set out Council's principles in regard to the management of debt and to ensure that money owed to Council is collected as soon as possible through efficient and effective debt recovery practices. This policy assists to ensure a strategic, equitable, accountable, consistent and transparent approach to Council's debt management, collection decisions and practices.

It should be noted that Council may sell any property where the rates have been in arrears for three years or more. Council is required to notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

### **CONTACTING THE COUNCIL'S RATES ADMINISTRATOR**

- 5.1 If you believe that Council has failed to properly apply this policy you should contact the Council's Rates Administrator to discuss the matter. (See contact details below). If after this, you are still dissatisfied then you should write to the Council's Chief Executive Officer at PO Box 44, Woodside SA 5244.

For further information, queries, or to lodge an application for rate postponement or remissions please contact the Council's Rates Administrator on:

Phone: 8408 0400  
E-mail: [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)  
Post: PO Box 44, Woodside SA 5244

### **5. DELEGATIONS**

- 6.1 The Chief Executive Officer has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

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

- 7.1 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**

*Stirling Business Association Letter re Continued  
support of the SBA levy in the face of COVID-19*

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RECEIVED

14 MAY 2020

13<sup>th</sup> May 2020

SCANNED

14 MAY 2020

Andrew Aitken  
Chief Executive Officer  
Adelaide Hills Council  
PO Box 44  
WOODSIDE SA 5244

Dear Andrew,

As you are aware, the SBA exists to promote Stirling as a destination and to support the commercial interests of 150+ Member businesses. The SBA held its monthly committee meeting on Friday 8th May, during which time there was discussion about the impacts of COVID-19 on businesses in Stirling, and ways in which the SBA can support businesses during this time.

Since the onset of the pandemic, the SBA has concentrated its activities on promoting Stirling as a place for locals to obtain their essential goods and services whilst observing good hygiene practices and social distancing. Through our messaging and marketing activities we have reinforced the importance of supporting small, independent local businesses, many of whom have demonstrated great innovation, resilience and community spirit during difficult times.

As restrictions are gradually lifted and the Adelaide Hills re-open for business, the SBA will promote Stirling as a destination for day-trips, with messaging that is consistent with the current state of play.

Our individual Members continue to maintain a dialogue with their customers and promote their offering, but it is the SBA alone that has the capacity to market Stirling as a destination with a cohesive brand. In terms of economic recovery, a coordinated approach tailored to our businesses' needs will be important now more than ever before. The SBA is currently planning a new marketing campaign for Stirling businesses that reinforces the buy local spirit

and the sense of community collectivism that has been evident over the past weeks.

SBA is aware of the financial stress many small businesses are experiencing at the moment. The committee is keen for me to make Council aware that the SBA is supportive of any hardship provisions that may be applied by Council to the collection of rates on a case-by-case basis, notwithstanding that this may have a commensurate impact on our revenue via the Levy.

At the same time, the committee felt that it was important that we articulate to Council how vital our ongoing funding is. With social distancing in place, businesses and community services in hibernation and events cancelled or postponed, the current pandemic has highlighted the important role played by town centres as the economic, social and cultural heart of each community. At times of great financial pressure, it may be natural to consider ways in which to reduce costs. It is our view, however, that the Levy collected by Council to fund the coordinated activities of the SBA should be considered as an investment in Stirling's recovery.

Thank you for your ongoing support for the activities of the SBA. If there is any aspect of this letter that you would like to discuss, please do not hesitate to get in touch with me.

Yours sincerely

Simon Jones  
Chair



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.3</b>
<b>Responsible Officer:</b>	<b>James Szabo Senior Strategic and Policy Planner Development and Regulatory Services</b>
<b>Subject:</b>	<b>Local Heritage Grant Fund Project Approvals and Guideline Amendments</b>
<b>For:</b>	<b>Decision</b>

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#### **SUMMARY**

The purpose of this report is to present six applications for approval to receive a grant contribution toward works that repair, restore and/or protect Local Heritage Places within the Council area. Funding for this grant is awarded through Council's 2019-20 Local Heritage Grant Fund program (the program).

All six projects have been reviewed against the Local Heritage Grant Fund Guidelines (the Guidelines) in collaboration between Administration and Council's Local Heritage Advisor, and are deemed eligible and worthy of approval under the program. In total \$14,371 (up to \$2500 per project) out of a possible \$20,000 is proposed to be awarded. In addition, following a review of the inaugural process some revisions and amendments to the Guidelines are proposed. The aim of these changes is to streamline and improve the application and review process going forward.

The individual projects are detailed in **Appendix 1**. The proposed changes to the Guidelines are detailed in **Appendix 2**. Administration is recommending that the Council approves the six shortlisted projects and the changes to the Guidelines as contained in the appendices to this report.

#### **RECOMMENDATION**

##### **Council resolves:**

- 1. That the report be received and noted**
- 2. To approve the six projects shortlisted to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below:**
  - **Kinclaven Coach House**
  - **Former Thorpe Coachhouse**
  - **Former Aldgate Valley Church of Christ**
  - **Stonehedge Avenue House**
  - **Gwynne House**
  - **Ironbank Uniting Church**

**3. To approve the proposed changes to the Local Heritage Grant Fund Guidelines as detailed in Appendix 2 of this report.**

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

*Strategic Plan 2020-24 – A brighter future*

Goal 1 A Functional Built Environment

Objective B2 Preserve and enhance the unique character of the Hills for current and future generations

Priority B2.4 Ensure our planning framework, council policies and guidelines support privately owned local heritage places.

The *Management of Built Heritage Policy DEV-09* outlines Council's commitment to the preservation and ongoing management of the built heritage within the Adelaide Hills Council. The policy also acknowledges the significant and positive contribution that heritage buildings and places make to the character and appeal of our townships and rural areas.

Council's strategic objectives in relation to the management of built heritage within the Adelaide Hills district is articulated through the following objectives taken from the above Policy. In particular, these objectives help to ensure Council's goal of a functional built environment that supports local heritage places is achieved:

- Heritage places conserved for present and future generations
- Heritage places managed so that they contribute strongly to the District's attractiveness as a place to live, work, visit and do business
- Heritage places conserved and maintained and adaptively re-used while retaining heritage value
- Effective partnerships forged with owners of heritage places that contribute to the ongoing management and maintenance of heritage buildings
- High quality of workmanship and authenticity in all works to heritage places, and
- Awareness of, and support for, heritage conservation and management among the Adelaide Hills Community.

➤ **Legal Implications**

*Development Act 1993*

Local Heritage

Local heritage is managed at the local government level and new development involving a local heritage place is administered under the *Development Act 1993* (the Act).

Currently within the Adelaide Hills Council Development Plan there are 242 listed local heritage places.

It is noted that the Act does not prescribe that a Local Government Authority must have a heritage grant scheme. Across various Local Government areas such a scheme has been established on a discretionary basis.

➤ **Risk Management Implications**

The cost to undertake works to upgrade or preserve heritage items/buildings may be a barrier for their continued maintenance. As such, if an asset was to fall into a state of disrepair, this may jeopardise the heritage listing value and integrity into the future. Providing grant funds towards the maintenance, restoration and repair of Local Heritage Places will assist in mitigating the risk of:

*Not providing grant funding to assist with upgrading of Local Heritage places resulting in the possibility of Local Heritage places falling into a state of disrepair leading to a loss of their heritage significance and listing attributes*

Inherent Risk	Residual Risk	Target Risk
Medium (2C)	Low (1E)	Low

Approving the funding for the recommended projects would reduce this risk by providing financial assistance for the upgrading of Local Heritage places.

➤ **Financial and Resource Implications**

The program has been approved for the 2019/20 financial year with a budget allocation of \$20,000. The program is administered within the Development and Regulatory Services Directorate, with input from a specialist Heritage Advisor (already contracted by Council) where necessary.

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

The online application Smarty Grants was used to enable applicants to lodge their application electronically. For those not confident with the online process hard copy application forms were sent out at the request of the applicant.

Community awareness of the program was achieved via Council's website and other social media platforms, the Hills Voice newsletter (circulated on the 8 November 2019) and direct email to owners of Local Heritage places.

➤ **Sustainability Implications**

The grant funding will have a long term beneficial impact on the preservation of the heritage value of the subject Local Heritage places.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Director Development & Regulatory Services  
Community and Cultural Development Officer

Local Heritage Advisor (Consultant)

*External Agencies:* Not Applicable

*Community:* Broader community and Local Heritage place owners

## 2. BACKGROUND

There are currently 242 Local Heritage listed places in the District, with 40 of those recently added via the Local Heritage Development Plan Amendment (DPA). When the aforementioned DPA was considered by the Strategic Planning and Development Policy Committee (SPDPC) at its meeting held in August 2018, it resolved:

Moved Cr Malcolm Herrmann  
S/- Cr Linda Green

SP18/1

The Strategic Planning and Development Policy Committee resolves:

1. That the report be received and noted
2. To approve the attached Summary of Consultations and Proposed Amendments report and the draft Local Heritage – Stage 1 (Public Places) Development Plan Amendment (DPA) for submission to the Minister for Planning for approval, with the exception of those sections of the Kersbrook Hall which do not form part of the original structure. If the aforementioned condition is not possible, then the exception lapses.
3. To recommend to Council that it consider the establishment of a heritage incentive fund in its 2019/20 budgetary process.
4. That the Chief Executive Officer be authorised to make any necessary minor amendments to the DPA as directed by relevant officers of the Department of Planning, Transport and Infrastructure or by the Minister for Planning.

Carried Unanimously

In accordance with resolution 3 above, the merits of a heritage incentive scheme were investigated by Administration and a business case was put forward for consideration as part of the 2019/20 budgetary process.

The budget bid was subsequently approved as a new operating initiative with an intended period of three years. The Local Heritage Grant Fund and its supporting Guidelines were developed by Administration and approved by Council at its meeting held in October 2019 where it resolved:

Moved Cr Malcolm Herrmann  
 S/- Cr Chris Grant

247/19

Council resolves:

1. That the report be received and noted.
2. To approve the Local Heritage Grant Fund Guidelines Procedure as detailed in *Appendix 1* of this report subject to inclusion of the following sentence at the end of the definition of Conservation Works in Section 4.2 of the Procedure - "The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application."
3. That the Chief Executive Officer be authorised to make minor amendments, not affecting the intent of the Guidelines or the Fund, as required from time to time.
4. That recommendations for successful grant recipients be reported to Council for consideration before any grants are awarded.
5. That any remaining grant funds in a particular financial year be rolled over to the next financial year over the intended 3 year life of the Grant Fund.

Carried Unanimously

The 2019/20 Local Heritage Grant Fund round was open from the 4 November 2019 to the 21 February 2020. The application window was extended by an additional three weeks on account of the impact of the Cudlee Creek Bushfire event. A total of seven applications were received. Of the applications received during the application period, six were determined to be eligible and one was ineligible as it was located in a neighbouring council area.

### 3. ANALYSIS

The six applications deemed eligible all relate to Local Heritage Places as listed in Table ADHI/2 in the Adelaide Hills Council Development Plan (Consolidated – 8 August 2019).

The following table provides reference to the six Local Heritage places as well as the corresponding proposed works, total cost and total grant funding sought respectively (refer to *Appendix 1* for further details).

Project	Works Proposed	Cost of Works	Total Grant Funding Sought
Kinclaven Coach House	Tree Removal	\$30,000	\$2,500
Former Thorpe Coachhouse	Reinstate and repair timber gable, fascia and window frames including painting	\$5,000	\$2,500
Former Aldgate Valley Church of Christ	Repair of stone plaque including replacement of lettering; repointing of stone quoins on north and east walls.	\$5,375	\$2,500

<b>Project</b>	<b>Works Proposed</b>	<b>Cost of Works</b>	<b>Total Grant Funding Sought</b>
Stonehedge Avenue House	Techdry salt damp treatment, replacement of decayed stone, and repointing.	\$14,995	\$2,500
Gwynne House	Replacement of brick and stone within walls due to damp; removal and replacement of slate step; and sub floor ventilation system to be installed.	\$3,743	\$1,871
Ironbank Uniting Church	Repairs to cracks in walls; internal painting; timber floor and window repairs.	\$8,000	\$2,500
<b>Total</b>		<b>\$67,113</b>	<b>\$14,373</b>

#### Selection Process

Following receipt of the applications the Administration took to reviewing the eligibility criteria based on the recommendations of the Guidelines. Once the six eligible projects were shortlisted a grant assessment evaluation framework was established and Council's Local Heritage Advisor was engaged. A joint evaluation was undertaken with members of the Administration and Council's Local Heritage Grant Advisor present. The evaluation criteria included the following considerations:

- Historical context
- Nature of the works proposed
- Need for the works
- Visual contribution to the public realm
- Contribution of the works to the heritage value

At the conclusion of the evaluation it was deemed that all eligible projects were supportable in line with the Local Heritage Grant Guidelines and would contribute in some form or another to the ongoing preservation of the subject Local Heritage places.

The applicants were then notified of their successful shortlisting and additional information was sought to ensure that a sufficient level of detail was provided to progress the applications. This information will assist with associated development application processes and provide clarity surrounding the scope of the works approved for Grant funding.

### Local Heritage Grant Fund Guidelines

It is noted that two projects in particular highlighted both the need for flexibility and therefore revision of the current Guidelines. The first relates to the Kinclaven House project, where the owner is proposing the removal of several large trees directly adjacent the Local Heritage place which are potentially affecting the footings and structural integrity of the building. The second project relates to the Stonehenge Avenue House and involved retrospective works for salt damp treatment which had occurred during the grant application period. Each example highlighted the need for the Guidelines document to be flexible, but also to provide greater clarity around such issues. This has been addressed by the inclusion of a clause relating to tree removal as well as clarification surrounding retrospective work eligibility which must have been undertaken no more than 3 months before the grant application period.

In addition, Council's Heritage Advisor (who has notably served on State Heritage Grant Funding Selection Panels) was asked to review the Guidelines and provide comment and suggested changes. These have been incorporated and are documented in the track changed version of the *Local Heritage Grant Fund Guidelines* as shown in **Appendix 2**. Administration is recommending that the suggested changes to the Guidelines be adopted for use in the 2020-21 Local Heritage Grant round.

### Next Steps

Pending the resolution of this item, the six applicants will be notified and where relevant, will be asked to begin the preparation of an associated Development Application where required, noting that not all the projects will require development approval.

Following this, the applicants will need to notify Administration when the works have been completed and provide evidence of the finished work and a copy of the payment of the invoice(s), prior to Administration issuing any grant monies to applicants.

## **4. OPTIONS**

Council has the following options:

- I. To approve the six projects shortlisted to receive grant funding to contribute to the works as detailed in **Appendix 1** (Recommended)
- II. To approve the proposed changes to the Local Heritage Grant Fund Guidelines as detailed in **Appendix 2** (Recommended)
- III. To not approve the six projects shortlisted to receive grant funding to contribute to the works as detailed in **Appendix 1** (Not Recommended)
- IV. To not approve the proposed changes to the Local Heritage Grant Fund Guidelines as detailed in **Appendix 2** (Not Recommended)

## **5. APPENDICES**

- (1) Local Heritage Grant Fund Applications
- (2) Local Heritage Grant Fund Guidelines for adoption (with tracked changes)

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# **Appendix 1**

*Local Heritage Grant Fund Applications*

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# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0419/20 From [REDACTED]

Form Submitted 26 Jan 2020, 11:53am ACDT

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the [Adelaide Hills Council Development Plan](#) (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost** , whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

### Eligibility

**\* indicates a required field**

### Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines** .

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0419/20 From [REDACTED]

Form Submitted 26 Jan 2020, 11:53am ACDT

### I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

### Please select below: \*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

### Privacy Notice

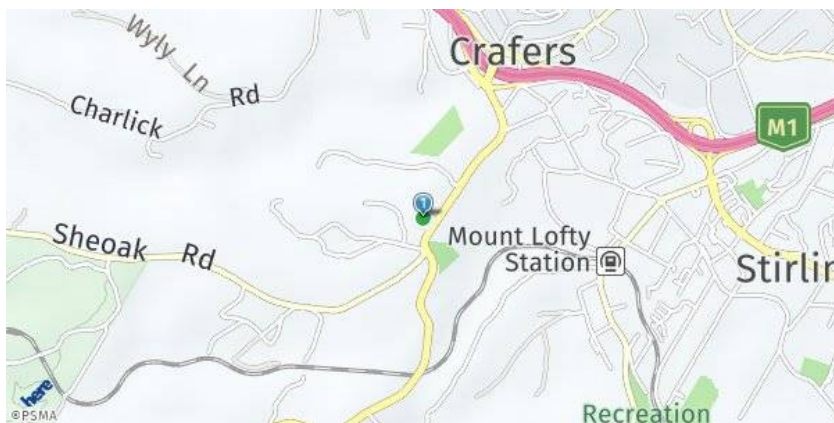
We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant Details

### Applicant

### Location of Local Heritage Place

62 Waverley Ridge Rd  
Crafers West SA 5152 Australia



### Phone Number

[REDACTED] phone number.

### Applicant Primary Email

[REDACTED]  
Must be an email address.

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0419/20 From [REDACTED]

Form Submitted 26 Jan 2020, 11:53am ACDT

### Applicant Postal Address



## Project Details

### Project title:

Kinclaven Coach House

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Description of Conservation Works

### Please provide a short summary of the conservation works to be undertaken

Maintenance is required to ensure the stability of Kinclaven Coach House located at 62 Waverley Ridge Road, Crafers West (012).

Kinclaven Coach House requires the removal of extremely large and tall Radiata Pines likely to be 60-100 years old that are in direct contact with the structure and repeatedly shed branches and cones onto the roof of the building.

Kinclaven Coach House was built in the 1880s and has unique design elements, namely walls that are comprised of glass.

There is considerable risk that these trees will fall onto the building, which would result in the building being destroyed.

Arborists have been approached regarding the removal and risk of the trees. The response is that the likelihood and severity will only increase with time.

A CFS assessment on the property has also detailed that trees must not overhang the roofline of the building, touch walls, windows or other elements of the building and that maintaining a tree distance of 1.5 metres is necessary to avoid embers in the event of a bushfire. The trees are currently damaging the bushfire house sprinkler system located on the roof.

A Contractor would be commissioned to remove the trees. The removal of trees of this size are a considerable undertaking and require specialist equipment; crane, chipper, trucks and trained personnel to safely remove and dispose of the wood. The result would be immediate.

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

### Please detail the construction techniques to be used to undertake the conservation works (If known)

A Contractor would be commissioned to remove the trees. The removal of trees of this size are a considerable undertaking and require specialist equipment; crane, chipper, trucks and trained personnel to safely remove and dispose of the wood. The result would be immediate.

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## Site Plan

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0419/20 From [REDACTED]

Form Submitted 26 Jan 2020, 11:53am ACDT

**Please attach a site plan identifying the location of the building and the proposed works on the property**

Filename: Site Plan.pdf

File size: 2.3 MB

### Project Timeline

**Anticipated start date**

01/04/2020

If unknown, provide your best guess or leave blank

**Anticipated end date**

08/04/2020

If unknown, provide your best guess or leave blank

### Project Costs

**\* indicates a required field**

**Total Project Cost**

\$30,000.00

What is the total budgeted cost (dollars) of your project?

**Total Grant Amount Required**

\$2,500.00

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

### Categories of Funding

**Is the application for conservation works only?**

Yes

No

**Is the application for conservation works and professional advice?**

Yes

No

### Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Tree felling	Labour*	\$15,000.00	Quote to fell the trees
Tree removal	Labour	\$15,000.00	Quote to remove the wood

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0419/20 From [REDACTED]

Form Submitted 26 Jan 2020, 11:53am ACDT

### Please attach two written quotes for the above expenditure (costs)

---

Filename: Quote 1\_Adelaide Hills Tree Services.pdf

File size: 70.0 kB

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Filename: Quote 2\_Jacobs Ladder.pdf

File size: 60.3 kB

## Certification and Feedback

**\* indicates a required field**

### Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes  No

**Name of authorised person \***

[REDACTED]

**Contact phone number \***

[REDACTED]

one number.

**Date \***

26/01/2020

Must be a date



## Kinclaven Coach House

Photos illustrating the Radiata pines proposed for immediate removal. The tallest pine has an approximate 0.5 metre sway in even weak winds and knocks against the building. Considering the sway, the age, and the size of the pine and following advice from Arborists, there is increasing risk with time that the tree may fall.

### List of Photos

Photo 1. Kinclaven Coach House, Radiata pines to the right of photo. ....	2
Photo 2. Kinclaven Coach House, Radiata pines towering over building.....	3
Photo 3. Radiata pine, indication of size .....	4
Photo 4. Radiata pine in contact and knocks against structure .....	5
Photo 5. Radiata pine has an approximate 0.5 metre sway in winds .....	6

Kinclaven Coach House

**Photo 1. Kinclaven Coach House, Radiata pines to the right of photo.**





**Photo 2. Kinclaven Coach House, Radiata pines towering over building**



**Photo 3. Radiata pine, indication of size**



**Photo 4. Radiata pine in contact and knocks against structure**



**Photo 5. Radiata pine has an approximate 0.5 metre sway in winds**



**Adelaide Hills Tree Services**

38 Balhannah Rd

Hahndorf

SA 5245

**Joe Kupke: Director**

Mobile: [REDACTED]

adelaidehillstreeservices.com.au

**ABN: 94 975 055 319**



**QUOTE NUMBER: 509**

**DATE: 6/01/2020**

**QUOTE**

**CLIENT**

62 Waverley Ridge Road

Crafers West SA 5152



DESCRIPTION	AMOUNT
Tree removals - 3x Pines on fenceline next to house. Trees to be cut down to gutter height. All foliage to be chipped, all hardwood to be removed from site.	\$29,700.00

This quote is valid for 30 days.			
Sign:	Name:	Date:	

Please make all payments electronically within 7 days of job completion. Any payments not paid within 7 days may attract a 5% daily late payment fee until payment is made, unless prior arrangements have been made.

If you have any questions concerning this quote, contact Joe, 0403 360 259  
joe@adelaidehillstreeservices.com.au

<b>GST:</b>	\$2,700.00
<b>Total Inc. GST:</b>	\$29,700.00
<b>Amount Applied:</b>	\$0.00
<b>Balance Due:</b>	\$29,700.00

We respect your property all around us, and take care not to damage anything. For peace of mind, in the unlikely event that something does go wrong, we have \$20m public liability insurance.

# QUOTE



**Date**  
4 Jan 2020  
**Quote Number**  
QU-0028  
**ABN**  
92 045 487 127

Jacobs Ladder Tree  
Service  
21 Maroo st  
MILANG SA 5256  
AUSTRALIA

## Quote for tree work at 62 Waverley Ridge rd Crafers West

All timber mulched or diced and left on site

Description	Quantity	Unit Price	GST	Amount AUD
Cut down 3 pine trees near bottom cnr of house	1.00	14,000.00	10%	14,000.00
Cut down Cypress pine at top of neighbors drive	1.00	13,000.00	10%	13,000.00
			Subtotal	27,000.00
			TOTAL GST 10%	2,700.00
			<b>TOTAL AUD</b>	<b>29,700.00</b>

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0719/20 From [REDACTED]

Form Submitted 28 Jan 2020, 3:04pm ACDT

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the [Adelaide Hills Council Development Plan](#) (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost** , whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

### Eligibility

**\* indicates a required field**

### Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines** .

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0719/20 From [REDACTED]

Form Submitted 28 Jan 2020, 3:04pm ACDT

### I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

### Please select below: \*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant Details

### Applicant

Mr Andrew Penn

### Location of Local Heritage Place



### Applicant Primary Phone Number

[REDACTED]

Must be an Australian phone number.

### Applicant Primary Email

[REDACTED]

Must be an email address.



# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0719/20 From [REDACTED]

Form Submitted 28 Jan 2020, 3:04pm ACDT

### Applicant Postal Address



## Project Details

### Project title:

Restoration works

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Description of Conservation Works

### Please provide a short summary of the conservation works to be undertaken

Fix and reinstate timber work to primary gable, window frames and fascia

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

### Please detail the construction techniques to be used to undertake the conservation works (If known)

Carpentry and painting

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## Site Plan

### Please attach a site plan identifying the location of the building and the proposed works on the property

*No files have been uploaded*

## Project Timeline

### Anticipated start date

14/02/2020

If unknown, provide your best guess or leave blank

### Anticipated end date

31/03/2020

If unknown, provide your best guess or leave blank

## Project Costs

**\* indicates a required field**

### Total Project Cost

\$5,000.00

What is the total budgeted cost (dollars) of your project?

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0719/20 From [REDACTED]

Form Submitted 28 Jan 2020, 3:04pm ACDT

### Total Grant Amount Required

\$2,500.00

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

## Categories of Funding

### Is the application for conservation works only?

- Yes  
 No

### Is the application for conservation works and professional advice?

- Yes  
 No

## Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Carpentry	Labour*	\$4,500.00	Carpentry and materials
Painting	Labour	\$500.00	Painting and materials

### Please attach two written quotes for the above expenditure (costs)

No files have been uploaded

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

I agree \*

- Yes  No

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0719/20 From [REDACTED]

Form Submitted 28 Jan 2020, 3:04pm ACDT

**Name of authorised person \***

[REDACTED]

**Contact phone number \***

[REDACTED]

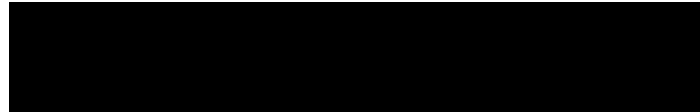
Must be an Australian phone number.

**Date \***

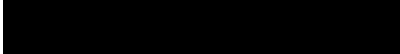
24/01/2020

Must be a date

Adelaide Hills Council  
Local Heritage Grant Fund



Additional Detail & Site Photos

Submitted by 

28 April 2020

## 1A Ayers Hill Road, Stirling

### Repairs summary

Estimate \$5,000

- Timber Window frames
- Fascia
- Timber beading
- 3 pairs of casement windows
- Paint – surfmist
- Scissor/Boom Lift hire for access



## 1A Ayers Hill Road, Stirling

### 1. Western Gable

Remove, reinstate gable and paint



## 1A Ayers Hill Road, Stirling



### 2. Rear Western Face

Remove, reinstate timber fascia beading and window frame to and paint

Replace casement window and paint

## 1A Ayers Hill Road, Stirling



### 3. Eastern Casement Window

Remove, reinstate new window frame and paint



1A Ayers Hill Road, Stirling

**4. Northern Gable**

Remove, reinstate timber  
window frame and paint

Replace and paint  
2 x timber sash windows



1A Ayers Hill Road, Stirling

**5. Northern Face**

Remove, reinstate timber fascia  
to two sides  
and paint



# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0919/20 From [REDACTED]

Form Submitted 17 Feb 2020, 8:47pm ACDT

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the [Adelaide Hills Council Development Plan](#) (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost** , whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

### Eligibility

**\* indicates a required field**

### Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines** .

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0919/20 From [REDACTED]

Form Submitted 17 Feb 2020, 8:47pm ACDT

### I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

### Please select below: \*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant Details

### Applicant

[REDACTED]

### Location of Local Heritage Place

4 Shanks Rd  
Aldgate SA 5154 Australia



### Applicant Primary Phone Number

[REDACTED]

Must be an Australian phone number.

### Applicant Primary Email

[REDACTED]

Must be an email address.

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0919/20 From [REDACTED]

Form Submitted 17 Feb 2020, 8:47pm ACDT

### Applicant Postal Address

[REDACTED]

## Project Details

### Project title:

Works to Former Church of Christ, Aldgate

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Description of Conservation Works

### Please provide a short summary of the conservation works to be undertaken

The works to be undertaken are (1) to repair the flagstone plaque on the north foundation (see Photo 1), and (2) to re-point the stone quoins on the north and east sides (see Photos 2 and 3).

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

### Please detail the construction techniques to be used to undertake the conservation works (If known)

Construction details for each procedure are as follows:

(1) To repair the flagstone plaque, it must be removed and taken to a workshop where lead will be used to repair lettering. The stone is then replace into the wall. (See Photo 1)

(2) To re-point the stone quoins, a lime and sand mix will be colour matched to the existing pointing and hand applied to complete the repair.

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## Site Plan

### Please attach a site plan identifying the location of the building and the proposed works on the property

---

Filename: Photo 1 - Plaque.jpg

File size: 81.8 kB

---

Filename: Photo 2 - Pointed needing repair.jpg

File size: 108.4 kB

---

Filename: Photo 3 - Pointing needing repair.jpg

File size: 99.8 kB

---

Filename: Site Plan - 4 Shanks Rd, Aldgate.PDF

File size: 656.0 kB

## Project Timeline

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0919/20 From [REDACTED]

Form Submitted 17 Feb 2020, 8:47pm ACDT

### Anticipated start date

20/02/2020

If unknown, provide your best guess or leave blank

### Anticipated end date

20/03/2020

If unknown, provide your best guess or leave blank

## Project Costs

**\* indicates a required field**

### Total Project Cost

\$5,375.00

What is the total budgeted cost (dollars) of your project?

### Total Grant Amount Required

\$2,500.00

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

## Categories of Funding

### Is the application for conservation works only?

- Yes  
 No

### Is the application for conservation works and professional advice?

- Yes  
 No

## Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Restoration of plaque	Labour*	\$1,375.00	Also includes materials
Repointing of stone work	Labour	\$4,000.00	Also includes materials

### Please attach two written quotes for the above expenditure (costs)

Filename: Quote 2 for Repairs.pdf  
File size: 90.2 kB

Filename: Quote for Plaque repair.pdf

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH0919/20 From [REDACTED]

Form Submitted 17 Feb 2020, 8:47pm ACDT

File size: 63.8 kB

---

Filename: quote\_36.pdf

File size: 22.5 kB

## Certification and Feedback

**\* indicates a required field**

### Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes  No

**Name of authorised person \***

[REDACTED]

**Contact phone number \***

[REDACTED]

Must be an Australian phone number.

**Date \***

17/02/2020

Must be a date





Adelaide Hills Council,  
63 Mount Barker Road,  
Stirling. S.A. 5152

Attention: James Szabo  
Elizabeth Little

Dear James,

**Re: AHC Local Heritage Grant Fund (2019/20) Application LH 0919/20  
Request for Update and Further Information**

Repairs to Exterior Stone Work of Former Church of Christ  
4 Shanks Road, Aldgate, SA, 5154

**1. Photos Showing Extent of Repointing Work Required**



Photo 1

South Side

Repair that has previously been completed using wrong colour mortar, will be replaced.



Photo 2

South Side

Crack above window to be repaired and previously completed work to be replaced.



Photo 3

East Side

Two cracks to be repaired above the roof of the porch.



Photo 4

East Side

One crack to be repaired and on existing repair to be replaced correctly.



Photo 5

North Side

Repair crack under window sill.



Photo 6

North Side

Repair brick arch over window and cracks above and to the right.



Photo 7

North Side

Repair that has been previously completed to be replaced with correct mortar.



Photo 8

North Side

Crack that has formed between two stages of building to be repaired.



Photo 9

North Side

Crack that has been previously repaired incorrectly to be replace and one other crack to be repaired.



Photo 10

North Side

Vent that has been repaired with wrong colour mortar to be repaired correctly.



Photo 11

North Side

Two cracks to be repaired.

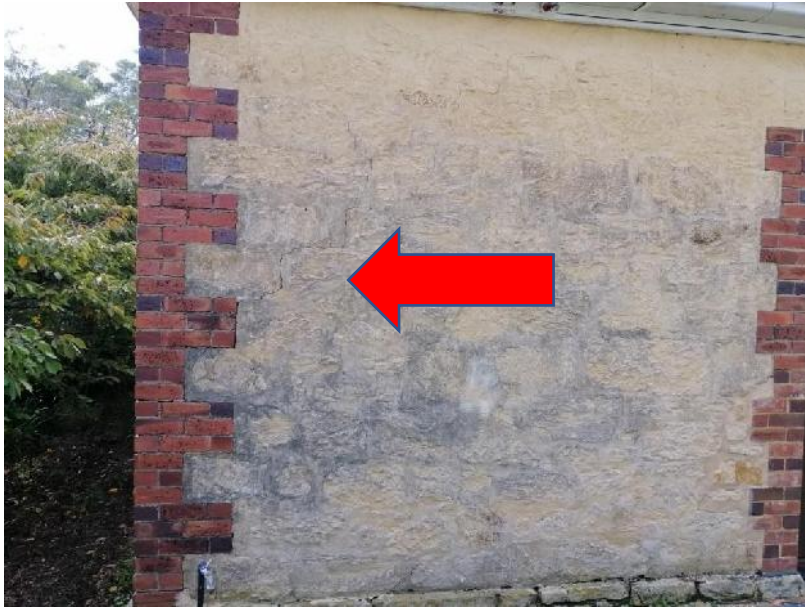


Photo 12

West Side

Crack to be repaired.



Photo 13

West Side

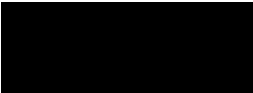
Repair that was done previously in wrong colour, to be replaced with correct mortar.

## **2. Description of Mortar Required for Repairs**

To complete the repairs on this project, a mix of one part hydrated lime with three parts sand by volume will be used. The colour is matched by experimenting with different coloured sands to match the existing mortar in the area.

Please let me know if any further information is required to assess this project.

Yours sincerely,





**THIS STONE WAS LAID**

**BY**

**J. T. TRAIN**

**7<sup>TH</sup> FEB. 1925.**





----- Forwarded Message -----

**Subject:**RE: Restoration of stone plaque

**Date:**Tue, 28 Jan 2020 08:53:22 +1030

**From:**bruce jordan <[brucejordan@adam.com.au](mailto:brucejordan@adam.com.au)>

**To:** [REDACTED]

[REDACTED], the stone is made of Angaston marble and seems to be in a good state of repair. To repair the lettering itself and clean/renovate the stone, we would need to remove it and do the work in our factory, as it is only 20/25mm thick. If it is not supported during the lettering process it could break. As the stone seems to be mounted on the surface of the wall and not set in, removal should be quite easy. The total cost to remove and replace the stone and do the work is \$1375 inc GST. Hope this helps, let me know which way you want to go, Regards, Bruce

----- Forwarded Message -----

**Subject:**Restoration of stone plaque

**Date:**Fri, 24 Jan 2020 16:38:19 +1030

**From:** [REDACTED]

**To:**[brucejordan@adam.com](mailto:brucejordan@adam.com)

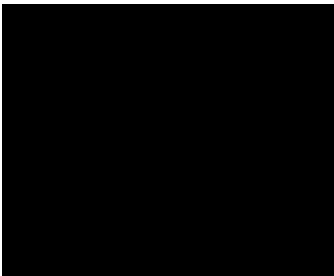
Hi Bruce,


I have attached photos of the Plaque to repair,

Location is;- 4 Shanks Road Aldgate

Please view the photos and give me some idea of estimated cost of repair.

Regards,





February 3, 2020

## **Quotation**

RE: 4 Shanks Road, Aldgate

- 1) For re-pointing of stonework on local heritage listed building, including colour matching existing mortar and providing scaffold.
- 2) Repair lettering on flagstone plaque, including removal of stone, repair of lettering and replacement of stone into foundation.

Total amount for both (1) and (2) is \$5,270.00 including GST.

Estimate of time is 14 days duration.

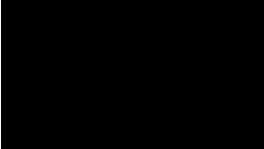
# Hills & Country Stonemason

Greg Jordan  
0413685143  
gjordan888@bigpond.com.au  
ABN: 29500764662002  
BLD #276509

# Quote

Quote No: 36  
Date: 29/01/2020

For:



Description	Amount
-------------	--------

Repointing of Heritage house Colour match of cement	\$4,000.00
--	------------

Subtotal	\$4,000.00
0%	\$0.00
Total	\$4,000.00

---

<b>Total</b>	<b>\$4,000.00</b>
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# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1219/20 From [REDACTED]

Form Submitted 4 Feb 2020, 8:17pm ACDT

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the [Adelaide Hills Council Development Plan](#) (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost** , whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

### Eligibility

**\* indicates a required field**

### Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines** .

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1219/20 From [REDACTED]

Form Submitted 4 Feb 2020, 8:17pm ACDT

### I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

### Please select below: \*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant Details

[REDACTED]

### Location of Local Heritage Place

SA 5152 Australia



### Applicant Primary Phone Number

[REDACTED]

phone number.

### Applicant Primary Email

[REDACTED]

Must be an email address.



# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1219/20 From [REDACTED]

Form Submitted 4 Feb 2020, 8:17pm ACDT

### Applicant Postal Address



## Project Details

### Project title:

Salt damp treatment of home, " Stonehenge"Stonehenge Avenue Stirling

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Description of Conservation Works

### Please provide a short summary of the conservation works to be undertaken

There was extensive salt damp damage to the house facing the street. A number of stones were completely damaged/disintegrated and needed to be replaced. A number of other stones were needing repair, therefore on the advice of Stonemason (who had been doing work around our house) and a local resident we decided to go ahead with Techdry. They have injected the house with salt damp treatment, as well as replacing markedly damaged stone. Stone that could be repaired has been repaired rather than being replaced. Work has also required re-pointing, which is in the process of being completed. This should make the house look fantastic and should keep the house salt damp proof for many years to come.

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

### Please detail the construction techniques to be used to undertake the conservation works (If known)

Please see above

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## Site Plan

### Please attach a site plan identifying the location of the building and the proposed works on the property

*No files have been uploaded*

## Project Timeline

**Anticipated start date**

**Anticipated end date**

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

## Project Costs

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1219/20 From [REDACTED]

Form Submitted 4 Feb 2020, 8:17pm ACDT

**\* indicates a required field**

### Total Project Cost

\$14,995.00

What is the total budgeted cost (dollars) of your project?

### Total Grant Amount Required

\$2,500.00

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

## Categories of Funding

### Is the application for conservation works only?

Yes

No

### Is the application for conservation works and professional advice?

Yes

No

## Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Salt damp treatment	Materials*	\$14,995.00	

**Please attach two written quotes for the above expenditure (costs)**

*No files have been uploaded*

## Certification and Feedback

**\* indicates a required field**

### Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is**

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1219/20 From [REDACTED]

Form Submitted 4 Feb 2020, 8:17pm ACDT

**approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes  No

**Name of authorised person \***

[REDACTED]

**Contact phone number \***

[REDACTED]

Must be an Australian phone number.

**Date \***

04/02/2020

Must be a date







12 Storenange Avenue, Stirling

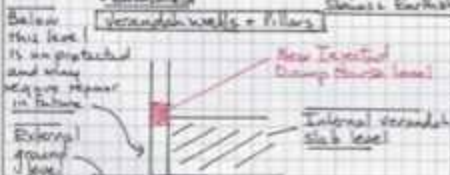
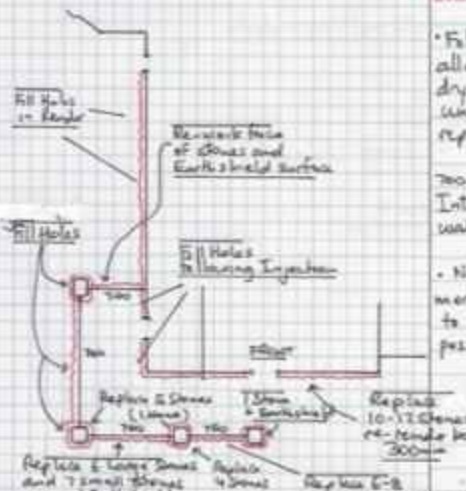
NOTES:

*New Tech-Dry Injected  
Dampcourse Barrier.*

• Following Injection allow walls to month dry-out period before undertaking is best repair.

700 - Render Height Internal of vertical walls.

• New Stone's and mortar are matched to existing as best possible.



NOT TO SCALE

**Earthshield** - Loose debris is removed and Earthshield is applied to surface of stones to reduce future crumbling.

- INITIAL QUOTE  
 COMPLETE QUOTE  
 PRE-PURCHASE QUOTE

## Salt Damp Quote

No. 146796

Quote Date March 19, 2019  
Order No.

**Job Address:**

12 Storenange Avenue, Stirling SA 5152

**Recommended Scope of Works:**  
(Detailed on attached diagram also)

1. Dampcourseing - New Injected Dampcourse Barrier as per attached diagram.	\$1,900.00
All treated walls need to be allowed a minimum dry-out time of 3 MONTHS before undertaking the following repairs:	\$0.00
2. Masonry for pointing and stone replacement repairs as specified on attached diagram.	\$1,240.00
3. Masonry repairs (not of stone required)	\$1,790.00
Removal of all Rubble and Material from site. Site cleaned and left as found.	\$0.00

Sub Total	\$18,018.00
GST	\$1,981.80
<b>Total of all treatment and repairs</b>	<b>\$14,995.00</b>

This quotation is valid for 30 days. It is issued on the condition that you accept the price and terms of the quotation. Payment is not to be made until completion of the work. The contractor accepts no liability for any damage to the property caused by the contractor's work.

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1519/20 From [REDACTED]

Form Submitted 18 Feb 2020, 1:46pm ACDT

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the [Adelaide Hills Council Development Plan](#) (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost** , whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

### Eligibility

**\* indicates a required field**

### Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines** .

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility



# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1519/20 From [REDACTED]

Form Submitted 18 Feb 2020, 1:46pm ACDT

### I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

### Please select below: \*

Yes  No

You must confirm that all statements above are true and correct.

## Contact Details

### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Applicant Details

### Applicant

#### Location of Local Heritage Place

34 Snows Rd  
Aldgate SA 5154 Australia



### Primary Phone Number

[REDACTED]  
Must be an Australian phone number.

## **Applicant Postal Address**

## **Project Details**

### **Project title:**

Sub-floor ventilation and stone repair works

Provide a name for your project/program/initiative. Your title should be short but descriptive

## **Description of Conservation Works**

### **Please provide a short summary of the conservation works to be undertaken**

Sandstone blocks and red bricks eroded by dampness caused from poor ventilation below the floors are to be replaced and repaired to stabilise and preserve the structure of the building. Motorised fans are to be placed under the floorboards and extra air vents are to be inserted in the walls to prevent the damage from re-occurring again in the future.

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

### **Please detail the construction techniques to be used to undertake the conservation works (If known)**

An experienced masonry worker will remove the sandstone blocks and original red brickwork from the damaged walls and replaced with the same material of the same era.

A slate step will be removed to cut an air vent under the step and then the slate will be replaced.

Two mini-vent fans will be installed to draw the air through the floor space.

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## **Site Plan**

### **Please attach a site plan identifying the location of the building and the proposed works on the property**

---

Filename: 148546.pdf

File size: 578.5 kB

## **Project Timeline**

### **Anticipated start date**

23/03/2020

### **Anticipated end date**

27/03/2020

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

## **Project Costs**

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1519/20 From [REDACTED]

Form Submitted 18 Feb 2020, 1:46pm ACDT

**\* indicates a required field**

### Total Project Cost

\$3,742.50

What is the total budgeted cost (dollars) of your project?

### Total Grant Amount Required

\$1,871.25

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

## Categories of Funding

### Is the application for conservation works only?

- Yes  
 No

### Is the application for conservation works and professional advice?

- Yes  
 No

## Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Mini Vent Fan x 2	Materials*	\$1,240.00	
installation of mini fans	Labour	\$1,072.50	
masonry	Labour	\$1,430.00	

### Please attach two written quotes for the above expenditure (costs)

Filename: Tech-Dry SA Quote #148546.pdf  
File size: 112.3 kB

## Certification and Feedback

**\* indicates a required field**

### Certification

# Local Heritage Grant Fund (LHGF) 2019/20

## Local Heritage Grant Fund (2019/20)

Application LH1519/20 From [REDACTED]

Form Submitted 18 Feb 2020, 1:46pm ACDT

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes  No

**Name of authorised person \***

[REDACTED]

**Contact phone number \***

[REDACTED]

Must be an Australian phone number.

**Date \***

18/02/2021

Must be a date

Mr James Szabo  
Senior Strategic & Policy Planner  
Adelaide Hills Council  
63 Mt Barker Road  
STIRLING SA 5152

Dear James,

AHC Local heritage Grant Fund  
Application LH1519/20  
Up-date and Further Information Request

Thank you for the great news that our application for proposed heritage restoration works has been shortlisted for approval by the administration.

I hope the additional information I provide in this letter satisfies the request to ensure our application is presented to the Elected Body at the May Council meeting.

Please let me know if you believe there is any further information that may improve our application.

#### BACKGROUND TO RESTORTATION REQUEST

The Victorian building on our property was originally an extension made to a Colonial Summer Cottage which was inherited from the owner's father.

In 2011, a house fire destroyed the cottage and badly damaged the Victorian section of our home. This Victorian section had been attached to the cottage through a doorway which is now enclosed with a glass panel between the Victorian building and courtyard.

It is this doorway which now requires restoration work. The damage caused through damp due to poor ventilation was exposed when we re-built our home. It was hoped that, with a new layout, the ventilation issues had been resolved.

Whilst attached to the Cottage, the air under the floor space travelled from a ventilation grate on the Eastern wall of the Victorian building through the Cottage to its Western wall grate.

During the painstaking rebuild of the Victorian section, we believed that the original and ventilation system would be improved by a floating concrete floor now adjacent to the Victorian building.

.../2

Since moving back into our home, when rebuilding was complete in 2013, it has become painfully obvious that the damage to interior walls, woodwork and carpeting must be addressed by improving the underfloor ventilation and restoring the damaged masonry on the exterior wall.

This photograph shows the northern doorway wall which now encloses the glass panel. It also shows the slate step which will need to have a ventilation grate installed beneath. This new western grate will draw out the damp trapped air which will be moved through the underfloor space by two Powered Mini Vent Fans inserted in two original Victorian grates on the eastern wall of the building.



This is a closer view of the same section. It is hoped that a maximum of six of these bricks will need replacing and that the rest can be reused once the grouting has been replaced.



Below is the southern side of the door frame. These bricks should be able to be used again once the grouting has been repaired.



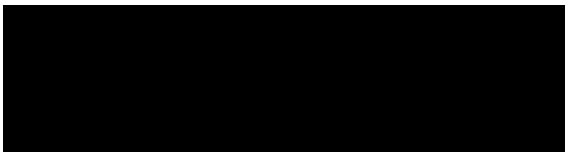


Finally, this image shows the stone under the slate step which will be replaced by an air vent sourced from a Victorian salvage supplier.



I hope that this information provides the necessary clarity and scope of works to be undertaken. Please let me know if there is anything else I can provide.

Yours sincerely.





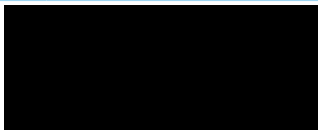
**Address**  
 244-246 Payneham Road  
 Payneham SA 5070  
**Phone**  
 0881321166  
**Web**  
 www.stopsaltdamp.com.au  
**Builders Licence**  
 BL 51382  
**ABN**  
 62 348 367 652

# Salt Damp Quote

No. 148546

**Quote Date** February 12, 2020

**Order No**



**Job Address:**  
 34 Snows Rd, Stirling SA 5152

**Recommended Scope of Works:**  
*(Detailed on attached diagram also)*

Why trust Tech-Dry SA with your home?

- We are fully licensed and insured
- Treating salt damp in SA for over 30 years
- Australian made Cream Injection System
- No Smell, No Fuss • Govt Heritage Approved
- We provide a 30 Year Guarantee on our complete system

Mini Vent Fan x2	\$1,240.00
Installation of Powered Mini Vent Fan x2	\$1,072.50
Masonry as per quotation, removal of slate step, to create air vent, refit or replace slate and replace detailed bricks.	\$1,430.00
Possible extra cost for new slate. Not included at this stage.	\$0.00

Sub Total \$3,402.27  
 GST \$340.23

**Total of all treatment and repairs \$3,742.50**

This quotation will remain valid for 60 days. Payment of each stage will be required on completion of that stage. The next repair stages will not be scheduled until after payment has been received of the initial stage. A 10% deposit is required to secure repair stages.



**Address**  
244-246 Payneham Road  
Payneham SA 5070  
**Phone**  
0881321166  
**Web**  
[www.stopsaltdamp.com.au](http://www.stopsaltdamp.com.au)  
**Builders Licence**  
BL 51382  
**ABN**  
62 348 367 652

## TERMS AND CONDITIONS

*This quotation is strictly valid for 60 days.*

### 1. Acceptance

Please take time to read the following terms and conditions.

Any instructions received by Ace Waterproofing Pty Ltd (trading as Tech-Dry SA) from the client in regards to undertaking the specifications within this quotation will also constitute acceptance of the terms and conditions contained herein.

### 2. Price and cancellation

- a) Ace Waterproofing Pty Ltd quotes on the Tech-Dry system provided not time spent on the job. There is no discount if the time allowed is less than expected.
- b) Any adjustment or a reduction of work by the client once the job has been confirmed will not result in a lesser price or a discount for work not undertaken. Work not undertaken is not guaranteed.
- c) Inability to undertake work due to a failure by the client to provide proper access will also incur a cancellation fee of up to 100% of job total.
- d) Cancellation / Job Postponement within 7 working days of job date will incur a fee of up to 100% of job total and forfeit paid deposit.
- e) Cancellation within 14 working days of job date will incur a fee of up to 50% of job total and forfeit paid deposit.
- f) Cancellation / Job Postponement of work once confirmation sent will forfeit full deposit.

### 3. Preparation for works

It is requested that all clients provide clear access of at least 1.5m to any walls being treated. Where work cannot be undertaken due to limited access or not prepared areas a fee of \$550 may be charged.

**Powerpoints** – Ace Waterproofing requires power points in the walls / skirting boards marked to be treated / repaired to be disconnected and isolated prior to work commencing. Where the client has not organised this, our staff onsite will arrange for our electrician to undertake this work and due to time constraints the client will be notified only if on site. The cost of these works will be borne by the client and added to the invoice as a variation.

### 4. Waiver

Whilst every care is taken we do not accept responsibility for the cost of repair to any water/gas pipes and/or electrical wiring that may be damaged during repairs, nor do we accept any responsibility for all and any damage to carpets, furniture, walls, tiles, fixtures and fittings etc. in the event of hitting a pipe and / or other damage during the drilling process. Ace Waterproofing will not be held responsible for any dust or damage that occurs to flooring, furniture etc. as a result of undertaking works. Please note the plastering stage is especially dusty and can be disruptive.

### 5. Skirting boards

- a) While we take every care in removing the skirting boards, this is carried out at the owner's risk due to the possibility of unavoidable damage associated with their pre-existing condition, wood rot and/or the method of fixing as chips/ splits / damage can occur.
- b) We have not included in our quote to reattach the skirting boards but will replace them temporarily after injection.
- c) We have not included in our quote to reattach the skirting boards after plastering as this is a specialised job.
- d) The disconnection and reconnection of any power-points/ phone points/ Foxtel etc. in any skirting boards to be removed is the responsibility of the owner and/ or his agents.

### 6. 30 Year Guarantee

- a) The Tech-Dry SA guarantee only becomes valid once all quoted works have undertaken by Ace Waterproofing, and any additional recommendations are carried out and once full payment for the work undertaken has been received.

Please read the terms and conditions over page before booking job.



**Address**

244-246 Payneham Road  
Payneham SA 5070

**Phone**

0881321166

**Web**

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

**Builders Licence**

BL 51382

**ABN**

62 348 367 652

- b) This guarantee covers the effectiveness of the newly installed Damp Course. If a section of this damp course fails and allows moisture to rise through it within 30 years of installation, we will reinstall it to the apparent failed section of wall free of charge. The repair or replacement of any stone, brickwork render etc., or any items of whatever nature is excluded from this contract.
- c) No responsibility is accepted nor warranty implied for any damage that may occur as the result of past, current or future salt damp and/or moisture damage caused by or from existing residual moisture. Warranty period is effective from the date final payment is received.
- d) The scope of work quoted on in this proposal is at the owner's request. We recommend all affected areas be treated if not already in the proposal.
- e) Ace Waterproofing shall not be liable where damage/ bridging to the damp-proof course (covering of our holes) is caused by additional work, new concrete slab, new external paving or any additional structural works.

## 7. Replastering

- a) After a wall has been treated salts, remain within the wall above the new damp course barrier. These are referred to as residual salts. The importance of the replastering stage cannot be stressed enough to assist with the removal of these salts. A percentage of these salts will still exist within the wall after replastering. These salts will show a reading on a moisture meter but are not an indication that the wall is still damp. On rare occasion, these residual salts may work their way out into the new plaster. If this occurs, some further plastering may be required. This does not constitute a warranty claim and will be at the cost of the client.
- b) Depending on the condition of the affected areas it will be necessary to leave between 6 to 12 months before removal of existing plaster and replastering (allow approximately 1 day per mm of wall thickness). To replaster before this part of the process is complete will obviously affect the new plaster, as it will be prone to any residual damp. Please be aware that walls will still appear damp until the replastering process has been completed.
- c) Ace Waterproofing will replaster with a plaster containing Tech-Dry Salt Retarder to minimise the occurrence of residual salt affecting the wall. **Please note: the plastering repair stage is very dusty and disruptive. Fine dust will continue up to 1 week after work has been finished. Ace Waterproofing take no responsibility for the cleanup or damage that occurs to property not covered by client.**
- d) Due to the use of harder plaster mix some cracking can occur – usually only hairline cracking which can easily be fixed at the repainting stage – by client. Ace Waterproofing Pty Ltd takes no responsibility for cracking that occurs in new plaster finish.

## 9. Replastering by others

Ace Waterproofing Pty Ltd takes no responsibility for plastering or rendering undertaken by other parties and this will void any Guarantee offered by Ace Waterproofing. It is our recommendation that plastering repairs be carried out in accordance with Ace Waterproofing specifications using Tech-Dry Salt Retarder. Specifications available from the office.

## 10. Stonework

After a wall has been treated salts, remain within the wall above the new damp course barrier. These are referred to as residual salts. When affected mortar is replaced in these sections, it is a standard within the industry that a softer lime based mortar is used. This soft lime based mortar may absorb these residual salts causing some further fretting. This process is considered a normal occurrence as the salts are better out of the wall rather than remaining trapped. Repair of this further fretting is not covered by the guarantee.

## 11. Common Walls

- a) Where ownership of a wall is shared by two parties, it is, the client's responsibility to seek permission from the other party to treat the wall.
- b) It is also the client's responsibility to ensure Ace Waterproofing's technicians have access to both sides of the wall being treated on the day of treatment.
- c) Ace Waterproofing will not be responsible for any damage caused to any property on either side of the treated common wall.

Please read the terms and conditions over page before booking job.



# Tech-Dry®

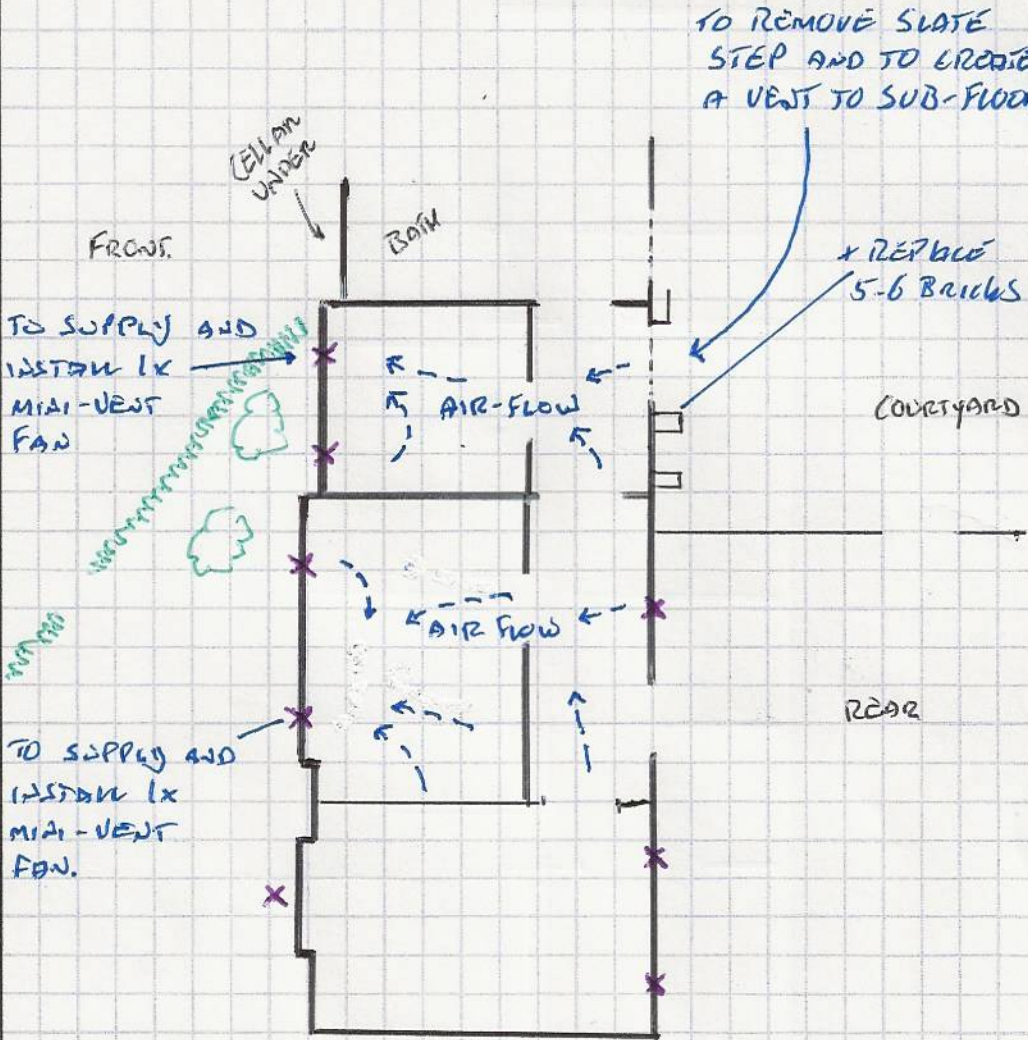
STOP RISING SALT DAMP

QUOTATION DIAGRAM ONLY

DATE: 12-2-2020

QUOTE NO: 148546

34 SNOWS RD 'STIRLING'



### NOTES:

**x** EXISTING VENTS.

THE AIM IS TO HELP IMPROVE THE SUB-FLOOR VENTILATION.

CURRENTLY THE LACK OF AIR-FLOW IS CAUSING WOOD ROT TO THE HERITAGE SKIRTINGS AND THE ORIGINAL TIMBER FLOORS AND CAUSING THE CARPET EDGES TO ROT.

THE REMOVAL OF THE SLATE STEP IS AT OWNERS RISK. IT MAY BREAK AND MAY NEED TO BE REPLACED AT EXTRA COSTS.

GREAT CARE TAKEN, HOWEVER NO LIABILITY WILL BE TAKEN FOR THE WINDOW ABOVE.

THE MINI-VENT FANS WILL BE PLACED WITHIN THE CURRENT VENTS AS SHOWN WITH A HERITAGE VENT PLACED IN FRONT (FIRE RESISTANT)

- PARTIAL QUOTE
- COMPLETE QUOTE
- PRE-PURCHASE QUOTE

NOT TO SCALE

SCANNED  
12 FEB 2020

ADELAIDE HILLS COUNCIL  
RECEIVED

12 FEB 2020

## Local Heritage Grant Fund Application

### Introduction

The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the Adelaide Hills Council Development Plan (Table AdHi/2). Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- \* those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to \$2,500 or 50% of the total project cost, whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the Local Heritage Grant Fund Guidelines.

### Eligibility

\* indicates a required field

### Applicants: please note

Before completing this application form, you should have read the Local Heritage Grant Fund Guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

# Local Heritage Grant Fund (2019/20)

## Form Preview

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400 .

### Confirmation of Eligibility

#### I confirm that the applicant ...

- has read and understands the program guidelines
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval must be issued before commencing any works

#### Please select below: \*

Yes

No

You must confirm that all statements above are true and correct.

### Contact Details

#### Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

### Applicant Details

#### Applicant

Individual

Organisation

Organisation Name

IRONBANK FAITH COMMUNITY

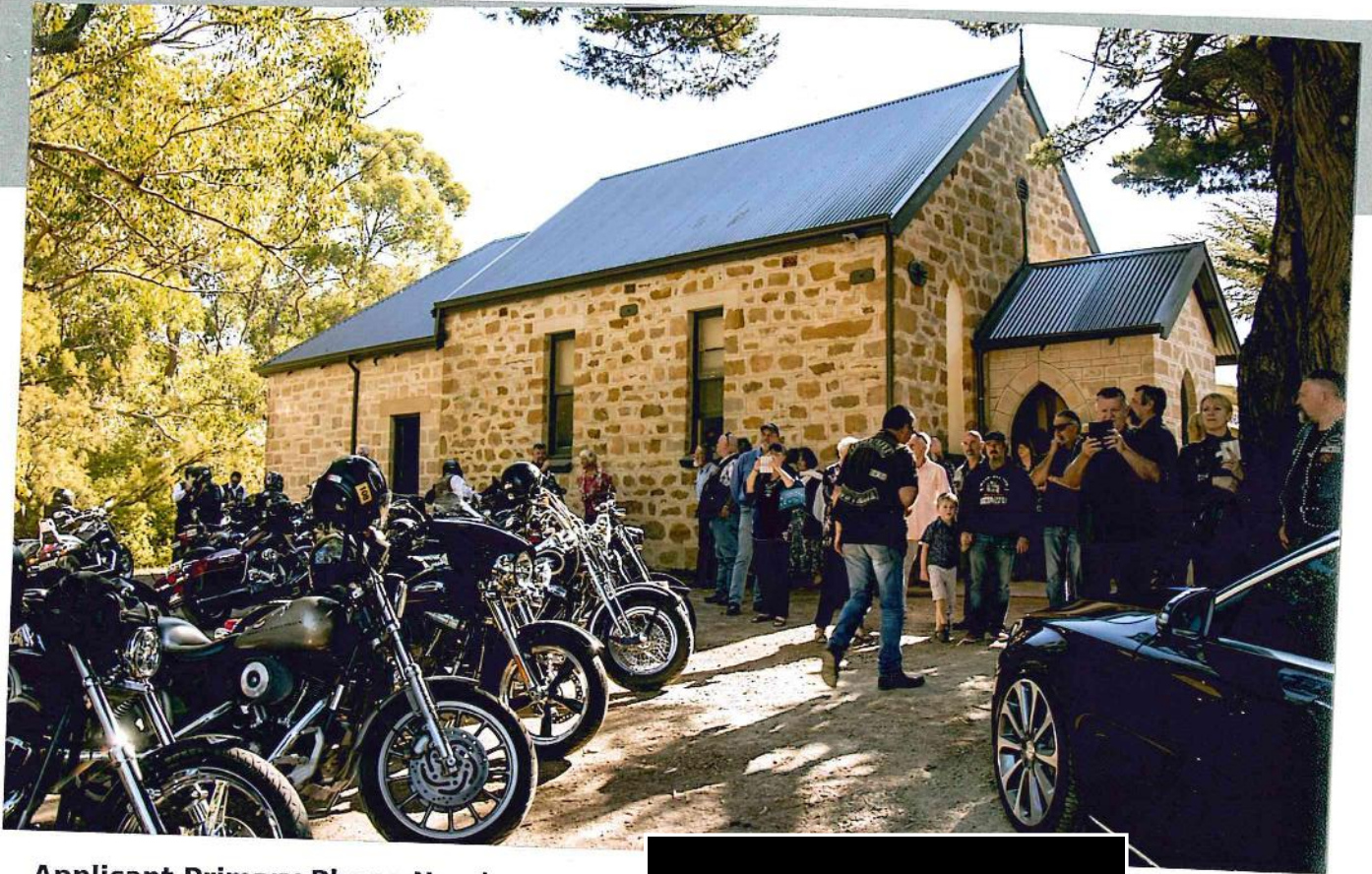
Title

First Name

Last Name

#### Location of Local Heritage Place

Address



**Applicant Primary Phone Number**

[Redacted]

Must be an Australian phone number.

**Applicant Primary Email**

[Redacted]

Must be an email address.

**Applicant Postal Address**

Address

[Redacted]

## Project Details

**Project title:**

*Repairs to cracked walls etc.*

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Description of Conservation Works

**Please provide a short summary of the conservation works to be undertaken**

*Restore cracked walls (inside and out)  
internal painted of said walls  
if possible repairs to floors (wooden) and windows.*

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).



# Local Heritage Grant Fund (2019/20)

Form Preview

Please detail the construction techniques to be used to undertake the conservation works (if known)

Plastering and repairs to woodwork (outside)  
Painting internal repaired walls  
Restore floors. Outside repairs by voluntary labour (walls)

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

## Site Plan

Please attach a site plan identifying the location of the building and the proposed works on the property

Attach a file:

## Project Timeline

Anticipated start date

1 month after grant received

Anticipated end date

April 2020

If unknown, provide your best guess or leave blank

## Project Costs

Approx labour and material cost + 1 week's work for 2 people and their material costs.

Total Project Cost

\$ 8,000 app.  
What is the total budgeted cost (dollars) of your project?

Total Grant Amount Required

\$ 2500

What is the total financial support you are requesting in this application? This should include the cost of professional advice (if applicable)

## Categories of Funding

Is the application for conservation works only?

- Yes  
 No

Is the application for conservation works and professional advice?

- Yes  
 No

## Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Painting Plastering, Vol. labour	Painting internal plaster	\$7500	Vol. labour app \$500

# Local Heritage Grant Fund (2019/20)

Form Preview

Painting	Repairs to	External	
Plastering	floors.	Plastering et.	
Internal Walls 4500	3160	\$500 (Material cost only)	

Replace rotting windows (voluntary labour)  
(at cost of materials)  
(10 man days)

**Please attach two written quotes for the above expenditure (costs)**

Attach a file:

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

I agree \*

Yes

No

Name of authorised person \*

Title First Name Last Name

[Redacted Name]

Contact phone number \*

[Redacted Phone Number]

Must be an Australian phone number.

Date \*

12 Feb. 2020

Must be a date

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Handwritten notes in the lower middle-right area, including the number '10' and some illegible characters.

Original

# QUOTATION

26

ABN 52 571 099 382

DATE 6.2.20

FROM M.L. THOMAS PAINTING PO Box 320

BACKWOOD 5051 TELEPHONE NO: 0417 822482

TO IRONBANK FAITH COMMUNITY

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING  
QUOTATION FOR YOUR CONSIDERATION

PAINTING OF THE IRONBANK FAITH  
COMMUNITY CHURCH

MAIN HALL CEILING WALLS WOODWORK  
FRONT SMALL PORCH CEILING WALLS FLOOR  
AND WOODWORK

REAR SMALL PORCH CEILING WALLS  
FLOOR AND WOODWORK

ALL AREAS CLEANED SANDED CRACKS  
FILLED AND 2 COATS.

CEILING - FLAT ACRYLIC

WALLS - MAXI WASH LOW SHEEN

FLOOR + WOODWORK - ENAMEL

PRICE INCLUDES ALL LABOUR + MATERIALS

PRICE \$ 4110.00

GST \$ 411.00

\$ 4521.00

QUOTE IS VALID UNTIL 6<sup>th</sup> May 2020

SIGNED 

PLEASE DO NOT HESITATE TO CONTACT  
US FOR ADDITIONAL INFORMATION OR  
TO PLACE AN ORDER

Original

# QUOTATION

SP

Price as per schedule

DATE: 26.2.83

FROM: M.L. Thomas

TO: [illegible]

TELEPHONE NO: 011783383

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING  
 QUOTATION FOR YOUR CONSIDERATION

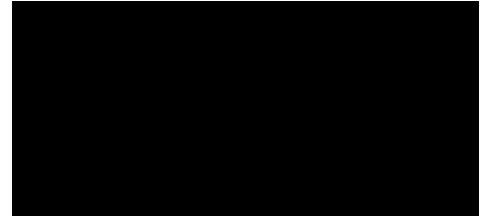
[The following section contains several lines of extremely faint, illegible handwritten text, likely representing the details of the quotation.]

PLEASE DO NOT HESITATE TO CONTACT  
 US FOR ADDITIONAL INFORMATION OR  
 TO PLACE AN ORDER

QUOTE IS VALID UNTIL [illegible]

SIGNED

**David J O'Ryan  
Painting & Decoratina**



**License no BLD201369**

**Always ask to see your tradesman's license ABN 91286549112  
And insurance cert.**

**BSB 065132 10280534**

**To P & P means to scrape off any loose paint etc., fill any small holes and cracks and smooth down ready for [paint or any other preparation requirements we may have discussed**

Ironbark Church  
Interior

Ceilings two coats flat ceiling paint colour to be confirmed.  
Walls two coats solver ultra-low sheen or matt colour to be confirmed  
Trim one undercoat and one coat Solver Ultra gloss enamel (Trim meaning windows, doors, skirtings etc).

To p&p the following

Entrance.....  
Ceiling  
Walls  
Trim

Chapel.....  
Walls and Trim

Side Porch....  
Ceiling  
Walls  
Trim

Please note our quotes include all fillers, gaps, puttees, paint etc and all labour

Price for all works as stated in quotation set out above \$3495 + GST

Thankyou for the opportunity to quote your property  
Dave

Chapel Ceiling separate quote  
Two Coats flat ceiling paint colour to be decided \$1195 + GST





www.profloorsanding.com

52- 56 Sunderland Crescent  
Seaford  
SA 5169  
www.profloorsanding.com  
ABN: 70659067887

Info@profloorstanding.com  
BLD: 238034

## Quote

# ProFloorSanding

For:



Quote No: 13489

Date: 01/02/2020

Job at Ironbank Church

### Description

Amount

Recoat to existing floors

\$1,300.00

Clean and Lightly sand floors then apply a single coat of solvent base polyurethane gloss finish .

Subtotal \$1,300.00

0% \$0.00

Total \$1,300.00

**Total**

**\$1,300.00**

### Notes

To 2 rooms as discussed

Please confirm receipt of this quote







52- 56 Sunderland Crescent  
Seaford  
SA 5169  
www.profloorsanding.com  
ABN: 70659067887  
Info@profloorstanding.com  
BLD: 238034

# ProFloorSanding

## Quote

For:



Job at Ironbank Church

Quote No: 13488  
Date: 01/02/2020

### Description

### Amount

SaInd and polish \$3,160.00  
Sand back to bare wood  
Extra fine rotary sand.  
Apply 3 coats of water base polyurethane satin finish.

If you prefer an extra hard wearing commercial grade 2 pack water base polyurethane please add \$200-00 to total

#### Option 2

As above but using 3 coats of solvent based polyurethane gloss finish

Subtotal \$3,160.00  
0% \$0.00  
Total \$3,160.00

**Total \$3,160.00**

### Notes

To 2 rooms

Please confirm receipt of this quote



Director  
Heritage Grant Funds  
Adelaide Hills Council  
Woodside, S.A.

Dear Sir,

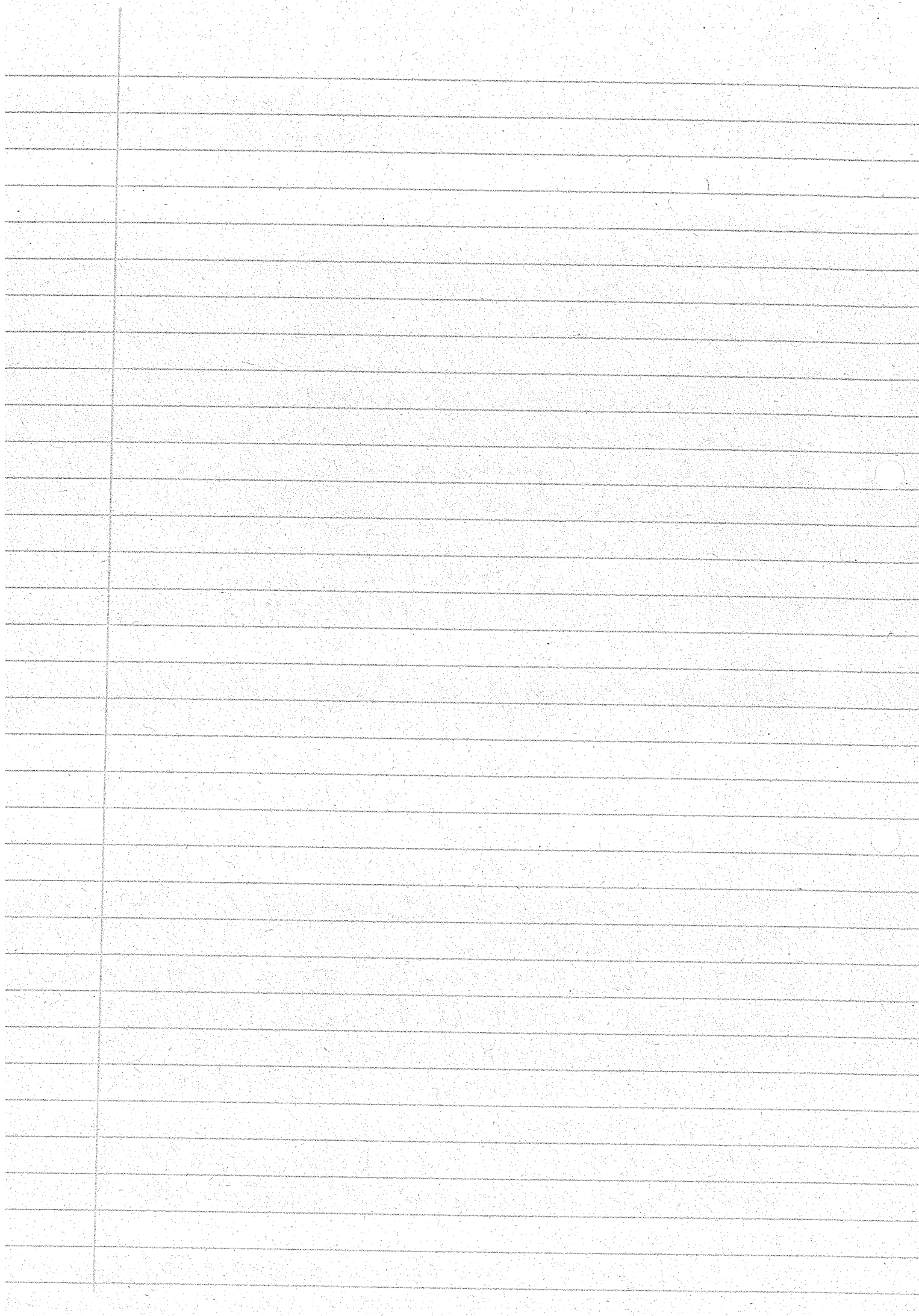
Thank you for giving us at Ironbank extra time to present this application for grant funds. Thank you also for allowing me to deliver it in hard copy.

I refer to the local heritage church building for which this application applies.

The building, and this is the only building available for public use in Ironbank and has been used for all kinds of use by the community in general.

I list some of them.

1. For over 40 years it housed the Ironbank Primary School.
2. Before the Ironbank C.F.S. station was used and built it housed their training and meetings.
3. The Neighbourhood Watch from time to time uses it.
4. It is open and used free of charge for social evenings and Historical Society meetings.
5. Many family reunions have stretched



its resources.

↳ Less frequently wedding receptions and so on.

The building is over 130 years old and we are proud that the Ironbank community feels that it belongs to them and it is used free of charge when needed.

We have at our own cost in the last few years.

(a) renewed the building

(b) built attached toilets

(c) Re-roofed both hall and chapel.

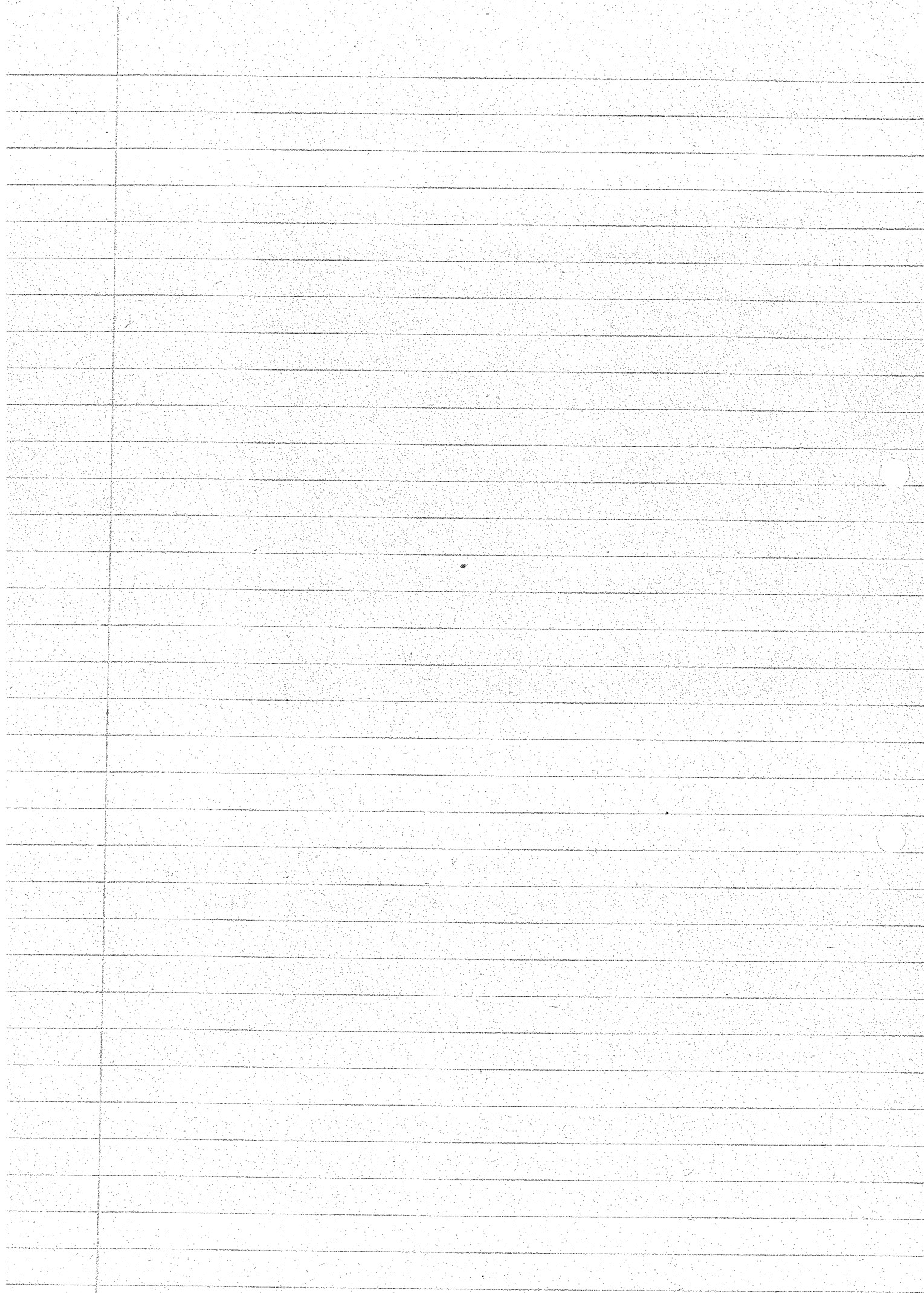
(d) Repointed the hall.

We mention only the more important works performed by paid and voluntary labour.

We thank the Adelaide Hills Council for its consideration.

yours faithfully,





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## **Appendix 2**

*Local Heritage Grant Fund Guidelines for adoption  
(with tracked changes)*

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# COUNCIL PROCEDURE



## LOCAL HERITAGE GRANT FUND GUIDELINES

Procedure Number:	DEV-13
Responsible Department(s):	Development and Regulatory Services
Relevant Policies:	Management of Built Heritage Policy Grant Giving Policy
Other Relevant Procedure(s):	
Version:	1.1
Procedures superseded by this procedure	N/A
Adopted/Approved by:	Council
Effective From:	<del>22 October 2019</del> 26 May 2020
Next Review:	November 2021

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## LOCAL HERITAGE GRANT FUND GUIDELINES - PROCEDURE

### 1. INTRODUCTION

- 1.1 The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.
- 1.2 The Local Heritage Grant Fund (LHGF) promotes and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

### 2. STRATEGIC CONTEXT

Strategic Alignment	Comment
<b>Strategic Plan goal, objective and strategy/priority</b>	<del>Goal 2 — Activities and opportunities to connect — goal recognises heritage as an important tool in connecting communities</del>  <del>Goal 3 — Places for People and Nature — recognises what makes the Hills District unique and it is considered that built heritage contributes to this sense of place. The LHGF is considered necessary to strengthen this recognition</del>  <u>Goal 1 A Functional Built Environment</u> <u>Objective B2 Preserve and enhance the unique character of the Hills for current and future generations</u> <u>Priority B2.4 Ensure our planning framework, council policies and guidelines support privately owned local heritage places</u>
<b>Functional strategy</b>	N/A
<b>Strategic risk</b>	Low
<b>Legislative requirement</b>	N/A
<b>Council policy/resolution</b>	The Adelaide Hills Council Development Plan identifies 242 existing Local Heritage Places. Specific policies in the Development Plan seek to protect, enhance and conserve buildings of heritage value
<b>Other</b>	The 30 Year Plan for Greater Adelaide seeks to strengthen the state's focus on "protecting and recognising our heritage"

### 3. OBJECTIVES

The key objectives of the LHGF are to:

- develop a community understanding of the importance of heritage conservation and encourage owners to support the designation/retention of buildings as Local Heritage Places
- assist partnerships with property owners in the management of built heritage to engender pride in and support of heritage buildings

- provide owners with financial incentives and professional advice to conserve and revitalise their heritage buildings
- maximise conservation works that visually enhance the public realm, and
- ensure conservation work is undertaken to an appropriate standard.

#### 4. OPERATING GUIDELINES

##### 4.1 ELIGIBILITY

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the Adelaide Hills Council Development Plan.

Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

In the case of works resulting from an insurance claim, any grants would be for actual funds spent by the owner/incorporated body and for works not covered by the insurance claim.

##### 4.2 CATEGORIES OF FUNDING

The following category of funding applies:

**Conservation Works** – For conservation works, a grant of up to \$2,500 or 50% of the total project cost, whichever is the lesser amount, is available. The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice **and documentation** from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application.

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Eligible projects must have a minimum cost of \$1,000. Eligible projects must have a minimum cost of \$1,000.

However, it is noted that additional categories may be added in future, if required.

##### 4.3 PROCESS

###### 4.3.1 Step 1 – Lodge Application

All applications must be submitted via Council’s grant portal, or at the request of an applicant a hard copy grant application form will be sent out. with All applications are to be received within the prescribed grant application round funding period.

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Applications should include the following information:

- Site Plan identifying the location of the building and proposed works on the property
- details of construction techniques to be used
- specification of the work to be undertaken
- drawings with sufficient detail regarding the proposed works including plans, elevations and sections
- photographs of the area of works indicating the condition of the building fabric, and
- two written quotes based on the agreed scope of works.

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If an application is incomplete or inaccurate, it will not be processed until the owner has had the opportunity to rectify any deficiencies, and if not satisfactorily rectified, it will be rejected. Note that Council reserves the right to accept or reject any applications at the initial assessment stage.

Development Approval under the Development Legislation must be obtained prior to the works being undertaken. The application must reflect any written advice provided by Council’s Local Heritage Advisor as part of the Development Approval process.

If the applicant has undertaken works within 3 months of the commencement of the prescribed grant application round, Council has the discretion to consider a retrospective application. Note that Council reserves the right to accept or reject such retrospective applications at the initial assessment stage.

#### 4.3.2 Step 2 – Assessment of Application

All grants will be assessed and evaluated at the sole discretion of Council, and Council will determine which conservation work it will or will not fund. Once the application is submitted it will be assessed against the guidelines. The assessment will be undertaken by Council staff and will be based on the condition of the building and the merit of the application, and will be ranked using the following criteria:

Principle	Criteria	Rank
Need for the building works	Works to undertake to address one or more of the following: <ul style="list-style-type: none"> <li>• Restoration of original heritage fabric of the place</li> <li>• The stability of the building <u>(can include tree removal where it threatens to undermine or cause</u></li> </ul>	High

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	<p><u>damage to a Local Heritage Place)</u></p> <ul style="list-style-type: none"> <li>• Emergency work</li> <li>• Useability and economic viability of the building (i.e. adaptive reuse)</li> <li>• Conservation works to be undertaken to an appropriate standard</li> </ul>	
Visual contribution to the public realm	<p>Works to undertake to address one or more of the following:</p> <ul style="list-style-type: none"> <li>• Conservation work that contributes to the public realm or is accessible to the general public</li> </ul>	High
Heritage value of the building	<p>Works to undertake to address one or more of the following:</p> <ul style="list-style-type: none"> <li>• Retaining, reinforcing and reinstating the heritage significance of the building</li> <li>• Projects that directly support the building's elements of heritage value, identified in the Adelaide Hills Council Development Plan</li> </ul>	High
Level of past LHGF financial assistance	<ul style="list-style-type: none"> <li>• Properties that have not previously received LHGF funding will be given preference</li> </ul>	Medium

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The applicant is required to obtain Development and/or other approvals (e.g. landowner consent) before work can commence. For example most construction projects involving Local Heritage places require Development Approval under the Development Legislation, and some projects require agreement from other affected parties (e.g. lessees, lessors, owners, encumbrancers). Applicants should seek these approvals at an early stage as approvals are required before work can commence. If the applicant is unable to obtain any of the aforementioned approvals, then the grant application will automatically lapse.

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### 4.3.3 Step 3 – Funding Allocation

Applications will be accepted within the prescribed grant round funding period. Typically a grant funding round will be open for a period of two months within any financial year.

After completing the assessment process referred to in paragraph 4.3.2 (Step 2) above, staff will then report recommendations regarding proposed grant recipients to Council for consideration before any grants are awarded to a specific applicant. Once funding for a specific project has been approved by Council, they will be allocated to the project and set aside for a period not exceeding 12 months. If the funding allocation

period expires, then the applicant shall notify Council of any delays, at which time Council will assess whether an extension of time and rollover of the funding into the next financial year is appropriate.

The amount of funding allocated to a particular project will not be increased once the grant allocation is approved.

An owner may apply to vary a grant allocation. However, this request would be assessed as a new application against these guidelines.

Note: Grants are based on the real costs incurred to owners/incorporated bodies.

#### **4.3.4 Step 4 – Implementation**

Once funding approval has been obtained, the owner is required to:

- comply with the conditions of the funding allocation and Development Approval
- notify Council staff that the works are about to commence, and
- notify Council staff once the works have been completed.

The project must be commenced within 12 months of the date of grant allocation; otherwise the funding may be forfeited.

#### **4.3.5 Step 5 – Payment of Funding**

On completion of the conservation works Council staff and/or the Local Heritage Advisor will inspect the work before reimbursement is made. If the work is considered acceptable for Council's grant purposes, then the owner must provide evidence of payment of the cost of the works.

Once satisfied that the conservation work has been satisfactorily completed to an appropriate standard for LHGF grant purposes, Council staff will arrange reimbursement of the grant funded portion of the costs of the works to the applicant.

## **5. ADMINISTRATIVE REQUIREMENTS**

### **5.1 Legislative Requirements**

The identification, statutory protection, conservation, development and other works affecting heritage and historic character streetscapes should be undertaken in accordance with statutory criteria and processes. The relevant legislative documents are:

- *Development Act 1993* and associated *Regulations 2008*, and the *Planning, Development and Infrastructure Act 2016* and associated *Regulations*
- Adelaide Hills Council Development Plan or the Planning & Design Code (commencing 1 July 2020)
- National Construction Code

Other relevant documents are:

- The Australian ICOMOS Charter for the Places of Cultural Significance (The Burra Charter)

## 5.2 Definitions

**Conservation works** are building works that directly contribute to the heritage values of a heritage place by restoring, conserving, enhancing or reinstating historic fabric or features (including removal of cladding/screening devices on existing facades).

**Development** is as defined in the *Development Act 1993 and the Planning, Development & Infrastructure Act 2016*.

**Local Heritage Place** is a building which is listed in Council's Development Plan and satisfies one or more of the criteria for listing under Section 23 of the *Development Act 1993* or Section 67 of the *Planning, Development and Infrastructure Act 2016*.

## 5.3 Roles and Responsibilities

The Director of Development and Regulatory Services has overall responsibility for the implementation and monitoring of these Procedural Guidelines as well as ensuring the processing of applications for Development Approval is undertaken pursuant to the Development Legislation. Other specific roles and responsibilities include:

**Assessment Manager** – Council will ensure development applications seeking to restore, enhance or repurpose a Local Heritage Place are processed in accordance with the requirements of the Development Legislation.

**Local Heritage Advisor** - Council will support the management and conservation of heritage places through the provision of advice through the Local Heritage Advisory Service and the LHGF.

**Information Provider** - Council will foster community awareness and appreciation of the district's heritage through promotion and education.

**Advocate** - Council will advocate to:

- other tiers of Government for funding to support heritage conservation
- Property owners to invest in their heritage assets.

The Council has the sole authority to approve the allocation of matched grant funding up to a maximum of \$2,500 per application for conservation works.

## 5.4 Restrictions and Limitations

The following will not be funded:

- projects that do not meet the eligibility criteria
- applications that do not accurately describe the agreed scope of works or are not supported by adequate quotes
- improvements to buildings on Federal, State or Local Government owned property
- individual owners within a strata or community title building
- ongoing maintenance tasks that are not dependent on the heritage status of the building such as:
  - repainting
  - Termite treatment, treatment and remediation of internal walls unless the interior is heritage listed
- additions or enhancements that do not relate to heritage values, such as:
  - Landscaping and paving
  - Construction of additions and outbuildings
  - Re-plumbing, re-wiring and installation of security devices
- cost of property owner’s labour.

Council reserves the right to withdraw funding if a project is not proceeding as agreed e.g. incomplete, poorly executed or not in accordance with the approved plans.

## 6. KEY PERFORMANCE INDICATORS

The key performance indicators for the LHGF are:

- 80 percent of approved projects completed (\*Note: there may be some time lag in measurement e.g. not all approved projects will commence in the same financial year as the allocation of funding)
- all commenced projects are completed to an adequate quality as determined by staff and the Council’s Local Heritage Advisor
- administration of the scheme occurs in accordance with the guidelines.

## 7. MONITORING AND IMPLEMENTATION

The performance of the LHGF will be monitored through the administrative and financial system. An annual report of the performance of the LHGF against the KPIs will be provided to Council no more than 3 months after the end of the financial year.

## 8. REVIEW

The LHGF Procedural Guidelines will be reviewed in November 202~~1~~<sup>0</sup>.

## 9. REVISION HISTORY

Revision Summary	Approval Date	Council or Committee	Decision	TRIM Reference	Related Policy
Local Heritage Grant Fund Adopted	<u>22 October 2019</u>	<u>Council</u>	<u>Approved</u>	<u>M19/6150</u>	
<u>Local Heritage Grant Fund 19/20 Review</u>					



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.4</b>
<b>Responsible Officer:</b>	<b>Jennifer Blake Manager Communications, Engagement and Events Community Capacity</b>
<b>Subject:</b>	<b>Support for Road Closures – 2020 Shannons Adelaide Rally &amp; 2020 Gorge Rallysprint</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The purpose of this report is to seek Council consent to road closure orders proposed for the conduct of the 2020 Shannons Adelaide Rally (formerly known as the Classic Adelaide Car Rally) and an associated one-day event, the 2020 Gorge Rallysprint.

The Shannons Adelaide Rally is proposed to run on sealed roads within the Adelaide Hills Council district between Wednesday 25 November and Saturday 28 November 2020. The one-day Gorge Rallysprint event is proposed to run in three stages along Gorge Road on Sunday 13 September 2020. Both events are organised by Soon Marketing in partnership with the Sporting Car Club of SA.

For these events to run successfully throughout the Adelaide Hills, a number of full road closures are required. Before a road closure order can be issued to the Commissioner of Police, consent must be obtained from the applicable local council(s). The full list of proposed closures is included under Section 3 of this report (Analysis).

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted**
- 2. That, in relation to the 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:**
  - a. Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event**
  - b. Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event**
  - c. Providing confirmation that the affected business owners are aware of the road closures**

- d. **Providing written confirmation that the concerns raised by affected residents have been adequately addressed and that arrangements for egress and regress for those properties can be managed within the event where possible**
  - e. **Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event.**
3. **That subject to the requirements of item 2. being undertaken, Council provides consent for road closure orders in relation to the two events, to be held on Sunday 13 September and between Wednesday 25 and Saturday 28 November as follows:**

**2020 Gorge Rallysprint**

- a. **Sunday 13 September**
  - i. **Stage 1 - Pinkerton Gully**  
**Approximate closure 9:00am – 4:30pm**  
**Gorge Road closed – from approximately King George Avenue to Pinkerton Gully Road**
  - ii. **Stage 2 – Paracombe**  
**Approximate closure 9:00am – 4:30pm**  
**Gorge Road closed – from approximately Batchelor Road to 500m before Torrens Valley Road**
  - iii. **Stage 3 – Prairie**  
**Approximate closure 9:00am – 4:30pm**  
**Gorge Road closed – from approximately Torrens Valley Road to Prairie Road**

**2020 Shannons Adelaide Rally**

- b. **Wednesday 25 November**
  - i. **Stage 1 and 9 – Scott Bottom and Bradbury**  
**Approximate closure 11:30am – 2:00pm and 3:45pm – 6:15pm**  
**Mount Bold Road and Dorset Vale Road closed – from AHC boundary to Gurr Road**
- c. **Thursday 26 November**
  - i. **Stage 11 and 14 – Anstey Hill Short**  
**Approximate closure 8:45am – 2:30pm**  
**Lower North East Road closed – from Perseverance Road to Range Road**
  - ii. **Stage 12 and 15 – Chain of Ponds Plus**  
**Approximate closure 9:00am – 2:45pm**  
**North East Road closed – from Fiddlers Hill Road to Gorge Road**
  - iii. **Stage 13 – Corkscrew**  
**Approximate closure 9:30am – 1:00pm**  
**Corkscrew Road closed – from Gorge Road to Montacute Road**

**d. Friday 27 November**

- i. Stage 16 – Lobethal**  
Approximate closure 11:30am – 3:00pm  
Cudlee Creek Road closed – from Fox Creek Road to Tabor Lane
- ii. Stage 19 and 22 – Norton Summit**  
Approximate closure 8:30am – 1:45pm  
New Norton Summit Road closed – from Coach House Drive to Lobethal Road
- iii. Stage 20 and 24 – Stafford Ridge and Heysen**  
Approximate closure 9:00am – 12:15pm and 12:45pm – 4:30pm  
Staffords Road and Fox Creek Road closed – from Lobethal Road to Fox Creek MTB carpark
- iv. Stage 21 and 23 – Castambul and Morialta**  
Approximate closure 9:30am -4:00pm  
Gorge Road, Corkscrew Road, Montacute Road and Marble Hill Road closed – from Prairie Road to Tembys Road
- v. Stage 25 – Ironbank**  
Approximate closure 2:00pm – 5:00pm  
Morgan Road and Scott Creek Road closed – from Morgan Road to Evans Drive
- vi. Stage 26 – Sturt Valley**  
Approximate closure 2:00pm – 5:15pm  
Sturt Valley Road closed – from 274 Sturt Valley Road to Longwood Rd
- vii. Stage 27 and 32 – Eagle on the Hill and Leawood Gardens**  
Approximate closure 2:15pm – 5:45pm  
Mount Barker Road closed – from AHC boundary to 350 Mount Barker Rd

**e. Saturday 28 November**

- i. Stage 28 – Mt Lofty**  
Approximate closure 9:30am – 1:15pm  
Greenhill Road and Summit Road closed – 661 Greenhill Road to Cleland Wildlife Park
- ii. Stage 29 – Basket Range**  
Approximate closure 10:00am – 1:30pm  
Lobethal Road closed – 374 Lobethal Road, Ashton to Basket Range Road
- iii. Stage 30 – Carey Gully**  
Approximate closure 10:15am - 1:45pm  
Lobethal Road and Deviation Road closed – Fernglen Road to Boundary Drive (South)

- iv. **Stage 31 – Mt George**  
**Approximate closure 10:30am – 2:15pm**  
**Gorge Road, Worden Road, Muller Road, Carey Gully Road, Tanamerah Road, Gum Flat Road, Badenoch Road closed – from Rangeview Drive to Beaumont Road, Verdun**
  - v. **Stage 32 – Summit Road**  
**Approximate closure 1:00pm – 3:45pm**  
**Summit Road closed – Greenhill road to Cleland Wildlife Park**
  - vi. **Stage 33 – Athelstone**  
**Approximate closure 1:45pm – 4:45pm**  
**Gorge Road closed – from Corkscrew Road to Council boundary**
4. **That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for minor changes to the road closures in the lead up to the event.**
- 

## 1. **GOVERNANCE**

### ➤ **Strategic Management Plan /Functional Strategy/Council Policy Alignment**

*Strategic Plan 2020-24 – A brighter future*

Goal Community Wellbeing

Objective C6 Celebrate our community's unique culture through arts, heritage and events

Priority C6.2 Develop, support and bring events to our district that have social, cultural, environmental or economic benefits

Council's Strategic Plan recognises that events play a key role in connecting our community and are an important contributor to economic and social prosperity. They offer an opportunity to bring communities together, welcome visitors to the area, promote the unique culture of the Hills and build community spirit.

The Council's current *Festivals & Events Policy* contains a specific appendix with guidelines for Competitive Motoring Events wherein road closures are considered by Council on a case by case basis.

Consideration of road closures is a matter of good governance. Some events rely on road closures to proceed. It follows that the Council needs to consider the impact of the road closures on the community and balance that against the benefits of the event going ahead.

### ➤ **Legal Implications**

Section 33 of the *Road Traffic Act 1961* (the Act) allows the Minister to declare events to be events to which the Section applies, and then to declare road closures, part closures and exemptions to the Road Rules for that event.

Section 33 (1):

*On the application of any person interested, the Minister may declare an event to be an event to which this section applies and may make an order directing—*

- a. that specified roads (being roads on which the event is to be held or roads that, in the opinion of the Minister, should be closed for the purposes of the event) be closed to traffic for a specified period; and*
- b. that persons taking part in the event be exempted, in relation to the specified roads, from the duty to observe an enactment, regulation or by-law prescribing a rule to be observed on roads by pedestrians or drivers of vehicles.*

The Minister has delegated this power to the Commissioner of Police (as well as to Council for local roads).

In the case of both events, SA Police will issue the applicable road orders, including exemptions to the observance of certain road rules (including speed limits), for the vehicles involved in the event within the closed sections of road.

However, and importantly, subsection 33(2) of the Act states:

*An order to close a road under subsection (1) can only be made with the consent of every Council within whose area a road intended to be closed by the order is situated.*

While the Chief Executive Officer has delegation to act under subsection 33(2), the Chief Executive Officer's practice is to only use that delegation for regular and non-controversial events.

➤ **Risk Management Implications**

Consent to full road closures for the 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint will assist in mitigating the risk of:

*Conflicts between event participants, residents, business owners and road users leading to injuries and/or property/vehicle damage and/or financial loss to those affected parties.*

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

The residual risk rating takes into consideration the provision of organisers' risk management plans, public liability insurance and on-site traffic marshals and action taken to mitigate resident and business concerns following public consultation. The target risk rating is with full road closures as requested and the event run as intended.

➤ **Financial and Resource Implications**

There is no direct financial cost to the Adelaide Hills Council for the delivery of these events.

An amount of staff time has been dedicated to working with the event organiser in the interests of achieving good outcomes for the community. This has been accommodated within normal operational resourcing.

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

The 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint will both have a direct effect on some residents, businesses and visitors through the closure of several roads. In line with the Council's *Festivals and Events Policy*, people on roads that are closed, or on roads that have no other access but onto closed roads, were given the opportunity to comment on the proposal. Their feedback on the road closures is detailed in the Analysis segment of this report and in **Appendix 2**.

The business community has potential to benefit from increased tourists to the area during the event, and the organisers have included local businesses and community groups in planning to ensure they receive maximum benefit from this influx. There is also potential for some businesses to be disadvantaged as a result of road closures reducing customer access and therefore, revenue.

Some negative feedback has been received regarding the road closures and organisers have said they are working with the concerned parties to mitigate their concerns as detailed in Section 3 Analysis.

➤ **Sustainability Implications**

There is potential for the event to impact the environment of residents and businesses as follows:

- Noise nuisance;
- Litter from spectators; and
- Damage or adverse impact to roads, trees, livestock and other flora and fauna.

The cars involved in both events are required to meet certain noise standards and, while there will be some level of noise associated with the event, it will be limited. In addition to this, it has been confirmed that the official event media and organisers are not utilising any helicopters for the event, reducing air noise. Drones may be utilised for part of the rally in those areas with less tree coverage (and therefore greater exposure to the participants) and will be operated by a licenced operator within Confederation of Australian Motorsport regulations and Civil Aviation Safety Authority requirements. Local news helicopters cannot be regulated by event organisers, however, it is expected that if any attend the event, they will remain at height.

➤ **Engagement/Consultation conducted in the development of the report**

Event organisers have been in contact with Adelaide Hills Council staff about the 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint events since the conclusion of each event in 2019.

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Coordinator Civil Operations

Economic Development Manager  
Events Officer

*External Agencies:* Cherry Growers Association of South Australia

*Community:* The organisers have undertaken consultation with affected residents which, for the purposes of the *Festivals and Events Policy*, are those properties that lie directly along the proposed rally routes, or along roads that exit exclusively onto a proposed race route. A Council approved consultation letter as contained in **Appendix 3**, was sent in April to the ratepayers of these properties by event organisers and encouraged feedback about the proposed road closures to be submitted before 1 May 2020. The consultation report is contained in **Appendix 2**. Submissions and correspondence from a resident and the Cherry Growers Association of South Australia have been received by Council and are included in the Analysis section of the report. SA Police have also been engaged and are currently in the process of assessing the proposition and negotiating logistical support.

## 2. BACKGROUND

The 2020 Shannons Adelaide Rally is a predominantly nostalgic, classic themed motoring event that is based on the Classic Adelaide Rally of 1995-2005. This event was run as the Classic Adelaide Rally in 2015 and 2016 and underwent a name change in 2017, primarily due to the growing involvement of international car brands interested in launching and showcasing modern vehicles.

The 2020 Gorge Rallysprint will be the second iteration of the one day event developed in 2019 to support the annual Adelaide Rally. This event is designed to generate greater interest and activity around tarmac rallies in the state, and build participant and spectator numbers as a premium Adelaide Rally event.

These events will be a run under the jurisdiction and rules of the Confederation of Australian Motor Sport (CAMS) and carry the appropriate insurances and permits.

The Council's *Festivals & Events Policy* contains a specific appendix with guidelines for Competitive Motoring Events. These guidelines provide for road closures to be considered by Council on a case-by-case basis. The Policy requires six months' notice of the event followed by a Motoring Event Application with proposed road closures and a Consultation Report a minimum of three months prior to the event (**Appendix 2**). If road closures are approved by Council, written notification is required to be sent to affected businesses and residents and Council-approved advanced warning signage must be installed along routes at least three weeks before the event. Provision of reasonable traffic detour information including online maps must be made available to Council and the community at least two weeks before the event is conducted.

### 3. ANALYSIS

Council's *Festivals and Events Policy* provides criteria for Council staff in assessing the level of support for events. In this instance the organiser is seeking support for road closures as the event will not be able to run in the Adelaide Hills without Council approval.

It is a requirement that the event aligns with Council's Strategic Plan and The Shannons Adelaide Rally aligns with Priority C6.2: Develop, support and bring events to our district that have social, cultural, environmental or economic benefits. The event provides the opportunity for residents and visitors to participate in the events as spectators and showcases our region to a local, interstate and international market.

The *Festival and Events Policy*, Guideline No.1 for Competitive Motoring Events outlines considerations to help determine whether the benefits of the event outweigh the detriments around community impact, economic impact and environmental impact. A Consultation Report (**Appendix 2**) provided by the event organiser is required by the Policy to inform Council Assessment and decision-making.

The organisers sent Council approved consultation letters to 1003 directly affected residents with the following results as per the Report:

- 23 Responses received by email or mail
- 6 negative responses
- 2 neutral responses (seeking further information or neither supportive or unsupportive)
- 15 positive responses
- 1 Industry Association response from the Cherry Growers Association (not supportive).

The organiser proactively engaged with two Cherry growers prior to consultation, one of whom had issues with the event the previous year in order to work with them towards a solution.

The event date and location have been selected to minimise impact to residents, visitors and businesses with organisers moving the event from December in 2019 to the proposed dates in late November 2020. Organisers are aiming to move the event to early November in the future to avoid the cherry season.

#### **Road closures**

For motorsport events covering a number of roads across multiple council areas, the road closure order is normally made by a sub-delegate of the Commissioner of Police, who acts under ministerial delegation. The Council's role, albeit a critical one, is limited to providing or withholding consent to the road closure. The actual order is not made by the Council.

Operational staff have advised that they have no general objections to the route proposed, and that no significant wear or damage is expected to the sealed roads. Any significant, accidental damage to the roads, boundaries, public or private property will be covered by the event's insurance with the CAMS.



Temporary closure of roads during the rally is requested to ensure the safety of event participants and the public in the area at the time. The event organiser is working with Council staff to communicate how they are mitigating issues with affected residents. The organisers have made route, race format and timing changes where possible in response to staff, resident and business feedback as detailed in the Consultation Report (**Appendix 2**).

The organiser has undertaken to place reminder signage out at least three weeks prior to the event. Staff will recommend that the name of the event is included in the roadside signage to notify land and stock owners who were not included in the consultation area, of the event.

The full list of proposed road closures is as follows:

### **2020 Gorge Rallysprint**

- a. Sunday 13 September
  - i. Stage 1 - Pinkerton Gully  
Approximate closure 9:00am – 4:30pm  
Gorge Road closed – from approximately King George Avenue to Pinkerton Gully Road
  - ii. Stage 2 – Paracombe  
Approximate closure 9:00am – 4:30pm  
Gorge Road closed – from approximately Batchelor Road to 500m before Torrens Valley Road
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Summit Road closed – Greenhill road to Cleland Wildlife Park
- vi. Stage 33 – Athelstone  
Approximate closure 1:45pm – 4:45pm  
Gorge Road closed – from Corkscrew Road to Council boundary

### **Community Impact**

The event organisers have focussed on stages that have low or no resident impact, and have tried to use routes that have not received a high amount of feedback in recent years. No new routes are being introduced in 2020; all have been used intermittently in previous years. The Policy guidelines requires consideration of any other planned road closures within 6 months either side of the event and there is some potential for cross over in road closures with the Tour Down Under cycling event in January 2021, but these are yet to be determined.

Organisers have accommodated two residents in Cudlee Creek who responded to the consultation by adjusting road closure times by 15 minutes. Organisers have also offered to coordinate access and egress to others who raised concerns. A number of positive responses were received, several citing the generous warning provided regarding the event and referencing social gatherings they hold at their homes to watch on event day.

There is potential for the community to become involved as volunteers or hosting parties or as spectators of the event. 15 positive responses were received in support of the event and 6 negative responses were received from residents (1 was a resident and Cherry Orchardist). Council also received direct communication from one impacted resident opposing the road closures and this resident's negative response is included in the Consultation Report (**Appendix 2**).

### **Economic Impact**

Organisers have reported that the event is deliberately designed to benefit small towns and regional areas, with planned rest stops for crews to spend on fuel and food. Formal events have been organised with local businesses for both events. Like last year, Cudlee Creek Tavern will be hosting the official lunch stop and end of day awards for the 2020 Gorge Rallysprint in September. The 2020 Shannons Adelaide Rally have organised their main community event in the Hills for Saturday 28 November at Bridgewater Oval in partnership with the Bridgewater Mill and a local catering company. Organisers are in discussions with local businesses to host a lunch stop on an additional day in the Gumeracha/Lobethal region and are currently working through logistical issues including the challenges created by the COVID-19 pandemic to make that happen.

Council received a letter regarding the November rally event from the Cherry Growers Association citing concerns about the timing of the event in relation to its impacts on cherry season including delivery vehicles and public picking (Pick Your Own). Cherry season usually starts sometime in mid-November to mid-January depending on the weather.

Any orchard directly impacted by the road closure received a consultation letter and was given the opportunity to provide feedback, which one grower chose to do. The organisers have been in communication with two other growers to discuss road closures. However there is also a broader impact on the Cherry Trail operators with the access routes from Adelaide being blocked and visitors unable to get to the experience. It is estimated that 12-15 orchards may be impacted in some way this year.

While each road closure occurs only on one day, the picking season is very truncated with the ideal picking time for some varieties being just one week. This is further exacerbated by the Pick Your Own season providing upwards of 50 per cent (and some the sole source) of cherry income for orchards. However, there is no definitive way of knowing exactly when the cherry season will commence.

The Cherry Growers Association letter was also forwarded to the rally organisers who have responded to the Association (both letters attached in **Appendix 5**). One other grower along the proposed route has engaged with the event organisers about his concern with the timing of the event and impact on his cherry sales after receiving the consultation letter (included in the Consultation Report as a negative response).

The organisers are working with the Cudlee Creek Tavern, Bridgewater oval and Bridgewater Mill in regards to lunch stop catering.

### **Environmental Impact**

There were three minor vehicle incidents on course which that managed by the event response team and did not cause damage to resident property, road infrastructure or vegetation.

### **Post Event Report 2019 rally**

The organisers provide a post event report each year with the 2019 report attached as **Appendix 4**. On event day 15 calls were taken in relation to the Adelaide Hills road closures ranging from people seeking information to a resident offering his property for the photography crew. Three calls were received post event in relation to road closures with one complaint leading to a signage strategy being implemented for future Chain of Ponds stages to provide additional advance notice.

Council received complaints from 5 people during the event, 1 of which was resolved by Council staff and 4 regarding the road closures which were forwarded to the organiser for actioning.

## **Consultation Summary**

The following criteria will inform Council's decision in considering the application for road closures as outlined in the *Festival & Events Policy* Guideline 1 for Competitive Motor Sports Events: community impact, economic impact and environmental impact.

The organisers have provided a Consultation Report as required by the *Festival & Events Policy*. The Consultation Report shows respondents in favour of the event were higher than those opposing the event. This type of event is one of the few that allows for spectators to participate in a socially distanced way if that remains a concern in September and December. Therefore, there is potential for the local community to enjoy the event as it moves through the hills and for it to attract visitors to the region. There is little opportunity for community fundraising projects within the community but there is opportunity for community volunteering.

There is potential for tourism benefits from media exposure and spectators viewing the events. This may be of particular value given the impact of the bushfires and COVID-19 as it sends a message that the Adelaide Hills is 'open for business'. However, there is potential for detrimental impacts on a number of Cherry Growers who may have access to their business closed on the day of the event. This could particularly impact their Pick Your Own business.

Council expects minimal environmental impact from the event.

Given the balance of impacts under the criteria outlined in the Festival & Events Policy we recommend approving the road closures.

## **4. OPTIONS**

Council has the following options:

- I. Receive the report and resolve to consent to the road closures contemplated in this report (Recommended).
- II. Resolve not to provide consent for the road closures contemplated in this report. Should the Council not consent to some or all road closures proposed for this event, significant parts of the event, or the event in its entirety, would be unable to proceed as intended (Not Recommended).

## **5. APPENDICES**

- (1) 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint Application Information
- (2) 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint Consultation Report
- (3) Consultation letter example 2020
- (4) 2019 Post Event Report
- (5) Correspondence with Cherry Growers Association

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# **Appendix 1**

*2020 Shannons Adelaide Rally and 2020 Gorge  
Rallysprint Application Information*

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## **MSS Safety Gorge Rallysprint**

### **Application for Rallysprint in the Adelaide Hills Council region**

**Application from Massive Events Corp P/L and Rally One P/L**

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## Event Overview

In October 2019 the Adelaide Rallysprint was delivered. The event involved 11 stages over one day with sections of road chosen that do not affect resident access or egress.

The event was held in poor weather but attracted a good field and support crew attendance.

Based out of the Cudlee Creek Tavern and Caravan Park, the event delivered direct economic benefit to the Cudlee Creek township and received great praise from the Tavern owners.

The event runs with the same rules and regulations as the greater Shannons Adelaide Rally including Touring categories.

Run at traditionally lower tourism times the MSS Safety Gorge Rallysprint is designed to minimize impact on residents, tourism operators and business whilst delivering benefits to local business.

After a successful 2019 event, the 2020 event has been renamed the Gorge Rallysprint to indicate the connection with the iconic geographic landmark being the Torrens Gorge. For 2020 MSS Safety has signed on as a sponsor of the event. MSS is a provider of workplace safety training and materials.

An analysis of previous event feedback shows that no negative feedback has been received in relation to the 2019 Adelaide Rallysprint or the MSS Safety Gorge Rallysprint request for feedback which concluded on May 1st

This event will be a run under the jurisdiction and rules of Motorsport Australia (Formerly known as CAMS Confederation of Australian Motor Sport) and carries the appropriate insurances and permits.

The proposed event date is Sunday 13<sup>th</sup> September 2020

The road closures required are all in close proximity and will be actioned simultaneously with the Closures starting at 9:00am until 4:30pm being exactly the same road sections and timings as those actioned in 2019.



# Part A

## Public Consultation Brief

No residents are directly affected in regard to access and egress. Consultation with residents nearby to Castambul has been actioned and access and egress information communicated.

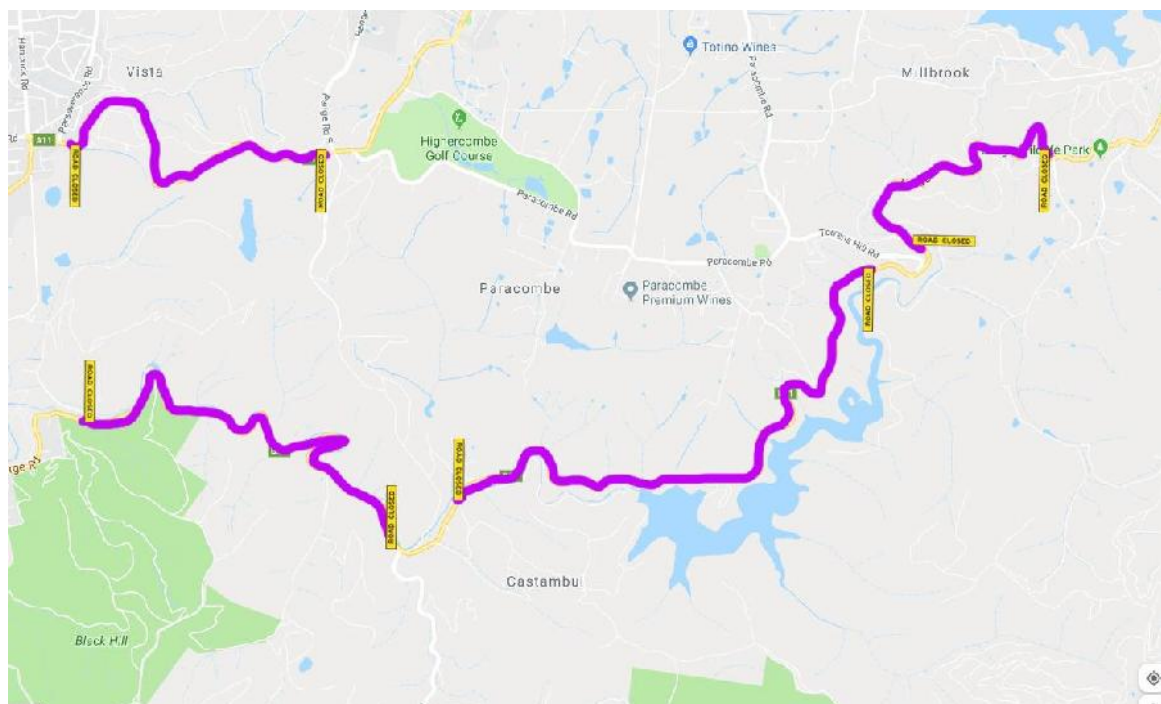
There were nil negative responses and three positive responses in relation to the event. Two of these came from Castambul Residents and one from Cudlee Creek Tavern

## Proposed Date

Sunday 13<sup>th</sup> September 2020

## Road Closure Proposal

Please see the following maps and information in relation to the proposed road closures



The proposed Road closures are :

**Gorge Road closed** – from approximately King George Avenue to Pinkerton Gully Road

**Gorge Road closed** – from approximately Batchelor Road to 500m before Torrens Valley

**Gorge Road closed** – from approximately Torrens Valley Road to Prairie Road

**Lower North East Road closed** – From Perseverance Rd to Range Rd South  
**(Tea Tree Gully Council Region)**

The proposed closure time is 9am to 4:30pm

## Traffic Management

### Traffic Marshals

Police (SAPOL) and Traffic Marshals will be positioned at intersections along Gorge road and at the each end of Anstey Hill Stage. The responsibility of the marshal is to monitor spectator behavior, maintain crowd control and further, monitor traffic control at the designated spectator points.

The traffic marshals have direct communication with Rally Headquarters

## Operational Elements

### Access for Emergency Services and Residents

Emergency services, namely Police, Fire, Medical and Emergency recovery will be positioned within close proximity of the closed road section.

With prior approval through rally control, emergency services will be provided access along all existing road routes.

### Emergency Response Procedure

Fire, Medical and Emergency recovery vehicles will be positioned in close proximity to the closed road section. This allows for rapid access and fast response times.

## Resident Access

Residents along the closed road section have access and egress from their property.

## Trespassing and Driveways

All stage marshals will be briefed prior to the commencement of the event. Within this briefing the policing of spectators, including directing spectators to the designated vantage points will be covered. Also included will be instructions on the traffic management and directing cars away from the few resident driveways that exist in one location.

A spectating guide will be published on the website. The spectating guide attempts to drive spectators towards the organized Lunch Stop at Cudlee Creek Tavern

## Post Event Clean Up

The organisers are committed to maintaining the quality of the roads and verges following the event so as to maintain future relations with local council and residents to ensure future prosperity of the land and the event.

## Property Damage

The organisers are committed to making sure that no damage will occur to property within their control. In the event that a resident or the council experiences damages cause directly by the event, a review will take place to ensure timely action to resolve the damages. The event has property damage coverage as part of its insurance policy.

## Contact Details

Tim Possingham – Council and Community Liaison in relation to the event  
[tim@soonmarketing.com.au](mailto:tim@soonmarketing.com.au)

Rally Operator and Clerk of Course of the Rally:  
Ivar Stanelis 0418834311 - [ivar@rallysa.com.au](mailto:ivar@rallysa.com.au)

## Part B

### Motorsport Regulatory Body Organising Permit number

820/2008/02

### Community Engagement Plan

The organizer will send out another mailout to Castambul residents and Cudlee Creek businesses advising them of the temporary closure pre event. The event shall erect advanced notice signs 4 weeks pre event.

The organiser to post a full schedule of road closures on the event website.

The local Tavern is a supplier/partner to the event and co-promotes the event to the local community.

The organisers will review any negative feedback received on event and include it in a feedback report.

## **Proponent's risk management plan**

Organiser to supply 2020 version pre event post road closure approval and final timing confirmation.

## **General community support for the proposal**

There has only been 3 responses, all of which are positive..

## **The attitudes of all property owners affected by the proposal**

This will be monitored, reported and acted on as part of the consultation process. Council will receive a post event debrief detailing any issues and attitudes of residents. In 2019 there were none reported.

## **Economic benefit of the proposal to Council's area and the economy of the State**

The event supports a greater event (Shannons Adelaide Rally) that delivers significant economic benefit to the state. This event is designed to generate benefit indirectly by growing the sport and the larger Adelaide Rally event in the short term. In the longer term it will generate regional and interstate uptake to visit the region. It immediately benefits locations such as the Cudlee Creek Township due to increased patronage over the event period.

## **Traffic management arrangements that will be adopted if the proposal is approved**

Organiser to supply pending approval and further consultation with SAPOL.

## **Consideration that has been given by the proponent to minimise the impact of the proposal on local, business and tourist traffic and considerations of alternative routes**

This has been examined and the date and timing as well as the lack of directly affected residents has extremely low impact. The event will drive increased business to the Cudlee Creek Store that was recorded in 2019 and stated again

in feedback received in 2020 which has been shared with council via the feedback report.

## **The proponents experience in delivering similar events**

Rally One Pty Ltd has had years of experience running highly successful sporting events. This includes Classic Adelaide 2007, 8, 9, Rally S.A (17 years), Adelaide Rally 2017, 2018 and 2019. Other regional Rallies and sections of the Sydney to London Rally as well as the 2019 Adelaide Rallysprint held in the same location in 2019.

## **Arrangements that will be in place to make good any damage to Council or private infrastructure and to clean-up the route at the conclusion of the event**

Stage Teams are briefed on clean up procedures after the stage is finished and prior to road opening. A post event report will detail any damage to council infrastructure which needs to be rectified. A sweep and recovery car also note damage along the route and effect temporary repairs as required. Arrangements will be made post event to pay for the damage to infrastructure by the insured organiser.

## **The environmental impact of the proposal and measures proposed to be taken to minimise the impact on the environment.**

The greatest environmental risk is through spectator damage to bushland. We attempt to mitigate the risk by providing alternative areas for spectators to see the cars up close such as Cudlee Creek Tavern

## **Arrangements that are in place with Police and Emergency Services**

As part of the approval process for road closures and event permits these things are in place. Organisers also work closely with SAPOL on this event.

## **Measures to be taken by the proponent to protect public safety and public property**

As per the motorsport regulatory body under the permit.

## **Measures to be taken by the proponent to prevent damage to Council's infrastructure**

As per the motorsport regulatory body under the permit.

## **Compelling positive aspects associated with the event.**

The Adelaide Rally is an internationally recognised event. The event attracts international participants from as far away as Ireland, the USA and Italy. The event has long history of supported by the South Australian Tourism Commission. This smaller event underpins this larger event.

## **Certificate of Currency for Public Liability Insurance**

TBA

ENDS



## **Shannons Adelaide Rally 2020**

### **Application for Motorsport Rally in the Adelaide Hills Council region**

**Application from Massive Events Corp P/L and Rally One P/L**



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## Event Overview

The event dates are November 25-28 2020

The Shannons Adelaide Rally 2020 is a predominantly nostalgic, classic-themed motoring event that has been supported by The South Australian Tourism Commission. The event is based on the Classic Adelaide Rally of 1997-2005, which was an iconic South Australian Major Event of international note.

The event enjoys a growing involvement of Marques such as Ferrari, Aston Martin, Audi and BMW which launch brand new vehicles to the public via the event.

The event is intended to be televised nationally once again, promoted heavily and shall showcase the region, its produce and its people. Although the event has a speed-limited competitive element it is primarily focused on touring, tourism, vibrancy and cultural diversity with 66% of the field being in non-competitive sections.

This event aims to allow spectators to get up close to both drivers and their vehicles through creating dedicated lunch and rest points throughout the rally route. Further, given the event's large spectator following, it provides significant opportunity to increase local business by targeting spectators and competitor service crews between stages.

90% of the event is run in Bushfire affected or Bushfire prone regions, delivering valuable exposure to those regions as well as economic benefit. The event sends the message that the Adelaide Hills is open for business.

This event will be a run under the jurisdiction and rules of either AASA (Australian Auto Sport Alliance) or CAMS (Confederation of Australian Motor Sport), yet to be determined, and carries the appropriate insurances and permits.

## Changes since 2019 event

The Adelaide Rally 2020 continues to maintain a low resident impact as has been seen in recent years. Longer stages and longer closures have largely been moved to weekdays and off-peak times.

The event continues to run as a four-day event and has been brought forward out of Cherry Season and into Spring time for more favourable weather.

A lunch stop in Bridgewater is planned for Saturday 7th December. Being the first time we have actioned this. This is planned to draw people into an area of the hills that the event has not showcased before. It greatly leverages the Bridgewater Mill who have indicated they wish to be an event partner.

# Part A

## Public Consultation Brief

Public consultation will commence via postal mailout when affected residents' postal addresses are received. A sample letter is attached ([Attachment A](#)).

## Proposed Dates

Wednesday 25<sup>th</sup> November to Saturday 28<sup>th</sup> December (23 stages within the Adelaide Hills Council Region that involve just 16 road closures over the four days).

## Road Closure Proposal

Please see the following maps and information in relation to the proposed road closures.

**Note: Only Stages within the Adelaide Hills Council Region are listed in this document.**



## Promoted Community Event

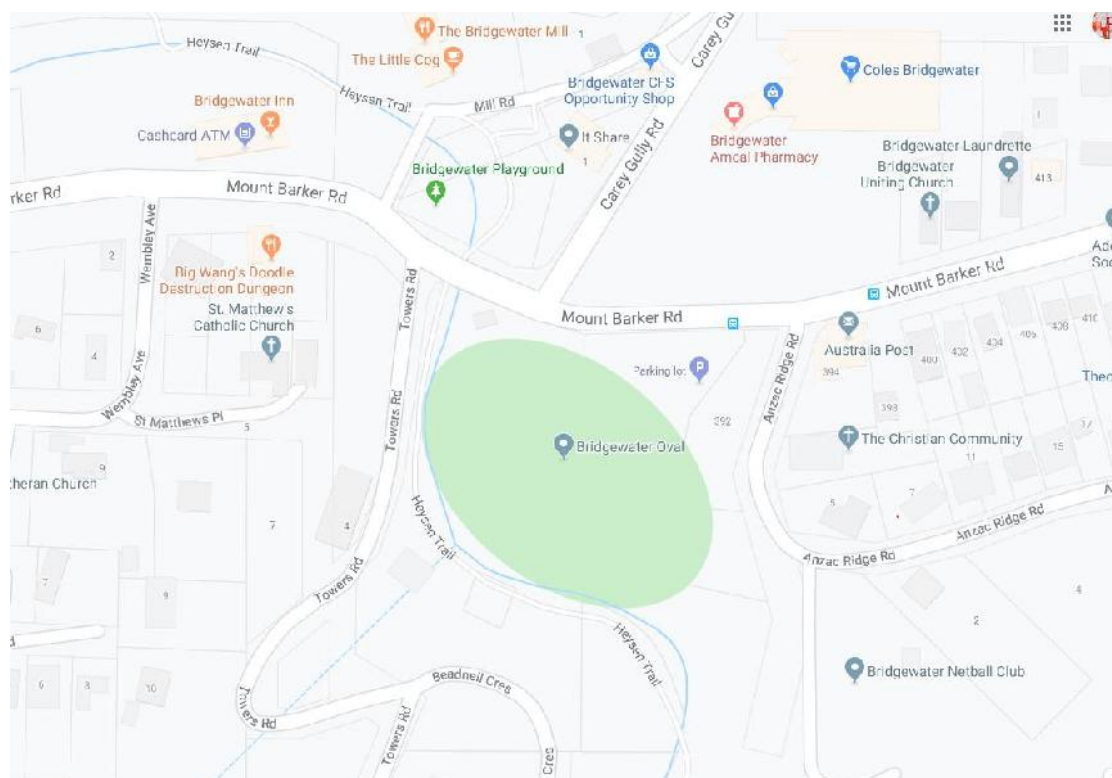
### Bridgewater (Oval and Bridgewater Mill)

Cars to be parked on Oval and participants and spectators to access the Bridgewater Mill via under road tunnel and park

#### Road Closed:

None

Day: **Saturday 28<sup>th</sup> November**



## Stage 1 and Stage 9 – Scott Bottom and Bradbury (Reversed)

### Road Closed:

Mount Bold Road  
Dorset Vale Rd

### Closure Start:

Gurr Rd intersection with Mt Bold Rd

### Closure Finish:

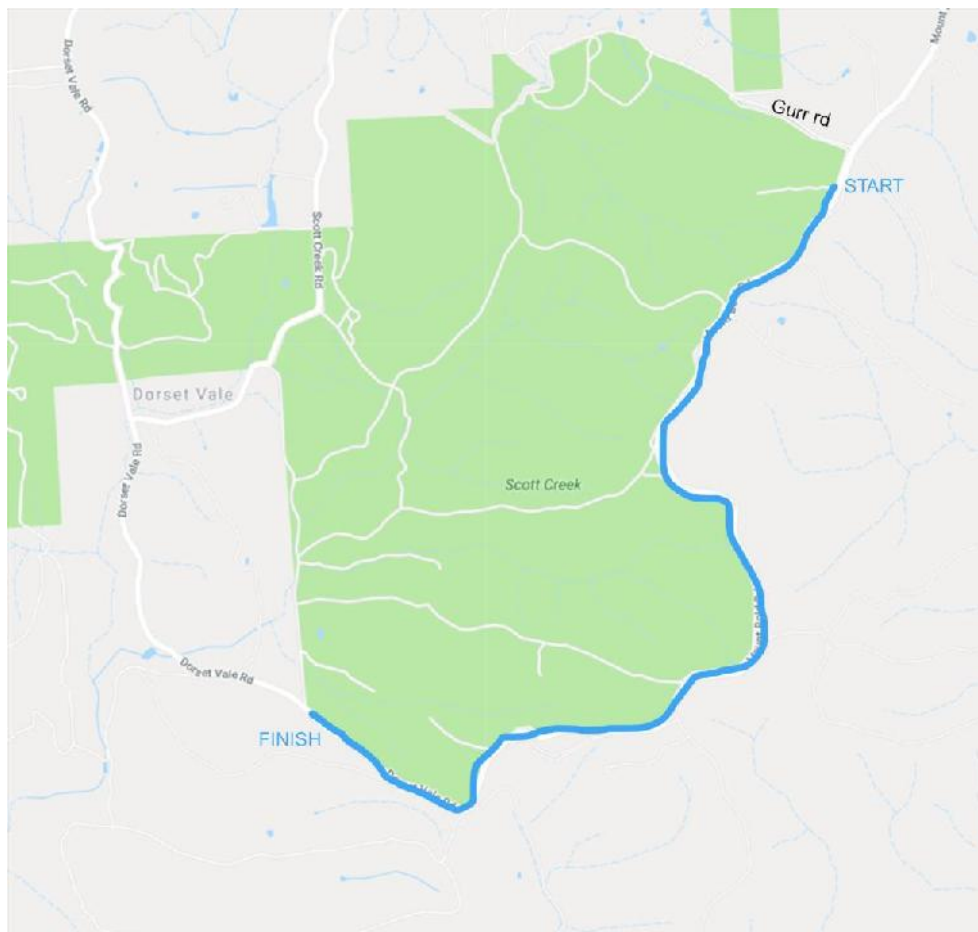
Dorset Vale Rd adjacent Scott Creek Conservation Park boundary

### Intersections along Stage:

None

Day: **Wednesday 25<sup>th</sup> November**

Approximate Road Closure Times 11:30am – 2:00pm & 3:45pm – 6:15pm



## Stage 11 & 14 – Anstey Hill Short

Run twice during the day

### Road Closed:

Lower North East Rd

### Closure Start:

Perseverance Rd

### Closure Finish:

Range Road

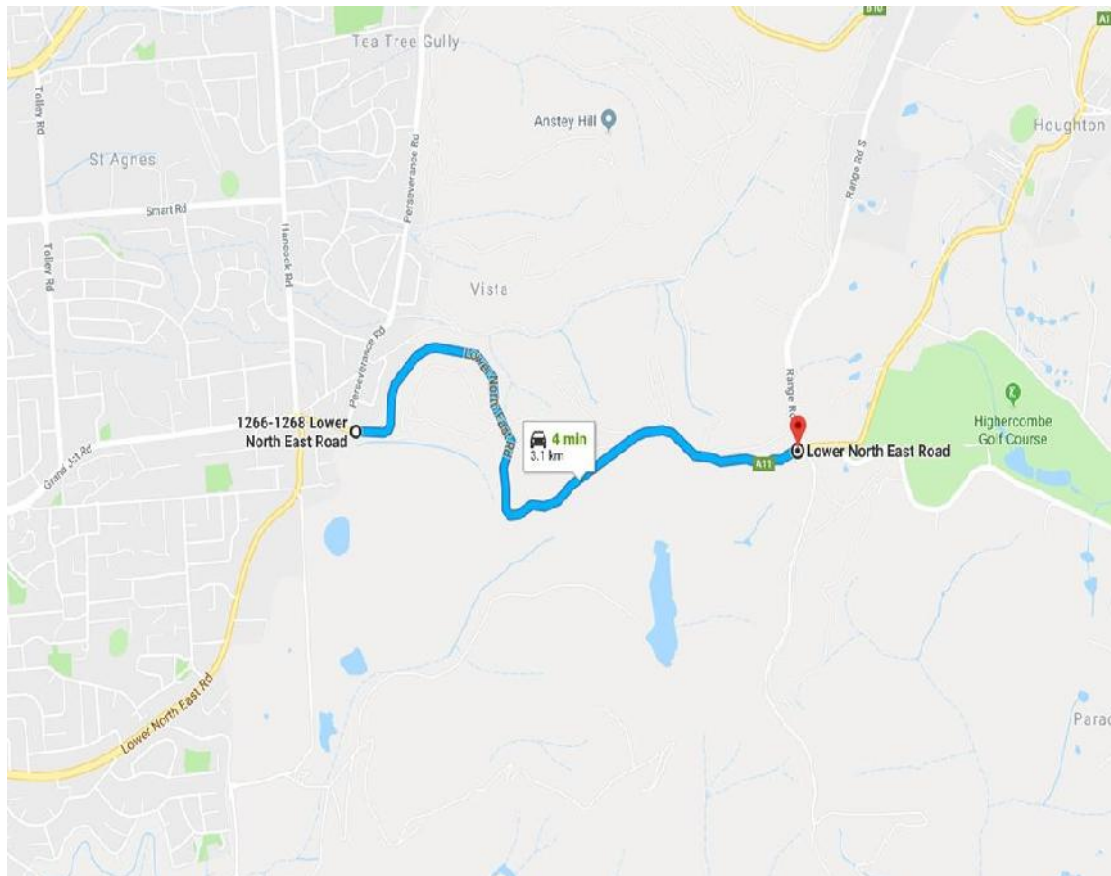
### Intersections along Stage:

None

Day: **Thursday 26<sup>th</sup> November**

Approximate Road Closure Times

**8:45am – 2:30pm (twice)**



## Stage 12 and 15 – Chain of Ponds Plus

Run twice during the day

### Road Closed:

North East Rd

### Closure Start:

Fiddlers Hill Rd

### Closure Finish:

Gorge Rd intersection

### Intersections along Stage:

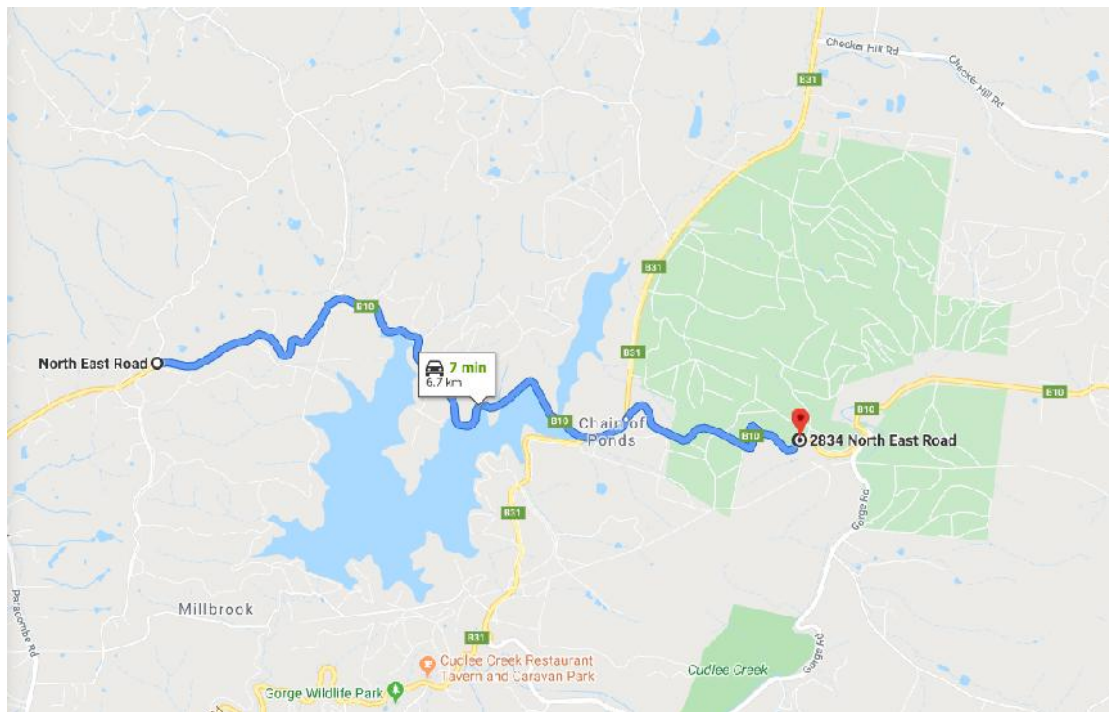
Millbrook Road

Kersbrook Rd

Tippet Rd

Day: **Thursday 26<sup>th</sup> November**

Approximate Road Closure Times: **9:00am – 2:45pm (twice)**



## Stage 13 – Corkscrew

### Road Closed:

Corkscrew Rd

### Closure Start:

Gorge Rd intersection

### Closure Finish:

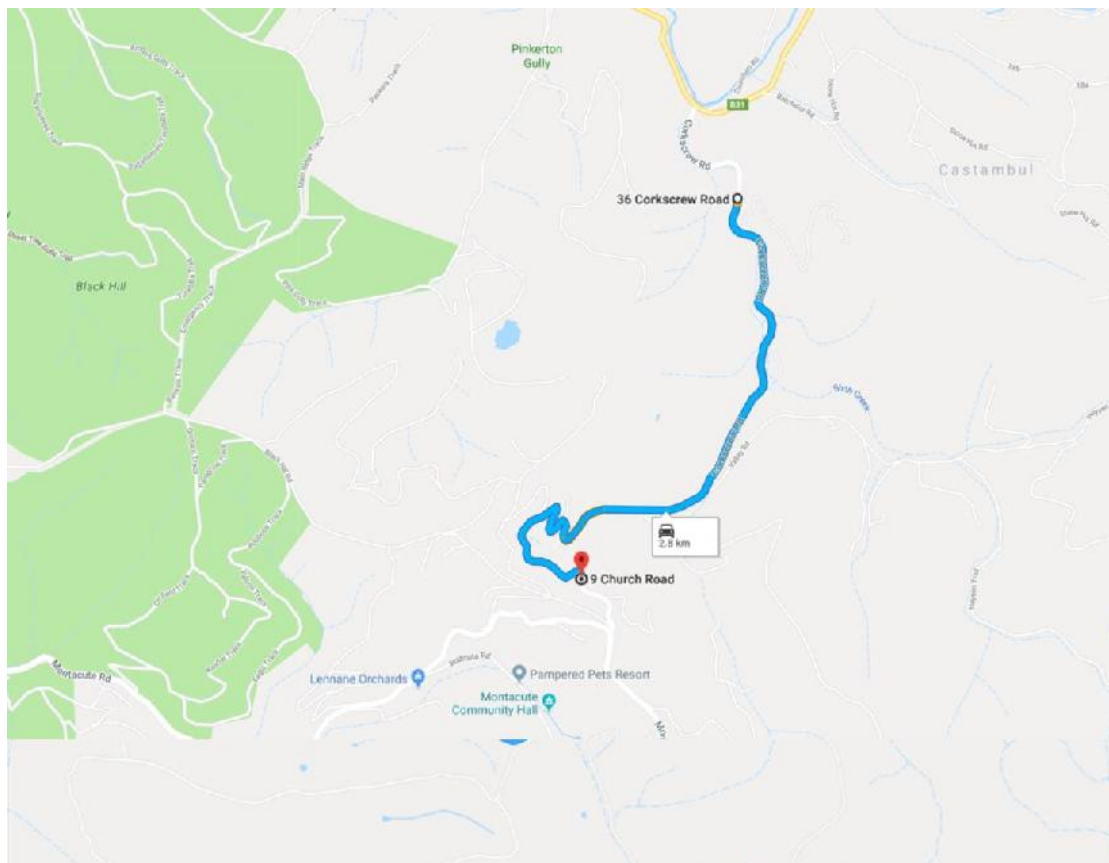
Montacute Rd Intersection

### Intersections along Stage:

Valley Rd

Day: **Thursday 26<sup>th</sup> November**

Approximate Road Closure Times: 9:30am – 1:00pm





## Stage 16 – Lobethal

### Road Closed:

Cudlee Creek Rd

### Closure Start:

Cnr Fox Creek and Cudlee Creek Rds

### Closure Finish:

Tabor Ln and Cudlee Creek Rd

### Intersections along Stage:

Langley Rd

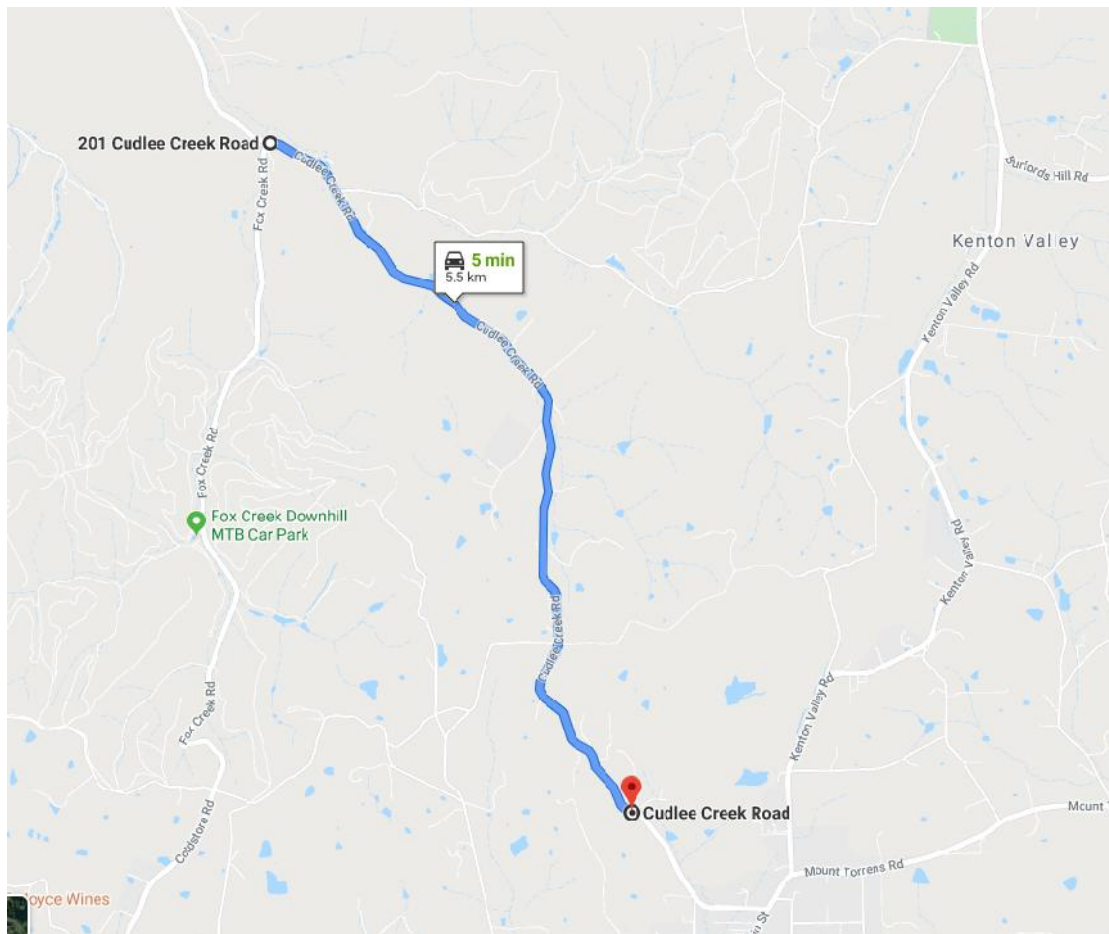
Neudorf Rd

Kelly Rd

Berry Hill Rd

Day: **Friday 27<sup>th</sup> November**

Approximate Road Closure Times: 11:30am – 3:00pm



## Stage 19 & 22 – Norton Summit

### Road Closed:

New Norton Summit Rd

### Closure Start:

Cnr Coach House Drive and Norton Summit Rd intersection

### Stage 25

### Closure Finish:

Lobethal Rd and Norton Summit Rd intersection (Scenic Hotel)

### Intersections along Stage:

Terlingie Drive

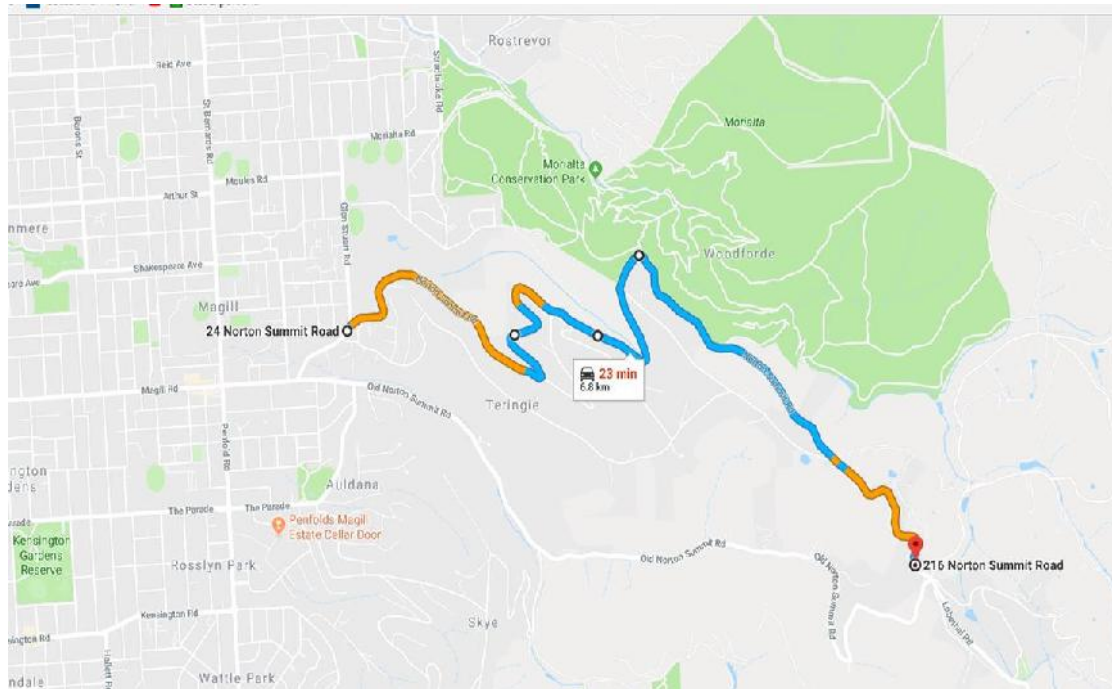
Valley Drive

Ridgeland Drive

(all of the above have access and egress)

Day: **Friday 27<sup>th</sup> November**

Approximate Road Closure Times: **8:30am – 1:45pm (twice)**



## Stage 20 & 24 – Stafford Ridge and Heysen (backwards)

### Road Closed:

Staffords Rd, Fox Creek Rd

### Closure Start:

Lobethal Rd / Staffords Rd intersection

### Closure Finish:

Fox Creek Rd prior to MTB Park carpark

### Intersections along Stage:

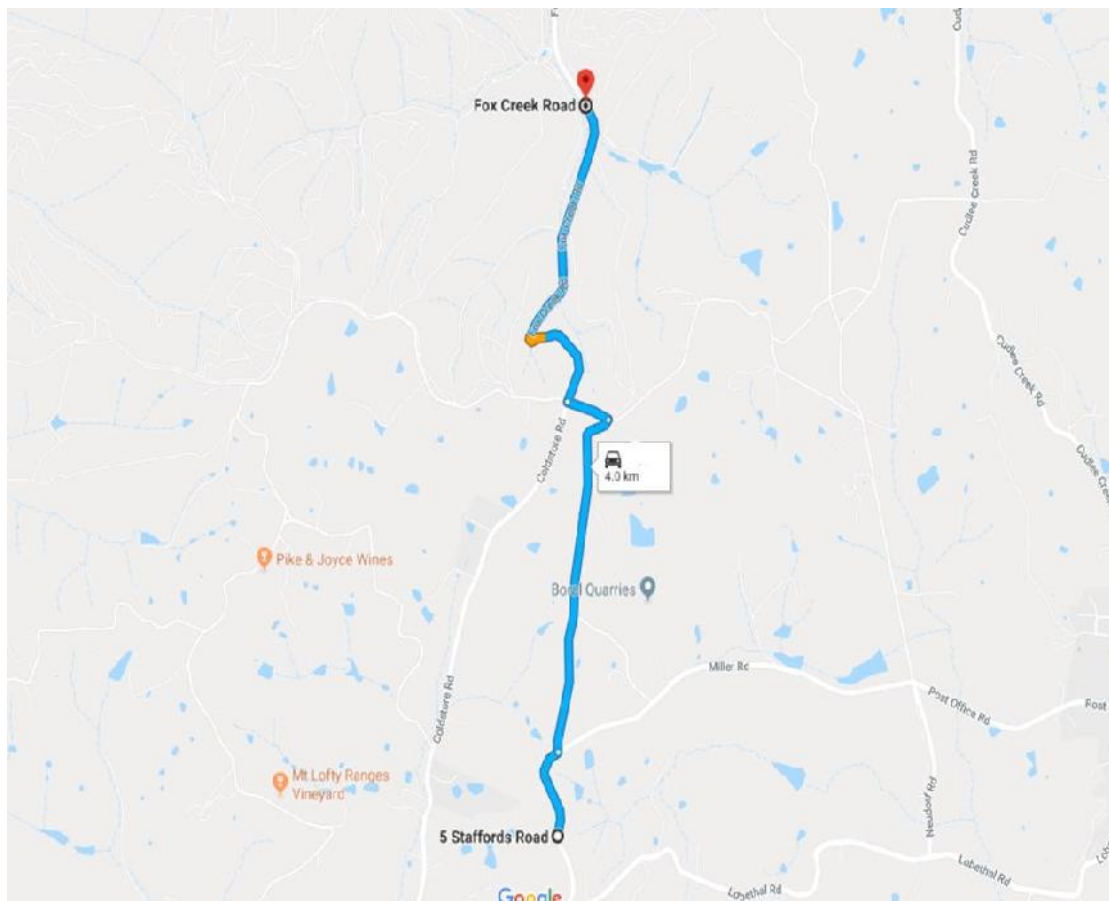
Coldstore Rd

Miller Rd

Croft Rd

Day: **Friday 27th November**

Approximate Road Closure Times: 9:00am –12:15pm & 12:45pm- 4:30pm



## Stage 21&23 – Castambul and Morialta (Backwards)

### Road Closed:

Gorge Rd, Corkscrew Rd, Montacute Rd, Marble Hill Rd

### Closure Start:

Prairie Rd/Gorge Rd intersection

### Closure Finish:

Tembys Rd/Marble Hill Rd intersection

### Intersections along Stage:

Smiths Gully Rd

Institute Rd

Church Rd

Valley Rd

Gorge Rd

Batchelor Rd

Corkscrew Rd

Smiths Gully Rd

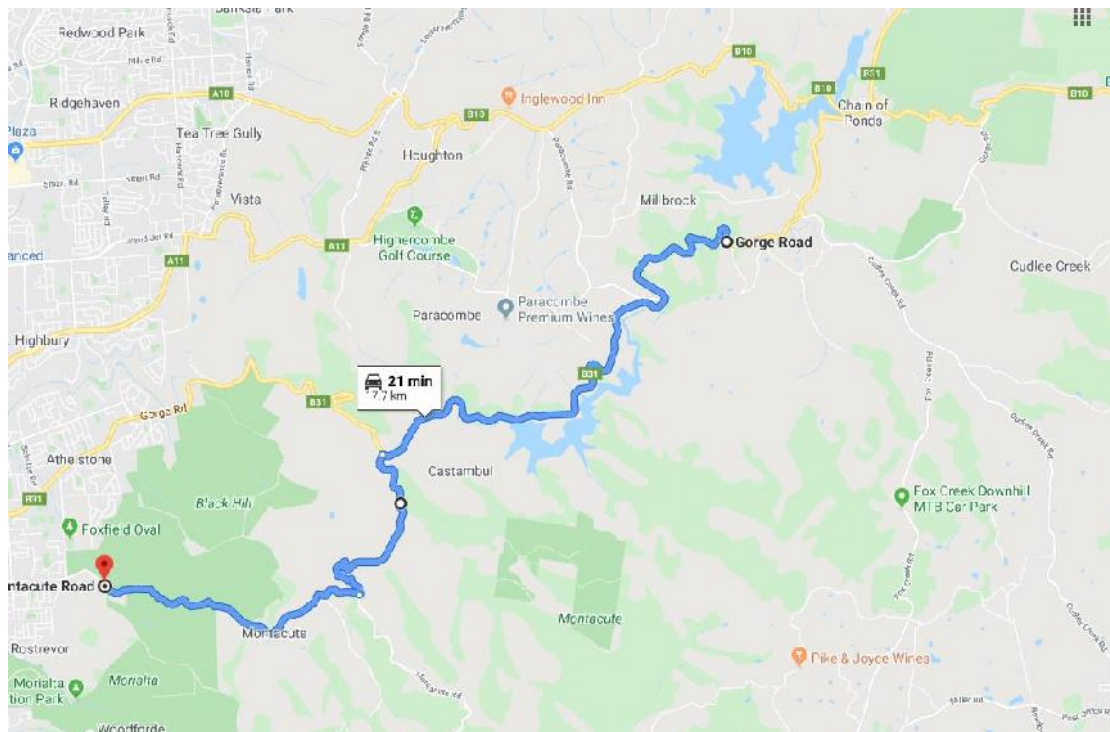
Institute Rd

Trebilcock Rd

Church Rd

Day: **Friday 27<sup>th</sup> November**

**Approximate Road Closure Times: 9:30am – 4:00pm (twice)**



## Stage 25 – Ironbank

### Roads Closed:

Morgan Rd and Scott Creek Rd

### Closure Start:

Morgan Rd and Ironbank Rd intersection

### Closure Finish:

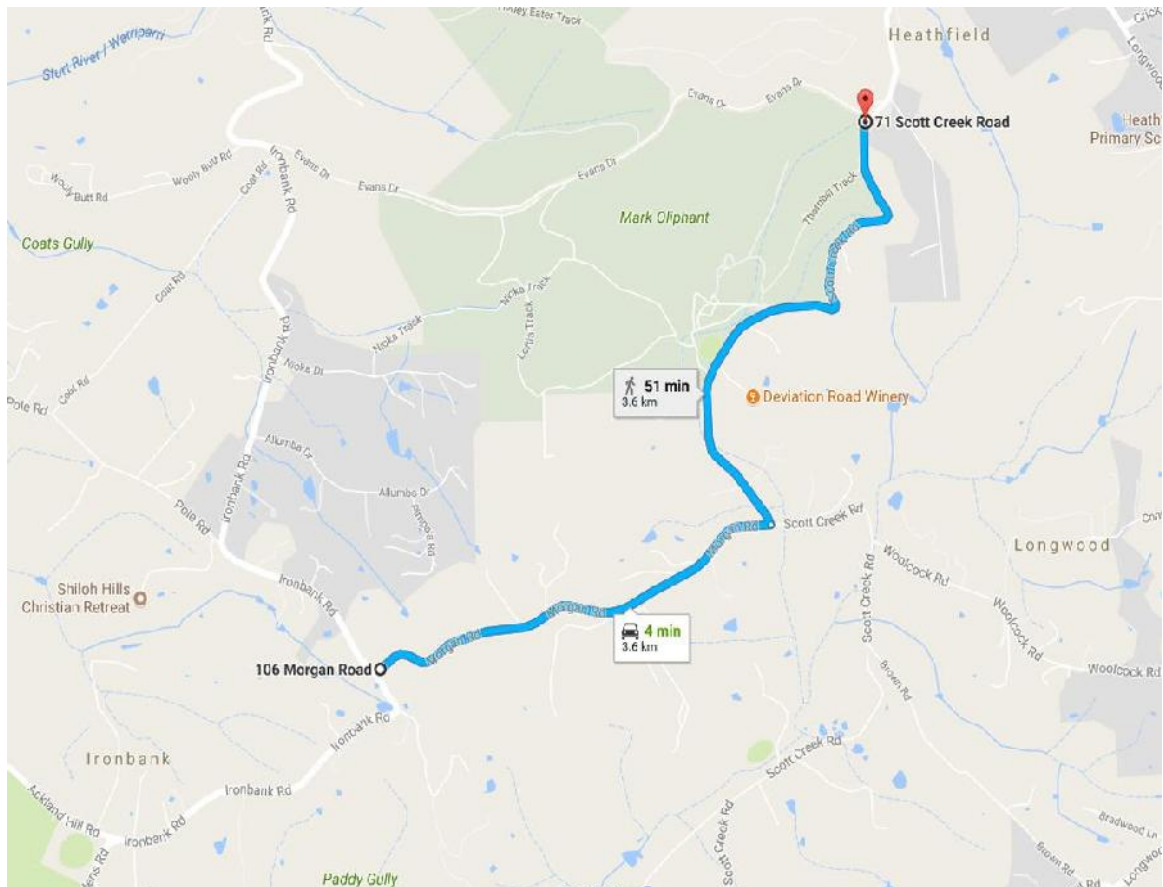
Evans Drive and Ironbank Rd intersection

### Intersections along Stage:

Scott Creek Rd and Ironbank Rd intersection

Day: **Friday 26<sup>th</sup> November**

Approximate Road Closure Times: 2:00pm – 5:00pm



## Stage 26 – Sturt Valley

### Roads Closed:

Sturt Valley Rd

### Closure Start:

274 Sturt Valley Rd

### Closure Finish:

Sturt Valley Rd & Longwood Rd intersection

### Intersections along Stage:

Wychwood Grove

Elmstead Drive

Ironbank Rd

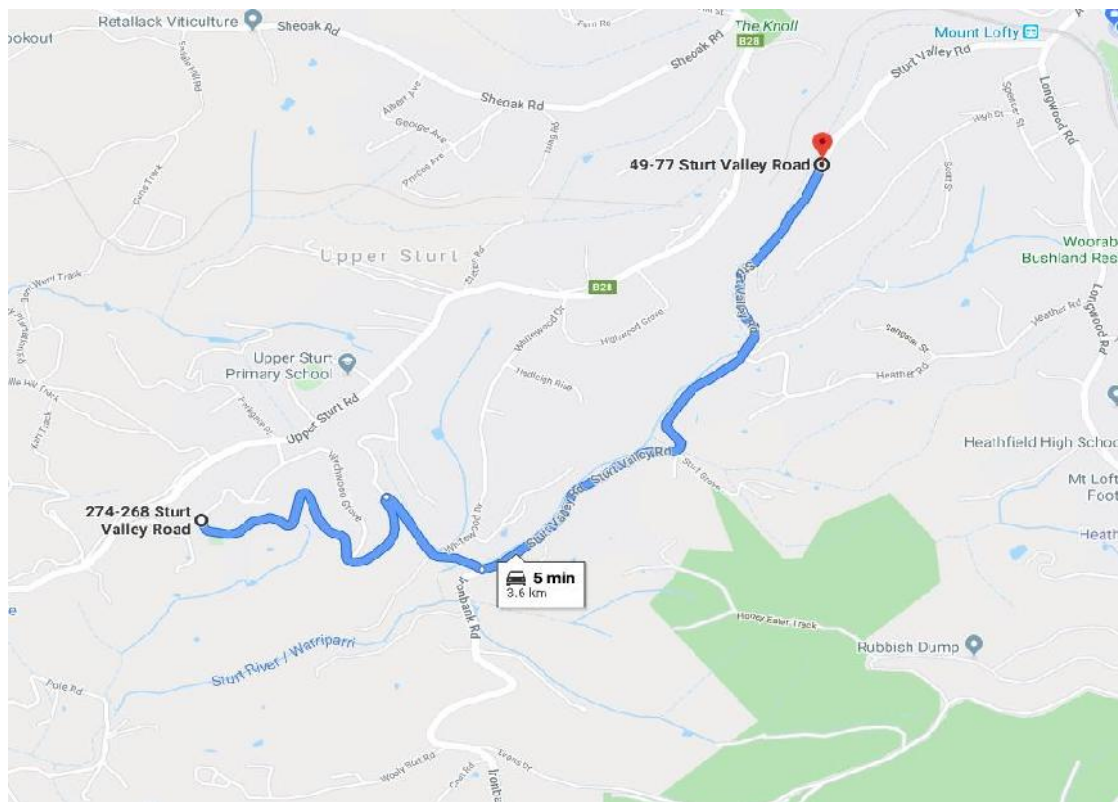
Manoah Drive

Whitewood Drive

Heather Rd

Day: **Friday 27<sup>th</sup> November**

Approximate Road Closure Times: **2:00pm – 5:15pm**



## Stage 27 & 32 – Eagle On the Hill and Leawood Gardens (reversed)

### Road Closed:

Old Mt Barker Rd Leawood Gdns

### Closure Start:

Off Ramp – Devils Elbow Leawood Gdns

### Closure Finish:

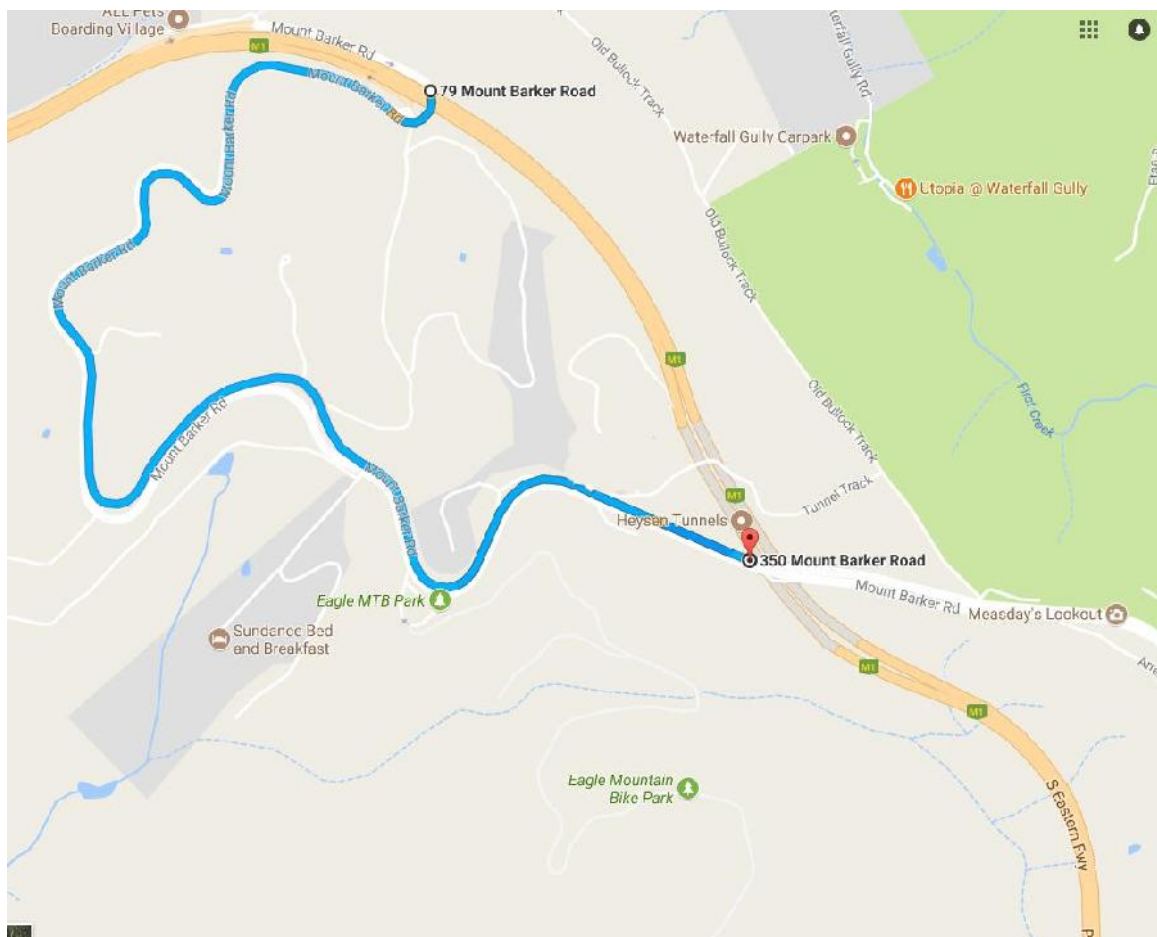
Eagle On the Hill – Leawood Gdns

### Intersections along Stage:

None

Day: **Friday 27<sup>th</sup> November**

Approximate Road Closure Times: **2:15pm – 5:45pm**



## Stage 28– Mt Lofty

### Road Closed:

Greenhill Rd and Summit Rd

### Closure Start:

661 Greenhill Rd

### Closure Finish:

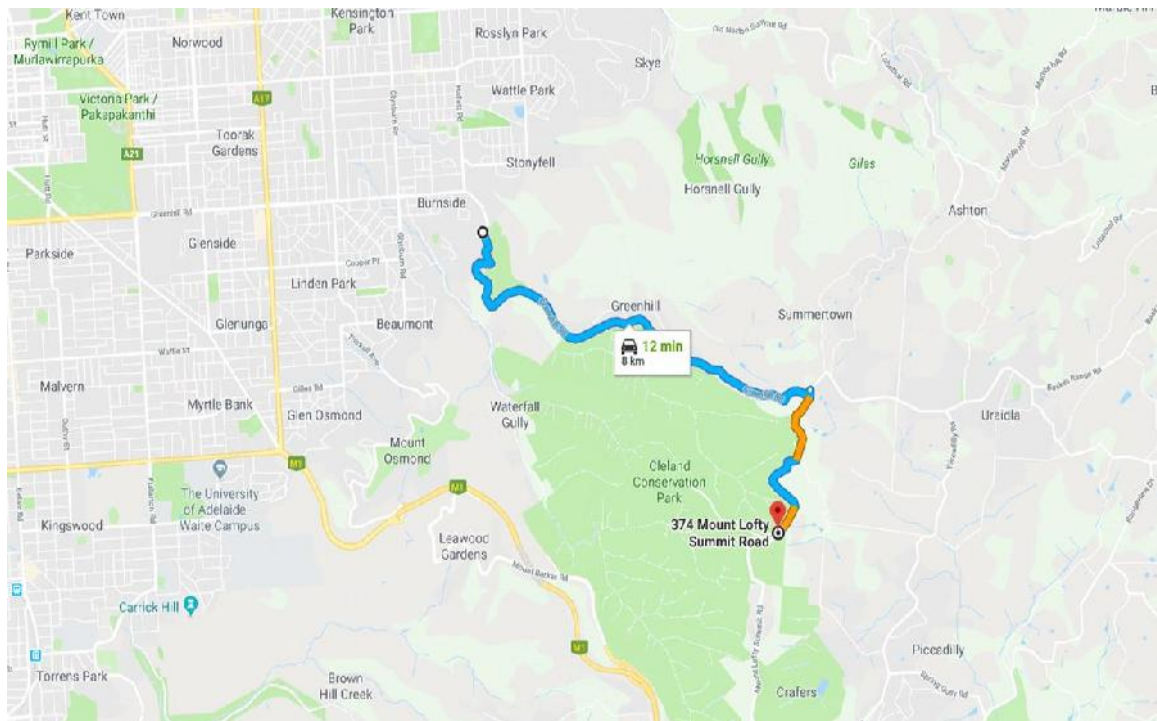
Summit Rd and Cleland Wildlife Park entrance intersection

### Intersections along Stage:

Yarrabee Rd, Yanagin Rd, Greenhill Rd, Sprigg Rd, Gores Rd

Day: **Saturday 28<sup>th</sup> November**

Approximate Road Closure Times: 9:30am – 1:15pm





## Stage 29 – Basket Range

**Road Closed:**  
Lobethal Rd

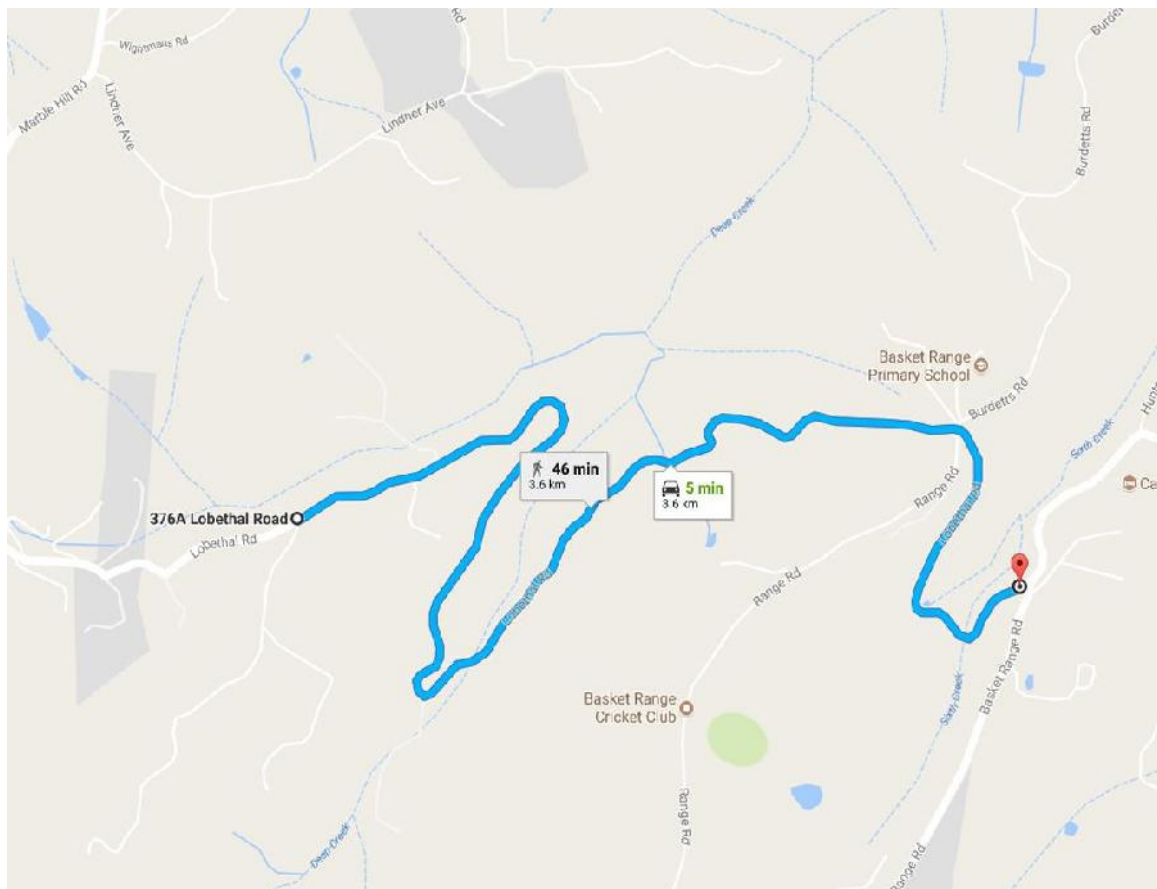
**Closure Start:**  
Approximately #374 Lobethal Rd, Ashton

**Closure Finish:**  
Basket Range Rd and Lobethal Rd intersection

**Intersections along Stage:**  
Range Road  
Burdetts Road  
(all of the above have access and egress)

**Day: Saturday 28<sup>th</sup> November**

**Approximate Road Closure Times: 10:00am – 1:30pm**



## Stage 30 – Carey Gully

### Roads Closed:

Lobethal Rd, Deviation Rd

### Closure Start:

Lobethal Rd and Fernglen Rd intersection

### Closure Finish:

Boundary Drive (Southern End) and Deviation Rd intersection

### Intersections along Stage:

Steer Rd

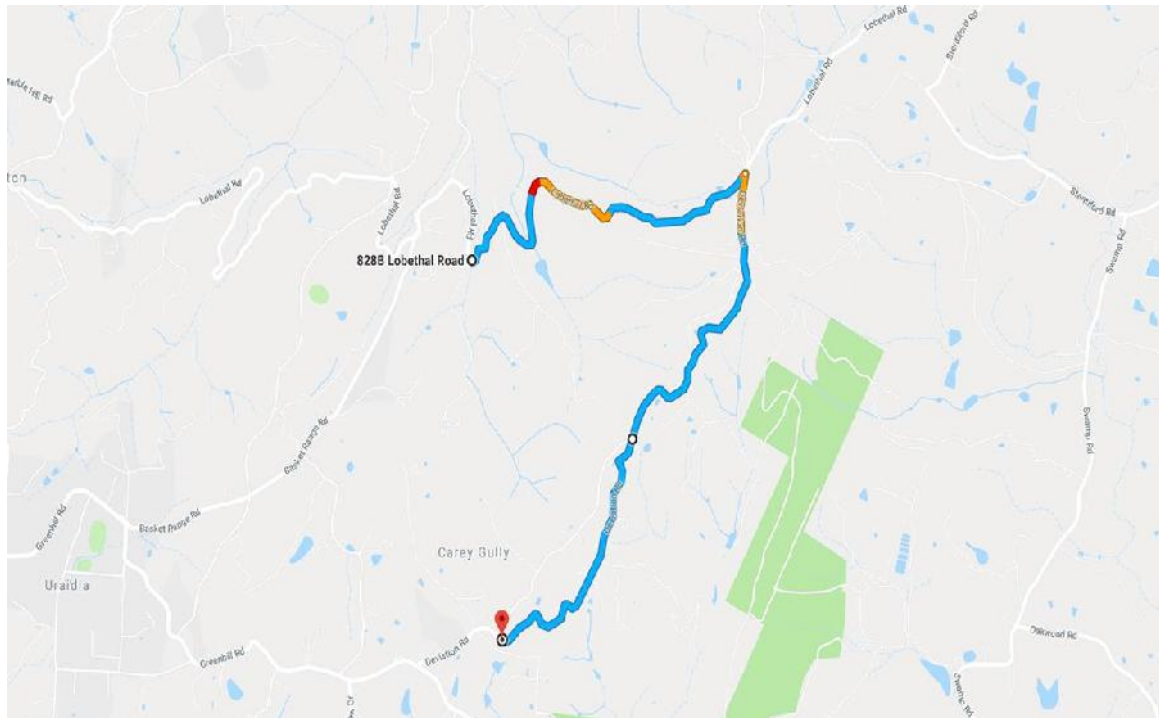
Lobethal Rd/Deviation Rd

Boundary Rd

Boundary Drive

Day: **Saturday 28<sup>th</sup> November**

Approximate Road Closure Times: **10:15am – 1:45pm**



## Stage 31 – Mt George

### Road Closed:

Gorge Rd  
Worden Rd  
Muller Rd  
Carey Gully Rd  
Tanamerah Rd  
Gum Flat Rd  
Badenoch Rd

### Closure Start:

Mt George Rd and Rangeview Drive

### Closure Finish:

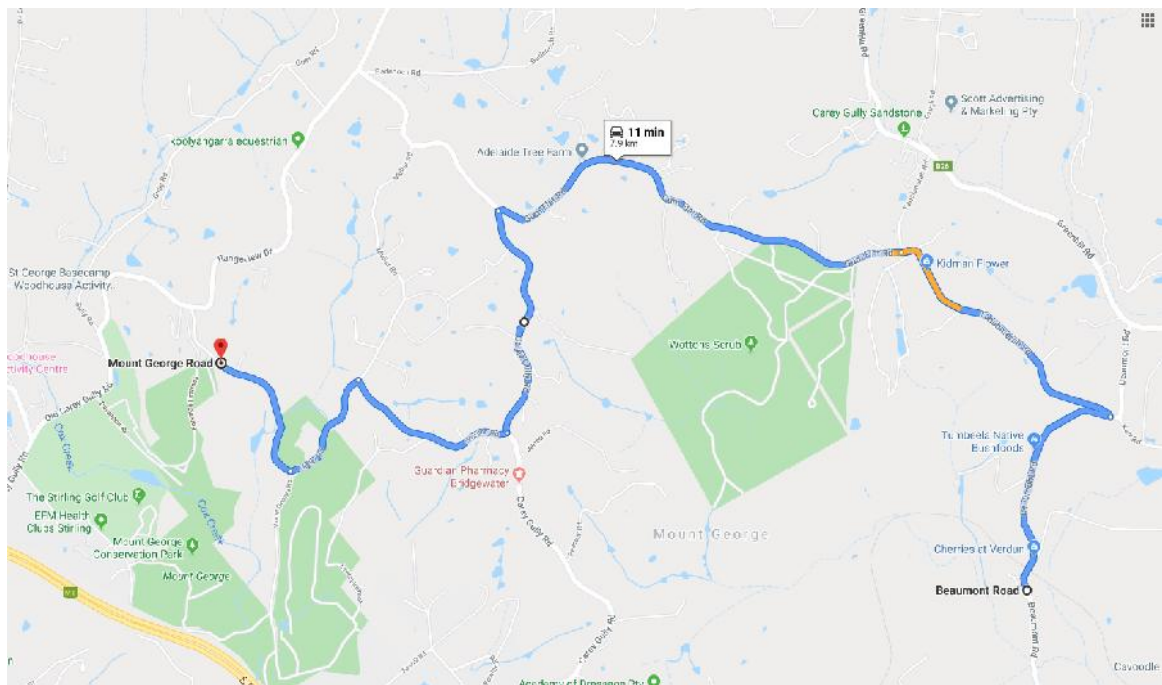
Beaumont Rd Verdun

### Intersections along Stage:

Muller Rd  
Carey Gully Rd  
Tanamerah Rd  
Beaumont Rd  
Gallasch Rd

Day: **Saturday 28<sup>th</sup> November**

Approximate Road Closure Times: 10:30am – 2:15pm



## Stage 32 – Summit Rd

**Road Closed:**  
Summit Road

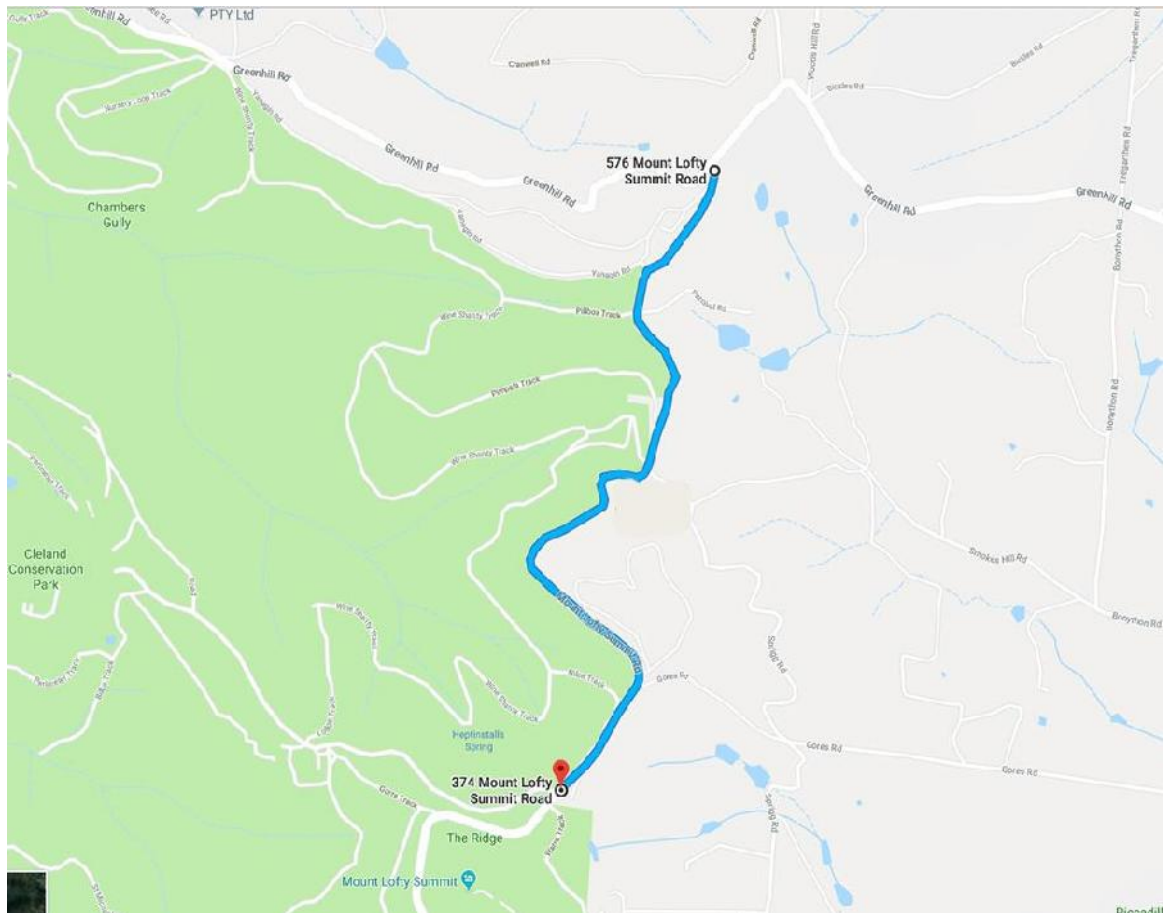
**Closure Start:**  
Greenhill Rd

**Closure Finish:**  
Cleland Wildlife Park Entry Road

**Intersections along Stage:**  
Gores Rd, Sprigg Rd

**Day: Saturday 28<sup>th</sup> November**

**Approximate Road Closure Times: 1:00pm – 3:45pm**



## Stage 34 – Athelstone

**Road Closed:**  
Gorge Road

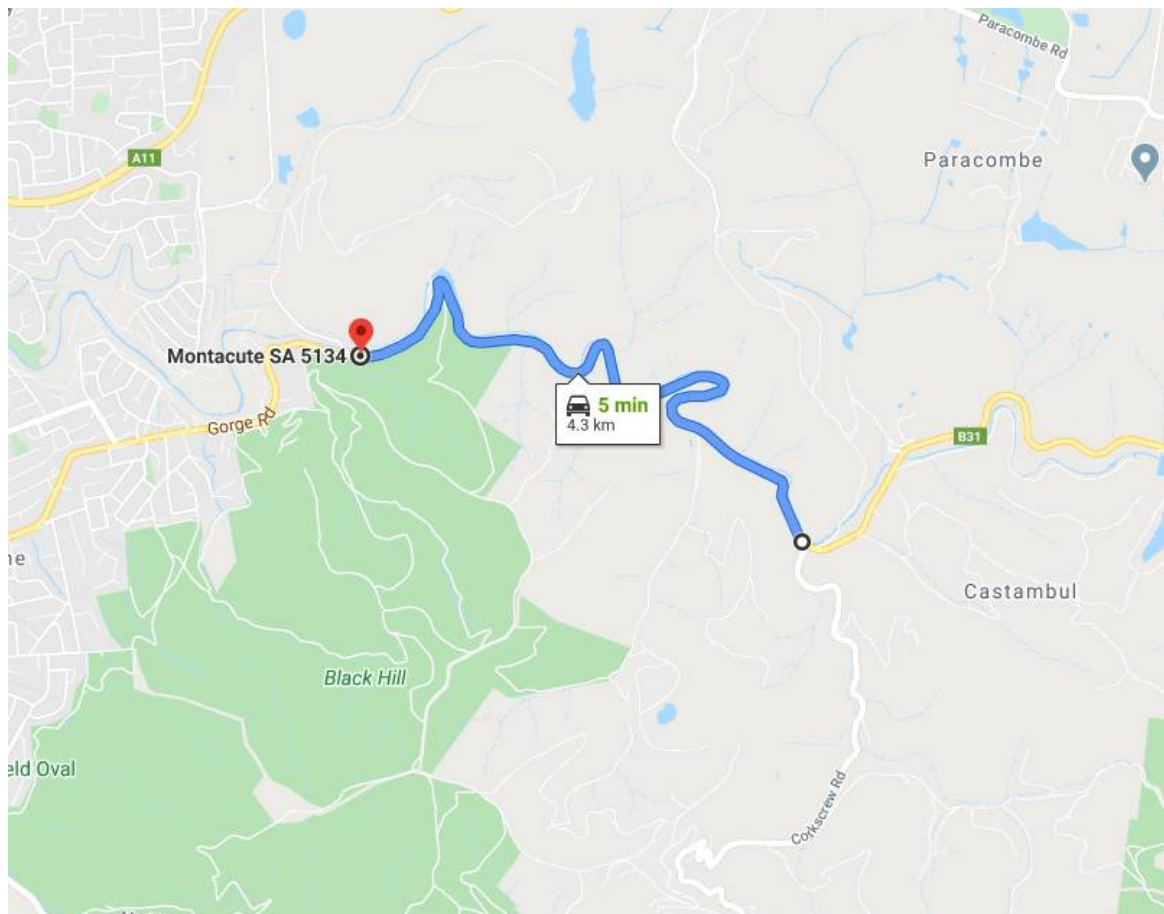
**Closure Start:**  
Corkscrew Rd

**Closure Finish:**  
Council Boundary (approx. 503 Gorge Rd)

**Intersections along Stage:**  
None

**Day: Saturday 28<sup>th</sup> November**

**Approximate Road Closure Times: 1:45pm – 4:45pm**



# Traffic Management

## Traffic Marshals

Traffic Marshals will be positioned at intersections along every stage. The responsibility of the marshal is to monitor spectator behavior, maintain crowd control and further, monitor traffic control at the designated spectator points. The traffic marshals have direct communication with Rally Headquarters.

SAPOL will action road closures under section 33 of the road traffic act. Additional Traffic Management company support shall be determined in consultation with SAPOL

## Event Organisers

Rally Subcontractor and Clerk of Course of the Rally:  
Ivar Stanelis 0418834311 - [ivar@rallysa.com.au](mailto:ivar@rallysa.com.au)

Rally Promoter/Owner: Massive Events Corp P/L  
Tim Possingham 0417171730 – [tim@soonmarketing.com.au](mailto:tim@soonmarketing.com.au)

# Operational Elements

## Access for Emergency Services and Residents

Emergency services, namely Fire, Medical and Emergency recovery will be positioned within close proximity of each closed road section.

With prior approval through rally control, emergency services will be provided access along all existing road routes.

## Emergency Response Procedure

Fire, Medical and Emergency recovery vehicles will be positioned in close proximity to the closed road section. This allows for rapid access and fast response times.

## Pre-Event Activities

The event does not condone competitors practicing on the roads prior to the event. Those found to be breaking road rules will be penalised and/or disqualified from the event.

## Resident Access

Residents along the closed road section have the ability to seek access within the road closure times upon application for legitimate exceptional circumstances. The application will be assessed by organisers and where permissible access will be organised with the resident. Applications for access need to be made prior to **October 26th 2020** so as to allow for the modification of running schedule to accommodate the resident's needs.

## Trespassing and Driveways

All stage marshals will be briefed prior to the commencement of the event. Within this briefing the policing of spectators, including directing spectators to the designated vantage points will be covered. Also included will be instructions on the traffic management and directing cars away from resident driveways.

A spectating guide will be published on the website. The spectating guide attempts to drive spectators towards the organised lunch stops such as the Bridgewater Lunch Stop.

## Post Event Clean Up

The organisers are committed to maintaining the quality of the roads and verges following the event so as to maintain future relations with local council and residents to ensure future prosperity of the land and the event.

## Property Damage

The organisers are committed to making sure that no damage will occur to property within their control. In the event that a resident or the council experiences damages cause directly by the event, a review will take place to ensure timely action to resolve the damages. The event has property damage coverage as part of its insurance policy.

## Contact Details

Tim Possingham – Council and Community Liaison in relation to the Adelaide Rally [tim@soonmarketing.com.au](mailto:tim@soonmarketing.com.au)

Rally Subcontractor and Clerk of Course of the Rally:  
Ivar Stanelis 0418834311 - [ivar@rallysa.com.au](mailto:ivar@rallysa.com.au)



# Part B

## Motorsport Regulatory Body Organising Permit number

TBA

## Community Engagement Plan

The organiser will send out a mailout to all residents and businesses that fall within the directly affected road sections in the Adelaide Hills Council region. This will advise people of the intentions of the event and request feedback.

The organiser will post a full schedule of road closures on the event website.

The organisers will review any negative feedback from the council or the residents and consult council.

## Proponent's risk management plan

Organiser to supply for 2020. A 2019 plan has already been received by council. The 2020 plan is very similar in format. TBA

## General community support for the proposal

This will be gauged by the amount of feedback the event receives. A current feedback report has been sent to council for the 2019 event.

## The attitudes of all property owners affected by the proposal

This will be monitored, reported and acted on as part of the consultation process. Council will receive a pre-event report and a post event report detailing issues and attitudes of residents.

## **Economic benefit of the proposal to Council's area and the economy of the State**

The event has great potential for overall state and local council benefits in regards to exposure via social media, print media and our one-hour television program that will feature post-event. Furthermore, there will be large flow-on effects such as photos from the event along the stages on the web for years to come. This is very important when considering the recent fire affected regions and the benefit that the event brings to those regions.

Rally events bring millions of dollars into South Australia each year. The events are deliberately designed to benefit small towns and regional areas, with planned rest stops where crews spend on fuel and food. Interstate and capital city spectators are also drawn into these regions, providing a boost to local tourism. Event organisers work closely with government departments, municipal councils, service clubs, transport groups, local businesses and residents along the stage routes to ensure their perspectives are well understood and considered in all stages of planning. These rallies are reliant on local community support and, recognizing this, organisers place high value on supporting community priorities in return.

Without the support of each council region the benefit to the state as a whole could not be achieved.

## **Consideration that has been given by the proponent to minimise the impact of the proposal on local, business and tourist traffic and considerations of alternative routes**

The stages within the Adelaide Hills council region are primarily run at a time that does not affect peak tourist traffic times, nor does it lock in any tourist venues or limit access to tourism-focused venues at peak times. Careful consideration has been made to develop a spectator friendly zone within the council region to deliver benefit back to the community and bring cultural diversity and vibrancy to the region. The event has sought to partner with businesses in heavily fire affected regions such as those in Cudlee Creek and Gumeracha ( Cudlee Creek Tavern and Applewood distillery )

## **The proponents' experience in delivering similar events**

Rally One Pty Ltd has had years of experience running highly successful sporting events. This includes Classic Adelaide 2007, 8, 9, Rally S.A (17 years), Adelaide

Rally 2017, 2018, 2019, other regional rallies and sections of the Sydney to London Rally.

This will be the 23<sup>rd</sup> year the state has had a large scale Tarmac Rally in the Adelaide Hills bringing the event close to quarter of a century of service in the region.

## **Arrangements that will be in place to make good any damage to Council or private infrastructure and to clean up the route at the conclusion of the event**

Stage Teams are briefed on cleanup procedures after the stage is finished and prior to road opening. A post-event report will detail any damage to council infrastructure which needs to be rectified. A sweep and recovery car also notes damage along the route and effects temporary repairs as required. Arrangements will be made post-event to pay for any damage to infrastructure by the insured organiser.

## **The environmental impact of the proposal and measures proposed to be taken to minimise the impact on the environment.**

The greatest environmental risk is through spectator damage to bushland. We attempt to mitigate the risk by providing alternative areas for spectators to see the cars up close such as the Bridgewater Lunch Stop. Under the event technical regulations, vehicles are allowed to run Ethanol blended fuels and modern electric vehicles are encouraged to enter particular categories of the event.

## **Arrangements that are in place with Police and Emergency Services**

As part of the approval process for road closures and event permits these things are in place. Organisers also present to ESMECC (Emergency Services Major Event Coordination Committee) mid-year and liase with all services leading up to and during the event. All emergency services are notified and in coordination with the event

## **Measures to be taken by the proponent to protect public safety and public property**

As per the motorsport regulatory body under the permit.

## **Measures to be taken by the proponent to prevent damage to Council's infrastructure**

As per the motorsport regulatory body under the permit.

## **How the event supports the community and what charitable benefits are associated with the event;**

The chosen charity for the event is Prostate Cancer Foundation of Australia. The event is currently responding to requests from fire affected tourism operators as to how it can involve those businesses in the event. The event delivers vibrancy, activity and diversity to our region.

## **Compelling positive aspects associated with the event.**

The Adelaide Rally is an internationally recognised event. The event attracts international participants from as far away as Ireland, the USA and Italy. The event has been strongly supported by South Australian Tourism Commission in the past. This brings a large amount of exposure via television (1 hour TV special), social media, print media and other channels of publicity. Being involved in this event will not only provide exposure through these channels, but your local council will also be associated with a world-renowned event. (Note: TV program is TBC for 2020)

## **Certificate of Currency for Public Liability Insurance**

TBA

ENDS

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## **Appendix 2**

*2020 Shannons Adelaide Rally and 2020 Gorge  
Rallysprint Consultation Report*

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## Community Consultation - Feedback Report 13/5/2020

Attention Anisa Cadd

### **Re: Community Consultation Feedback Report**

Dear Anisa,

As discussed with Adelaide Hills Council over the past five months, the Adelaide Rally Event wishes to continue to bring a significant part of this year's planned event to the Adelaide Hills Council region. This would involve several temporary road closures within the region. There is also a planned community event at the Bridgewater Oval and Bridgewater Mill on Saturday 28<sup>th</sup> November.

The consultation methodology and timeline used thus far is compliant with council's festivals and events policy and uses a very effective methodology exercised and improved over several decades.

- Communication throughout the period December 2019- Current, to keep council staff up to date about the event and proposed road closures.
- Formulation of a proposed route using previous feedback, concerns and benefits (Done in the first quarter of 2020)
- Finalisation of a route to put to new and repeat public consultation
- Formulation of community consultation letters and language in conjunction with AHC staff
- Finalisation of proposed road closures to fit with other regions and their feedback as well as event timeline constraints and peripheral events.
- Community consultation which finished on May 1 2020
- Finalisation of the route and final recommendation to council.

### **Final planned route taking into account learnings from 2019.**

We have again focused on stages with extremely low resident impact or no resident impact, being integrated into the 2019 route. These types of stages include Athelstone, Scott Bottom, Bradbury, Chain of Ponds, Anstey Hill and Eagle on the Hill amongst others within the Adelaide Hills Council Region. We have also attempted to use these stages repeatedly where possible in the route. The 2019 event generated 3 post event calls, two of which related to persons arriving at a road closure at closing time and being refused entry by Police, the third relating to a constructive criticism about the positioning of one sign on Chain of Ponds stage which will be revised for 2020.

The 2020 route traverses over 760 km and takes in eight different council regions and is once again expected to have the largest field of any similar type event in the Southern Hemisphere. The event is celebrated as one of the world's great rallies.

### **By the Numbers: Feedback reports - Negative / Positive in AHC region**

**1003** Directly affected residents were contacted via mail.

**23** Responses were received by the stated Email or Postmarked Mail

**6** Negative Responses (00.59 of 1% of those canvassed)

**2** Neutral Response seeking further information about the event neither supportive nor unresponsive

**15** Positive responses received. 1.49% of those canvassed)

### **Feedback samples:**

We are continuing to see nil feedback from stages with low residential concentrations and extremely low feedback rates on stages that have been used traditionally over the past 24 years. We are not using any roads for the 2019 route within the Adelaide Hills Council region that have not been used intermittently over the past 24 years.

## Neutral Response Summary

The two Neutral responses were mainly focused on problem solving and a small adjustment to closure timing, they included:

Resident on Hannaford Rd Cudlee Creek.

Stage: Lobethal

Has uninterrupted access and egress from property

Query: Was exploring different routes and timings to Lobethal on the planned day of the closure.

Result: We are able to move the road-reopening time by 15 minutes by shortening the morning tea break on the day and lengthening the lunch break. We have also provided a map involving a 2.4km detour that the resident can take uninterrupted at any time on that day to travel to Lobethal.

Resident on Hannaford Rd Cudlee Creek #2

Stage: Lobethal

Has uninterrupted access and egress from property.

Query is the same as above and the two are neighbours.

Result: Same as above with a satisfactory result by changing the re-opening time by 15 minutes.

## Negative Response Summary

The six negative responses came from four areas. The Lobethal stage, Stafford Ridge Stage, Carey Gully and Castambul/Morialta Stage.

Resident #1 on Montacute Rd:

Stage: Castambul/Morialta

Has some access and egress restricted on Friday 27<sup>th</sup> December

Commentary: This resident has previously stated that she does not like the event and she believes it disadvantages Montacute. The focus of her email and personal issue centres around her gardener being scheduled to come on Fridays and although he can access the property normally, his usual time of leaving is before the road opens.

Response: We have offered to provide an egress solution to the gardener. We requested his contact information such that we can coordinate this with him.

Resident #2 on Montacute Rd:

Stage: Castambul/Morialta

Has some access and egress restricted on Friday 27<sup>th</sup> December

Commentary: Received via Postmarked mail. This resident explains that she is older and rides an electric pushbike on Montacute Rd and normally throughout the year encounters cars going fast around tight bends and concedes that this is already risky. She does not drive a car and believes that the event causes more cars to drive close to the edge around the time of the event. She states that "in 1997 the event was a novelty" but she is "now sick of it."

Response: We acknowledged the resident's views and that they would form part of this report.

Resident on Cudlee Creek Rd:

Stage: Stafford Ridge/Heysen

Has uninterrupted access and egress and is outside the road closure area

Commentary: The resident firstly made statements about Tour Down Under impact and annoyance. Secondly makes reference to the area still undertaking some fencing work which will be finished in September (pre event) and finally states that he does not want "any further inconvenience"

Response: We re-assured the resident that they have access and egress from their property during the event.

Resident nearby to Cudlee Creek Rd:

Stage: Lobethal

We believe the resident has uninterrupted access and egress but a roadside address was not given.

Commentary: Cites annoyance at the Tour Down Under and recreational bicycle riders using the roads.

This resident believes that Cudlee Creek Rd already has “wannabe racers” using it and that the event may bring more of this activity. Cites some positive aspects including “I’m sure the event is well organised and probably the cars and drivers are required to meet certain standards. Whilst the noise and disruption is less than desirable, the argument might well be that it’s only for 3.5 hours.” However, the focus of the email is opposition to the core nature of the event.

Response: We acknowledged the resident’s views and that they would form part of this report.

Resident on Hunters Rd Basket Range: (Received as a note placed in letterbox after consultation finished)

Stage: Carey Gully (closest to resident)

Resident has uninterrupted access and egress

Commentary: This resident knows the event very well. The commentary is not specific to a logistical problem related to a particular road closure. It makes suggestions that the event employ a PR consultant, that the event is hedonistic, doesn’t create employment and that it isn’t an annual event. The letter claims to have been circulated to several parties, elected members and departments.

Resident on Montacute Rd: (Received after consultation finished, via email)

Stage: Castambul/ Morialta

Resident has affected access and egress

Commentary: This resident has a Cherry orchard and potentially may have some cherries for sale. The resident doesn’t support the event running at this time of year in case it affects sales.

Response: The event has rotated this traditional stage that has run since 1997 to operate on a Friday and also run this stage every second year in an effort to reduce any risk of affecting this grower over the period the road is closed in the middle of the day on the Friday. This was communicated to the resident and an offer extended to set up a stall and sell cherries and other produce to the 500 participants at the lunch stop held at Foxfield oval some 2km from the orchard. This was refused.

### **Positive Response Summary**

The fifteen positive responses came from the following areas: Norton Summit, Cudlee Creek, Balhannah, Sturt Valley x2, Mt George x3, Castambul x2, Athelstone, Greenhill, Carey Gully, Basket Range and Cudlee Creek Township.

Norton Summit Resident:

Stage: Norton Summit

Resident has access and egress affected

Commentary: Family has watched the event since 1997 and children have grown up with it. Not into car racing but thinks its an important event “The organisers communications to residents has always been fantastic. Plenty of notice re the road closure. Friendly marshals at the intersection. I have no complaints and have been able to work my schedule around this closure”

Response: Feedback acknowledged



Cudlee Creek Resident:

Stage: Lobethal

Resident has access and egress affected

Commentary: "I got your notice today about the proposed Adelaide rally 2020. Thank you and we hope that the rally goes ahead as planned. We will support the rally as we appreciate the business that it brings to our community. ". This resident also gave general support and encouragement.

Response: Feedback acknowledged

Balhannah Resident:

Stage: Mt George

Resident has access and egress affected

Commentary: "I live on Tanahmerah Rd Balhannah I'm am writing back to let you know that we have no problems with the Adelaide Rally coming down our road. It is an event that we always look forward to, when our road is chosen."

Response: Feedback acknowledged

Sturt Valley Resident #1:

Stage: Sturt Valley

Resident has access and egress affected

Commentary: General support "We are very much looking forward to seeing the Adelaide Rally pass through Stirling, and also surrounding Adelaide Hills towns." "Not only do we enjoy the sights and sounds ourselves, but it's great to see people venturing to the hills and supporting our communities. All the best with the event organisation, and if there's anything we can do to help out, please let us know!"

Response: Feedback acknowledged

Sturt Valley Resident #2:

Stage: Sturt Valley

Resident has access and egress affected

Commentary: General support "Last week we received a road closure notice for Sturt Valley Road and the upcoming Adelaide Rally. We wanted to thank you for advising us of the closure well in advance. As in previous years, the rally organisation has been excellent and we are looking forward to its return in 2020. From a tourism and community perspective, we think it's very important to see events like this continue to run. It's an amazing opportunity to showcase what the Adelaide Hills and its local communities have to offer."

Response: Feedback acknowledged

Mt George Resident#1:

Stage: Mt George

Resident has access and egress affected

Commentary: General support "I am glad that you have chosen to run the rally over the original course which includes Worden Rd Mt George. We make this a real family day inviting friends for lunch and we sit roadside to view the rally."

Response: Feedback acknowledged

Castambul Resident #1:

Stage: Morialta/Castambul as well as Gorge Rallysprint Event

Resident has access and egress affected

Commentary: General support "We're again excited to see such a fabulous event hosted through this region which is often forgotten in SA event planning and tourism spending. I was particularly impressed to note that you are hosting lunch at our local pub. After the bushfires here over Christmas and the current

COVID crisis, any event and/or media attention that draws much needed funds from our greater community to keep our local businesses afloat is critical. A few hours of restricted road use is a great excuse to pull up a chair and watch the amazing vehicles you are able to draw in to our own backyard. Thanks for supporting our great region in this way”

Response: Feedback acknowledged

Castambul Resident #2:

Stage: Morialta/Castambul as well as Gorge Rallysprint Event

Resident has access and egress affected

Commentary: General support, “We recently received the notification of the upcoming rally in December which was greatly appreciated. We look forward to the rally every year coming past our place at Castambul, and this year is no exception. For us it is always a great event, and this year more than ever, we are looking forward to some sort of normalcy given the year that has been to date. Thank you again for such a great event. Best of luck and I hope all goes well”

Response: Feedback acknowledged

Athelstone Resident:

Stage: Athelstone

Resident has access and egress affected

Commentary: General Support, “It’s a great time for my family and I, particularly my 2 brothers who are all into cars. It’s a good opportunity to spend some quality time together and watching these rallies has become a tradition for us. The road closure isn’t a big deal. Roads around here get closed for all sorts of reasons (rock falls, Tour Down Under cycling events, network upgrades etc etc) so we are used to it and it isn’t a major inconvenience.”

Response: Feedback acknowledged

Greenhill Resident:

Stage: Mt Lofty

Resident has access and egress affected

Commentary: Resident states “Happy to continue to support the event”, however then made several suggestions about lengthening the closure and allowing residents to move in and out at 35 minute intervals or provide access to Yarrabee Rd. In further communication this resident has then mentioned the event can be inconvenient.

Response: We thanked the resident for their feedback and addressed his suggestion of modifying the event by explaining the event operations, involving police and mandated procedures for opening roads/providing access and that our priority is to make the closure as short as possible.

Carey Gully Resident:

Stage: Carey Gully

Resident has access and egress affected

Commentary: General support. Resident states “I am very happy and hope that the event takes place. As a resident of Deviation Road more than happy for the road to be closed as I love watching the cars go by.”

Response: We thanked the resident for their feedback

Basket Range Resident:

Stage: Basket Range

Resident has access and egress affected

Commentary: General support. Resident states “In a world where negative feedback is much more readily available than positive I thought it important to reply to your letter dated 7/4/20 to the Adelaide Hills residents. For many years since moving to the hills we have enjoyed your event coming past our

driveway, embracing the day or sometimes days that our road is closed for a short period to accommodate the rally, each year we invite friends to join us for a BBQ on the day to watch the event take place, enjoyed by all. As a resident we are always well informed both in writing and signage of road closures and the event program, making it very easy to plan in the lead up and on the day should a member of the family have to get out or in prior to the road closure, I don't think you could do any more to make it all run smoothly. After watching and suggesting for many years that one day I am going to enter, in 2019 I did just that in my 1967 Mini Cooper S. Well I must say I rate it as one of the best life experiences I have been privileged to be involved in, loved it. Organisation of the event both as a spectator, resident, and now participant, seamless and professional.

Response: We thanked the resident for their feedback.

Cudlee Creek Township (Cudlee Creek Tavern):

Stage: Castambul/Gorge and Gorge Rallysprint

Business is adjacent to road closure area

Commentary: "Hi, we are delighted to have the Rally coming back again this year. We found we had repeat business from the people who participated in the rally and was an all round positive experience."

Response: Feedback acknowledged

Mt George Resident#2: (Received after consultation finished, via email)

Stage: Mt George

Resident has access and egress affected

Commentary: General support "I realise the deadline for feedback has passed, however I just wanted to say that we hope the Adelaide Rally goes ahead in 2020, and are very supportive of the proposed route for Stage 31!"

Response: Feedback acknowledged

Mt George Resident#3: (Received after consultation finished, via email)

Stage: Mt George

Resident has access and egress affected

Commentary: "We would like offer our property for you to use if required." And "It sounds like a great event and we are keen to see it go past our place. Please give me a call if you would like to talk further."

Response: Feedback acknowledged and we are exploring making use of the residents property which has a toilet block on it.

### **Key Themes and Considerations:**

The event has nearly 300% more positive responses than negative. All positive responses came from residents who have access and egress affected. Of the remaining Neutral and Negative responses combined, only three of the respondents have access and egress affected by the event.

The Key Themes demonstrate that a far higher percentage of people who are actually affected by the event are also supportive of the event.

When applying Negative Bias factoring to the consultation, the statistics continue to show a strong theme of support. Negative Bias factoring centres around the fact that people are far more proactive at responding to something they do not like rather than something they support. Depending on the subject, Negative Bias can result in up to 11 times more negative responses than positive, because in general, people who are quite happy with a situation or subject do not tend to respond or give feedback. A far higher percentage of those opposed to a subject or situation will respond. Potentially 11 times more.

The common theme found within the 6 negative responses was:

- Mention of dislike for Tour Down Under road closures (2)

Themes found within the 15 Positive responses include.

- Organize BBQ's and celebrate the event/spectate with friends/family (10)
- Benefits to community and/or business (5)
- Offer to help or support the event (2)

**Additional Consultation done prior to or outside the consultation period:**

Cherries:

We consulted early on with a Cherry Orchardist on Lobethal Rd who we made special access for in 2019. We have moved the event date to November 25-28 to cater for cherry growers such as this one, as it is generally accepted that as of December cherry season starts, depending on the variety grown. This has caused the event to nearly clash with dates for other large national events interstate ( just a few days apart) but will be actioned in an effort to work with the growers and measure the impact to the event. This particular grower is very supportive of the event and the efforts it has actioned to cater to his needs. This feedback was reported to council at the time.

We also consulted with a cherry grower in March nearby to the Stafford Ridge Stage via phone and email with Council copied on the communication. This grower has no access or egress affected and was understanding of our efforts to work with them and the community. They seemed grateful of the date change movement as well.

Post consultation period we also received a letter from the Cherry Growers Association which we responded to, this contained detail surrounding our efforts to change the dates to a time that better suits the event and cherry growers. Council has a copy of this letter.

We have consulted with SAPOL about the planned closures with no commentary necessary about the planned routes which are greatly the same as those run over the previous 24 years.

We consulted with Cudlee Creek Tavern via email with the positive response received in the consultation period and included above.

As per our annual plan we will consult with all emergency services later in the year at the ESMEC (Emergency Services Major Events Committee) meeting which we attend and present to. We will also be meeting with DPTI as per our standard planning.

We are working with the management of the Bridgewater Mill and Bridgewater Oval in relation to the Saturday 28<sup>th</sup> November special lunch stop which has been shifted from Stirling and Birdwood to Bridgewater for 2020 in an effort to distribute the benefits to a different area of the Adelaide Hills this year.

END

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## **Appendix 3**

*2020 Shannons Adelaide Rally consultation letter  
example*

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## **ADELAIDE RALLY**

### **COMMUNICATION TO RESIDENTS WITHIN THE VICINITY OF PROPOSED TEMPORARY ROAD CLOSURES**

DATE 7/4/20

Dear Owner/Occupier

#### **Re: Your chance for feedback on Proposed Motoring Event**

As you are most likely aware, the annual Adelaide Rally has been operating in the Adelaide Hills and surrounds in one form or another since 1997. It is an important tourism event that brings both national and international focus on our region and is one that delivers concentrated economic benefit to Adelaide Hills and Fleurieu businesses that are involved in the event.

The event is the largest in the Southern Hemisphere and planning for the November event must continue in the hope that the COVID 19 virus impact has lessened at that time. To date all festival and event activity in our region has been affected immensely and we, as well as our event tourism partners and Council, are hopeful that come November things may return to normal.

As part of our usual planning we wish to inform you of proposed temporary road closures that may be associated with the event if it was to go ahead that would be actioned by SA Police (see proposed closed road map overleaf).

This is your opportunity as a potentially affected resident to provide your feedback prior to the event going to Council for approval.

In some cases there are two short road closures per day to facilitate access for residents in between the running of the event stages. Please pay particular attention to the timings shown overleaf.

Should the event continue to run in 2020, it will be a fully sanctioned event run under the jurisdiction and rules of motorsport regulatory bodies and carries the appropriate insurances and permits.

Free community events run in conjunction with the Adelaide Rally are also tentatively planned subject to the COVID 19 situation and Federal and State Governmental health regulations.

We are taking written feedback in relation to the proposed road closures via email and post prior to **Friday 1<sup>st</sup> May**. If you do not reside on the affected property and have a tenant on site, please forward this information to them.

#### **WE WILL KEEP YOU INFORMED OF THE PROPOSED TEMPORARY ROAD CLOSURES VIA POST PRIOR TO THE EVENT.**

All of the rally routes will be available online closer to the event, visit: [www.adelaiderrally.com.au](http://www.adelaiderrally.com.au)

Please send feedback to [tim@adelaidemotorsportfestival.com.au](mailto:tim@adelaidemotorsportfestival.com.au) or  
Att'n Adelaide Rally C/O PO Box 198 Crafers 5152

## Stage 11 & 14 – Anstey Hill Short

Run twice during the day

### Road Closed:

Lower North East Rd

### Closure Start:

Perseverance Rd

### Closure Finish:

Range Road

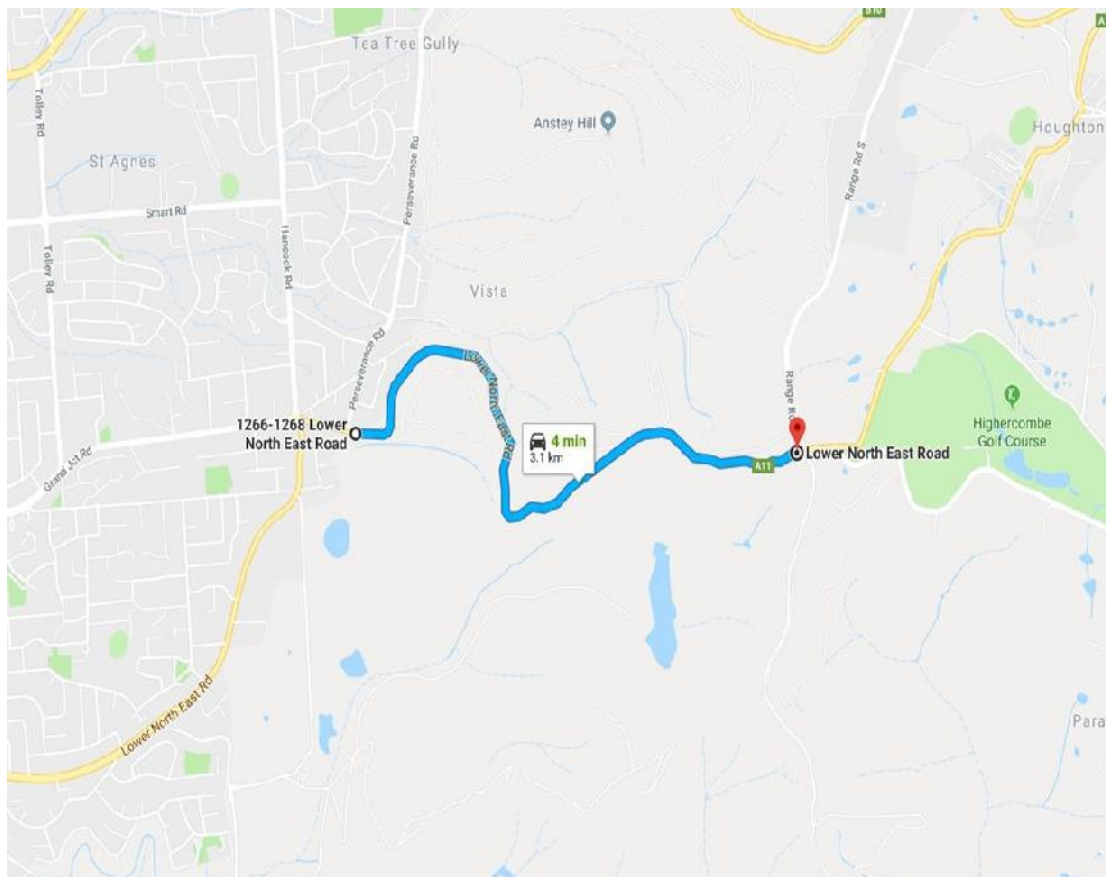
### Intersections along Stage:

None

Day: **Thursday 26<sup>th</sup> November**

Approximate Road Closure Times

8:45am until 2:30pm



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## **Appendix 4**

*2019 Shannons Adelaide Rally Post Event Report*

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## Shannons Adelaide Rally 2019 Post Event Report

**For: Local Government**

**By: Tim Possingham**

**Date 15/1/2020**

<b>2019 Event Elements:</b>	<b>Page</b>
<b>Executive Summary</b>	<b>1</b>
<b>Operational Commentary</b>	<b>3</b>
<b>Prima Tour</b>	<b>5</b>
<b>Adelaide Rally Entry Overview</b>	<b>7</b>
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<b>Interesting Figures and Learnings</b>	<b>20</b>
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<b>Incoming Participants data</b>	<b>25</b>
<b>2020 Targets</b>	<b>26</b>

### **Executive Summary**

The 2020 Shannons Adelaide Rally exceeded all targets set in 2018. Most importantly the entry numbers were up and the event is now at capacity. Without increasing road closure times we cannot have a field size in excess of 324 cars. The event ran with 29 stages and up to 80 road closures, 9 different council regions and various communities were involved across 4 days. The event utilises over 300 volunteers. The main area of event activity is that which was recently bushfire affected in the Adelaide Hills, with McLaren Vale also being visited. The competitive side of the event was close and for the first time on record each outright podium place was held by interstate crews, this illustrating how the event is now being embraced by top interstate teams that have come to Adelaide to take home trophies. There were 3 minor vehicle incidents on course requiring no special attention over the combined 202,300 kms travelled by the entire field over the 4 days. The event road closure windows were run on time, though three stages were opened early including Mt Lofty, Bull Creek and Torrens. Shannons Insurance had naming rights to the event and Amadio Wines bought naming rights to the Gouger Street Party.

The newest element of the event was the East End Finale, which was well very well received.



## Operational Commentary – Road Closures

**15** Phone calls were taken on event in relation to Adelaide Hills Road Closures. These queries ranged from a resident on Mt Lofty Stage offering his front yard to the photography crew to people seeking more information on road closure times. Most common was people enquiring about times for closures and these same people also often admitted they had seen the advanced notice signs but ignored them and thought they would call on the day if they needed. Mostly these people were simply making enquiries and not disgruntled.

We sent the SAPOL Section 33 notice with road closure times to some of these people and directed all to the online maps showing the closures and times.

One resident called on event to explain that spectators were on her property verge and she wanted them moved. We simultaneously had SA Police arrive whilst we also asked the resident to hand the phone to the spectators. It was explained that the event would not run unless they moved. Which they did with police support. The spectators were compliant, and the resident expressed her support and gratitude for our actions.

We made plans to provide escorted egress for a woman on Sprigg Rd adjacent to the Mt Lofty Stage, but as it turns out we opened the road early when we managed to run ahead of schedule and the escort was not required. She was extremely grateful.

We escorted a catering truck to Deviation Rd Winery who pre planned this with us and were extremely happy that we had facilitated access.

All buses were detoured or escorted in cooperation with SA Link as usual , without delay and without impact to residents.

A truck ignored an advanced notice road closure sign at Stirling which resulted in the driver (who was renting the large truck) attempting to do a U turn on a narrow road which took some time due to his unfamiliarity with operating the truck. No impact was made on the event or residents.

We erected hay bales as additional protection for a property at the intersection of Scott Creek and Morgan Rd at the owner's request. We allowed the owner to keep the bales for her farm after the event, for which she was extremely grateful.

Stirling Oval regroup experienced some traffic congestion for a 30-minute period as the field arrived at the oval from two directions. SAPOL were on hand and managed the traffic until the temporary congestion was relieved.

Dashwood Gully stage did not run and was downgraded pre event. Bull Creek Stage was downgraded due to SAPOL having to attend an incident adjacent the closed road.

There were 3 calls received post event in relation to road closures, two of these people commented that they saw the advanced road closure signage but didn't really take notice of the time or location. A constructive complaint has led us to implement a different signage strategy for Chain of Ponds stage in future years which will involve an additional advanced notice sign.



## Prima Tour Dec 5

The Prima Tour was a great success and numbers were up from last year's 63 to **73**. The Prima Tour was a 1-day 150km tour through the Adelaide Hills that took in 5 closed road stages which are part of the greater Adelaide Rally. The event finished at Applewood Distillery at Gumeracha, a place which just recently narrowly avoided fire damage. Here participants enjoyed a regional platter lunch and Gin masterclass. Participants received a Prima Tour Medallion and a gift bag from Applewood Distillery that included a bottle of their signature Gin.

This was the first year that we did not include track (Circuit) activity in this event. This was in response to feedback from previous years that communicated a desire to have more closed road activity and less track activity that could be undertaken at any other time of the year.

Notable guests that we brought in for the Prima Tour included James Courtney and Jack Perkins, both V8 supercar drivers who had recently come 3<sup>rd</sup> at Bathurst 1000. We also flew in Scottish former World Rally Championship driver Alister McRae as well as Supercars drivers, Todd Hazelwood and Tim Slade.

A standout favourite was the addition of Alan Jones, the former World Formula One Champion was mingling with the participants and signing autographs all day. We flew him in for the event and he stayed for 5 days.

For the first time ever, we saw brands get involved in the Prima Tour. Skoda and Subaru had dealership involvement via Jarvis Skoda and Jarvis Subaru and Eblen Subaru also fielded 3 cars along with the 9 entered by Jarvis.

The feedback from these brands was very positive as they viewed it as a "toe in the water" to taking the plunge and entering a main tour group in 2020.

Mark Trueno from Street FX (**10.5 million** facebook followers) flew in from Queensland and took part in the event as a passenger with Todd Hazelwood in a Lotus Evora 410 which was supplied through Lotus Cars Australia. Lamborghini and McLaren Automobiles supplied just-released vehicles via Zagame Automotive Group for use in the Prima Tour, both driven by notable drivers already mentioned.

We auctioned off the passenger seat with Alan Jones in the McLaren , with proceeds going to Prostate Cancer Foundation. We raised in excess of **\$12,000** for this cause which also brought with it event exposure in mainstream media.



## Adelaide Rally Entry Overview

We included Wednesday (Dec 4<sup>th</sup>) activity for competition cars only for the second year running as an additional effort to increase the number of days people stay in S.A and it yet again delivered the desired effect. The event attracted **323** entries across all categories, up from 2018's 304 entries. The growth was in the touring section of the event as seen in previous years. The event is viewed as a lifestyle type of event rather than a sporting event by many, which fits well with the state's focus on touring, food, produce and the social aspects of the event. 41 teams came from interstate to take part in the main Adelaide Rally (excluding Prima Tour) with this representing **16.1%** of the field.

CATEGORY	2017	2018	2019
Prima Tour	57	65	73
Main Tour + Branded Tours	108	111	143
Regularity	11	4	N/A
Spirit Tour	29	33	34
Challenge Class	25	32	31
Competition	38	59	42
	<b>268</b>	<b>304</b>	<b>323</b>

### Growth from 2016 to current in entry numbers.

	2016	2017	2018	2019
Entrants Teams	245	268	304	323
%age Growth from previous year	NA	9	14.5	6

This is the first year we dropped Regularity as a category and have not seen those competitors move to Challenge category class as yet.

Post event, we have discovered that we need to offer more trophies that are achievable for those in sub-categories to contest. The prospect of someone winning a sub-category drives them to enter the event and is something we will be changing for 2020.



## Gouger Street Party , Friday 6<sup>th</sup> Dec

It is estimated that over **12,200** people attended the Gouger Street Party on Friday December 6th. This was approximately 20% lower than 2018, which was encouraging , knowing that the Formula One cars, which were the stars of the show , were not in attendance this year.

Approximately 218 of the Adelaide Rally cars attended the event which benefited from good weather. Channel 10 actioned a live weather cross from the event and good social media exposure was generated on event.

Motoring Greats, Jim Richards, Tim Slade, Alister McRae, Alan Jones, Todd Hazelwood signed autographs on stage before the band started playing at 6:30pm

Special licencing was granted by CBS and extended dining areas were actioned by many restaurateurs. Amadio Wines took naming rights to the street party and actioned a pop up wine bar as well as licenced the entire street for the first time which delivered a party atmosphere throughout the event.

The special Adelaide Rally craft beer sold out in 18 minutes and by all reports the bar was a hit

We once again surveyed people in attendance who stated they spent an average of \$47 per person that night in Gouger Street in association with the event. This figure is the same as that which we reported in 2018.

This delivered an economic benefit to the Gouger Street Precinct of **over \$573,400** on that evening.

We cooperated with the City of Adelaide to bring Supercars Driver Tim Slade to the Ten Gigabit Adelaide Christmas party which was specifically held on the same night in Gouger Street to coincide with the Amadio Wines , Gouger Street Party event.

This brought an exciting element to the Christmas party and Tim fielded questions about how Data is important to race teams and results.

Post event reports from Restaurateurs indicates that all businesses canvassed had high sales and were booked solid on the evening.

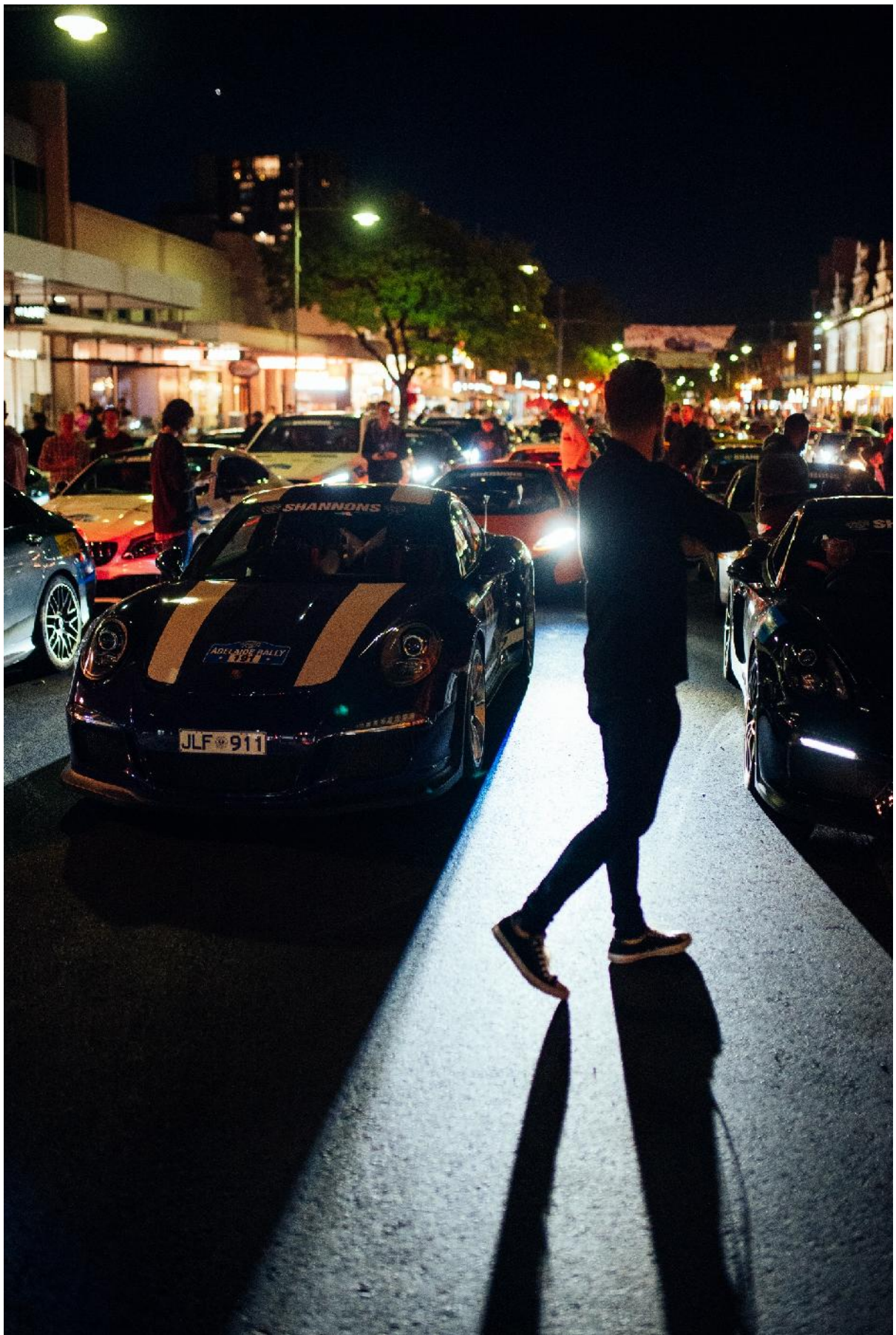
Traffic management changes that were implemented from post event feedback in 2018 worked well with nil complaints post event in relation to traffic flows around the event area, particularly Wright Street which had suffered some flow issues in 2018.











## Adelaide Rally Event Activity

We delivered the largest Tarmac Rally event (in terms of overall field size) in the Southern Hemisphere for the third consecutive year.

Manufacturer interest was up again with Zagame (Ferrari, McLaren, Lamborghini) adding a tour group this year to BMW, Audi Solitaire, Aston Martin, Mercedes and others. ([IMAGE- Mercedes Tour](#))



Zagame pitched the event to their premium clients in Victoria and NSW and nearly half (22 of their 42 individual participants) came from interstate. Typically these entrants owned Ferrari, McLaren and Lamborghini cars and are high net worth individuals. Mercedes had the largest branded tour group and Audi Solitaire and BMW had strong presence as well.

The course for 2019 was once again designed with a tight and technical course to appeal to speed limited and touring categories as well as the main competition. We ran the event under a CAMS Tarmac Rally Permit and delivered 28 stages. ([IMAGE- Anstey Hill Stage](#))



Lunch on Thursday was held at Cobbs Hill Estate in the Adelaide Hills.

(IMAGE – Cobbs Hill Estate-Lenswood)



Stirling Hotel catered the Friday lunch stop on the Stirling oval. This was generally well received and approximately **1024** people attended Stirling on that day to view the cars. (IMAGE- Stirling Oval Lunch)



We chose Birdwood and the National Motor Museum as our Saturday lunch stop which brought with it the opportunity to showcase that part of the Adelaide Hills to interstate visitors.

We opened up the museum at no cost to the public and promoted a “Free Day” which saw an estimated **1846** people pour into Birdwood during the day. The Museum saw over **490** people through the door on that day which is “far higher than normal” to quote Paul Rees, Museum Director. The Museum also reported significantly higher sales of merchandise and shop items on the day, compared to a normal Saturday.



(IMAGE- Tour Cars ) The competition side of the event was once again closely contested with just a few seconds between the top competitors during the first 2 days of the Rally.

The event was won by the **New South Wales** based team of John and Janet Ireland in their Dodge Viper.



(IMAGE- Winning Dodge Viper on Mt Lofty Stage) Second and third places were taken by the **Tasmanian Teams** of Ben Newman / Andy Sarandis and Trevor McLeod / Scott Hunter



(IMAGE – Outright Podium- All interstate Crews) Local driver Ben Calder and his Tasmanian Navigator Steve Glenney had an unfortunate mechanical problem on day one that cost them the event, but continued on to win stages on days 2,3,4.

McLaren supplied former Formula 1 World Champion, Alan Jones with a new McLaren 720S which gave the event and the state international exposure through McLaren's official Facebook page to a global audience with over 1 million fans. McLaren actioned several posts all of which featured the Adelaide Hills.



Lotus Cars Australia provided a new Lotus Evora 410 for Supercars Driver Todd Hazelwood to drive. This being a just released vehicle that was covered by Street FX media and is yet to be published to over 10.5 million fans. High levels of social media activity was seen from participants, particularly covering the Adelaide Hills elements of the event. (IMAGE – Stirling Lunch)







### Competitors' Perspective:

From an outright competitors' perspective the rally now has sufficient competitive kilometres to be a substantial event. The fact that interstate crews attended and took out the three places on the podium has brought with it much feedback that has already made its way through the rally community interstate and to New Zealand.

We are expecting an increase in numbers of interstate competitors in 2020. (IMAGE – medallion presentation at the Finale)



## East End Finale Saturday 7<sup>th</sup> December

**6420** people were estimated to have spectated the East End Finale (excluding participants). An independent company headed by Dr Matthew Rofe named Place Smart was engaged to undertake a survey of persons at the event which realised **13%** surveyed were from regional South Australia, Interstate or overseas. (835 people). 385 of these people were from Overseas or Interstate. Those persons stayed between 1 and 5 nights in Adelaide, with the average being **3 nights**.





IMAGES – East END Finale – Vehicle displays and on track activity)



## Interesting Figures and Learnings

We learned that the crowd at the Gouger Street Party spend less money than those attracted to the East End Finale, or that the East End precinct has a higher price point for food and beverage.

Gouger Street Party Spend per person on the night: **\$47.00**

East End Spend per person on the day: **\$69.89**

There were less people at the East End finale as it was new and relatively unknown to our audience, but it has the scope to deliver more to the city if it can match Gouger Street Numbers in coming years.

**100%** of interstate visitors reported undertaking tourism activities whilst in Adelaide for the event.

**19%** of Rally spectators are women



**35-44** years of age is the majority age group for our spectators with the breakdown as follows

18-24	20%
25-34	24%
35-44	32%
45-54	17%
55-64	6%
65+	2%

## Media:

### Social Media

Over the month of the event the Adelaide Rally and Adelaide Motorsport Festival Facebook Page developed:

#### Adelaide Rally FB key stats 10/11/19 – 8/12/19

Total page likes: 10, 530 (^ from 10,011)

Total engaged unique users: 16,827

Total reach unique users: 126,032

Total impressions: 662,481

Total feedback:

Likes: 9,894

Comments: 1232

Links: 584

Other: 653

Total: 12,363

Clicks on content (not counting likes etc)

Link clicks: 2742

Video play: 2821

Photo view: 16258

Other clicks: 30,697

Biggest post

Reach: 31,841

Views: 15,048 (3 second views)

Likes: 236 (like/love)

Comments: 23

Shares: 32

Clicks: 1773

Total posts in period: 129

## **Adelaide Motorsport Festival FB key stats 10/11/19 – 8/12/19**

Total page likes: 21,228

Total engaged unique users: 4,684

Total reach unique users: 48,207

Total impressions: 200,329

Total feedback:

Likes: 1776

Comments: 149

Links: 86

Other: 152

Total: 2163

Clicks on content (not counting likes etc)

Link clicks: 580

Video play: 230

Photo view: 3,376

Other clicks: 5,411

Biggest post

Reach: 23,241

Likes: 738 (like/love/wow)

Comments: 89

Shares: 50

Clicks: 772

Total posts in period: 39

### **Event pages for the Month surrounding the Event**

Adelaide Rally 2019:

Reach 54,500

Page views 6,900

Adelaide Motorsport Festival 2019:

Reach 106,800

Page views 7,000

Gouger Street Party:

Reach 46,800

Page views 2200

East End Finale:

Reach 28,200

Page views 1800

HC AllStars:

Reach 32,300

Page views 1400

**Total: Reach 268,600, Page views 19,300**

**Print, TV and Web Journalists attended from:**

News Ltd (The Advertiser, Sunday Mail, Herald Sun)

Any Given Reason

Sports Car Safari

Duck and Whale Magazine

GT Porsche Magazine

Australian Financial Review

Auto Action

Racing Line Australia

Speedcafe

Street FX Motorsport

Drivetribe

..amongst others.

**Examples of media coverage are shown below:**

SA Life: <https://salife.com.au/motoring/motoring-rally-round/>

Advertiser: <https://www.adelaidenow.com.au/sport/motor-sport/adelaide-rally-2019-dodge-viper-storms-ahead-while-porsche-fends-off-competitors-during-day-three/news-story/e6848875b6cfd293656f35d35f63c157>

[https://www.adelaidenow.com.au/subscribe/news/1/?sourceCode=AAWEB\\_WRE170\\_a&dest=https%3A%2F%2Fwww.adelaidenow.com.au%2Fsport%2Fmotor-sport%2Fadelaide-rally-2019-comebacks-and-consistency-keys-to-success-as-rally-takes-over-the-east-during-day-two%2Fnews-story%2F0c7c02e87b2c2102eafed17469457165&memtype=anonymous&mode=premium&v21suffix=64-b](https://www.adelaidenow.com.au/subscribe/news/1/?sourceCode=AAWEB_WRE170_a&dest=https%3A%2F%2Fwww.adelaidenow.com.au%2Fsport%2Fmotor-sport%2Fadelaide-rally-2019-comebacks-and-consistency-keys-to-success-as-rally-takes-over-the-east-during-day-two%2Fnews-story%2F0c7c02e87b2c2102eafed17469457165&memtype=anonymous&mode=premium&v21suffix=64-b)

Herald Sun: <https://www.heraldsun.com.au/news/national/alan-jones-tackles-anstey-hill-adelaide-rally-stage/video/d67bd79311c40ed3b1a624d88cf05474>

<https://www.heraldsun.com.au/news/national/dodge-viper-of-john-and-janet-ireland-during-adelaide-rally-2019/video/c768d0c29b3d763edba4d3a896b6950f>

<https://www.heraldsun.com.au/news/national/porsche-911-takes-on-adelaide-rally-2019/video/a28f71dcc61401618dd53419e15825eb>

<https://www.heraldsun.com.au/news/national/adelaide-rally-cars-on-gouger-street/video/a30d6683463daafc6867b824e31916d>



The Australian: <https://www.theaustralian.com.au/life/motoring/flying-gopros-and-disgruntled-cows-in-adelaide-rally/news-story/7c947f17d89b7b49bb576b0b3a4a5edc>

Auto Action: <https://autoaction.com.au/2019/12/06/adelaide-rally-set-for-final-day-decider>

<https://autoaction.com.au/2019/12/03/smorgasbord-field-set-for-adelaide-rally>

<https://autoaction.com.au/2019/10/16/adelaide-rally-to-host-street-party>

<https://autoaction.com.au/2019/12/05/viper-snakes-into-lead-of-shannons-adelaide-rally>

JUST CARS: <https://www.justcars.com.au/news-and-reviews/adelaide-rally-2019/792269>

<https://www.justcars.com.au/news-and-reviews/supercars-duo-add-to-rally-lineup/790806>

Speedcafe: <https://www.speedcafe.com/2019/12/07/viper-scores-comfortable-adelaide-rally-victory/>

Victor Harbor Times: <https://www.victorharbortimes.com.au/story/6536845/victor-harbors-ben-calder-fails-in-racing-defence/>

Rallysport Magazine: <https://rallysportmag.com/adelaide-rally-is-back-on-the-streets/>

<https://rallysportmag.com/irelands-steer-dodge-to-adelaide-rally-win/>

### Incoming participants data

Our post event participant survey shows the following data for incoming participants (not South Australians)

There were 43 Rally vehicle entries from Interstate (86 individuals)



Interstate participants spent an average of 6.5 days in Adelaide in relation to the Adelaide Rally.



Each participant brought with them 2 people on average as part of their service crew or family. This meaning that a further 172 people stayed for 5 of the event nights. **Total Bednights = 1419 bednights**

Whilst most guests stayed in or near the city, the Zagame Tour Group ran a track day at The Bend the day before the Adelaide Rally and several dozen interstate participants stayed at Rydges Taillem Bend. Several crews post event have reported that they now understand that the Adelaide Hills is very close to the city and would choose to stay in the Adelaide Hills next time they attend the event. This is most encouraging considering the impact the recent fires have had on the region

### 2020 Event Targets

Showcase the Adelaide Hills as “open for business” and a beautiful tourism destination despite the recent fires.

Support Adelaide Hills Tourism in the face of the recent fires.

Grow interstate visitation to approach 20% of the main rally field

Grow media value to approach \$1.5 million

We are at capacity now and therefore cannot grow the field size



END

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## **Appendix 5**

*Correspondence with Cherry Growers Association*

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# Cherry Growers Association of South Australia

27/4/2020

Andrew Aitken  
Chief Executive  
Adelaide Hills Council  
mail@ahc.sa.gov.au

## **RE: IMPACT OF CAR RALLY ROAD CLOSURES ON CHERRY SEASON**

Dear Andrew,

I write on behalf of the Cherry Growers Association of SA to raise concerns regarding proposed road closures for the 2020 Shannon's Adelaide Car Rally on 25-28 November. The South Australian cherry industry is an important industry within the Adelaide Hills, contributing to the economy, tourism and employment within the region.

It is also, however a seasonal crop, with a short growing season and harvest that runs from mid-November to mid-January. Cherries are a delicate fruit, that must be harvested within a narrow window of ripening.

It is estimated that ~150,000 visitors come to the Adelaide Hills and Fleurieu regions (the main production regions for cherries in South Australia) during the November to January period, to purchase fruit directly from the farm gate or to pick their own cherries. In addition to this, several thousand seasonal workers navigate the hills roads each day during harvest.

Unfortunately, the proposed dates for the Adelaide Car Rally also coincide with the harvest period.

Road closures during harvest can have a significant impact on cherry businesses, not only directly near the closed roads, but also past the road closures, with visitors and workers often unable to navigate the road closures. A number of businesses reported that they suffered loss of income due to impact on visitation and fruit not being able to be harvested when at its optimum during the 2019 car rally.

Cherry Growers Association of SA appreciate the value that the rally potentially brings to the region, however the timing of the event is extremely unfortunate, having a negative impact on the cherry industry and a number of its members.

Cherry Growers Association of SA asks the Adelaide Hills Council take into consideration the impacts of road closures for any events during the period of early November to mid- January and the potential impact on cherry businesses. The Cherry Map that we produce every year provides a handy reference to which roads are most likely to impact on Pick Your Own and Shed Door Sales based cherry businesses, but we are also happy to consult with your team on any particular road closures that may arise.

Thank you for your consideration of this matter.

Best regards,

Susie Green  
Executive Officer, Cherry Growers Association of SA



Po Box 198  
Crafers 5152  
[www.adelaiderally.com.au](http://www.adelaiderally.com.au)

Susie Green  
CEO – Cherry Growers Association of SA

DATE 5/5/20

Dear Susie,

Thank you for reaching out to Ivar Stanelis, our Clerk of Course for the annual Adelaide Rally. Please accept this letter as a response to your letter citing concerns about the event timing and potential affects it may have on Cherry growers.

Firstly I thank you for your appreciation of the value of our event and what it brings to South Australia. Likewise I can appreciate the value that primary industry brings to our region and the importance of it within the fabric of our Adelaide Hills lifestyle and beauty. These very things are also what makes our event a success because it operates within such a fabulous region.

The Rally Event has been operating in one form or another for nearly a quarter of a century (24 years this year) and has been a valuable tourism event for the state. It is now the largest event of its type in the Southern Hemisphere and is known as one of the worlds great road rallies.

Between 1997 and 2009 the event was held in November, with the 2009 dates being 18-22<sup>nd</sup> November. The dates then shifted to winter for 3 years with poor results before moving back to what we have seen in recent years. The event was heavily supported by State Government in this time and was a replacement for the Formula 1 which had been lost to Melbourne just 2 years prior. The same date as the previous F1 event was the mandated date for the event for most of this time (late November).

We have been operating in December the last two years and have been wanting to bring the event date forward for quite a long time but were unable to, due to governmental constraints. This year we finally managed to move it to November.

The things we had to consider are:

- The National calendar of events (competing events interstate and overseas that clash with our dates)
- Local calendar of events (Our event uses 326 volunteers over 4 days and is very reliant on them to operate the event. We can't clash with larger local events which also draw upon our volunteer pool)
- Major events such as Cricket Tests and the lack of accommodation in Adelaide around that time.



Po Box 198  
Crafers 5152

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

This year we have managed to move the date forward into November 25<sup>th</sup> to 28<sup>th</sup>. However we would like to move it further forward into mid November in coming years. Our ideal dates are similar to what you have proposed.

We mail out to all directly affected landholders each year and we have been working closely with one Cherry grower on Lobethal Rd. In 2019 we provided access to Bishops Cherries during the event and moved the stage start location to accommodate Mr Bishop. These sorts of things are not possible in all situations but where possible we certainly will make the effort to accommodate residents needs.

Mr Bishop was consulted again early this year and is very grateful of the date change and our efforts. He cites that he does not have cherries ready any earlier than December and that generally the public view December as being the start of the season.

We have also consulted with Cheryl from Cheron Cherries at Lenswood and explained that she has uninterrupted access and egress from her property during the event dates and that we were working on moving the date forward again , depending on what events were operating interstate.

In the past we have also worked with a Cherry Grower at Summertown and provided special access. We have also offered to give free space to cherry growers wanting to sell product at events we are associated with such as the Adelaide Motorsport Festival, which had attendance of some 23,000 people.

To summarise. We have moved our dates forward this year. The event dates are locked into a national calendar and we have permits in place for these event dates. Ideally we want to move into mid November in future and are continuing to negotiate with events interstate to try to make that happen.

In the mean time we will continue to work closely with any orchardists that connect with us and assist where possible.

A handwritten signature in black ink, appearing to read "Tim Possingham". The signature is stylized with several horizontal strokes.

Regards Tim Possingham  
Event Director  
Adelaide Rally

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.5</b>
<b>Responsible Officer:</b>	<b>Lachlan Miller Executive Manager Governance &amp; Performance Office of the Chief Executive</b>
<b>Subject:</b>	<b>Council Assessment Panel (CAP) Council Member Membership</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The Council Assessment Panel (CAP) is established under Sections 82 and 83 of the *Planning, Development and Infrastructure (PDI) Act 2016* (the PDI Act). The CAP consists of four (4) Independent Members including the Independent Presiding Member and one (1) Council Member, with another Council Member as a deputy.

The terms of office for the current CAP Member (Cr Linda Green) and Deputy CAP Member (Cr Leith Mudge) conclude on 30 May 2020.

It is therefore necessary for Council to consider whether to retain the current composition of the CAP (i.e. one Council Member (with an Council Member deputy) and four Independent Members) or to change to the permitted five Independent Member model.

Subject to the above decision, if Council resolves to retain the current model it must determine to the process to select the Council Members and, following that process, to appoint the selected Council Members. Alternatively if Council resolves to change to a five Independent Member model it will need to resolve to commence a recruitment process and appoint a Selection Panel.

The Act requires the independent CAP members to be Accredited Professionals in accordance with a scheme set out in regulation. The recruitment process for Independent Members will need to be designed to accord with these regulations.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted**
- 2. To determine to retain the current Terms of Reference for the Council Assessment Panel, specifically for it to comprise one (1) member of the Council (with an Elected Member deputy) and (4) Independent Members.**

3. **To determine that the method of selecting the Council Assessment Panel Member and Deputy Member to be by an indicative vote to determine the preferred persons for the two Member positions utilising the process set out in this Agenda report.**
  4. **To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Council Assessment Panel Council Member roles and for the meeting to resume once the results of the indicative vote have been declared.**
  5. **To appoint \_\_\_\_\_ as Member and \_\_\_\_\_ as Deputy Member of the Council Assessment Panel for a 24 month term to commence 1 June 2020 and conclude on 31 May 2022 (inclusive).**
- 

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

The CAP operates under a Terms of Reference adopted by Council on 26 September 2017 (**Appendix 1**)

### ➤ Legal Implications

Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (the PDI Act), require Council to have an Assessment Panel comprised of five (5) members, of which at least four (4) must be Independent Members (including an independent Presiding Member) and no more than one (1) Council Member. It is noted that Council can have a CAP comprised of five (5) rather than four (4) Independent Members.

Sections 73 and 74 of the *Local Government Act 1999* (the LG Act) set out the provisions regarding Material Conflicts of Interest. Council Member membership of the CAP in one of the two Council Member roles under the CAP's Terms of Reference (TOR), may possibly constitute a personal (pecuniary or non-pecuniary) benefit under s73 of the Act. Further, Council Assessment Panel Members are also bound by the Minister's Code of Conduct (**Appendix 2**) for CAP members prepared pursuant to Schedule 3 of the PDI Act, as well as the requirements of s15(1) and (2) of the PDI Act.

Sections 75 and 75A of the LG Act set out the provisions regarding Actual and Perceived Conflicts of Interest. A Council Member seeking to be appointed to the CAP may in actuality, or could be perceived by an impartial person to, have a conflict between their personal interests and the public interest that might lead to a decision that is contrary to the public interest.



Therefore a Council Member seeking to be appointed to a Panel Member role could have a Material, Actual or Perceived Conflict of Interest and would need to consider declaring the interest and leave the meeting prior to the discussion of the matter under s74(1) or s75A(2), as appropriate. However the Council Member may stay in the chamber and participate during an adjournment and informal gathering.

Council's *Informal Council and Council Committee Gatherings and Discussions Policy* created under s90(8a) of the Act sets out the provisions for the conduct of a Designated Informal Gathering.

➤ **Risk Management Implications**

The Council's consideration of the composition of the CAP and making decisions in that regard 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**

At its 29 April 2019 meeting, Council considered the sitting fees paid to its Committee and Panel members and, with respect to CAP, resolved as follows (67/19):

4. **That in relation to the Council Assessment Panel:**
  - a. **To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:**
    - i. **Independent Presiding Member - \$500 (excl GST) per attended meeting.**
    - ii. **Independent Ordinary Member - \$380 (excl GST) per attended meeting.**
    - iii. **Council Member or Deputy Council Member - \$190 (excl GST) per attended meeting**
    - iv. **Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.**
  - b. **That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that member receives the \$500 (excl GST) sitting fee for that meeting.**
  - c. **The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in mid-2021**

The sitting fees are provided for in the current (2019-20) budget and in the draft 2020-21 budget.

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

There is likely to be a high expectation that the CAP members are competent and understand the role and functions of the Panel and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not directly applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Director Development & Regulatory Services  
Manager Development Services

*External Agencies:* Not Applicable

*Community:* Not Applicable

**2. BACKGROUND**

**CAP Composition**

Council adopted the CAP Terms of Reference (TOR) (**Appendix 1**) on 26 September 2017. Consistent with the provisions of the PDI Act, the TOR provides for the membership of the Panel to consist of four Independent Members (including an Independent Presiding Member) and one Council Member. As Council selected this structure, Council has also determined that there be a Deputy CAP member who is a Council Member, noting that this person can only deputise for the CAP Council Member and not for an Independent Member.

The alternate structural option available to Council under the PDI Act was to have five Independent Members.

### **Council Member CAP Membership**

In consideration of the membership of CAP, Council at its 4 December 2018 Special Council Meeting (just after the 2018 Local Government Election) resolved as follows:

**5.1.1 Appointment of Council Member to Council's Assessment Panel (CAP) and Selection Panel for appointment of Independent Members to CAP – Appointment to Panel**

**Moved Cr Chris Grant  
S/- Cr Ian Bailey**

**315/18**

That Council resolves to appoint Cr Linda Green as Member and Cr Leith Mudge as Deputy Member of the Council Assessment Panel for a 24 month term to commence 4 December 2018 and conclude on 3 December 2020 (inclusive).

Cr Grant, with the consent of Cr Bailey, sought and was granted leave of the meeting to vary the motion as follows.

**That Council resolves to appoint Cr Linda Green as Member and Cr Leith Mudge as Deputy Member of the Council Assessment Panel for a 17 month term to commence 4 December 2018 and conclude on 30 May 2020 (inclusive).**

Carried Unanimously
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### **3. ANALYSIS**

#### **CAP Composition**

In accordance with Section 83 of the PDI Act, Council must determine the membership of the CAP being no more than five (5) members, one (1) of which may be a Council Member.

The Administration considers that having the one (1) permissible Council Member on the Panel adds value to the decision making process and as a result recommend that the status quo remains in this instance.

If Council determines to appoint a Council Member to CAP, consistent with the TOR, it will also need to appoint a Deputy for that Council Member. It should be noted that a Council Member cannot deputise for an Independent Member.

If Council determines (Recommendation 2) to retain Council Member membership on CAP its will need to undertake an indicative voting process, as set out below.

If however, Council determines to adopt a CAP membership structure comprising five Independent Members, it will need to resolve to amend the CAP TOR. Should this occur, there will be a requirement to recruit the fifth Independent Member. To this end, the Administration has already undertaken an EOI process for Independent Members which closed 17 May 2020 as a result of one of the existing members not continuing from the date of implementation of the accreditation requirements (likely to be September 2020), the pool of candidates from this process could be utilised.

### **Indicative Voting Process for Determining Council Appointed Positions**

Due to the potential implications of the Material Conflict of Interest provisions under s73 (see Legal Implications above) regarding the appointment of Panel Members, it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the positions of Panel Member and then again separately for the role of Deputy Panel Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is a Designated Informal Gathering for the purposes of s90 and the *Informal Council and Council Committee Gatherings and Discussions Policy* (the Policy). As a Designated Informal Gathering, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and informal gatherings provisions.

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of CAP Member or the Deputy CAP Member, as appropriate.
- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot.  
Note: preferential voting will not occur due to the use of electronic ballots.
- e) Each Council Member (including the Mayor) shall have one vote.
- f) The nominee's names will be drawn to determine the order on the ballot paper.
- g) Each nominee will have two (2) minutes to speak to the Gathering in support of the candidacy. The speaking order will be as drawn.
- h) An anonymous Electronic Poll will be provided on the Zoom screen for each Council Member to cast their vote.
- i) Once all Council Members have completed their electronic vote the Returning Officer will make the result known on the screen.
- j) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- k) After all votes have been counted, the Returning Officer shall formally declare the result of the election (i.e. the preferred person).
- l) The Electronic Poll will be deleted.

### **Proposed Chronology of Events**

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and informal gatherings.

The following chronology has been based on guidance from the LGA regarding the election of Council Members to Committee and Presiding Member positions:

- I. Council will then consider the process that it will use to choose the preferred persons for the CAP Member and Deputy Member positions. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- II. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 4 (or a variant) at this time.
- III. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption, the Council Members who nominated for the CAP Member and Deputy Member roles would be advised to consider their obligations to declare a Material, Actual or Perceived Conflict of Interest as appropriate.

- IV. Council can then resolve for the preferred persons to be appointed as the CAP Members for an identified term. Council would give effect to this by dealing with Recommendation 5 (or a variant) at this time.  
Once this matter is resolved, the Members who have declared Conflicts of Interest can return to the Chamber.

### **4. OPTIONS**

The Council has the following options:

- I. To determine to retain Council Member membership on the CAP and to resolve to appoint the CAP Member and Deputy Member for a period and to undertake the processes as outlined in the report (**Recommended**).
- II. To determine to change the CAP membership structure to five Independent Members. This would require a change to the CAP TOR and the recruitment of an Independent Member (**Not Recommended**).

### **5. APPENDICES**

- (1) *AHC Council Assessment Panel – Terms of Reference – 26 September 2017*
- (2) *Assessment Panel Members - Code of Conduct - DPTI*

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# **Appendix 1**

*AHC Council Assessment Panel – Terms of Reference –  
26 September 2017*

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# Council Assessment Panel

## Terms of Reference



# Adelaide Hills Council Assessment Panel

## Terms of Reference

Adopted 26 September 2017

### 1. BACKGROUND

- 1.1 The Adelaide Hills Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the Adelaide Hills Council (**the Council**) on 26 September 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

### 2. MEMBERSHIP OF CAP

#### Appointment of Members

- 2.1 The CAP will be constituted of five (5) Members (**CAP Members**), to be appointed by the Council, comprising:
  - 2.1.1 One (1) Member of the Council (**Council Member**); and
  - 2.1.2 four (4) Independent Members (**Independent Members**), not being Members of the Council or State Parliament.
- 2.2 The Council may determine that the CAP will be constituted by a different number of members for different classes of development, in which case the relevant details will be specified by the Council.
- 2.3 When appointing CAP Members, the Council may have regard to the following:
  - 2.3.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
  - 2.3.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
  - 2.3.3 in relation to the Council Member, the candidate's experience in local government;
  - 2.3.4 that a balance of qualifications and experience among CAP Members is desirable;
  - 2.3.5 that diversity of membership is desirable, including gender diversity among CAP Members;
  - 2.3.6 such other matters as the Council considers relevant.



### **Appointment of Deputy Members**

- 2.4 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.5 Subject to clause 2.6, a Deputy Member must not be a Member of the Council or State Parliament.
- 2.6 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.7 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.3, as well as to the qualifications and experience of the CAP Member to whom the candidate will be a deputy.
- 2.8 Unless the context otherwise requires, a reference to a CAP Member in this document includes a Deputy Member.

### **Expression of Interest**

- 2.9 The Council will call for expressions of interest for appointment of CAP Independent Members.
- 2.10 The Council will call for nominations of interest from Council Members for the appointment of the CAP Council Member and the Deputy Member.

### **Presiding Member and Acting Presiding Member**

- 2.11 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.12 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.13 In the event that the Presiding Member is not present at a meeting (or part thereof) an Independent Member will be appointed as Acting Presiding Member by those CAP Members who are present at the meeting.
- 2.14 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as determined by the Council.
- 2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

### **Term of Appointment**

- 2.16 Subject to clause 5, Independent Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.

- 2.17 Subject to clause 5, the Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.
- 2.18 The Deputy Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.
- 2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term as determined by the Council.
- 2.20 An Independent CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

### **3. VACANCY IN MEMBERSHIP**

- 3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.
- 3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.
- 3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.7 as the case requires.
- 3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

### **4. CONDITIONS OF APPOINTMENT**

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings and training as agreed to by the Assessment Manager.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Presiding Member and a Deputy Member who is not a Council Member.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:
  - 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
  - 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

## 5. REMOVAL FROM OFFICE

- 5.1 A CAP Member will automatically lose office where:
- 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
  - 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
  - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
- 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
  - 5.2.2 misconduct;
  - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
  - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
  - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
  - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
  - 5.2.7 the inability to carry out satisfactorily the duties of his or her office.
  - 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
  - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
  - 5.2.10 for any other reason the Council considers appropriate.
- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.

- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
    - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
    - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,not less than 7 days before the meeting of the Council at which the matter is to be considered;
  - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
  - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

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## **Appendix 2**

*Assessment Panel Members - Code of Conduct - DPTI*

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# Assessment Panel Members – Code of Conduct

## Introduction

Under Schedule 3 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) the Minister may adopt a code of conduct to be observed by members of an assessment panel established under the PDI Act. This code of conduct sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the PDI Act. This code of conduct must be read in conjunction with the Act.

For the purposes of the PDI Act, a key requirement is that all members of assessment panels must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of development assessment under the Act.

The code is the key tool to ensure that all members of assessment panels act honestly and ethically with a high degree of accountability. If a member of an assessment panel has any doubt in regard to any function they may perform under the Act they should seek the advice of the panel's assessment manager or some other appropriate person.

While some members of an assessment panel may also be bound by other codes of conduct or professional standards issued by their respective professional associations, they have no legal status under the Act. If there is a conflict between a requirement in this code of conduct and any other professional code or standard, this code prevails for the purposes of the Act.

## Legislative framework

Under section 15 of the PDI Act, all members of assessment panels are subject to a statutory duty as described in the section as follows:

- (1) *It is expected that a person or body that—*
  - (a) *seeks to obtain an authorisation under this Act; or*
  - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
  - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act, will—*
  - (d) *act in a cooperative and constructive way; and*
  - (e) *be honest and open in interacting with other entities under this Act; and*
  - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*

- (2) *Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must-*
  - (a) *exercise professional care and diligence; and*
  - (b) *act honestly and in an impartial manner; and*
  - (c) *be responsible and accountable in its conduct; and*
  - (d) *comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.*
- (3) *The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.*
- (4) *The principles and benchmarks under this section— (a) do not give rise to substantive rights or liabilities; but (b) may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.*

## **Code of conduct requirements**

In acting as a member of an assessment panel, a member must comply with the following requirements.

### **General duties**

1. A member of an assessment panel must in performing, exercising or discharging a function, power or duty under the PDI Act, act in accordance with the general duties as set out in section 15 of the PDI Act.

### **Act in the public interest**

2. A member of an assessment panel must act in a manner that promotes or protects the public interest.

### **Procedures**

3. A member of an assessment panel must ensure that the procedures specified in the Act or prescribed in the *Planning Development and Infrastructure (General) Regulations 2017* are complied with.
4. A member of an assessment panel must comply with the panel procedures in relation to public comments and communication with the media

### **Regard for honesty**

5. A member of an assessment panel must act with integrity, good faith and equity and must not discriminate toward any person in performing their duties.
6. A member of an assessment panel must advise the assessment manger and the Commission immediately if the member:
  - a. is the subject of a formal investigation into, or have been found to have, breached any other code of conduct, ethical standards or similar, either in another State or through a professional body of which they are a member; or
  - b. has been found guilty of a breach of any Act related to planning, building or a development related matter.

### **Conflict of interest**

7. A member of an assessment panel who has a direct or indirect personal or pecuniary interest in a matter before the council development assessment panel (other than an indirect interest that exists in common with a substantial class of persons)—
  - a. must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the panel; and
  - b. must not take part in any hearings conducted by the panel, or in any deliberations or decision of the panel, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.
8. A member of an assessment panel will be taken to have an interest in a matter for the purposes of item 7 if an associate of the member (within the meaning of section 3 (7) of the PDI Act) has an interest in the matter.
9. If an interest has been declared by a member of an assessment panel the nature of the interest must be recorded in the minutes of the meeting.

### **Making decisions and taking action**

10. A member of an assessment panel must take all reasonable steps to obtain all relevant facts and information when making a decision on a matter before the panel.
11. A member of an assessment panel must ensure that the member's decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all relevant facts obtained, and supported by adequate documentation.
12. A member of an assessment panel must not approach or discuss with an applicant or representor any application which is either before the panel or will come before the panel at some future time expect during the course of a panel meeting where the application forms part of the agenda and the applicant or representor has a right to be heard by the panel.
13. Except where required as part of the assessment of a particular decision such as a formal panel viewing of a site of a proposed development, you should not enter the site even if invited by the land owner or a neighbouring property owner or any other person.
14. A member of an assessment panel must not:
  - a. engage in consultation outside of the panel process with any party on a proposed development application that is likely to be heard by the panel;
  - b. give advice to an applicant or other third party on a development application after it has been lodged outside of a panel meeting;
  - c. speak at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
  - d. express an opinion on a development application or a proposed development outside of a panel meeting; and
  - e. engage in any other act or omission which may give rise to a reasonable presumption that you have prejudged a development proposal or application.

### **Public comment**

15. Only the presiding member or another person determined by the panel is permitted to speak publicly to the media and address the public on behalf of the panel. No other panel member may make comment to the media or the public in relation to any matter before the panel or any decision of the panel.



### **Protection and use of information**

16. A member of an assessment panel must maintain the integrity and security of confidential information in their possession and must not use confidential information gained by virtue of the member's official position for the purpose of securing a private benefit for the member or any other person.
17. A member of an assessment panel must not disclose information acquired in the course of their professional work other than if consent of the relevant person has been granted or where there is a legal or professional duty to disclose such information.

### **Proper exercise of power**

18. A member of an assessment panel must not take advantage of the member's position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for the member or any other person.

### **Gifts and benefits**

19. A member of an assessment panel must not seek or accept a gift or benefit that is intended to, is likely to or could be perceived as likely to, cause them to act in an unfair or biased manner in the course of the member's duties.
20. A member of an assessment panel must take all reasonable steps to ensure that a person related to the member does not receive gifts or benefits that could appear to be an attempt to influence or secure or have the effect of influencing or securing a favour from the member of an assessment panel. A person is related to a member of an assessment panel for the purpose of this provision if the person is spouse, de facto partner, sibling, parent or child of the member of the assessment panel.

### **Bias**

21. A member of an assessment panel should always have regard to any affiliation, disposition or any material, pecuniary or other interest that would lead to a reasonable apprehension that they may be biased in carrying out any aspect of their role under the Act.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**Responsible Officer:** Lachlan Miller  
Executive Manager Governance & Performance  
Office of the Chief Executive

**Subject:** Southern & Hills Local Government Association –  
2020-21 Key Action Plan and Draft Budget

**For:** Information

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**SUMMARY**

The purpose of this report is to provide the Council with the Southern and Hills Local Government Association's (S&HLGA) 2020-21 Key Action Plan (**Appendix 1**) and proposed 2020-21 budget (**Appendix 2**).

The budget includes Member Council subscription fees. In addition, a summary of Member Council subscription fees for the preceding years has been included in this report.

While SHLGA's charter does not require its constituent councils to approve its budget, the Council does have the opportunity to view the draft budget prior to adoption.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. That the Southern & Hills Local Government Association's 2020-21 Key Action Plan and proposed budget be received and noted.
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**1. GOVERNANCE**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

*Strategic Plan 2020-24 – A brighter future*

Goal A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Membership of the S&HLGA provides an important mechanism to foster collaborative public policy setting and advocacy for our broader region.

➤ **Legal Implications**

The SHLGA is a Regional Subsidiary established under Section 43 and Schedule 2 of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets.

Clause 13 of the S&HLGA's Charter states that the Association shall have a rolling Business Plan and that prior to setting the draft budget the S&HLGA must review the Business Plan in conjunction with the Constituent Councils.

The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. In accordance with Clause 5.2.3 of the Charter the Business Plan must be approved by Constituent Councils.

Clause 14 of the S&HLGA's Charter states that the Association must prepare a budget for the forthcoming financial year and the budget must be consistent with the business plan but the budget must not be adopted prior to 31 May for the ensuing financial year. Further, this annual budget must be submitted to the CEO of each Constituent Council within 5 business days after adoption.

Council's appointees to the S&HLGA Board are Mayor Wisdom and CEO Andrew Aitken with Executive Manager Governance & Performance, Lachlan Miller, as the Deputy Board Member. As such, for the purposes of s120(3) of the *Local Government Act 1999*, Lachlan Miller, as the author of this report, is required to advise Council of the interest.

➤ **Risk Management Implications**

The review of the SHLGA business plan and development of the 2020-21 budget 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: There are many other controls that assist in managing this risk.

➤ **Financial and Resource Implications**

The proposed contribution fee for Adelaide Hills Council in 2020-21 is \$16,602 (up from \$14,936 in 2019-20). This has been accommodated in the Council's draft 2020-21 budget.

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

There are no direct customer service or community/cultural implications relating to this report. The S&HLGA has been involved in health-related projects, including the development and review of the *Southern & Hills LGA Regional Public Health Plan 2015*.

➤ **Sustainability Implications**

There are no direct sustainability implications relating to this report. Indirectly S&HLGA has been involved in sustainability-related projects including those undertaken by the Resilient Hills and Coasts Group consistent with the *Climate Change Adaptation Plan* for the Adelaide Hills, Fleurieu Peninsula and Kangaroo Island Region.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Manager Financial Services

*External Agencies:* S&HLGA

*Community:* Not Applicable

## 2. **BACKGROUND**

S&HLGA is a regional subsidiary formed under Section 43 of the *Local Government Act 1999*. It has a broad mandate to promote regional collaboration and act in the interests of its members. Its Constituent Councils are:

- Mount Barker District Council
- City of Victor Harbor
- District Council of Yankalilla
- Adelaide Hills Council
- Alexandrina Council
- Kangaroo Island Council

A copy of the SHLGA 2019-20 Key Action Plan is contained in **Appendix 1**. The Plan sets out the key actions to be undertaken in 2020-21 in support of the objectives contained in the *2017-21 S&HLGA Business Plan*.

At its 30 April 2020 meeting, the S&HLGA Board resolved to endorse the draft 2020-21 Budget (**Appendix 2**) and Membership Contributions (as below).

### 3. ANALYSIS

The Executive Officer of S&HLGA will be present at the Council meeting and address any queries related to the 2020-21 Key Action Plan and proposed Budget.

The following points from the proposed Budget are of particular note:

- SHLGA has proposed a budget including total operating expenditure of \$285,008 with an operating deficit of \$128,885, which will be funded from the Association's financial reserves.
- SHLGA is projecting to only receive one grant from the LGA in 2019-20 being the Regional Capacity Grant of \$41,300.
- SHLGA will not receive any additional income in 2020-21 for the Community Wellbeing Pilot and Community Indicators Project which were funded in 2019-20 and are carried over to 2020-21.
- There will be no more income from the Rubble Royalties Project (\$28,000 in 2019-20) as that program has now ceased.
- One of the key projects will be the development of the 2030 S&HLGA Transport Plan, this is used as the basis for Special Local Roads Funding applications
- Membership contributions comprise the Subscription Fee (which is equal for all Constituent Councils) and the Special Levy (which is based on elector numbers). The Subscription Fee component has increased by \$1,667, which is a 14% increase. The total contribution history for AHC is as follows:

Year	Total Contribution (GST excl)
2015-16	\$13,337
2016-17	\$13,557
2017-18	\$13,908
2018-19	\$14,108
2019-20	\$14,936
2020-21 (proposed)	\$16,603

### 4. OPTIONS

Council has the following options:

- I. Receive and note the S&HLGA *2020-21 Key Action Plan* and proposed Budget (Recommended)
- II. Provide comment, as the Council sees fit, on the *2020-21 Key Action Plan* and proposed Budget

### 5. APPENDICES

- (1) *S&HLGA 2020-21 Key Action Plan*
- (2) *S&HLGA proposed 2020-21 Budget*

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# **Appendix 1**

*S&HLGA 2020-21 Key Action Plan*

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# **SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION**

Constituent Councils  
Adelaide Hills Council  
Alexandrina Council  
Kangaroo Island Council  
Mount Barker District Council  
City of Victor Harbor  
District Council of Yankalilla

## **S&HLGA KEY ACTION PLAN**

### **2020 - 2021**

Address: 13 Ringmer Dr. Burnside, South Australia 5066  
Telephone: 0418 502 311  
Email: [graeme@shlga.sa.gov.au](mailto:graeme@shlga.sa.gov.au)  
Web Site: [www.shlga.sa.gov.au](http://www.shlga.sa.gov.au)

## **CONTEXT**

The Business Plan 2017 – 2021 has been prepared in accordance with Clause 18 of the Charter, and to comply with Clause 24 of Schedule 2 of the Local Government Act 1999, was adopted on 1 September 2017.

The Business Plan should be read in conjunction with the **Budget** of each of the Financial Years covered by the plan. These provide the resources for the Plan.

An Annual Key Action Plan is prepared based on a framework of the Business Plan that incorporates the Key Issues identified by the Councils and the Executive Officer in various Board meetings and forums during the preceding period.

The Key Action Plan is the framework for review and reporting against the Business Plan.

This report format will facilitate the reviews required by Clause 18.3 of the Charter to be conducted by the Board during the course of the year.

The Executive Officer will report to Ordinary Board meetings against the following criteria:

1. To keep maintained the business office of the Authority
2. To prepare the Business Plan, Budgets and reports in a timely manner
3. To liaise with Councils, and Stakeholders to foster the outcomes of the Business Plan and subsequent annual Key Action Plans
4. To attend all meetings of the Authority, to prepare agendas, minutes and correspondence as required.

AND against recognised and documented success indicators.



## **Notes on the 2017-2021 S&HLGA Business Plan:**

### **Major issues:**

The major issues looming ahead for the region are identified as:

- *Community capacity to pay in the face of very tough economic conditions and growing household cost pressures*
- *Restricted Mobile Communications due to geography and the very slow rollout of new towers into the region*
- *The continuing importance of the Adelaide Hills Watershed region and Murray Darling Basin future particularly for irrigators and the environment*
- *Energy security and supply in the transitioning state market and the drive to clean/alternative energy*
- *The growing impact of Climate change and the implementation of the regional Adaptation Plan*
- *Infrastructure development and maintenance and the provision of public transport*
- *Health facilities and service provision in an aging population base*
- *Regional Development against the headwind of very constrained State and Commonwealth Government expenditure Budgets*
- *Member Council's heavy reliance on Rates as the primary source of Council Revenue (85%) in the face of restrained rate growth.*
- *Sustainable agriculture in a sea change/tree change environment*

Key focus/project areas have been identified as:

- *Sustainability of rate revenue dependent Councils and the continuing work with the LGA and other key stakeholders focusing on improving Local Government long term sustainability*
- *Implementing and monitoring the S&HLGA regional Health Plan in accordance with the State Health Plan*
- *Consider Climate change effects and risks on the region and continue to implement and monitor the regional Climate change adaptation plan*
- *Revise the regional 2020 Transport Plan and continue advocating for the key recommendations around freight routes, The Hills Rail re-alignment project and regional public transport*
- *Continue the progress on the development of the S&HLGA regional infrastructure plan*
- *Research and Evaluate opportunities in regional CWMS efficiencies and Procurement opportunities*
- *capturing and measuring temporary population data so as to influence Grant funding to ensure adequate resource allocation*
- *Maximising the regional opportunities in Regional Planning and Boundary reform*

## KEY CATEGORIES & THEMES

### THE 2017-2021 S&HLGA BUSINESS PLAN

<b>OBJECTIVE</b>
<b>1. To provide leadership and advocacy for Member Councils on regional issues.</b>
<b>2. To market &amp; promote the Southern &amp; Hills Local Government Association</b>
<b>3. To support sustainable economic, environmental and social development in the region</b>
<b>4. To improve infrastructure to meet the community's needs.</b>
<b>5. To strengthen the capacity of the Association to meet its service obligations.</b>

### THE 2020-2021 S&HLGA ANNUAL KEY ACTION PLAN

<b>Theme</b>	<b>Items &amp; Actions</b>
<b>General Administration (sound financial and compliance management)</b>	Budget, Charter Review, Board meetings, Subscriptions and Levies, Key Actions, Audit, Annual Report, Grant reporting & acquittals.
<b>Projects and support (sustainability and development)</b>	Regional Public Health Plan, Resilient Hills & Coast Climate adaptation Plan, Community Wellbeing Alliance Pilot, Community Wellbeing Indicators project, 2030 Regional Transport Plan
<b>Leadership, advocacy and marketing</b>	LG reform, Continue relationship building with Government MPs, Website transition & maintenance, Peri-Urban grouping
<b>Opportunities (capacity and infrastructure)</b>	CWMS, Waste, Regional Infrastructure Plan, External Funding, Regional Development Assessment Panel, Telecommunications and 5G

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
1. <i>To provide leadership and advocacy for Member Councils on regional issues.</i>	S&HLGA Board Meetings	Bi-Monthly Meetings to focus on Local Government issues that support Councils to achieve their Business Plan outcomes by: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Meetings to include presentations, workshops and forums on Key Issues</li> <li><input checked="" type="checkbox"/> Respond as necessary to State and Federal Government Policies which impact on the region</li> </ul>	To maintain a vibrant responsive format for the S&HLGA Board	<i>Leader:</i> Key issues are addressed and format of meetings constantly meet the needs of the Association's members.	Annual Board meeting program (date and location) developed and agreed  Strategies that give priority to S&HLGA issues  Feedback data on the meeting format, speakers  Number of policy responses	
2. <i>To promote &amp; market the Southern &amp; Hills Local Government Association</i>	S&HLGA Website	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure the new website is current and marketed appropriately</li> <li><input checked="" type="checkbox"/> Update the website as required and review</li> </ul>	Maintain an informative, current and appealing S&HLGA website	<i>Leader:</i> EO responsibility	all licences and registrations are current and compliant  Website has up to date & current information  Successful Transition to Squiz platform	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	To provide sound financial management and manage resources effectively	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> To prepare annual Budget and review as required</li> <li><input checked="" type="checkbox"/> To prepare the annual Key Action Plan</li> <li><input checked="" type="checkbox"/> Oversee Annual Audit</li> <li><input checked="" type="checkbox"/> Produce Annual Report</li> </ul>	To manage the financial affairs within budget and to prepare reporting within the required timeframes.  Business Plan objectives and actions are addressed.	<i>Leader.</i> EO responsibility	Budget is maintained and reports meet timelines.  Key Action Plan adopted and monitored  Audit completed by end of August 2020  Mid Year Budget review undertaken in Feb 2021    Annual Report adopted & published	
	Regular S&HLGA Advisory Group meetings	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Review the format and operation of the S&amp;HLGA AG forum</li> <li><input checked="" type="checkbox"/> Group members to inform EO of issues for each meeting</li> </ul>	Aim to host a regular S&HLGA AG meeting prior to the S&HLGA Board meetings with the objective of working through key issues in more depth for presentation to the Board.	<i>Facilitator /Initiator</i>	S&HLGA AG meeting recommendations and feedback.    Improved information flow to S&HLGA Board	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	Strengthen interaction with State government and opposition MP's and all regional Stakeholders	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Meet regularly and as necessary with key MPs,</li> <li><input checked="" type="checkbox"/> Ensure each regional MP is invited to S&amp;HLGA meetings</li> <li><input checked="" type="checkbox"/> Allocate key Stakeholders presentation spots at S&amp;HLGA Board meetings</li> </ul>	Management of key stakeholder relationships and regional MPs with the S&HLGA Board	<i>Facilitator /Initiator</i>	Key Stakeholder feedback and Board satisfaction	
	Regional issues to be raised with LGA directly or through SAROC/GAROC	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Attend SAROC meetings</li> <li><input checked="" type="checkbox"/> Attend LGA Forums and Meetings</li> <li><input checked="" type="checkbox"/> Develop SAROC and LGA reports as necessary</li> </ul>	The S&HLGA EO will maintain regular attendance at SAROC and LGA meetings and events	<i>Advocate</i>	Regular SAROC attendance.  Regular LGA Forums attended  Number of issues raised with LGA / SAROC / Agencies  Number of LGA/SAROC Task groups and Committees involved in  Improved prominence of S&HLGA region & issues with LGA	



2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	<p><b>research</b></p> <p>Explore (with the LGA) research and /or pilot programs for the Region.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Complete LGA R&amp;D applications as necessary</li> <li><input checked="" type="checkbox"/> Undertake Regional issues review and identify potential sources of grants</li> </ul>		<i>Advocate/Influence</i>	Successful Research or funding applications or projects facilitated in the region	
	<p><b>Public Health</b></p> <p>Complete all compliance requirements of the regional Health Plan in accordance with the State Public Health Plan</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completed reporting and monitoring implementation aspect of the Regional Health Plan</li> <li><input checked="" type="checkbox"/> Maintain Working Group membership and provision of administrative services</li> <li><input checked="" type="checkbox"/> Administration &amp; supervision of Community Wellbeing Indicators project</li> </ul>	Report progress of the S&HLGA Regional Public Health Plan	<i>Leader/Control</i>	<p>SA Health accept deferment of S&amp;HLGA Public Health Plan review in 2020-21</p> <p>Individual Council Action Plans monitored and evaluated through the S&amp;HLGA PH Working Group</p> <p>Compliance reporting successfully completed</p> <p>Community Wellbeing indicators project completed, acquitted &amp; reported</p>	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	<b>Planning</b> Regional Planning Reform	<input checked="" type="checkbox"/> Successful S&HLGA/RDA/LGA working partnership	S&HLGA contribution to a review of Regional Planning policies with a view to regional harmonisation and response to the new Planning Development and Infrastructure Act	<i>Partner/Influence</i>	To obtain feedback of constituent Councils on whether they support a Regional DAP	
	<b>Regional Development</b> Support the RDA in all regional economic issues and projects	<input checked="" type="checkbox"/> Regular meetings with the RDA <input checked="" type="checkbox"/> Assist the RDA in reporting to the S&HLGA Board against the agreed KPIs <input checked="" type="checkbox"/> Maintain membership of RDA Economic Development Officers forum	Continue to foster the relationship with the primary regional Economic Development agency	<i>Partner/Influence</i>	Improved economic outcomes for the region  Stronger Regional RDA  Successful rollout of projects from the Regional Priority Infrastructure list	



2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
4. To improve infrastructure to meet the region's needs	<b>Infrastructure</b> Partner with RDA and regional Economic Development Officers	<input checked="" type="checkbox"/> Continued Development of the Regional Infrastructure Plan via membership of the Regional Economic Development Officers Forum	The constituent Councils Economic Development Officers in conjunction with the RDA & S&HLGA have created a Working Group to assess economic opportunities and develop a Regional Infrastructure priority list	<i>Partner/Influence</i>	Regional Priority Infrastructure Plan updated and successful project funding & commencement	
	<b>Telecommunication</b>	<input checked="" type="checkbox"/> Liaise with the regional NBN co-ordinator <input checked="" type="checkbox"/> Advocate to the LGA on regional Mobile issues	Monitor regional NBN rollout & continue to lobby for equitable access for the region for digital technology including Broadband upgrades and extended mobile telephone coverage	<i>Partner/Influence</i>	Completed Mobile Blackspot submissions and NBN requests Improved regional telecommunications	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	<b>Transport</b> S&HLGA 2030 Regional Transport Plan	<input checked="" type="checkbox"/> Maintain working relationship with RDA on Public Transport advocacy  <input checked="" type="checkbox"/> Advocate and drive the key Freight and Public transport priorities of the Plan  <input checked="" type="checkbox"/> Apply to SLRP for Regional Funding	Continue to work with HDS and the S&HLGA Roads Works Party to develop the new S&HLGA 2030 Transport Plan	<i>Partner/Control</i>	Improved Road infrastructure in the region  New 2030 S&HLGA Transport plan  Successful annual SLRP funding and levy implementation  Agreement and recognition by State Government of the key regional Freight Routes and staged upgrade development commenced  Agreement and recognition by State Government of the key regional Public Transport initiatives and implementation commenced	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	South Coast Freight Corridor project	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Continue to work with Alexandrina to resolve phase 1 issues</li> <li><input checked="" type="checkbox"/> Report to S&amp;HLGA Board on progress</li> <li><input checked="" type="checkbox"/> Advocate with the State Government on the next steps</li> </ul>	Partner with regional key Stakeholders to review, agree and implement the South Coast Freight corridor	<i>Lead/Partner/Influence</i>	<p>Finalise agreed concept and route</p> <p>Review Timetable &amp; identified &amp; allocated resources for phase 1</p> <p>Improved freight outcomes for the region</p>	
	CWMS	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Liaise with Member Councils and key Stakeholders</li> <li><input checked="" type="checkbox"/> Continue to activate S&amp;HLGA CWMS User Group.</li> </ul>	In conjunction with experts in the field develop a plan for the regional CWMS reviewing options around critical mass and efficient operations as well as modelling future demand and supply	<i>Partner/Influence</i>	<p>Sustainable regional CWMS</p> <p>Optimal CWMS strategy adopted for each member Council</p>	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
5. To strengthen the capacity of the Association to meet its service obligations.	LGA Grants	<input checked="" type="checkbox"/> Acquit and apply for the LGA Regional Capacity Building Grant <input checked="" type="checkbox"/> Acquit and apply for any other potential external Grant funding	The Executive Officer to work with the Council CEO's, LGA and Key Stakeholders to explore identified opportunities to share resources that will build capacity in the region and its networks	<i>Advocate/Control</i>	LGA Regional Capacity Building Grant successfully applied for in 20-21  Identified external Grants successfully applied for	
	Revenue & Membership	<input checked="" type="checkbox"/> S&HLGA future Membership negotiations with LGA around best fit for S&HLGA – SAROC /GAROC	Continue to Review the membership base of the S&HLGA and explore the possibility of a Peri Urban Region or identify additional members	<i>Information Provider/Concern</i>		

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	Sustainability	<input checked="" type="checkbox"/> Participate in any LGA Benchmarking project	Benchmark and review the Long term financial sustainability of Councils including future growth trends, alternative revenue options and optimal size and boundaries  Assist member Councils navigate through 2020 – 21 revenue and cost issues due to the impact of COVID-19	<i>Information /influence</i>	Improved financial performance by member Councils	
	Charter	Complete comprehensive review of the S&HLGA Charter	Review the Charter and benchmark /model against other Regional Organisations	<i>Owner/Custodian</i>	Charter reviewed and amendments adopted by the constituent Councils Target date Dec 2020	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	State Government & opposition Policies	<input checked="" type="checkbox"/> Participate in SAROC/LGA task groups, reports and negotiations <input checked="" type="checkbox"/> Keep the S&HLGA Board fully informed via EO reports	Partner LGA in efforts to progress action on LG reform, Landscapes implementation, Elected member and Council staff Training, Waste Levy freeze, Sa Road funding and Financial Assistance Grants indexing	<i>Partner/Concern</i>	State Government policies reflect the wishes of the region	
	Grants Commission	<input checked="" type="checkbox"/> Participate and/or lead presentations, workshops and submissions	Lead the Region in action on a review of FAGs methodology to better incorporate temporary population impact and other identified anomalies	<i>Information /Concern</i>		
	Waste	<input checked="" type="checkbox"/> Liaise with Regional Waste Management Authorities to develop regional plan	Lead the region in response to the China Waste Ban	<i>Partner/Influence</i>	Regional Waste Management Plan developed and presented to the S&HLGA Board	

2017-2021 Business Plan	Action Plan 2020 - 2021					Progress & Achievements
Objective	Item	Key Actions	Description	Role & Responsibility	Key Outputs & Outcomes	
	Procurement	<input checked="" type="checkbox"/> Work with the LGA to develop appropriate procurement advantages for the region	Work with the LGA to identify procurement opportunities and provide critical regional information, assist in the governance and implementation	<i>Information /influence</i>	Identify key procurement opportunities	

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## **Appendix 2**

*S&HLGA proposed 2020-21 Budget*

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Profit & Loss					Budget				
Southern and Hills Local Government Association									
For the month ended March 2020									
	YTD Actual	YTD Budget	Var AUD	Var %	Comment	2019-2020 Budget	2020-2021 Budget	Note	2020-21 Budget Comment
<b>Income</b>									
Annual Levy	\$9,214.00	\$9,214.00	\$0.00	0.0%		\$9,214.00	\$9,214.00	1	Based on 2018 elector numbers
Annual Subscriptions	\$72,000.00	\$72,000.00	\$0.00	0.0%		\$72,000.00	\$82,000.00	2	Members Subscription rates up by \$1,667 p.a per member
Grants - LGA	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00		
Grants - LGA Capacity	\$41,221.00	\$41,300.00	-\$79.00	-0.2%		\$41,300.00	\$41,900.00	3	Regional Capacity Grant
Grants - Other	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00		
Grants - LGA R&D	\$50,000.00	\$0.00	\$50,000.00		Community Wellbeing Indicators project	\$0.00	\$0.00	4	Not anticipating any new LGA R&D applications for 2020-2021
Interest Income	\$2,055.00	\$2,025.00	\$30.00	1.5%		\$2,400.00	\$1,000.00	5	Carryover initial Cash in Bank drawing down and Low interest rate regime
Misc Revenue	\$45,867.00	\$28,000.00	\$17,867.00	63.8%	Rubble Royalties	\$28,000.00	\$0.00	6	Rubble Royalty program has ceased
Project Levies (Transport )	\$17,334.00	\$20,033.00	-\$2,699.00	-13.5%	SLRP management fee	\$20,033.00	\$22,010.00	7	Estimated management fee of 1% on 2020-21 SLRP funding \$2,201,000
Project Levies (other)	\$57,000.00	\$0.00	-\$57,000.00		Where Build What we Build, some funds received 18-19				
<b>Total Income</b>	<b>\$294,691.00</b>	<b>\$172,572.00</b>	<b>\$122,119.00</b>	<b>70.8%</b>		<b>\$172,947.00</b>	<b>\$156,124.00</b>		
<b>Gross Profit</b>	<b>\$294,691.00</b>	<b>\$172,572.00</b>	<b>\$122,119.00</b>	<b>70.8%</b>		<b>\$172,947.00</b>	<b>\$156,124.00</b>		
<b>Less Operating Expenses</b>									
Accounting	\$489.00	\$540.00	-\$51.00	-9.4%		\$700.00	\$700.00		
Audit	\$3,958.00	\$3,800.00	\$158.00	4.2%		\$3,800.00	\$4,000.00		
Bank Fees	\$0.00	\$25.00	-\$25.00	-100.0%		\$25.00	\$25.00		
Board & Meeting Expenses	\$1,333.00	\$1,494.00	-\$161.00	-10.8%		\$2,000.00	\$2,000.00		
Computer expenses	\$4,424.00	\$900.00	\$3,524.00	391.6%		\$1,200.00	\$1,500.00		
Consulting - Contract	\$0.00	\$45,000.00	-\$45,000.00	-100.0%	Community Wellbeing Indicators project not active yet	\$60,000.00	\$38,559.00	8	No new grants or projects but carryover Community Indicators project & Community Wellbeing Pilot
General Expenses	\$0.00	\$500.00	-\$500.00	-100.0%		\$500.00	\$500.00	9	fees for Charter review/publication
Insurance	\$4,556.00	\$4,875.00	-\$319.00	-6.5%		\$6,500.00	\$6,750.00		
Marketing - website & promotion Expenses	\$0.00	\$100.00	-\$100.00	-100.0%		\$100.00	\$4,500.00	10	New fees for LGA squiz hosting
Travel Expenses	\$913.00	\$0.00	\$913.00			\$1,200.00	\$1,200.00		
Office Expenses	\$660.00	\$90.00	\$570.00	633%		\$100.00	\$250.00		
Postage, Printing & Stationery	\$204.00	\$75.00	-\$129.00	-72.8%		\$75.00	\$1,500.00		
Project General	\$1,000.00	\$0.00	\$1,000.00		Ratings Equity Project contribution	\$0.00	\$0.00		
Project 1 ( Public Health )Expenses	\$50,060.00	\$300.00	\$49,760.00	16586.7%		\$500.00	\$500.00	11	Public Health Plan reporting/marketing
Project 2 ( Transport )Expenses	\$1,333.00	\$6,900.00	-\$5,567.00	-80.7%		\$6,900.00	\$61,500.00	12	2030 Transport Plan, RWP meetings & funding applications
Project 3 Resilient Regions Coordinator	\$42,722.00	\$0.00	\$42,722.00			\$0.00	\$0.00		
Project 4 Rubble Royalties	\$0.00	\$10,000.00	-\$10,000.00	-100.0%		\$10,000.00	\$0.00	13	Program ceased
Project 6 WWBWB	\$84,682.00	\$0.00	\$84,682.00	-100.0%	Some funds received in 18-19 offsetting expenses	\$0.00	\$0.00		
Training & Development - Seminars & Conferences	\$1,070.00	\$800.00	\$270.00	33.8%		\$3,000.00	\$3,000.00	14	2 x LGA conferences, ALGA, Eco Development Forum
Telephone & Internet	\$1,486.00	\$0.00	\$1,486.00			\$0.00	\$2,220.00		
Wages & salaries	\$95,385.00	\$94,392.00	\$993.00	1.1%		\$125,860.00	\$125,860.00	15	Frozen at 2019-2020 rates
Vehicle allowance/expenses	\$13,194.00	\$13,500.00	-\$306.00	-2.3%		\$16,800.00	\$16,800.00		
Superannuation	\$9,062.00	\$8,964.00	\$98.00	1.1%		\$11,956.70	\$11,956.70		
Workers compensation	\$1,151.00	\$945.00	\$206.00	21.8%		\$1,258.60	\$1,688.00		
<b>Total Operating Expenses</b>	<b>\$317,682.00</b>	<b>\$193,875.00</b>	<b>\$123,807.00</b>	<b>63.9%</b>		<b>\$253,150.30</b>	<b>\$285,008.70</b>		
<b>Net Profit</b>	<b>-\$22,991.00</b>	<b>-\$21,303.00</b>	<b>-\$1,688.00</b>	<b>-7.9%</b>		<b>-\$80,203.30</b>	<b>-\$128,884.70</b>		
<b>Notes</b>									
1. 2018 official elector numbers confirmed from 2018 LGA Directory									
2. Potential new members for 2021-2022 to be identified. Total Subs up by \$10,000									
3. S&HLGA should receive only one grant in 2020-21 - Capacity Building Grant from the LGA									
4. No obvious new R&D projects are on the radar									
5. S&HLGA estimated carried forward Bank will be approx \$130k net of contingent liabilities but LGFA investment interest rate is low and likely to remain unchanged									
6. Rubble Royalty scheme has now ceased									
7. S&HLGA have a 1% management fee on successful SLRP applications to build reserve fund for future Regional Transport Plan. We expect successful total funding of \$2,201,000 for 2020-2021.									
8. S&HLGA will incur the Community Wellbeing pilot project expenses carryover of \$5,959 plus Community Wellbeing Indicators carryover of \$32,600 during 2020-2021 noting however the funding was already received in 2019-2020.									
9. The S&HLGA will incur Charter review and gazetting fees									
10. New LGA hosting fees for S&HLGA website on new Squiz platform									
11. Minor general S&HLGA regional public health committee meeting expenses. Note 2020 - 2021 Budget has opted to defer to the anticipated \$30,000 Regional Public Health Plan update									
12. Annual RWP meeting costs with HDS to discuss the next round of SLRP funding and the region's applications (\$1,500) and new S&HLGA 2030 Transport Plan (\$60,000)									
13. RR program has ceased.									
14. Estimate for annual LGA conferences and ALGA plus Eco Development forum									
15. EO remuneration frozen									

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**Responsible Officer:** Rebecca Shepherd  
Manager Community Development  
Community Capacity

**Subject:** Extension of Commonwealth Home Support Service Funding Agreement

**For:** Decision

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**SUMMARY**

The purpose of this report is to seek a resolution of Council to enter into a Deed of Variation with the Australian Government to secure ongoing funding for Council to deliver Commonwealth Home Support Services to its residents until June 2022.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. That the Council agrees to enter into the Deed of Variation in relation to the Commonwealth Home Support Program which extends the Commonwealth Government funding as follows:
    - a. for the provision of home and social support elements of the program, from 1 July 2020 until 30 June 2022
    - b. for the provision of our Sector Support and Development program, from 1 July 2020 until 30 June 2021
  3. That the Council authorise the Mayor and Chief Executive Officer to affix the seal of Council and execute the Deed of Variation in relation to Home Support
- 

**1. GOVERNANCE**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

*Strategic Plan 2020-24 – A brighter future*

Goal Community Wellbeing

Objective C2 A connected, engaged and supported community

Priority C2.2 Support our ageing community to access services and continue to participate and contribute to community life

The Commonwealth Home Support Program provided by Council supports over 900 residents to maintain their independence at home and in the community as well as providing sector support around ageing.

➤ **Legal Implications**

The Council and the Department of Health of the Australian Government entered into an agreement in 2018 for the provision of funding by the Australian Government to enable Council to deliver the Commonwealth Home Support Program to its residents.

The Council has received a Deed of Variation of the Agreement which has the effect of confirming the provision of funding, being two elements to the agreement, as follows:

1. A two year extension is being offered for the home and social support elements of the program bringing the completion date to 30 June 2022. Those services include domestic assistance, home maintenance and modifications and transport, to the value of \$1,916,145.17
2. A one year extension is being offered for our Sector Support and Development program bringing the completion date to 30 June 2021. This funds our Regional Collaborative Ageing Project to the value of \$73,449.40

Other funds outlined in the offer are those which were agreed to in the original contract for previous years and have been paid and acquitted accordingly.

➤ **Risk Management Implications**

*The execution of the Deed of Variation will assist in mitigating the risk of:*

*Insufficient funding leading to the inability to continue to offer the Commonwealth Home Support Program to our residents.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (1E)	Low

➤ **Financial and Resource Implications**

The funding provided by the Australian Government provides the resources that are engaged and employed by Council to deliver the Commonwealth Home Support Program.

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

The provision of Commonwealth Home Support Program services to our residents is an integral component of the Council's support to its ageing residents and is relied upon by the community members who access and receive support and services.

➤ **Sustainability Implications**

Not Applicable

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Director Community Capacity

*External Agencies:* Not Applicable

*Community:* Not Applicable

**2. BACKGROUND**

The Commonwealth Home Support Program (CHSP) provided by The Adelaide Hills Council Supports over 900 residents to maintain their independence at home and in the community as well as providing sector support around ageing.

The program has been operating in various forms for over 15 years and has continued to grow and develop in line with community expectation and changes in government requirements.

The CHSP funding is attached to a set of agreed outcomes for the community. In addition to staff hours provided in telephone co-ordination, home visits, positive ageing promotion and sector support, the Adelaide Hills Council usually exceeds the minimum requirements of providing:

- Domestic Assistance – 4,588 hours per annum
- Home Maintenance- 2,587 hours per annum
- Social Support – 21,232 hours per annum
- Transport – 2,916 trips per annum
- Home Modifications - \$15,925 annual value.

All services are provided within a significant set of standards which are assessed annually by the Commonwealth government

**3. ANALYSIS**

The recommendation to enter into the Deed of Variation will ensure consistency of the delivery of the Commonwealth Home Support Program by Council to its existing participants and any eligible new participants.

**4. OPTIONS**

Council has the following options:

- I. Resolve to enter into the Deed of Variation (***Recommended***)
- II. Resolve not to enter into the Deed of Variation which would result in residents receiving existing service provision from Council needing to be accommodated by an alternate service provider if possible (***Not Recommended***)

**5. APPENDICES**

- (1) Deed of Variation

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# **Appendix 1**

*Deed of Variation*

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Department of Health

Organisation ID:	1-AJ0GKC
Agreement ID:	4-7RK0SLB
Program Schedule ID:	4-7SY7SJY

Deed of Variation in relation to Home Support

1. Date

This Deed is made on 5 May 2020.

2. Parties

This Deed is made between:

1. The Commonwealth, as represented by Department of Health, ABN 83 605 426 759 (the 'Commonwealth'); and
2. Adelaide Hills Council, ABN 23 955 071 393 (the 'Grantee').

3. Context

- A. The Parties entered in an agreement on 31 May 2018 under which the Commonwealth gave a Grant to the Grantee for Home Support (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the terms and conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

Funding for existing Activities under this Agreement is adjusted as per the table below. This table shows only those existing Activities with funding varied under this Deed:

Activity Name	Activity Id	Financial Year	Current Grant Amount (excl. GST)	Variation Amount (excl. GST)	New Total Grant Amount (excl. GST)
Sector Support and Development - Service System Development	4-7ZUCP7H	2018-2019	\$71,343.05	\$0.00	\$71,343.05
Sector Support and Development - Service System Development	4-7ZUCP7H	2019-2020	\$72,413.20	\$0.00	\$72,413.20
Sector Support and Development - Service System Development	4-7ZUCP7H	2020-2021	\$0.00	\$73,499.40	\$73,499.40

Domestic Assistance - Community and Home Support	4-7W44GRM	2018-2019	\$322,918.89	\$0.00	\$322,918.89
Domestic Assistance - Community and Home Support	4-7W44GRM	2019-2020	\$327,762.67	\$0.00	\$327,762.67
Domestic Assistance - Community and Home Support	4-7W44GRM	2020-2021	\$0.00	\$332,679.11	\$332,679.11
Domestic Assistance - Community and Home Support	4-7W44GRM	2021-2022	\$0.00	\$338,334.65	\$338,334.65
Home Maintenance - Community and Home Support	4-7W44GUU	2018-2019	\$168,901.14	\$0.00	\$168,901.14
Home Maintenance - Community and Home Support	4-7W44GUU	2019-2020	\$171,434.66	\$0.00	\$171,434.66
Home Maintenance - Community and Home Support	4-7W44GUU	2020-2021	\$0.00	\$174,006.18	\$174,006.18
Home Maintenance - Community and Home Support	4-7W44GUU	2021-2022	\$0.00	\$176,964.29	\$176,964.29
Home Modifications - Community and Home Support	4-7W44GXS	2018-2019	\$20,659.57	\$0.00	\$20,659.57
Home Modifications - Community and Home Support	4-7W44GXS	2019-2020	\$15,069.58	\$0.00	\$15,069.58
Home Modifications - Community and Home Support	4-7W44GXS	2020-2021	\$0.00	\$15,295.62	\$15,295.62
Home Modifications - Community and Home Support	4-7W44GXS	2021-2022	\$0.00	\$15,555.65	\$15,555.65
Social Support - Group - Community and Home Support	4-7W44H10	2018-2019	\$359,926.91	\$0.00	\$359,926.91
Social Support - Group - Community and Home Support	4-7W44H10	2019-2020	\$365,325.81	\$0.00	\$365,325.81
Social Support - Group - Community and Home Support	4-7W44H10	2020-2021	\$0.00	\$370,805.70	\$370,805.70
Social Support - Group - Community and Home Support	4-7W44H10	2021-2022	\$0.00	\$377,109.40	\$377,109.40
Transport - Community and Home Support	4-7W44H3O	2018-2019	\$55,532.52	\$0.00	\$55,532.52
Transport - Community and Home Support	4-7W44H3O	2019-2020	\$56,365.51	\$0.00	\$56,365.51
Transport - Community and Home Support	4-7W44H3O	2020-2021	\$0.00	\$57,210.99	\$57,210.99
Transport - Community and Home Support	4-7W44H3O	2021-2022	\$0.00	\$58,183.58	\$58,183.58



<b>Total</b>	<b>\$2,007,653.51</b>	<b>\$1,989,644.57</b>	<b>\$3,997,298.08</b>
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The Activity/s included in this Deed (other than the provision of any final reports) end on 30 June 2022, which is the Activity/s New Completion Date, unless otherwise specified in the attached Program Schedule.

The Agreement ends on 31 October 2022 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

Revised payment amounts, reporting milestones and other detailed amendments resulting from this Deed are described in the Program Schedule, including any attachments, enclosed.

## **5. Entire agreement and interpretation**

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

## Signatures

<b>Organisation ID:</b>	1-AJ0GKC
<b>Agreement ID:</b>	4-7RK0SLB
<b>Program Schedule ID:</b>	4-7SY7SJY

### Executed as a deed

Signed, sealed and delivered for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health, ABN 83 605 426 759 in the presence of:

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(Name of Departmental Representative)

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(Signature of Departmental Representative)

.../.../.....

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(Position of Departmental Representative)

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(Name of Witness in full)

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(Signature of Witness)

.../.../.....

Signed, sealed and delivered by Adelaide Hills Council, ABN 23 955 071 393 in accordance with its rules, and who warrants that he/she is authorised to sign this Deed:

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(Name and position held by Signatory)

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(Signature)

.../.../.....

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(Name and position held by second Signatory/Name of Witness)

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(Signature of second Signatory/Witness)

.../.../.....

## Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. If requested by you, the words ‘as trustee of the XXX Trust’ could be included at the end of the name.

## Schedule – Amendments to the Agreement

- *The Program Schedule 4-7SY7SJY is deleted and replaced with the updated Program Schedule 4-7SY7SJY enclosed.*

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.8

**Responsible Officer:** Lachlan Miller  
Executive Manager Governance and Performance  
Office of the Chief Executive

**Subject:** Status Report - Council Resolutions Update

**For:** Decision

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**SUMMARY**

The Action List is updated each month by the responsible officer and outlines actions taken on resolutions passed at Council meetings. In some cases actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

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

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

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. The following completed items be removed from the Action List:

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	Cr Linda Green (Material)
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	None declared
26/11/2019	Ordinary Council	278/19	Pomona Road Bike Trial	Cr Leith Mudge (Perceived)
17/12/2019	Ordinary Council	311/19	MON Range Road South, Houghton, Pedestrian Movements	None declared
28/01/2020	Ordinary Council	12/20	Naming of Houghton Village Green	None declared

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
28/01/2020	Ordinary Council	19/20	Natural Disaster Provision	None declared
25/02/2020	Ordinary Council	27/20	MON Bushfire Recovery - Lobethal	None declared
24/03/2020	Ordinary Council	61/20	Mylor Community Survey Report	None declared
28/04/2020	Ordinary Council	67/20	East Waste 2020-21 Annual Business Plan & Budget	None declared
28/04/2020	Ordinary Council	68/20	AHRWMA 2020-21 Annual Business Plan & Budget	None declared
28/04/2020	Ordinary Council	70/20	2020 - 2021 Long Term Financial Plan Adoption	None declared
28/04/2020	Ordinary Council	72/20	Range Road South Houghton Pedestrian Movements	None declared
28/04/2020	Ordinary Council	74/20	CEO Performance Target Updates	None declared
28/04/2020	Ordinary Council	76/20	Draft Fraud Corruption Misconduct & Maladministration Policy	None declared
28/04/2020	Ordinary Council	77/20	Confidential Items Review	None declared
28/04/2020	Ordinary Council	78/20	Confidential Items Review 2	None declared
28/04/2020	Ordinary Council	79/20	Confidential Items Review 3	None declared

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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective 05 We are accountable, informed, and make decisions in the best interests of the whole community

Priority 05.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

### ➤ 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

➤ **Sustainability Implications**

Not applicable

➤ **Engagement/Consultation conducted in the development of the report**

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.

In total there are zero (0) uncompleted resolutions for which an update is required for Council.

**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. APPENDICES**

- (1) Action List



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# **Appendix 1**

*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Date of Update	Due Date	Status (for Council reporting)
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	None declared	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/12/2020	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. Council staff met with the State Diocese to discuss the matter and work through some of their queries. It is now in the hands of the State Diocese to present a formal position to Council for consideration. The Norton Summit Church has advised that they are actively working with the State Diocese to progress the matter. 12/5- no further update from the Norton Summit Church
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	None declared	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. 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.	Peter Bice	Peter Bice	In Progress	13/05/2020	31/12/2020	Following damage sustained in the recent fires, renewed conversations with Forestry SA and Bike SA are now underway to explore options. Sealing of Roads and Parking have been proposed as Priority Projects for funding with State and Federal Government.  Director Infrastructure & Operations is now representing AHC on a Project Steering Group to assist in development of the ForestrySA Cudlee Creek Forest Trails Fire Recovery Strategy. First meeting to occur latter part of May 2020.
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	None declared	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.  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. 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. To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/12/2020	The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office.  Title for the land held by City of Tea Tree Gully has been reissued in the name of Adelaide Hills Council.  The Section 210 process has been completed.  The request to DPTI for the transfer of land has been made and DPTI have confirmed their agreement to transfer the land at no consideration subject to Council agreeing to declare the land as public road. Report to Council on 28 April 2020 to declare as Public Road.
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	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	Natalie Westover	In Progress	12/05/2020	31/12/2020	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. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. 13/2 - DEW staff not in a position to progress further at this time until negotiations with Dept for Mining are complete
27/02/2018	Ordinary Council	31/18	Arts & Heritage Hub	None declared	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	Melinda Rankin	In Progress	20/04/2020	30/06/2020	Items 1, 2, 3, and 5 are complete. A draft Evaluation Framework (item 4) has been completed and is ready to be presented to the Executive Leadership Team
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	None declared	As per confidential minute	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/06/2020	Matter being progressed per resolution
27/02/2018	Ordinary Council	58/18	AH Swimming Centre Shade Sail - Period of Confidentiality	None declared	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	Natalie Westover	In Progress	12/05/2020	30/06/2020	Progressing per confidential minutes

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Date of Update	Due Date	Status (for Council reporting)
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	<p>1. That the report be received and noted.</p> <p>2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, Aldgate Heathfield Waste Facility, 32 Scott Creed Road, Heathfield Kiley Reserve, 15 Kiley Road, Aldgate Shanks Reserve, 1 Shanks Road, Aldgate Stock Reserve, Stock Road, Mylor Leslie Creek Reserve, Leslie Creek Road, Mylor Mi Mi Reserve, 125 Aldgate Valley Road, Mylor Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor Kyle Road Nature Reserve, Kyle Road, Mylor Carey Gully Water Reserve, Deviation Road, Carey Gully Heathfield Stone Reserve, 215 Longwood Road, Heathfield Mylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements.</p> <p>3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.</p>	Peter Bice	Tonia Brown	In Progress	11/05/2020	30/06/2021	<p>Heritage Agreement applications lodged for: Following CTs (13/11/18) TRIM reference OC 18/16631</p> <ul style="list-style-type: none"> <li>• Doris Coulls Reserve, 152 Old Mt Barker Road, Aldgate</li> <li>• Heathfield Waste Facility, 32 Scott Creed Road, Heathfield</li> <li>• Kiley Reserve, 15 Kiley Road, Aldgate</li> <li>• Shanks Reserve, 1 Shanks Road, Aldgate</li> <li>• Kyle Road Nature Reserve, Kyle Road, Mylor</li> </ul> <p>Following CRs (27/11/18) TRIM reference OC18/17474</p> <ul style="list-style-type: none"> <li>• Leslie Creek Reserve, Leslie Creek Road, Mylor</li> <li>• Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor</li> <li>• Mylor Parklands, Stock Road, Mylor</li> </ul>
28/08/2018	Ordinary Council	203/18	Community Wastewater Management Systems Review - Update and Consultation Outcomes	Cr Andrew Stratford (Material), Cr Linda Green (Material), Cr Malcolm Herrmann (Material)	<p>The report be received and noted. The CEO undertakes a request for tender process for the divestment of Council's CWMS assets to inform Council's decision to sell or retain these assets. The resolution to undertake a request for tender process is subject to there being no matters of material impact identified through further due diligence and request for tender preparation activities, as determined by the CEO. Subject to Council resolving to proceed to a request for tender for the divestment of Council's CWMS assets, the CEO be delegated to prepare and approve an evaluation plan for the purposes of assessing responses received including but not limited to the following criteria: CWMS customer pricing and fees, Sale price for CWMS assets, Respondents financial capacity, Respondents operational capacity and capability, Network investment and expansion. That ongoing analysis be undertaken on continued Council ownership of CWMS assets for request for tender comparison purposes to inform future decision making. The Prudential Review Report and the Probity Report be received and noted. The Council acknowledges that whilst S48 of the Local Government Act 1999 does not require a prudential review to be undertaken, the report in relation to this project is consistent with the provisions of S48. The Administration is to continue to work collaboratively with the City of Onkaparinga and Rural City of Murray Bridge for the potential divestment of Council's CWMS. That probity advisory services continue to be maintained throughout the CWMS review process. That a further report be provided to Council detailing the outcomes of the second stage request for tender and evaluation process with recommended next steps.</p>	Peter Bice	David Collins	In Progress	11/05/2020	30/06/2020	<p>The Expression of Interest process has been delayed in consideration of Covid-19 impacts. In collaboration with project partners currently progressing with preparation of request for expression of interest tender process and documentation. Council staff continue to work with project partners towards request for tender release forecast to be in June 2020.</p> <p>Commercial advisory services have been engaged to ensure the approach to market is undertaken in such a manner to maximise return.</p>
26/03/2019	Ordinary Council	70/19	Aboriginal Place Naming	Nil	That advice on the potential for Aboriginal place naming be sought from the Reconciliation Working Group, including a proposed approach for progressive implementation	David Waters	Lynne Griffiths	In Progress	11/05/2020	30/06/2020	This matter will be worked through with the Reconciliation Working Group. It is likely to take some time to work through this matter.
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	None declared	<p>That, acknowledging that a land division in Watershed (Primary Production) is non-complying, an initial approach be made to the State Commission Assessment Panel to determine the possibility of a land division to create a separate allotment for the potentially local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages being supported.</p> <p>That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division.</p> <p>That, if a land division is not supported, an expression of interest (EOI) process be undertaken in respect of the local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages to determine any interest in restoring the building for tourism or other purpose (other than long term residential) under a long term lease arrangement.</p> <p>That the CEO be delegated to prepare the necessary documentation to undertake the EOI.</p> <p>That a report be presented to Council following the EOI detailing the results of that process and providing further options.</p>	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/12/2020	The land sits within the Environmental Food Protection Area and proposed use is not supported. An application will be made to DPTI for a review once the Minister announces the review, likely to be in mid 2020. Subject to a removal of the land from the EFPA, a development application will then be lodged for the division of the cottages (noting that it will be a non-complying development) 13/2 - no further update
26/03/2019	Ordinary Council	78/19	Scott Creek Cemetery Reserve Fund	None declared	That the reserve funds held in relation to the Scott Creek Cemetery be expended to achieve the following outcomes: Marking of unmarked graves with a small and simple identification piece detailing the name and date of death of the deceased; Installation of a single plaque with the names of the deceased who are buried in unmarked graves where the exact location of the graves is unknown; Renewal of existing gravel driveways; and Creation/extension of driveways to facilitate expansion of the cemetery	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/06/2020	Investigations as to options for marking of graves has commenced and once collated, Council staff have met with the Scott Creek Progress Association Committee to progress. Construction of concrete plinths are progressing and plaques will be finalised for installation
25/06/2019	Ordinary Council	158/19	Boundary Reform - Approval to Explore	None declared	That the report be received and noted. To note that correspondence will be sent to the residents of Woodforde and Rostrevor (in the Council area) inviting them to a community meeting to discuss the boundary reform process and the status of the Campbelltown City Council proposal. That in relation to strategic boundary reform: Approve the engagement of a consultant to undertake a high level review of Council's boundaries to identify boundary reform options. Once the review has been undertaken and boundary reform options identified, that a workshop be held with the Elected Body (confidential if necessary) whereby the outcomes of the subject review can be presented prior to a formal report to council for consideration.	Andrew Aitken	Lachlan Miller	In Progress	18/05/2020	23/06/2020	<p>Rec 2: Updated correspondence was sent to Woodforde and Rostrevor residents regarding the community meeting - COMPLETED</p> <p>Rec 3(1): C.L. Rowe &amp; Associates engaged to conduct the Strategic Boundary Review - COMPLETED</p> <p>Rec 3(2): Workshop conducted on 17 March 2020, Inform Engagement with neighbouring council Mayors and CEOs (delayed due to COVID-19) with Council report to follow.</p>
25/06/2019	Ordinary Council	173/19	Library Services Review	None declared	That the report be received and noted. That the Administration proceed with the replacement of the mobile library as per the provision in the 2018-19 Capital Works Budget and the Long Term Financial Plan as budgeted for in the 2018/19 Annual Business Plan, with the Council noting that the budget will need to be carried forward into 2019-20. That a Library Services Strategy be developed during 2019-20. That Council consults with the community on any changes to operating hours and services.	David Waters	Dee O'Loughlin	In Progress	22/05/2020	30/06/2020	Tenders for Mobile Library received and being assessed. Development of the library services strategy is resuming following COVID-19 interruptions.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Date of Update	Due Date	Status (for Council reporting)
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted.To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review.That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020.That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads under the care and control of the State Government.That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPTI.	Peter Bice	David Collins	In Progress	11/05/2020	30/07/2020	Validation of current Council lights on state government roads being undertaken. DPTI request for all new lights to be V3 or V4 standard for DPTI roads. Council is also reviewing V category lighting on Council roads to determine the appropriate LED options and costs.  Meeting with DPTI and SAPN undertaken to discuss main road requirements. Assessment of requirements being investigated.  Phase One roll-out of P Category street lights on Council roads has been completed.  SAPN Letter of Offer accepted.  Hardware supplier agreed and notified. SAPN final contract offer being reviewed.  Procurement process for hardware installation has commenced. Subject to availability of hardware, installation on site is proposed to commence prior to the end of the calendar year.  Follow-up contact made with SAPN to progress contract and management of roll-out including any design work, communications and project management.
27/08/2019	Ordinary Council	223/19	Review of Primary Production Incentive Grant Funding	None declared	1. That the report be received and noted. 2. That the Primary Production Incentive Grant be discontinued and the balance of the funds be redirected to community education on rural land management issues and European Wasp control for the benefit of the primary production sector.	Marc Salver	James Szabo	In Progress	11/05/2020	30/06/2020	Topics for education of the community on rural land management issues have been identified by the RLMAG. Staff are preparing a brief to seek assistance from media experts to assist with preparing relevant material and short videos in this regard to put on Council's media channels. No funds will be used for wasp eradication as the numbers of nests have been very low this year at 354 nests destroyed to date. Our average in past years has been between 600 - 1500.
24/09/2019	Ordinary Council	252/19	Kenton Valley War Memorial Park	None declared	That the report be received and notedThat no further action be taken at this time to progress the revocation of community land classification for the land located at the intersection of Kenton Valley and Burfords Hill Roads known as the Kenton Valley War Memorial Park, being Allotment 64 in Filed Plan No. 155479 contained in Certificate of Title Volume 5718 Folio 775 ("Land")That Council staff provide assistance to the proposed community group to form plans for the use and maintenance of the Land within existing budget and resources, including assistance to identify grant opportunities that may be available to the groupA review be undertaken with the community working group in 12 months and an update report be provided to Council by 31 December 2020.	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/10/2020	No action required until August 2020. Working Group notified of Council's decision.
24/09/2019	Ordinary Council	253/19	Oakbank Soldiers Memorial Hall	None declared	That the report be received and notedThat the Council provides financial and administrative assistance to the Oakbank Soldiers Memorial Hall Inc ("Association") to make an application to the Supreme Court for a trust variation scheme to vary the charitable trust that exists over the Oakbank Soldiers Memorial Hall ("OSM Hall") located at 210 Onkaparinga Valley Road Oakbank contained in Certificate of Title Volume 5846 Folio 513.That the Council and the Association enter into a binding agreement regarding the level of financial and administrative support being provided, to a maximum of \$40,000, to undertake the trust variation scheme, and land division if deemed financially viable, with all agreed financial and administrative support to be reimbursed to Council upon sale of the OSM Hall.That the Council agree to enter into a trust variation scheme that would result in the trust being varied from the OSM Hall to the Council owned Balhannah Soldiers Memorial Hall ("BSM Hall") that would bind the BSM Hall to be held in perpetuity as a Memorial Hall in memory of the residents of the township and district of Oakbank who enlisted for and made the supreme sacrifice in the Great War 1914 - 1918 and preserve the same upon trust for the general benefit of the residents of the township of Oakbank and district, and including the Balhannah township and district, and accept monies from the Association to be held on trust for that purpose. 5. That the Mayor and CEO be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/12/2020	Initial discussions held with the Balhannah Soldiers Memorial Hall Committee about the proposal. Oakbank Soldiers Memorial Hall Committee has undertaken additional notification of the proposal with the Oakbank community. Council has received some contact from community members raising some concerns about the proposal. It has been requested that the committee hold a community meeting to enable community members to express their concerns. 13/2 - meeting has been held with the committee and their lawyers to progress. Community meeting being arranged with the assistance of Council's communications team 20/4 - community meeting was unable to progress due to Covid19 situation. An alternate means of consultation is being investigated.
22/10/2019	Ordinary Council	244/19	MON (Cr Parkin) Publishing Recordings of Council Meetings	None declared	I move that Council resolves to request the Chief Executive Officer to provide a report to a future Council meeting on the practices of Australian local government entities for publishing Council Meeting audio recordings on their websites with a view to assessing the risks and benefits of adopting this practice at Adelaide Hills Council.	Andrew Aitken	Lachlan Miller	In Progress	23/04/2020	28/04/2020	Report will be produced for the May 2020 meeting albeit the proposal has been overtaken by the current electronic participation arrangements.
22/10/2019	Ordinary Council	247/19	Local Heritage Grant Fund	None declared	That the report be received and noted.To approve the Local Heritage Grant Fund Guidelines Procedure as detailed in <i>Appendix 1</i> of this report subject to inclusion of the following sentence at the end of the definition of Conservation Works in Section 4.2 of the Procedure - "The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application."That the Chief Executive Officer be authorised to make minor amendments, not affecting the intent of the Guidelines or the Fund, as required from time to time.That recommendations for successful grant recipients be reported to Council for consideration before any grants are awarded.That any remaining grant funds in a particular financial year be rolled over to the next financial year over the intended 3 year life of the Grant Fund.	Marc Salver	James Szabo	In Progress	11/05/2020	30/06/2020	Seven applications were received by the extended 21 February 2020 deadline. Seven applications have been received and assessed by staff with assistance from Council's Local Heritage Advisor. As a result, additional information was sought and provided by some of the applicants. The recommendations will now be reported to Council for consideration at its meeting to be held on 26 May 2020.
22/10/2019	Ordinary Council	249/19	Crown Land Review	None declared	That the report be received and notedThat Council commence a community land revocation process in relation to the following land:  CR 5752/186, Lot 32 Fullgrave Road, CrafersCR 5753/725, Section 1609 Illert Road, Mylor CR 5753/729, Section 1657 Scott Creek Road, Scott CreekCR 5753/741, Sections 53 and 54 Sandy Waterhole Road, WoodsideCR 5753/742, Section 547 Schuberts Road, LobethalCR 5753/744, Section 553 Pedare Park Road, WoodsideCR 5753/745, Section 556 Tiers Road, WoodsideCR 5753/746, Section 565 Old Carey Gully Road, StirlingCR 5753/751, Section 489 Chapman Road, InglewoodCR 5753/754, Section 511 North East Road, Inglewood CR 5753/758, Section 262 Reserve Road, ForrestonCR 5763/631, Section 1591 Silver Road, BridgewaterCR 5763/634, Section 71 Magarey Road, Mount TorrensCR 5763/635, Section 72 Magarey Road, Mount TorrensCR 5763/636, Section 84 Forreston Road, ForrestonCR 6142/329, Lot 501 Greenhill Road, BalhannahCR 5926/487, Lot 20 Bell Springs Road, CharlestonCR 5753/718, Section 1544 Reserve Terrace, AldgateCR 5753/753, Section 495 off Kersbrook Road, Kersbrook Community consultation be undertaken in accordance with the Council's Public Consultation Policy. A further report be presented to Council following completion of the community consultation process.	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/09/2020	Consultation Report is being prepared prior to going for community consultation
22/10/2019	Ordinary Council	250/19	Road Reserve adj Piccadilly Road Piccadilly	None declared	That the report be received and noted.To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close the piece of land identified as "A" in the Preliminary Plan attached to this report.Subject to the closure of the road identified in the Preliminary Plan attached, that:The closed road be included as Community Land dedicated as Civic Purpose pursuant to the <i>Local Government Act 1999</i> ; andThe piece marked "A" be retained by Council as reserve Authorise the Chief Executive to finalise and sign all necessary documentation to close and retain the above portion of closed road pursuant to this resolution	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/06/2020	Final documentation and plans are being progressed with the surveyor and Surveyor-General  12/5 - final plans have been lodged with the Lands Titles Office

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Date of Update	Due Date	Status (for Council reporting)
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	<ol style="list-style-type: none"> <li>That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation.</li> <li>Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and liabilities, be provided to Council by 30 April 2020</li> </ol>	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/09/2020	Investigations as to various arrangements is being undertaken
17/12/2019	Ordinary Council	309/19	Mylor BMX Bike Track	Perceived - Cr Leith Mudge	<ol style="list-style-type: none"> <li>That the report be received and noted.</li> <li>That broad community consultation be undertaken in accordance with the consultation plan set out in this report</li> <li>That, following completion of community consultation and further investigations by Council staff, a further report is presented to Council for consideration.</li> <li>That consultation excludes any areas identified in the Community Land Management Plans as being for conservation purposes in the Mylor Parklands as a site considered for any potential BMX track in the Mylor region</li> <li>To reaffirm its commitment to the Heritage Agreement application in its current form, which is in progress for the Mylor Parklands</li> <li>To thank all community groups and volunteers who have contributed to the preservation and conservation of the Mylor Parklands over many years</li> <li>That compliance action be taken to stop further illegal use in Mylor Parklands, signs be placed informing visitors appropriately of activities that are, and are not, allowed in accordance with Community Land Management Plans.</li> </ol>	Peter Bice	Tonia Brown	In Progress	11/05/2020	31/07/2020	<p>Consultation Plan</p> <ol style="list-style-type: none"> <li>February Signage erected for Parklands</li> <li>Letter to wider community / incl. local stakeholders to alert them of the process + update EHQ site enable people to engage through this</li> <li>Meet with groups individually to bring people into process and set the context + Get representatives from three groups</li> <li>May-June (delayed) - Commence working group. The aim is to: understand what is important to each group, what could future look like and develop some design principles</li> <li>May/June Wider consultation with community invited to see proposals</li> <li>June/July Report to council on consultation outcomes</li> </ol> <p>Some delays to this plan given the Covid19 situation. Email sent on the 8/4/2020 to Mylor Parklands Bushcare Group to thank the volunteers who have contributed to the preservation and conservation of the Mylor Parklands over many years.</p>
17/12/2019	Ordinary Council	312/19	Community Energy Program	Material - Cr Linda Green Perceived - Cr Ian Bailey, Cr Nathan Daniell, Cr Chris Grant, Cr Leith Mudge, Cr	<p>That the reports be received and noted</p> <p>That resources developed under the Community Energy Program will be published for use by the community, industry and local government sector, and Council involvement be wound up (Option 2).</p>	Peter Bice	Sharon Leith	In Progress	11/05/2020	30/04/2020	The resources have been provided as a draft and are currently being reviewed. They are likely to be completed in June 2020.
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	<ol style="list-style-type: none"> <li>That the report be received and noted</li> <li>To execute under seal a Deed of Assignment of Rights to Occupation to bring land identified as proposed Allotment 11 in DP 72622 under the <i>Real Property Act 1886</i></li> <li>To, in conjunction with Giuseppe Meccariello, Filomena Sanche, Vincenzo Meccariello and Telstra Corporation Ltd, undertake the road widening process in accordance with the plan attached as Appendix 2, to vest allotments 12 and 14 as public road for nil consideration</li> <li>The road to be closed as identified as "A" in Preliminary Plan 05/0056 be excluded as Community Land pursuant to the Local Government Act 1999</li> <li>To authorise the Chief Executive Officer and Mayor to finalise and sign all documentation, including under seal if necessary, to give effect to this resolution.</li> </ol>	Terry Crackett	Kylie Caruso	In Progress	11/05/2020	30/09/2020	<p>8/1/2020 - Preparing documents for Council execution</p> <p>10/2/2020 - Documents executed by Mayor and CEO - returned to Clelands Lawyers for signing by Meccariello family and lodgement with LTO</p> <p>9/3/2020 - awaiting completion of NUA land process</p> <p>21/4/2020 - Surveyors Updating Plans. Awaiting completion of NUA land process.</p> <p>11/5/2020 - awaiting completion of NUA land process</p>
28/01/2020	Ordinary Council	7/20	Citizen of the Year Location	None declared	<p>That the Administration explores the feasibility of rotating the presentation of Citizen of the Year throughout the Council area, commencing January 2021. That the location be influenced by where the recipient of the Citizen of the Year is from. That Council recognises that this presentation is a celebration of citizens who make an enormous contribution to the Adelaide Hills community and recipients should be able to be recognised within the local community which has nominated them.</p>	David Waters	Jennifer Blake	In Progress	11/05/2020	31/05/2020	Staff anticipate bringing options to the Council for consideration at the May 2020 meeting.
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	<p>That the report be received and noted Subject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater. The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.</p>	Terry Crackett	Natalie Westover	In Progress	12/05/2020	30/09/2020	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court
28/01/2020	Ordinary Council	13/20	Road Closure adj 307 Scott Creek Road Longwood	None declared	<ol style="list-style-type: none"> <li>That the report be received and noted</li> <li>To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 19/0047 attached to this report with Allotment 61 in Filed Plan No. 159338 comprised in Certificate of Title Volume 5776 Folio 896.</li> <li>Subject to the closure of the road identified in the Preliminary Plan attached, that: The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and The piece marked "A" be sold to Mr Paul Reed, the owner of the property with which it is merging for the amount of \$69,500 plus GST (if applicable) and all fees and charges associated with the road closure process.</li> <li>Authorise the Chief Executive to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.</li> </ol>	Terry Crackett	Natalie Westover	In Progress	12/05/2020	31/05/2020	<p>Final survey plans and documents are being progressed.</p> <p>21/4 - Final Plans have been executed, and are with the Surveyor for lodgement with the Surveyor-General's office. Payment of the road closure value has been invoiced, and currently awaiting payment.</p> <p>12/5/20 - Plans were lodged with the LTO on Thursday 7/5 - currently awaiting payment of invoice. Paul Reed suffered a stroke in mid April, thus delay in getting matter finalised. Sister in Law has been managing this for him</p>
28/01/2020	Ordinary Council	16/20	CEO PRP Independent Membership	None declared	<p>That the report be received and noted</p> <p>That in relation to the CEO Performance Review Panel: To undertake a recruitment process for the selection of one Independent Ordinary Member for the CEO Performance Review Panel for a term of 24 months, indicatively commencing 1 March 2020. To appoint Cr Mark Osterstock &amp; Cr Kirsty Parkin and the Executive Manager Organisational Development as members of the CEO Performance Review Panel Independent Member Selection Panel.</p>	Terry Crackett	Megan Sutherland	In Progress	18/05/2020	31/07/2020	This process has been deferred until later in the year by Council.
25/02/2020	Ordinary Council	30/20	West Street Mylor	none declared	<p>Council resolves:</p> <ol style="list-style-type: none"> <li>That the report be received and noted</li> <li>To approve an increase in the 2019/20 capital expenditure budget by \$162k and fund the upfront cost of designing and constructing West Street Mylor including associated stormwater works</li> <li>That Council recoup the costs of up to \$54k by entering into Infrastructure Agreements with the affected landowners along West Street Mylor, to a maximum value of \$9k each.</li> </ol> <p>That Council will not commence these works until such time as the Infrastructure Agreements have been executed with the affected landowners along West Street</p>	Peter Bice	Ashley Curtis	In Progress	12/05/2020	30/06/2020	Project staff have appointed a contractor to undertake construction, and works are ready to start just as soon as planning staff complete the infrastructure agreements.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Date of Update	Due Date	Status (for Council reporting)
24/03/2020	Ordinary Council	53/20	MON Credit Card Usage	None declared	Council resolves that the Chief Executive prepare a report, for the Audit Committee's consideration and advice to Council, providing an assessment of the status and coverage of the Adelaide Hills Council's Procurement Framework against the recommendations arising from the South Australian Auditor-General's March 2020 reports regarding credit card use and management in three South Australian councils.	Terry Crackett	Mike Carey	In Progress	12/05/2020	31/08/2020	Whilst a review has commenced, completion has been delayed as a result of the impact of COVID-19. This report will continue to be progressed and brought to the Audit Committee as soon as possible.
24/03/2020	Ordinary Council	55/20	Arts & Heritage Collection	None declared	<b>Council resolves:That the report be received and noted.That Council approve the development of the draft Arts and Heritage Collection Policy for consideration at a future Council meeting.</b>	David Waters	Lynne Griffiths	In Progress	11/05/2020	3/05/2020	Development of the Arts and Heritage Collection Policy is in progress
24/03/2020	Ordinary Council	56/20	Cudlee Creek Bushfire Service & Project Continuity Impacts	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. That the actions contained in the Recovery Action Plan contained in Appendix 1 be endorsed, in principle, subject to funding being made available where applicable. That the Chief Executive Officer be authorised to amend and develop the Recovery Action Plan to respond to emerging needs and to spend up to \$2m net of committed income on initiatives supporting the recovery effort.</li> <li>3. That the list of initiatives and service impacts contained in Appendix 2 be noted and endorsed.</li> <li>4. That in relation to the \$1.225m Federal Government funding, for the purposes of a program submission to the National Bushfire Recovery Agency, the Chief Executive Officer be authorised to nominally allocate the funding to elements of the Council's Bushfire Recovery Action Plan where costs are unlikely to be able to be sought or recovered from other sources.</li> <li>5. That the Council makes a submission to the Royal Commission into National Natural Disaster Arrangements in the terms contained in Appendix 3, with the Chief Executive Officer being authorised to make minor amendments prior to submission to reflect any decisions made in relation to this matter and undertakings made within the meeting, and subsequently make the submission on the Council's behalf.</li> <li>6. That the Council makes a submission to the independent review into South Australia's 2019-20 bushfire season in the terms contained in Appendix 4, with the Chief Executive Officer being authorised to make minor amendments prior to submission to reflect any decisions made in relation to this matter and undertakings made within the meeting, and subsequently make the submission on the Council's behalf.</li> <li>7. That the Chief Executive Officer continues to pursue additional funding support from both levels of government and other sources, to ensure the Council's ratepayers do not have to bear a significant portion of the Council's necessary bushfire recovery costs.</li> </ol>	David Waters	David Waters	In Progress	18/05/2020	30/06/2020	Submissions have been made to both the Royal Commission and the independent state enquiry. Staff are working with staff from State Treasury on finalising the form of submission required to the Commonwealth in respect to the \$1.225m funding. Staff continue to seek funding where applicable and available.
28/04/2020	Ordinary Council	69/20	2020 - 2024 Strategic Plan Adoption	None declared	Council resolves:That the report be received and noted2.To adopt the 2020-24 Strategic Plan , as contained in Appendix 1, in accordance with Section 122 of the Local Government Act 1999. That the CEO, or delegate, be authorised to:Make any necessary formatting, nomenclature or other minor changes to the Plan prior to being published andDetermine the publishing timings, format, and media processes while ensuring consistency and compliance with the provisions of applicable legislation.	Andrew Aitken	Kira-Marie Laverty	In Progress	18/05/2020	30/05/2020	Undergoing final design and publishing approvals. Expected publication and printing over the next few weeks.
28/04/2020	Ordinary Council	71/20	Rural Land Acquisition from DPTI - Houghton & Aldgate	None declared	That the report be received and notedTo accept a transfer of land from the Commissioner of Highways for Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5741 Folio 518 being Lot 13 Horn Street, Houghton from the Commissioner of Highways for nil consideration.To accept a transfer of land from the Commissioner of Highways for Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Lot 51 Strathalbyn Road, Aldgate from the Commissioner of Highways for nil consideration.To exclude the land described in 2 & 3 above as community land pursuant to section 193(4) of the Local Government Act 1999. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.	Terry Crackett	Steve Sauerwald	In Progress	12/05/2020	30/09/2020	
28/04/2020	Ordinary Council	73/20	CEO Performance Review Process & Panel Schedule	None declared	That the report be received and notedThat the 2020 CEO Performance Review and TEC package review be undertaken using an external consultant.That the 2020 CEO Performance Review Panel Meeting and Process Schedule (as amended), as contained in Appendix 1, be adopted.	Terry Crackett	Megan Sutherland	In Progress	4/05/2020	15/05/2020	Work has begun on seeking quotes from consultants
28/04/2020	Ordinary Council	75/20	CEO PRP Independent Member Deferral	None declared	That the report be received and notedTo defer the recruitment of an Independent Ordinary Member until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed.	Andrew Aitken	Megan Sutherland	In Progress	18/05/2020	15/05/2020	Applicants are being advised of Council's decision and that we will be in contact when the process is recommencing.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Responsible Officer:** Kira-marie Laverty  
Corporate Planning & Performance Coordinator  
Office of the Chief Executive

**Subject:** Quarterly Council Performance Report – Q3

**For:** Information

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**SUMMARY**

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition, to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities.

In June 2018 Council adopted the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators aligned with Adelaide Hills Council's Strategic Plan goals thereby enabling the tracking of performance over time.

A suite of corporate performance indicators were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers. Targets for each indicator were set as part of the 2019-20 Annual Business Planning process.

This is the third quarterly report to be produced using the corporate performance indicators. The purpose of the report is to provide information on Council's performance against the (now superseded) Strategic Plan goals.

**RECOMMENDATION**

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

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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

The Q3 Performance Report is part of the performance reporting suite contained in the *Corporate Planning & Performance Framework*.

### ➤ Legal Implications

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations*.

### ➤ Risk Management Implications

Quarterly Council Performance Reporting will assist in mitigating the risk of:

*Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence*

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

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.



➤ **Financial and Resource Implications**

The Corporate Planning & Performance Coordinator role, which coordinates the performance reporting function, is funded in the Governance & Performance Department budget

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *2019-20 Annual Business Plan*.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiatives.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* The Audit committee received and noted the Quarterly Council Performance Report – Quarter 3 at its 25 May 2020 meeting

*Council Workshops:* Not applicable

*Advisory Groups:* Not applicable

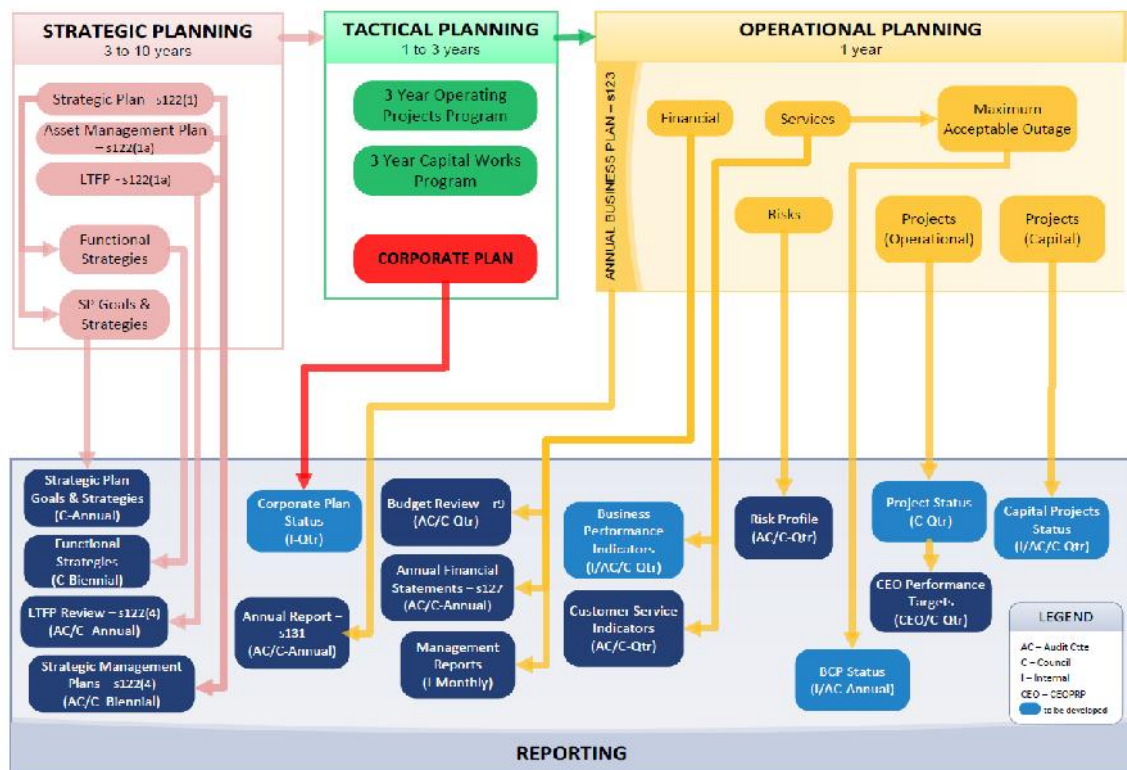
*Administration:* Consultation on the quarterly performance report has occurred with both Executive Leadership Team and the Senior Leadership Team.

*External Agencies:* Not applicable

*Community:* Not applicable

## 2. **BACKGROUND**

At its 19 June 2018 meeting, Council adopted (Res 128/18) the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.



A suite of corporate performance indicators were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers. Targets for each indicator were set as part of the 2019-20 Annual Business Planning process.

An internal pilot report based on Q4 2018-19 data identified that some targets were not able to be measured due to unavailable data and/or data collection methods along with data inconsistencies. These Corporate Performance Indicators have been modified or replaced with similar indicators.

The first (production) version of the Quarterly Performance Report was based on Q1 2019-20 data and provided to Council at its 26 November 2019 meeting.

The Q2 2019-20 Performance Report was received and noted by Council at its 25 February 2020 meeting.

### 3. ANALYSIS

Performance in Q3 has been impacted by prioritisation of activities related to the Cudlee Creek Bushfire recovery. Though official restrictions for COVID-19 came in late March, impacts had already begun to be seen against the initiatives, affected the ability to gather some data and influenced qualitative report content.

See the attached Quarterly Council Performance Report – Quarter 3 (**Appendix 1**) for details.

With the adoption of the new Strategic Plan (*Strategic Plan 2020-24 – A brighter future*) on 28 April 2020 (Res 69/20) and the development of the 2020-21 Annual Business Plan and Budget, the Administration has commenced on the development of a revised suite of corporate performance indicators for 2020-21. These will be workshopped with Council in June 2020 and included in a future Council report for adoption with reporting to commence in Q1 2020-21.

**4. OPTIONS**

As this is an information report, the Council is limited to receiving and noting the report but may choose to provide commentary to the Administration for consideration to enhance the reports into the future.

**5. APPENDICES**

- (1) Quarterly Council Performance Report – Quarter 3 2019-20

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# **Appendix 1**

*Quarterly Council Performance Report –  
Quarter 3 2019-20*

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# Quarterly Council Performance Report

Quarter 3 – 1 January to 31 March 2020

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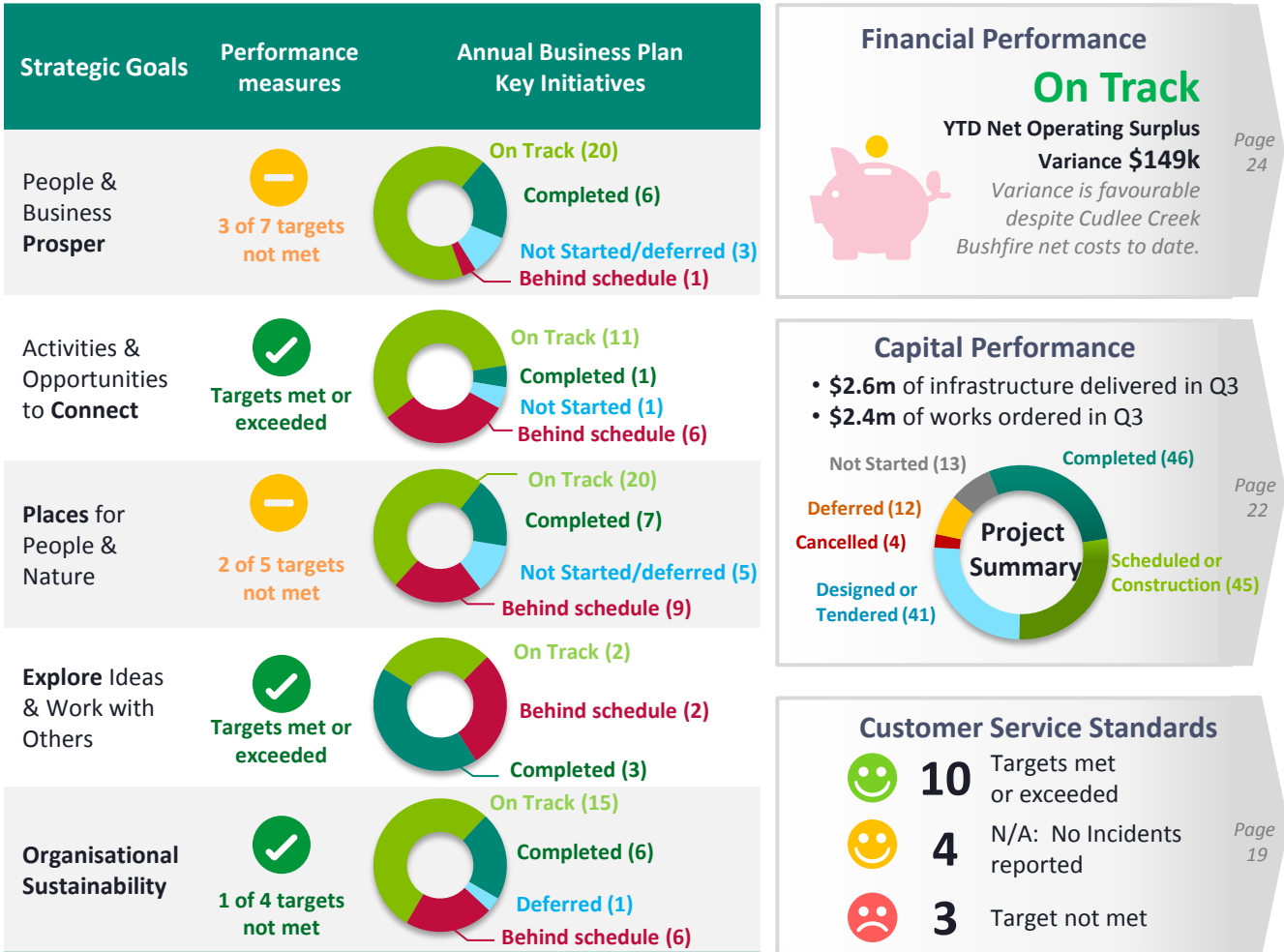


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# 1. Executive Summary

Our performance as at 31 March 2020 is as follows:



## Highlights

- Successfully implemented the work from home strategy during March allowing 140 staff to continue working, while still allowing a safe environment for those who needed to remain in our sites such as the field teams.
- Supported the establishment of a Bushfire Recovery Centre at Fabrik in Lobethal and continued to identify and progress key bushfire recovery initiatives.
- To assist Bushfire affected residents rebuild homes and damaged structures, we gave priority to the processing of their development applications. We received 26 of these application in March and 72 by the end of the reporting period.

## Risks & Challenges

- The need to divert resources in response to the Cudlee Creek bushfire resulted in some impacts to service delivery and the achievement of objectives / initiatives as outlined in a report to the Council's April meeting.
- The restrictions associated with the COVID-19 pandemic and the related priority shifts have impacted many of our planned activities and targets over Quarter 3.
- Budget Review 3 is expected to produce a reduction to the Operating Surplus as a result of the net financial impacts of the Cudlee Creek Bushfire.

## 2. Performance by Service Area

### 2.1 Community Capacity

#### Highlights

The directorate has provided considerable community support, engagement and information during the Cudlee Creek Bushfire including:

- recruitment of a State funded bushfire recovery Community Development Officer
- staff made over 300 check calls to vulnerable clients over 65 living in the bushfire scar immediately following the fire.
- resourcing allocations to ensure Council presence at the Lobethal Recovery Centre
- resourcing allocations to support the Council Incident Management Team
- advocacy for further support for small businesses, including those not directly 'flame impacted'

In response to the COVID-19 pandemic, the directorate has again provided considerable community support, engagement and information including:

- staff made calls to significant numbers of community members enrolled in the Council's Home Care and Positive Ageing programs
- staff have moved many services on-line or provided them in other formats
- providing 'click and call' modified library service for print and audio visual materials
- invested in and promoted online eResources
- moved children's programs online

Council continues to work closely with our business community so that the needs of the region are well understood and communicated through the correct channels. With continual requests for information from all levels of Government, the strength of these relationships has proven to be particularly important during this time.

- Grant applications for both Stream 1 and Stream 2 of the Bushfire Tourism Recovery developed and lodged
- May Business Month cancelled but other business development opportunities through online platforms explored and promoted through e-blasts
- Changes to social distancing measures and other business related initiatives communicated through social media and e-blasts

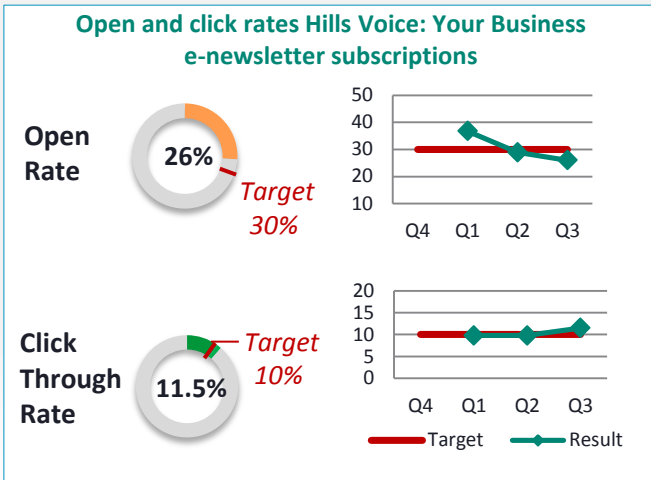
#### What's next

- Implement plans to manage re-introduction of community development and library services and programs once facilities are able to be re-opened
- Development of business recovery plan to assist business and industry in their recovery from both the bushfire and COVID-19 disruptions.

Issues	Action Taken	Service area
Funding for Fabrik's redevelopment	<ul style="list-style-type: none"> <li>• Grant funding to assist with the implementation of the development of Fabrik has not been successful at this time however business plan development is ongoing to assist with future grant applications</li> </ul>	Fabrik
Library strategic plan	<ul style="list-style-type: none"> <li>• Research underway to formulate structure for the library strategic plan</li> <li>• Statistics and general information for introduction researched</li> </ul>	Library Services
Social inclusion plan	<ul style="list-style-type: none"> <li>• First draft collection policy completed</li> <li>• Researched Collection HQ and Public Library Service statistics to identify methodology to use on an ongoing basis</li> </ul>	Library Services
Local history online	<ul style="list-style-type: none"> <li>• Mt Lofty District Historical Society have developed their own online system with Digital Learning Officer's assistance – needs discussion with Public Library Service to determine how best to get records on catalogue via Portfolio</li> <li>• Have had initial discussions following interest expressed on possibility of putting East Torrens local history online</li> <li>• Gumeracha at this stage requires more discussion</li> </ul>	Library Services

## 2.1.1 Economic Development

### Performance measures - Prosper

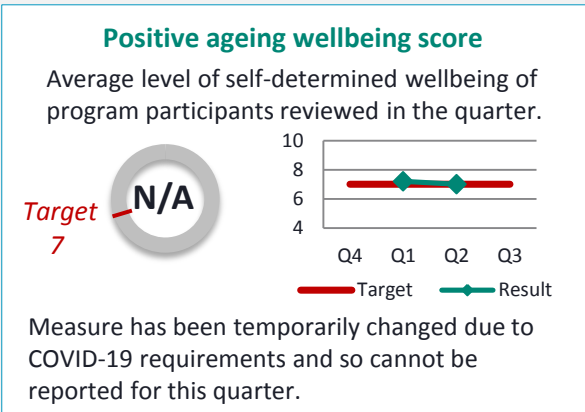


### Our Initiatives - Prosper

- ✓ **Regional Development Australia**
  - AHC continues to support RDA requests for information on key priorities (largely infrastructure) in the region. Most recently, RDA has developed a COVID-19 package of recovery projects and initiatives to advocate to State and Federal Governments for support funding.
- ✓ **Adelaide Hills Tourism**
  - The tourism sector has been heavily hit by recent bushfire and COVID-19 events. Working closely with Adelaide Hills Tourism and SA Tourism Commission to develop and support response and recovery initiatives.
- ✓ **UNESCO World Heritage Bid**
- **Business Month in May**
  - Cancelled due to Covid-19 social distancing measures but other business development opportunities through online platforms explored and promoted through e-blasts

## 2.1.2 Positive Ageing

### Performance measures - Prosper



### Our Initiatives - Prosper

- ✓ **Dementia Friendly Communities Project**
- 😊 **Wellbeing and re-ablement training**
- ✓ **The Brain Hub**
- ✓ **High Tea Dance**
- ✓ **Cross agency collaboration (Hills Connected Communities Project)**
- 😊 **Increasing online presence and access**
- ✓ **Building wellbeing and wellness**
  - Immediately following the Cudlee Creek Bushfire, Community Development staff made over 300 check-in calls to vulnerable clients living in the bushfire scar. Residents reported being extremely grateful for the contact and staff were able to refer them to relevant services. These calls have commenced again on a broader scale during the COVID-19 pandemic to ensure vulnerable and isolated residents have access to appropriate supports.

### Related services measures - Prosper

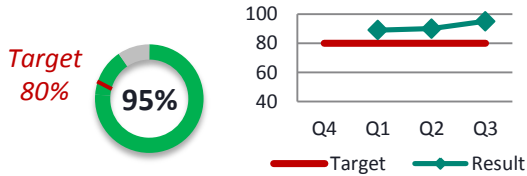
- 1,630** Hours of **in home support** delivered
- 3,086** Hours of **social support** delivered
- 356** **Transport trips** provided



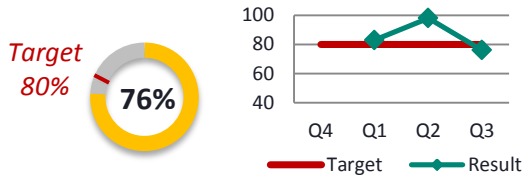
## 2.1.3 Community Development

### Performance measures - Prosper

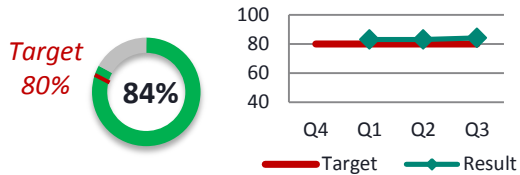
#### Percent of community centre participants with increased social connections



#### Participants who agree the programs/events have increased their feeling of connection

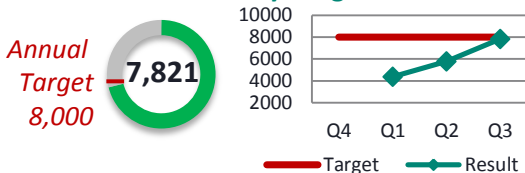


#### Community centre participants who would use the knowledge/skills gained in future



### Performance measures - Connect

#### No of attendees at Adelaide Hills Community Programs



### Related services measures - Prosper

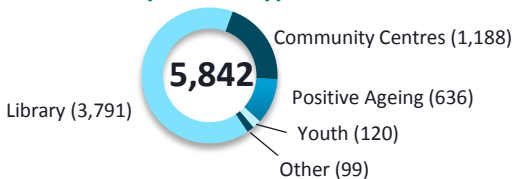
**192** YTD Registered **AHC Volunteers**

**Nil** **Community leader workshop's.** Workshops cancelled due to low levels of interest.

#### No of volunteer hours by service type



#### No of attendees at community programs by service type



### Our Initiatives - Prosper

- ✓ **Regional health planning**
- ✓ **Disability access and inclusion**
  - The development and implementation of a disability action and inclusion plan has become a legislative requirement. The state government and the LGA have released documentation to support the development of the plan but consultation has been delayed by COVID-19 restrictions.
- ✓ **The Hut partnership**
- 😊 **Increase availability of home maintenance services**
- ✓ **Community development**
  - Community Development staff have been working with an even more flexible and adaptable approach to find new ways to support the community during a very challenging year.
- ✓ **Outreach programs**
  - While many programs have been temporarily put on hold there are some such as the Cudlee Creek Bushfire Reference Group that continue to meet online.
- ⊖ **Volunteer movie day**
  - The Volunteer Movie Day occurs in March each year but was deferred due to COVID-19 restrictions
- ✓ **Culture of volunteering**
- ✓ **Volunteer Connect**

### Our Initiatives - Organisation

- ✓ **Volunteer management capacity and capability**
  - A review of volunteer recruitment procedures and a data cleanse have been recent elements of continuous improvement in managing volunteers

### Our Initiatives - Connect

- ✓ **The Uraidla Shed**
- ✓ **The Gumeracha Greed Shed and Op Shop**
- 😊 **Community External volunteering support**
- ✓ **Volunteer engagement**
  - Volunteers are being supported via a special edition series of newsletters, online communication and telephone contact during COVID-19

## 2.2.4 Youth Development

### Related services measures - Connect

120

**Attendees** in youth development workshop/activities.

### Our Initiatives - Connect



#### Youth leadership program

- The inaugural Youth Leadership Program participants have graduated with a number staying on to mentor the next group of participants. The start for the 2020 program has been delayed due to COVID-19 restrictions.



#### Implement Youth Action Plan

- The Youth Action Plan is in draft form following extensive consultation with young people. The State Youth Plan has now been released and staff will look at opportunities for further alignment with the state plan. The implementation of the plan will occur once it has been finalised.

## 2.2.5 Creativity and Arts & Heritage Hub

### Related services measures - Connect

30

#### Artists and creative businesses supported

Two events held: Gathered Masterclass and Changing Places artists-in-communities forum

### Our Initiatives - Connect



#### Establish an Arts & Heritage Hub

- Progression of the development has been hindered by the unsuccessful grant applications to provide funding for the development and the impact of the Lobethal Recovery Centre being located in Building 20.

## 2.1.6 Cultural Development

### Related services measures - Connect

Nil

**Cultural awareness staff training** sessions held this quarter.

**Arts activities and events** cancelled due to bushfires and COVID-19

### Our Initiatives - Connect



#### Multicultural Action Plan

- Hills Harmony Day Picnic cancelled



#### Reconciliation Action Plan

- The Adelaide Hills councils Innovate RAP continues to be developed.
- Staff are looking at alternative options to provide a celebration of Reconciliation week during COVID-19 including online messages, a radio presentation and home based art activities.



#### Arts Action Plan

- The Birdwood Weighbridge Public Art Project was installed in March 2020. The art installation is aesthetically pleasing and also provides improved safety for pedestrians.

## 2.1.7 Library Services

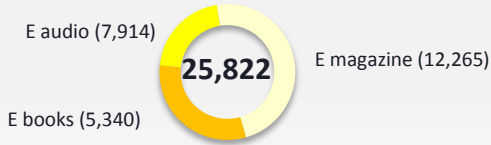
### Related services measures - Connect

**62,286** Physical visitors to all Library branches

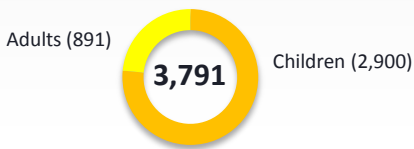
**118,504** Website visitors

**103,902** Total print and audio-visual loans

#### No of electronic loans by type



#### No of library program participants



### Our Initiatives - Connect

- ✓ **Digital learning**
- ✓ **Mobile library project**
  - Specifications for a replacement Mobile Library were developed
- ✗ **Library strategic plan**
  - Delayed in light of need to implement changes to ensure safe delivery to modified loan services and enabling Contact Centre and other library staff to work from home.
- ✗ **Social inclusion project**
  - Delayed in light of need to implement changes to ensure safe delivery to modified loan services and enabling Contact Centre and other library staff to work from home.
- ✗ **Local history online**
  - Mt Lofty District Historical Society have developed with support from Digital Learning Officer. There is a possibility in future of building into Library Catalogue. Moving local history collections on line is not always welcomed and groups do not necessarily have the necessary skills to undertake the work.

## 2.1.8 Customer Service

### Related services measures - Organisation

**77%** Service standards achieved – 10 of 13 service standards met their targets. 4 measures had no reportable incidents.

### Our Initiatives - Organisation

- 😊 **Front line customer service delivery**

## 2.1.9 Organisational Innovation

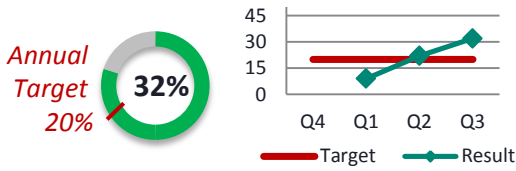
### Our Initiatives - Organisation

- 😊 **Customer satisfaction measurement**
  - Development of customer satisfaction measurement now complete. Surveys regularly distributed focussing both on the experience of customers who contact us via phone and those who have a request that cannot be resolved at first point of contact. Survey feedback and data is analysed to identify opportunities for improvement.
- ✓ **CRM integration**
  - Further integration between CRM and the Confirm Asset Management System planned and dependent on completing particular milestones of the Confirm
- 😊 **Knowledge management**
  - Development on internal Knowledge Bank complete with over 90 articles now published. Strategies and workflows in place to further develop and update articles.

## 2.1.10 Community Engagement, Communications and Events

### Performance measures - Explore

#### Growth of Adelaide Hills Council's social media community (followers)



Growth in social channels attributed to jump in followers during bushfire crisis.

### Related services measures - Explore

#### Community Engagement Opportunities

**1** **Community forum** was cancelled due to COVID-19. Instead an online Q&A tool was used and a written update provided for the Mylor community

**Nil** **Face to face engagement** was undertaken for Council projects due to the bushfires and COVID-19.

**10** **Online engagement opportunities** available. There were 3,200 visitors to our engagement platform and on average 176 visits per day, 11 new registrations.

There were 91 engaged participants via the online engagement platform. This is the number of people that completed a survey, completed quick polls, asked questions, placed pins, contributed ideas or contributed to forums.

### Our Initiatives - Explore

- ✔ **Digital and social media**
  - Become more critical than ever and has boosted our community numbers as they tune in for information and updates.
- ✘ **Marketing & Communication Plan**
  - Has been delayed as the team is stretched with communications delivery in light of bushfire and COVID-19. We have had a couple of strategy building sessions so the plan had commenced prior to COVID-19.
- ✘ **Review Community Consultation Policy and Community Engagement Framework**
  - Has been delayed due to limited team resources. Looking at engaging some external assistance with progressing this.
- 😊 **Video**
  - Completed production of the three video as per project description but video is more important than ever as a delivery mechanism for news, consultation, services and events.

### Our Initiatives - Connect

- ✔ **Events**
  - All events cancelled due to bushfire and COVID have been working with community and our teams where possible to organise and promote alternative delivery.

### Our Initiatives - Organisation

- ✘ **Crisis communication plan**
  - Some minor updates to the basic plan have been made following the bushfire but no further progress as the team focuses on COVID-19 delivery.

## 2.2 Corporate Services

### Highlights

- Strategic Plan Phase 3 (Decide) community consultation completed.
- Long Term Financial Plan community consultation completed.

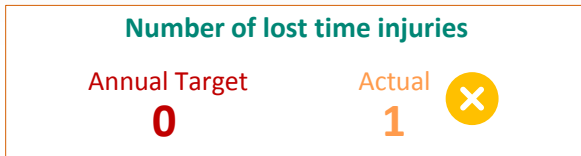
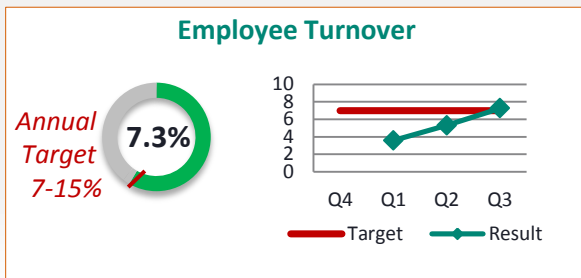
### What's next

- Strategic Plan and Long Term Financial Plan to be considered for adoption by Council in Q4.

Issues	Action Taken	Service Area
COVID19 delays in boundary reform provision finalisation	Meetings with neighbouring council Mayors and CEOs will be scheduled once social distancing restrictions permit	Governance

### 2.2.1 Organisational Development and Workplace Health & Safety

#### Performance measures - Organisation



#### Our Initiatives - Organisation

- ✅ **Work Health and Safety (WHS) People Leader Development**
  - Further definition of the elements to be included in the People Leader WHS training via Skytrust is being discussed and prepared
- ❌ **Develop training for employees in Public Officer responsibilities**
  - With the OD Team involved in organisational support and activities related to COVID-19, no further work has been undertaken.
- ✅ **Review 4x8 Performance Process**
  - A review has been undertaken including feedback externally providing insight into process and documentation considerations. Further discussion and decisions are needed through the Executive Leadership Team before this process can be finalised.

### 2.2.2 Financial Services

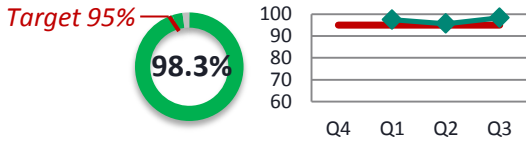
#### Our Initiatives - Organisation

- ✅ **Budget development including rating strategy and fees and charges consideration**
  - Initial workshop proposed for 27 & 28 March 2020 was cancelled. Virtual workshops scheduled for April and May.
- ✅ **Sale of land**
  - 29 properties relating to either deceased estates or where rate notices had been unable to be delivered for many years have been identified for action by Property Services. Project to progress post Covid-19 and bushfire priorities.
- ✅ **Development of 2020-21 Long Term Financial Plan**
  - Long Term Financial Plan for consultation presented to the Audit Committee on 17 February 2020 and Council on 25 February 2020. Consultation was open 2 March 2020 to 27 March 2020 with no comments received.
- 😊 **Annual financial statements**
- ✅ **Procurement framework**

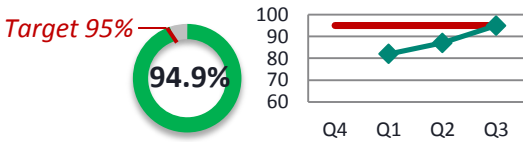
## 2.2.3 Governance

### Performance measures - Organisation

#### Decisions (Council resolutions) considered in open session



#### Council member attendance at ordinary meetings for the period



- 4 approved Leave of Absence and 3 apologies

### Related services measures - Organisation

#### Governance requests

Section 7 search requests	254
Percent of Section 7 completed within legislative timeframe	100%
Freedom of information (FOI) requests	3
Percent of FOI requests completed within legislative timeframe	100%
Percent of Ombudsman investigations upholding Council's decisions	Still pending

### Our Initiatives - Organisation

- ✘ **Delegations management system**
  - Software has been purchased and setup of database is occurring. Approximately 80% of current delegations have been entered with the project envisaged to be completed by 30 June 2020.
- ✔ **Strategic Plan review**
  - Phase 3 consultation occurred during March, Final draft to be presented to Council for adoption in April 2020.
- **Service Review Framework**
  - Program deferred to 2020-21

### Our Initiatives - Explore

- ✔ **Boundary reform provision**
  - There is an intention for the Mayor and CEO to consult with neighbouring council Mayors and CEOs regarding the draft Boundary Reform Report prior to the final report being considered at a Council meeting. The COVID-19 public health emergency is impacting the timing of the neighbouring council consultation.

## 2.2.4 ICT & Information Systems Services

### Related services measures - Explore

- 99.9%** **System availability** (Server uptime)
- 90.8%** **Serviceability rating** – 39 Service Level Agreements not met vs 423 closed tickets

#### ICT Helpdesk

Number of requests logged	490
Number of requests resolved	423
Number of requests closed within 1 day	332 67.8%

### Our Initiatives - Organisation

- ✘ **Multifunction Device Renewal**
  - With the ICT Team involved in organisational support and activities related to COVID-19, this project is under assessment to be deferred 12 months.
- 😊 **Tablets/Laptops and Computers**
- ✔ **Server storage and switching**
  - Installation and configuration of equipment has commenced and will be completed in May 2020.
- ✔ **Internet of things**
  - Project team working on Gateway locations located in the AHC District.
- ✔ **Implementation of organisational information management system**
- ✘ **Destruction of hard copy records**
  - Project paused due to Work from home activities
- ✘ **Hard copy records digitisation**
  - Project paused due to Work from home activities
- ✘ **Information management system integration**
  - Undertaking a review of alternative software tools to assist with migration of data from TRIM

Legend: ✔ = On track/ahead of schedule

😊 = Complete

— = Not started/deferred

✘ = Behind schedule




## 2.2.5 Cemeteries

### Related services measures - Place


#### Number of issued interment rights and burials/interments

<b>Total</b>	<b>67</b>
Transfers	23
Interment rights	21
Burials	14
Interment of ashes	9

### Our Initiatives - Place

-  **Cemetery review**
  - Will be progressed after implementation of the new management system
-  **Stirling Masterplan**
  - Will be progressed after implementation of the new management system
-  **Survey and aerial mapping of cemeteries**
  - Survey and mapping have been undertaken for Stirling Catholic and Mt Lofty cemeteries with the others to be undertaken as part of the implementation of the new management system

### Our Initiatives - Organisation



-  **Cemetery management system**
  - Tender awarded to OpusXi and data migration and system integration work is being undertaken

## 2.2.6 Property Services


### Related services measures - Place

- 61** **Community facility leases/licenses**
- 32** Leases/licenses that are **expired** and in holding over

### Our Initiatives - Place

-  **Crown land review**
  - Additional community consultation to be undertaken to meet requirements of Crown Lands Department, on hold until COVID-19 restrictions are eased
-  **Unmade road review**
  - Being progressively undertaken as resourcing allows
-  **Public toilet review**
  - Being progressively undertaken as resourcing allows
-  **Accommodation review**

### Our Initiatives - Connect

-  **Community & Recreation facility framework**
  - Disruptions to resourcing from bushfire and COVI-19 response has delayed progression of some aspects, being progressed to undertake community consultation

### Our Initiatives - Organisation

-  **Community land register and management plans**

## 2.3 Infrastructure & Operations

### Highlights

- **3817 Ayers Hill Road footpath renewal** - Starting at Laurel Road, this 135m footpath meanders through some very picturesque vistas created by established trees all the way to St Catherine’s Catholic School.
- **Bushfire recovery Lobethal Bushland Park** - The Australian Army and Team Rubicon have lent Council an enormous hand in helping to recover our beautiful Lobethal Bushland Park following the devastating Cudlee Creek Bushfire. The Army attended to many of the unsafe trees identified along the trails, whilst Team Rubicon accompanied Council staff in clearing debris and other hazardous materials off the trails so Council can begin a staged reopening of the park. A huge thank you to both organisations on behalf of Council and community for their tireless efforts in extremely hot and humid conditions.
- **Balhannah Footpath** - The upgrade of the footpath along the southern side of Onkaparinga Valley Road at Balhannah is complete. The project has seen the existing asphalt footpath upgraded to locally made clay pavers. Four new trees have also been planted as part of the project to replace trees which were removed some years ago.

### What’s next

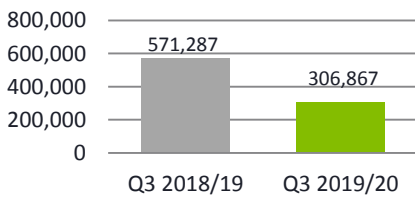
- **Heathfield Netball Courts** - Renewal works are currently underway at Heathfield netball courts with the new asphalt surface laid this week as well as the final concrete pours for the surrounding plinths, path and stairs. Asphalt will cure for four weeks before a new acrylic surface is applied. Tasks next week include fencing, painting and repointing of stonework.

Issues	Action Taken	Service area
Solar PV panel installation will not go ahead on three sites this financial year.	<ul style="list-style-type: none"> <li>• Stirling complex – cannot install due to shading, sprinklers and configuration of existing panels. Stirling-further solar PV feasibility options are being developed</li> <li>• Nairne Road Office - part of the roof structure not able to support solar PV panels and needs replacement. Nairne Road office - further investigation into all parts of the roof to determine best option</li> <li>• Birdwood CWMS lack of infrastructure clarification and therefore location of on-ground PV system. Survey specifically of underground services has been organised</li> </ul>	Sustainability

### 2.3.1 Sustainability

#### Performance measures - Place

#### Decrease Council’s Kilowatt hour use and increase solar PV generation



When comparing our usage to Q3 2018-19, this shows a usage reduction of **46.2%**. Whilst part of the reduction likely relate to LED street lighting installation, it should be acknowledged that there are a number of electricity invoices which are yet to be received and therefore uploaded.

#### Our Initiatives - Place

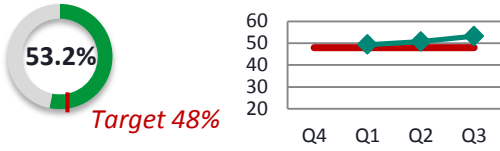
- ☺ **Community energy program**
- ✖ **Investigate water reuse for Woodside Recreation Ground irrigation**
  - A meeting with SA Water has been scheduled determine if there is capacity at the Bird in Hand Waste Water Treatment Facility for using reuse at WRG
- ⊖ **Design and implement Water Sensitive Urban Design (WSUD) initiatives at the Woodside Recreation Ground**
- ⊖ **Investigation into circular economy products for inclusion in Council’s capital and operational works**



## 2.3.2 Waste & Resource Recovery

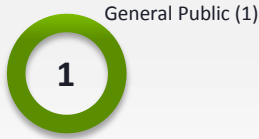
### Performance measures - Place

#### Diversion rate of recyclable material away from landfill



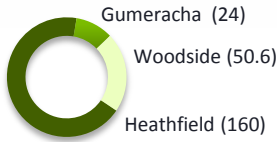
### Related services measures - Place

#### No of waste community education sessions



12 Attendees at community education sessions

#### Tonnes of green organics collected



### Our Initiatives - Place

- ✓ Kerbside bin audits
- ✓ Domestic kerbside collection
- ✓ Household chemical and paint drop off
- ✓ Solar/smart bins pilot
- ✓ Waste management and recycling

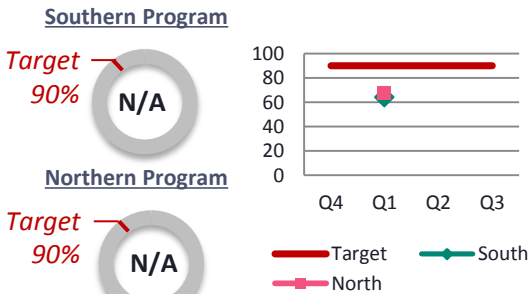
### Our Initiatives - Prosper

- ✓ Green organic drop off days

## 2.3.3 Open Space Operations

### Performance measures - Place

#### Delivery of Arboriculture (Tree) Zone Maintenance Program



Data unavailable in Q3 due to bushfire

### Related services measures - Place

#### Number of customer requests

<b>Parks, Gardens and ovals</b>	<b>68</b>
Gardens	3
Ovals	11
Parks & reserves	36
Parks, gardens & ovals	18
<b>Playgrounds</b>	<b>8</b>
Maintenance	4
Upgrades & general enquiries	4

### Our Initiatives - Place

- 😊 Elm leaf beetle treatment
- 😊 Veteran tree management
- 😊 Asset protection zones

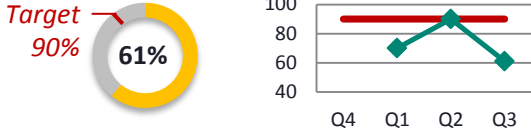
### Our Initiatives - Explore

- 😊 Fleet & plant management

## 2.3.4 Civil Services

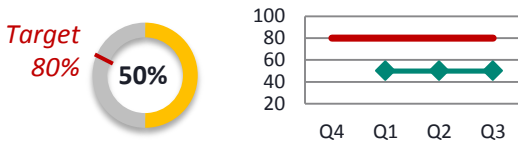
### Performance measures - Place

#### Delivery of capital works program



A number of large projects have been delayed to Q4 start, correlating with major external impacts to Council over Q3.

#### Operational tasks completed within the Civil Zone Maintenance Program



Increasing rollout of in-field devices for scheduling works will improve results overtime.

### Related services measures - Place

#### Number of civil maintenance requests

Roads & Footpaths	
Driveway crossover	14
Footpaths	36
Roads	195
Safety concerns	38
Signs	73
Street lighting	5
Stormwater & Sewerage	
Flooding & blocked drains	87
Septic & community waste waster	13
Stormwater & drainage	90
Trees & Environment	
Creek/water catchment	2
Mulch request	22
Road verges	19
Trees	522
Vegetation	0
Weeds	42
Environment	6
Overgrown grass	60

### Our Initiatives - Place



#### Project management manual

- A cross functional team has formed to oversee the development of an organisation wide project management framework and manual. A project plan has been adopted which will see the manual completed and implemented by the end of 2020. Part 1 draft has been delivered for review.

### Our Initiatives - Explore



#### Online maintenance program

- An online civil maintenance program is available for viewing via Council's website. It is regularly updated, refined and improved.

### Our Initiatives - Organisation



#### Capital project delivery

- The delivery of capital projects in the civil asset classes are progressing well, with all major projects on track to be completed by the end of the financial year.

## 2.3.5 Biodiversity and Habitat Conservation

### Related services measures - Place

#### No of Native Vegetation Marker System (NVMS) sites assessed



Target not reached due to greater overall length of sites in the northern sections of the council area.

**30** BushRAT assessments completed at NVMS sites

**3** Sites had **weed management** undertaken in Q3. 5 sites remaining to be undertaken in 2019/20.

#### No of Woody Weed Control Program sites completed



**1** prescribed burns completed in Q3.

### Our Initiatives - Place

- ✓ **Biodiversity monitoring and management**
  - No AHC reserves to be monitored in Summer quarter 2020 (monitoring is seasonal)
- ✓ **Community capacity building**
- ✓ **Native vegetation marker system (NVMS) program**
  - 30 Bushrat assessments over 14 NVMS sites (Baseline Bushrat surveys completed at 355 sites, of 466 total sites)
- ✓ **Management and monitoring of prescribed burn sites**
  - 7 of the 8 AHC prescribed burn sites were completed prior to June 30 2019, with the 1 remaining completed in autumn 2020. (Morgan Road, Ironbank)
- ✓ **Implement the 2019-2024 Biodiversity Strategy**
  - 33 High priority actions – 31 ongoing, 3 complete. 34 Medium priority actions – 15 ongoing, 3 complete, 20 Low priority actions - 4 ongoing, 4 complete.

## 2.3.6 Emergency Management

### Our Initiatives

- ✓ Emergency management planning

## 2.3.7 Community Wastewater Management System (CWMS)

### Our Initiatives

- ✓ Asset management
- ✓ Legislative and regulatory compliance
- ✓ Septic tank de-sludge program
- ✓ Community Wastewater Management System (CWMS) review
- ✓ Supply of recycled water

## 2.3.8 Sport & Recreation Management

### Our Initiatives - Place

- 😊 **Community & recreation facility grants**
  - 2019/2020 round was completed in December 2019.
- ✓ **Sport & recreation master planning projects**

### Our Initiatives - Prosper

- **Club development workshops**
  - Not commenced due to bushfire & now Covid-19 implications.
- 😊 **Play space upgrades**

## 2.3.9 Asset Management

### Our Initiatives - Place

- ✓ **Confirm asset management**
- 😊 **GIS integration**

### Our Initiatives - Organisation

- ✗ **Asset management plan review**
  - External review being considered and where appropriate incorporated into draft Transport Asset Management Plan

## 2.4 Development & Regulatory Services

### Highlights

- **Waste water system applications** received are now been digitised in order to enable them to be processed electronically. The assessing officer can now access these, through mobile devices onsite, thereby improving processing efficiencies.
- Implementation of the **State's Planning Reform Agenda** continues and staff prepared comments on the People & Neighbourhoods Discussion Paper and Phase 3 of the Planning & Design Code. These were considered and adopted by the Council's Strategic Planning & Development Policy Committee at a special meeting held on 18 February 2020. The comments were subsequently submitted to the State Planning Commission on 28 February 2020 (the deadline for comments) for consideration.
- The **Internal Review** of development application assessment processes and electronic procedures have now been completed.

### What's next

- **Progression of the World Heritage Bid Project** will continue as soon as the outcomes of the City of Adelaide's Expert Review have been completed in late May 2020. The intent is to then meet with the City of Adelaide and the Minister for Environment and Water to identify ongoing collaboration opportunities with the State Government to progress the joint bid.
- **Implementation of the State's Planning Reform Agenda** will continue in the next quarter and staff will work collaboratively with the State Planning Commission to ensure Council's desired outcomes with regard to the new Planning & Design Code and ePlanning System are achieved before the system goes live in September 2020.

Issues	Action Taken	Service area
Delays with software development with external contractor for the electronic development register	Meetings with the executive management of the software company have occurred in order to resolve the outstanding issues and progress is now being made in this regard.	Development Services
Conversion of waste water system and food inspection files to electronic files	As Council's Environmental Health Officers have been required to assist with the enforcement of COVID-19 restrictions, this project has been placed on hold.	Environmental Health
Survey and Investigate impact of wastewater systems on the water catchment	This Project currently is currently on hold due to COVID-19 restrictions and will recommence as soon as the restrictions are lifted.	Environmental Health

## 2.4.1 Public Health Services

### Related services measures - Prosper

#### Wastewater Applications

- 50** Applications **lodged**
- 38** Applications **Assessed and Approved** within 2-4 weeks of receiving all information
- 9** Applications **awaiting further information** to be finalised.

#### Compliance rate of Food Premises at time of inspection



61 of the 63 Food Premises Inspections conducted were compliant.

2 premises had follow up inspections and were found compliant.

### Our Initiatives - Prosper



#### Process waste water system applications electronically

- In early 2020 all wastewater applications received by Council either electronically or as a hardcopy were digitised enabling them to be processed electronically.

### Our Initiatives - Place



#### Investigate impact of wastewater system on catchment

- This project on hold due to COVID-19 restrictions. Note that the Mt Lofty Ranges Project is funded by SA Water and their aim is to capture areas not previously included in the project review undertaken in 2011.

### Our Initiatives - Connect



#### Food safety training

- Staff are promoting on-line Food Safety Training to Food Businesses and Community Organisations to provide an understanding of appropriate food safety and handling practices

### Our Initiatives - Organisation



#### Conversion of files to electronic files

- Project on hold as Environmental Health Officers have assisted with enforcement of COVID-19 restrictions.
- All food inspection files have been digitised. Wastewater files in process of being digitised.

## 2.4.2 Regulatory Services

### Related services measures - Place

**108** **Private properties inspected** as part of fire prevention activities

#### Number of customer requests

<b>Dog management activities</b>	<b>93</b>
Dog pick up	27
Dog return to owner (non-impounded)	22
Wandering	15
Dog attack & harassment	9
Barking dogs	20
Other	0
<b>Non-dog animal management</b>	<b>6</b>

#### Nuisance & litter queries

<b>Total reported</b>	<b>27</b>
Noise	10
Air pollution	1
Littering	5
Nuisance	8
Vandalism/damage	3
<b>Percent resolved</b>	<b>95.96%</b>

### Our Initiatives - Place



#### Dog and Cat Animal Management Plan (DCAMP) implementation

- Community education and awareness program to commence in 2021 in the lead up to the commencement of the cat confinement requirements on 1 January 2022. A consultant has been engaged to design and cost the establishment of cat holding cages at Council's Heathfield Dog Pound



#### Cats By-law review

- This project will only commence when the cat confinement requirements come into effect on 1 January 2022



#### Community education on local nuisance and litter control matters

- This project will commence as soon as the EPA concludes its minor review of the Local Nuisance & Litter Control Act. Council submitted its comments to the EPA on 4 October 2019 and is awaiting the outcome of that Review

### Our Initiatives - Prosper



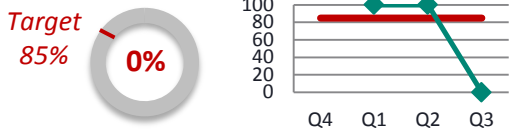
#### Review of Council fire prevention & mitigation activities

- Staff have received the draft consultant's report into the review of Council's activities in this regard and are reviewing the report and its associated recommendations.

## 2.4.3 Planning & Development Services

### Performance measures (Prosper)

#### Applicant satisfaction with the development application process



Only two surveys received but these were both negative. Note one was for retrospective development

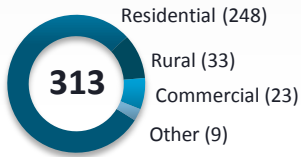
### Related services measures

There has been a reduction in development applications, values and daily average for Q2.

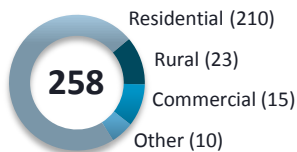
**\$32.7m** Aggregated estimated value of applications lodged

**75** Day average for approval of applications.

#### No of development applications lodged



#### No of development applications approved



### Our Initiatives - Prosper

- ✘ **Electronic development application assessment**
  - The Development Application register is still a work in progress with Council's software developer. Further the on-line payment portal was not up and running as planned within the Quarter – expected completion in Q4.
- ✔ **United Nations Educational, Scientific and Cultural Organisation (UNESCO) World Heritage Bid**
  - City of Adelaide engaged World Heritage Experts to undertake a review of their proposed bid with expected completion in May 2020. They will consider the rural planned settlements around Adelaide, and determine whether it represents an exemplar of systematic colonisation, especially when compared with New Zealand examples.
  - Dependent on the outcome, the intent is to then seek a meeting in June with the City of Adelaide to discuss possible collaboration between the two bids.
- ✔ **State's planning reform agenda**
  - Staff prepared comments on the People & Neighbourhoods Discussion Paper which were considered and adopted by Council's Strategic Planning & Development Policy Committee (SPDPC) at a special meeting held on 18 February. These were subsequently submitted to the State Planning Commission (SPC) on 28 February. No further discussion papers have been released by DPTI for comment at this point in time.
- ✔ **Conversion of Council's Development Plan**
  - Staff completed the community engagement process in January 2020. Comments on the draft zones and policies affecting our Council were reported to SPDPC on 18 February 2020 and submitted to the SPC. We are now awaiting a response from the SPC.
- 😊 **Review of development application assessment process**

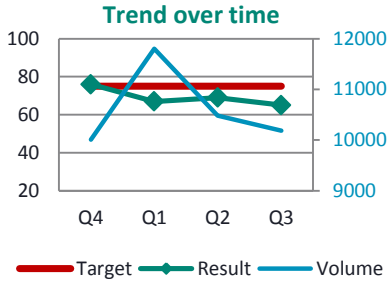
# 3. Customer Service Standards

## 5.1 General Customer Standards

### Answering Incoming Phone Calls

Volume of calls = 10,183

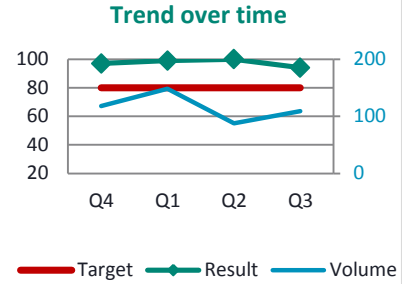
Contact centre calls answered within 30 sec



### Updating Customer Details

Volume of updates = 109

Details updated within 5 days

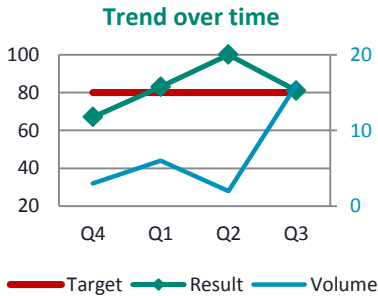


## 5.2 Service Specific Standards – Time Based Indicators

### New Event Applications

Volume of applications = 16

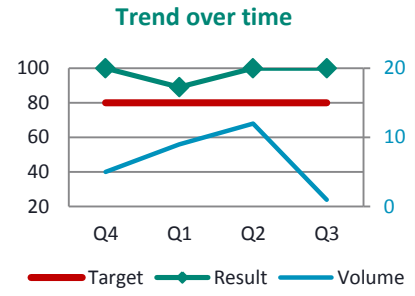
Acknowledgement of receipt within 5 days



### Illegal Burning Complaints

Volume of complaints = 1

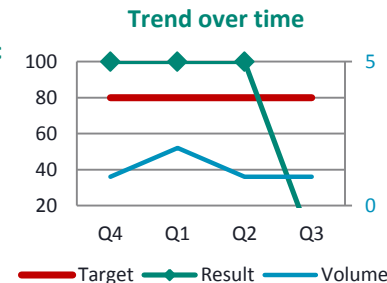
Investigated within 24 hours



### Health Complaints

Volume of complaints = 1

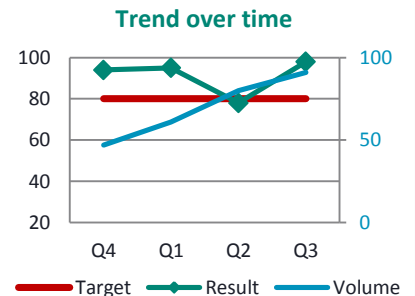
Contact centre calls answered within 30 sec



### Illegally Dumped Rubbish

Volume of reports = 91

Rubbish removed within 3 days

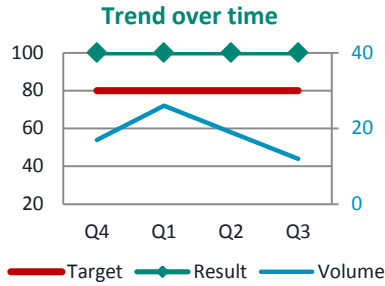


**Comment:** Only one case which missed the 24 hour standard. Request came in late Friday afternoon and was resolved the following Monday.

## Library Services

Volume of requests = 12

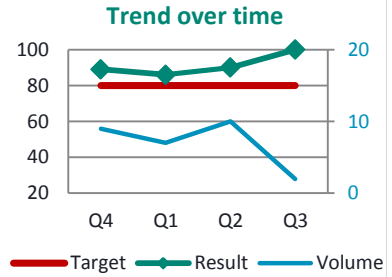
Response to requests to purchase materials within 10 days



## Dog Attacks

Volume of attack reports = 2

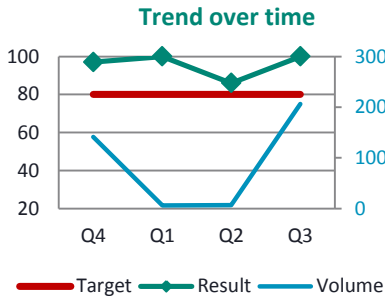
Response within 24 hours



## Wasps

Volume of reports = 206

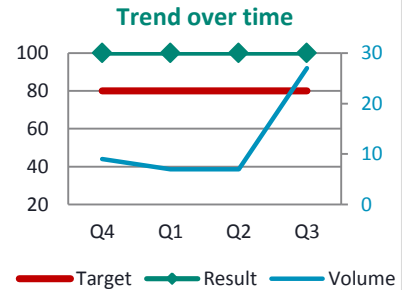
Investigate and action within 7 days



## Development Applications

Volume of applications = 27

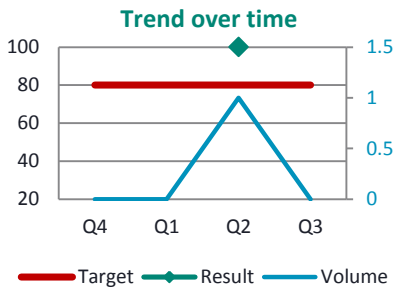
Approval of fast track development applications within 28 days



## Missed Bins

Volume of requests = 0

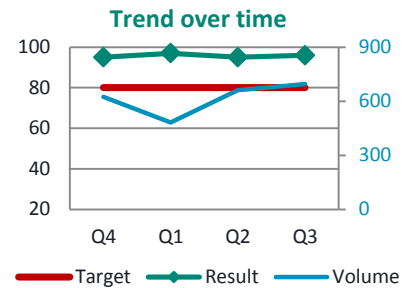
Missed bins collected within 2 days



## Request for Bin Repair or Replacement

Volume of requests = 695

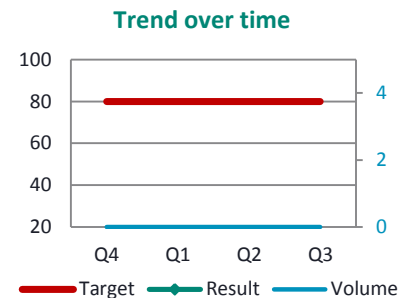
Requests actioned within 7 days



## Footpath Repairs - Hazardous

Volume of repairs = 0

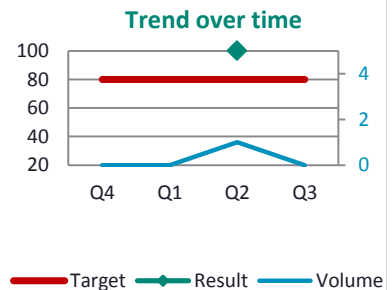
Responded and made safe within 24 hours



## Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours

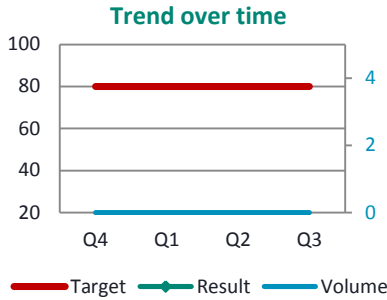




### Stormwater Repairs - Hazardous

Volume of reports = 0

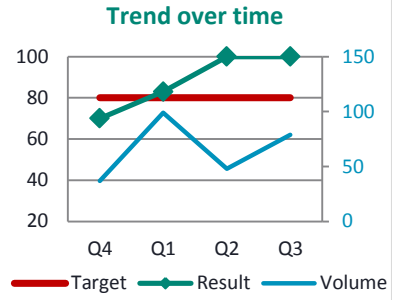
Responded and made safe within 24 hours



### Trees - Hazardous

Volume of reports = 79

Responded and made safe within 24 hours

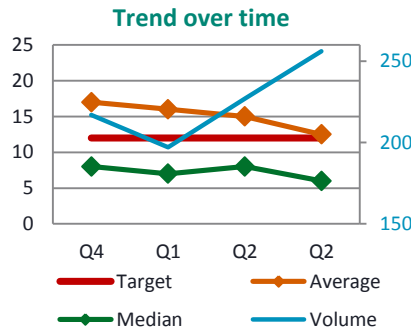
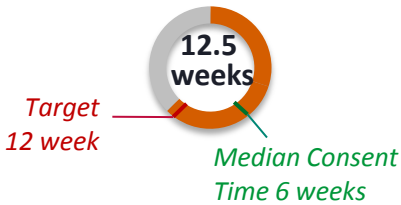


## 5.3 Service Specific Standards – Other Indicators

### Development Applications

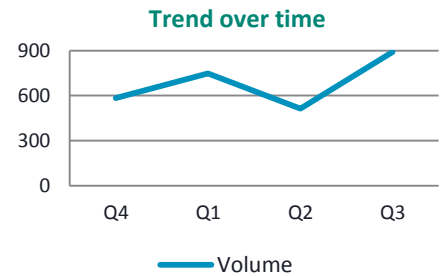
Volume of applications = 256

Average consent time from date of receipt



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

Volume of new requests = 892



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

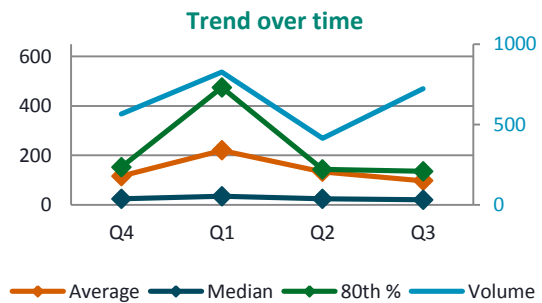
Volume of Requests = 722

Resolution time of requests

Average = 97 days

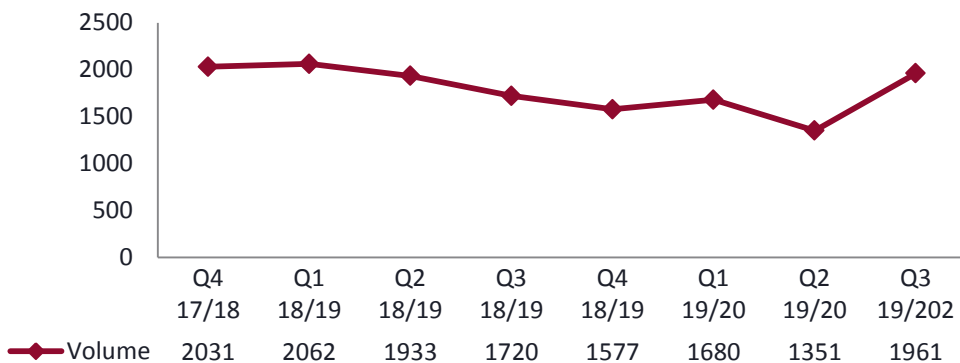
Median = 20 days

80<sup>th</sup> Percentile = 135 days



### Overall Volume of Requests

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



# 4. Capital Works Program Performance

## 4.1 Capital Performance

Quarter 3 of 2019-20 represents the continuation of the 2019/20 Capital Works Program, with \$2.6M of infrastructure delivered during this period and another \$2.4M of works ordered. The primary focus of this quarter has been on tendering and construction, as well as completing earlier works.

### Highlights

- Renewed and upgraded the Heathfield Netball Courts, including new asphalt, acrylic playing surface, drainage, fencing, rails and stairs.
- A long awaited bus shelter was installed on Redden Dr, Cudlee Creek,
- Renewed post and rail fencing along Druids Ave with a high recycled content product (wood/ plastic composite),
- Went out for tender on a new asphalt supply contract which emphasises the use of recycled materials such as rubber, plastic and glass.

### What's next

- Continued delivery of the 2019-20 Capital Works Program across all asset classes,
- Complete the Woodside Gravity Main Renewal and Upgrade project,
- Complete the road shoulder renewal program,
- Complete the Milan Tce pedestrian Crossing,
- Establish a new minor works panel contract.

Issues (if any)	Action Taken	Owner
Service clashes, Junction Rd Balhannah.	Modify design to reduce extent of excavation required, including use of surcharge pits.	Peter Bice
COVID-19	Project Officers have been supported to manage their projects remotely.	Peter Bice

### Performance by Asset Class

<b>Bridges</b>	33%	Concrete patching and major substructure repairs were completed at the Forreston Rd bridge.
<b>Buildings</b>	22%	General building upgrades were conducted region wide.
<b>CWMS</b>	10%	A control cabinet was replaced in the pump station at Birdwood CWMS site.
<b>Footpaths</b>	54%	Footpaths were renewed and/ or upgraded region wide, including Strathalbyn Rd, Aldgate, and Mt Barker Rd, Bridgewater.
<b>Kerb</b>	63%	Kerb renewal works were completed along Moffett St in Woodside.
<b>Other<sup>1</sup></b>	45%	Bus shelters were renewed in Aldgate, Balhannah and Crafers.
<b>Road Pavement</b>	46%	Works were completed on the Lower Hermitage Rd widening project.
<b>Road Seal</b>	32%	Works commenced on the Winton Rd sealing project.
<b>Shoulders</b>	0%	No shoulder renewals have commenced as of this report.
<b>Sport &amp; Recreation<sup>2</sup></b>	36%	Netball court resurfacing and upgrade works were completed at Heathfield.
<b>Stormwater</b>	41%	Detailed design was finalised for Junction Rd stormwater renewal and upgrade project.
<b>Unsealed roads</b>	52%	Works were completed on a number of unsealed roads, including the resheeting of Pedare Park Rd Sth and Willow View Rd, both in Woodside.
<b>Plant &amp; Fleet</b>	55%	Council's fleet renewal program continued, including the delivery of two hybrid vehicles in Council's light fleet.
<b>ICT</b>	18%	Continued implementation of the Record Hub system.
<b>Minor Plant &amp; Equipment<sup>3</sup></b>	61%	Various minor plant and equipment delivered, including variable height desks.

<sup>1</sup> Guardrails, Retaining Walls, Cemeteries, Street Furniture, Traffic Control

<sup>2</sup> including Playgrounds

<sup>3</sup> including library fittings

## 4.2 Capital Financial Performance *(as at 31/3/20)*

Capital Program Summary		Capital Expenditure against Budget	
Projects not started	13	Budget	18,428
Projects cancelled	4	Actual Expenditure	6,903
Projects deferred	12	(including Capitalised Salary Costs)	-
Projects being designed or tendered	41	Project Savings/(overspend) across projects	319
Projects scheduled or under construction	45	Projected Carry Forward	3242
Projects completed	46	<b>PROJECTED CAPITAL EXPENDITURE</b>	<b>14,867</b>
<b>TOTAL Projects</b>	<b>161</b>		

Projects Summary	
Programs Completed	Road re-sheeting program (unsealed roads renewal).
Major Projects Completed	<ul style="list-style-type: none"> <li>Strathalbyn Rd footpath renewal,</li> <li>Heathfield Netball Court resurfacing.</li> </ul>
Major Carry Forwards	<ul style="list-style-type: none"> <li>Crafers to Stirling Bikeway is likely to be carried forward,</li> <li>Sports and Recreation projects tied to ORSR grants,</li> <li>Gumeracha Main Street and Junction Rd stormwater projects will be work in progress.</li> </ul>
Major Savings	<ul style="list-style-type: none"> <li>Unsealed road region wide,</li> <li>Irrigation systems region wide.</li> </ul>
Major Overruns	Church St Pumps Birdwood, due to unplanned required electrical upgrades.
Significant Unfunded Projects	NIL
<b>Projects of Interest:</b> Both West St Mylor and Milan Tce Pedestrian Crossing projects are out for tender.	

## 4.3 Capital Financial Performance by Asset Category

Asset Category	YTD Actuals \$'000	YTD Budget \$'000	YTD Var Fav / (unfav) \$'000	Annual Budget \$'000
Bridges	77	185	108	253
Buildings	422	849	427	2,032
CWMS	59	386	327	625
Footpaths	709	833	124	1,404
Kerbing	177	222	45	301
Other – Ret Walls, Str Furniture & Bus Stops	926	1,320	394	2,160
Roads – Pavements	882	1,148	266	2,075
Roads – Seals	387	950	563	1,320
Roads – Shoulders	-	375	375	430
Roads – Unsealed	811	930	119	1,723
Sport & Recreation	634	750	117	1,892
Stormwater	472	860	388	1,228
Fleet	1,217	1,289	72	2,389
ICT	85	306	221	519
Library	31	28	(3)	47
Plant & Equipment	12	14	2	30
	<b>6,903</b>	<b>10,446</b>	<b>3,544</b>	<b>18,428</b>

## 5. Quarterly Financial Performance

### 5.1 Operating Performance

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
<b>Total Operating Income</b>	<b>44,684</b>	<b>44,308</b>	<span style="color: green;">●</span> <b>376</b>	<b>46,231</b>
<b>Total Operating Expenditure</b>	<b>28,511</b>	<b>28,283</b>	<span style="color: red;">●</span> <b>(228)</b>	<b>45,820</b>
<b>Funding surplus before Capital</b>	<b>16,174</b>	<b>16,025</b>	<span style="color: green;">●</span> <b>148</b>	<b>411</b>
<b>Capital Expenditure</b>	6,903	10,446	<span style="color: green;">●</span> 3,544	<b>18,428</b>
<b>Capital Income</b>	2,755	2,494	<span style="color: green;">●</span> 261	<b>4,973</b>
<b>Net expenditure - Capital projects</b>	<b>4,148</b>	<b>7,952</b>	<span style="color: green;">●</span> <b>3,805</b>	<b>13,455</b>
<b>Net Lending / (Borrowing) for Year</b>	<b>12,026</b>	<b>8,073</b>	<span style="color: green;">●</span> <b>3,953</b>	<b>(4,099)</b>

Adelaide Hills Council Operating Summary By Directorate as at March 2020				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
<b>Income</b>				
Community Capacity	1,488	1,397	<span style="color: green;">●</span> 91	1,762
Corporate Services	39,345	39,065	<span style="color: green;">●</span> 280	39,905
Development & Regulatory Services	1,013	997	<span style="color: green;">●</span> 15	1,229
Infrastructure & Operations	2,838	2,848	<span style="color: red;">●</span> (10)	3,334
<b>Income Total</b>	<b>44,684</b>	<b>44,308</b>	<span style="color: green;">●</span> <b>376</b>	<b>46,231</b>
<b>Expenditure</b>				
Community Capacity	4,975	5,119	<span style="color: green;">●</span> 144	7,036
Corporate Services	9,111	7,959	<span style="color: red;">●</span> (1,151)	8,978
Development & Regulatory Services	2,522	2,600	<span style="color: green;">●</span> 78	3,645
Infrastructure & Operations	11,903	12,605	<span style="color: green;">●</span> 702	17,360
<b>Expenditure Total</b>	<b>28,511</b>	<b>28,283</b>	<span style="color: red;">●</span> <b>(228)</b>	<b>37,019</b>
<b>Operating Surplus (Deficit)</b>	<b>16,174</b>	<b>16,025</b>	<span style="color: green;">●</span> <b>149</b>	<b>9,212</b>

## Adelaide Hills Council Quarterly Financial Performance

as at March 2020	Income by Function				Expenditure by Function				Net
	YTD	YTD	YTD Var	Annual	YTD	YTD	YTD Var	Annual	Position
	Actuals \$'000s	Budget \$'000s	fav / (unfav) \$'000s	Revised Budget \$'000s	Actuals \$'000s	Budget \$'000s	fav / (unfav) \$'000s	Revised Budget \$'000s	Variance \$'000s
CC Director's Office	-	-	-	-	193	211	18	294	18
Communications, Engagement & Events	3	3	(0)	3	531	533	2	659	2
Economic Development	95	95	(0)	95	327	330	3	429	2
FABRIK Arts and Heritage Hub	32	27	5	51	244	205	(38)	326	(34)
Community Development (Management)	-	-	-	-	185	223	38	317	38
Community Recovery	60	-	60	-	7	-	(7)	-	53
Cultural Development	-	-	-	-	95	101	6	146	6
Grants & Partnerships	-	-	-	-	166	188	21	232	21
Hills Connected Communities Projects	83	77	6	93	65	59	(6)	96	1
Positive Ageing (Home and Social Support)	794	782	11	1,036	731	779	48	1,083	59
Positive Ageing Project (Collaborative)	79	71	8	92	65	58	(7)	94	1
Service Strategy & Innovation	-	-	-	-	94	134	40	185	40
The Summit Community Centre	15	11	3	20	119	119	-	170	3
Torrens Valley Community Centre	23	26	(3)	35	129	116	(12)	164	(15)
Volunteering	-	-	-	-	60	59	(1)	81	(1)
Youth Development	2	1	1	2	97	104	7	154	8
Library Services	304	303	1	336	1,260	1,338	78	1,825	79
Customer Service	-	-	-	-	609	563	(46)	782	(46)
<b>Community Capacity</b>	<b>1,488</b>	<b>1,397</b>	<b>91</b>	<b>1,762</b>	<b>4,975</b>	<b>5,119</b>	<b>144</b>	<b>7,036</b>	<b>235</b>
AHBTC	270	272	(2)	347	207	191	(16)	260	(18)
Cemeteries	208	157	50	210	146	192	46	248	96
CS Director's Office	1	2	(1)	3	219	224	4	311	3
Financial Services	37,552	37,575	(23)	38,260	923	978	55	524	32
Governance & CEO Office	-	-	-	-	1,438	1,475	37	1,968	37
Cudlee Creek Bushfire	1,235	1,000	235	1,000	2,400	1,000	(1,400)	1,000	(1,165)
ICT	-	-	-	-	964	901	(63)	1,158	(63)
Information Management	-	-	-	-	951	1,021	70	1,124	70
OD & WHS	-	-	-	-	349	408	60	576	60
Property Management	52	30	22	49	1,488	1,547	59	1,784	80
Retirement Villages	28	29	(2)	36	25	23	(2)	25	(4)
<b>Corporate Services</b>	<b>39,345</b>	<b>39,065</b>	<b>280</b>	<b>39,905</b>	<b>9,111</b>	<b>7,959</b>	<b>(1,151)</b>	<b>8,978</b>	<b>(872)</b>
Animal Management	418	393	26	402	303	294	(9)	399	17
DRS Director's Office	-	-	-	-	223	231	9	321	9
Fire Prevention	9	6	3	13	60	64	4	97	7
Mt Lofty Waste Control Project	51	50	1	50	38	36	(3)	50	(2)
Parking and By-Laws	27	46	(19)	79	132	129	(3)	179	(22)
Planning & Development	410	394	15	524	1,353	1,400	47	1,925	62
Policy Planning	-	-	-	-	105	107	3	175	3
Public Health	98	108	(10)	162	309	339	30	499	20
<b>Development &amp; Regulatory Services</b>	<b>1,013</b>	<b>997</b>	<b>15</b>	<b>1,229</b>	<b>2,522</b>	<b>2,600</b>	<b>78</b>	<b>3,645</b>	<b>98</b>
Civil Services	957	950	7	1,428	3,471	3,801	330	5,200	336
Community Wastewater Management System	1,818	1,805	13	1,805	394	526	132	883	145
Emergency Management	-	-	-	-	41	66	25	91	25
IO Director's Office	-	-	-	-	228	231	3	319	3
Open Space Biodiversity	1	-	1	-	330	392	62	554	63
Open Space Operations	-	21	(21)	21	3,277	3,325	48	4,341	27
Open Space - Sport & Rec Planning	5	3	2	10	433	463	29	537	31
Sustainability	-	-	-	-	127	146	19	212	19
Sustainable Assets	-	-	-	-	353	377	24	534	24
Waste	58	70	(12)	70	3,249	3,279	30	4,688	18
<b>Infrastructure &amp; Operations</b>	<b>2,838</b>	<b>2,848</b>	<b>(10)</b>	<b>3,334</b>	<b>11,903</b>	<b>12,605</b>	<b>702</b>	<b>17,360</b>	<b>691</b>
<b>Total</b>	<b>44,684</b>	<b>44,308</b>	<b>376</b>	<b>46,231</b>	<b>28,511</b>	<b>28,283</b>	<b>(228)</b>	<b>37,019</b>	<b>149</b>

## 5.2 Additional Operating Initiatives

### Adelaide Hills Council Quarterly Financial Performance

#### 2019/2020 Operating Initiatives - March 2020

#	Description	Department	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	2019/20 Revised Budget \$'000s
735	Performance Benchmarking	Governance	8	6	● (1)	9
753	Boundary Reform Provision	Governance	9	10	● 1	20
754	Strategic Plan Review	Governance	8	9	● 1	15
726	Sky Trust Implementation	OD & WHS	19	24	● 5	33
705	Women's TDU	Comms, Engagement & Events	13	15	● 2	15
706	Small Events Additional Resources	Comms, Engagement & Events	1	4	● 2	5
727	Customer Experience Survey	CC Director's Office	13	13	● (0)	13
760	Community Perception Survey	CC Director's Office	0	5	● 5	5
120	FABRIK	FABRIK	212	178	● (34)	276
702	Disability Planning Materials	Community Development	-	8	● 8	10
709	Gumeracha 20Yr Event	Community Development	-	-	● -	3
710	Youth Leadership Workshop	Community Development	6	8	● 2	11
723	Community Arts Projects	Community Development	1	4	● 3	5
744	Public Art Acquisition	Community Development	7	1	● (6)	7
747	Reconciliation Funding	Community Development	1	3	● 2	5
748	Multicult Action Plan	Community Development	1	7	● 6	10
751	Regional Health Planning	Community Development	2	22	● 20	38
704	Digital Literacy Services	Libraries and Customer Services	27	28	● 1	39
719	Stirling District Masterplan	DRS Director's Office	8	8	● 0	8
720	Crafers Masterplan	DRS Director's Office	8	-	● (8)	20
759	Local Heritage Fund: Contract	DRS Director's Office	-	10	● 10	20
725	Compliance	Health and Regulatory Services	20	25	● 5	35
740	Heritage Agreements	Open Space	3	5	● 2	5
746	Roadside Marker System	Open Space	-	5	● 5	45
763	Bush Regenerator Officer	Open Space	19	56	● 37	83
713	Smart living workshops	Sustainable Assets	1	2	● 1	3
741	Landscape conservation	Sustainable Assets	-	5	● 5	10
742	Bore water use areas-Management Plans	Sustainable Assets	11	20	● 9	20
752	Promotion Plan & Website Update	Sustainable Assets	-	-	● -	-
755	WSUD Training	Sustainable Assets	-	-	● -	2
718	Kerbside Waste Audits	Waste & Emergency Management	-	10	● 10	10
737	Preparedness Consultancy	Waste & Emergency Management	4	5	● 1	10
757	Green Waste Scoping Study	Waste & Emergency Management	-	15	● 15	15
758	Solar Bins	Waste & Emergency Management	6	7	● 1	7
	<b>Total</b>		<b>410</b>	<b>517</b>	<b>● 108</b>	<b>811</b>



**Adelaide Hills**  
COUNCIL

#### MORE INFORMATION

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**63 Mt Barker Road**  
**Stirling SA 5152**



**08 8408 0400**



**[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>13.2</b>
<b>Responsible Officer:</b>	<b>Lachlan Miller Executive Manager Governance &amp; Performance Office of the Chief Executive</b>
<b>Subject:</b>	<b>Ombudsman’s Correspondence – Complaint regarding Internal Review of Council Decision and Unreasonable Complainant Conduct Policy</b>
<b>For:</b>	<b>Information</b>

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**SUMMARY**

In early April 2020, the Administration was contacted by a representative of the Ombudsman’s Office seeking information in relation to a complaint that had been received regarding two matters: the processing of an application for the Internal Review of a Council Decision (IRCD) and a matter related to the adoption by Council of the Unreasonable Complainant Conduct Policy (UCC Policy). The requested information was provided.

On 24 April 2020 the Ombudsman issued a provisional letter to the complainant (**Appendix 1**), which became the final letter upon expiration of the consultation period setting out his findings in relation to the matters. The Ombudsman concluded:

*...on the information available, it does not appear to me that the council acted in a way that may possibly be unlawful, unreasonable, or wrong within the meaning of the Ombudsman Act. Accordingly I do not consider that further enquiries in your complaint by my Office are necessary or justifiable.*

Further the Ombudsman determined that there is a public interest in the disclosure of his decisions in relation to this matter and, upon the closing of the file, authorised disclosure of the correspondence by the parties as they see fit.

The purpose of this report is to supply a copy of the Ombudsman’s correspondence to provide assurance to Council and the community, in light of the comments made by the complainant, made in the Chamber, in correspondence to Elected Members and recently in a ‘Letter to the Editor’ in a local publication, as to the integrity and appropriateness of Council’s IRCD and UCC policies and practices.

**RECOMMENDATION**

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

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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

Priority O5.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

The Ombudsman’s correspondence makes reference directly and indirectly to the *Internal Review of Council Decisions Policy* and the *Unreasonable Complainant Conduct Policy*. Both policies were adopted by Council on 26 November 2019 as part of a suite of policies under s270 of the Local Government Act 1999.

### ➤ Legal Implications

The role of the Ombudsman is set out in section 13 of the *Ombudsman Act 1972* (the Act) and includes the investigation of any administrative act by an agency. For the purposes of that Act, Council is an agency.

Section 17 (2) of the Act provides:

The Ombudsman may refuse to entertain a complaint, or, having commenced to investigate a matter raised in a complaint, may refuse to continue the investigation if of the opinion—

- (a) that the matter raised in the complaint is trivial; or
- (b) that the complaint is frivolous or vexatious or is not made in good faith; or
- (c) that the complainant or the person on whose behalf the complaint was made has not a sufficient personal interest in the matter raised in the complaint; or
- (d) that having regard to all the circumstances of the case, the investigation or the continuance of the investigation of the matter raised in the complaint, is unnecessary or unjustifiable.

### ➤ Risk Management Implications

Managing the policy development, adoption and operation processes effectively assists 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**

Providing assistance to the Ombudsman’s Office in relation to their enquiries required use of staff resources. However, the wider matter of the resources consumed in responding to the complaints and queries from that particular complainant are significant and have the potential to be considered to be an unreasonable demand on public resources.

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

There is a high expectation that complaints and requests for the review of decisions are managed in an appropriate manner. These can often be the source of valuable improvement opportunities in the way in which Council delivers services to the community.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Governance & Risk Coordinator  
Coordinator Service Strategy and Innovation

*External Agencies:* Ombudsman SA

*Community:* Not Applicable

## 2. **BACKGROUND**

### **Issue 1 – Internal Review of Council Decision**

The Administration has been managing an application for the Internal Review of a Council Decision, under the Policy of the same name, lodged in February 2019 regarding Council’s decision to approve the 2018 Adelaide Classic Rally. The extended duration of the Review has been largely due to the applicant seeking additional information to substantiate/augment the application, initially by request to Council, then by Freedom of Information (FOI) application and, more recently, by an external review of Council’s FOI determination.

In the interim, the Administration has written to the applicant seeking guidance as to whether that applicant desired to continue with the application given the extended duration of no direct activity in relation to the application. The applicant appeared to take

umbrage at being asked this question and a volume of correspondence has been exchanged since that time in relation to the matter.

This matter is referred to as Issue 1 in the Ombudsman’s correspondence and additional contextual information is provided.

### **Issue 2 – Adoption of the Unreasonable Complainant Conduct Policy**

Council considered a report at its 26 November 2019 meeting regarding a review of the polices under s270 of the *Local Government Act 1999* in relation to requests for service, complaint management and the internal review of council decisions.

While not legislated under s270, it is considered to be good contemporary administrative practice for the adoption and implementation of policies and procedures to manage unreasonable complainant conduct (UCC).

In consideration of the report, Council adopted (281/19) all four policies. Soon after the adoption of the UCC Policy the complainant enquired as to the reasoning for the adoption of the Policy.

This matter is referred to as Issue 2 in the Ombudsman’s correspondence and additional contextual information is provided.

## **3. ANALYSIS**

The matters in the Ombudsman’s correspondence were well known to the Administration as the same complainant has raised similar complaints/queries in relation to both matters in correspondence and, in relation to the former, in the Council Chamber. Notwithstanding that responses are provided to the queries raised, the line of complaint continues with numerous pieces of correspondence.

Elements of this complaint regarding the UCC Policy have also recently been published in a ‘Letter to the Editor’ in a local publication. While the date of letter submission is not known, interestingly the publication of the letter was well after the date that the Ombudsman issued his provisional letter to the complainant dismissing the complaint.

The complainant’s identity has been redacted from the correspondence in **Appendix 1** notwithstanding that person’s public disclosure of elements of the complaint (as highlighted above) and the Ombudsman’s permission to use the letter as Council sees fit.

The Ombudsman’s correspondence sets out the two matters of complaint and dismisses each of these. In doing so the Ombudsman concludes:

*..on the information available, it does not appear to me that the council acted in a way that may possibly be unlawful, unreasonable, or wrong within the meaning of the Ombudsman Act. Accordingly I do not consider that further enquiries in your complaint by my Office are necessary or justifiable.*

The Ombudsman has advised that he has closed his file on the complaint.

**4. OPTIONS**

Council has the following options:

- I. As this is an information report it is recommended that Council receive and note the item (Recommended)
- II. Take an alternative course of action (Not Recommended).

**5. APPENDICES**

- (1) ‘Your Complaint about the Adelaide Hills Council’ – SA Ombudsman - 24 April 2020

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# **Appendix 1**

*'Your Complaint about the Adelaide Hills Council' –  
SA Ombudsman - 24 April 2020*

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Enquiries: Ms Ella Rolls  
Telephone: 8226 8699  
Ombudsman reference: 2020/01587

By email: bigpond.com

Dear Mr

### Your complaint about the Adelaide Hills Council (the council)

I refer to your complaint under the *Ombudsman Act 1972* made to my Office on 1 April 2020. Your complaint raises two issues. The first issue relates to a letter you received on 3 December 2019 about an internal review with the council. The second issue relates to your efforts to obtain documents from the council regarding the council's Unreasonable Complainant Conduct policy (**the UCC policy**).

Whenever this Office receives a complaint, the matter is assessed as to whether the complaint comes within my jurisdiction, and if so, whether I should exercise my discretion to commence an investigation. I have assessed your complaint and, although it is within my jurisdiction, I have determined that an investigation is not necessary or justified in the circumstances. I explain how I arrived at this decision below.

### *My enquiries*

In my enquiries, my Office:

- assessed the information provided by you
- obtained information from the council
- considered the council's *Internal Review of Council Decisions Policy* (**IR policy**)
- considered the council's UCC policy
- prepared this letter to you.

### *My assessment of your complaint*

#### *Issue 1*

By way of background, I note the following:

- on 3 February 2019 you submitted a request for an internal review of a council decision which was made by the elected body on 28 August 2018
- you also sought information from the council under the *Freedom of Information Act 1991* (**the FOI Act**). As you did not receive all of the information you requested, you applied to my Office for an External Review under the FOI Act
- you wish to use information obtained under the FOI Act to support your request for an internal review
- from 3 February 2019 until the present date, your internal review has been on hold, pending you providing further submissions to the council.

On 3 December 2019 Mr Lachlan Miller, Executive Manager Governance and Performance, wrote to you regarding your internal review. Mr Miller stated:

I refer to your correspondence dated 3 February 2019 applying for an Internal Review of a Council Decision...In the above correspondence you advised that you were seeking information under the...FOI Act and that upon receipt of that information you would be submitting '*a more detailed and forceful request*'.

In my response of 15 February 2019 I advised that Council would permit the progressive submission of information to the Internal Review investigation process resulting from timing associated with any FOI Determinations (and any contingent appeals).

Since my above response, nine months has elapsed and Council has not received any further information to substantiate your application for the Internal Review.

Given the extended duration of this delay and that it is now over 14 months since the decision seeking to be reviewed was made, I intend to end Council's consideration of the application for an Internal Review.

If you believe that there are valid grounds for the Internal Review to continue please provide a response, setting out these grounds, by 31 December 2019.

Following receipt of the letter of 3 December 2019, you communicated further with the council. The essence of your responses was that you were offended that Mr Miller would propose to discontinue the internal review, and you wished for the internal review to remain on hold, pending the completion of the External Review which was then underway.

On 20 December 2019 the council wrote to you advising that your internal review would be held open. In the course of my assessment, enquiries were made with the council. The council confirmed your internal review still remains open. The council awaits further particulars from you to support your request for an internal review.

You have made the following complaint in relation to the letter of 3 December 2019:

- Mr Miller did not have the authority to act in this way. According to the council's Internal Review Policy, only a meeting of the Council can arrive at a decision to close the file, or you can withdraw your complaint
- any delay in the matter of the internal review proceeding was caused entirely by the council and not by you
- to demand from you reasons why the file should not be closed was 'entirely out of order'
- Mr Miller happens to be the Internal Review Contact Officer appointed to support you with your application and keep you informed of its progress. His letter of 3 December 2019 places him in a compromised or conflicted position.

I do not consider that the council's IR policy specifically deals with this issue. It is specified that a complaint must be made within six months of the decision being complained of. You submitted your complaint just within the six month time limit, but indicated in your request for an internal review that you would be putting in further submissions to support your request, pending the completion of the FOI process.

The council's IR policy does not outline all possible outcomes. For example, you make reference to having the ability to withdraw your complaint if you choose. The IR policy makes no reference to complainants having the right to withdraw a complaint. Nevertheless, from an administrative perspective, this is something that occurs from time to time.

It does not appear that the letter of 3 December 2019 was contrary to the IR policy.

Given the internal review is still ongoing, I do not consider that further enquiries into this issue are necessary or justifiable.

### *Issue 2*

You complain that the council has failed to provide you statistical data about historical unreasonable complaints. You feel that the council should provide you with this data in order to justify its decision to adopt an Unreasonable Complainant Conduct Policy.

By way of background, I note the following:

- on 26 November 2019, the council adopted the UCC policy
- on 18 December 2019 you made an informal request for information from the council regarding the complaints it had received from 2012 to present, specifically seeking details of complaints that were categorised as being 'unreasonable complainant conduct'
- on 9 January 2020 the council advised you that this information could not be provided
- on 15 January 2020 you submitted a request for access to information under the FOI Act
- the council provided its determination on 10 February 2020. The determination states that council is unable to supply the information you requested (apart from the total number of complaints per year) because council has not categorised historical correspondence according to the definitions of the UCC policy or the categories requested, and that council's current Records Management System does not have the capability to produce reports to match your specific request criteria
- on 19 February 2020 you had a meeting with the council CEO and council Coordinator Service Strategy and Innovation, during which you raised your concerns with the UCC policy
- on 28 February 2020 and 1 March 2020 you wrote to the council with further concerns about the UCC policy
- on 6 March 2020 the council wrote to you advising:

As outlined above, Council has considered and determined your request for complaint handling statistics and assessed and finalised your complaint about the UCC policy. Your recent correspondence regarding the UCC Policy...raise substantially similar issues that have already been addressed in my responses to you on 14 January 2020 and 11 February 2020. They relate directly to the underlying disagreement you have with Council about the adoption of the UCC Policy on 26 November 2019.

I therefore do not believe anything that can be achieved by further communicating with you regarding your views on the UCC Policy. You may be unhappy with this position, but Council does not intend to respond to further correspondence on this matter.

I note that prior to 26 November 2019, the council did not have a policy which dealt with unreasonable complainant conduct. It follows, therefore, that between 2012 and 26 November 2019, the council did not apply its UCC policy to its complaints, and complaints were not categorised as either 'reasonable' or 'unreasonable'.

It appears you are seeking to have the council retrospectively apply its UCC policy to each of its 1628 historical complaints; make a determination about whether, if the UCC policy had existed at that time, the complaint would have been considered to be unreasonable under the UCC policy; collate that data; and provide it to you.

The council has indicated it is not willing to do this as it is not an acceptable use of the council's resources. I do not think the council is acting unreasonably by declining to reassess over 1600 historical complaints.



I note that your basis for seeking this information is that you feel the council should provide you with 'evidence' to justify why it needed to adopt the UCC policy.

I comment that Ombudsman SA encourages all government agencies and local councils to adopt an Unreasonable Complainant Conduct policy. This is a matter of good practice and equitable complaint handling. Regardless of whether or not an agency has previously received 'unreasonable' complaints, all agencies should have this policy in place.

### *Outcome of my enquiries*

In light of my assessment above and on the basis of the evidence available, it does not appear to me that the council has possibly acted in a way that is unlawful, unreasonable or wrong within the meaning of the Ombudsman Act. Accordingly, I do not consider that further enquiries into your complaint by my Office are necessary or justifiable at this time.

I understand that this may not be the outcome you wanted, but on the evidence currently available to me, I do not think further enquiries would achieve a different result.

I intend to end my consideration of your complaint at this time, unless you are able to identify an error in my assessment of the matter. If you think you are able to identify such an error, I ask you to contact my Office by **1 May 2020** with your reasoning. If you do not contact my Office within that time, I will close the file.

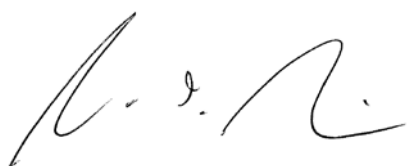
The Ombudsman Act imposes certain obligations<sup>1</sup> on my Office and others, including complainants and officers in an agency, to keep information about my assessment confidential.

However, if I consider that disclosure of that information is in the public interest, then I may authorise or require its disclosure.

In my opinion, there is a public interest in disclosure of my decisions under the Ombudsman Act. Therefore, once I have closed the file, I authorise disclosure of this letter by the parties as they see fit.

I have sent a copy of this letter to the council.

Yours sincerely



Wayne Lines  
**OMBUDSMAN SA**

24 April 2020

Cc Mr Andrew Aitken  
Chief Executive Officer  
Adelaide Hills Council  
By email: mail@ahc.sa.gov.au

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<sup>1</sup> Ombudsman Act 1972 section 26.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 May 2020  
AGENDA BUSINESS ITEM**

**Item:** 13.3

**Responsible Officer:** Lachlan Miller  
Executive Manager Governance & Performance  
Office of the Chief Executive

**Subject:** Publishing Council Meeting Recordings

**For:** Information

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**SUMMARY**

At its 22 October 2019 meeting, Council considered a Motion on Notice regarding the publishing of Council Meeting recordings on websites. Council subsequently resolved for the Chief Executive to provide a report on the practices of Australian local government entities for publishing meeting recordings on their websites. The requested report could be used as an input to assess the risk and benefits of adopting this practice at Adelaide Hills Council.

The legislative environment regarding council meetings varies between jurisdictions and therefore, pre-COVID-19, this created difficulty in assessing legislative obligations versus individual council voluntary practices. With the impact of COVID-19, each of these jurisdictions has amended their local government legislation to provide options for meetings via electronic participation.

Against the backdrop of this patchwork of legislative provisions, this report focuses on the South Australian jurisdiction but references practices in other jurisdictions. Further practices amongst councils can involve audio and audio/visual recordings however this report is focussed predominantly on audio recordings as per the Council's resolution.

The practice of making audio recordings of council meetings is relatively widespread amongst medium to large councils nationally, usually for the purposes of minute preparation. Subject to the nuances of jurisdictional freedom of information legislation, these recordings are available via application to the respective council. A smaller number of councils make these recordings available on their websites for members of the public to access, this mostly occurred post-meeting however a number live-stream their audio.

A small number of councils, typically the capital city and larger metropolitan councils, live-stream both audio and visual feeds from their meeting, and some of these also publish the recordings on their website.

The key benefit of publishing audio recordings is that a broader cohort of the community has the ability to hear (albeit belatedly) the deliberations of the Council and therefore obtain an understanding of the rationale for the decisions (resolutions) that they read in the meeting minutes.

The key risks associated with the publication of audio recordings are technical failures (thereby disappointing intending listeners); publication of defamatory/inappropriate/privileged material; resourcing associated with publication; and third-party manipulation of recordings.

## RECOMMENDATION

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

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### 1. GOVERNANCE

#### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2020-24 – A brighter future*

Goal 5                      A Progressive Organisation

Objective O4              We actively represent our community

Priority O4.1                Optimise opportunities for the community to access and provide input into the decision-making processes

The *Code of Practice for Council Meeting Procedures* (the Code) sets out the legislated and Council-determined practices and procedures that apply to Council meetings. As such the matter of recording meetings and the management of those recordings (consistent with legislative requirements) are contained within the Code.

#### ➤ Legal Implications

Chapter 6 of the *Local Government Act 1999* (the Act) sets out the legislative requirements regarding council meetings (Part 1).

Section 86 states that, subject to the Act, the procedures to be observed at a meeting of a council will be:

- a) As prescribed by regulation;
- b) Insofar as the procedure is not determined by regulation – as determined by the council.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations), set out the procedures to be followed in council and council committee meetings. The Regulations (Part 2, Division 2) prescribe a number of procedures that must be complied with for:

- a) The meetings of council;
- b) The meetings of council committees performing regulatory functions; and
- c) The meetings of any other council committee if the council has by resolution, determined that Part 2 should apply to that committee.

Recording of Council meetings is not prescribed in either the Act or the Regulations, as such it is the preserve of Council (subject to the other legislative provisions outlined below) as to how recordings are made and managed.

The *Freedom of Information Act 1991* provides (amongst other objects) public access to official documents and records. As a meeting recording is a record it is subject to the provisions of that Act.

The *State Records Act 1997* provides for the preservation and management of official records. Meeting recordings are a record albeit a working document with the hard-copy minutes as the enduring record. As such, the recording is able to be disposed of under the provisions of the Act.

The *Surveillance Devices Act 2016* makes provisions relating to the use of surveillance devices. The microphones within the Council Chamber are a listening device however as the conversations being recorded are not ‘private conversations’ for the purposes of the Act, making the use of the listening devices is permissible.

➤ **Risk Management Implications**

Ensuring the currency of practical and legislatively compliant meeting arrangements 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**

Publication of meeting recordings on Council’s website or associated social media platforms in their basic form requires some resources from within the Governance & Performance Department, the ICT Department and the Communications, Engagement and Events Department.

However, if editing, indexing or other data manipulation processes are required, the resource impact will be greater and may also require the purchase of software and/or hardware.

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

Council meetings that are open to the public are a foundation of the democratic system of local government in South Australia notwithstanding that only a small proportion of the community avail them of the opportunity to attend.

Notwithstanding that the live-streaming of Council meetings under Notice 1 has received minimal uptake to date, it is anticipated that the community would welcome the opportunity to listen to Council meeting recordings on topics of interest.

➤ **Sustainability Implications**

Not directly applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Director Corporate Services  
Manager Communications, Engagement and Events  
Governance & Risk Coordinator

*External Agencies:* Not Applicable

*Community:* Not Applicable

**2. BACKGROUND**

**2.1 Audio recordings of AHC Council meetings**

As detailed above, the recording of Adelaide Hills Council meetings has occurred for many years for the primary purpose of assisting with the preparation of Council minutes. As minutes are prepared in 'real time' during the Council meeting and there are other redundancy arrangements in place, recordings are rarely accessed to prepare or verify those meeting proceedings that are required to be minuted.

Council's audio recording and public address (within the Chamber) equipment was updated in 2018-19 and it enables a higher quality of recording due to the use of directional microphones. This has removed the potential for the inadvertent recording (and amplification) of other conversations and noises.

Over time, Council has received a number of applications for FOI access to (provision of) Council meeting recordings and these have been granted (less any items considered in confidence under s90 of the *Local Government Act 1999*) where recordings were available.

## 2.2 Requirement for a report on publishing Council meeting recordings

At its meeting on 22 October 2020 Council considered a Motion on Notice and resolved as follows:

### 11.1 Publishing Recordings of Council Meetings

Moved Cr Kirsty Parkin  
S/- Cr Leith Mudge

244/19

I move that Council resolves to request the Chief Executive Officer to provide a report to a future Council meeting on the practices of Australian local government entities for publishing Council Meeting audio recordings on their websites with a view to assessing the risks and benefits of adopting this practice at Adelaide Hills Council.

Carried Unanimously
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## 2.3 Electronic Participation in Council meetings

On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to Section 302B of the *Local Government Act 1999* (Notice No 1) varying or suspending the operation of the specified provisions of the *Local Government Act 1999* as set out in Schedule 1 to Notice No 1 related to Electronic Participation in Council Meetings. Notice No 1 commenced operation on 31 March 2020.

In summary, Notice 1 provided the legislative provisions for Council Meetings to be conducted virtually with Council Members able to participate by electronic means and for the meeting proceedings to be livestreamed (in audio/visual form) via council websites for the community to access, given that the Council Chambers were unable to be used due to the COVID-19 social distancing restrictions.

In response, the Adelaide Hills Council revised its Code to enable the convening of its meetings via the Zoom virtual meeting application and for the meeting proceedings to be live-streamed on the Council's website. Recordings of these meetings are made however these are not loaded onto the website for public access consistent with the provisions of the Code.

## 2.4 Audio and audio/visual recording and publishing practices in Australian local government entities

Data collection for this report was undertaken through web searches, direct contact with a small number of councils and via local government governance discussion groups. The bulk of the data collection occurred prior to the COVID-19 social distancing restrictions and specifically in South Australia before the gazettal on Notice 1. As such the current practices of councils across the nation with respect to meeting conduct are likely to be different than when the information was collected.

The practice of making audio recordings of council meetings is relatively widespread amongst medium to large councils nationally, usually for the purposes of minute preparation. Subject to the nuances of jurisdictional freedom of information laws these recordings are available via application to the respective council. A smaller number of councils make these recordings available on their websites for members of the public to access, this mostly occurs post-meeting however a number live-stream their audio.

A small number of councils, typically the capital city and larger metropolitan councils (examples in SA include Adelaide City, Burnside and Victor Harbor), live-stream both audio and visual feeds from their meeting, some of these also publish the recordings on their website.

### **3. ANALYSIS**

#### **3.1 Benefits associated with publishing Council meeting recordings on a website**

The key benefit of publishing audio (and visual) recordings on a council website is that a broader cohort of the community (i.e. those who are unwilling or unable to attend meetings in person) has the ability to hear (albeit belatedly) the deliberations of the council and therefore obtain an understanding of the rationale for the decisions (resolutions) that they read in the meeting minutes. This could occur regularly or in a one-off sense when the community member hears or reads about a council decision and is interested to learn more.

An associated benefit is that, as the recordings are in the public domain, there is no need for interested parties to go to the time and expense of lodging FOI applications and the resultant processing cost for the council.

#### **3.2 Risks associated with publishing Council meeting recordings on a website**

The following are the key risks associated with the publishing of Council meeting recordings on the website:

##### ***3.2.1 Recording failures (Low (1C) risk rating)***

There is always the potential for an equipment failure or merely a human failure in starting the recording. This in itself is not a risk from a legislative compliance perspective as there are a number of redundancies built into the minute generation process (as discussed earlier) however once recording publication is promoted there would be a level of community expectation that would be unmet from a failed recording.

Mitigations to manage this risk are more administrative controls.

##### ***3.2.2 Publication of defamatory/inappropriate comments (Low (3E) risk rating)***

Council Members and Officers are responsible, under their respective codes of conduct, for their behaviour during meetings. As such any defamatory or inappropriate comments (including breaches of privacy, copyright, etc.) made are a matter of legal liability for the individual, although there is always the potential for reputational damage to Council from such incidents.

If however, the Council (knowingly or unknowingly) publishes recordings of these incidents, it is the Council that is the defaming party in addition to the offending Member or Officer. This could result in legal liability for the organisation in addition to reputational damage.

While the use of directional microphones lessens the probability of the incidental capture of side comments, the mitigation to manage the above risk would be for an Officer to listen to the entire recording to identify any such statements and redact these accordingly. This would equate to an additional 3-5 hours of resource per Ordinary meeting.

**3.2.3 Publication of confidential information (Low (3E) risk rating)**

Meeting recordings can contain the deliberations of Council that occur under a s90 confidentiality order. If these deliberations were published prior to the confidentiality order being lifted, Council would be in breach of the *Local Government Act 1999* and potentially other legal liability.

The mitigation to manage this risk would be for an Officer to listen to that section of the recording in which confidential agenda items were considered and redact these accordingly.

**3.2.4 Additional resourcing required to improve recording accessibility (Medium (1A) risk rating)**

Meeting recordings of over 3 hours length would be difficult for members of the public to navigate. An option is to index (time stamp) the recording to enable easier accessibility to items of interest. To provide this functionality an Officer would need to either index the recording in real-time (this would require an extra Officer at the meeting) or for an Officer to listen to the entire recording to create the indexing.

Similarly, posting recordings on the variety of Council social media (to improve accessibility) would have a resource impact on the Communications, Engagement and Events team.

**3.2.5 Manipulation of recordings by third parties to cause detriment (Low (2E) risk rating)**

Concerns have been raised that third parties could manipulate the recordings to cause detriment to a Council Member specifically or Council in general. Discussions with other councils that provide recordings on their websites did not identify any instances where this has occurred.

This risk could be partially mitigated through the use of encryption software. However the most effective mitigation is to have the original recording on the website so that any community members with concerns regarding statements attributed to a Council Member can be directed to the recording on the website.



**3.2.6 Deputies and public forum participants do not want to have their presentations published (Low (1C) risk rating)**

Members of the public speaking at council meetings are aware that proceedings are recorded (due to the signage at the Chamber entrance) however they may not be happy that recordings of their presentations are available on a website.

This risk could be mitigated through guidance on deputation application forms, amended Chamber signage and potentially commentary by the Mayor prior to deputations and public forums commencing.

**3.3 Proposed Broadcasting Council Meeting Project**

The draft *Annual Business Plan 2020-21* (ABP) contains a capital project regarding the purchase of equipment to enable the audio/visual broadcasting (live-streaming) of Council meetings. If this project is adopted as part of the final ABP there will need to be considerable planning on the equipment to be utilised and the processes and procedures accompanying the broadcasting initiative.

As such, many of the issues canvassed above in relation to the publishing of audio recordings will need to be reconsidered and reconfigured to accommodate the nuances of broadcasting.

**3.4 Conclusion**

Given the indeterminate timing of the application of Notice 1 -Electronic participation (and the resultant resumption to 'normal' meeting practice), the Local Government Reform legislative review process (scheduled to come into effect on 1 July 2021 which will entail changes to meeting procedure) and the draft ABP broadcasting council meeting project (and associated procedural changes), the Administration does not recommend making amendments to the current regime with regard to the management of Council meeting recordings at this point in time.

**4. OPTIONS**

The Council has the following options:

- I. As this is an information report it is recommended that Council receive and note the item (**Recommended**)
- II. Take an alternative/additional course of action (**Not Recommended**).

**5. APPENDICES**

Nil